



MOSCOW CITY GOVERNMENT
COMMITTEE ON TOURISM
AND HOTEL INDUSTRY

2nd UNWTO Global Summit on City Tourism

Implementing Innovative Strategies to enhance Competitiveness and Business Development

19-20 September 2013

Moscow, Russia

GENERAL INFORMATION NOTE

1. DATE AND VENUE OF THE MEETING

The 2nd Global Summit on City Tourism will take place on 19th and 20th September 2013 at the:

Radisson Slavyanskaya Hotel and Business Centre,
Europe Square, 2 - 121059,
Moscow, Russia
<http://www.radisson.ru/en/slavyanskayahotel-moscow>

The UNWTO Affiliate Members meeting has been scheduled for Thursday 19th of September, at 16:00 in the Radisson Slavyanskaya Hotel and Business Centre.

The Radisson Slavyanskaya Hotel and Business Centre is located in Moscow city centre and places guests in proximity to nearby attractions and transport options. Centrally located on the banks of the Moscow River with views of the Russian White House, Stalin Skyscrapers, Crystal Bridge and Europe Square & Fountain, the hotel is actually adjacent to the Kievskaya railway, metro and river boat stations

2. REGISTRATION AND BADGES

All delegates are encouraged to confirm their participation in the Conference as soon as possible by registering online (<http://platma.org/en/webform/registration-2nd-unwto-global-summit-city-tourism>). The deadline for all registrations is 15 September 2013. Please be sure, to keep a copy of your completed registration form for obtaining discounts on travel, accommodation and entry visa (where applicable).

The registration desk will be open at the Radisson Slavyanskaya Hotel and Business Centre on Thursday, 19th September from 17.00 to 20.00, and on Friday, 20th September, from 08:00 to 10:00.

Badges will be issued at the open time of the registration desk. Participants are requested to wear their identification badges in the area reserved for the conference, as well as at all social events.

3. CONTACT DETAILS OF THE ORGANIZING COMMITTEE

UNWTO coordinators	Host country coordinators
Mr. Dmitriy Ilin UNWTO Affiliate Members Programme Capitán Haya, 42 28020 Madrid, Spain Phone: + (34) 91 567 82 43 Fax: + (34) 91 567 82 20 Email: dilin@unwto.org	<u>Accommodation and transport:</u> Ms. Elena Vanchugina Event-manager, ANO MFKD "Stolnyi Grad" Moscow, Russia Phone/Fax: + (7) 495 788-66-31 email: 2unwto@gmail.com Ms. Olga Kalashnikova Sputnik - Sport & Business Travel Moscow, Russia Tel.: +7 (495) 624 05 38 Email: olga@sputnic-sbt.ru

4. ENTRY FORMALITIES

Participants in the conference are kindly requested to take note of conditions of entry into Russia, and contact your nearest Embassy or Consulate of Russia regarding any queries. Please obtain an entry visa where required:

- For official invitation holders who require visas, and who book their accommodation via "Sputnic-Sport & Business Travel" (<http://unwto.sputnic-sbt.ru/>), you will be granted tourist vouchers marked "2nd UNWTO Global Summit". The Russian Consulates will then be notified by the Russian Foreign Ministry to issue visas to those with the above documents.

After booking your accommodation via the "Sputnic-Sport & Business Travel" LLC-tourist agency you will then receive your tourist voucher which you can take to the Russian Consulate with your other corresponding documents such as passport, the necessary number of pictures, completed application form, etc.

Note that the Russian entry/exit visa has two dates written in the European style (day/month/year) as opposed to the U.S. style (month/day/year). The first date indicates the earliest date a traveler may enter Russia; the second date indicates the date by which a traveler must leave Russia. A Russian visa is only valid for those exact dates and cannot be extended after the traveler has arrived in the country.

Please be advised that a passport valid for at least 6 months before the expiry date, and from the day of departure from Russia is required for visitors of all nationalities. There MUST also be at least TWO adjacent blank pages in the Passport.

5. HEALTH REQUIREMENTS

Russia has no vaccination requirements.

6. TRANSPORT ARRANGEMENTS

- ◆ Air transport



The 2nd Global Summit on City Tourism has been registered with the website www.skyteam.com with respect to air transport of the congress. This site allows you to buy airline tickets to this event at a discount of 5% to 15% for all participants. Upon booking you will need to enter the event code:

Congress - 2469S.

7. ACCOMMODATION

The local organizers have negotiated special discounted hotel rates for the conference delegates at the Radisson Slavyanskaya Hotel and Business Centre. To take advantage of these rates, participants must make their reservations online through the following link: <http://unwto.sputnic-sbt.ru/>.

Please note, to secure the special discounted rates, bookings should be advanced as soon as possible.

Slavyanskaya Hotel and Business Centre : Official Hotel for the 2nd Global Summit on City Tourism

The 2nd Global Summit on City Tourism will take place at the Radisson Slavyanskaya Hotel and Business Centre in Moscow.

Located adjacent to the Europe Plaza, the Radisson Slavyanskaya Hotel and Business Centre, Moscow features 427 plush, comfortable rooms with thoughtful amenities, including free high-speed, wireless Internet access, and individual climate control. Non-smoking rooms can be made available upon request.

Guests enjoy delicious international dining options, an on-site fitness center and flexible meeting facilities, spanning more than 4,400 square feet.

Special discounted rates for the participants of the 2nd Global Summit on City Tourism are:

Hotel <i>(Breakfast and VAT are included)</i>	UNWTO Special Rate (€ per night)		
	Dates	Single occupancy	Double occupancy
Radisson Slavyanskaya ★★★★★ http://www.radisson.ru/en/slavyanskayahotel-moscow	19-22/09	205	242
Radisson Royal ★★★★★★ http://www.radisson.ru/royalhotel-moscow	19-22/09	320	456
Lotte Hotel ★★★★★★ http://www.lottehotel.ru/	19-22/09	270	326
Aquarium Hotel ★★★★★★ http://en.aquariumhotel.ru/	19-22/09	220	249
Best Western Vega Hotel ★★★★★★ http://en.hotel-vega.ru/	19-22/09	133	147
Aminevskaya ★★★★★★ http://www.aminevskaya-hotel.com/	19-22/09	106	124
Alpha Hotel ★★★★★★ http://www.alfa-hotel.ru/en/	19-22/09	122	137
Beta Hotel ★★★★★★ http://www.beta-hotel.ru	19-22/09	101	198

Free transfers between the venue of the Meeting and social programme and the official hotels will be provided for the delegates.

10. WORKING LANGUAGES

The working languages of the Conference will be English and Russian. Simultaneous interpretation will be provided in these languages.

11. SOCIAL PROGRAMME AND NETWORKING

Social Programme activities will be offered on the 21st of September from 10:00 – 15:00. Additionally, a new feature of this Summit will be a Speed networking session to encourage direct contact and further exchange among the participants.

12. PRACTICAL INFORMATION

- Exchange rate: Russian official currency is the Ruble (RUR) and the currency symbol is pyб. Main notes are in denominations of RUR 50, 100, 500, 1000 and 5000 (although rarely used).

The exchange rates applicable for 13 August 2013 are:

1 GBP = 51.125 RUR

1 USD = 33.044 RUR

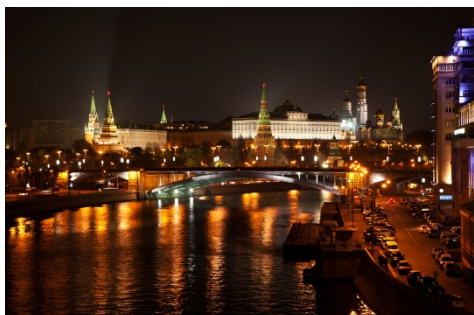
1 EUR = 43.982 RUR

Currency can be officially changed in banks, exchange offices and hotels. Credit cards are accepted in some of the major hotels and shops in tourist centres.

- Official time: Standard time zone - UTC/GMT +4 hours. Daylight saving changes occur on the same schedule as UTC/GTM.
- Climate: Moscow has a humid continental climate with warm, somewhat humid summers. The average high for September is 17°C, with a low of 8.5°C.
- Official language: Russian.
- Electric current: Russia's electrical current is 220/50 (volts/hz). Primary Socket Type: Europlug, Schuko
- Clothing: Participants are advised to pack clothing suitable for mild autumn-like weather. For meetings, men generally wear a jacket and a tie and women normal business attire.
- Opening hours: Banks are usually open from 9.00 hrs to 17.00 hrs from Monday to Friday.

13. BRIEF INFORMATION ON MOSCOW

Moscow has had an incredibly interesting and colorful past which is reflected in its unique culture and architecture.



While being the capital city and a global centre for politics, economics and business, Moscow is also a popular tourist destination for visitors from around the world. It is a large city with a population of over 13 million, and accounts for approximately 1/10th of the Russian population. This makes it the northernmost mega-city on Earth. It also holds the second largest community of billionaires in the world. This large metropolis sits upon the Moskva River which bends its way through the city, and many of the main attractions are on the northern bank of this.