



PRACTICAL INFORMATION

1. Venue

Conference hall of the Codru Hotel
127, 31 August 1989 Street, Chisinau, Moldova

2. Transportation

The host of the event will provide transfer to the RDF/RPM participants from the airport/railway station of the city of Chisinau to the hotel on arrival and from the hotel to the airport/railway station on departure. Please fill out the Transfer Form found in Annex 1 and send it to Mr. Vitalie Tarlev, International Relations and European Integration Division, Ministry of Information Technologies, via fax + 373 22 251 173 or email vitalie.tarlev@mtic.gov.md by 11 February 2013.

3. On-site Registration

On-site registration and badging for the event will begin at the Conference Hall of the Codru Hotel, Chisinau according to the following time table:

Sunday, 17 February 2013 from 14h.00 to 18h.00

Monday, 18 February 2013 from 08h.00 to 18h.00

Tuesday, 19 February 2013 from 08h.00 to 18h.00

Wednesday, 20 February 2013 from 08h30 to 18h.00

Thursday, 21 February 2013 from 08h30 to 12h30

4. Working languages

The RPM working languages are Russian and English. Simultaneous interpretation will be provided.

5. Accommodation and hotel booking

The RPM participants will be accommodated in the following hotels:

No	Name and address of the hotel	Room category and price (€)				
		Single Room	Double Room	Junior Suite	Deluxe Suite	Suit of Rooms
1	Jolly Alon 37, M.Chibotar Str. Tel.: +373 22 232 233 Fax: +373 22 232 870 e-mail: reservation@jollyalon.com www.jollyalon.com	150	175	180	205	240
2	Codru (Venue) 127, 31 August 1989 Str. Tel.: +373 22 208 103 Fax: +373 22 237 948 e-mail: reservations@codru.md www.codru.md	125	145	155	-	225

3	Dacia 135, 31 August 1989 Str. Tel.: +373 22 23-22-51 Fax: +373 22 23-46-47 E-mail: info@hotel-dacia.com http://www.daciahotel.md	90	110	130	150	250
4	Jazz Hotel 72, Blaiku Pyrkalab Str. Tel.: +373 22 21-26-26 Fax: +373 22 21-33-79 E-mail: jazz-hotel@hotmail.com www.jazz-hotel.md	99	99	-	-	149

The recommended hotels are located in the centre of the city of Chisinau, the capital of Republic of Moldova, in the park area, close to all administrative offices.

The hotel booking is to be done by the RPM participants themselves. To book your hotel accommodation please fill out the Hotel Booking Form (found in Annex 2) and send it directly to the one of the preferred hotels from the list above. Also, the booking can be done at the direct hotel websites.

6. Contact information

Regarding all issues related to the Regional Development Forum (RDF) or Regional Preparatory Meeting (RPM) for the CIS region please contact:

<p><u>ITU Area Office for the CIS, Moscow</u></p> <p>Mr. Andrei Untila Programme Officer Tel.: +7 495 926 60 70 Fax: +7 495 926 60 73 Email: andrei.untila@itu.int</p>	<p><u>Ministry of Information Technologies and Communications of Republic of Moldova</u></p> <p>Mr. Vitalie Tarlev, Head, International Relations and European Integration Division Tel./fax: +373 22 251 173 E-mail: vitalie.tarlev@mtic.gov.md</p>
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7. Communication tools

The RPM participants will be provided with the Internet access in the event venue.

High quality long-distance and international telephone communication will be made available at acceptable prices through IP telephone cards.

For telephone calls *inside the city of Chisinau*, dialing code is + 373 (22).

For *international telephone calls from Chisinau*, please dial: 00 + the country dialing code + the settlement dialing code + the subscriber number.

8. National currency / exchange rate / credit cards

Unit of national currency of Republic of Moldova is Moldovan Leu (MDL). Credit cards are accepted for payment in banks, big hotels, and some tourist agencies and shops.

As of 12 November 2012, the exchange rates were as follows:

1 USD = 11.5 Leu, 1 EUR = 16.3 Leu. Information on the Moldovan Leu exchange rate is available here: http://bnm.md/md/official_exchange_rates.

9. Banks

Banks are open from 9:00 to 17:00, Monday through Saturday. Exchange of currency can be made in all banks.

10. Entry visa

Moldovan entry visa is not necessary for citizens of the European Union, USA, Canada, Switzerland, Norway, Armenia, Azerbaijan, Republic of Belarus, Georgia, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, Ukraine, and Uzbekistan for staying in the country up to 90 days within 6 months.

Citizens of China, Croatia, Serbia, Turkey and Israel, possessing diplomatic passports do not need an entry visa for Moldova for staying in the country up to 90 days.

Possessors of United Nations Laissez-Passers do not need an entry visa for Moldova.

Citizens of Albania, China, Croatia, Iran, Turkey, Turkmenistan and Viet Nam, possessing service passports, do not need an entry visa for Moldova.

All non-Moldovan citizens, who were not mentioned above, can enter the territory of Moldova based on the valid entry visa.

Entry visa can be issued by diplomatic and consular missions of Republic of Moldova all over the world.

Additional information regarding Moldovan entry visa can be found at: <http://www.mfa.gov.md/entry-visas-moldova>.

Annex 1

**Regional Development Forum (RDF) for CIS countries, 18 February 2013 and
Regional Preparatory Meeting (RPM) for the CIS region, 19 -21 February 2013
Chisinau, Moldova**



Mr. /Ms. _____
(Surname)

(Name)

Company/ Organization: _____

Title: _____

Address: _____

Telephone : _____

Fax: _____ E-mail: _____

Arrival Date: _____

Departure Date: _____

Flight/Train You Are Arriving by: _____

Flight/Train You Are Leaving by: _____

Hotel Name: _____

Room Category: _____

Additional Information: _____

Date: _____

Signature: _____

**Please send the filled out Form to Mr. Vitalie Tarlev via fax: + 373 22 251 173 or email:
vitalie.tarlev@mtic.gov.md by 11 February 2013.**

Annex 2

**Regional Development Forum (RDF) for CIS countries, 18 February 2013 and
Regional Preparatory Meeting (RPM) for the CIS region, 19 -21 February 2013
Chisinau, Moldova**



HOTEL RESERVATION FORM

List of recommended hotels with their addresses is available in the *Practical Information* document. The Hotel Reservation Form is to be sent to the chosen hotel via fax or email. The hotel can be also booked through hotel website.

Personal Information	
Surname	
Name	
Company/Organization	
Address	
Telephone	
Fax	
E-mail	
Mode of Payment	
Additional Information	
Arrival Date	/ / 2013 (date/month/year)
Departure Date	/ / 2013 (date/month/year)
Number of Persons	
Number of Rooms	
Room Category	

Date

Signature