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If you need us whilst
in St Petersburg please
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Sponsored by:



ST Alphe Russia Agent Information Pack

Conference Venue: The Astoria Hotel

39 Bolshaya Morskaya
190000, St Petersburg, Russia
T: +7 812 494 5757
www.thehotelastoria.com

BEFORE THE WORKSHOP

Online registration & appointment bookings via Meeting Manager

Register now at <http://www.studytravel.network/mmm/register/agent/> selecting the conference(s) you wish to attend. If you already have your own login details please log into your Meeting Manager profile and apply yourself to attend this conference.

Scheduling appointments

Access the attendee list and begin making appointments from Wednesday 19th September. You must complete and update your profile by Wednesday 3rd October. You will receive a notification email just before you are given access to the agent list.

Accommodation Booking

After selecting the conference(s) you wish to attend, the system will prompt you to book your accommodation at **The Astoria Hotel** Click 'yes' and enter your required dates. You will then receive a confirmation email. To make any changes, simply log in – go to conferences and click 'hotel booking' to edit.

If you do NOT require a hotel room please select the 'no accommodation required' option.

Check in: 14.00

Check out: 12.00 Noon

As an agent, you will receive two night's free accommodation if you live outside St Petersburg.

Hotel Cancellation Charges

Cancellation or reduction of bookings made within 30 days of the event will incur a cancellation fee to be determined by the hotel

Visas

Most visitors require a visa to enter Russia. For a short visit a tourist visa will suffice. You will need a visa support letter as part of your visa application. If you wish to obtain a complimentary visa support letter you can obtain one through our Russian partners - Lingua Consult Ltd. As soon as you have confirmed to attend ST Alphe Russia and you have booked your accommodation, please email Anna Stepanova (anna.stepanova@lidenz.ru) with the following information:

- 1) A clear copy of your passport
- 2) The exact travel dates
- 3) The exact name and address of your accommodation in St. Petersburg

ST Alphe Russia Stats 2018*:



75*
EDUCATORS



110*
AGENTS



6*
SERVICE
PROVIDERS

*FORECAST FOR ST ALPHE RUSSIA 2018

GETTING THERE

Conference hotel:

The hotel is 45 minutes from the airport, taxis can now be hailed easily from the airport and a one way transfer should cost around 1,000 Rubles.

CONFERENCE CAFE

The conference café will be open from 8am on the Saturday and Sunday mornings, serving teas, coffees and pastries. A complimentary refreshment ordering service will be available from each educator table via ordering forms that will be distributed at the event. They are sponsored by [Guard.Me](#).

Lunch is not included in your participation package but there are options within the hotel ([see below](#)), as well as a good selection within easy walking distance (ask the hotel staff for recommendations).

RESTAURANTS WITHIN THE HOTEL

Lichfield Bar (open 24hrs) – Cocktails, whiskies, cigars and light meals

Rotonda Lounge (open 24hrs) – afternoon tea, desserts

Astoria Café- À la carte, fine dining

WI-FI

Wi-fi internet connection is provided free of charge all around the hotel (hotel guest rooms, meeting rooms and public areas). Please ask one of the ST team or the hotel staff for the code when you arrive.

CONFERENCE ITINERARY

Friday 19th October 2018

17.00 - 19.30 Registration and welcome reception for all delegates in the Ballroom Foyer
Educators & Exhibitors can set up their tables

Saturday 20th October 2018

08.00 Venue and conference Café open – ST team available
09.00 - 13.00 Meetings (30 minutes each) in the Ballroom Foyer
13.00 - 14.30 Lunch (not included)
14.30 - 17.30 Meetings in the Ballroom Foyer
19.00 - 19.45 ST Directors' Club drinks reception in the Lichfield Bar
19.45 - 23.00 Dinner for all delegates (included) in the Ballroom Foyer

Sunday 21st October 2018

08.00 Venue and conference Café open – ST team available
09.00 - 13.00 Meetings (30 minutes each) in the Ballroom Foyer
13.00 Clear venue