

**Partnership Annual Conference (PAC)
Eighth Conference
Saint Petersburg, Russia
25 November 2011**



Reference	PAC 8/Info 1
Title	Practical information for participants
Submitted by	Chair Country Russia

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EVENT VENUE

The event will be held at the premises of the following hotel (cf. the enclosed map, **Annex 1**):

Astoria Hotel*****

39 Bolshaya Morskaya
190000 St Petersburg
Russia
Tel: +7 812 494 5757
Fax: +7 812 494 5059
<http://www.thehotelastoria.com>

CONFIRMATION OF PARTICIPATION

Kindly confirm your participation in the 8th Partnership Annual Conference by **18 November 2011** using the **on-line registration form**, which is available on the NDPHS website at: http://ndphs.org/?mtgs.pac.8_saint_petersburg (registration of the political-level participants should be done directly with the NDPHS Secretariat, by e-mail).

PAC SIDE-EVENT

Participants are also invited to attend the PAC side-event, "Healthy lifestyle - the corner stone of public health." The side-event will take place the day before the PAC, on 24 November 2011. Please **register separately for this event using the on-line registration form**, which is available on the NDPHS website at: http://www.ndphs.org/?mtgs.healthy_lifestyle_-_public_health.

ACCOMMODATION

The Host has pre-booked rooms at the following hotels (cf. the enclosed map, **Annex 1**):

Astoria Hotel*****

39 Bolshaya Morskaya
190000 St Petersburg
Russia

Tel: +7 812 494 5757

Fax: +7 812 494 5059

<http://www.thehotelastoria.com>

A favourable rate of 7,600 RUB (approx. 180 Euro) per single deluxe room per night and 8,600 RUB per superior single room (approx. 200 Euro), per night is offered. This rate is valid for the following dates: 23, 24, 25 November 2011, and it includes applicable taxes and breakfast. It is refundable in case of cancellation 72 hours prior to the date of arrival.

To benefit from this scheme, please respect the registration deadline of **14 November 2011**. Reservations are to be made directly with the hotel using the enclosed hotel reservation form (cf. **Annex 2**).

Park Inn Nevsky

4 lit. A, Goncharnaya Street
89 Nevsky Prospect
191036 St Petersburg
Russia

Tel: +7 812 4067310

<http://www.parkinn.com/hotel-stpetersburg>

A favourable rate of 3,700 RUB (approx. 90 Euro) per single room, per night is offered. This rate includes applicable taxes and breakfast.

To benefit from this scheme, please respect the registration deadline of **20 November 2011**. Reservations are to be made directly with the hotel using the enclosed hotel reservation form (cf. **Annex 3**).

Hotel Ambassador****

5-7 Rimsky-Korsakov Av.

190068 St Petersburg

Russia

Tel: +7 812 3318844

Fax: +7 812 3319300

E-mail: info@ambassador-hotel.ru

<http://www.ambassador-hotel.ru/en/>

A favourable rate of 3,590 RUB (approx. 80 Euro) per single room, per night is offered. This rate includes VAT and breakfast and is non-refundable if cancelled later than 7 days prior to arrival.

To benefit from this scheme, please respect the registration deadline of **20 November 2011**.

Reservations are to be made directly with the hotel using the enclosed hotel reservation form (cf. Annex 4).

SHUTTLE SERVICE TO/FROM ASTORIA HOTEL

Bus shuttle service to/from Astoria hotel will be provided for the participants, staying in the hotels Park Inn Nevsky and Ambassador.

MEALS DURING THE EVENT

Lunch and refreshments during the event will be offered by the Host free of charge.

DINNER

The Host invites the participants to a dinner that will be held at 19:00 hours on 24 November 2011.

INTERPRETATION

The Host will provide simultaneous English-Russian interpretation during the event.

TRAVEL INFORMATION

For travel directions from the Pulkovo Airport to the city by public transportation please visit: <http://www.pulkovoairport.ru/eng/transportation/>.

A taxi trip from the Pulkovo Airport to any of the pre-booked hotels costs approx. 35-40 EUR.

EVENT DOCUMENTS

Documents for the event are/will be available for downloading at http://ndphs.org/?mtgs.pac_8_saint_petersburg. Participants are kindly requested to bring their own copies to the event. **Files for presentation/dissemination during the event should be sent to the NDPHS Secretariat at least 2 days before the event.**

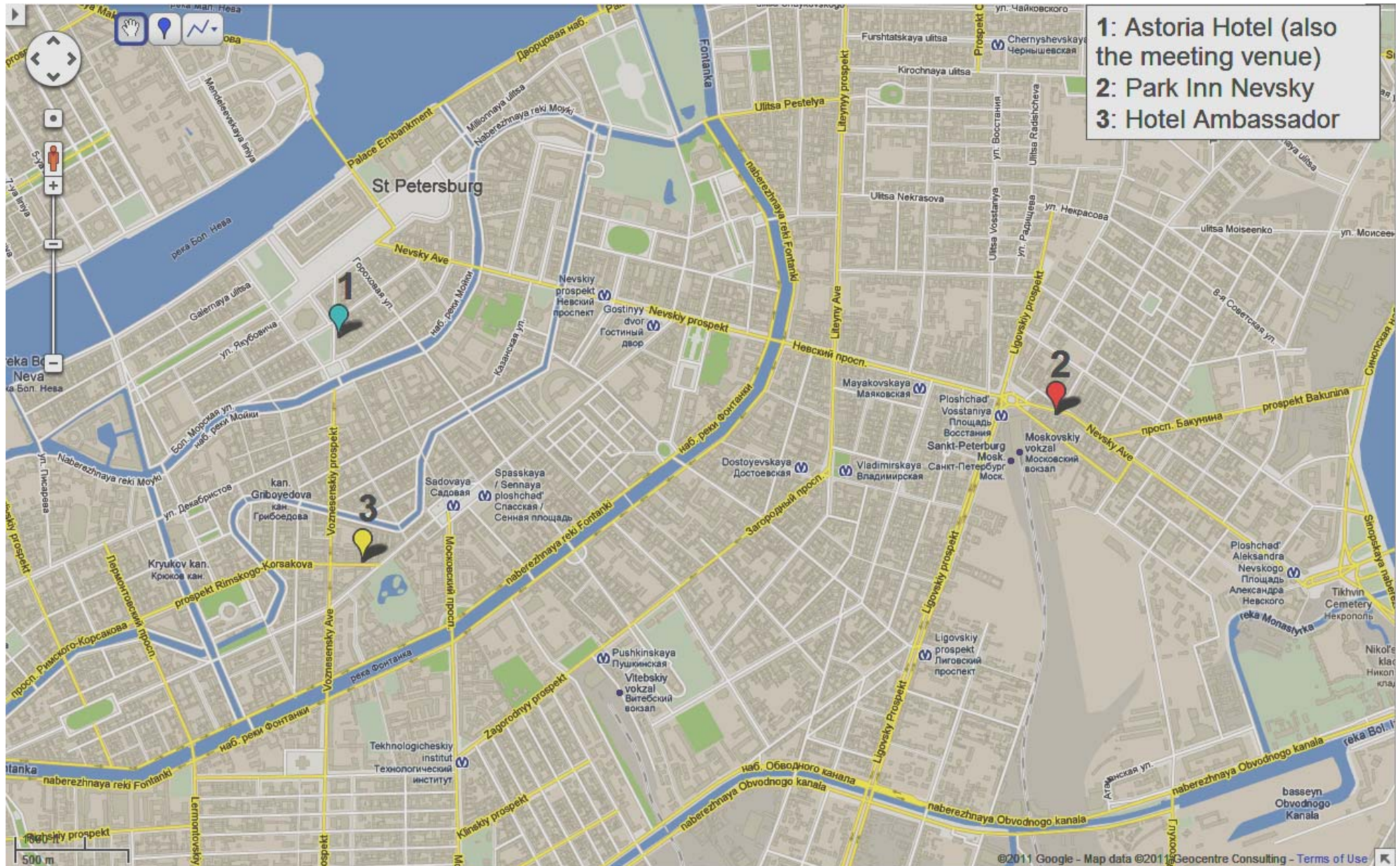
PERSONAL INVITATION FOR VISA

Participants needing a personal invitation for visa to enter Russia, are requested to send a **scanned copy of their passport in an original size**, as well as the **following information**, to Ms. **Faina Kuklna** (e-mail: visa@publicity.ru, tel. + 7 495 775 1550) with a copy to Ms. Yulia Bakonina (e-mail: BakoninaJA@rosminzdrav.ru; for other contact details see above):

1. Last name
2. First name
3. Date of birth
4. Place of birth
5. Sex
6. Nationality
7. Passport
8. Date of issue
9. Expiry date
10. Profession
11. Employer
12. Business address, telephone, fax
13. Town in which you would like to receive the visa
14. Reason for travel
15. Entry date to Russia

You are kindly requested to send the above mentioned information no later than **7 November 2011**. The swiftest way to get the visa may be through a participant's own local travel agency.

ANNEX 1 – LOCATION OF THE EVENT PREMISES AND THE PRE-BOOKED HOTELS



ANNEX 2 – HOTEL BOOKING FORM FOR THE ASTORIA HOTEL



CREDIT CARD AUTHORISATION FORM

NDPHS/MINISTRY OF HEALTH AND SOCIAL DEVELOPMENT OF THE RUSSIAN FEDERATIONM

Dear Guest

If you would like to make a reservation in our hotel and guarantee your reservation with a credit card, please complete this form and send back to fax number **+7 812 494 5134**.

From _____

Fax No. _____ **Tel No.** _____

We are glad to offer you accommodation in our hotel with special price (please, mark an option):

- Deluxe room with view on Bolshaya Morskaya street with price 7600 RUB for single room per night including VAT and breakfast.**
- Superior Deluxe room with view on St. Isaak Cathedral with price 8600 RUB for single room per night including VAT and breakfast.**

We are informing you that this offer is valid until 14.11.2011.

Herewith I confirm reservation in Astoria Hotel and authorize you to debit my Credit Card for the following charges:

Guest Name _____

Arrival Date _____ **Departure Date** _____

Room Charge inc Taxes Yes / No **Breakfast** Yes / No

Extra charges (Please advise ALL or Selected) _____

Cardholder Name _____

Credit card number _____

Type of credit card _____ **Expiry date** _____

Signature of credit card holder _____

If you have any questions, please do not hesitate to contact us.



NEVSKY ST PETERSBURG

CREDIT CARD AUTHORISATION FORM

Dear Guest

If you would like to make a reservation in our hotel and guarantee your reservation with a credit card, please complete this form and send back to fax number +7 812 406 7311.

From _____

Fax No. _____

Tel No. _____

We are glad to offer you accommodation in our hotel with special price: RUB 3700 per room/per night (single occupancy):

We are informing you that this offer is valid until 20.11.2011.

I hereby authorize Park Inn by Radisson Nevsky, St. Petersburg

to use my credit card to settle the hotel bills for the following persons:

Guest Name _____

Arrival Date _____ Departure Date _____

Room Charge inc Taxes Yes / No Breakfast Yes / No

Extra charges (Please advise ALL or Selected) _____

Cardholder Name _____

Credit card number _____

Type of credit card _____ Expiry date _____

Signature of credit card holder _____

If you have any questions, please do not hesitate to contact us.
PLEASE ATTACH A COPY OF THE CREDIT CARD
(both sides)

*

* Our cancellation policy is 72 hours prior to the day of arrival. In case of late cancellation a cancellation charge of one night will apply.

ANNEX 4 – HOTEL BOOKING FORM FOR THE HOTEL AMBASSADOR



HOTEL RESERVATION FORM

23-25 November 2011

NDPHS

**Please e-mail or fax the completed form to Ambassador Hotel
 Attn: Olga Komissarova, e-mail: o.komissarova@ambassador-hotel.ru, fax +00 7 812 609 0977**

Hotel Confirmation Number (filled by the Hotel)

Full name of delegate: first name last name:
 Telephone Fax E-mail
 Passport number Date of birth Citizenship
 Date of arrival Date of departure

Room category	Special rates	
	1 GUEST	2 GUESTS
Standard Room	<input type="checkbox"/> 3 590.00 RUR	<input type="checkbox"/> 4 340.00 RUR

The above rates are quoted in Russian Rubles per room per night including buffet breakfasts and VAT 18%.

Please guarantee this reservation by the credit card

VISA AMEX Diners Euro/Master

Credit card # Expiry Date

Card Holder Name and Signature

A copy of the passport should be enclosed.

Check-in time is after 02:00 p.m. and check-out time is 12:00 (noon). Early check-in and late check-out are subject to the Hotel availability for the date of reservation and should be agreed with the Hotel additionally.

Migration fee for foreigners or stateless citizens, staying at the hotel is 180 RUR per person.

Payment for any Hotel services can be made only in Russian Rubles.

CANCELLATION POLICY

Written cancellation should be faxed or e-mailed 7 days prior to the arrival date.

In the event of non-arrival by the guest, or a cancellation received later than 7 days prior to arrival a charge equivalent to one night's accommodation will be made to guest's credit card provided as guarantee.

Please note that visa support service is available upon request through the hotel (Tourist voucher and confirmation letter only).

By this Reservation Form I agree to abide by all rules as may be set at the Hotel and guarantee the payment for the reservation and all services within my staying at the Hotel.

Signature _____

Date

This reservation is made by (name)