

PLEASE READ CAREFULLY

EXPEDITION 352 – IZU BONIN MARIANA: FOREARC

The information provided herein was prepared by the IODP Travel Office to assist you and/or your organization in arranging travel for your participation in the cruise. We respectfully ask that you take the time to become thoroughly familiar with this information as soon as you receive it.

Specific information pertaining to the ship’s schedule, etc. is provided on the IODP Reconnaissance sheet.

As a reminder, you and your funding organization will be responsible for the following:

- 1) Travel expenses en route to and from the ship, including airfare, lodging, meals, taxis, and other miscellaneous expenses.
- 2) Airline reservations - all reservations must be arranged through your travel agency or organization’s travel office.
- 3) All costs associated with obtaining required visas.

TRAVEL

***30 JULY 2014** - All science participants should arrive in Yokohama no later than this date.
***Co-Chiefs’ arrival date – no later than 29 July.**

31 JULY 2014 – Science party moves onto the ship and begins orientation.

29 SEPTEMBER 2014 – Ship arrives in Keelung, Taiwan. Ground transportation will be provided from the ship to the hotel. Since the time of disembarkation cannot be guaranteed due to port entry, customs, immigration, etc., you should not schedule your flight home until **30 September.**

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PASSPORT/VISA INFORMATION

Please refer to the 352 Reconnaissance details for visa requirements.

Passports are required for all participants because the ship is **Cyprus** registered. **Passport information MUST be sent to IODP** – IODP is required to forward this information to the agents in the port cities prior to your arrival to satisfy Customs & Immigrations requirements, and to facilitate your entry into the country and your embarking/disembarking the ship. **If you have not already sent this information to Janice Muston (muston@iodp.tamu.edu), please do so at your earliest convenience.**

Visa Information - Non-U.S. participants who hold U.S. visas, such as an H1B, J1, or TN, and who plan to return to the U.S., should ensure that their visas do not expire during the cruise. ***IODP will not be liable for any costs incurred to participants as a result of inadequate or expired visas.***

HOTEL ACCOMMODATIONS AND ITINERARY INFORMATION

IODP negotiates for group rates with hotels in the port cities. If you wish for IODP to make hotel reservations on your behalf at the IODP-selected hotels, **please complete the “Flight Information and Request for Hotel Reservations” form. This form must be returned by the date indicated (16 June) or it may not be possible to obtain a reservation for you.** To avoid misunderstandings, **IODP does not make hotel reservations for participants unless specifically requested on the travel form.** If provided by the hotel, confirmation numbers will be sent to you electronically. By requesting the IODP Travel Office to make hotel reservations you are agreeing that IODP’s hotel selection, location, and rates are acceptable to you. IODP reserves the right to make or change hotel arrangements as deemed essential to official requirements, without prior notification to cruise participants. If any of these conditions are not compatible with your needs, we recommend that you make hotel reservations through your travel agent. All hotel information that is available at this time is included on the IODP Reconnaissance form. If it is not listed, it will be provided as soon as it becomes available.

IMPORTANT: If you request IODP to arrange your hotel accommodations, please be aware your reservations will be guaranteed with the credit card number you provide. If your travel plans change after you have requested the reservations, it will be your responsibility to notify either the IODP Travel Office or the hotel directly to change/cancel the reservations. Please refer to the IODP Reconnaissance form.

LETTER OF INTRODUCTION

This letter explains the purpose of your travel and should be used only if questioned by officials en route to your destination. A letter will be sent electronically to each participant closer to your departure.

MISCELLANEOUS INFORMATION

The following is also posted at <http://iodp.tamu.edu/travel/portcall.html> for your information:

- 1) **Reconnaissance Sheet.** This provides essential logistical information regarding your participation in the cruise (the ship’s schedule, your expected arrival dates in port, port agent’s name, address and hotel information). We suggest a copy of this be carried with you to the port city should you need the port agent’s name and telephone number in providing directions to the ship’s exact docking location. Please note, unless advised in advance, transportation from the airport to the hotel is the traveler’s responsibility.
- 2) **Flight Information and Hotel Request Form.**
IODP is required to provide the Port Agent with a complete Travel Manifest. This is mandatory for Immigration Notification. Without advance notification, entry may be denied. Please complete the flight information portion even if you do not need hotel reservations.

For additional information, please contact:

Kathy Bass – Travel Services Administrator

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EMAIL: bass@iodp.tamu.edu