

MIT GLOBAL SUPPORT RESOURCES (GSR) - *formerly ICC*

Sponsored by the Office of Associate Provost for International Activities



INFORMATION SESSION

**Safety
& Security:**
Todd Holmes,
International
Safety
and
Security

**Health
& Travel
Clinic:**
Colleen
McDonald,
MIT
Medical

**Sending
Students
Abroad &
Cultural
Training:**
April Julich
Perez,
MISTI

**EHS
Concerns:**
Todd
Numan,
EHS

**Travel
Policies
& Money
Matters:**
Katy
Featherston,
VPF

**Technology
Tips:**
Jessica
Murray,
IS&T

**Export
Control:**
Janet
Johnston,
VPR

International Travel Safety

Safety and Preparedness
Suggestions to Manage Risks

December 7, 2022

Plan

1) MIT Travel Risk Policies

❖ Students

❖ Faculty and Employees

- Risk levels based on US State Department Travel Advisories
- DOS Level 3 and 4 are prohibited to students and require a policy waiver application
- Policy requires travel registration where travelers will sign a risk acknowledgement form for all locations.
- Global Support site: <https://globalsupport.mit.edu/travel-safety-abroad/>

2) International SOS (ISOS): www.internationalsos.com

MIT's contracted provider for medical/security information & assistance globally 24/7 (outside the USA)

- Not insurance
- MIT membership number: **11BSGC000066**
- Save the main number in phone contacts
 - Call collect: **+1-215-942-8478**
- Download the app to your smart phone
 - Offers Live Chat feature over wireless

Prepare

3) US State Department

- Check travel risk/country information: travel.state.gov
- Sign up for State Department's STEP: step.state.gov

4) MIT Travel Registry: travel.mit.edu

- Register trip information including location, dates, contact info
- Travel Admin tool for department admins to manage travel registration data for groups (no proxy function)
 - URL: travel-admin.mit.edu

Prepare

5) Health Insurance

- Students: Institute provides up to \$100K international emergency health insurance coordinated through ISOS. Check insurance.mit.edu for further information
- Faculty/Staff: review coverage with your own providers

6) Communications

- Review IS&T presentation on Tech Tips & Cyber Safety
- Don't rely exclusively on wireless networks in case of emergency; know telecomms infrastructure of location.
- Identify local trusted contacts and alerts

While You're Abroad

7) Transportation Safety

- Driving in foreign countries (programs prohibit)
- Road safety (e.g., seatbelts, emergency kits, etc.)
- Ride sharing providers
- International Travel Risk Policy restrictions (mode location, time)

8) Accommodation Safety

- Fire exits, fire safety, lighting
- Secure locks
- Access monitoring and building security
- Program or host recommendations
- Potential online fraud

While You're Abroad

9) Be a Hard Target

- Demonstrate alertness/awareness of surroundings, particularly in crowded areas
- Wear closed-toed/lace up shoes (fast get-away)
- Avoid solo travel (buddy system), be more careful at night
- Carry a mugger's wallet
- Use credit card where possible and withdraw money at safe ATM locations
- If confronted, don't be a hero: hand over valuables and avoid eye contact
- Add'l recommendations vary by location, please research

While You're Abroad

10) Emergencies

While abroad, ISOS is your key point of contact in the event of an emergency. (They will notify MIT)

- In case of medical emergency, seek care at the nearest medical facility. If you do not know where this is, or if follow-up and support services are needed, contact ISOS.
- In a natural disaster (both pre/post event) or a political type event such as civil unrest or a terrorist attack, contact ISOS immediately.
- In a criminal event, such as assault or robbery, contact ISOS. They will assist in providing further direction on contacting local resources.
- ISOS provides trip risk briefs as well (24/7)

Questions?

Please contact Todd Holmes: tholmes@mit.edu

MIT MEDICAL

Safe Travel Tips



BE PREPARED!

- **Contact MIT Travel Clinic**

- <https://medical.mit.edu/services/travel-health-clinic>
- 617-258- 9355
- HealthELife Patient Portal

- **Gather Information**

- Itinerary
- Immunization Records
- CDC Traveler's Health: www.cdc.gov/travel



TRAVEL CONSULTATION

- Update Immunizations



Yellow Fever

Typhoid, Hepatitis A

Review:

- Food and Water Safety
- Motor Vehicle Safety
- Mosquito Precautions
 - malaria, dengue, zika
- Plan for chronic medical and mental health conditions



DON'T DRIVE

<https://extranet.who.int/roadsafety/death-on-the-roads/#ticker>



Return to Travel

ENABLING SAFE TRAVEL IN A COVID-

Top 10 things to know about sending students abroad

April Julich Perez
Executive Director, MISTI



MISTI MIT Global
Experiences

Top 10 things to know about sending students abroad

April Julich Perez
Executive Director, MISTI

and cultural resources!



MISTI MIT Global
Experiences

Decide who is in charge

- Determine who will be in charge of the group (both before, during and after) and what their responsibilities will be
- Make sure students know who is in charge and how to contact them in case of a problem
- In some cases, MISTI staff with expertise in the host country can serve as a trip coordinator/point person (contact misti@mit.edu)



Health and safety is priority #1

- Ensure that trip location complies with MIT's policy
- Ask students to attend a MISTI health and safety info session
- Ask them to download the MISTI health and safety app (email misti@mit.edu for link and password)



Details, details...

- Passport, visa, immigration status (international students visit ISO)
- Housing
- Finances, banking, ATMs
- Cell phone plans that work abroad
- Register travel and complete forms

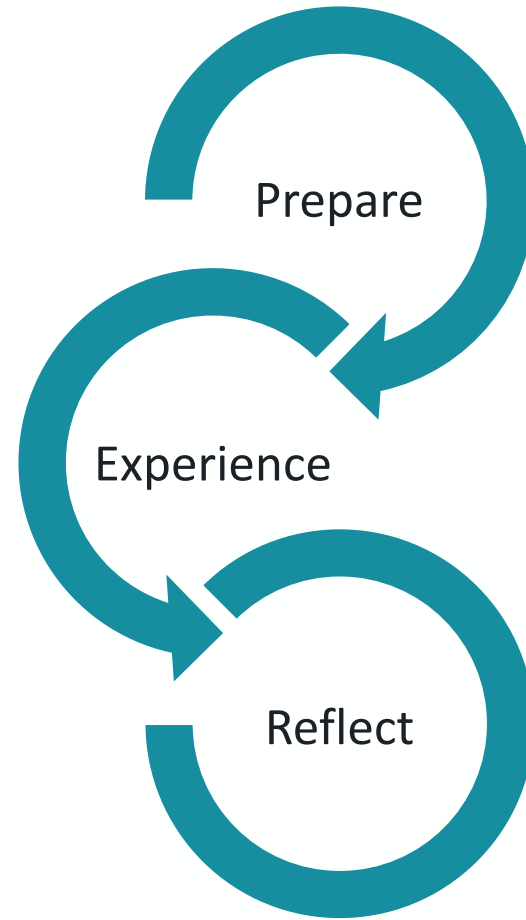


Think about identity

- Be aware that going abroad presents different challenges for different students
 - Underrepresented minority students
 - LGBTQ+ students
 - Students with disabilities
 - Women
 - First-generation students
- Visit MISTI IdentityX at mistiblogs.com



Support the journey



Know your host





**Be ready to adapt
to different cultural
context and
communication
style**

Direct vs. indirect
communication

High context vs.
low context
culture

Non-verbal
communication

SAFETY ABROAD

International travel risk policy

Country warning levels

International SOS

Register your travel

What to do in an emergency

Identity abroad

LOGISTICS

Visas

Travel arrangements

Securing computers & mobile devices

Expenses

[Home](#) / [Travel & safety abroad](#) /

Cultural resources

Here are a range of cultural awareness tools and resources to help the MIT community communicate and collaborate more effectively.

LEARN

→ [GlobeSmart: Guides to foreign cultures](#)

→ [Multicultural communication skills](#)





Brazil

GLOBESMART CULTURE GUIDE



Compare Profile to Brazil

Search topics in the

🕒 23:50 5 Dec
Global Meeting Time

☁️ 70° F 21° C
In Brasilia More

💰 Currency Converter

Foreign Ministry >



Google

Need support?

misti@mit.edu



MISTI MIT Global
Experiences



Environment, Health, and Safety

**Ask Questions - A 5 W's Approach
to Preparing for a Field Visit**



The Key to a Safe Productive Field Visit

Proper Preparation

- Assessing for Potential Hazards
- Developing a Strategy to Deal with these Hazards
- Allowing for Adequate Time to Implement your Strategy
- Have a Backup Plan for Critical Issues
- Preparing (as best you can) for Emergency Situations



This Photo by Unknown Author is licensed under CC BY

How do we do this? – We Ask Questions

Who is going into the field?

- How many people are going with you?
- How experienced are they?
- Are you all prepared for potentially strenuous activities?
- Have you all received appropriate trainings?
- Are you all up to date on vaccinations for the travel location?
- Did you all provide emergency contact information?



What is going to be done in the field?

Know and prepare for any potential Activity

Hazards

- Will you be using chemical, biological, radiation agents?
- Will you be collecting samples? Returning them to MIT?
- Are there hazards related to equipment use?
- How will you be traveling – ATV, Snowmobile, Boat, On foot
- Will you be working on or near water? Along the side of a road?
- Will you be conducting Interviews?



Where is the field work being done?

Know and prepare for any potential **Location and/or Health Hazards**

- Rural or Urban Areas – Culture, Laws, Crime?
 - Remote areas – Medical facilities, communication, lodging, etc.
 - Extreme heat – Sunburn, Heat Stroke, Dehydration
 - Extreme cold – Frostbite, Hypothermia
 - Falls from heights, Altitude sickness, Avalanche potential
 - Entry into confined spaces – Oxygen deficiency or asphyxiates
 - Local animals, insects, poisonous plants, food and waterborne illness
-



When will the fieldwork occur?

Know and prepare for hazards related to time of day or seasonal changes

- Working at Night – Hi-Vis PPE and light sources
- Summer – Enhanced and more widespread heat related hazards
- Winter – Enhanced and more widespread cold related hazards
- Monsoon Season – Long duration rain and wind
- Hunting Season – Wear blaze orange



Why should you plan well in advance?

It is always less stressful when you give yourself time

- Identifying activities, potential hazards, etc.—enables you to take preventive measures
- Identify proper clothing, equipment, first aid material needed
- Passport and Medical considerations



How do you organize all of your trip plans?

MIT EHS has been collecting and developing resources

- EHS Field Health and Safety Website – [link](#)
- Field Safety Manual – [link](#)
- Field Research Safety Planning Document
- Field Safety Fact Sheets – [link](#)
- ALSO,
 - Contact Host Institution EHS Office and/or local officials



In Conclusion

“By failing to prepare, you are preparing to fail” — Benjamin Franklin

- EHS wants you to have **SAFE** and **SUCCESSFUL** field visits
- Asking the right questions can help you prepare for this
- Remember, we are always available to assist at Fieldsafety@MIT.EDU

EAPS PhD student Joanna Millstein is studying glacier dynamics to clarify how melting ice sheets will affect the planet.

Featured on Sept. 8, 2022



TRAVEL AND EXPENSE REPORTING



Office of the
Vice President
for Finance

1. PLANNING

CONFIRM SPONSOR TERMS

- Check KUALI COEUS or the sponsor agreement for Travel restrictions.

INTERNATIONAL PER DIEM

- The specified Per Diem rate can be claimed for each ground day at a location.
- For travel days you are allowed 75% of the Meals and Incidental Expense (MI&E) rate of the destination location.

2. CARD PAYMENT

MIT TRAVEL CARD

- Using an MIT Travel Card? Make sure it is activated and you know your PIN.
- Notify Bank of America or the Travel Office of your Travel Plans.
- Cards not an option? Contact the Travel Office at least two weeks prior to your departure date so individual payment arrangements can be made.

TRAVEL CARD HELP

- Bring your Travel Card Help Number.

If you run into issues using your MIT Travel Card while abroad call BOA directly at 509-353-6656. Have the following information:

- a) **Account Billing Address:** 77 Massachusetts Avenue, Cambridge, MA 02139*
- b) **Activation ID:** Your MIT ID number*
- c) **Account Phone number:** 617-253-8366*
- d) **Account name:** Kathleen McGrath or Kim Harmon*

3. DOCUMENTATION

ITEMIZED RECEIPTS

- Expenses in excess of \$75
- Any expense that includes alcohol
- Business Meeting Meals (non MIT attendees)
- Airfare, rail, & hotel expenses
- Comparison economy flight or flight that includes only dates of business travel

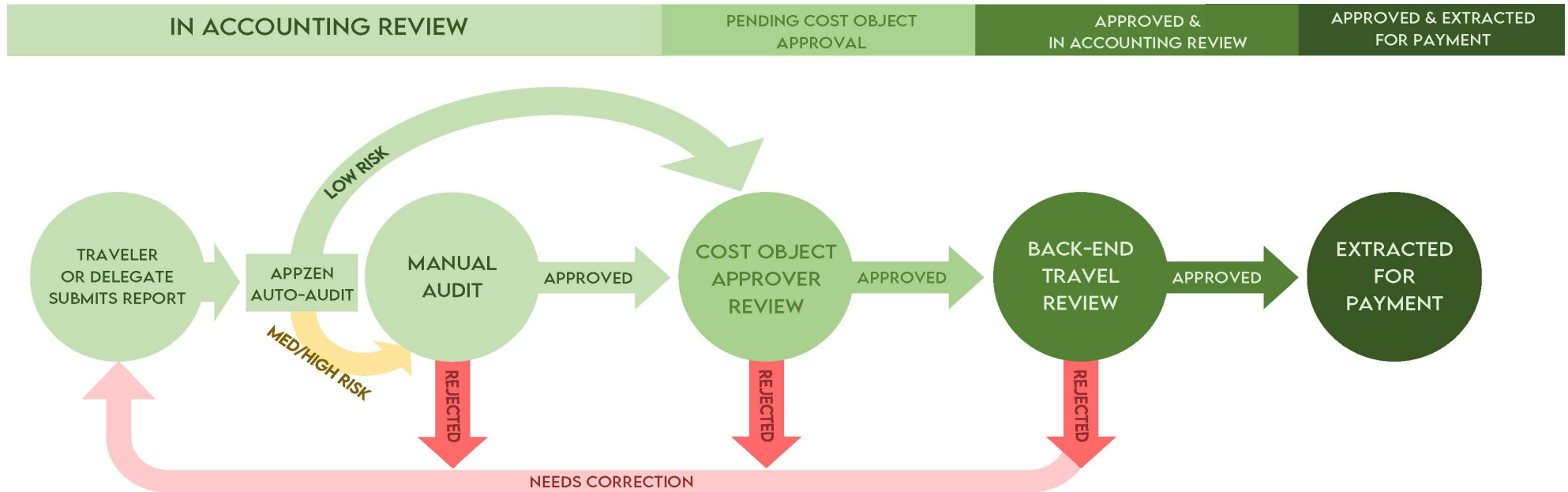
INTERNATIONAL FLIGHTS

- Business Class or Personal Travel
- Comparison economy flight or flight that includes only dates of business travel

4. PROTECTIONS

International Car rentals

5. REPORTING



Travel Reporting

APPLY

Application Process

BOOK

Booking Options

TRAVEL

Required Documentation

REPORT

How-To

PAYMENT

Payment Options

Travel Resources

Email

travelsupport@mit.edu

VPF Travel and Card Services

<http://vpf.mit.edu/travel>

The Travel team is available for small group or individual training.

Safe Travels!



Travel Training

[Travel Policies for the Traveler](#) (Online)

[Travel Policies for the Approver](#) (Online)

[ProCard: Cardholder Training](#) (Online)

In Development

Concur Overview and Demo (Online)

Top 5 things to know about technology when traveling abroad

Jessica Murray

Information Security Officer

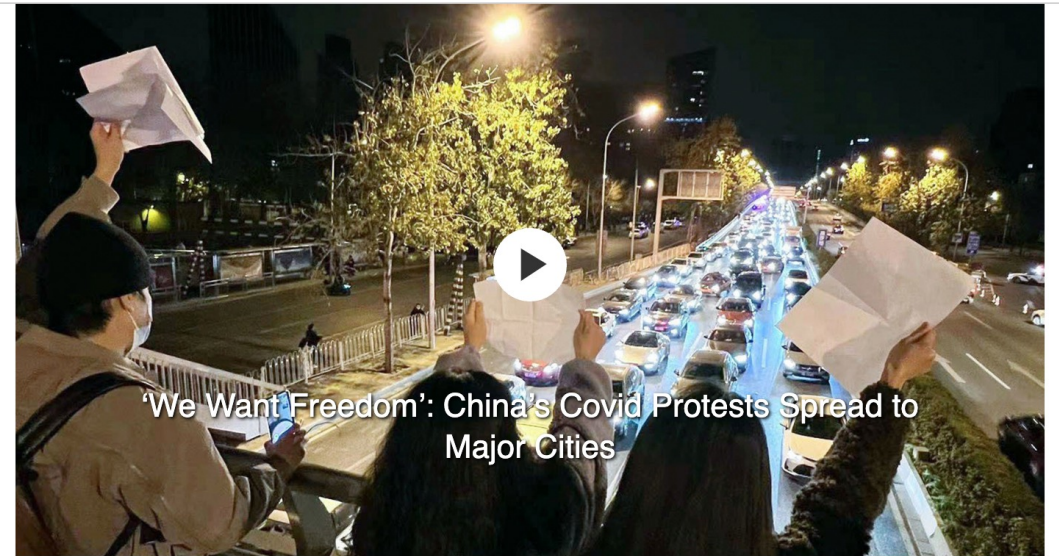
IS&T

December 7, 2022

1. Resources on the IS&T Knowledge Base

- kb.mit.edu
- Travel and Technology Landing Page
<https://kb.mit.edu/confluence/display/istcontrib/Travel+and+Technology+Landing+Page>
- Secure Travel (High Risk)
<https://kb.mit.edu/confluence/display/istcontrib/Secure+Travel+Recommendations>

THE WALL STREET JOURNAL.



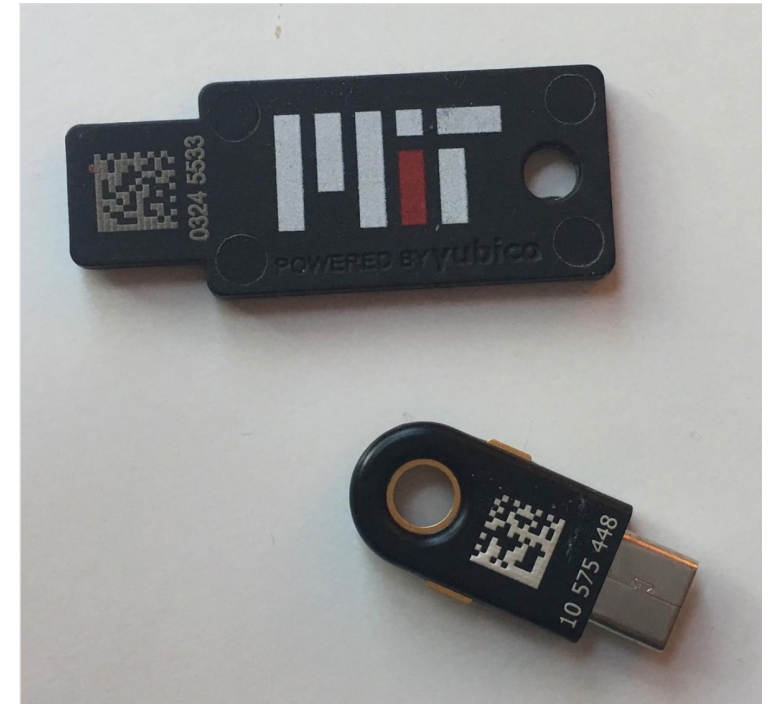
'We Want Freedom': China's Covid Protests Spread to Major Cities

In a rare show of defiance, crowds in China gathered for the third night as protests against Covid restrictions spread to Beijing, Shanghai and other cities. People held blank sheets of paper, symbolizing censorship, and demanded the Chinese president step down. Photo: Kyodo News/Zuma Press

In Shanghai, police were checking the phones of people who showed up at People's Square Station, a transportation hub, in search of foreign apps including Instagram, Twitter and Telegram, according to messages posted in a chat room used by protesters and viewed by The Wall Street Journal.

2. What will you bring?

- Will your cell phone work internationally?
- Do you have all your power cords?
- Consider a loaner device
 - especially for High Risk Travel
- Consider a Yubikey for Duo authentication
- Test any new technology before you go



3. Protect your devices and data

- <https://infoprotect.mit.edu>
- Backup your devices before you go
- Bring only the data you need
 - If a loaner device is not available, after you back up the device you can wipe and reinstall a clean copy of the OS etc.
- Update your operating system and applications
- Encrypt your devices (laptop, phone, external drives)
- Install security applications (Crowdstrike, Sophos, VPN client)

4. While you are there

- Don't leave your devices unattended
- Be mindful of your surroundings when entering passwords or accessing information
 - “Shoulder surfing,” reflective surfaces, or security cameras
- Utilize the MIT VPN (if not prohibited)
- Don't use unknown USB drives
- If using a loaner or a wiped device, use outlook.com or owa.mit.edu for email, Dropbox on the web, etc. instead of installing clients that sync data

5. When you return

- If you traveled with a loaner or wiped your devices before traveling
 - Copy any data you've modified onto an external drive
 - Scan the data for viruses (Sophos)
- Wipe and reinstall, restore data from backup
- Reset out of office messages
- Reset passwords





Office of the
Vice President for Research



Massachusetts Institute of Technology

Export Control Compliance

“Protecting MIT's open research policy and the free interchange of information among scholars while complying with U.S. Export Control Law”

Janet C. Johnston

Senior Export Control Officer

The Top 6 Things You Should Know About International Travel

- Everything that crosses the border is an export!
- What types of things are export controlled?
- Material doesn't have to be dangerous to be controlled.
- Interactions with certain international entities and persons are restricted
- Advice on travelling with laptops and phones
- Advice on travelling with other equipment



What's an Export?



Export

Everything that crosses the border is an export...

Products, Equipment, Materials, Software, Technology, Information, and **“Services”**

...even if it's temporary

...even if hand-carried

...even if it will be used for research

...even if the item was made in that country

“Deemed” Export*

Disclosing controlled information to non-US entity or individual — even in the US, even on campus

- ITAR: license for all non-US (some exceptions)
- EAR: License required some nationalities

***Only refers to technology and software**

Services

Broadly defined. Examples: Instruction, or advice, giving a keynote speech, accepting an award.

How do the Regulations Differ?

- **Sanctions** on a country are usually to punish, coerce, or sometimes target a specific tech area (Comprehensively sanctioned countries: Iran, N. Korea, Syria, Crimea, Cuba. Other countries of concern: Russia, Belarus, occupied Ukraine areas, and Venezuela)
- **Export Restrictions** (e.g., ITAR, EAR, DOE) are to prevent potentially dangerous material from getting into the wrong hands
- **Denied/restricted parties** are specific to persons or institutions--entities list, SDNs, etc.
(Check with ECO ahead of time if you know what organizations you are visiting)



Pressure transducer
(chokepoint tech for
Nuclear Enrichment);
source: "MKS, North
Andover, MA"

Advice



Laptops/Mobile Phones

- Don't take anything controlled with you
- Take a “clean” laptop
- Stick to previously published material.
- Be aware of what kind of data you receive through your mobile phone.
- Retain “effective control” over these items (on your person, in hotel safe, etc. **NOT** checked baggage.)

Other Equipment

- It's best to ship material if possible--through third-party carriers to ensure proper compliance with environment, health and safety regulations, export control clearances, and other procedures.

Field Work

- Any university research activity done outside the U.S. may not qualify for the Fundamental Research Exclusion. For example: deploying restricted material in international waters is an export!
- Shipping with intermediate stops can be an export to those **countries!**

Teaching is a “service”

If you need to take equipment with you contact the ECOs—we can tell you if the export is allowed.

The Message--

- Export control considerations are complicated.
- Contact Export Control early on.
 - Especially if you need to export data or equipment.
- MIT has the staff to help you accomplish what you need to do and keep you out of trouble!

→ **Let us help you!**

exportcontrolhelp@mit.edu

Janet C. Johnston (978 590 0974)

Kate Donovan (617 715 2886)

Export Control Officers

[**https://research.mit.edu/integrity-and-compliance/export-control**](https://research.mit.edu/integrity-and-compliance/export-control)

Thank You!

F o r m o r e i n f o r m a t i o n :

GSR.mit.edu

internationalhelp@mit.edu