



SECOND EURASIAN WOMEN'S FORUM

19-21 SEPTEMBER 2018
ST PETERSBURG



PARTICIPANTS' ARRIVAL GUIDE



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ARRIVAL IN ST. PETERSBURG

Visas

A valid passport and visa are required to enter the Russian Federation.

Please contact a Russian consular office in your country to find out more about the conditions, timeframes, and **visa requirements** for various passport types. Visa regimes between countries are very changeable and should be reviewed carefully with respect to each individual case.

A copy of your official personal invitation to the Second Eurasian Women's Forum is sufficient to qualify you for a simplified procedure to obtain a short-term visa at Russian consular offices.

If someone is going to accompany you, please inform us in advance by emailing eawf2018@yandex.ru (copy to info@eawf.ru). The accompanying person may need a Russian visa.

In order to obtain a Russian visa, please apply to the relevant Russian consular office. We advise you to apply **directly** to the Russian consulate in your country.

If you are being accompanied by a person who already has a Russian visa or does not need one according to an agreement between Russia and the state of his/her citizenship, please inform the EAWF Secretariat by emailing eawf2018@yandex.ru (copy to info@eawf.ru). Please bear in mind that this person will still be required to complete the registration process and obtain a badge.

If you are going to enter the Russian Federation with any special medical or professional media equipment please inform the EAWF Secretariat by emailing eawf2018@yandex.ru (copy to info@eawf.ru) **in advance in order to avoid any possible misunderstandings or problems at customs upon your arrival.**

Please ensure that you send any correspondence to both email addresses given above.

Customs control

Commercial airline passengers are advised to familiarize themselves with any limits on luggage size and weight to avoid extra charges and inconvenience.

For safety reasons, carrying dangerous materials, objects, and liquids in hand or checked luggage is prohibited.

For a full list of items requiring a written customs declaration and to find out how to fill in the declaration form, see the [Customs](#) section of the Pulkovo Airport website.

Pulkovo Airport

Pulkovo Airport is the only airport in St. Petersburg that serves scheduled flights. It is Russia's fourth largest airport in terms of passenger numbers after the Moscow air hub.

Pulkovo Airport is located 23 kilometres from the centre of St. Petersburg. The journey time from Pulkovo Airport to the Forum venues is approximately one hour (depending on traffic).

 41ZA, Pulkovskoye Shosse, St. Petersburg
 +7 (812) 337 3822, +7 (812) 337 3444
 www.pulkovoairport.ru

Services at Pulkovo Airport

First aid	Lost luggage
<p>There is a 24-hour first aid room located on the second floor of the airport.</p> <p> +7 (921) 797 8498</p>	<p> +7 (812) 337 3822</p> <p> lost@pulkovo-airport.com</p>
VIP aircraft and passenger service	Airport lounge for officials and delegations
<p> +7 (812) 324 3446, +7 (812) 324 3644, +7 (921) 765 2620, +7 (921) 909 0440</p> <p> vipservice@pulkovo-airport.com</p>	<p> +7 (812) 331 4875, +7 (921) 930 1492</p> <p> pul_adm3@prsr.ru</p>

Business lounges

There are two business lounges where passengers can enjoy a comfortable stay at Pulkovo Airport. Business lounge visitors are offered newspapers in Russian and foreign languages, hot meals, drinks and light refreshments, and the opportunity to use office equipment (fax, copier). Passengers can pay the entrance fee directly in the business lounge by bank card or cashless payment (cash payment is not possible).

ATMs, banks, and currency exchange

The airport terminal has ATMs operated by major international and Russian banks: VTB24 (first floor), Bank Saint Petersburg, Raiffeisenbank, Sberbank of Russia (third floor). There is a branch of VTB24 Bank and a currency exchange office located on the first floor of the arrivals hall.

Internet

Free wireless Internet access is provided throughout the airport via Wi-Fi technology. Network name: OBIT – Free Internet Access.

For passengers with limited mobility

The airport receives requests for special assistance from the airlines. If the airport has received a request for special assistance from your airline, you will be provided with escorts and assistance with the registration and processing of your luggage, preflight formalities, and boarding the aircraft.

If you have not filed a request with an airline for special assistance, upon arriving at the airport you can use a special call button in the departure zone on the third floor of the terminal to contact an employee who will assist you with getting around the airport. There is also a room for passengers with limited mobility on the third floor of the terminal, to the right of the check-in desks, where you can pick up a wheelchair to navigate the airport and receive any additional information.

Additional services

The terminal offers cafés and restaurants, pharmacies, mobile communication salons, a post office, and kiosks selling books, newspapers, and magazines for the convenience of passengers. Changing rooms and baby care rooms are available for passengers with children.

Rail travel

High-speed Sapsan trains from Moscow arrive at Moskovsky Rail Terminal in St. Petersburg.

Moskovsky Rail Terminal

 85, Nevsky Prospekt, St. Petersburg (Ploshchad Vosstaniya metro station)
 +7 (812) 457 4428, +7 (812) 457 4663

Services at Moskovsky Rail Terminal

Lounges

Passengers can use the standard lounge or the enhanced comfort lounge. Upon request, the enhanced comfort lounge offers passengers Wi-Fi Internet access, a computer with Internet access, mobile phone or laptop chargers, and the use of office equipment (fax, copier).

Lounge for official delegations, receptions, and business meetings

Services available in the official delegation lounge include: separate lounges, porter services, taxis, ordering and issuing of travel documents, depositing of valuables, documents, and packages, local telephone services, and the use of office equipment.

Luggage storage

There are 24-hour automatic storage lockers and a luggage room in the main hall of the railway terminal.

Online ticket sales in Russian and English

The [Russian Railways](#) website offers online services in Russian and English. To purchase train tickets, go to the 'Buy ticket' section.

Russian Railways call centre

 +7 (800) 775 0000

 info@rzd.ru

 eng.rzd.ru

Additional services

The main hall of the railway terminal also has cafés, pharmacies, mobile phone stores, shops, kiosks selling books, newspapers, and magazines, and a medical centre.

ST. PETERSBURG PRACTICAL CITY INFORMATION

Weather in St. Petersburg

St. Petersburg has a humid coastal climate. The average temperature in the middle of September ranges from +11 °C to +13 °C (+48...+50 °F).

Due to the city's geographic position and its proximity to the Baltic Sea, extreme changes of weather are possible. The combination of high humidity and wind means that the weather always seems colder than it is. We therefore recommend that Forum guests bring warm clothing and an umbrella with them.

Time zone

Local time in St. Petersburg is the same as in Moscow: three hours ahead of Greenwich Mean Time (GMT+3).

Medical insurance

Participants are advised to buy a voluntary medical insurance policy for foreigners, available by pre-order or for purchase upon arrival. Insurance for foreign citizens visiting Russia is a popular service offered by many insurance companies throughout the country.

Policies for foreign citizens may cover the following risks:

- Medical expenses
- Luggage
- Accidents
- Other risks upon request

Electricity

Russian outlets run at a voltage of 220 volts and a frequency of 50 Hz. Type C and F sockets are common. If you plan to bring electrical appliances that require a higher voltage or if you might need another socket type, we suggest that you bring an adapter with you.

Mobile network

St. Petersburg operators offer a variety of mobile telecommunications services in the SM, UMTS, and LTE standards. Visitors to the city may purchase SIM cards sold by local mobile operators. All mobile operators provide mobile Internet services.

In accordance with the laws of the Russian Federation, individuals must be physically present and show a passport (passport of a citizen of the Russian Federation or a passport of a foreign citizen) in order to purchase a SIM card and sign a contract for the provision of mobile communications services.

Before using the services of a **foreign operator** within Russia, we recommend that you check the tariffs for roaming services.

Calls to and from St. Petersburg

Telephone code for Russia: +7 (or 8 for long-distance calls within Russia).

Telephone code for St. Petersburg: 812.

How to call a number in St. Petersburg

- 1) In Russia, from a landline:
 - Enter the code (8 812)
 - Dial the 7-digit phone number
- 2) In Russia, from a mobile phone:
 - Enter the code (+7 812)
 - Dial the 7-digit phone number
- 3) In other countries, from a landline:
 - Enter the code (00 (country code) 7 812)
 - Dial the 7-digit phone number
- 4) In other countries, from a mobile phone:
 - Enter the code (+7 812)
 - Dial the 7-digit phone number

How to make a call from St. Petersburg

- 1) To another country, from a mobile phone:
 - Dial the code for an international line: (8 10), “+” or other
 - Dial the code of the country and city you are calling
 - Dial the subscriber’s number
- 2) To another country, from a landline:
 - Dial the code for an international line: (8 10)
 - Dial the code of the country and city (operator) you are calling
 - Dial the subscriber’s number

Official currency and exchange rate

The rouble is the official currency of the Russian Federation. For the latest exchange rates, please see the Central Bank of Russia website:

 www.cbr.ru

Payment cards

All major cards are accepted in Russia, including Visa, MasterCard, Mir, UnionPay, American Express, Diners Club, and Discover. Although payment cards are accepted in most restaurants and many stores in St. Petersburg, we advise you to have some cash at hand.

Drawbridges

There are drawbridges across the main waterways of St. Petersburg. If driving, bear in mind that at night it is not easy to get from one side of the river to the other because of the drawbridges. To avoid being stuck in one part of the city or having to use bypasses, please take note of the drawbridge schedule:

 www.mostotrest-spb.ru

TRANSPORT SERVICES

Shuttles

During the Second Eurasian Women's Forum, regular free shuttle buses will run on the following routes:

ROUTE 1 OFFICIAL HOTELS* - PULKOVO AIRPORT - OFFICIAL HOTELS*

DATE	ROUTE	TIME	INTERVAL
18-19 September	Pulkovo Airport - official hotels*	24 hours	60 minutes
21-22 September	Official hotels* - Pulkovo Airport		

ROUTE 2 OFFICIAL HOTELS* - MOSKOVSKY RAIL TERMINAL - OFFICIAL HOTELS*

DATE	ROUTE	TIME	INTERVAL
18-19 September	Moskovsky Rail Terminal - official hotels*	24 hours	40 minutes
21-22 September	Official hotels* - Moskovsky Rail Terminal		

ROUTE 3 OFFICIAL HOTELS* - TAVRICHESKIY PALACE - OFFICIAL HOTELS*

DATE	ROUTE	TIME	INTERVAL
19 September	Official hotels* - Tavrisheskiy Palace	07:30-10:30	30 minutes
	Tavrisheskiy Palace - official hotels*	17:00-19:00	
20-21 September	Official hotels* - Tavrisheskiy Palace	07:30-10:30	
	Tavrisheskiy Palace - official hotels*	17:30-20:00	

ROUTE 4 TAVRICHESKIY PALACE - PARLIAMENTARY CENTRE - TAVRICHESKIY PALACE

DATE	ROUTE	TIME	INTERVAL
19 September	Tavrisheskiy Palace - Parliamentary Centre - Tavrisheskiy Palace	09:30-17:00	15 minutes
20-21 September		08:00-19:00	

ROUTE 5 TAVRICHESKIY PALACE / OFFICIAL HOTELS* - MARIINSKY II - OFFICIAL HOTELS*

DATE	ROUTE	TIME
19 September	Tavrisheskiy Palace / official hotels* - Mariinsky II	17:30, 18:00, 18:30, 19:00
	Mariinsky II - official hotels*	20:30, 21:00, 21:30, 22:30

ROUTE 6 TAVRICHESKIY PALACE - PETER AND PAUL FORTRESS - OFFICIAL HOTELS*

DATE	ROUTE	TIME
20 September	Tavrisheskiy Palace - Peter and Paul Fortress	18:00, 18:30, 19:00, 19:30
	Peter and Paul Fortress - official hotels*	22:00, 22:30, 23:00, 23:30

ROUTE 7 TAVRICHESKIY PALACE - PETERHOF PALACE AND GROUNDS - OFFICIAL HOTELS*

DATE	ROUTE	TIME
21 September	Tavrisheskiy Palace - Peterhof Palace and Grounds	18:30, 19:00, 19:30, 20:00
	Peterhof Palace and Grounds - official hotels*	21:00, 22:00, 23:00, 00:00

* A list of official hotels can be found on the Forum website in the [Transportation](#) section.



The free shuttle bus timetable and interval of service are subject to change. You should enquire about exact shuttle departure times and locations from staff at official hotels and event venues.

Please allow plenty of time for your journey.

Transfer to/from arrival points

Distance	Transfer from/to Pulkovo Airport and St. Petersburg railway terminals				
	Mercedes-Benz C-class	Mercedes-Benz E-class		Mercedes-Benz	
		Branded	Unbranded	Viano	V Class
Up to 10 km	RUB 1,050	RUB 1,750	RUB 1,950	RUB 4,400	RUB 5,600
10–15 km	RUB 1,300	RUB 2,300	RUB 2,500		
15–25 km	RUB 1,700	RUB 2,900	RUB 3,100		
25–30 km	RUB 1,950	RUB 3,400	RUB 3,600		
Over 30 km (within the Ring Road)	RUB 2,350	RUB 4,500	RUB 4,700		
Terms of service*	1. Waiting time Airport pick-up: 10 minutes free, then payment for leaving airport according to Pulkovo Airport rates + RUB 20/min. For transfer to airport: 10 minutes free, then + RUB 20/min. 2. Cost of transfer beyond Ring Road: transfer rate for St. Petersburg + RUB 60/km 3. Pick-up with a personalized sign is available for an additional charge.		1. Waiting time Airport pick-up: 10 minutes free, then payment for leaving airport according to Pulkovo Airport rates + RUB 25/min. For transfer to airport: 10 minutes free, then + RUB 25/min. 2. Cost of transfer beyond Ring Road: transfer rate for St. Petersburg + RUB 120/km 3. Pick-up with a personalized sign is available for an additional charge.		

* Transfer services are provided by Troika Cars. The cost of services includes 18% VAT.

To order a transfer to/from your arrival point, please contact the Forum's official taxi company:

 +7 (812) 333 8333

You can also order a taxi via the [Transfer](#) section of the taxi company's website.

Rent a vehicle with a driver

	Mercedes-Benz C-class	Mercedes-Benz E-class		Mercedes-Benz	
		Branded	Unbranded	Viano	V Class
Within the Ring Road + 30 km beyond the Ring Road	RUB 1,050/hour	RUB 1,700/hour	RUB 1,950/hour	RUB 1,800/hour	RUB 2,350/hour
Terms of service*	1. Minimum rental time: 3 hours + 1 hour dispatch. The first 15 minutes are free, then the time is rounded to 1 hour 2. Cost of renting a car with a driver outside the Ring Road: St. Petersburg rate + RUB 120/km.				

* The rental car with a driver service is provided by Troika Cars. The cost of services includes 18% VAT.

To rent a car with a driver, please contact the Forum's official taxi company:

 +7 (812) 333 8333

You can also place an order via the [Rent](#) section of the taxi company's website.

Booking taxis

Official taxi of the Forum: **Troika Cars taxi company.**

+7 (812) 333 8333
book@troikacars.ru

You can also order a taxi via the [Taxi](#) section of the taxi company's website. Official taxis operate at predetermined rates.

	Mercedes-Benz C-class	Mercedes-Benz E-class	
		Branded	Unbranded
Minimum charge (4 km included)	RUB 585	RUB 1,000	RUB 1,000
Cost of 1 km travelled in St. Petersburg and within the Ring Road	RUB 52	RUB 110	RUB 140
Cost of 1 km travelled beyond the Ring Road	RUB 58	RUB 120	RUB 155
Terms of service*	<p>1. The trip cost includes: the minimum charge + the number of km (tariff per 1 km)</p> <p>2. When dispatching a car to the suburbs, orders are only accepted if the final destination of the trip is in St. Petersburg. If the final destination of the trip is also in the suburbs, then:</p> <p>a. vehicle rental is offered b. orders are accepted if the trip is no less than 100 km</p> <p>3. Waiting time: 10 minutes free, then RUB 25/min.</p>		

* Cost of services includes 18% VAT.

Entrances and parking spaces for Forum participants



FORUM VENUES

The events of the Second Eurasian Women's Forum will take place at several major congress and cultural venues in the historical centre of St. Petersburg:

- [Tavrisheskiy Palace](#)
- [Parliamentary Centre](#)
- [The Universe of Water Museum Complex](#)
- [Manege Central Exhibition Hall](#)
- [Mariinsky II](#)

More information on the Forum venues can be found on the official Forum website in the [Venue](#) section.

For participants with limited mobility

Participants with limited mobility will find it easy to move around all of the venues where Second Eurasian Women's Forum events are to be held.

If you need assistance with navigating the Second Eurasian Women's Forum venue, please fill out an appropriate application in the [personal web office](#) no later than three days before your arrival.

ACCREDITATION

Badge and participant bag collection

The Second Eurasian Women's Forum business and cultural programme event venues may only be accessed with a **badge**.



Badges are personalized and may not be transferred to third parties.

You must carry your badge with you at all times during your entire stay at the Second Eurasian Women's Forum venue. In addition to your badge, you must carry your passport (or another identity document) since if you lose your badge, a duplicate can only be issued upon presentation of your passport.

Badges are issued to participants at the **Accreditation Centre next to the entrance to Tavrisheskiy Palace**. To avoid any inconvenience at the Second Eurasian Women's Forum venue, please **pick up your badge in advance** of the events.

Participant accreditation badges may be collected personally (upon presentation of the participant's passport only) or by power of attorney.

Participant bags can be collected at the Accreditation Centre next to the entrance to Tavrisheskiy Palace at the same time as you pick up your badge.

The terms and conditions for collecting badges and participant bags in person or by power of attorney can be found on the official Forum website in the [Badge collection](#) section.

Accreditation Centre operating hours

17–18 September	10:00–19:00
19–20 September	08:00–20:00
21 September	08:00–18:00

Badge reissue

Badges are personalized and may not be transferred to third parties. If your accreditation badge is lost, stolen, or damaged, please go to the Accreditation Centre. The lost badge will be blocked, and, pursuant to a written application from the badge holder, a duplicate badge will be issued.

Transport pass collection

During the Second Eurasian Women's Forum, vehicular access to the Forum venues is limited. There may also be limited vehicular access to Pulkovo Airport, Moskovsky Rail Terminal, and cultural programme venues.

Where restrictions are introduced, access will only be granted to vehicles with a transport pass.

Accredited vehicles have right of access to the following locations:

- Pick-up/drop-off zone and allocated car parks at Tavrishesky Palace, Parliamentary Centre, and The Universe of Water Museum Complex
- Pulkovo Airport pick-up/drop-off zone
- Pulkovo Airport allocated car park
- Moskovsky Rail Terminal car park
- Pick-up/drop-off zones and allocated car parks at cultural programme event locations

Applications for accreditation of personal vehicles will be accepted until **19 September 2018**.

More information on the terms and conditions for accreditation of personal vehicles can be viewed in the [personal web office](#), where a request for accreditation of a personal vehicle can also be submitted.

FORUM PROGRAMME

Business programme

An up-to-date programme of events at the Second Eurasian Women's Forum, as well as a print version, the programme architecture, and the starting day programme can be found in the [Business programme](#) section of the official Forum website.

Cultural programme

An up-to-date cultural programme can be found in the [Cultural programme](#) section of the Forum website.

DINING

Forum participants will have access to a continuous coffee break service.

Coffee break areas will be located in Ekaterininskiy Hall at the Tavrisheskiy Palace, on the first floor of the Parliamentary Centre, and in The Universe of Water Museum Complex.

Participants will also be able to **purchase** meals at **restaurants and cafés** located on the premises of the Tavrisheskiy Palace. Restaurant tables can be booked at the Forum venue.

Detailed information on restaurants and cafés at Forum venues, operating hours, and a list of recommended St. Petersburg restaurants can be found in the [Dining](#) section of the Forum website.

SERVICES FOR PARTICIPANTS

Information and services point

 Tavrisheskiy Palace, Kupolny Hall

The information and services point provides information on the Forum programme and offers the following services:

- Copying and printing of documents
- Copying and writing of information to electronic media

Information and services point operating hours

19 September	09:00–18:00
20 September	08:00–20:00
21 September	08:00–18:00

Internet

Internet access is available free of charge at the Forum venues.

Network name: **eawf**

Password: **2018eawf**

Linguistic support

All Second Eurasian Women's Forum business programme events held on 20 September and 21 September in the Tavrisheskiy Palace and Parliamentary Centre will feature simultaneous interpreting between Russian and English, and Russian and French. Receivers for simultaneous interpreting are issued at the entrances to the event halls.

Broadcasts of Forum events

A live broadcast of the plenary session will be projected onto the video walls (halls 1 and 9) and video screens (Ekaterininskiy Hall) at the Tavrisheskiy Palace.

Online broadcasts of the Forum events will be available in Russian on the official channel of the Federation Council, [Vmeste-RF](#), and on the official [Forum website](#).

Cloakrooms

-  Tavrisheskiy Palace (basement, ground, and first floors)
-  Parliamentary Centre (ground and first floors)
-  The Universe of Water Museum Complex (ground floor)
-  Youth Environmental Centre (ground floor)
-  Water Tower (ground floor)

Other services at the Forum venue

In the Tavrisheskiy Palace, participants can take advantage of the following services:

- Information about cultural programme events
- Transport services
- Theatre tickets and guided tour booking
- Currency exchange (Sberbank)
- Sale of tourist SIM cards from a Russian mobile operator (to purchase a SIM card, participants must visit the mobile operator's stand at the Ekaterininskiy Hall in person and present an identity document or passport)

First aid

Throughout the Second Eurasian Women's Forum, ambulances will be stationed at the Forum venues.

To call a doctor, please contact information and services point staff (Tavrisheskiy Palace, Kupolny Hall) or dial the Forum information centre on +7 (812) 242 1220.

EMERGENCY PROCEDURES

The Forum venues are furnished with modern safety equipment, including video surveillance and fire extinguishing systems.

In the event of an evacuation announcement, participants should:

- Keep calm and act according to the instructions of Forum staff, police, and other persons responsible for maintaining public order and fire safety as well as the voice alarm instructions
- Not interfere with rescue personnel, police, or transport operations
- Leave the venue in accordance with evacuation plans and follow Exit signs
- Give way to vehicles with special sound and colour signals

We ask you to immediately report smoke, fire, or any suspicious objects by dialling 112 on your mobile device and notifying Forum staff.

CONTACT INFORMATION

Forum information centre

 +7 (812) 242 1220

 info@eawf.ru

From 18 to 21 September, the information centre hotline is open 24 hours a day.

We hope that you will enjoy a productive visit to the Second Eurasian Women's Forum!

This information is valid as at 17 September 2018.

The latest information about the Forum can be found on the official website

www.eawf.ru.