

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

Conference & Workshop Section (CWS), OIST Graduate University

We are delighted to welcome you to 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 to OIST:**

Please inform us of your travel itinerary as we shall 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 should have any questions, feel free to contact the CWS 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 Tutors and Participants at OIST Workshops**

Conference & Workshop Section (CWS), OIST Graduate University  
Last updated 2017/04/19

General

The following guidelines refer to tutors\* and participants\*\*, receiving travel bursaries from OIST. All tutors and participants, receiving travel support from other sources, are subject to the regulations of their funding source.

*\*The term “tutor” refers to academic coaches (graduate students, postdocs, scientists) invited by the organizers to attend to workshop participants. All tutors referred to in the following text exclude OIST students and OIST members.*

*\* The term “participant” refers to all workshop participants, who have went through an application process and have been selected to attend the workshop after being evaluated by the workshop organizers. All participants referred to in the following text exclude OIST students and OIST members.*

*\* The term “traveler(s)” hereinafter refer to all tutors and participants.*

1. Travel Support

1.1. Air fares\*

1.1.1 Itinerary

All tutors and participants must stay for the entire period of the OIST Workshop.

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 for half the amount of the actual cost of the air ticket. However, it shall 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 and the inbound air ticket as evidences, which are mandatory for the reimbursement.

Upper limit amount	a	15,000	Taiwan
by regions (JPY)	b	25,000	Korea
	c	30,000	China
	d	60,000	Asia
	e	75,000	Europe,America&Canada,Oceania
	f	125,000	Africa
	g	165,000	South America

1.1.2 Air tickets of travelers from Japan

- a) Travelers will purchase air tickets by themselves.
- b) Itinerary should start from the nearest airport to the traveler’s home, to Naha airport; or start from a domestic stop-over airport, where the traveler was visiting for business reasons, to Naha airport.
- c) OIST will reimburse the actual expenses of the inbound (one way to Naha) economy-class air ticket. OIST will NOT reimburse business-class air ticket expenses.
- d) OIST will collect the receipt and the inbound air ticket as evidences, which are mandatory for the 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.

1. All original purchase receipts with date of issue
2. All original used boarding passes from all incoming flights from home airport to Okinawa
3. Filled out remittance information form (the form will be sent to you via email)

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

1.2.1 OIST will arrange the transportation between Naha Airport and the workshop venue on the check-in date of the workshop. 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

Tutors/participants 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 tutors/participants 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 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.