

AMAP 19th Working Group Meeting

St. Petersburg, 12, 13, 16 September 2005

and

AMAP International Symposium on Oil and Gas Activities in the Arctic

(organized in conjunction with the RAO / CIS Offshore 2005 Conference)

St. Petersburg, 13-15 September 2005

Information for AMAP Working Group

Venue: AMAP WG Meeting

The **AMAP 19th Working Group Meeting** (12, 13, 16 September) will take place at the **Arctic and Antarctic Research Institute (AARI), 38 Bering Str.**, St. Petersburg, 199397.

AARI is situated on the Vasilievskiy Island (metro station 'Primorskaya').

Arrangements will be made for transport between the Petro Palace Hotel and AARI.

Venue: AMAP International Symposium

The **AMAP International Symposium on Oil and Gas Activities in the Arctic** (14-15 September), and RAO/CIS Offshore Conference meetings and Closing Plenary will take place in the Conference halls of **Grand Hotel Europe - 1/7 Mikhailovskaya St.**

The RAO/CIS Offshore Conference Opening Plenary (13 September) will take place in the Grand Hall of the Mariinsky Palace - 6 Isaac's Square.

The RAO/CIS Offshore Exhibition will be held at the Mikhailovsky Manege (part of the Michael's Castle complex) - 2 Manejnaya Square.

(AMAP International Symposium on Oil and Gas Activities in the Arctic and RAO/CIS Offshore 2005 Conference locations are within 15 minutes walk of each other)

Nearest metro stations:

Nevsky Prospect (Metro Line 2) and Gostiny Dvor (Metro Line 3).

Accommodation

A block-booking for the **AMAP Working Group** has been made at¹:

Petro Palace Hotel, 14 Malaya Morskaya St

(www.petropalacehotel.com, Tel. +7(812) 5712880)

(approx. cost EURO 164 per night for a single room, EURO 218 per night for a double room).

(nearest metro station: -)

The hotel is ca. 10-15 minutes walk from the symposium and conference locations.

¹ Please note. This arrangement supersedes the previously notified arrangement at Hotel Oktyabrskaya. If you have already made a reservation at Hotel Oktyabrskaya and wish to change to Petro Palace Hotel please contact RestecTour.

Booking your accommodation:

Please direct your requests for accommodation to:

RestecTour

Tel. +7 (812) 303 9872 or +7 (812) 303 9873

Fax +7 (812) 230 6350

E-mail: incoming@restec.ru

Contact persons: Anna Vasilieva or Dmitry Serbin

Please indicate:

- name of guest(s)
- date of arrival and departure (and flight details if known)
- type of accommodation required (single/double, etc.)
- state that your reservation request is in connection with the 'AMAP Working Group' arrangement

You will receive from RestecTour a booking form on which you will be required to provide a credit card (Visa or MasterCard) number. This booking form should be returned to RestecTour by fax (+7 (812) 230 6350) no later than 3 August. On return of your form, the cost of one night accommodation will be charged to your credit as a booking deposit with your final bill to be settled on departure.

To obtain the special reduced rates (indicated above), accommodation should be booked as soon as possible

Any changes of hotel accommodation will need to be made directly to Restec-Tour. In case of cancellation you should contact RestecTour. Deposits will be returned in the case of cancellations notified 24-hours or more before your date of arrival; in the case of a no-show or cancellation within 24-hours of your arrival, the deposit will not be refunded.

Visas

Participants at the AMAP Working Group meeting who require a visa to enter Russia should:

- Apply to the Arctic and Antarctic Research Institute (AARI) for a letter of invitation, by sending an e-mail (preferred option) to: aaricoop@aari.nw.ru; or fax: +7 812 352 28 83. Please indicate 'For the attention of **Elena Berezina**'
- Send this application as soon as possible and no later than 1.5 months before the date of the Working Group meeting (i.e. by **31 July**) in order to avoid problems with workload at consulates and visa offices in connection with the summer tourist season.
- Provide AARI with the following information for the visa application:
 1. A copy of passport pages with personal information (passport number, photo, birth date, citizenship, date when passport was issued and date of its expiry)
 2. Name of your institution
 3. Position
 4. Address of your institution
 5. Purpose of the visit
 6. Exact dates of stay in Russia (please remember to specify dates that encompass all the days that you will be in Russia, not just the meeting dates).
 7. Names of places/cities that you are planning to visit in Russia, including St. Petersburg (up to 6 sites)
 8. The country/city with the Russian Embassy/Consulate where you will obtain your visa

AARI will provide you with a letter of invitation that can be used to obtain a business entry visa.

If you are also attending the *AMAP International Symposium on Oil and Gas Activities in the Arctic* or the *RAO/CIS Offshore 2005 Conference*, RestecTour may also provide you with a letter of invitation for purposes of obtaining a tourist visa in connection with your hotel booking. It is recommended that you use the invitation letter provided by AARI to obtain a business entry visa.

Registration: AMAP International Symposium

The registration desk for the *AMAP International Symposium on Oil and Gas Activities in the Arctic* at the Grand Hotel Europe will be open from early-morning on Wednesday 14 September.

Participants can also register for the *AMAP International Symposium on Oil and Gas Activities in the Arctic* at the registration desk of the *RAO/CIS Offshore Conference*, located at Mariinsky Palace, on Tuesday 13 September.

Terms and Conditions of Participation in the AMAP International Symposium on Oil and Gas Activities in the Arctic - Payment of Fees

- Persons with a main interest in attending *AMAP International Symposium on Oil and Gas Activities in the Arctic* should do the following:
 - Register and pay their registration fees to the AMAP Secretariat. To do this, please send an e-mail or fax to the AMAP Secretariat (e-mail: amap@amap.no; fax: +47 22 67 67 06) to receive further details.
 - The final amount for the Conference Fee will depend on how much financial support we manage to raise from sponsors. The exact Conference Fee amount will be announced at the end of June.
- Persons with a main interest in attending the *RAO/CIS Offshore 2005 Conference* should refer to the information/instructions regarding registration and payment of fees and terms and conditions for participation in the *RAO/CIS Offshore 2005 Conference*, that can be found in the document at: http://www.amap.no/MiscTempFiles/RAO_2005_Eng.pdf

Participants registered for the *RAO/CIS Offshore 2005 Conference* can also attend the *AMAP International Symposium on Oil and Gas Activities in the Arctic*. Participants registered for the *AMAP International Symposium on Oil and Gas Activities in the Arctic* can also attend the *RAO/CIS Offshore 2005 Conference* events.

If a registered participant fails to take part in the Conference/Symposium, fees will not normally be refunded. It may, however, be possible to nominate an alternative participant to replace a person not able to attend.

Registration fees for participants at the *AMAP International Symposium on Oil and Gas Activities in the Arctic* cover Symposium accreditation, meeting papers including a copy of the Conference/Symposium proceedings, the Symposium reception, lunches and refreshments provided during breaks in the Symposium programme.

Information for Authors of Papers

The official languages of *AMAP International Symposium on Oil and Gas Activities in the Arctic* are Russian and English. Simultaneous translation of presentations will be available during the symposium sessions.

Oral and Poster Presentations

Authors of presentations accepted for oral or poster presentation at the *AMAP International Symposium on Oil and Gas Activities in the Arctic* are requested to submit their paper/extended abstract to the *RAO/CIS 2005 Conference Secretariat*, with a copy to the AMAP Secretariat by e-mail no later than 15 July. These extended abstracts will be published in the *Proceedings of the RAO/CIS Offshore 2005 and AMAP International Symposium on Oil and Gas Activities in the Arctic*.

Instructions for preparing and submitting Papers/Extended Abstracts

Extended Abstracts should be not more than 8 pages in A4 format (up to ca. 15000 printed characters) including illustrations and references. Electronic version of presentations must be submitted to the RAO/CIS 2005 Conference Secretariat (e-mail: rao@restec.ru) with a copy to the AMAP Secretariat (amap@amap.no) as Microsoft Word documents.

The subject line of the e-mail to which the abstract is attached should contain the text '**RAO/CIS Offshore 2005 Paper**' and message body text should include (1) the title of a presentation (in capitals), (2) the name of the primary author/presenter and (3) a contact telephone number for the primary author/presenter.

The title of the paper should be in capitals, followed (on the line below) with the first- and last-names of author(s) and their affiliation(s)/place(s) of work.

The main text of the document should be preceded by a short (50-60 word) abstract in English.

Illustrations (including formulas, drawings and diagrams) should be numbered and printed in the order in which they are mentioned in the text, and include captions under each illustration. Only black-and-white illustrations can be included, and these should be submitted as (bitmap) images (.bmp or .tif files), with a resolution of 300 dpi. Illustrations can be up to 160 mm (wide) by up to 200 mm (high).

All the illustrations used should be enclosed in the form of separate graphics files.

Formulas should be clear, and produced using a computer or scanner. All formulas should be included in the document as graphic images (illustrations).

The inclusion of tables in the text is undesirable, but if necessary, tables should be included as standard Microsoft Word table objects.

Equipment

Multimedia projectors and screens and overhead projectors for transparencies will be available for use during presentations. All halls are also equipped with flip charts, boards and marker pens.

Presentations can therefore be made using overhead transparencies (A4 format) or as Microsoft PowerPoint 97 presentations.

It is recommended that presentation be forwarded to the Secretariat in advance of the meeting, or that presenters use their own PCs. All presenters should contact the technical staff with any questions prior to the session in which they are due to make a presentation.

Cultural Programme

A special cultural program for participants of the RAO/CIS Offshore 2005 Conference and *AMAP International Symposium on Oil and Gas Activities in the Arctic*, and accompanying persons will be arranged, including:

- Sight-seeing tour of the city, which includes a trip to the **Peter and Paul Fortress** and the **Cathedral of the Savior on the Spilled Blood**
- A trip to **Pushkin** with a tour of the **Catherine Palace** and the **Amber room**, and environs
- A tour of the **State Hermitage**, **State Russian Museum**, **Yusupov Palace** and **St. Isaac's Cathedral**

The price for this package is EUR 354 and includes meals (3 restaurant lunches), transport, guides and interpreter services.

Other tours to the museums and palaces of St. Petersburg and its environs, as well as visits to the theatre, ballet, opera, and performances of the philharmonic orchestra can be arranged upon request.

Other

Please feel free to pass this message on to anyone that might be interested in attending this/these conference(s).

If you have any questions, please do not hesitate to contact the AMAP Secretariat (amap@amap.no)