

IVS 5th General Meeting

Visa, Accommodation, and Registration

Important dates: **December 21, 2007** — visa invitation and accommodation deadline for *visitors*
February 1, 2008 — accommodation deadline for *Russian* participants; registration deadline

Visa Procedure

A visitor to the Russian Federation must have a valid passport (at least six months beyond the intended day of departure) and a visa. There are two kinds of visas that are of relevance for the meeting: (1) a tourist visa, (2) a business visa. A tourist visa is valid for an exact number of days up to a maximum of 30 days (29 days for U.S. citizens), covered by proof of pre-booked accommodation in Russia for the entire period. A business visa is valid for one month and also requires pre-booked accommodation. To participate at the General Meeting either visa type works. In the case that your employer only reimburses travel costs on a business visa, this will be the visa type you have to apply for. The processing time within Russia for a tourist visa amounts to about a week. The processing time for a business visa depends on your nationality. If you are a citizen of a “Schengen country” (Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Italy, Greece, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden), it is equivalent to a tourist visa (one week). If you are from a “non-Schengen” country, expect the processing time within Russia to be one month or more.

The Saint-Petersburg-based tourist company OASIS Travel & Congress Services will take care of organizing the accommodation for the General Meeting. Tourist and business visa invitations will be handled by the Institute of Applied Astronomy (IAA). Please fill out the attached forms and then either fax or e-mail them to IAA and OASIS, respectively. An accompanying person needs to fill out his/her own separate visa invitation form. An accompanying spouse can apply for a business visa, if he/she accompanies a participant who applies for a business visa as well. All other accompanying persons have to apply for a tourist visa.

Upon receiving the filled out accommodation form, OASIS will do the hotel reservation and send a confirmation letter to you. IAA will prepare the invitation letters for business visas and together with OASIS the invitation letters for tourist visas. IAA is authorized to invite citizens from “Schengen countries”, while business invitations for citizens from “non-Schengen countries” will need to be stamped by the Ministry of Internal Affairs. Hence, about a week later (for tourist visas and business visas for “Schengen countries”) or a month later (for business visas for “non-Schengen countries”) the official invitation letter will be faxed to the number that you provided in the form. In addition, knowing that several Russian Consulates only accept the original version of the invitation letter, the original invitation letter will also be sent to you by regular mail.

With the invitation letter (or fax) in hand, you can apply for your visa at the Russian Consulate (in your country of residence) that you listed in your application form. Please check with your Russian Consulate on the required forms and visa processing fees. The processing time for getting your passport visa stamped at the Russian consulate is usually less than ten business days; in rare cases it can take up to a month. The visa processing fee depends on your nationality (ranging from 35 Euros up to 84 Euros). Expedited service is more expensive.

A possible invitation fee for the tourist visa (up to 65 USD) and for the business visa (about 8 USD for non-Schengen participants) will be collected at the meeting's registration desk. The visa invitation fee for a tourist visa will likely be waived when booking a room in one of the four suggested hotels. Still, there remains an uncertainty, as the waiver is dependent on the hotel and the nationality of the applicant.

Accommodation

OASIS Travel & Congress Services will take care of organizing the accommodation for the General Meeting. The four suggested hotels and their room rates are as follows; the room rates given are special rates for the GM2008 when booked through OASIS (100 RUB \approx 4 USD):

- | | |
|--|--|
| (a) Grand Hotel Emerald *****
Suvorovsky prospekt 18
http://www.grandhotelemerald.com/ | Single room: 6700 RUB
Double room: 7800 RUB |
| (b) Novotel Saint-Petersburg *****
ul. Mayakovskogo 3a (w/ Nevsky prospekt)
http://www.novotel.spb.ru/ | Single room: 5400 RUB
Double room: 6600 RUB |
| (c) Hotel Dostoyevsky ***
Vladimirsky prospekt 19
http://www.dostoyevsky-hotel.ru/about.en.html | Single room: 2700 RUB
Double room: 3600 RUB |
| (d) Ibis St Petersburg Moskovsky Vokzal ***
Ligovsky prospekt 54
http://www.ibishotel.com/ibis/fichehotel/gb/ibi/6157/fiche_hotel.shtml | Single room: 2400 RUB
Double room: 2900 RUB |

The venue of the General Meeting is about a 30–45 minutes walk from these hotels. Other hotels can be arranged/booked through OASIS on request.

The meeting hotels shall not be paid directly; payment should be made to OASIS. There will be a representative of OASIS at the meeting registration desk who shall receive the payments for (possible) visa invitation fees.

Cancellation policy

No charge will be made, if you cancel your reservation with OASIS prior to or on February 25, 2008. If you cancel your reservation on February 26, 2008 or later, a cancellation fee of a one-night-stay will be charged.

IVS 5th General Meeting

Registration Form

Please fill out the registration form and send it to the Institute of Applied Astronomy:

Institute of Applied Astronomy of Russian Academy of Sciences
10 Kutuzov Quay, 191187, St Petersburg, Russia

Phone : +7-812-275-11-18

Fax : +7-812-275-11-19

e-mail : ivs-gm5@ipa.nw.ru

Contact person: Nadia Shuygina

Registration information:

Name:

Affiliation (full institute name):

Affiliation (shorthand for badge):

Address:

Phone:

Fax:

E-mail:

<u>I will also attend/do the following:</u>	VLBI2010 Working Meeting	()
	IVS Analysis Workshop	()
	WG on ICRF-2 Meeting	()
	Svetloe visit	()

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Visa Invitation Request Form

Please fill out the visa invitation request form and send it to the Institute of Applied Astronomy:

Institute of Applied Astronomy of Russian Academy of Sciences
10 Kutuzov Quay, 191187, St Petersburg, Russia

Phone : +7-812-275-11-18

Fax : +7-812-275-11-19

e-mail : ivs-gm5@ipa.nw.ru

Contact person: Nadia Shuygina

Information for visa invitation letter: “Participant”

Type of visa requested: tourist () business () no visa required ()

I'm a citizen of a “Schengen country”: yes () no ()

Given names:

Surname:

Date of birth:

Place of birth:

Nationality:

Passport №:

Date of passport issue:

Date of passport expiry:

Planned date of arrival:

Planned date of departure:

Consulate address (in country of residence):

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Phone : +7-812-275-11-18

Fax : +7-812-275-11-19

e-mail : ivs-gm5@ipa.nw.ru

Contact person: Nadia Shuygina

Information for visa invitation letter:

“Accompanying Person”

Accompanying person to (relation):

Type of visa requested: tourist () business () no visa required ()

I'm a citizen of a “Schengen country”: yes () no ()

Given names:

Surname:

Date of birth:

Place of birth:

Nationality:

Passport №:

Date of passport issue:

Date of passport expiry:

Planned date of arrival:

Planned date of departure:

Consulate address (in country of residence):

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Accommodation Form

Please fill out the accommodation form and send it to OASIS Travel & Congress Services:

Fax: +7-812-273-28-72
e-mail: daria@oasis.spb.ru
Contact person: Daria Minina

List of suggested hotels:

- (a) Grand Hotel Emerald ***** (single: 6700 RUB; double: 7800 RUB)
- (b) Novotel Saint-Petersburg ***** (single: 5400 RUB; double: 6600 RUB)
- (c) Hotel Dostoyevsky *** (single: 2700 RUB; double: 3600 RUB)
- (d) Ibis St Petersburg Moskovsky Vokzal *** (single: 2400 RUB; double: 2900 RUB)

Reservation:

Name:

Address:

Phone:

Fax:

E-mail:

I'd like a reservation in the hotel:

Room type: single () double ()

Date of arrival:

Date of departure:

Type of payment:* Credit card () Bank transfer ()

*Depending on your preference OASIS will send the appropriate payment document to you for further payment procedures.

Cancellation policy

No charge will be made, if you cancel your reservation with OASIS prior to or on February 25, 2008. If you cancel your reservation on February 26, 2008 or later, a cancellation fee of a one-night-stay will be charged.