

Travel Instructions for Emory-Tibet Science Initiative (ETSI) Faculty Participating in the 2018 Summer Intensive Program

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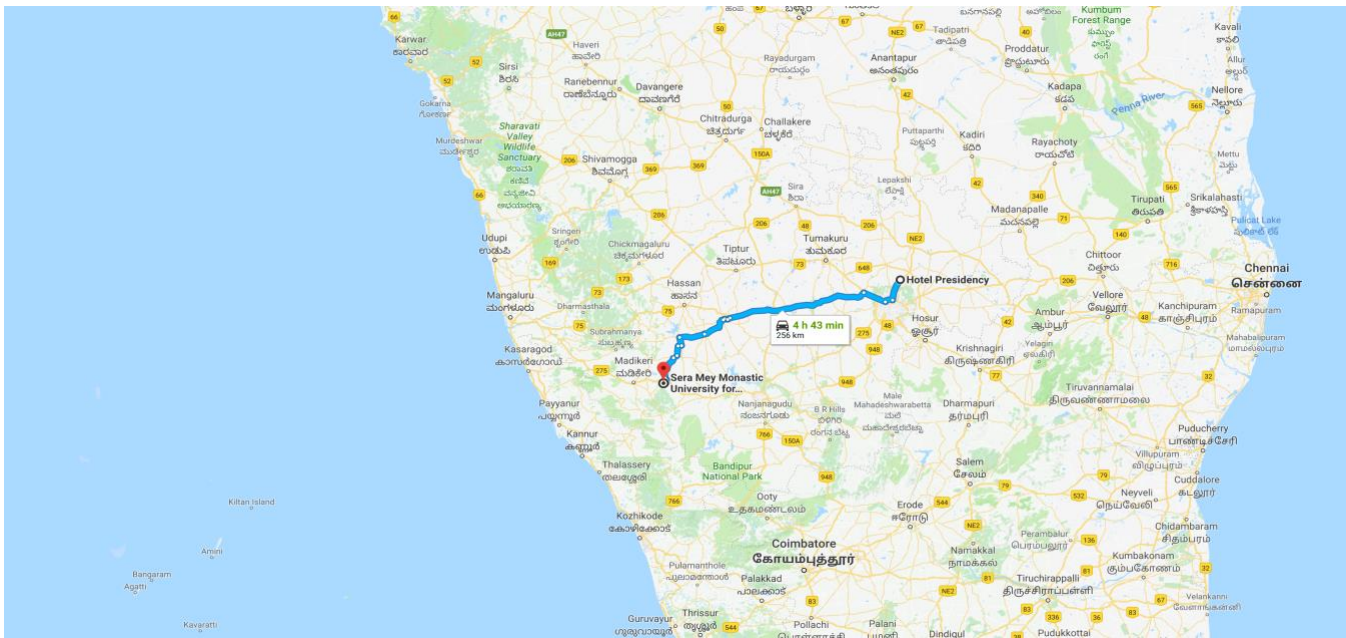
Before purchasing the airline tickets, please refer to the document titled 'Suggested Itinerary for ETSI 2018 Faculty', which shows important travel related dates. The document has 3 pages, of which page 1 is for Drepung and Gaden faculty, page 2 is for Sera faculty and page 3 is for faculty who are teaching the ETSI summer intensive for the nuns. The document can be accessed at

<https://tibet.emory.edu/documents/Suggested%20itinerary%20for%20ETSI%202018%20Faculty.pdf>

Faculty Teaching at Sera Monastery:

- **International Airfare:** Purchase a round-trip airfare to Bangalore/Bengaluru. (For instructions on purchasing international tickets please refer to page 4 of this document.)
- **Presidency Hotel:** ETSI will arrange rooms for faculty teaching at Sera Monastery at Hotel Presidency, which is located near Bengaluru International Airport (5-10 mins.by cab). The faculty will spend the night of their arrival, and a night prior to their departure to the United States, at this hotel. A representative from the hotel will meet the faculty at the airport and take him/her to the hotel. Breakfast is complimentary. The hotel reservation will be done by ETSI and the room confirmation will be sent to the faculty 7 days prior to the travel date that is based on 'Suggested Itinerary for ETSI 2018 Faculty'. (Eg: Philosophy faculty will receive this document by 12 May 2018.)
- **Hotel Presidency website:** <http://hotelpresidencyblr.com>
ETSI's person at the hotel: Mrs. Usha Santhosh
Hotel Address: Hotel Presidency
No.22 Sadahalli Gate and Road
Settigere village, Devenahalli Taluk
Near ITC factory, International Airport Road
North Bengaluru (Bangalore), Karnataka State
562157, India
Email: enquiry@hotelpresidencyblr.com
Hotel phone number: 080-28467175/080-28467178
Mrs. Usha Santhosh's mobile number: 962-022-2806. This number is only for emergency use.
(To call from the US, dial 011, then India's country code 91, followed by the cell number or the landline number.)
- **Car to Sera:** On-site ETSI science coordinators from Sera Mey Monastery will meet the faculty at the hotel the next morning and ride with the faculty to Sera Mey Monastery, which is about 5 hours away. Please plan on leaving the hotel around 10:30 am.
- **Return Travel:** Either the on-site science coordinator or the local ETSI program staff will accompany the faculty on the ride back to Hotel Presidency in Bangalore. The faculty can spend the night at the hotel before flying back to the US. The hotel will be informed of the flight schedule and it will arrange a drop-off service to the airport.

See the map below for the route between Presidency Hotel to Sera Monastery



Faculty Teaching at Gaden or Drepung Monasteries:

- **International Airfare:** Purchase a round-trip airfare to Mumbai. (For instructions on purchasing international tickets please refer to page 4 of this document.)
- **Domestic Airfare (SpiceJet):** ETSI will purchase a round-trip Mumbai-Belgaum air ticket (on SpiceJet) for all the faculty going to Gaden or Drepung monasteries. If spouse/partner is traveling, the faculty must inform us in advance. We will send the SpiceJet flight ticket to the faculty 7 days prior to the travel date that is based on ‘Suggested Itinerary for ETSI 2018 Faculty’. (eg: Philosophy faculty will receive this document on between by 12 May 2018.)
- **IBIS Hotel:** ETSI will arrange rooms for faculty teaching at Drepung and Gaden monasteries at IBIS Hotel, which is located near Mumbai International Airport (~ 10-15 mins. by cab). The faculty will spend the night of their arrival, and a night prior to their departure to the United States, at this hotel. A representative from the hotel will meet the faculty at the airport and take him/her to the hotel. Breakfast is complementary. The hotel reservation will be done by ETSI and the room confirmation document will be sent to the faculty 7 days prior to the travel date that is based on ‘Suggested Itinerary for ETSI 2018 Faculty’. (Eg: Philosophy faculty will receive this document by 12 May 2018.)

- **Hotel IBIS website:** <https://www.accorhotels.com/gb/hotel-6367-ibis-mumbai-airport/index.shtml>

ETSI’s contact person at the hotel: Mr. Lilesh Salve and Ms. Yojna

Email: Lilesh.SALVE@accor.com

Hotel Address: IBIS Mumbai Airport

Junction of Nehru Road & Western Express Highway

Vile Parle (East), Mumbai - 400 099, India

Hotel number: 226-716-7777

Mr. Lilesh Salve’s number: 916-779-7722 (cell); 226-716-7755 (work). These numbers are only for emergency use.

Ms. Yojna’s cell phone number: 9167797733 (cell). This number is only for emergency use.

(To call from the US, dial 011, then India’s country code 91, followed by the cell number or the landline number.)

- **Mumbai Domestic Airport:** The hotel will provide transportation to the Domestic Terminal of Mumbai Airport for the Mumbai-Belgaum/Belagavi flight. Flight tickets will be sent to the faculty two weeks prior to their travel date. The flight duration from Mumbai to Belgaum is an hour and fifteen minutes, and there is only one flight daily.

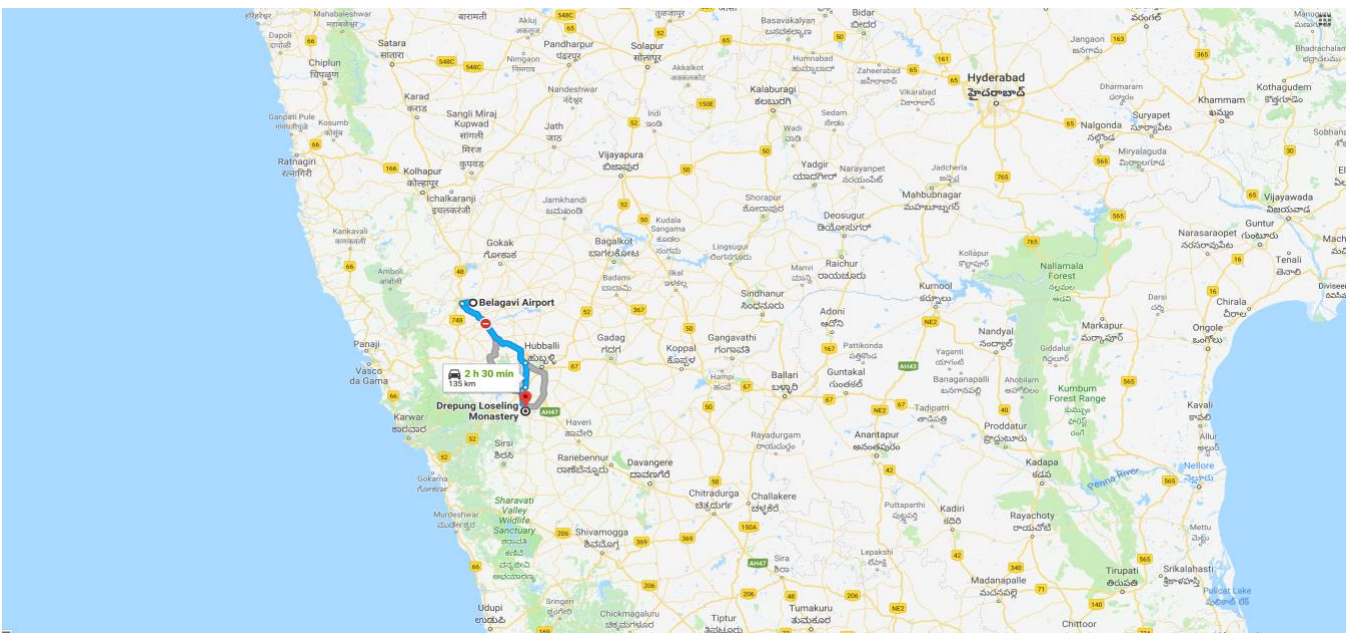
SpiceJet flight schedules:

Mumbai to Belgaum/Belagavi: at 2:50 pm
(arrives in Belgaum/Belagavi at 4:05 pm)

Belgaum/Belagavi to Mumbai: at 12:25 pm
(arrives in Mumbai at 1:40 pm)

- **Car to Monasteries:** On-site ETSI science coordinators from Drepung and Gaden monasteries will pick up the faculty from Belgaum airport and accompany them to their respective monasteries, which is about 3 hours away.
- **Return Travel:** Either the on-site science coordinator or the local ETSI program staff will accompany the faculty to go to the Belgaum airport. From there the faculty flies to Mumbai where he/she will spend the afternoon, and the night if he/she prefers, at Hotel IBIS before catching flight back to the US. The hotel will be informed of the flight schedule and it will arrange a drop-off service to the airport.

See the map below for the route between the Belgaum airport and Drepung and Gaden



Travel Deviations: Faculty are certainly free to make personal excursions at his/her personal expense before or after the teaching days at the monastery. Please share your personal travel plans with ETSI Program Coordinators. It is really important that all the faculty must arrive, or be, at either the Presidency Hotel or Belgaum airport on the given dates so that the monasteries can make pick-up arrangements in groups. Bangalore and Belgaum are several hours away from the respective monasteries. Therefore, making pick-up arrangements for individual faculty is very difficult. Please see ‘Suggested Itinerary for ETSI 2018 Faculty’ on ETSI website for the pick-up schedules.

Purchasing Airline Tickets:

1. Emory faculty/graduate students are required to use one of the Emory-approved Travel Agencies (BCD/Tbiz or Maupin). The links to the websites of these agencies are present on the Emory Finance website. For on-line purchase, the ETSI accounting smartkey (0000006721) can be used or the faculty can charge their Emory Corporate Card. For any assistance, kindly contact BCD Travel. BCD has been provided with the ETSI 2018 faculty names and they will charge your flight ticket directly to our Emory account, and your spouse/partner's ticket to the traveler's personal card.
2. Non-Emory faculty should contact BCD Travel. They have been provided with all the 2018 ETSI faculty names and also spouses/partner names. BCD can assist you with travel arrangements and will charge the airfare to our Emory account, and your spouse/partner's ticket to the traveler's personal card.
3. Purchasing Airline ticket on your own: Emory and non-Emory Faculty who prefers to purchase the tickets themselves because of your preferences and other reasons, you can do so. But please discuss this with the program coordinator before making the purchase.

Note: Only ETSI faculty expenses can be charged to the ETSI account or corporate card. Faculty guests must make payment using their personal credit cards.

BCD Travel

ETSI Group Desk contact: 866-337-0098, Please hit prompt 5 which will direct them to the ETSI Group Desk (BCD specifically requested the faculty to provide our dept. name 'Emory-Tibet Science Initiative', your assigned monastery's name and also your travel dates (our suggested date, or your actual travel date if deviating), when contacting them for their service. BCD has assigned 4 people to take care of our needs.)

ETSI Group Desk email: emorygroups@bcdtravel.com

Hours: 7.00 am -6.00 pm CST Monday - Friday

After hour support numbers: 866-337-0098 – T24 – after hours emergency service

As soon as you have made your airline arrangements, send a copy of your ticket to

tsetan.d@emory.edu and karmatenzin@emory.edu

(If you have purchased a ticket for your spouse/partner, please send a copy of his/her ticket as well.)

Important Note: For your return travel, you may choose to stay one night and spend the next day sightseeing before going to the airport around midnight for the flight back to the USA. Or schedule your international return flight in the evening/midnight of the day you arrive back in either Bangalore or Mumbai. Make sure that your flight is scheduled for late night after 10.00 pm. (See the 'ETSI 2018 Suggested itineraries). Kindly note the date and time of your return flight and plan accordingly. Majority of the returning flights are after midnight.

Expenses Paid by ETSI Program: The ETSI program will pay the **lowest direct international economy airfare, one-night stay at hotel upon arrival and one or two nights stay at hotel prior to departure from India.** Any extra expense incurred due to changes made by faculty such as opting for a preferred airline, any upgrades, making stop overs, choosing multiple destinations, date changes will be paid by the faculty. ETSI will also provide a total of \$255 (per diem) to cover miscellaneous expenses such as meals, or other charges incurred en-route. Your lodging and meals while at the monasteries will be provided by the respective monastery.

Arrangements for car travel to the monasteries and Guest House reservations at the monasteries can only be confirmed by the local ETSI Science Coordinators once they receive the faculty travel plans from us.

Questions/Comments/Suggestions: For assistance in finalizing your plans, please contact: Tsetan Dolkar at tsetan.d@emory.edu