



22nd ELGI Annual General Meeting

23rd – 26th October 2010

Premier Palace Hotel

Kiev, Ukraine

1st May 2010

General Information

Kiev Ukraine - www.kievukraine.info

Travel information

If you need a visa to travel to the ELGI AGM in Kiev, do ensure this is arranged on time. Visit the ELGI Web/AGM10 for contact to assist with visa applications where necessary.

Hotel tariff & booking details

The conference will be held at the Premier Palace Hotel in Kiev Ukraine.

Premier Palace Hotel
Ms. Victoria Yemelyanova
T. Shevchenka Blvd
Pushkinska Str. 5-7/29
Kyiv (Kiev) 01004
Ukraine

T: +380 (44) 537 45 00 / 05 Fax: +380 (44) 279 87 72

Email: ev@premier-palace.com

Web: <http://www.premier-palace.com>

Room rates (Euros)

Includes breakfast, VAT & taxes

Single room: 160€

Double room: 180€

Executive suites available on request

The hotel offers a special rate for ELGI attendees including breakfast, VAT and service charge, provided that reservations are made via the hotel registration form and returned to the hotel by 1st September 2010.

Delegates must settle their own hotel bill on departure and booking must be guaranteed with a credit card. Room cancellation policy is in line with the terms and conditions of the Premier Palace Hotel policy. Cancellation policy: no penalties 1 week prior to arrival date; in case of no show, the room will be charged in full. The ELGI is not responsible for any individual cancellation.

Contact regarding accommodation:

Mr. Andrey Baidikov

Premier Palace Hotel

T. Shevchenka Blvd. / Pushkinska Str. 5-7/29

Kyiv (Kiev) 01004, Ukraine

T: # 380 (44) 244 12 11 or +380 (44) 244 12 01

Fax: # 380 (44) 279 87 72

Email: baidikov@premier-palace.com

Web: <http://www.premier-palace.com>

Hotel facilities

See Hotel fact sheet www.elgi.org/AGM10

AGM registration

Delegates should register their attendance by making use of the ELGI registration form. It is essential that registrations and payments in (€) Euros are returned to the ELGI office not later than 1st September 2010. Payments after this date will be charged the higher rate. The registration fee (€) per delegate & partner includes coffee; welcome reception (Sunday); lunch (Monday); social event (Monday evening).

Partner tour

City & Lavra tour

http://en.wikipedia.org/wiki/Kiev_Pechersk_Lavra.

Lavra includes the micro art & treasure museum. Option to visit St. Michael's Cathedral. This will be followed by lunch and a walk along the arts and crafts market. Ladies, do wear comfortable walking shoes. The fee for the partner tour is independent of the partner attendance fee to the conference.

Transport

The best form of transport from the airport to the hotel would be by taxi and takes approximately 30 minutes depending on the traffic. The ELGI has arranged a special rate with Etalon Taxi for a rate of ±16€ / 190UAH. Do advise the ELGI (on the registration form) your flight number and arrival time. The Etalon Taxi Company hospitality desk will be in the arrivals hall beyond emigration to direct you to their taxis. You can collect local currency (Ukraine Hryvna UAH) at the ATM. Cab drivers do not accept credit cards or foreign currency. You will receive a card from the taxi driver with a code and a telephone number to arrange your return journey from the Premier Palace back to the airport and if needed during your stay in Kiev.

Hospitality desk

Look for the ELGI & Azmol signs if you need any assistance in the arrival hall beyond immigration.

Social event

Monday 25th October 2010

Venue Chumatskiy Shlyah

http://www.chumackiy.kiev.ua/getman_eng.htm

Coaches depart hotel at 18.00

Cocktail drinks, dinner & entertainment

Coaches return at 23.00 to the hotel

Dress smart casual

Mailing goods to Ukraine

Do check with your courier company how best to mail your goods to the hotel in Kiev. Do use a courier service and plan sufficient time for conference goods to arrive in advance to avoid any delays or custom holdup! Ensure that custom dues are paid via the courier else the hotel will not accept these goods if they have to pay any delivery fees. Contact the ELGI for the correct address to mail the goods. To avoid delays and extra fees, do not mention the hotel name Premier Palace on the address, only the contact name & ELGI name..