

# General Information and Logistics

*Revised: 22 May 2013*

*The following information is for officially registered participants.  
If you are not an officially registered conference participant and  
you would like to register for this conference  
please see the Announcement at this web site for details on how to do so.*

## Conference Location:

The conference premises consist of two buildings:

### 1. *Boris Yeltsin Presidential Library*

Senatskaya Sq., 3  
St Petersburg

- National Statements by delegations
- Panel Sessions
- Briefing room for panel sessions
- Internet room
- Press area
- Coffee/tea

and adjacent (directly across the street):

### 2. *Manege Exhibition Hall*

Isaakiyevskaya Sq., 1  
St Petersburg

- Registration
- Lunch served Thursday, Friday, Saturday
- Meeting rooms for delegations
- National exhibitions

## Registration:

All participants must be pre-registered by **1 June 2013**. To pre-register please send the participation form (Form A, attached) through one of the official channels (in most cases Ministry of Foreign Affairs, national atomic energy authority, Permanent Mission) to the IAEA: email: [official.mail@iaea.org](mailto:official.mail@iaea.org).

Registration at the conference will be open on **Wednesday, 26 June from 11:00 to 21:00** and will continue on Thursday 27 June from 07:00 in the *Manege Exhibition Hall*, situated next to the Presidential Library.

In case Permanent Missions would like to authorize a member of their delegation to collect badges on behalf of the delegation, Permanent Missions are requested to advise the Secretariat ([k.morrison@iaea.org](mailto:k.morrison@iaea.org)) of this in writing by **14 June 2013**.

Participants are encouraged to take advantage of registration on Wednesday which will be followed by a welcome reception. Participants should bring with them to registration their passports to identify themselves and enable access to the premises.

## Industry Forum (organized by the State Atomic Energy Corporation “Rosatom”):

Wednesday, 26 June from 14:00 to 17:00

Palace Theatre  
Italianskaya st., 13  
St Petersburg

Complimentary entrance for participants with conference badges.  
Further details will be available soon on the host organization's website (see below).

### **Accreditation of participants:**

For security reasons, after registering their participation with the IAEA, **all participants must submit** by e-mail, the following information along with their photo to [ministerial.conference2013@rosatom.ru](mailto:ministerial.conference2013@rosatom.ru) by **5 June 2013**:

*for non-Russian participants:*

Family name, Given name(s), Title;  
Gender;  
Date and the Place of Birth;  
Passport Number and the Expiry Date;  
Citizenship;  
Employer and Job Position.

*for participants from Russia:*

Family name, Given name(s), Patronymic name, Title;  
Gender;  
Date and the Place of Birth;  
Passport Number, Place and Date of Issue, Date of Expiry;  
Address of Registration;  
Employment and Job Position.

*requirements for the photos are:*

1. Colour photo 3x4 cm in JPEG file format;
2. Resolution min 480 x 640 pixels;
3. Full face, without headdress;
4. The face should occupy at least 80% of the picture.

### **Welcome Reception:**

Wednesday, 26 June at 19:00. All registered and badged participants are invited to the welcome reception on the conference premises, at the Manege.

### **Conference Opening:**

Thursday, 27 June at 09:30.

### **Lunch:**

Lunch will be offered free of charge in the **Manege Exhibition Hall** on Thursday, 27 June, Friday, 28 June and Saturday, 29 June.

### **Refreshments**

Refreshments will be offered free of charge on Thursday, 27 June, Friday, 28 June and Saturday, 29 June (till 14:00) from **08:30 to 17:30 in the Boris Yeltsin Presidential Library and the Manege Exhibition Hall.**

### **Conference Dinner/evening events:**

In addition to the reception on 26 June, two evening events will be organized:

18:00, Thursday, 27 June

19:00, Friday, 28 June

Buses will transport delegates to and from the venues. More details will be available in due course and upon registration in St. Petersburg.

### **Documentation:**

The provisional programme is available on the IAEA conference website and will be continually updated as more information becomes available. The final programme will be available upon registration in St Petersburg.

National statements and presentations from the panel sessions will be posted on the conference web site after delivery.

### **Working language:**

The working languages of the conference will be all the official IAEA languages: Arabic, Chinese, English, French, Russian, and Spanish.

### **National Statements**

Delegations are requested to limit the duration of their statements to seven minutes.

To facilitate interpretation and distribution, texts of statements to be delivered should be handed in advance to the “Conference Service desk” located in the Conference Hall.

All statements received will be made available on the IAEA conference web site (see below) in PDF format, unless the distribution is restricted by the delegation. In such a case, this should be clearly marked on the statement. Hard copies of the statements made in the Plenary sessions will not be distributed.

### **Speaking Order:**

A ballot was held on **Thursday, 16 May 2013** at the IAEA Secretariat to determine the order in which speakers will deliver their national presentations during the conference. To inscribe on the list of speakers please contact Ms. Maria Bermudez-Samiei (email: [M.E.Bermudez-Samiei@iaea.org](mailto:M.E.Bermudez-Samiei@iaea.org)).

### **Visas:**

Officially designated participants of the conference who require a visa to enter the Russian Federation will require an invitation letter from the host organization to facilitate the visa application process. Please see the attached Visa Guidance which is also available at the IAEA conference website (address below).

Upon receipt of all necessary information the host organization will send the officially designated participant an invitation letter which is to be submitted together with the visa application form to a Consulate of Russia.

### **Accommodation:**

Participants are expected to make their own travel and hotel arrangements. The host organization has made block bookings in certain hotels at special rates. **Participants are urged to complete their reservations at the host organization's web site (address below) by 31 May 2013.** Please note that after the extended deadline, hotel rates may rise by 200-300%. Reservations will be made on a first come first served basis within the limits of availability of rooms.

Please note that the IAEA cannot assist you with hotel bookings and cannot be held responsible for any cancellation fees or re-bookings.

To assist delegates with general enquiries during the conference hospitality desks will be set up in Pulkovo-1 and Pulkovo-2 airports, the Moscow Railway Station, the Manege Exhibition Hall and the lobbies of the following hotels: Astoria, Angleterre, Petro Palace, Park Inn by Radisson Pulkovskaya and Park Inn by Radisson Nevsky.

### **Transportation:**

Transportation will be provided free of charge for participants as follows:

- Shuttle transfers **from the airports Pulkovo-1 and Pulkovo-2 and the Moscow Railway Station** to the hotels: Park Inn by Radisson Pulkovskaya, Park Inn by Radisson Nevsk, Astoria Hotel, Angleterre Hotel and Petro Palace Hotel.
- Roundtrip transfers to the conference venue from the Park Inn by Radisson Pulkovskaya and Park Inn by Radisson Nevsky hotels. Please check the hotel hospitality desk for the schedule. The Astoria, Angleterre, and Petro Palace hotels are located within walking distance to the conference venue.
- Shuttle transfer to the Industry Forum from the hotels: Angleterre, Petro Palace, Park Inn by Radisson Pulkovskaya and Park Inn by Radisson Nevsky. Please check the hotel hospitality desk for the schedule.
- Shuttle transfer from the Industry Forum to the Manege Exhibition Hall for the welcome reception. Please check the hotel hospitality desk for the schedule.
- Shuttle transfer from the welcome reception to the above mentioned hotels. Please check the hospitality desk for the schedule.
- Shuttle transfers from the hotels Astoria, Angleterre, Petro Palace, Park Inn Pulkovskaya and Park Inn by Radisson Nevsky to the airports Pulkovo-1, Pulkovo-2 and to the Moscow Railway station. Please check the hotel hospitality desk for the schedule.

### **National Exhibitions**

IAEA Member States and accredited organizations may wish to hold an exhibition during the conference. The exhibitions will be located in the Manege, on the conference premises. Guidance on holding an exhibition at the conference is attached and is also available at the IAEA conference web site (address below). **The deadline for sending a request to participate in the exhibition is 1 June 2013.**

Please note that this national exhibition is within the framework of the conference and will be held on the conference premises. A separate event, ATOMEXPO 2013, which is not part of the conference, is

being organized by the State Atomic Energy Corporation “Rosatom” at a different location.

### **Conference web sites:**

At the **IAEA conference website** you will find: the provisional programme, participation form required for registration, conference announcement, national exhibition information, visa guidance.

<http://www-pub.iaea.org/iaeameetings/43049/cn-206>

At the **Host organization’s website** you will find: the provisional programme, conference location details, links to partner-hotels and through your personal account the option of online booking of the conference hotels, transfers, tours, restaurants, theatre tickets, entertainment activities, companions’ programme, media representatives registration page, news, photo\_galleries and documents of the conference, FAQ, contacts):

<http://nuclearforum2013.org>

All officially designated participants will receive via email a user name and password to be able to access their personal account on the host organizations’ website.

### **Call-centre:**

**Tel: +7 812 643 4361**

This is a specialized support service for conference participants. Call-centre operators provide general information about the conference, media accreditation, participation in the exhibition in the Manege Exhibition Hall, and Concierge services (reservation of hotels, transfers, tours, etc.).

### **IAEA Conference Secretariat**

#### **Scientific Secretariat:**

**Ms Anne Starz**

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**Administration and organization:**

**Ms Karen Morrison**

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**Important dates:**

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|---|-----------------|
| • Hotel reservation deadline                  | 31 May          |
| • Registration/Participation (Form A) to IAEA | 1 June          |
| • National Exhibition form submission         | 1 June          |
| • Badge Information with photo to Rosatom     | 5 June          |
| • Conference registration on-site             | 26 June         |
| • Conference opening                          | 27 June, 09:30. |