

PRACTICAL INFORMATION ON REGISTRATION AND LOGISTICS

- **Arrival to and Departure from Moscow:** Conference participants from abroad and other Russian cities can arrive on Thursday evening (23 May) and depart on Saturday late afternoon/evening (25 May). IMTA alumni lecturing in the International Teaching Week are welcome already on 21-22 May
- **Obtaining Russian Visa:** *for those who need visa to Russia* the registration email is required preferably before the 22nd of April. Please, send your registration letter together with the *scan of the two main pages of the passport*. It takes around one week to issue an invitation which you will receive scanned by email, and you can go the Russian embassy in your country with this scan to apply for visa. The process is relatively simple and will take another week to get the visa. In total, it takes around two weeks.
- **Conference Venue:** Presidential Academy – RANEPA (Russian Presidential Academy of National Economy and Public Administration), Vernadskogo prospect, 82, 119571, Moscow, Russia , *metro Yugo-Zapadnaya (South West of Moscow)* . The animated scheme is very precise: <http://ranepa.com/index.php/how-to-get-to-us> with a link to googlemaps
- **Accommodation:** Hotels in Moscow vary in prices depending on the quality and location. For this reason we suggest the following:
 - The most convenient and perhaps also the cheapest is to book a room at the *Presidential Academy Campus*. We have arranged for around 70 euros/night for simple single rooms and around 110 euro/night for more modern rooms. *To book these rooms you indicate this choice in your registration email*. There is a limited stock of these rooms, so we encourage early registration
 - A good mid-level hotel downtown is *Ibis Hotel Paveltskaya* at metro Paveltskaya <http://www.accorhotels.com/gb/hotel-7140-ibis-moscow-paveletskaya/index.shtml>
 - For mid-level hotels a bit outside of city-center you can stay at the Olympics complex in *Izmailovo (three hotels: Alfa-Beta, Gamma)* <http://www.izmaylovo-moscow.ru/en/hotel/alfa.html>
 - There is also a wide choice of upper-middle and luxury hotels in Moscow. Information on more expensive hotels is widely available at tripadvisor and similar services.
- **International Teaching Week:** Please, indicate in your registration email if you are willing to take part in the International Teaching Week – specifying the preferred dates (22 or 23 May) and possible discipline/topics for your lectures.
- **Registration fee:** for IMTA alumni is of **Euro 70**, which covers the participation in all events of the program, lunch, dinner and cultural program in Moscow; for those who will teach during the Teaching Week, the reduced fee is of Euro 30. The registration fee can be paid in EURO or RUB only in cash in Moscow. You will receive the respective stamped receipt.

- **How to register:** Please, register now or until the end of April with a brief email to: timur.atnashev@gmail.com indicating:
 - Your name and IMTA generation
 - Arrival and departure dates
 - If you need visa (then, please attach the scan of the two main pages of your passports)
 - If you want to take part in Teaching Week, please indicate your preferred dates and subjects/topics
 - We also welcome proposals on your possible reports for the round-table accreditation
 - **The final day for Registration with visa application is 22 April.**

I will be glad to answer any questions related to the Conference and organization of your stay in Moscow.

Sincerely yours,

Timur Atnashev, IMTA alumnus 2008 and 2012

P.S. Please, write to me on timur.atnashev@gmail.com or call on + 7 926 213 67 07 or Skype at: **newtamerlan**