

Pre-Departure Guidelines for Faculty Travelling through a MISTI Seed Fund Grant

- 1) When preparing for your trip please contact the **MISTI Program Manager** of the country you will travel to in order to inform us of your trip and to receive updated safety and security guidelines. (See below contact information per country.)
- 2) Please ask any **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.
- 3) Please give the **Pre-Departure Checklist** to students travelling with you.
- 4) Get an [ISOS](#) card for yourself from MISTI or the insurance office and register your trip.

MIT provides students, faculty, and administrators travelling 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 of 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

Matt Burt - Korea	mburt@mit.edu	324-8466
Rosabelli Coelho-Keyssar - Brazil	rlck@mit.edu	258-6007
David Dolev - Assistant Director, Middle East, Morocco	ddolev@mit.edu	324-5581
Melanie Mala Ghosh - India	mghosh@mit.edu	258-5917
Sean Gilbert - China, Singapore, Australia and New Zealand	seang@mit.edu	253-5068
Alicia Goldstein - Spain and Portugal	aliciag@mit.edu	324-5494
Griselda Gomez - Mexico	gomezg@mit.edu	252-1483
Erika Korowin - Chile, Argentina, Peru	ekorowin@mit.edu	324-2801
Christine Pilcavage - Japan	csp18@mit.edu	258-8208
Julia Reynolds - Africa	jreyn@mit.edu	324-4285
Erin Schenck - Germany, Netherlands, Switzerland	eschenck@mit.edu	324-2153
Molly Schneider - France, Belgium, Switzerland	molly_s@mit.edu	258-8133
Serenella Sferza - Italy, Armenia, Turkey	ssferza@mit.edu	452-2693
Ekaterina Zabrovskaya- Russia, Mongolia	zabroves@mit.edu	324-2793
All other countries	misti-gsf@mit.edu	258-0385

Useful numbers

International SOS	215-942-8226 MIT #11BSGC000066	www.internationalsos.com/
MISTI Office	1-617-258-0385	misti@mit.edu
MIT Violence Prevention and Response Center	1-617-253-2300 (24 hr. hotline) 1-617-253-4420 (Kate McCarthy)	vpradvocate@med.mit.edu kmcc@med.mit.edu
MIT Medical	1- 617-253-4481 (24 hr line)	http://medweb.mit.edu/