

Practical information for Participants

1. Dates and venue of the meeting

The meeting dates:

ITU-T SG3RG-RCC/CIS meeting dates: 3-4 August 2016

Venue:

Hotel Astoria*****

39 Bolshaya Morskaya,
St Petersburg, Russia

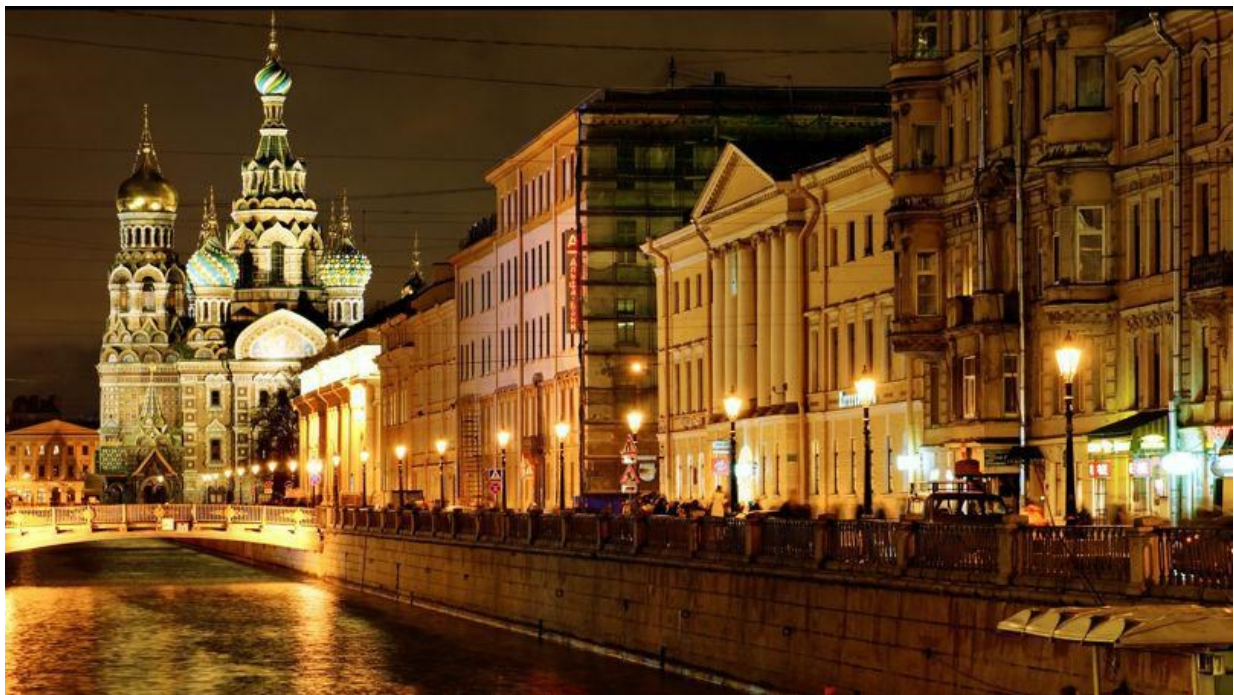
Telephone: + 7 812 494 57 57

Website: <https://www.roccofortehotels.com/hotels-and-resorts/hotel-astoria>

2. About Saint Petersburg, Russian Federation

Saint Petersburg is the second largest city in Russia with 5 million inhabitants (2012), and the fourth most populated federal subject. It is located on the Neva River at the head of the Gulf of Finland on the Baltic Sea. Tsar Peter the Great founded Saint Petersburg on 27 May 1703. In 1918 the central government bodies moved from Saint Petersburg (then called Petrograd) to Moscow. Saint Petersburg is a major European cultural center, and also an important Russian port on the Baltic Sea.

Saint Petersburg is often described as the most Westernized city of Russia, as well as its cultural capital. The Historic Centre of Saint Petersburg and Related Groups of Monuments constitute a UNESCO World Heritage Site. Saint Petersburg is home to The Hermitage, one of the largest art museums in the world.



3. Weather

The meeting will take place in the Saint Petersburg Summer.

The average high temperature in August is 20°C while the highest temperature of 37.1°C occurred during the 2010 Northern Hemisphere summer heat wave.

4. Hotel Accommodation

The Angleterre Hotel**** is located in the heart of Saint Petersburg next to St Isaac's Cathedral, close to the famous Hermitage Museum. The hotel is within walking distance from the Nevsky Prospect and all major sights and shopping malls.

It has 192 air-conditioned rooms & suits, most rooms have a view of St Isaac's Cathedral.

In-Room Facilities include 24 - hour Room Service, Internet Access, Safe, Telephone with voice mail, Interactive TV, Minibar, Wake - up calls.

A Fitness Club is located on the 4th floor. At your service: sauna, pool, turbo-solarium, gym equipped with high-performance TechnoGym machines.

Newly renovated Borsalino Restaurant offers the exquisite interior, relaxed atmosphere and inspiring view onto St Isaac's Cathedral.

Featured amenities include a business center and laundry facilities. This hotel has 5 meeting rooms available for events. An airport shuttle is provided for an additional fee (available on request).

Website: www.anglerterrehotel.com

St. Isaac's Square, Ul. Malaya Morskaya 24,

Saint Petersburg, Russian Federation

Email: reservations.spb@anglerterrehotel.com

Telephone: +7 812 494 5666

Fax: +7 812 494 5059

Hotel **Astoria** is another suggested hotel located in the vicinity of the Meeting venue (just next door). Special room rates for the Meeting have been negotiated at the Hotel Astoria.

Website: www.roccofortehotels.com/hotels-and-resorts/hotel-astoria

Bolshaya Morskaya Street, 39,

Saint Petersburg, Russian Federation

Email: reservations.astoria@roccofortehotels.com

Telephone: +7 812 494 5757

Room specifications	Special negotiated room rate in RUB	Inclusive of	Visa support	Airport transfers	Contact Person
Angleterre Hotel ****	Standard 9 600 RUB	Breakfast	If required both the Angleterre Hotel and Hotel Astoria are prepared to provide tourist visa support (tourist voucher).	From Moskovskiy Railway Station to the Angleterre Hotel: Car: BMW5 Cost: 1 700 RUR From airport to the Angleterre Hotel: Car: BMW5 Cost: 3 500 RUR	Ms. Victoria Kopashina <u>Phone:</u> + 7 812 494 57 85 <u>Email:</u> vkopashina@roccofortehotels.com
Hotel Astoria *****	Standard 11 800 RUB	Breakfast	Registration fee (for foreign nationals) is 290 RUB	From Moskovskiy Railway Station to Hotel Astoria: Car: BMW7 Cost: 3 000 RUR From airport to Hotel Astoria: Car: BMW7 Cost: 5 400 RUR	

Check In Time: **14:00 hours**

Check Out Time: **12:00 noon**

Credit Cards Accepted: **Visa Card, EUROCARD/Master Card**

Reservation in the Recommended Hotel:

Special rates have been negotiated for participants to ITU-T SG3RG-RCC/CIS event in the Angleterre Hotel and Hotel Astoria. Participants who choose the Angleterre Hotel which is shown on the map are kindly

requested to fill out the **Hotel Reservation Form** (see **page 7**) and **email it directly to the contact person of the selected hotel** before **20 June 2016** in order to guarantee preferential rates. The account of the hotel will be paid directly by each participant at the end of the stay.

IT IS STRONGLY ADVISED TO MAKE HOTEL RESERVATION THROUGH THE FORM ATTACHED AND NOT THROUGH INTERNET BOOKING IN ORDER TO ASSURE THE NEGOTIATED RATE AND TO AVOID PROBLEMS IN CASE IT IS CANCELLED.

Hotels location map:



5. Visa Information

A valid passport and [visa](#) are required to enter Russian Federation

Countries the citizens of which can travel to Russia without visas are divided into four groups with different requirements and different limitations on the duration of stay. Even if you do not need a visa to enter Russia, you will certainly need a passport valid for at least six months after the date of your proposed exit from Russia, and you may require other official documents. Even if you don't require a visa to enter Russia, you will still need to [register](#) with the Federal Migration Service upon arrival.

Group 1

Countries: Azerbaijan, Armenia, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Uzbekistan, Ukraine.

Citizens of the CIS (the Commonwealth of Independent States) countries are permitted to stay in the Russian Federation for up to 90 days without a visa.

Group 2

Countries: Argentina, Brazil, Chile, Colombia, Israel, Nicaragua, Peru, Venezuela.

Citizens of these countries are allowed to stay in the Russian Federation without a visa for up to 90 days in each 180-day period, provided they will not be involved in any commercial or work-related activities during their stay.

Group 3

Countries: Cuba, Montenegro, Serbia (with biometric passport), Thailand, Hong Kong SAR (up to 14 days), Macao SAR.

Please note that citizens of Turkey no longer qualify for visa-free travel to Russia (starting January 1 2016).

Citizens of the countries in this group can stay in the Russian Federation for up to 30 days without a visa. They are not entitled to work while in Russia.

Group 4

Countries: Bosnia and Herzegovina, Macedonia.

Citizens of these Balkan countries can also stay in Russia without a visa for up to 30 days, but must also show tourist documents (tourist confirmation and tourist voucher) or an [official invitation](#) to immigration officials.

To apply for a visa, participants have to apply at nearest Russian diplomatic or consular mission by providing the following documents:

1. A passport with at least one blank page, valid for at least six months after the end of your proposed visit to Russia
2. A completed and signed [visa application form](#)
3. One recent passport sized photo
4. An official invitation from an authorized organization
5. An introductory letter from you (if you are self-employed) or your company explaining the purpose and itinerary of your trip
6. Your bank account statements for the last 3 months (if self-employed or unemployed)

Invitations for Business Visas are issued through the Russian Ministry of Foreign Affairs or its regional representatives, or an appropriate branch of the Russian Federation Migration Service.

In most cases, participants need to present the original hard copy of the invitation to apply for a Russian Business Visa. Sometimes, the invitation must be telexed to the consular department where you are applying. Eventually, the Consular Mission may ask for additional information. Please find the nearest Consular mission: <http://www.russianembassy.net/>.

Participant travelling on a Russian Tourist Visa, must be registered with the local authorities within seven working days after their arrival to Russia. This process should be organized by the relevant Hotel – the Angleterre Hotel or Hotel Astoria which issues the Invitation (tourist voucher).

Contact person in the Hotels:

Ms. Victoria Kopashina

Phone: + 7 812 494 57 85

Email: vkopashina@roccofortehotels.com

6. Arrival at airport

In order to secure meeting at the airport and transportation to the relevant hotel, participants are requested to fill the **Hotel Reservation Form** (see page 7) and send it to the [Angleterre Hotel](#) or [Hotel Astoria](#) for accommodation.

Airport practical Information:

Airport Pulkovo Saint Petersburg is the third busiest airport in Russia after Moscow's Domodedovo and Sheremetyevo airports. It is located 23 kilometers away from the central Palace Square of the city.

Pulkovo Airport endorsed Taxi Pulkovo distinct fully licensed service. Taxi Pulkovo counters are located at Arrivals hall on the first floor of the Terminal. You can pay for your taxi with a credit card/cash at the Taxi Pulkovo counter or by cash to the driver at the end of a ride. If you need one, please ask a receipt at the Pulkovo Taxi counter.



7. Transportation

For those who wish to take a taxi, [taxi companies](#) now offer reasonably priced services.

8. Services available for participants during meetings

Information display:

It will be located outside the main meeting room and will provide information on many issues of interest for participants and directions to other services, such as city tour and transfers, mail, medical care, communications, etc. It will also be the place where you should bring found items or collect lost items.

Communication center:

Free Internet Access will be available in the event meeting room.

Security:

For security reasons, all participants are requested to wear their badges during the meeting and all social activities.

Medical Assistance: It is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

If you will have any questions, you can always contact:

Ms. Chibranova Marina

E-mail: chibranova@rt.ru

Tel: + 7 499 9998043

9. Currency

The official currency of the Russian Federation is the “*Ruble (RUB)*”. Foreign currencies may be changed for Rubles at the airport or banks. Banks are open from 9 am to 6 pm.

The exchange rate effective in the Russian Federation can be consulted at <http://www.cbr.ru/eng/>

As of June 2016:

1 Euro = 73.19 RUB (approx.).

1 US\$ = 64.70 RUB (approx.).

10. Time Zone:

Saint Petersburg time is GMT + 3 hour.

11. Electricity:

AC power voltage in Saint Petersburg is 220-240 Volts. Electrical sockets (outlets) in Russia (the Russian Federation) are one of the two European standard electrical socket types: The "Type C" Europlug and the "Type E" and "Type F" Schuko.



Type C



Type E

12. General Information about Russian Federation:

Government:	Federal semi-presidential constitutional republic
President:	Vladimir Putin
Prime Minister:	Dmitry Medvedev
Chairman of the Federation Council	Valentina Matviyenko
Chairman of the State Duma	Sergey Naryshkin
Area:	17,098,242 km ²
Population:	144,192,450 (2015 estimate)
Capital:	Moscow
Language:	Russian

Please send this form to : Ms. Victoria Kopashina

Phone: + 7 812 494 57 85

Email: vkopashina@roccofortehotels.com



HOTEL BOOKING FORM
ITU-T Study Group 3 Regional Meeting for RCC/CIS
St. Petersburg, Russia, 3-4 August, 2016
PJSC Rostelecom

Special room rates will be offered to the event participants for a stay in the period 2-5 August at Hotel Astoria, St. Petersburg and the Angleterre Hotel, St. Petersburg. Please complete the booking form and send the completed form **before 20 June 2016** to the address shown below. After 20 June 2016 these 2 hotels will not be able to guarantee any accommodation at the specially offered room rates, and booking will be made subject to room availability at the time of the booking request. Participants will have to bear their accommodation and other costs.

First name: **Last name:**

Accompanying Person First Name & Last Name (if double accommodation required):

City, country:

Phone: **E-mail:**

TICK THE HOTEL NAME AND ROOM CATEGORY:

ANGLETERRE HOTEL:

- ☐ Classic; room rate: 9,600 / 10,600
☐ Deluxe; Room rate: 11,100 / 12,100

HOTEL ASTORIA:

- ☐ Classic; room rate: 11,800 / 13,300
☐ Deluxe; room rate: 12,800 / 14,300

Room rates are shown in Russian Rubles per night for single/double accommodation.

Room rates are inclusive of VAT, Buffet Breakfast, Wi-Fi in the room and fitness center usage.

ARRIVAL DATE:

DEPARTURE DATE:

Foreign Citizens and Persons without Citizenship in the Russian Federation will be required to pay a registration fee of 290 rubles (including 18% VAT). The Hotels provides visa support upon request for guests intending to be resident at "Hotel Astoria" or "The Angleterre Hotel" only.

Check-in time: 2:00 pm (local time)

Check-out time: 12:00 noon (local time)

Early check-in and late check-out will be confirmed only subject to room availability and will be charged additionally.

Please complete with your banking card details to ensure your room booking:

☐ VISA

☐ EUROCARD/MASTERCARD

☐ AMEX

Credit card number: **Expiry date:**

Cardholder's name: **Cardholder's signature:**

TRANSFER: If we can assist you in arranging transfer, please contact our Concierge on concierge.astoria@roccofortehotels.com or concierge.spb@angleterrehotel.com:

From Moskovskiy Railway Station to Angleterre Hotel:
Car: BMW5 Cost: 1,700 Russian rubles

From Moskovskiy Railway Station to Hotel Astoria:
Car: BMW7 Cost: 3,000 Russian rubles

From airport to the Angleterre Hotel:
Car: BMW5 Cost: 3,500 Russian rubles

From airport to Hotel Astoria:
Car: BMW7 Cost: 5,400 Russian rubles

CANCELLATION AND NO-SHOW POLICIES:

If your booking is cancelled 14-8 days before the expected arrival date, your card will be charged for a 1 night room rate. If your booking is cancelled less than 7 days prior to your arrival, and in the event of no-show, your credit card will be charged for the full amount for the entire accommodation period.

BOOKING CONFIRMATION:

The relevant hotel will send your booking confirmation to your e-mail address provided in the booking form.

Please send your completed booking form to e-mail: vkopashina@roccofortehotels.com

Date:

Signature:

E-mail: vkopashina@roccofortehotels.com
Tel: + 7 812 494 57 85
Contact person: Victoria Kopashina

JSC "Hotel Complex "Astoria"
39 Bolshaya Morskaya Str.,
St. Petersburg, 190000, Russia