

Unclassified

APF/MEETING(2006)2

Organisation de Coopération et de Développement Economiques
Organisation for Economic Co-operation and Development

19-Oct-2006

English - Or. English

AFRICA PARTNERSHIP FORUM SUPPORT UNIT

APF/MEETING(2006)2
Unclassified

General Information for Participants

7th Meeting of the Meeting of the African Partnership Forum

Being held in the President Hotel, Moscow, Russia

26th - 27th October 2006

This document has been prepared by the APF Support Unit for the 7th Meeting of the Africa Partnership Forum, Moscow, Russia.

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**General Information for
Participants**

**7th Meeting of Africa Partnership Forum
President Hotel, Moscow, Russia
26-27 October 2006**

TIME AND VENUE:

From Thursday 26 to Friday 27 October 2006.

The meeting will take place in the Red Hall on the second floor of President Hotel at the following address:

President Hotel

Bolshaya Yakimanka str., 24

103134 Moscow, Russia

Tel.: +7 495 239-38-00, 238-73-03

Fax: +7 495 230-23-18 / 78-13

Internet: www.president-hotel.ru

Please, see Annex 1 for the map of the Moscow Center, Annex 2.1 for the layout of President Hotel halls (1st floor) and Annex 2.2 for the layout of President Hotel halls (2nd floor).

REGISTRATION OF PARTICIPANTS:

Registration will be organized on Wednesday 25 October 2006 from 12.00 to 20.00 and on Thursday 26 October 2006 from 8.30 to 9.30 at the Registration Desk at the Second Floor Lobby of President Hotel.

The complete list of participants will be distributed during the meeting.

WORKING LANGUAGES AND DOCUMENTS:

Working languages are English, French and Russian.

Simultaneous interpretation in English, French and Russian will be ensured.

All relevant documents will be distributed in English and French.

BUSINESS-CENTER:

Business Center is located at the Lobby of Gzhel Hall, President Hotel.

Opened: Wednesday 25 October from 14.00 to 18.00

Thursday 26 October from 9.00 to 19.00

Friday 27 October from 9.00 to 16.00

Equipped with 10 personal computers with free access to Internet, 2 free international telephone lines, 2 faxes with free international access, 1 copying machine, 3 laser printers.

NEGOTIATIONS ROOMS:

Rooms for private consultations of the APF meeting participants will be available: rooms № 214 and № 215. On request free refreshments, tee and coffee will be served.

VISAS:

To get the Russian visa you should submit to the nearest Russian Embassy or Consulate the e-mail or fax copy of the official invitation from Mr. Alexei Vasiliev, the G-8 Africa Personal Representative of the President of the Russian Federation, Director of the Institute for African Studies of the Russian Academy of Sciences. You will have to fill in a standard visa application form.

TRAVEL SERVICES:

Arrival and departure from Moscow will be easier if you make use (free of charge) of VIP halls in Sheremetyevo-2 and Domodedovo airports.

Please, refer to the Registration form on the VIP service at the airports for details.

**AIRPORT-HOTEL-
HOTEL AIRPORT
TRANSFER**

You can get from airport to hotel and back either by:

- 1) ordering the transfer with Academservice tour operator. Please, refer to the 7th APF Meeting Registration form for details.
- 2) using a taxi.

ACCOMMODATION:

There is a choice of several recommended hotels listed in the 7th APF Meeting Registration form.

Please, fill in the Registration form and forward it to Mrs. Victoria Zhuravlyova from Academservice tour operator at victoria@acase.ru (fax: 7-495-974-43-90), also copy at africa2006@mid.ru. Later on you will receive from Academservice a confirmation of hotel reservation and relevant invoice.

The accommodation will be guaranteed by Academservice if the filled registration forms are received by it before 1 October 2006. For the forms received after this date the accommodation will be confirmed

subject to rooms availability.

Shuttle buses between the recommended hotels and President Hotel will be provided in accordance with the timetable of the events of the 7th APF Meeting.

All the recommended hotels are situated within approximately 15 minutes by car from each other.

HOTELS DETAILS:

President Hotel

As mentioned in Time and Venue paragraph

Arbat Hotel

12, Plotnikov Per.,
119002 Moscow, Russia
Tel.: +7 495 755-84-69
Fax: +7 495 241-43-05
Internet: www.president-hotel.ru

Danilovsky Hotel

5, Bolshoy Starodanilovsky Per.,
115191 Moscow, Russia
Tel.: +7 495 954-05-03
Fax: +7 495 954-07-50
Internet: www.danilovsky.ru

Hotel Sputnik

38, Leninsky prospect,
119334 Moscow, Russia

Tel.: +7 495 930-22-87
Fax: +7 495 930-19-88
Internet: www.hotelsputnik.ru

CURRENCY:

Russian ruble.

The exchange rate is:
1 US dollar \approx 26,5 rubles, 1 EURO \approx 34,2 rubles.

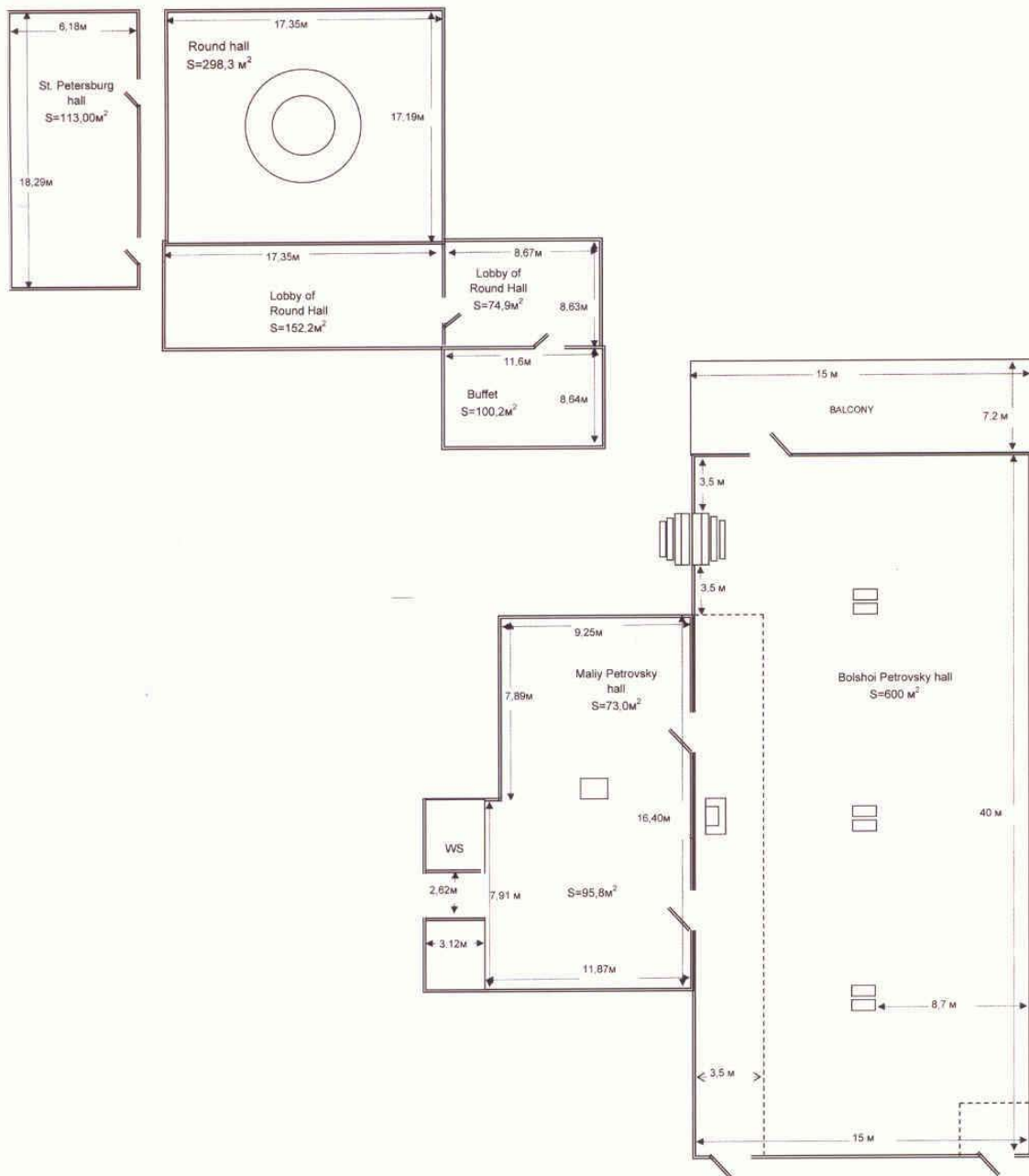
The currency exchange is possible both in the hotels and in the

	city.
WEATHER AND CLOTHES:	At the end of October the weather in Moscow is usually rainy, the average temperature is +10 °C, sometimes colder. Having sufficiently warm clothes, a raincoat or a light coat and an umbrella is recommended.
MEDICAL SERVICE:	The President Hotel doctor can provide medical consultations from 9.00 to 21.00. Tel.: +7 (495) 239-38-07: internal: 3807. <i>In medical emergencies:</i> Tel.: 03. Useful addresses: <i>American Medical Center</i> Tel.: +7 (495) 933-77-00. <i>European Medical Center</i> Tel.: +7 (495) 933-66-55.
METRO	Open from 5.30 to 1.00. One travel ticket (irrespectively of distance)– 15 rubles.
VOLTAGE	220V ~ 50Hz, European socket.

Annex 2.1

LAYOUT OF "PRESIDENT-HOTEL" HALLS

1st Floor



LAYOUT OF "PRESIDENT-HOTEL" HALLS

2nd Floor

