



As of March 24, 2014

**ASEM High-Level Conference on
Intercultural and Inter-Religious Dialogue
St. Petersburg, July 3-4, 2014**

ADMINISTRATIVE CIRCULAR

1. GENERAL INFORMATION

The ASEM High-Level Conference on Intercultural and Inter-Religious Dialogue will be held on **3-4 July 2014** at the Boris Yeltsin Presidential Library, Saint-Petersburg, the Russian Federation.

Boris Yeltsin Presidential Library
Address: Senatskaya Sq., 3, Saint-Petersburg, Russia, 190000
Phone: +7 (812) 305-16-21
E-mail: international@prlib.ru

Please see the Tentative Programme of Activities for further details.

2. CONFERENCE WEB-SITE

Conference web-site www.asemrussia2014.com will be functioning from April 1, 2014.

Registration of participants, media and security officers, as well as hotel accommodation, speaking arrangements, requests for interpretation facilities and bilateral meeting rooms will be available at the web-site.

3. REGISTRATION

Each participant is requested to complete the registration by June 1, 2014.

4. ACCESS TO MEETING VENUES

All delegates are required to register on the first day of the Conference. Heads of Delegations will be provided with Lapel Pins, all other delegates – with accreditation passes.

Lapel Pins and accreditation passes can be collected upon registration and are required to be worn at the meeting venue and during official events.

5. FORMAT OF THE MEETING

The Conference format is 1+1+3 i.e. the Head of Delegation and 1 member of the official delegation and 3 representatives of civil society or confessions.

5 minutes are provided for speeches/remarks for keynote speakers, and 3 minutes for other speakers.

6. ACCOMMODATION

All Heads of Delegations will be provided with courtesy accommodation at the **Grand Hotel Europe from 2 to 5 July 2014. Courtesy is only extended to payment of the room (including breakfast)**, any incidental costs are at the expense of the delegate and are to be settled directly with the hotel at the time of check-out.

All other accompanying delegates are required to make their own arrangements and reservations with the hotel.

The list of recommended Hotels is as follows:

Hotel “Grand Hotel Europe” (*****)

Address: Nevsky Prospekt, Mikhailovskaya Ulitsa 1/7, St. Petersburg 191186, Russia

Tel.: +7 812 329 6000

E-mail: res@grandhoteleurope.com

Official website: <http://www.grandhoteleurope.com>

Hotel “Park Inn by Radisson Pribaltiyskaya” (****)

Address: 14 Korablestroiteley Street, St. Petersburg 199226, Russia

Tel.: +7 812 329 26 26

E-mail: info.pribaltiyskaya@rezidorparkinn.com

Official website: <http://www.parkinn.com/hotelpribaltiyskaya-stpetersburg>

Room rate (special rate for the participants of the Conference):

Single standard room – 6500 Rubles per night (breakfast included).

As limited number of rooms with special rate are available it is important to make reservation before June 1, 2014. Hotel Registration Form is available at the Conference web-site.

7. ARRIVAL AND DEPARTURE

VIP Facilities at the airport will be extended to all Heads of Delegations.

Delegations are kindly requested to ensure transportation of their respective Heads of Delegations from the Pulkovo International Airport to the Hotel on their arrival and back to the Airport on their departure through their Diplomatic Missions. In case of incapability to organize transportation, Diplomatic Missions are required to inform the Ministry of Culture of Russia in advance.

Shuttle-buses transfer for other participants from the Pulkovo International Airport will be arranged on hourly basis. For any additional information please approach the Information desk for Conference participants at the Pulkovo International Airport.

8. TRANSPORTATION

Organizers will provide transportation from “Grand Hotel Europe” and “Park Inn by Radisson Pribaltiyskaya” to Boris Yeltsin Presidential Library, the ballet performance, the sightseeing tour and back to the hotels.

9. VISA

All delegates and accompanying personnel must possess valid Russian Visas as necessary. Appropriate visas can be obtained from the Russian Diplomatic Missions in the respective countries.

10. FINANCIAL ISSUES

The organizers will bear the costs of the venue, facilities and conference meals. Flights, accommodation and other expenses incurred during their stay are covered by the participants.

11. LANGUAGE

The official working language of the Conference is English. In case interpretation facility is required, the request should be submitted on the Conference web-site.

12. BILATERAL MEETING ROOMS

Bilateral Meeting Rooms will be functioning on July 3-4, 2014 at Boris Yeltsin Presidential Library. The requirement should be submitted on the Conference web-site. The meeting room will be allocated on first-come-first-serve basis.

13. LISTENING ROOM

Listening Room for members of the delegations of the participating countries will be functional on July 3-4, 2014 at Boris Yeltsin Presidential Library.

14. SECURITY

The relevant authorities of the Russian Federation will be responsible for all security arrangements related to the conference.

15. MEDIA

Accreditation

Media registration will be open to journalists, broadcasters, photographers, film and television camera crews and technicians on the Conference web-site.

Media Centre

Media Centre will be provided for domestic and international media at the Boris Yeltsin Presidential Library.

Equipment Scrutiny

All electronic and other equipment brought into the Media Centre (including laptops, cameras etc.) will need to be examined by security. There will be no exceptions to this rule.

16. MEDICAL SERVICES

Medical Unit with Ambulance service will be functional for emergency services at the Boris Yeltsin Presidential Library for the duration of the Conference.

17. DIETARY REQUIREMENTS

Participating countries are requested to submit the dietary requirements for each Head of Delegation on their Registration Forms.

18. PRAYER ROOMS

Prayer Rooms will be available for the participants at the Boris Yeltsin Presidential Library.

19. GENERAL INFORMATION

Telephone

Country code of Russia - +7, area code of St. Petersburg - 812.

Local time

Local time in St. Petersburg – UTC + 3 hours.

Currency

Currency of the Russian Federation is ruble. Exchange rate fixed by Central Bank of Russia is 1 USD = 36,4022 Rubles (as of March 22, 2014), 1 EUR = 50,1804 Rubles (as of March 22, 2014). All major international credit cards are accepted in St. Petersburg.

Climate

Average day temperature in St. Petersburg at the beginning of July is expected to be about 22 degrees Celsius.

Electricity

Voltage 220 V

CONTACTS**Ministry of Culture of the Russian Federation**

Ms. Olga Andonieva, Deputy Director, Department of International Cooperation

Ms. Anastasiya Bachurina, Department of International Cooperation

Tel.: (+7-495) 629-43-94

E-mail: olga.andonieva@mkrf.ru, anastasiya.bachurina@mkrf.ru.

Ministry of Foreign Affairs of the Russian Federation

Ms. Natalia Stepkina, Counsellor, Department of Asia and Pacific Cooperation

Ms. Elena Nechaeva, Attache, Department of Asia and Pacific Cooperation

Tel.: (+7-499) 244-41-28

Fax: (+7-499) 244-39-17

E-mail: asia-security@mid.ru, nstepkina@mid.ru, enechaeva@mid.ru.