

Alphe Russia Preparation for Advisors

Contact Alphe

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DATE: 19 - 21 October 2012
VENUE: The Astoria Hotel
39 Bloshaya Morskaya
190000, St Petersburg, Russia
Tel: +7 812 494 5757
www.thehotelastoria.com

Check-in time is 14:00
Check-out time is 12:00

Rough currency guide:
US \$1 = 31 Rubles
See www.x-rates.com for latest rates

If you need us in Russia

Our mobile numbers are;
Stephanie Helliwell:
+44 753 565 4656
Stephen Roberts:
+44 795 894 5865

BEFORE THE WORKSHOP

REGISTERING ON MEETING MANAGER

All conference communications are sent through our online system, Meeting Manager, so please register on the site as soon as possible. Simply go to www.hothousemedia.com/mm - click on Advisor Registration and follow the steps. To complete the registration process, select the conference(s) you wish to attend.

If you are already registered on Meeting Manager, please log in and tick to apply for this conference.

BOOKING YOUR HOTEL ROOM AT THE ANGLETERRE HOTEL

After selecting the conference(s) you wish to attend, the system will prompt you to book your accommodation. Click 'yes' and enter your required dates. You will then receive a confirmation email. Should you wish to make any changes, simply log in – go to conferences and click 'hotel booking' to edit.

As an advisor, you get 2 nights free accommodation if you live outside of St Petersburg.

If you do not require a hotel room please select the 'no room required' option.

All advisors will be accommodated at the Angletterre Hotel (adjoining the Astoria Hotel):

Angletterre Hotel

St Isaac's Square
Ul. Malaya Morskaya 24
St Petersburg 190000, Russia
Tel +7 812 494 5666
Fax +7 812 494 5125

Cancellation Charges

Cancelling your attendance within 35 days of the event will mean a charge of one night to cover the accommodation charge. If you cancel within 48 hours, you will be charged the full cost of the accommodation booked.

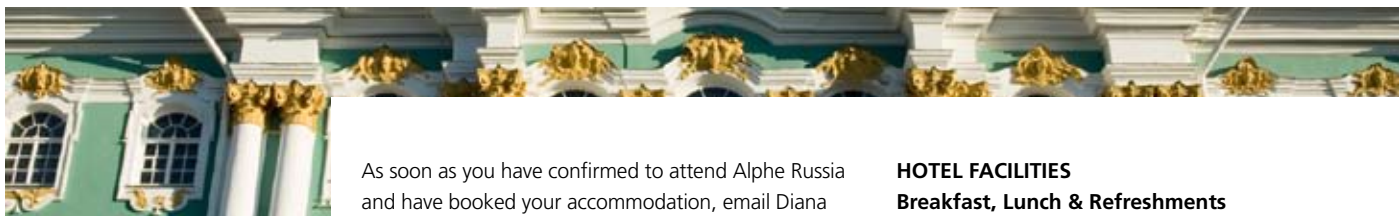
APPOINTMENT SCHEDULING

All meetings are booked through Meeting Manager. Make sure your profile is complete and up to date by 26th September, which is when the appointment scheduling function will begin. Any changes made after this will not be printed in the conference catalogue.

You will receive a reminder email just before you are given access to the educator list

VISAS

All visitors to Russia with booked hotel accommodation are entitled to and should apply for a tourist visa. When applying you will be required to provide a visa support letter and you can obtain this through our Russian partners - Lingua Consult Ltd. ▶



As soon as you have confirmed to attend Alphe Russia and have booked your accommodation, email Diana Galdzheva (diana.galdzheva@lidenz.ru) with the following information in order to obtain your necessary visa support letter:

- Name (full name as in passport)
- Sex
- Date of birth
- Passport number
- Arrival and departure dates
- Hotel where you will be staying

The visa support letter will then be emailed to you. Print outs or faxed copies are accepted in all Russian consulates.

Delegates should then consult their country's Russian embassy to confirm what else is required when applying for a visa and for information on how to apply.

DURING THE WORKSHOP

GETTING THERE

The hotel is 45 minutes from the airport and the main railway station for Moscow is nearby. Although previously hard to find, taxis can now be hailed easily from the airport and a one way transfer should cost around 1,000 Rubles.

GETTING AROUND

Taxi cabs are safe and can be taken from the front of the hotel. You can also hail a taxi from the street. Many sights close to the hotel are within walking distance.

HOTEL FACILITIES

Breakfast, Lunch & Refreshments

Breakfast is not included but the Alphe Café will be open from 8am on the Thursday and Friday serving complimentary coffee, tea and pastries and fruit.

Water will be available throughout the day from a central water station. Lunch is not included in your participation package but there is a host of eateries within the hotel as well as a good selection within easy walking distance.

Restaurants within the hotel

Kandinsky Bar (open 24hrs) – Cocktails, whiskies, cigars and light meals

Rotonda Lounge (open 24hrs) – afternoon tea, desserts

Davidof Restaurant - fine dining

ABOUT ST PETERSBURG

St Petersburg can be described as both magical and beautiful. It was founded in 1703 by Peter the Great and built on the coast of the Gulf of Finland, hence the network of scenic canals running throughout the centre. These have earned it its reputation as the 'Venice of the North', with a total of 68 tributary rivers and canals and 349 bridges.

There's so much history and so many different styles of wonderful architecture that it is a pleasure to explore on foot. There are 150 palaces scattered throughout the city, the majority of which are extremely ornate with their gilt and amber interiors and are well worth a visit.

The hotel is situated next to St Isaacs's Cathedral and is ideally located for visiting all of the city's main attractions. For those wishing to shop, the main area – Nevskiy Prospekt – is only a short walk from the hotel and provides a mixture of the latest haute couture and traditional Russian grocery shops, giving a real taste of life in St Petersburg. ■

CONFERENCE ITINERARY

Friday 19th October 2012

17:00 - 19:30 Registration and welcome reception for Educators and Advisors
Educators set up their tables and/or stands

Saturday 20th October 2012

08:00 Venue and Alphe Café open
09:00 - 13:00 Alphe meetings (30 minutes each)
13:00 - 14:30 Lunch (not included)
14:30 - 17:30 Alphe Meetings (30 minutes each)
19:00 - 19:45 Directors' Club drinks reception
20:00 - 22:30 Dinner for all delegates (included)

Sunday 21st October 2012

08:00 Venue and Alphe Café open
09:00 - 13:00 Alphe meetings (30 minutes each)
13:00 Clear venue