Dear **guest**,

We cordially welcome you to be a **participant at the PlantGen2019 Conference (Russia, Novosibirsk, June 24-29, 2019).** 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: |  |
| 1. First Name (Given Name) – in Cyrillic/Latin script: |  |
| 1. Patronymic/Middle Name (if it exists) – in Cyrillic/Latin script: |  |
| 1. Citizenship (nationality): |  |
| 1. Date of birth: |  |
| 1. Country and place (city) of birth: |  |
| 1. Passport number: |  |
| 1. Date of issue of passport: |  |
| 1. Expiration date of passport: until |  |
| 1. Full name of place of employment (in English): |  |
| 1. Full address of place of employment (in English): |  |
| 1. Job position: |  |
| 1. Country and place (city) of residence: |  |
| 1. Place of a receipt of a visa (country, city, consular institution):   We need the official city of the Russian consulate/embassy (not the city of the travel agency). |  |
| 1. Type of invitation you need  * For **EU, India, Iran, China, Norway, USA, Japan** citizens: simplified invitation, email invitation: * For NON - **EU, India, Iran, China, Norway, USA, Japan** citizens:   email invitation. |  |
| 1. If a simplified invitation. Is a scanned copy enough or do you need the original (paper) simplified invitation? |  |
| 1. If only original (paper) simplified invitation, please provide full postal address: |  |
| *apartment/office number* |  |
| *house number*  *street* |  |
| *city* |  |
| *postal code* |  |
| *country* |  |
| *phone number* |  |
| 1. Number of visa entries (single, double, multiple): | **Single** |
| 1. Period of stay in Russia: | **June\_\_ – June\_\_\_, 2019 (\_\_\_ days)** |
| 1. 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 ***оr*** «Park wood hotel», **Arbuzova str., 6/2, Novosibirsk, 630117):**   **\_\_\_\_\_ “Zolotaya Dolina” hotel, Iliicha str., 10, Novosibirsk, 630090**  **\_\_\_\_\_ «Park wood hotel», Arbuzova str., 6/2, Novosibirsk, 630117**  NOTE: «Park wood hotel» you book on your own:  <http://parkwoodhotel.ru/en/>  +7 (383) 209 26 26  [bron@parkwoodhotel.ru](mailto:bron@parkwoodhotel.ru)  For conference participants there is a Special Promo Code **PlantGen2019**. The code is valid now for booking on dates from June 23, 2019 to June 30, 2019.   1. Go to the hotel website   http://parkwoodhotel.ru/en/   1. Select your check-in dates from June 23, 2019 to June 30, 2019. 2. Selected a suitable hotel room 3. In the upper right corner of the booking page, enter the Special Promo Code **PlantGen2019** 4. You will see red prices for conference participants, grey crossed out is the total price   General information about accommodation at a link:  http://conf.bionet.nsc.ru/plantgen2019/accommodation/ |  |
| 1. Contact phone number: |  |