Dear **guest**,

We cordially welcome you to be a **participant at the BGRS\SB'2018** **Conference (Russia, Novosibirsk, August 20-25, 2018).** To ensure the receipt of a visa for a brief stay in Russia during the Conference, we kindly ask you to provide following information:

1. your passport\* photocopies:
   * the pages with photo and
   * the pages for your passport validity marks (if pages are different from those with the photo)
2. filled-in Data List for Invitation Letter, given below.

\* IT IS IMPORTANT: passport should expire not earlier than within six months after last day of stay in Russia.

Data List for drawing up of an official Invitation Letter:

1. Family/Last Name (Surname) – in Cyrillic/Latin script:
2. First Name (Given Name) – in Cyrillic/Latin script:
3. Patronymic/Middle Name (if it exists) – in Cyrillic/Latin script:
4. Citizenship (nationality):
5. Date of birth:
6. Passport number:
7. Date of issue of passport:
8. Expiration date of passport: until
9. Country and place (city) of birth:
10. Country and place (city) of residence:
11. Place of a receipt of a visa (country, city, consular institution):
12. Job position:
13. Full name and address of place of employment:
14. Full address of supposed place of stay in Russia (city, street, house number and/or number of a house building, apartment number, postal code; unless the address is the hotel “Zolotaya Dolina”, Iliicha str, 10, Novosibirsk, 630090):

**“Zolotaya Dolina” hotel, Iliicha str., 10, Novosibirsk, 630090**

1. Contact phone number:
2. Period of stay in Russia:

**August\_\_ – August\_\_\_, 2018 (\_\_\_ days)**

1. Number of visa entries (single, double, multiple):

**Single**

1. Type of invitation you need (email invitation, paper invitation):
2. If paper invitation, please provide full post address:

|  |  |
| --- | --- |
| apartment/office number |  |
| house number  street |  |
| city |  |
| postal code |  |
| country |  |
| phone number |  |