



**TAXONOMIC DATABASES WORKING GROUP
TDWG 2005 Annual Meeting in St. Petersburg, RUSSIA
Zoological Institute,
Russian Academy of Sciences,
11-18 Sept. 2005**

CONTACTS:

Chair, Program Committee:

Mr. Adrian Rissone, The Natural History Museum
London, United Kingdom, email A.Rissone@nhm.ac.uk

Secretary, Local Organising Committee:

Dr. Alexander Ryss, Zoological Institute RAS, 199034 St Petersburg, fax +7 812 3236955,
mob. +7 911 2935217, email nema@zin.ru

Symposium websites:

http://www.tdwg.org/2005meet/TDWG_2005_Intro.html

<http://www.zin.ru/conferences/tdwg/eng/>

SCIENTIFIC PROGRAM:

http://www.tdwg.org/2005meet/TDWG_2005_ScheduleOverview.html

FORMS OF PRESENTATIONS:

1. Plenary lecture (regulated by the Program Committee)
2. Oral Presentation (15 min).
3. Poster (90 x 120 cm as the maximum; header includes title, names, institutions; body as the scientific paper: Introduction, Methods, Results, Conclusions, References)
4. Computer demonstration.

ABSTRACT:

Example and rules see at:

http://www.tdwg.org/2005meet/TDWG_2005_Abstracts.html

DEADLINE FOR ABSTRACTS TO BE RECEIVED:

15 June 2005

SYMPOSIUM PUBLICATIONS:

Symposium Publication: will be in form of the Book of Symposium Abstracts.

Presenters are requested to make their contribution available for posting on the TDWG 2005 Meeting web site after the meeting.

TRAVEL AND ACCOMMODATION

To avoid difficulties when travelling to and staying in Russia it is important to make travel and hotel arrangements as early as possible and to obtain an invitation to stay in Russia from the hotel. The Secretary of the Local Organising Committee has made arrangements with a small selection of adjacent hotels.

The hotel management will take bookings for TDWG delegates at an attractive discount rate and will offer the invitation necessary to obtain a visa to visit Russia.

The Local Organising Committee will organise a low cost shuttle bus between the airport and the hotel for delegates arriving/leaving on the preferred dates (Saturday 10th September and Sunday 18th September) only.

In order to manage this arrangement it is necessary for:

- delegates to arrive in St. Petersburg on a particular day (Saturday 10th September)
- delegates to leave Russia on Sunday 18th September, except
- delegates wishing to leave Russia before or after the core dates must make firm arrangements with the hotel management before the invitation is issued
- bookings to be made with the hotel before 10th July 2005

Delegates not able to arrive until Sunday 11th September or after must notify the Secretary of the Local Organising Committee. Delegates wishing to make significantly different arrangements will be responsible for organising their own hotel and visa invitation.

This advance information is being offered now to help delegates plan their trip and start making travel bookings. There is considerable demand for flights to St. Petersburg and delegates are advised to book as soon as possible.

RECOMMENDED HOTELS

The Shelfort is the main hotel in the Group of hotels which means that all reservations should be made via the Senior Manager of the Hotel Shelfort. All hotels are of the similar comfort and facilities very close in location to each other (25 min. on foot to the Zoological Institute, 5-10 min to the metro station Vasileostrovskaya, 25-30 min on foot to the Baltic seashore and 10 min to the river Neva embankment).

Prices are given in Roubles (Rbl) , US dollars and in Euros, depending on the hotel. In hotels which use Rouble prices you pay in cash (Rbl) or by credit card (Euro or US \$). In a hotel which uses the US \$ or Euro prices you pay in cash (Rbl) or by credit card ((Euro or US \$).

All Prices are given for one person occupying the room, single or twin/double. For an accompanying person it is necessary to add 20-25% to the indicated price depending on the hotel – please ask the manager (details of how to contact the manager are given in this document).

Exchange rate in March 2005: 1 USD \$= 27.8 Roubles; 1 Euro = 36 Roubles.

All Reservations and Visa Invitations (=Hotel Vouchers) ONLY available via:

Mrs. Anna Andreeva, the Senior Manager of the Hotel Shelfort
www.hotelcenter.ru/eng/hotel-e.html

using the procedure set out in this document.

Hotel Details

Hotel & address	Room Category	Number of rooms	Price per night without discount	Discount price per night	Internet facilities
SHELFORT 3 rd Linia V.O., 26, St. Petersburg 199004 Russia www.shelfort.ru	Single-standard	2	2100 Rbl	1900 Rbl	Wireless Internet in each room
	Single-comfort	2	2400 Rbl	2200 Rbl	
	Double-Single-Use	2	3450 Rbl	2950 Rbl	
NOTEBURG 3 rd Linia V.O., 20	Single	1	1700 Rbl	1500 Rbl	Wire Internet in each room
	Double-Single-Use	5	2800 Rbl	2600 Rbl	
15 th_LINIA 15 th Linia V.O., 50-b www.15line.spb.ru	Double-Standard	6	70 EUR	50 EUR	Computer with the Internet in the hall
	Double-Comfort	2	80 EUR	60 EUR	
LITORIN 12 th Linia V.O., 27 www.litorin.com	Double-Standard	10	3200 Rbl	No discount	Absent
	Double-Comfort	2	3520 Rbl		
	Lux	2	4800 Rbl		
PRESTIGE 3 Linia V.O., 52 www.prestige-hotels.com	Single- Standard		81 US \$	No discount	Absent
	Single-Extended		96 US \$		
	Double-standard		106 US \$		
	Twin-standard		116 US \$		
	Twin-prestige		136 US \$		

INVITATION AND VISA

According to the current rules to obtain a visa for the short-term visit of the Russian Federation, you need to know exactly the place where you will stay and to have a formal invitation from the host hotel (the hotel voucher). It also means that, in case you require an invitation to obtain support from the funding agency of your country, you need two kinds of invitations:

- 1) The invitation from the hotel where you will stay (the Hotel Voucher). The Hotel Voucher is **valid to obtain the visa** to visit the Russian Federation for exactly the period indicated in the Hotel Voucher.
- 2) The official invitation from the Zoological Institute and the Organizing Committee. This invitation is **not valid to obtain your visa**, but it is necessary in case if you need to prove the goal of your visit in the funding agency of your country. After you register for the TDWG Meeting, you will be sent the official invitation by email, surface mail or fax. If you need a faxed invitation urgently, please inform the Secretary of the Local Organising Committee.

HOTEL AND THE INVITATION FROM THE HOTEL (HOTEL VOUCHER)

Step 1

You book your flight tickets, preferably for the official day of arrival (Sat 10 September) and the official day of departure (Sunday 18 September). If you wish to extend your stay either side of these dates the procedure is the same but it is **essential** to ensure that the hotel knows your exact arrival and departure dates (see below), and you will have to make your own arrangements for transport between the airport and the hotel.

Step 2

You send email or fax to the Senior Manager of the main hotel (Shelfort), Mrs. Anna Andreeva, who is responsible for booking rooms for the Group of hotels:

Fax +7 (812)3233626, +7 (812)3270984
or email shelfort@peterstar.ru (Subject: TDWG-2005, for Mrs. A. Andreeva)

with the following data for each person in the room:

1. Surname (=Last name)
2. First and the Middle Names
3. Number of the International Passport (passport should be valid, date of expiry not earlier than 31 December 2005).
4. Passport date of issue
5. Passport date of expiry
6. Country of citizenship
7. Date and place of birth (including country if different from previous item).
8. JPG (150 dpi or higher, coloured) image of the main page(s) of your international passport containing the info listed in 1-7 items and your photograph.
9. Planned arrival and departure dates in St Petersburg (you will obtain invitation ONLY for the dates you book the room in the Hotel. It is recommended that first you know exactly dates of your flights: to St Petersburg and back to your country and have your flights booked).
10. Contact FAX and phone number (you will obtain the invitation from the hotel and the info on your reservation via Your FAX). **Note: in the Consular Sections of Russia the participant may show only original or faxed invitation from the hotel, other kinds of invitations (such as email messages) will be not valid to obtain the visa.**

and

11. The desired room (single/double; level of comfort, number of occupants) and the preferred hotel according the list of prices (see Hotel Information).
12. Your credit card number and confirmation that you ready to pay the sum of ONE NIGHT PAYMENT (see in the Hotel Info) AND THE HOTEL VOUCHER+REGISTRATION PAYMENT (US \$20) via the credit card which you indicate.
13. The expiry date of your credit card.

Please note that room prices are for single occupancy. Add 20-25% for an additional person in a double/twin room.

Step 3

You receive the following docs by fax:

- a. Hotel Voucher
- b. Confirmation of your hotel reservation with indication of your hotel, dates and room parameters single/double.
- c. Confirmation of payment with indication of the sum taken from your credit card.
- d. Faxed receipt (original will be given to you in St Petersburg at the hotel check-out).

Step. 4

Obtaining the Visa

You forward the faxed Hotel Voucher to the Consular Section of the Russian Embassy in your country directly or via the tourist agency (in some countries the last way is more easy) with your international passport and other docs listed on the door of the Consular Section, fill the visa application forms and wait 2 weeks or less for the visa. In this case you ask for a "tourist visa", but if you attach the Invitation from the Organising Committee and the Zoological Institute, you may obtain a "Business" visa. Employees of the US Government and certain other people having "Business" passports will probably need a "Business" visa.

Note: As an exception, in some countries the forms must include the items in Russian with obligation to fill them or pay the additional sum (up to 50 Euros) "for translation". To avoid such unnecessary costs you may take the form (or download from the website of the Consular Section) and after your fill the English part of the visa application form (if another language, please attach the English translation of filled items) you may send the form to nema@zin.ru, and the Secretary of the Local Organising Committee will fill for you the items which need to be written in Russian.

INVITATION FROM THE ORGANISING COMMITTEE AND THE ZOOLOGICAL INSTITUTE

Step 1.

You pay the Registration Fee via ON-LINE REGISTRATION (available from May 2005).

Step 2

Then the Chair of the Program Committee will include your name in the list of the TDWG meeting participants, you will obtain the Organising Committee Invitation by routine mail. If you need a faxed invitation urgently, please inform the Secretary of the Local Organising Committee.

The Invitation from The Organising Committee and the Zoological Institute is valid only to obtain the support from the funding agency in your country. It is not valid to obtain the visa to visit the Russian Federation – this invitation must be obtained from the hotel.

ARRIVAL AND DEPARTURE

It is recommended that you inform the Secretary of the Local Organising Committee (nema@zin.ru) about your flight and time of arrival and departure. It will help us to meet you in airport in the **official days of arrival and departure**. On these official days there will be the Organising Committee bus to the hotels (5 euros per person, payment in the bus). If you arrive or have your departure on other days you may use a taxi or the city transport (info below). **Please note that the arrival/departure transportation payment is not included in the Registration Fee and the Organising Committee is not responsible for transportation on days which are not official days of arrival and departure.** Thus it will be helpful for you to book your flight on appropriate days and time of arrival and departure. In difficult situations you may contact Secretary of the Organising Committee using mob. +7 911 2935 217.

1. Official Arrival Day September 10

The bus will run every 2 hours from the airport from 9:00 till 20:00, to bring you to your hotel (5 euros per person). Please book your flight to arrive during this time. The Organising Committee member (with the TDWG logo) will wait and collect participants in the Arrival hall.

2. Official Departure Day September 18

The bus will collect participants at the hotels every 2 hours from 9:00 till 20:00 and will bring you to the airport. Please book your flight to have the BEGINNING OF THE AIRPORT DEPARTURE CHECK-IN during this time. Check with your airline the recommended check-in time for your flight.

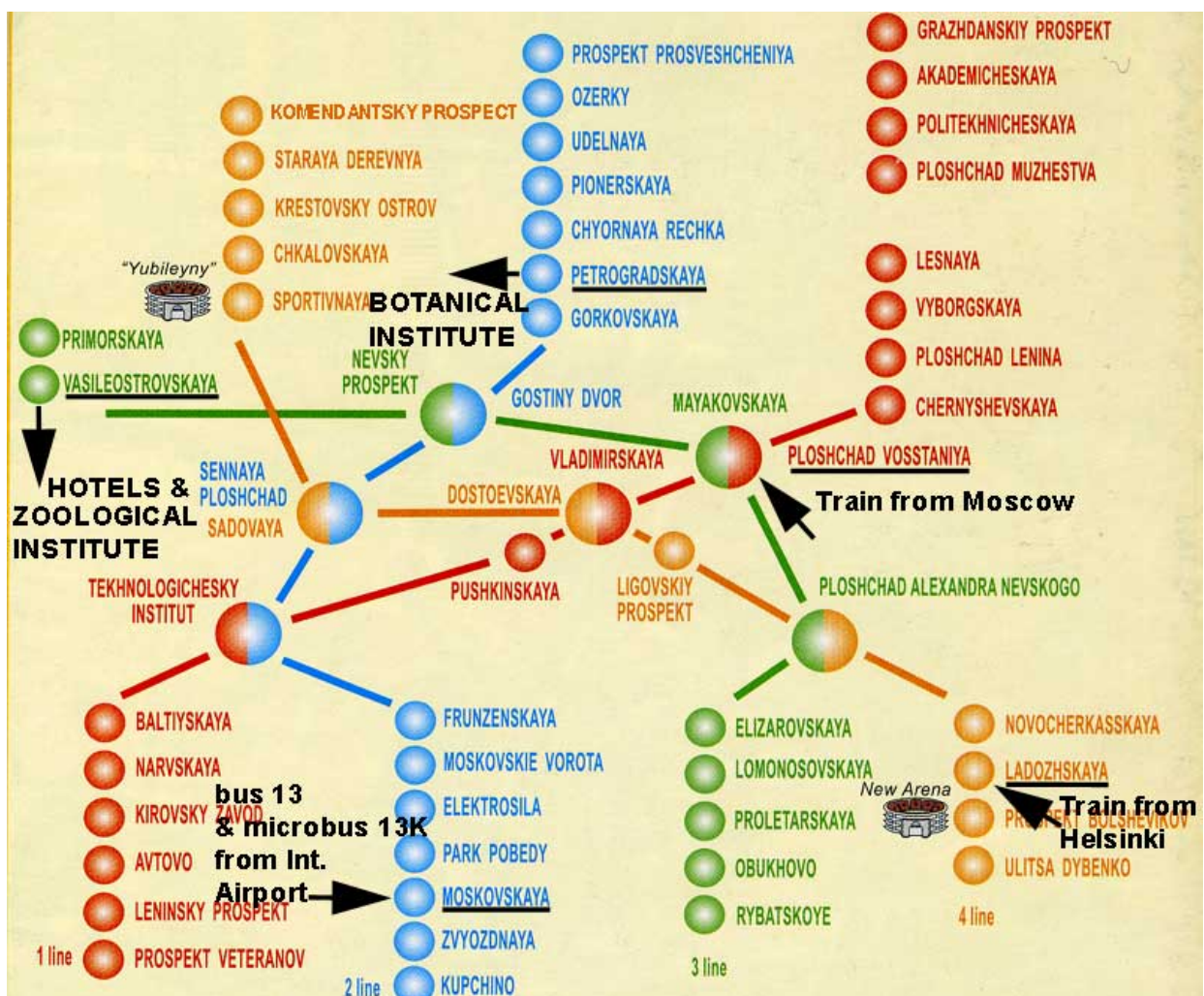


Fig. 1. Metro in St. Petersburg. **Moskovskaya** is the Metro stop closest to **Int. Airport Pulkovo-2**; **Vasileostrovskaya** is the Metro stop closest to **Zoological Institute** and **Hotels. Botanical Institute** is near the Metro stop **Petrogradskaya**. Train from **Moscow** arrives to railway station **Moskovsky Vokzal** (near Metro stop **Ploshad Vosstaniya**), Train from **Helsinki** arrives to **Ladozhsky railway station** (Metro stop **Ladozhskaya**). Use arrow indications to see Metro route to your hotel.

3. How to reach the hotel on your own

Transportation from the International Airport

Taxi – 1000- 1800 Roubles (=30-50 Euros) (discuss the rate before you get into the taxi, tell the driver that you need the official printed receipt. It is better to contact the Taxi Office in the International Airport Arrival Hall).

You may also order the taxi using a mobile phone: 068 (city taxi), 2718888 (taxi-blues), 3272400 (taxi newservice). In this case you may save money, but you need to speak Russian or ask your Russian neighbor from your flight to help you to order the taxi: in this case you need to recall, note down the exact **number of the car** (do not use unknown private cars, especially cheap ones!!). Payment only in Roubles, cash equivalent of 17-20 euros (=600 Roubles); use the Exchange Office in the airport to have a small sum in Roubles (in the city you will get a better exchange rate).

Use these labels to show taxi driver (in brackets Russian spelling of your route, below is the hotel address in Russian): **cut the label corresponding to your hotel.**

SHELFORT 3 rd Liniya V.O., 26, (ot <i>Pulkovo-dva</i> do gostinitsy <i>Shelfort</i> , tretya liniya, dom dvadtsat-shest)	NOTEBURG 3 rd Liniya V.O., 20 (ot <i>Pulkovo-dva</i> do gostinitsy <i>Noteburg</i> , tretya liniya, dom dvadtsat)	LITORIN, 12 th Liniya V.O., 27 (ot <i>Pulkovo-dva</i> do gostinitsy <i>Litorin</i> , dvenadtsataya liniya, dom dvadtsat-sem)	15th_LINIA, 15 th Liniya V.O., 50-b (ot <i>Pulkovo-dva</i> do gostinitsy <i>Pyatnadstataya</i> <i>Liniya</i> , paytnadstataya liniya, dom pyadtdesyat-B)	PRESTIGE, 3 Liniya V.O., 52 (ot <i>Pulkovo-</i> <i>dva</i> do gostinitsy <i>Prestizh</i> , tretya liniya, dom pyadtdesyat- dva)
Гостиница "Шелфорт" 3 Линия В.О. дом 26	Гостиница "Нотебург" 3 Линия В.О. дом 20	Гостиница "Литорин" 12 Линия В.О. дом 27	Гостиница «15 линия» 15 линия В.О. 50-б	Гостиница «Престиж» 3 линия В.О. 52

The Cheapest way:

Bus 13 or the Microbus K13 (15 Roubles) until the end stop Metro "Moskovskaya" (12 min), then use the Metro map (Fig. 1) to reach Metro station "Vasileostrovskaya" (30 min, Metro token costs 10 roubles, you change the line at station Gostiny Dvor without additional payment or ticket control).



Metro token **10 Rbl**, 1 trip, unrestricted time & line changes buy inside metro station



Metro magnetic card, **82 Rbl**, **10** trips during 7 days, to use only by one person, because after you pass control, the card is not valid for the next 15 min.

Hotels are near the Metro station Vasileostrovskaya (Fig. 2).



Fig. 2. Surrounding area of the Metro station Vasileostrovskaya and Zoological Institute. Hotels marked in red.

If you have any trouble, you may ask people (young or middle age) in the street – they usually speak English or if you show the PRINTED ADDRESS OF THE HOTEL, they will show you the way. Otherwise use your mobile phone to call to the Secretary of the Organising Committee: +7 911 2935217 or the office: 328-06-11.

How to reach the Hotel from the railway station (arrival from Helsinki).

The train arrives at the LADOZHISKY railway station. Use a taxi (20 euros, office inside the station) or Metro.

If you use the Metro (fig. 1) you need to buy a token (10 Roubles valid for one trip, no restrictions in time or changing lines). You need to change the line once (Metro station Ploshad

Alexandra Nevskogo and then travel to the Metro station Vasileostrovskaya. Your hotel is very close (fig. 2).

IF YOU ARRIVE VIA MOSCOW

Better to avoid this way, Moscow is too large and fussy a city, very difficult to obtain information. But if you do arrive at Moscow (International. Airport Sheremetyevo 2) you need to reach the LENINGRADSKI VOKZAL railway station by taxi (50 euros in the daytime, 100 euros at night) or you use the bus (Line 851) or **microbus taxi (25 roubles, highly recommended)** to reach the Metro station RECHNOI VOKZAL (30 min, it is the route terminal both for bus and microbus taxi!!).

If you use Moscow Metro.

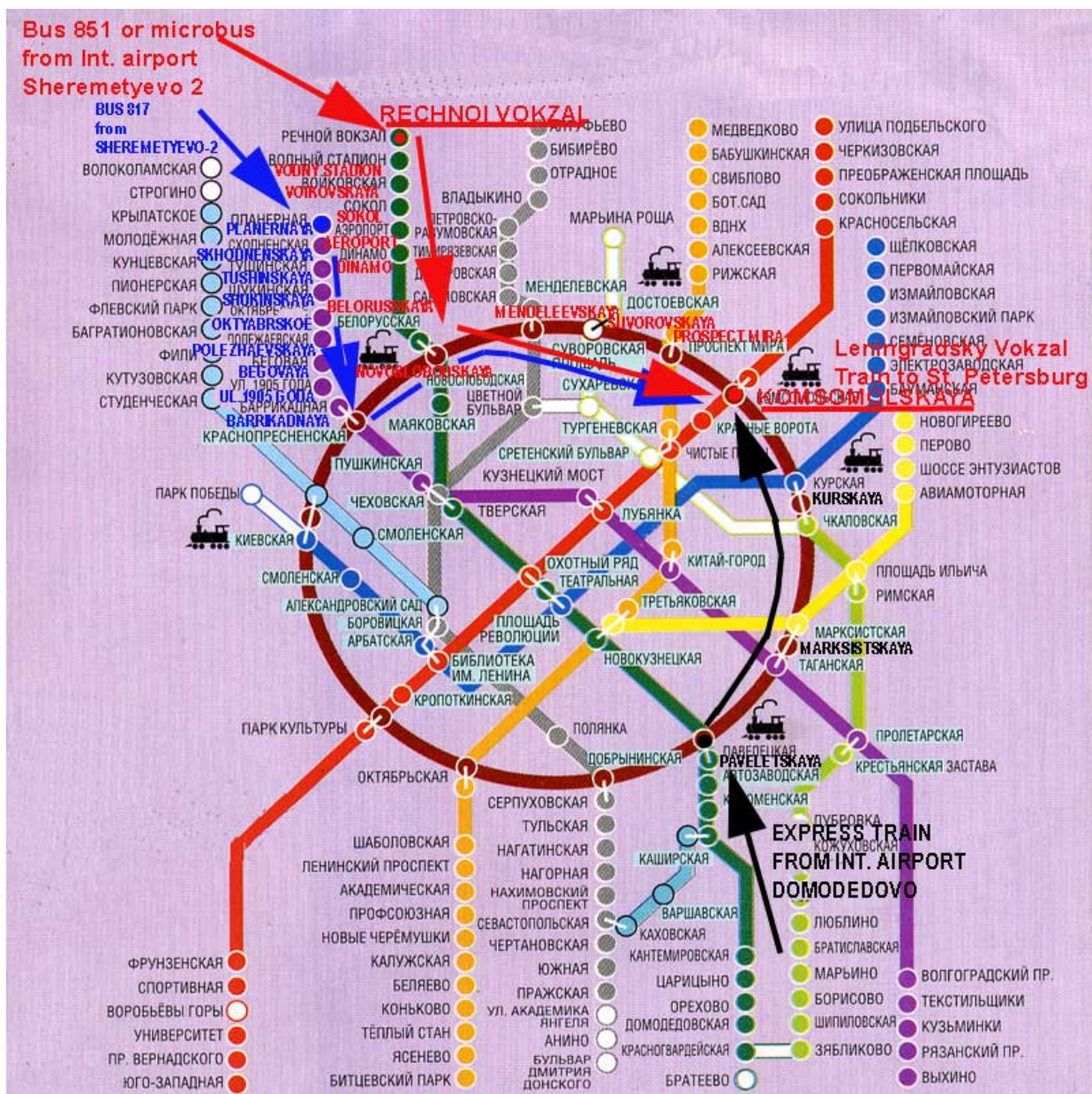


Fig. 3. Metro of Moscow. RECHNOI VOKZAL – Metro stop closest to Int. Airport Sheremetyevo-2, as well as PLANERNAYA. KOMSOMOLSKAYA – a Metro stop just near to railway station to St. Petersburg (Leningradsky Vokzal). PAVELETSKAYA is the closest Metro stop if you arrive to the Int. Airport DOMODEDOVO.

One Metro token costs 15 Roubles for unrestricted time and number of line changes, you buy a token inside the Metro station. From Metro station RECHNOI VOKZAL you need to reach the Metro station KOMSOMOLSKAYA (see map on fig. 3). In the Metro you will pass the following stations:

RECHNOI VOKZAL- VOIKOVSKAYA - SOKOL -AEROPORT - DINAMO - BELORUSSKAYA. In BELORUSSKAYA you change the line to the CIRCLE LINE of the Metro ("KOLTSEVAYA LINIA") the same station will have another name = NOVOSLOBODSKAYA in the CIRCLE LINE (this line has the shape of circle in the fig.3) .

You pass the CIRCLE LINE: NOVOSLOBODSKAYA - MENDELEEVSKAYA - SUVOROVSKAYA - PROSPECT MIRA - KOMSOMOLSKAYA (see fig. 3). You exit in KOMSOMOLSKAYA DIRECTLY to LENINGRADSKI VOKZAL (railway station with trains to St. Petersburg). Do not cross the square!! Your railway station LENINGRADSKI VOKZAL is just near the exit from Metro station Komsomolskaya.

Trains come to St. Petersburg many times a day, and you may buy a ticket just on place (but you may have already bought the ticket via your tourist agency or flight company, to avoid delay). **Time in train – 8 hours**, normally people use **night train** to sleep (bed clothes cost 40 roubles in addition to ticket, may be paid on the train to the conductor). You may use also the **daytime train** (normal soft seats), during the day trip you may also relax in the restaurant coach.

Another way from SHEREMETYEVO-2: From International Airport Sheremetyevo-2 You may also use the bus (Line 817) to the route terminal, Metro stop PLANERNAYA (30 min). Then you use the Metro (token costs 15 Roubles, to buy in the station) to transit the following stations PLANERNAYA-SKHODNENSKAYA ... UL. 1905 GODA-BARRIKADNAYA (8th stop, then change the line in BARRIKADNAYA to the CIRCLE LINE, the name of the Metro stop will be KRASNOPRESNENSKAYA, see the circle-shaped line in fig.3). Then you pass the following stops along the CIRCLE LINE: KRASNOPRESNENSKAYA - NOVOSLOBODSKAYA - MENDELEEVSKAYA - SUVOROVSKAYA - PROSPECT MIRA - KOMSOMOLSKAYA (see fig. 3). You exit KOMSOMOLSKAYA DIRECTLY to LENINGRADSKI VOKZAL (railway station with trains to St. Petersburg). Further comments on the railway trip to St. Petersburg see above.

Way from Int. airport DOMODEDOVO.

Taxi office with the same price as for Sheremetyevo-2. Express bus (25-30 Roubles) to Metro stop PAVELETSKAYA. The best way: EXPRESS TRAIN in the airport foyer running every hour (comfort, with TV, etc) with a FREE TRAIN TICKET if you just arrive (just show your air ticket at the counter!!). The express train (50 min) will bring you to the Metro stop PAVELETSKAYA. This stop is on the Metro CIRCLE LINE (fig. 3, circle-shaped line). Use the Metro (token costs 15 Roubles, to buy in the station) to transit the following stations, see fig. 3: PAVELETSKAYA-MARKSISTSKAYA-KURSKAYA-KOMSOMOLSKAYA. You exit KOMSOMOLSKAYA DIRECTLY to LENINGRADSKI VOKZAL (railway station with trains to St. Petersburg). Further comments on the railway trip to St. Petersburg see above.

How to reach hotel if you arrive at St Petersburg from Moscow

From Moscow you arrive at Moskovsky railway station. You may use a taxi (10 euros) or Metro to reach your hotel. If you use Metro (fig. 4) you need to buy a token (10 Roubles valid for one trip, no restrictions in time or changing lines). You need to change the line once (Metro station Gostiny Dvor) and then get off at the Metro station Vasileostrovskaya. Your hotel is very close (fig. 2).

EXCURSIONS

Official excursion day (Wednesday 14 September)

- Bus city trip with excursion
- The Hermitage excursion, one of the most famous fine art museums in the world
- Lunch
- Peter and Paul Fortress

Cost: 70 euro, payable by credit card or in cash.

Booking: Advance booking only

During the working day participants are welcome to visit FOR FREE the Zoological Museum, Botanical Museum and Botanical Garden (just ask the Organising Committee and St Peterburg participants!)

N.B. This will also be the GBIF Provider Training day. If you are involved in the GBIF training regrettably you will not be able to go on the excursion.

Additional excursions (may be ordered individually for additional cost at the Reception in the hotels).

- Peterhoff Palace and Fountains (40 km from St Petersburg, bus excursion)
- Pushkin Catharina the Great Palace (25 km from St Petersburg)
- Russian Museum of Fine Arts
- Yusupov Palace (Place where Rasputin was killed, one of the most beautiful and rich city palaces)
- Summer Palace and Summer Garden

In your hotel you may also order tickets for evening performances:

- Mariinski Opera and Ballet Theatre
- Phylarmony

Or ask at Reception to arrange the boat trip "Under Bridges" for you

MISCELLANEOUS INFORMATION

Weather

In Russia autumn is similar to the autumn in Scandinavia. The normal temperature in September is 10-15 C. It may be a bit windy and rain is not an exception, but usually this period of Women Summer (Babye Leto) is sunny and warm.

Currency

1 Euro = 36 Russian Roubles; 1 US dollar = 27.8 Roubles (March 2005).

You may easy do exchange to Roubles and from Roubles to dollars and Euros with a small charge (not more than 3%, you may find exchange offices with 0,5-1% charge). Use only Exchange Offices – there are a lot in the city center. Do exchange in the Exchange offices only, never in a street!! Travel cheques and credit cards (American Express, VISA) may be converted into cash in the bank offices in the Nevsky prospect or near the hotels and metro Vasileostrovskaya. You may use numerous bankomats (ATM) in the same area to obtain Roubles in cash. Hotels accept credit card payment as well as Roubles in cash.