

ICANN Travel Support

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Topics of Discussion

01

Travel Policy

02

Booking Process

03

Visa Process

Travel Policy

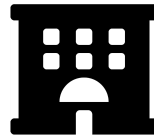


Air



ICANN Travel Support selects flights based on the following criteria, in descending order of priority:

1. Economy (nonrefundable)
2. Approved date of arrival/departure
3. Nonstop/direct flight routes from the supported traveler's original main domicile airport location
4. Lowest fare available at time of booking.



Hotel



Standard room (king or queen) based on single occupancy.

ICANN will pay for room and tax only.



Stipend



Stipend amount is \$500.00 USD. This is intended to cover meals and incidental expenses.

Incidental expenses include ground transportation, parking, and Internet fees.

Booking Process

Travel Booking Process



AIR

1. **RECEIVE** Welcome Email
2. **SUBMIT** Travel Request through FCM Travel Portal

Travelers provide their preferred airlines/group, itineraries, routing, etc.

3. **RECEIVE** Proposed itinerary from FCM
4. **REVIEW & APPROVE** proposed itinerary
5. **RECEIVE** final itinerary



HOTEL

1. **RECEIVE** hotel confirmation 30 days before meeting.



PER DIEM

1. **RECEIVE** wire transfer per diem before meeting (depending when air is complete).

Visa Process

1

APPLY for Invitation Letter and Local Host Letters

2

RECEIVE Invitation Letter from ICANN

3

RECEIVE Visa Documents from ICANN (Air, Hotel Confirmations)

4

RECEIVE Local Host Visa Documents

5

COMPILE Visa Application Documents

6

CONFIRM with Newland Chase is visa application is complete (optional)

7

APPLY for visa

Visa Documents

1

Local Host

- Local Host Letter

2

ICANN

- Flight confirmation for visa purposes
- Hotel confirmation for visa purposes
- Japanese version of the invitation letter

3

Newland Chase (optional)

- Provide instructions on how to obtain a visa.
- Quality check your visa application and supporting materials to ensure it is complete.



Thank You and Questions

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