

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

Venues

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.

(all locations are within 15 minutes walk of each other)

Nearest metro stations:

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

Registration

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.

Accommodation

Hotel accommodation for participants and accompanying persons can be booked at a reduced rate through **RestecTour**, the authorized reservation service for guests of the *AMAP International Symposium on Oil and Gas Activities in the Arctic* and RAO/CIS Offshore 2005. RestecTour has special price arrangements with the following hotels.

Hotel	Category	Room price per night (incl. breakfast and (morning) transfer to meeting locations)	
		single	double
Grand Hotel Europa	*****	350 USD	410 USD.
Nevsky Palace	*****	250 EUR	280 EUR
Astoria	*****	255 EUR	280 EUR
Angleter	****	220 EUR	270 EUR
*Oktyabrskaya	***	3700 RUR	5200 RUR
Sovetskaya Business	***	55 USD	102 USD
Sovetskaya Standard	***	49 USD	90 USD

* Recommended hotel for participants at the AMAP OGA Symposium

The recommended hotel for persons attending the *AMAP International Symposium on Oil and Gas Activities in the Arctic* is:

Hotel Oktyabrskaya, 10 Ligovskiy Prospekt

(approx. cost USD 135 / EURO 110 per night for a single room, including breakfast).

(nearest metro station: Ploshad' Vosstaniya)

Booking your accommodation:

Requests for accommodation should be made to:

RestecTour

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

Fax +7 (812) 230 6350

E-mail: incoming@restec.ru

Please indicate:

- your preferred hotel
- type of accommodation
- details of arrival and departure dates
- state that your reservation request is in connection with the 'RAO/CIS Offshore 2005 / AMAP International Symposium' arrangement
- if relevant, request a letter of invitation for use in obtaining a tourist visa.

To obtain the special reduced rates (indicated above), accommodation should be booked as soon as possible and before **July 15, 2005** (latest). After this date reservations at the special reduced prices cannot be guaranteed and are dependent on available rooms in hotels.

Any changes of hotel accommodation will need to be made directly to the Restec-Tour

Visas

Participants are requested to ensure that they have the necessary visa to enter Russia to participate in the Symposium.

A letter of invitation for purposes of obtaining a tourist visa will be issued by RestecTour (on request) in connection with arrangements for hotel accommodation.

When requesting a letter of invitation, please remember to specify dates that encompass all the days that you will be in Russia, not just the conference dates.

Your request for letter of invitation for visa purpose should be made to RestecTour (see accommodation, above) as soon as possible in order to avoid problems with workload at consulates and visa offices in connection with the summer tourist season. Requests should be made preferably no later than 15 July, 2005.

Terms and Conditions of Participation - 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)