



IAEA

International Atomic Energy Agency

25th IAEA Fusion Energy Conference (FEC 2014)

St Petersburg, Russian Federation

13 - 18 October 2014

Organized by the
International Atomic Energy Agency

Hosted by the
Government of the Russian Federation

through the
State Atomic Energy Corporation “Rosatom”

General Information and Logistics

Conference Location:

Park Inn by Radisson Pribaltiyskaya Hotel
14, Korablestroiteley Street,
Vasilyevsky Island
St. Petersburg

- Registration
- Plenary and poster sessions
- Internet room
- Briefing room
- Press area
- Meeting rooms
- Exhibition
- Lunch
- Coffee/tea

Registration:

Registration will be open on **Sunday, 12 October** from **15:00** to **20:00** and will continue on Monday 13 October from 07:30. Registration will be open throughout the conference.

Participants are encouraged to take advantage of registration on Sunday. Participants should bring with them to registration their passports to enable access to the premises.

Conference Opening:

Monday, 13 October 2014, **08:30**

Visas:

Officially designated participants and their accompanying persons who require a visa to enter the Russian Federation are urged to:

1. Firstly, contact a consulate or embassy of the Russian Federation to determine which documents are required to apply for a visa.
2. Then, request the issuance of an invitation letter from the host organization by completing and submitting the appropriate form at the local host's conference website ("Visa Support" page). (see below "Conference Web Sites" regarding your personal account).

Upon receipt of the required information the host organization will send the requestors a pdf of the invitation letter via e-mail. This invitation letter is to be submitted together with the visa application form and other required documents to a Consulate of the Russian Federation.

Please be aware that all requests for invitation letters should be made as soon as possible and no later than **20 August 2014**. The process of issuing this invitation letter takes approximately one month.

Conference badges:

For the conference badges participants should submit **by 20 August 2014** the following information **along with their photo** to e-mail address: fec2014@atomexpo.com :

for non-Russian participants:

Family name, Given name(s), Title;
Date and the Place of Birth;
Passport Number and the Expiry Date;
Affiliation

for participants from Russia:

Family name, Given name(s), Title;
Date and the Place of Birth;
Passport Number, Place and Date of Issue, Date of Expiry;
Address of Registration;
Affiliation

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 70% of the picture.

Accommodation:

Conference participants are expected to make their own hotel arrangements. The host organization has made block bookings at special rates in the conference hotel, *Park Inn by Radisson Pribaltiyskaya Hotel*. Arrangements, e.g. transport to events, organized lunches, participant assistance, have been made especially for participants staying at this hotel. Participants are therefore encouraged, as far as possible, to reserve rooms in this hotel.

Hotel reservations at the Conference Hotel should be made at the local host's conference web site **by 15 August 2014**. After that date reservations and special rates cannot be guaranteed. Reservations will be made on a first come first served basis within the limits of availability of rooms.

Accommodation is also offered at the following hotels:

- Hotel Moscow 4* (2, Alexander Nevsky Square)
- Hotel Four Seasons 5* (1, Voznesensky Prospekt)
- Hotel Angleterre 4* (24, Malaya Morskaya Ul.)

Please note that special transport arrangements for participants are not in place for the above three hotels.

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

Lunch:

There are limited possibilities to take lunch within walking distance near the conference hotel (Park Inn by Radisson Pribaltiyskaya Hotel).

Participants staying at the conference hotel and booking through the host's web site by **15 August 2014** have lunch included in their accommodation. Participants **not** staying at the conference hotel can book lunch (**advance booking only**) via the local host's conference web site by **15 August 2014**. The cost of each lunch is approximately €18-20.

The buffet lunch, with a variable daily menu, includes a salad-bar, cold refreshments, soups and main courses, drinks and deserts, and will be available to all participants and accompanying persons who have ordered the pre-arranged lunch. Lunch time is approximately from 12:30 pm to 2:00 pm (exact time to be advised).

Refreshments

During coffee breaks (morning and afternoon) refreshments will be offered free of charge from Monday, 13 October to Saturday, 18 October 2014 in the *Park Inn by Radisson Pribaltiyskaya Hotel*.

Conference Reception and Dinner/evening events:

Two evening events are planned.

A **Welcome Party** dedicated to the opening of the conference is planned for 13 October 2014, from 19:30 to 22:30. The venue along with a detailed programme will be available on the web site in August 2014.

The event is free of charge to participants. There is a charge of €10 per accompanying person, and the accompanying person must be indicated in advance on the web site.

As part of the conference social programme a **Banquet** is planned on 16 October 2014 from 19:30 to 21:30, in the Mariinsky Theatre (Saint-Petersburg, 1 Theatre Square). The detailed programme of the event will be available on the local host's conference web site in August 2014.

Ticket price is €100 per person, for both participants and accompanying persons. The number of tickets is limited.

For both of the above events reservations must be made via the local host's conference web site by **10 September 2014**.

Buses will transport participants to and from the venues. More details will be available at the hospitality desk in St. Petersburg.

Technical Tours

Within the framework of the conference two technical tours are planned:

Tuesday, 14 October	JSC "D. V. Efremov Institute of Electrophysical Apparatus
Wednesday, 15 October	Ioffe Institute for Applied Physics.

The tours will be held from 13:00 to 19:00 and will include the visit to laboratories and experimental facilities.

Buses will transport delegates to and from the venues. More details will be available at the hospitality desks in St. Petersburg.

Participants interested in joining a tour are requested to register at the local host's conference web site by **15 August 2014**.

Transportation:

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

- 12 October (Sunday) from 06:00 to 24:00 - shuttle transfers from the **Airport Pulkovo-3** and the **Moscow Railway Station** to the Park Inn by Radisson Pribaltiyskaya Hotel (conference venue).
- 13 October (Monday) - shuttle transfer from the conference venue to the **Welcome Party** and return.
- 14 October (Tuesday) - shuttle transfer from the conference venue to the **technical tour** - "NIIIEFA JSC" named after D.V. Ephremov and return.
- 15 October (Wednesday) - shuttle transfer from the conference venue to the **technical tour** - A. F. Ioffe Institute for Applied Physics and return.
- 16 October (Thursday) - shuttle transfer from the conference venue to the **Banquet** and return.
- 19 October (Sunday) - shuttle transfers from the conference hotel to the Airport Pulkovo-3 and to the **Moscow Railway Station**.

Please check the conference hotel hospitality desk for the schedule.

Documentation:

The provisional programme is available at the conference website. The final programme will be available upon registration in St. Petersburg.

Working language:

The working languages of the conference will be English. No simultaneous interpretation will be provided.

Satellite Meeting Rooms

A number of meeting rooms are available for side meetings during the conference. Side meetings should be of no longer than four hours duration and may be booked at the local host's conference web site until **20 September 2014**. After this date rooms may be booked on site at the Conference Registration Desk.

Exhibition:

IAEA Member States, accredited organizations and commercial companies may wish to hold an exhibition during the conference. Participation in the exhibition provides a unique opportunity to demonstrate achievements in fusion research development to all conference participants and representatives of the media.

Please see the conference web site for further details.

The deadline for sending a request to participate in the exhibition is **15 August 2014**.

Conference web sites:

There are two conference web sites:

IAEA conference web site: <http://www-pub.iaea.org/iaemeetings/46091/25thFEC-2014>

The IAEA web site deals predominantly with conference registration, the conference programme and related matters, such as access to INDICO and paper submission, exhibition possibilities.

Local host's conference web site: <http://www.fec2014.org>

Here you will find conference location and accommodation details and the reservation pages, links to partner-hotels, tour and social event registration, visa guidance, pre-arranged lunch reservation, entertainment activities, media representatives registration page, news, photo galleries, FAQ.

IMPORTANT: to access the reservation pages at the local host's web site, **participants will require a user name and password**. This will be sent to all officially designated participants by the local host as soon as their official designation has been received by the IAEA.

Participants are encouraged to visit the two conference websites regularly to check for new and updated information.

Hospitality Desk

To assist delegates and accompanying persons with general enquiries hospitality desks will be set up in Pulkovo-3 Airport, the Moscow Railway Station, and the Park Inn by Radisson Pribaltiyskaya Hotel. At these desks you can obtain the schedule of complimentary shuttle transfers.

Sites	Opening hours of hospitality desks
Pulkovo-3 airport	12 October 06.00 – 24.00 13 October 06.00 – 18.00
Moscow Railway Station	12 October 06.00 – 24.00 13 October 06.00 – 18.00
Park Inn by Radisson Pribaltiyskaya Hotel	12-13 October 10.00 – 20.00 14-18 October 08.00 – 19.00

Support Center for Participants (Call-centre):

This is a specialized support service for conference participants. Call-center operators provide general information about the conference, media accreditation, participation in the exhibition in the Park Inn by Radisson Pribaltiyskaya Hotel, and concierge services (reservation of hotels, technical tours, etc.).

Email address: fec2014@atomexpo.com

Telephone no: +7 499 922-89-95 (10:30–18:00 UTC+4)

Key Dates & Deadlines

Conference badges	20 August
Hotel reservation at the Conference Hotel for special rates:	15 August
Lunch (for participants not staying at the conference hotel):	15 August
Exhibition	15 August
Visa support (invitation letter):	20 August
Technical tours	15 August
Conference dinner	15 August
Welcome Party	10 September
Satellite meeting rooms	20 September
On site registration	12 October 15:00 – 20:00 13 October 07:30 ongoing

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