

## **Pre-Departure Checklist for Faculty Traveling through Global Seed Funds Grant**

- 1) Contact the **MISTI program manager** of the country you will be traveling to receive updated safety and security guidelines. (See contact information per country below)
  
- 2) You are responsible for ensuring that **student(s)** traveling as a part of your grant to contact the MISTI program manager for a **pre-departure meeting**. The program manager will go through **Health and Safety Guidelines** and talk about cultural and working norms of the host country. They can also help answer questions. If there is no program manager for the country you are traveling to, please contact [misti-gsf@mit.edu](mailto:misti-gsf@mit.edu).
  
- 3) Ensure that students traveling with you have completed the [Student Pre-Departure Checklist](#).
  
- 4) Review the MISTI trip leader resource [video](#)
  
- 5) As a faculty member you must review [MIT's Travel Policy](#). Please note that depending on the country your **student(s)** are traveling to they might require to submit a [waiver](#) application and get approved in order to travel.
  
- 6) As a faculty member it is required you **register your trip** at [MIT's Travel Registry](#) which collects trip- related data, such as itineraries and contact information, so that the Institute is able to locate and contact travelers in an area where health, safety, or security are threatened.
  
- 7) In addition, you are responsible for ensuring that students **register with MISTI** [here](#).
  
- 8) Get an [ISOS](#) card for yourself from MISTI or the insurance office and register your trip.

*MIT provides students, faculty, and administrators traveling on MIT business with international medical, security and travel assistance managed and administered by International SOS. International SOS has 24-hour Assistance Centers, international clinics, and remote-site medical facilities across five continents. International SOS is the leader in their field, ready to help you with all your medical and security needs.*

**For any questions, please contact MISTI at [misti@mit.edu](mailto:misti@mit.edu) or the MISTI program manager of the country you are travelling to.**

## MISTI Contact Information:

Country	Manager Name	Email	Office Phone
Africa (all)	Ari Jacobovits	<a href="mailto:arijaco@mit.edu">arijaco@mit.edu</a>	258-6020
Argentina	Eduardo Rivera	<a href="mailto:eduriv@mit.edu">eduriv@mit.edu</a>	324-2801
Australia	Sean Gilbert	<a href="mailto:seang@mit.edu">seang@mit.edu</a>	253-5068
Austria	Justin Leahey	<a href="mailto:jleahey@mit.edu">jleahey@mit.edu</a>	324 2153
Bangladesh	Megha Hegde	<a href="mailto:mhegde@mit.edu">mhegde@mit.edu</a>	258-5917
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Bolivia	Eduardo Rivera	<a href="mailto:eduriv@mit.edu">eduriv@mit.edu</a>	324-2801
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Italy	Serenella Sferza	<a href="mailto:ssferza@mit.edu">ssferza@mit.edu</a>	452-2693
Japan	Christine Pilcavage	<a href="mailto:csp18@mit.edu">csp18@mit.edu</a>	258-8208
Jordan	David Dolev	<a href="mailto:ddolev@mit.edu">ddolev@mit.edu</a>	324-5581
Kazakhstan	Ekaterina Zabrovskaya	<a href="mailto:zabroves@mit.edu">zabroves@mit.edu</a>	324-2793
Korea	Matt Burt	<a href="mailto:mburt@mit.edu">mburt@mit.edu</a>	324-8466
Mexico	Griselda Gomez	<a href="mailto:gomezg@mit.edu">gomezg@mit.edu</a>	252-1483
Nepal	Megha Hegde	<a href="mailto:mhegde@mit.edu">mhegde@mit.edu</a>	258-5917
Netherlands	Justin Leahey	<a href="mailto:jleahey@mit.edu">jleahey@mit.edu</a>	324 2153
New Zealand	Sean Gilbert	<a href="mailto:seang@mit.edu">seang@mit.edu</a>	253-5068
Norway	Madeline Smith	<a href="mailto:msmith1@mit.edu">msmith1@mit.edu</a>	452-2479

**Useful Numbers**

International SOS	215-942-8226 MIT #11BSGC000066	<a href="http://www.internationalsos.com/">www.internationalsos.com/</a>
MISTI Office	617-258-0385	<a href="mailto:misti@mit.edu">misti@mit.edu</a>
MIT Violence Prevention and Response Center	617-253-2300 (24 hr. hotline) 617-253-4420 (Kate McCarthy)	<a href="mailto:vpradvocate@med.mit.edu">vpradvocate@med.mit.edu</a> <a href="mailto:kmcc@med.mit.edu">kmcc@med.mit.edu</a>
Todd Holmes, MIT's International Safety and Security Program Manager	617-324-7696	<a href="mailto:tholmes@mit.edu">tholmes@mit.edu</a>
MIT Medical	617-253-4481 (24 hr line)	<a href="http://medweb.mit.edu/">http://medweb.mit.edu/</a>