

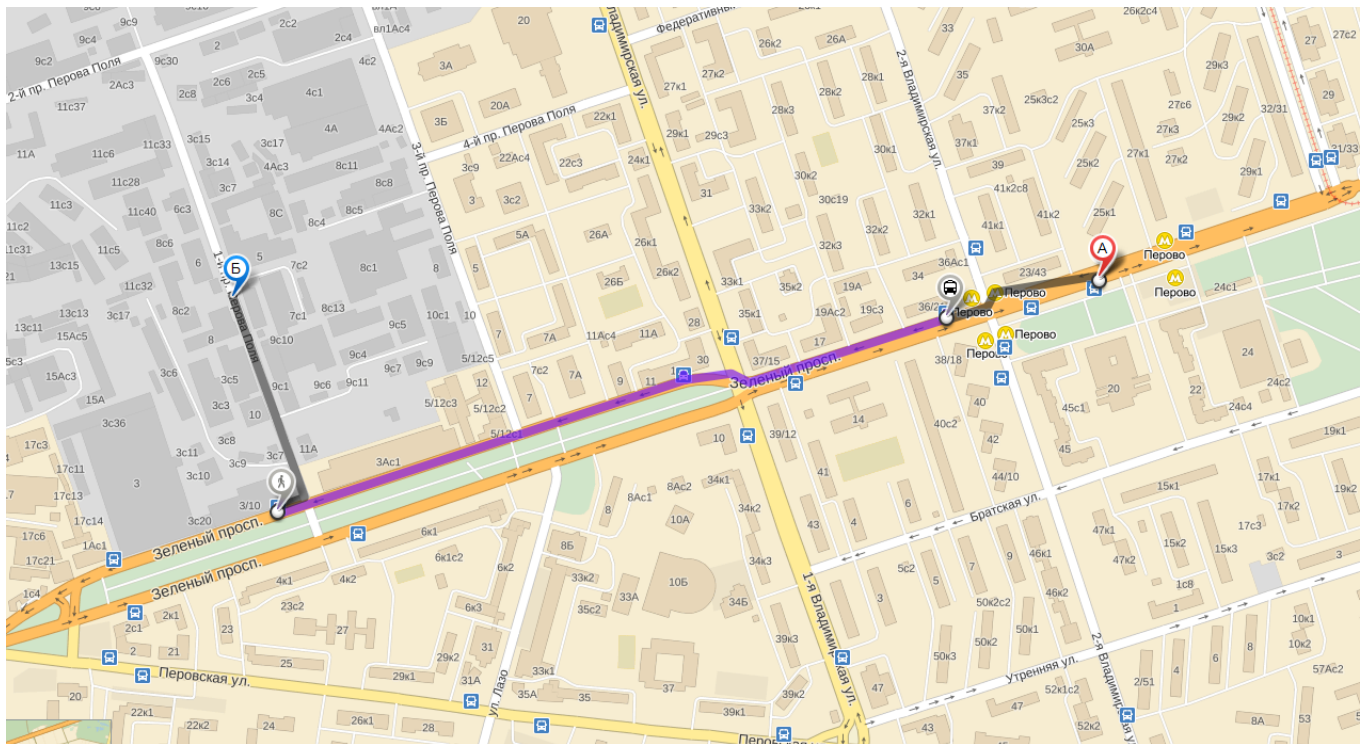
ANNEX 3 - PRACTICAL INFORMATION

1. Workshop venue

The Workshop will be held in the Federal State Unitary Enterprise Central Science Research Telecommunication Institute (ZNIIS) (groundfloor).

Address:

8, 1st Passage of Perovo Pole, Moscow 111141, Russian Federation.



Metro station *Perovo*, afterwards by bus # 787 or trolleybus # 77 to the stop *1st Passage of Perovo Pole* (second stop after the metro station).

2. Registration

Registration of the participants starts at 09:30 on 10 November 2014, Monday, in the workshop venue.

3. Forum languages

The Workshop will be conducted in Russian with simultaneous interpretation into English.

5. Accommodated and hotel booking

The Workshop participants can be accommodated in the hotel of Moscow Technical University of Communication and Informatics (**MTUCI**).

Single room cost is **RUR 1,980** (VAT included, breakfast not included). The rooms are equipped with refrigerator, TV, telephone. The payment could be effected cash through bank.

Address: 8, Marshal Tukhachevsky Str., Moscow.

The participants can reach the MTUCI University hotel from the airport by taxi or aeroexpress train, which goes from Domodedovo airport to metro station Belorusskaya and from Sheremetyevo airport to Paveletskaya metro station, then by metro to the station Oktyabrskoye Pole or Sokol, afterwards by trolleybus ## 19, 59, 61, or bus 691 to the stop Institute of Communications (third stop from Oktyabrskoye Pole metro station and fifth stop from Sokol metro station).

To book a room in the MTUCI university hotel, please submit the hotel reservation form duly filled out (Annex 2) to Mr. Mikhail Lokhvitsky, Assistant Professor of the Institute of Upgrade Qualification of MTUCI via fax: +7 499 192 85 51 or email: msl2@mtuci2.ru by **24 October 2014**.

Also, the participants can be accommodated in **Moskabelmet** mini-hotel (total number of single rooms – 12), which is located in the pedestrian availability from the ITU Area Office for CIS, close to metro stations Rimskaya (Lyublinsko-Dmitrovskaya Line) and Ploshchad Ilyicha (Kalininskaya Line, just three stations from Perovo, which is the closest to the workshop venue).

Single room cost is **RUR 3,200** (breakfast included). A room can be booked via fax or email.

Address: 15, Mezhdunarodnaya Str., Moscow
Tel.: +7 495 678 85 45; +7 495 678 85 59; +7 495 678 65 14
Tel./fax: +7 459 678 20 00; +7 495 671 12 29
Email: hotel@mkm.ru
<http://www.hotel.mkm.ru/>

6. Transportation

There is a well-developed public transport network in Moscow, which includes metro, busses, trolleybuses, trams). A taxi could be ordered via telephone.

The participants, arriving in Moscow through Domodedovo airport can take aeroexpress train to to metro station Belorusskaya and from Sheremetyevo airport to Paveletskaya metro station.

7. Contacts

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| <p>Mr. Andrei Untila Programme Officer ITU Area Office for CIS, Moscow Tel.: +7 495 926 60 70 Email: andrei.untila@itu.int</p> | <p>Mr. Igor Bukharev Deputy Director Access Networks and Systems Scientific Centre Federal State Unitary Enterprise Central Scientific and Research Institute (ZNIIS) Tel.: Email: bukharev@zniis.ru</p> |
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8. Currency/exchange/credit cards

Unit of national currency of the Russian Federation is Russian Ruble. Credit cards are approved for payment in banks, big hotels, and some tourist agencies and shops.

As of 1 August 2014, the exchange rates were as follows: 1 USD = 35.44 RUR; 1 EUR = 47.47 RUR.

Information on the Russian Ruble exchange rate is available at the website of Sberbank of Russia: <http://sberbank.ru/moscow/ru/>

Banks are open from 9:00 to 19:00, from Monday to Saturday. Exchange of currency can be done all banks.

8. Banks

Banks are open from 09:00 to 19:00, Monday through Saturday. Exchange can be done by all banks and currency exchange offices. Exchange offices are open during the entire week.

9. Climate

The climate is continental in Moscow. Average daily temperature in November is +1° by Celsius, average night temperature is -3° by Celsius.

10. Time zone

MSK (Moscow Standard Time) is UTC/GMT + 4 hours.

11. Power supply pressure

Power supply pressure is 220V/50Hz, electric plugs are standard two-pin plugs of European continental type.

12. Communication tools

The Workshop participants will be provided with the Internet access in the event venue.

High quality long-distance and international telephone communication is available at acceptable prices through IP telephony cards.

For telephone calls inside the city of Moscow, dialing code is + 7 495/499. For international telephone calls from Moscow, please dial: 8-10 + the country dialing code + the settlement dialing code + the subscriber number.

13. Entry visa

Those of the participants who need Russian entry visa should address to Russian consulates in their countries in due time in order to obtain information regarding visa requirements.

To obtain visa support, the participants should send the visa support form (Annex 5) duly filled out with copy of the passport attached to the ITU Area Office for CIS at the email address: vera.soloveva@itu.int by **17 October 2014**.