

Dear colleagues!

As we discussed during the 2-nd meeting of AECS Informal Working Group which was held in Paris on 5-6 December 2013, our next 3-rd meeting will be held in Moscow on 26-28 February 2014. Conference hall address: Moscow, Kuznetskiy bridge str., 21/5, ASM-holding building (marked with the green arrow on the map).

Please find below the list of hotels provided in the Annex 1.

For getting visa support letter via UFMS RF, we need to get the following information from you.

#### Questionnaire for invitation to Russian Federation

1.	Surname	
2.	Name	
3.	Date of birth (day, month, year)	
4.	Place of birth( country and city)	
5.	Citizenship	
6.	Country of permanent residence, region, address	
7.	Sex	
8.	Passport number (issue date)	
9.	Expiration date (day, month, year)	
10.	Place of employment (full company name)	
11.	Address of place of employment, phone, fax, e-mail	
12.	Job title	
13.	Purpose of trip	
14.	Date of entrance in Russia (day, month, year)	
15.	Date of exit from Russia (day, month, year)	
16.	Term of stay (amount of days)	
17.	Points to visit in Russia (no more than 5 cities)	
18.	Place of obtaining the visa (country, city in which there is a Consulate of RF)	
19.	Address stay in Russia	

We also need copy of your passport (1st page in good quality) and copy of previous Russian visas, if you have.

We have to pay your attention, that getting invitation letter from UFMS of Russia, will take us about 4 weeks (in better case) + 5 days via DHL for delivering invitation for you + 10 days for getting Russian visa in Consulate of RF in your country. So we will be very much obliged to you, if you send information in good time (not late than 9th of January 2014).

If any questions arise, please do not hesitate to ask:

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