



OIST

OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY GRADUATE UNIVERSITY

OIST International Symposium on Organic Electronics 2012 (ISOE 2012): Travel Rules for Tutors & Participants

Meals and accommodation

The accommodation and 3 meals at OIST Seaside House (SH) are provided for tutors and participants attending the workshop, starting with the dinner from the night of October 2, (Tue) through the breakfast of October 6, (Sat).

Travel support

- 1: OIST will support a round trip in economy class between Okinawa and the nearest airport to your organization/home, excluding expenses for any layover (at any Japanese or foreign cities). *Please refer to #6.
- 2: You are responsible for fees resulting from any change or cancellation of your flight and accommodation made after our travel agent or OIST has confirmed your booking. In addition, any change or cancellation of your itinerary is not allowed without prior approval from OIST. In case of any breach of this rule, flight and/or accommodation might be charged to you.
- 3: We will arrange for transportation between Naha (Okinawa) airport and the workshop venue. If you do not arrive in and/or depart from Okinawa as scheduled for your own personal reasons, you will be responsible for arranging and paying for your transportation.

Insurance for international traveler only (no insurance for arranging flight by your own)

- 4: Travel insurance will be covered by OIST.
- 5: In case you have arranged your own flight, ***please keep the receipt with the date of issue and boarding pass stubs from ALL flights***, and submit the inbound stubs and a copy of your return ticket when you register at the workshop venue
- 6: In principle, lecturers and participants of OIST workshops are expected to arrive at OIST on the previous day (October 2) and leave on the following day (October 6) of the workshop. However, extended stay for research purposes may be requested as below.
 - a) At the discretion of the administrative faculty for the workshop, extended stay for research purposes (e.g. to visit other research organizations) can be approved within the limit of the same number of days as the workshop, exclusive of travel days.
 - b) Such a request must be submitted to the OIST administrative coordinator for the workshop at least 4 weeks prior to the first day of the workshop.
 - c) Any additional expenses for airfare, other travel, per diem, allowance and lodging, etc. associated with the extended stay will not be supported by OIST.
 - d) OIST is not responsible for any personal accident, injury or death, miscellaneous expenses or risk incurred during extended stays.

Addendum: For participants, if the extended stay exceeds the above time period (within the limit of the same number of days as the workshop), OIST will provide only a one-way ticket for the itinerary (dates and route) for the workshop.

7: Okinawa Institute of Science and Technology Graduate University (OIST-SC) 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-SC or the organizers. In particular, neither OIST-SC 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-SC 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 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-SC and the organizers are not able to give any warranty that any particular person will appear as a speaker or presenter.