

Pre-Departure Checklist for Faculty Traveling through MISTI 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.
- 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 or the MISTI program manager of the country you are travelling to.

MISTI Contact Info

Country	Manager Name	Email	Office Phone
Africa (all)	Ari Jacobovits	arijaco@mit.edu	258-6020
Argentina	Eduardo Rivera	eduriv@mit.edu	324-2801
Australia	Sean Gilbert	seang@mit.edu	253-5068
Austria	Justin Leahey	jleahey@mit.edu	324 2153
Bangladesh	Nureen Das	nureen@mit.edu	258-5917
Belgium	Myriam Zuber	myriamz@mit.edu	452-2562
Bolivia	Eduardo Rivera	eduriv@mit.edu	324-2801
Brazil	Rosabelli Coelho-Keyssar	rlck@mit.edu	258-6007
Canada	David Dolev	ddolev@mit.edu	324-5581
Chile	Eduardo Rivera	eduriv@mit.edu	324-2801
China	Sean Gilbert	seang@mit.edu	253-5068
Colombia	Griselda Gomez	gomezg@mit.edu	252-1483
Czech Republic	Justin Leahey	jleahey@mit.edu	324 2153
Denmark	Madeline Smith	msmith1@mit.edu	452-2479
Ecuador	Eduardo Rivera	eduriv@mit.edu	324-2801
Egypt	David Dolev	ddolev@mit.edu	324-5581
Finland	Madeline Smith	msmith1@mit.edu	452-2479
France	Myriam Zuber	myriamz@mit.edu	452-2562
Germany	Justin Leahey	jleahey@mit.edu	324 2153
Greece	David Dolev	ddolev@mit.edu	324-5581
India	Nureen Das	nureen@mit.edu	258-5917
Israel	David Dolev	ddolev@mit.edu	324-5581
Italy	Serenella Sferza	ssferza@mit.edu	452-2693
Japan	Christine Pilcavage	csp18@mit.edu	258-8208
Jordan	David Dolev	ddolev@mit.edu	324-5581
Kazakhstan	Ekaterina Zabrovskaya	zabroves@mit.edu	324-2793
Korea	Matt Burt	mburt@mit.edu	324-8466
Mexico	Griselda Gomez	gomezg@mit.edu	252-1483
Nepal	Nureen Das	nureen@mit.edu	258-5917
Netherlands	Justin Leahey	jleahey@mit.edu	324 2153
New Zealand	Sean Gilbert	seang@mit.edu	253-5068
Norway	Madeline Smith	msmith1@mit.edu	452-2479



Pakistan	Nureen Das	nureen@mit.edu	258-5917
Peru	Eduardo Rivera	eduriv@mit.edu	324-2801
Poland	Justin Leahey	jleahey@mit.edu	324 2153
Portugal	Alicia Goldstein Raun	aliciag@mit.edu	324-5494
Russia	Ekaterina Zabrovskaya	zabroves@mit.edu	324-2793
Singapore	Sean Gilbert	seang@mit.edu	253 5068
Slovenia	Justin Leahey	jleahey@mit.edu	324 2153
South Africa	Ari Jacobovits	arijaco@mit.edu	258-6020
Spain	Alicia Goldstein Raun	aliciag@mit.edu	324-5494
Sri Lanka	Nureen Das	nureen@mit.edu	258-5917
Switzerland	Justin Leahey	jleahey@mit.edu	324-2153
Switzerland	Candi Deblay	cdeblay@mit.edu	452-2562
Turkey	Serenella Sferza	ssferza@mit.edu	452-2693
UK	Stephen Barnes	barness@mit.edu	258-8552
Vietnam	Sean Gilbert	seang@mit.edu	253-5068

Useful Numbers

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