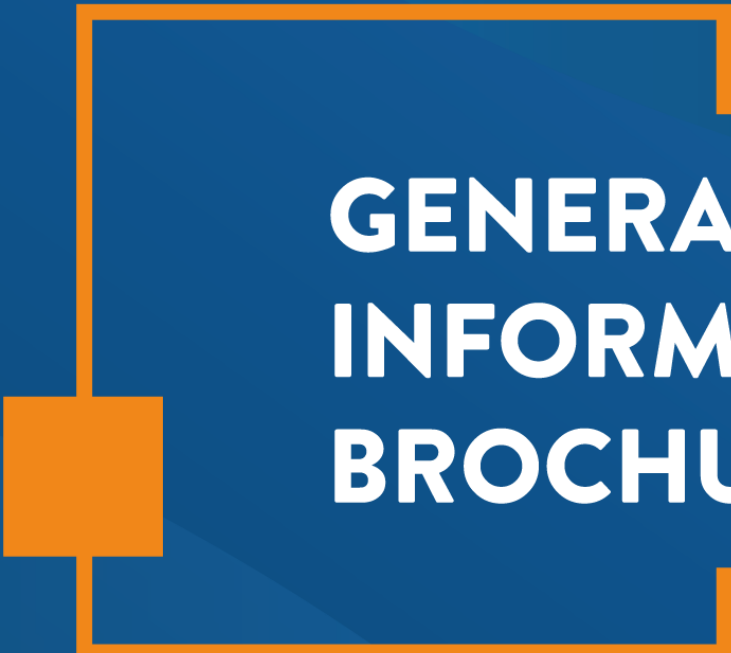


**WORLD  
ENERGY  
COUNCIL**



# **GENERAL INFORMATION BROCHURE**

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# 1. About the Congress

## 1.1. Dates and venue



24–27 October 2022



ExpoForum Convention and Exhibition Centre  
[64/1, Peterburgskoye Shosse, St. Petersburg, Russia](#)

## 1.2. Congress materials

For detailed information about the Congress, please visit the [official Congress website](#) and view the [project presentation](#).



[worldenergycongressrussia.org](http://worldenergycongressrussia.org)

The official Congress press release is provided separately.

## 1.3. Organisers

- [The World Energy Council](#)
- [The Roscongress Foundation](#)
- [Organising Committee](#) for the preparation and holding of the 25<sup>th</sup> World Energy Congress
- Supported by [the Ministry of Energy of the Russian Federation](#)



## 2. Five easy steps to confirm your participation

- Step 1.** Fill in the registration form
- Step 2.** Receive a personal invitation
- Step 3.** Confirm your participation
- Step 4.** Pay the participation fee
- Step 5.** Collect your accreditation badge

### 2.1. Registration

To attend the 25<sup>th</sup> World Energy Congress, each delegate must fill in the [registration form](#).

**Please note that this is a private registration link to be used only by members of the World Energy Council's Member Committees. Please ensure that your members are aware and that the link is not shared beyond your membership network.**

The registration form consists of three parts:

1. Filling in personal details and passport information.
2. Providing information about organisation.
3. Providing contact details.

Once you have completed the registration form, an email will be sent to the address you specified, confirming that your data has been sent to the Congress organisers. The time for participants' registration data processing varies by participant.

Within several days after your registration you will receive **a personal invitation** to the Congress. After receiving the invitation, please **confirm your participation** in the Congress via your [personal web office](#). If you decide not to attend the Congress, please inform the organisers of your decision through your personal web office as well. Login and password to your personal web office will be specified in the information letter within the email containing your invitation.

**Make sure you secure your participation in the Congress by registering to receive a personal invitation from the Congress organisers. You will need this letter to be able to access the event.** Congress organisers reserve the right to refuse registration requests or cancel one's participation without explanation.

We kindly request participants who have received an invitation but do not plan to attend the Congress to officially decline participation via the [personal web office](#) or by informing their contact person at the Roscongress Foundation.

If you hold a position in a governmental body or in an international organisation and you are traveling as part of an official delegation, you will be contacted by the Roscongress Foundation with more information on your official travel arrangements.

In the meantime, you can contact Delegate Management Directorate if you have any questions:



+7 (495) 640 4440



[info@worldenergycongressrussia.org](mailto:info@worldenergycongressrussia.org)

## 2.2. Participation benefits and fees

Participation in the Congress offers the following benefits:

- Access to all Congress content programme events (except invitation-only events)
- Access to all Congress cultural programme events (except invitation-only events)
- Access to business networking areas and the exhibition, dining at the Congress venue, transport services and information support

Participation fee*	Early-bird registration	6 months before the event	2 months before the event
Members of the World Energy Council	USD 2,900	USD 3,400	USD 3,400
Not members of the World Energy Council	USD 4,000	USD 4,500	USD 5,000
Discount	27%	24%	32%

\* Base price for a single participant including VAT 20%.

### Complimentary passes

As a World Energy Council Member Committee (MC), we are delighted to offer the following benefits for the 25<sup>th</sup> World Energy Congress:

1. One complimentary delegate pass will be granted to each MC.
2. One additional complimentary delegate pass will be given for every 7 registered participants from industry (delegated registrations secured by the Member Committee up to max 15 per Member Committee).

The allocation of the complimentary passes should be managed by the Member Committee Secretary and the final list of names along with their company names, positions and affiliation to the Member Committee should be forwarded to: [ekaterina.abrosimova@roscongress.org](mailto:ekaterina.abrosimova@roscongress.org).

**Please note:** participants applying for complimentary delegate passes should also fill in the private [registration form](#).

## 2.3. Paying the participation fee

### Creating a payment document

Payment for participation in the Congress is to be made after the Congress organisers has approved your application for participation and you have received your invitation to the Congress and confirmed your participation via the [personal web office](#).

### How to pay the participation fee

1. Go to the Payment section of the personal web office.
2. Enter the payer's information.
3. Select a payment method (invoice or bank card).
4. Select a type of payment document (an agreement or invoice/agreement).

**Please note:** when entering the payer's information, make sure you enter the information of the individual or legal entity making the payment.

Changes to payer's information can only be made via your contact person at the Roscongress Foundation. The relevant contact information can be found in the personal web office and the Congress invitation letter.

**You can choose one of two types of payment documents:**

**To pay by agreement, please:**

1. Save your agreement from the personal web office.
2. Send a signed copy of the agreement to your contact person at the Roscongress Foundation.
3. Save the payment document, which will become available in the personal web office after step 2.
4. Pay the participation fee.

**To pay by invoice/agreement, please:**

1. Save your invoice/agreement from the personal web office.
2. Pay the participation fee.

### **Making the payment**

**The participation fee may only be paid by the individual or legal entity indicated as the Client in the agreement or invoice/agreement.**

**To pay by invoice**, the payer should contact their bank. **Payment may take more than three banking days.** When paying by invoice, we also recommend factoring in any commission the bank may charge.

**To pay by bank card**, the participant should specify their email address in the 'Confirm payment details' window in order to receive their electronic payment receipt, then confirm the payment details. The standard online payment form will then open, where participants can enter their bank card details and confirm payment. The name on the bank card must match the payer's name in the contract. The payment will go through immediately.

The following bank cards are accepted: Visa, Mastercard, American Express, UnionPay, Diners Club, JCB, and MIR.

Before proceeding to payment, please make sure that there are sufficient funds on the bank card and that the payer's bank has not set a one-time transfer amount limit

The payment date will be considered to be the day on which the amount due is credited to the account of the Roscongress Foundation. The participant may check whether the sum has been received in the Payment section of the personal web office or by calling their contact person at the Roscongress Foundation.

## **2.4. Cancellation and replacement policy**

Delegate spaces are limited and we want you to be confident to book your place at the World Energy Congress. We understand that circumstances may change after you have confirmed your participation. We are delighted to advise an extended cancellation, enabling you to book with confidence.

If you need to cancel your participation or nominate a replacement for any reason, please **notify your contact person at the Roscongress Foundation at your earliest convenience.**

**Cancellations made by 24 April 2022 inclusive will receive a 100% refund, while cancellation made from 25 April 2022 to 10 October 2022 inclusive will receive a 75% refund.**

Please note that no refunds can be issued if the request is received after 10 October 2022.

If you are unable to attend the Congress, you are welcome to select a substitute delegate to attend in your place **at no additional cost.**

## 3. Personal web office

### 3.1. What is the personal web office

The [personal web office](#) is the participant's very own section of the Congress website. Participants can use the personal web office to edit their personal data, upload a photograph for their badge, and request services.

### 3.2. Login and password for the personal web office

A personal login and password are required to access the personal web office. These are specified in the letter accompanying the participant's invitation to the Congress.

Should a participant lose or forget their login and password, they may ask their contact person at the Roscongress Foundation to reissue the information. The relevant contacts can be found in the Congress invitation letter.

### 3.3. Processing of personal data

Congress participants must confirm their consent to the processing of their personal data before completing the registration form or when first logging into their personal web office.

The privacy policy can be found in the [Register section](#).

### 3.4. Confidentiality of data in the personal web office

The organiser strictly adheres to legal requirements for the protection of every participant's personal data.

The personal web office has been developed using SSL data encryption to ensure the security and confidentiality of a participant's personal data.

### 3.5. Changes to personal information

Personal information can be edited in the personal web office. If changes need to be made to fields that cannot be edited, the participant's contact person at the Roscongress Foundation should be notified. The relevant contact information can be found in the personal web office.



### 3.6. Executive Assembly registration

The Executive Assembly meetings will take place on 22–23 October 2022. A special section will be published in the personal web office, where members of the World Energy Council can register to attend the Assembly.

Only pre-registered participants will be able to access the event.

## 4. Arrival in St. Petersburg

### 4.1. About St. Petersburg

St. Petersburg was founded on 16 May 1703, by order of the first Russian Emperor, Peter the Great. For more than two centuries, it was the dazzling capital of the Russian Empire and is rightly considered one of the most beautiful cities in Europe.

The State Hermitage Museum, Mariinsky Theatre, Russian Museum, Peter and Paul Fortress, St. Isaac's Cathedral, and the palaces and parks of Peterhof, Pushkin and Pavlovsk together create the magnificent image of St. Petersburg. The entire historic center of St. Petersburg is under UNESCO auspices.



In 2019, St. Petersburg won the World Travel Awards' the prestigious international prize in the tourism sector in two categories: World's Leading Cultural City Destination 2019 and Europe's Leading City Destination 2019.



St. Petersburg has a well-developed tourism and hospitality industry, with an extensive infrastructure and high-quality service.

More than 30 countries have consulates in St. Petersburg. There are also representative offices of such international organisations as the Inter-Parliamentary Assembly of the CIS, the Inter-Parliamentary Assembly of the Eurasian Economic Union, the Information Office of the Nordic Council of Ministers, representative offices of international foundations and unions, organisations of the UN system and offices and branches of international banks.

## 4.2. Pulkovo Airport

Pulkovo Airport (LED) is the only airport in St. Petersburg that serves scheduled flights (173 destinations, more than 70 Russian and international airlines).

If there is no direct flight between your point of departure and St. Petersburg, you can fly via Moscow. There are more than 40 flights a day between Moscow and St. Petersburg, departing from three Moscow airports – Vnukovo, Domodedovo and Sheremetyevo. The approximate flight time is 90 minutes.

Pulkovo Airport is located 17 km from the historic centre of St. Petersburg and 7 km from the Congress venue. The journey from the airport to the Congress venue takes about 15–20 minutes (depending on traffic).



41ZA, Pulkovskoye Shosse, St. Petersburg



+7 (812) 337 3822, +7 (812) 337 3444



[pulkovoairport.ru](http://pulkovoairport.ru)

## 4.3. Visa support

A valid passport and visa are required to enter the Russian Federation.

To apply for an entry visa to the Russian Federation, the invited person must contact the appropriate consular office of the Russian Federation abroad in advance (information on locations of the Russian Federation's consular offices can be found on the [Ministry of Foreign Affairs of the Russian Federation website](#)). It is not recommended to apply for an entry visa through intermediaries.

Visitors holding an invitation to the 25<sup>th</sup> World Energy Congress are eligible to apply for a short-term visa through a simplified process.

Nationals of [51 states](#) can obtain an **electronic visa** to enter the Russian Federation through air, naval, automobile, and pedestrian checkpoints located in the territory of St. Petersburg and the Leningrad Region. To obtain an electronic visa, visitors should fill in an application form on the special-purpose website of the Ministry of Foreign Affairs of the Russian Federation: [electronic-visa.kdmid.ru](http://electronic-visa.kdmid.ru).

## 4.4. Accommodation

The list of recommended Congress hotels and booking policy will be published on the [official Congress website](#) closer to the event dates.

## 4.5. Transport services


During the Congress, regular free shuttle buses will run between Pulkovo Airport, Moskovsky Rail Terminal, recommended hotels, Accreditation Centre and the Congress venue. The shuttle bus timetable will be published on the [official Congress website](#) closer to the event dates.

World Energy Congress 2022 participants will also have an opportunity to rent an accredited or unaccredited (without right of access to the Congress venue) vehicle. Detailed information will be published on the official Congress website closer to the event dates.

## 5. Congress venue

### 5.1. ExpoForum Convention and Exhibition Centre

The main events of the Congress will take place on 24–27 October 2022 at the ExpoForum Convention and Exhibition Centre.

 [64/1, Peterburgskoye Shosse, St. Petersburg](#)



ExpoForum is a modern convention and exhibition centre built in accordance with the standards of the Global Association of the Exhibition Industry (UFI). The centre uses cutting-edge technologies to minimize damage to the environment and conserve resources.

The travel time from ExpoForum to the historical centre of St. Petersburg is 30–60 minutes (depending on traffic). The travel time from Pulkovo International Airport to ExpoForum is about 15–20 minutes.

ExpoForum is close to the city's main transport arteries: the St. Petersburg ring road, the Moscow – St. Petersburg highway, and the North-West High-Speed Diameter, as well as Pulkovskoye Shosse and Peterburgskoye Shosse.

### 5.2. Mobility assistance at the Congress venue

A barrier-free environment has been created in the pavilions and parking areas of the ExpoForum Convention and Exhibition Centre for people with limited mobility. The facility is equipped with ramps and lifts that allow unimpeded access to any point of the venue.

If a participant requires mobility assistance at the Congress venue, a request should be submitted via the [personal web office](#) no later than three days before arrival at the Congress.

## 6. Contacts

**For enquiries regarding registration for the Congress:**

✉ [MCmembers@roscongress.org](mailto:MCmembers@roscongress.org)

👤 Alexander Zhuravlev

✉ [alexander.zhuravlev@roscongress.org](mailto:alexander.zhuravlev@roscongress.org)

👤 Ekaterina Abrosimova

✉ [ekaterina.abrosimova@roscongress.org](mailto:ekaterina.abrosimova@roscongress.org)

**For enquiries regarding sponsorship and advertising:**

👤 Andrey Reut, First Deputy CEO

✉ [partners@roscongress.org](mailto:partners@roscongress.org)

👤 Camilla Spence, Head of Marketing Directorate

✉ [camilla.spence@roscongress.org](mailto:camilla.spence@roscongress.org)

**For enquiries regarding the content programme, speaking opportunities and World Energy Council partners:**

Global Agenda team, World Energy Council

☎ +44 (0) 20 7734 5996

✉ [global.agenda@worldenergy.org](mailto:global.agenda@worldenergy.org)

**Detailed information about the programme, badge collection, services, and the venue map will be provided closer to the Congress dates.**