

How to register your trip with International SOS

All Mount Sinai faculty, staff and trainees are **required** to register each Mount Sinai international work trip with International SOS prior to departure. Examples of Mount Sinai international work trips are international conferences, meetings with collaborators, global health work, clinical work, trainee clinical electives/global rotations, and any other travel that is funded/sponsored by Mount Sinai OR under the auspices of Mount Sinai.

1. AUTOMATIC REGISTRATION.

If you booked your international flight through Axiom or Egencia, the trip is automatically registered with International SOS (ISOS). There is no further action needed.

2. REGISTRATION VIA EMAIL.

If an international trip is NOT booked through Axiom or Egencia, then you will need to complete the following steps.

a. If you are the traveler and are registering your own trip:

- i. **Create** an ISOS MyTrips Account. If you already have a MyTrips account set up, then proceed to the next step.
- ii. From your Mount Sinai email address, EMAIL your flight itinerary (i.e., airline booking confirmation), including any original attachments, TO MountSinaiTravel@itinerary.internationalsos.com. DO NOT write anything in the body of the email as this will disrupt the automation process. You may write your destination and travel dates in the email Subject Line.

b. If you are an administrator registering a trip for another traveler:

- i. **Create** an ISOS MyTrips Account for the traveler. Ensure that you save the login/password information and provide it to the traveler. If the traveler already has a MyTrips account set up, then proceed to the next step.
- ii. From your Mount Sinai email address, EMAIL the flight itinerary (i.e., airline booking confirmation) TO the traveler's Mount Sinai email address and CC MountSinaiTravel-TO@itinerary.internationalsos.com. DO NOT write anything in the body of the email as this will disrupt the automation process. You may write the traveler's destination and travel dates in the email Subject Line.

Additional Pre-Departure Reminders

- Review Academic IT's [Travel with Technology Bulletin](#).
- Save a digital and paper copy of [your Mount Sinai International SOS Membership Card](#).
- Download the [International SOS app](#) onto your mobile device to receive safety alerts for your specific destination.
- **Save International SOS' number in your phone: +1 215 942 8226.**

International SOS is Mount Sinai's emergency assistance provider that will provide [medical/security advice and support](#) in the event of an incident during a Mount Sinai international work trip. You can call International SOS 24/7 for any medical, travel or security support before, during or after your Mount Sinai international work trip.

- Questions? Contact the Office of Global Operations:

Renee Bischoff, Senior Director

reneebischoff@mssm.edu; 212-241-2601 and

Kayla Lemus, Assistant Director

kayla.lemus@mssm.edu; 212-241-1668.



Icahn School
of Medicine at
Mount
Sinai