



Travel Policy for WCSJ2019 International Fellows

Fellows must use the contracted IATA-accredited agency. This also provides them with complimentary airport transfers and a hotline for managing travel emergencies or disruptions. In order to access these entitlements, travellers must submit their travel information and preferences online. Your details will not be used for other purposes or passed on to third parties. You will be contacted by the agency and given a personalized link to access travel services.

Airfare

The contracted travel agency will provide travellers with two itineraries before booking. Travellers opting for another, more expensive option will have to make and pay for their arrangements themselves. Be aware that **in no case** WCSJ2019 will reimburse more than the price of the least costly flight ticket proposed by the contracted travel agency.

One (1) checked bag fee will be covered on each flight if required. Excess luggage charges, rebooking fees, or other airline fees not related to the initial ticket purchase are not reimbursable and are the responsibility of the traveller.

Other Transport

In no case will the WCSJ2019 reimburse non-airline travel (train) not arranged by the contracted travel agency.

Multi-part trips: If fellows should be traveling to WCSJ2019 as part of a multi-part trip, they have to make and pay for their arrangements themselves. WCSJ2019 will reimburse only the portion of the trip that is attributable to the conference. The maximum reimbursement will be the equivalent of the least costly airline round trip to Geneva booked on the same day.

Regardless of booking method, travel is subject to all policies listed in this document.

Visas

In general, visas should be secured prior to booking any non-refundable travel. Please start the visa process early (February) if you anticipate any delays. WCSJ2019 can provide an invitation letter for your visa application. Please be advised that invitation letters are only provided for registered Fellows.

WCSJ2019 will reimburse the actual cost of Fellows' visas. Rush fees or other expediting charges will not be covered. Travel or other ancillary costs (e.g., shipping or postage) to secure visas will not be covered.



Ground Transport

Transportation to and from Geneva airport to the conference hotel in Switzerland is provided by the conference. Airport transfers not organized by the conference will not be reimbursed. Travel from the Fellows' home to their departure airport is not reimbursed.

All Fellows receive a complimentary transport card covering local transportation by bus and train in and around Lausanne. The conference will not reimburse transportation not covered by this card.

Hotel

Fellows will be assigned a hotel room when they register. WCSJ2019 will pay the actual hotel bill for the room and tax (not incidentals) up to the number of nights offered in the official invitation letter. Travellers are personally responsible for any extra nights, which they can book at a special rate negotiated by WCSJ2019.

On registration, the system will ask for a credit card in order to guarantee your booking and any future incidentals, even if your stay does not exceed the number of nights offered by WCSJ2019. On your departure, only costs not covered by WCSJ2019 will be charged to your card.

Please note also that in the event of a no show, early departure or last-minute cancellation (after June 15) the hotel will charge all costs not covered by WCSJ2019 to your credit card.

Room Sharing: If travellers agree to share a room with another Fellow during their stay in Lausanne, they will be offered to extend their stay by one shared night. You will be asked during the registration process if you agree to sharing a room.

Unofficial Lodging: If the traveller elects to stay elsewhere, reimbursement will be at the most what the stay at a hotel assigned by the conference would have cost (max. CHF 135). The room sharing concept does not apply to unofficial lodging.

Meeting Registration

All international fellows will receive complimentary basic conference registration and information on how to secure complimentary registration once registration opens on 16 February. Any additional costs, such as fees for Field Trips or ancillary events, are the responsibility of the Fellows. Fellows must still register via the online registration system from 16 February to ensure that their credentials are correct for the nametags, and to provide the information necessary for WCSJ2019 to secure their hotel accommodation.

Meals

Almost all meals will be provided by the Conference (through side-events to which you have to register for free through the registration system). WCSJ2019 will take place on the EPFL campus which also offers plentiful alternative food options at reasonable prices. There is a



grocery store across the street from the conference venue, and there are restaurants in different price categories and some food trucks on the campus.

A subsidy of up to CHF15/day to cover small expenses and meals not provided by the Conference is available to Fellows as outlined in the invitation letter. Fellows receive a total subsidy of CHF 75. Receipts totalling at least 75% of the requested food subsidy should be saved and submitted after the Conference.

Excluded Costs

The following costs are NOT covered under any circumstances:

- Hotel Minibar
- Alcohol
- Wi-Fi (e.g. hotel room, airport, or plane)
- Telephone calls
- Car rentals
- First-class or any other upgrades in air travel
- Entertainment costs including movies, liquor, or bar costs

Travel Medical Insurance (Travel Insurance Schengen)

If visa requirements demand that a fellow show proof of travel medical insurance, he or she may purchase a medical travel policy for the duration of the travel to and from the meeting. Our travel agency will be glad to assist you. The cost of this policy, usually nominal, will be reimbursed (AFTER the conference) up to CHF 80 for the duration of the travel to and from the meeting only. Save receipts.

Cancellations

You will be asked to reimburse any non-refundable costs pertaining to the travel arrangements made for you by the conference. We recommend that travellers take out travel insurance covering the eventuality that they are unable to attend for medical reasons or for disruptions of travel beyond their control. WCSJ2019 will not cover the cost of this insurance.

Cancellations due to visa refusal

If your visa has been denied, or you were refused entry after obtaining a visa, and you would like to be considered for a registration refund, please make sure you have either an official denial document from a Swiss consulate or a stamped copy of your application form, showing the date when you applied and the date your visa application was denied. The refund request must be received in writing by mouraux@lausanne-tourisme.ch no later than 20 June 2019. No refunds will be made for refund applications received after this date. Not all requests for a refund may be approved.



Reimbursements

Reimbursements will be made after the conference ONLY. Any justified demand for reimbursements of expenses must be submitted with the necessary receipts within 30 days of the conference. Expenses not submitted within 30 days will not be reimbursed.

Questions

If you are a Fellow and have questions about this policy or travel inquiries, please contact info@wcsj2019.eu.