

Hotel Accommodation Guidelines

Last updated: January 2026

ISSI provides hotel accommodation for eligible meeting participants for the duration of the meeting. Hotel accommodation is provided in **single-occupancy rooms** and **includes breakfast**. Any additional charges (such as minibar, room service, laundry, or room upgrades) are not covered by ISSI and must be settled directly by the guest.

1) Duration of covered accommodation for participants travelling from:

- a) **Europe:** ISSI can cover hotel accommodation from **one night before** the meeting starts until **the night of the last meeting day**. *Example:* For a Monday–Friday meeting, accommodation can be covered from Sunday night to Saturday morning.
 - b) **Outside Europe:** In the case of long-haul travel, ISSI may cover accommodation for **up to two nights before the meeting**, subject to prior approval. *Example:* For a Monday–Friday meeting, accommodation may be covered from Saturday night to Saturday morning.
 - c) **Switzerland:** Hotel accommodation is not provided for participants based in Bern. For participants based elsewhere in Switzerland, hotel accommodation may be covered by ISSI under the same conditions as for Europe. Alternatively, this support may be exchanged for a second-class train ticket, subject to prior approval from ISSI Secretary or SPM.
- 2) **Participants travelling with children** may, upon request, have a double room/family room booked by ISSI. Where applicable, ISSI may also cover accommodation for a partner or accompanying person providing caregiving support during the meeting. Per-diem is not provided for accompanying persons.
 - 3) **Self-funded participants** may book accommodation through ISSI in order to benefit from ISSI hotel rates. Payment is made directly at the hotel by the participant.
 - 4) **Extended stays:** Limited extensions (a few nights before or after the meeting) may be booked through ISSI but must be paid directly by the participant. Prior approval from ISSI Secretary or SPM is required.

Cancellation policy

Hotel rooms can only be cancelled up to 20 days in advance. After this deadline, cancellations are no longer possible.

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