



UNITED NATIONS/BELARUS WORKSHOP ON SPACE TECHNOLOGY APPLICATIONS FOR SOCIO-ECONOMIC BENEFITS

11-15 November 2013, Minsk, Belarus

GENERAL INFORMATION FOR PARTICIPANTS

1. Visa, Transport and Accommodation

1.1 Visa Support Letters

For visa support letter from the host institution, Belarusian State University (BSU), please provide (if you have not already done that) the Local Organizing Committee (LOC) the following information:

- Passport copy. **Note:** a passport should have at least two blank visa pages and should be valid for at least 90 days upon conclusion of your trip
- Your agency/organization and position
- Location (city/country) of Consulate or Embassy of Belarus where you are going to apply for the visa.

1.2 Visa upon arrival

If there is no Belarusian Consulate or Embassy in your country, you may get a visa upon arrival in the Minsk International Airport. Please be advised that in this case the following documents should be submitted to the visa office at the airport:

- a passport which has at least two blank pages and is valid for at least 90 days upon conclusion of the trip
- one recent passport-size photo
- completed Belarusian visa application form (use this link to open it)

If you have already sent your visa data and a copy of passport to LOC, the visa support letter will be submitted to the airport by the Belarusian State University in advance.

Please also note that that consular fee for issuing Belarus visa upon arrival may be charged by visa office at the airport of Minsk:

- for the citizens of the countries where no Consulate or Embassy of Belarus – 90 euros
- for the citizens of the countries with Consulate or Embassy of Belarus – 180 euros

LOC is now in a process of negotiating with the Ministry of Foreign Affairs arrangements for visa upon arrival on free of charge basis, but for the time being we do not have a final confirmation that these provisions.

1.3 Flight Arrangements

Participants who are being provided by meeting co-organizers with funding support for travelling to the workshop should have already been contacted regarding issuing of air tickets. Please note that any changes to the original air travel arrangements will be at the participant's expense.

1.4 Airport Arrival

All participants of the workshop will be provided with transportation from the Minsk-2 International Airport to the hotel. A driver will be in the airport arrival area with a small placard with the workshop's logo and title on it (like the upper side of this page).

Please contact Dr. Reznikov (+375 29 773 23 80) or Prof. V. Saetchnikov (+375 29 605 50 09) if you miss a driver due to later arrival or any other reason.

1.5 Hotel Accommodation

Participants who are provided with funding support for hotel accommodation will stay at the following places:

- Guest house 1 of the Belarusian State University
Address: 2 Oktyabrskaya street, Minsk 220030, Republic of Belarus
Location in Google Maps:

<https://maps.google.com/maps?ll=53.893844,27.565126&spn=0.005526,0.012467&cid=9527546961107690749&t=h&z=16&iwloc=A>

b) Guest house 2 of the Belarusian State University
Address: 14 Sovetskaya street, Minsk 220030, Republic of Belarus
Location:

<https://maps.google.com/maps?q=14+Sovetskaya+street,+Minsk+220030,+Republic+of+Belarus&hl=ru&ie=UTF8&ll=53.894338,27.54369&spn=0.002763,0.006233&sl=53.893187,27.566124&sspn=0.002763,0.006233>

c) Guest house of the Belarusian National Technical University
Address: 67 Nezavisimosti ave., Minsk 220013, Republic of Belarus.
Location: <https://maps.google.com/maps?q=53.921603,27.594842&num=1&t=h&z=16>

LOC has made arrangements for you at the above places and will cover your accommodation for the duration of the workshop. If you arrive earlier or leave later due to an arrangement made by the co-organizers of the meeting, your extended stay will be covered.

Participants are responsible for any additional charges (telephone calls, laundry, etc.) in the hotel as well as for any extension to their stay.

Participants and speakers who are self-funded are responsible for making their own hotel arrangements. LOC recommends the following hotels for self-funded participants:

a) Hotel Minsk 4*

http://www.hotelmink.by/start_en.html
Address: 11 Nezavisimosti ave., Minsk 220030, Republic of Belarus
Price for single room is 189 USD.

b) Hotel Planeta 3*

<http://www.hotelplaneta.by/en/main/>
Address: 31 Pobeditelei ave., Minsk 220126, Republic of Belarus
Price for single room is 120 USD.

Please contact ASAP Prof. Vladimir Saetchnikov (saetchnikov@bsu.by) of LOC if you need assistance with booking in the above hotels.

1.6 Living Expenses

Participants, who are being provided by co-sponsors with funding support for living expenses, will receive during the Workshop an allowance to cover their living costs for the duration of the Workshop. **Please note that, in order to receive the finance aid, you are requested to provide a photocopy of your passport (only page(s) with your name and signature) and a photocopy of your original air tickets. Please note that it is also required to submit all the air ticket stubs and boarding passes that the airlines returned to you after checking in.** If participant(s) stays for a shorter period of time, the amount of payment will be adjusted accordingly.

2. Workshop Information

2.1 Workshop Venue

The workshop will be held in the **Meeting Hall** on the 2nd floor of the Belarusian State University Administration Office. The address is: Bobruiskaya str., 5a, Minsk, Belarus.

Please use the link below to see a location of the workshop's venue:

<https://maps.google.com/maps?q=Bobruiskaya,+5a,+Minsk,+Belarus&hl=ru&ie=UTF8&ll=53.892112,27.5459>

2.2 Registration Details

Participants' registration to the Workshop will take place on Monday, 11 November 2013, from 08:45 at the workshop venue. Each participant will receive a badge which should be worn visibly throughout the entire period of the workshop.

2.3 Work Period

The event will be held from Monday 11 November to Friday 15 November 2013 from 09:30:00 to 19:00. Please refer to the workshop's web page on the Internet (at the URL <http://www.unoosa.org/oosa/en/SAP/act2013/Belarus/index.html>) for further details (please note that program might be slightly modified later on).

2.4 Presentations

All speakers have been scheduled to make presentations of 20 minutes in length, followed by a discussion at the end of each technical session. Please see the program at the workshop's web page for the schedule of your presentation. Since there are still a few unconfirmed speakers, the program might be modified by the time of the workshop.

For those who, due to time limits, are not scheduled for oral presentation, we have arranged poster sessions. Therefore, please bring a hard copy of your presentation with you (maximum 10 pages of A4 format) for posting it on boards outside the meeting room, and be ready to answer questions from the viewers at real time.

Please review the tentative program carefully to verify date, time and title of your presentation. If there is any discrepancy, please inform us (sergei.chernikov@unoosa.org, saetchnikov@bsu.by, miklashevich@bsu.by) as soon as possible.

If you wish to use PowerPoint, please bring a copy of your presentation on USB memory stick.

If you have not already done so, please provide us with your abstract and brief biographical details for the use in the program (please send this to sergei.chernikov@unoosa.org, saetchnikov@bsu.by, miklashevich@bsu.by).

2.5 Documents

An up-to-date program will be distributed during the workshop at the time of registration. The proceedings will be published electronically after the workshop.

2.6 Working Language

The working language of the workshop is English.

2.7 Facilities, Materials, and Equipment

The workshop room will be equipped with a PC and projector. The LOC will provide photocopying, printing, fax and office supplies for the workshop.

3. Contacts

United Nations Office for Outer Space Affairs

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Have a nice travel to Minsk!

We are looking forward to working with you towards a productive and enjoyable workshop!