

## **Traveling to OIST Workshops with Travel Bursaries**

Conference & Workshop Section (CWS), OIST Graduate University

We are delighted to have you as our guest lecturer at our OIST workshop. One of the main objectives of OIST Graduate University is to bring together excellent scientists from around the world and to provide a venue for the exchange of innovative ideas. It is our pleasure to offer you our support for your stay in Okinawa as described below.

- **Your flight to Okinawa, Japan:**

OIST will reimburse you with a fixed amount of travel expense support. Please read the appended “**Guidelines Regarding Travel Bursaries for attending an OIST Workshop**” for the details. We kindly ask you to purchase your airline ticket by yourself.

- **Your travel from Naha Airport to OIST:**

Please inform us of your travel itinerary and we will arrange transportation between Naha Airport and the workshop venue at OIST. You will receive detailed information regarding your transportation approximately two weeks prior to the start of the workshop.

- **Your stay in Okinawa:**

Lodging is arranged by OIST for the duration of the workshop. Check-in is one day prior to the start and check-out is one day after the end of the workshop. We will also provide all meals (breakfast, lunch & dinner) during your stay for the workshop.

If you have any questions, feel free to contact the Conference and Workshop Section at [workshop@oist.jp](mailto:workshop@oist.jp)

**We hope you enjoy your stay at OIST and wish you a fruitful time at our OIST workshop.**

## **Guidelines Regarding Travel Bursaries for Invited Speakers at OIST Workshops**

Conference & Workshop Section (CWS), OIST Graduate University  
Last updated 2019/7/1

### **General**

The following guidelines refer to invited speakers receiving travel bursaries from OIST. All invited speakers, receiving travel support from other sources, are subject to the regulations of their funding source.

*\* The term "traveler(s)" hereinafter refers to all invited speakers.*

## **1. Travel Support**

### **1.1. Air fares\***

#### 1.1.1 Itinerary

The invited speaker is requested to stay for the entire period as listed in the invitation sent out by the organizing unit.

#### 1.1.2 Air tickets of travelers from abroad

- a) Travelers will purchase air tickets by themselves.
- b) Traveler who receives travel bursary from **OIST will get reimbursed the actual cost of the air ticket as long as it does not exceed the upper limit amount, which shown in the table below.** Please note that the upper limit amount differs by the geographic region of departure.
- c) OIST will collect the receipt, the inbound air ticket as well as a digital copy of the e-ticket (showing the traveler's full itinerary) as evidences, which are mandatory for the reimbursement.

<b>Region</b>	<b>Upper Limit (JPY)</b>
Taiwan	60,000
Korea	90,000
China	120,000
Asia	240,000
Oceania	330,000
Europe, Middle East, North America and Canada	420,000
Africa and South America	480,000

#### 1.1.3 Air tickets of travelers from Japan

- a) Travelers will purchase air tickets by themselves.
- b) OIST will reimburse the actual expenses of the economy-class air ticket from mainland Japan to Okinawa, and from Okinawa to mainland Japan. OIST will NOT reimburse business-class domestic air ticket expenses.
- c) OIST will collect the receipt, the inbound air ticket as well as a digital copy of the e-ticket (showing the traveler's full itinerary) as evidences, which are mandatory for the reimbursement.

#### 1.1.4. Necessary documents for reimbursement

In order to receive reimbursement for their airfare, travelers must **submit the following documents to the CWS at the workshop venue upon arrival.** If these documents are not submitted, a reimbursement of the flight ticket by OIST will not be possible.

- a. All original purchase receipts with date of issue (digital receipt is accepted)
- b. All original used boarding passes from all incoming flights from home airport to Okinawa
- c. Digital copy of your e-ticket

## **1.2. Transportation between Naha Airport (Okinawa) and the workshop venue**

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1.2.1 OIST will arrange the transportation between Naha Airport and the workshop venue on the check-in date of the workshop. Travelers are asked to send their travel itinerary in advance so that transportation can be arranged.

If the traveler arrives on an earlier date, the traveler needs to arrange transportation and accommodation by themselves.

In case of changes in schedule, make sure to contact the CWS in advance.

1.2.2. From OIST to Naha airport: OIST will arrange the participant's transportation on the check-out date of the workshop.

## **1.3. Other transportation**

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Invited speakers are asked to arrange the transportation to and from their nearest home airport and OIST cannot reimburse these travel costs.

## **2. Accommodation**

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### **2.1. Lodging**

Lodging is provided by OIST for the duration of the workshop. Check-in is one day prior to the start and check-out is one day after the end of the workshop.

### **2.2. Meals**

OIST shall provide for all meals (breakfast, lunch & dinner) during the workshop (incl. dinner on the day of arrival and breakfast on the day of departure for invited speakers accommodated at the Seaside House or other OIST housing facilities). Thus, there will be no per-diem provided for the duration of the workshop.

## **3. International Travel Insurance**

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3.1 OIST will provide international travel insurance for the duration of the traveler's stay at the workshop (including flanking days for arrival and departure).\*

3.2. For travelers, only provided with **domestic flights within Japan\***

OIST cannot offer a travel insurance for travelers, who are provided only with a domestic flight within Japan. They are kindly requested to contact their local travel agency etc. for further details on travel insurance.

*\*Please note that the International Travel Insurance is provided only for traveler's stay at OIST. Any stay, exceeding the duration of travel covered by OIST cannot be covered by the travel insurance. For travel insurance for private stay extensions, visitors are kindly asked to contact their local travel agency for further details.*

## **4. Other**

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Okinawa Institute of Science and Technology Graduate University (OIST) and the workshop organizers disclaim any liability for death, injury, any loss, cost or expense suffered by any person (including accompanying persons or partners or attendant caregivers), if such loss is caused or results from the act, default or omission of any person other than an employee or agent of OIST or the organizers. In particular, neither OIST nor the organizers can accept any liability for losses arising from the provision or non-provision of services provided by hotel companies or transport operators. OIST and the organizers disclaim liability for losses suffered by reason of war including threat of war, riots and civil strife, terrorist activity, natural disasters, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by tutors/participants and/or partners in connection with the workshop, and losses suffered by reason of industrial disputes, governmental action, registrations or technical problems that may affect the services provided in connection with the workshop. OIST and the organizers are not able to give any warranty that any particular person will appear as a speaker or presenter. Finally, in case of any breach of the above stated Guidelines Regarding Travel Expenses for Tutors and Participants at OIST Workshops, the costs for the visit to OIST might be charged to the visitors.