Information Note for Participants

1. Opening

The Meeting will be hosted by the Federal Forest Agency of the Russian Federation, from Wednesday 22 to Friday 24 May 2013.

The meeting will start with an opening session on Wednesday 22 May at 10:00 a.m. On the first day from 9:00 a.m. to 10:00 a.m., registration will be open and participants can pick up their meeting badge and welcome package.

2. Meeting venue (22-23 May 2013)

The meeting will be held at the Saint Petersburg Forestry Research Institute.

Address:
Institutskii Prospect 21
194021 Saint Petersburg

Phone: +7 (812) 552-80-21
Fax: +7 (812) 552-80-42
E-mail: mail@spb-nilh.ru

Website: http://www.spb-nilh.ru/en
3. **Registration**


Deadline for registration is **3 May 2013**.

For further information regarding registration, please contact:
Ms. Tatyana Yakusheva  e-mail: tanaeva@gmail.com
Ms. Evgeniya Tretyakova  e-mail: tretyakova.evgenya@gmail.com

4. **Working language**

The meeting will have simultaneous interpretation in English and Russian.

5. **Documents**

The programme and other background documents can be found on the meeting webpage at: [http://www.unece.org/index.php?id=32202](http://www.unece.org/index.php?id=32202)

Participants are kindly reminded to bring copies of the documents to the meeting as there will be no extra copies made available.

6. **General information on transport to the venue**

Transport from the airport takes approximately 45 min and costs 1500 RUB (about 40 EURO). Taxis are readily available at the airport.

The transportation will be provided from the Vedensky hotel (see section 8) to the meeting venue.

7. **Visa information**

Participants requiring visas must obtain these from the Russian Consulate or competent Diplomatic Mission in their country before leaving for Russia. Visa applications must be submitted well in advance of departure, as up to three weeks may be required for a Russian visa to be issued. Further information on visa requirements for participants and the form for visa request can be found at: [http://www.unece.org/index.php?id=32202](http://www.unece.org/index.php?id=32202)

An invitation letter to facilitate your visa application will be provided by the Federal Forest Agency of the Russian Federation upon request. Deadline for invitation letters is **26 April** in order for the Secretariat to process the supporting documents in time with the respective Russian Authorities. Participants requiring visas and failing to comply with the above will not be allowed by the Russian authorities to enter the Russian Federation.

8. **Accommodation**

Participants are requested to take care of the hotel booking. A block of pre-booked rooms has been made at the Vedensky hotel ([http://www.alrosa-hotels.ru/hotels/st-petersburg](http://www.alrosa-hotels.ru/hotels/st-petersburg)). This hotel is located at the centre of the city and is offering a special rate for meeting participants. The room rates including breakfast and access to hotel facilities:

- Standard single room: 5000 RUB (approx. 165 USD)
- Standard double room (2 pax): 6250 RUB (approx. 215 USD)
For reservations please contact: reservation_spb@alrosa-hotels.ru
While making reservation please mention the following reference: Rosleshoz.
The organizers will provide free transportation from hotel Vedensky to the meeting venue.

Alternatively participants can make a reservation at the hotel “Moscow”, which is 10 min walking distance from the meeting venue. Please check the web site: http://www.hotel-moscow.ru/en/
The room rates including breakfast and access to hotel facilities:
- Standard single room: from 4300 RUB (approx. 140 USD)
- Standard double room (2 pax): 4900 RUB (approx. 185 USD)
For online reservation of the hotel “Moscow” in St. Petersburg please contact: http://www.hotel-moscow.ru/en/reserve
May is a high season for St. Petersburg and hotel prices are rather high. It is advisable to make a hotel reservation as early as possible.

9. **Currency**

The currency in the Russian Federation is the Rouble (RUB).
The current exchange rates are approximately the following:
- USD 1 = 30 RUB (1 RUB = 0.033 USD)
- EUR 1 = 40 RUB (1 RUB = 0.025 EUR)

10. **Disclaimer**

The Organizers disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical insurance for the period of participation prior to departure.

11. **Meeting focal points**

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