

GENERAL INFORMATION

I. VENUE OF THE MEETING

The 15th Annual Meeting of the Asia Pacific Parliamentary Forum (APPF-15) is held at **the World Trade Center (WTC) Congress Center**.

Meeting of the Executive Committee - Ladoga Hall

Plenary sessions - Congress Hall One

Meetings of the Drafting Committee - Congress Hall Three

II. OPENING CEREMONY

Opening Ceremony of the APPF-15 is held at the State Academic Bolshoi Theatre, the New stage at 12.00 on Monday, 22 January 2007, with the participation of H.E. Mr. Mikhail Fradkov, Chairman of the Government of the Russian Federation.

III. REGISTRATION

All participants are kindly requested to register on arrival at the Information and Registration Service where they are provided with identity badges, participant' s briefcases with invitation cards to the APPF-15 events and other relevant information. The Information and Registration Service is located in the WTC Congress Center Hall (Entrance 4), available from 8-00 to 20-00 on 20-26 January, 2007. Participants in need of additional assistance in practical matters not pertaining to the APPF-15 proceedings are welcome to refer to the Information and Registration Service.

IV. IDENTITY BADGES

Identity badges carry personal photos of each participant. For security reasons, access to the venues of the APPF-15 events, plenary sessions and to the service premises is available only against the identity badge delivery. All participants are kindly requested to wear their badges during the Meeting. Mass media representatives should also have their identity cards.

The color of badges corresponds to the following categories of participants:

Delegates - Blue

Accompanying Persons - Pink

Secretaries/Advisors - Green

Diplomatic Corps - Purple

APPF-15 Secretariat - White

Security - Red

Press - Grey

Guest - Yellow

V. LIAISON OFFICERS

Liaison Officers are attached to each delegation to assist during the whole period of the Meeting.

VI. LANGUAGE

English is the official language of the APPF-15. Simultaneous interpretation from English into Russian and vice versa is provided at all plenary sessions. 4 additional interpretation channels are reserved for Chinese, Japanese, Korean and Spanish languages. Delegations bring their own interpreters.

VII. SPOUSES AND ACCOMPANYING PERSONS

Spouses and accompanying persons are invited to the evening functions and to the cultural program. A separate program for spouses and accompanying persons will be arranged during the Meeting.

VIII. POST CONFERENCE CULTURAL PROGRAM

The participants willing to visit Saint-Petersburg or other cities of Russia are kindly requested to inform the Secretariat in advance of their intent. Such a tour can be arranged by your Embassy in Moscow and at the participants' own expense. General coordination and assistance in organizing the program of staying and accommodation is provided by the Secretariat.

Authorised Travel Agent:

"Aurora Intur"

2, Butirskiy Val, Moscow, 125047, Russia

Tel: +7-495-251-5828; +7-495-232-0904; Fax: +7-495-251-6031

www.aurore.ru

IX. POSTAL SERVICES

Messages for the delegates can be sent to the following addresses:

Mailing address:

**Mezhdunarodnaya Hotel, 12, Krasnopresnenskaya Embankment,
123610, Moscow, Russia**

Hotel phone number: **+7 495 258 21 22**

Hotel fax number: **+7 495 258 24 00**

The delegate's name and the country of the delegation should be legibly denoted in messages sent to these addresses.

X. APPF-15 SECRETARIAT

**12, Krasnopresnenskaya Embankment, 123610, Moscow, Russia,
the World Trade Center (WTC) Congress Center, 2377a**

Phone: + 7 495 967 06 58

Fax: +7 495 967 06 63

E-mail: info@appf15.ru , appf15@council.gov.ru ;

Website: www.appf15.ru

The Secretariat is responsible for the APPF-15 documents and protocol matters.

The Secretariat is working from 8-00 to 20-00 on 20-26 January, 2007.

XI. DOCUMENTS

Participants in need of the documents are welcome to refer to the Secretariat.

XII. ACCOMODATION

The APPF-15 participants are accommodated in the Mezhdunarodnaya Hotel of the World Trade Center (WTC)

Address: **12, Krasnopresnenskaya Embankment, 123610, Moscow, Russia**

Phone: +7 495 258 21 22

Fax: +7 495 258 10 18 (Sales Department)

+7 495 258 24 00 (Business Center)

Rooms categories and rates are given below:

Standard room - \$USA 295/night

Executive room - \$USA 350/night

Junior suite -\$USA 495/night

Suite - \$USA 560/night

The rates declared include breakfast for one person and all the taxes. The APPF-15 participants are to care for reimbursement at their own expense for their accommodation same as to cover hotel extra services, i.e. laundry, local and international calls, meals (except those specified in the APPF-15 program), mini-bars etc.

XIII. MEALS

Meals (excluding alcoholic beverages) are provided by the host country in accordance with the APPF-15 program.

XIV. TRANSPORTATION:

The host country provides transportation from the airport to the hotel and back on the days of the delegations' arrival and departure.

During the Meeting transportation is available for delegates from Mezhdunarodnaya Hotel to the venues of all the official events stipulated by the APPF-15 program.

XV. PRESS CENTRE

The Press Center deployed in the Angara Hall, WTC Congress Center operates 22-26 January 2007 to assist in mass media coverage of the APPF-15 proceedings.

A free of charge access to Internet services, including Wi-Fi is provided. Press Hall to hold press conferences is available against an advance application, submitted to the Secretariat.

XVI. MEDICAL SERVICES

First-aid medical services is provided during the Meeting.

XVII. INSURANCE

Delegates shall cover insurance against potential risks on their own.

XVIII. OTHER SERVICES

Free of charge Internet service including Wi-Fi is provided during the Meeting at the venues of plenary sessions.

Postal and fax services are available at the Business Center of Mezhdunarodnaya Hotel at participants' own expenses.

Computers and Photocopiers are available in Room 2377b.

XIX. PRACTICAL INFORMATION

Electricity voltage and frequency used in Russia:

voltage - 220 volts, frequency - 50Hz.

XXI. CURRENCY

'Rouble' is the only legal currency on the territory of Russia. Foreign currency can be exchanged at banks, hotels, airports and other legal foreign exchange sites throughout the country.

Most banks are open from 9-00 to 18-00 daily, except for Saturday and Sunday.

Travellers' cheques or credit cards are accepted for payment at most hotels and banks, major stores and restaurants. However, delegates are kindly advised to have cash available for paying for the goods and services at shops, museums etc.