

**This is the important information concerning russian visa procedures.**

If you need russian visa, please, follow the instructions below:

**! 1) register on our web page** (if still not registered, or ask me, if you gave incorrect information). Please, pay your special attention to the following items:

Passport number:

Expiry date of passport: **SHOULD BE GREATER THEN 20.02.2012 !**

Citizenship:

City (**only with russian consulate!!!**) where you are going to obtain visa :

Fax number to send you the copy of your official invitation:

Full address of your home institute: **DETAILED !**

and try to fill all the items during your registration. It will help us very much.

***By default we will prepare visa from 14.11.2011 up to 14.12.2011,***

if you need other dates, please, inform us.

**!!! 2) send the scanned copy of your passport to [Roman.Rioutine@cern.ch](mailto:Roman.Rioutine@cern.ch)**

(the pages with photo and basic information.)

**3)** After the previous steps our international service will prepare all the documents and ask for the visa. In 2-3 weeks after that they will send the official invitation to your fax number indicated in the registration web-page.

You will have to take it and go to the russian consulate in the city that you indicated in the registration web-page. They will find your family in the list, and in 3-5 days you will get russian visa.

**Comment:** you will pay the registration fee in cash after your arrival, and it includes visa payments also.

In case, ***if you do not need russian visa***, please, send me the copy of your passport to get an access to our institute.

***If you need transport*** from/to the airport, please, inform us as soon as possible on the airport and number of your arrival/departure flights, your plans before and after the conference.

***If you need a room***, please, indicate the type: single, double and so on, and dates of living in Protvino.

***If you have additional questions***, please, send an e-mail to [Roman.Rioutine@cern.ch](mailto:Roman.Rioutine@cern.ch)