

AstanaInvest 2010 check list

Status: 03/05/10

Indira Max



Information for Speaker

Dear AstanaInvest Speaker,

Organising Committee thanks you for the participation in "AstanaInvest 2010" and attaches for your attention some important information on the Forum agenda.

Date: 7 June 2010

Venue: **Palace of Independence**

Address: Tauelsyzdyk ave., 52, Astana

Registration

Pre - Registration starts at 08:30 am on 6th of June in the lobby of each hotel of AstanaInvest, as well as Palace of Independence lobby. During the pre-registration you will be provided by your personal badge, Forum proceedings and other useful information.

Security will be very tightly controlled over the two days. Please wear your name badge at all times to ensure easy identification in case of urgent messages and as a courtesy to other participants. This will also be your pass together with your personal invitation tickets to the AstanaInvest 2010 functions.

Please, pay your attention that due to Official Ceremony with the personal participation and Welcome Address by the President Nursultan Nazarbayev, from 8.30 to 11.00 on June, 7th, all services will be working in medium security.

Taking into consideration enhanced security on June 7th, private vehicles access to Palace of Independence parking will be restrictive, as well as an additional inspection at the main entrance. Please, take your ID card with you.

Time table of the Forum:

June 6th 2010

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- **08:30 – 17:55 – Pre Registration (hotel’s lobby, Palace of Independence lobby)**

June 7th 2010

- **08:00 – Registration (Palace of Independence lobby)**
- **10:30 -11:20 – Press Conference (Press Center Palace of Independence)**
- **13:00 - 14:00 – Luncheon (Ресторан Дворца Независимости)**
- **16:30 – 17:00 – Final Press Briefing**
- **16:40 – 18:30 – Astana Sightseeing Tour for participants**
- **18:30 – 19:30 – Cocktail**
- **19:30 – 22:30 – Gala Dinner on behalf of Mayor of Astana city Imangali Tasmagambetov**

For participation in coffee-breaks, luncheon, Cocktail and Gala Dinner you are kindly asked to carry on your personal badge.

Dress code: business attire

Technical Information:

Conference working languages: Russian / English.

Technical equipment: The conference hall is equipped by Screen, LCD Projector, Computer, Simultaneous translation, microphones. ! Walking out of the Conference Hall, please leave the headphones on the work place.

Your Speech:

1) If you haven’t sent your Speech by 28th May the latest, we are kindly asking you to bring 2 printed copies of your Speech in Word format, as well as its electronic version.

2) Format of Presentations: Power Point using *AstanaInvest Master Template*. **Important!** If your presentation has specific technical features we are asking to bring your own notebook.

It’s strongly recommended to check your presentation with Conference Assistant not later than 10 minutes before session opening. Conference Assistant will be in Conference Room near Speakers table/Technical Area.

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Speaking Slot Duration: not longer than 15 minutes.

Final Forum Program will be provided to your attention on 6th of June at the Registration's desk.

Evaluation Form

The continued success of the Forum depends upon your input and feedback, so we would be delighted if you could take the time to give us your comments on all aspects of the forum by completing the evaluation form which you will find in the Forum bag.

Mobile Telephones

Organising Committee of the forum kindly requested to switch off their mobile phones during the session of the forum to avoid distracting other speakers or delegates. Mobile phones violate the background noise and are synchronous equipment. Please keep any conversations outside the conference room where the Forum will be held. Thank You!

Your accommodation:

Please, pay your attention for the moment that during the conference dates number of available rooms in the hotels can be limited. In this connection you should settle these questions beforehand. Please contact us for hotel booking: +7 727 375 93 07; +7 7172 79 55 03, e-mail: enquiry@astanainvest.com

Emergency Procedures

Fire/Bomb Threat:

Palace of Independence: In the event of fire, sound alarm will signal to evacuate the building. Forum delegates will ask follow the signs for emergency exit, marked on the plan. During the evacuation point for collecting and meetings of delegates of the Forum will be the area around the stele at the Palace of Independence.

Shuttle Buses

Shuttle buses for participants will available:

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June, 6

International Airport Astana – Radisson SAS - Duman hotel - Rixos President Astana Hotel – Diplomat Hotel - International Airport Astana

June, 7

Palace of Independence – Radisson SAS - Duman hotel - Rixos President Astana Hotel – Diplomat Hotel - Palace of Independence

Every 30 minutes

Prayer Room

Special Prayer Room will be located on first floor in left side from main entrance of the Palace of Independence. For help in finding this room, organisers will be glad to assist you, or ask at the Registration desk.

Information

For any information, please ask staff at the registration desk.

The updates for the program of Forum, Round Table, press conference or Press briefing you can also find at the registration desk.

Your successful and fruitful participation is extremely important for organizers. Should you have any questions please contact us by tel./fax: +7 727 270 93 07 or e-mail: info@caspian-events.kz, indira@caspian-events.kz; daniyar@caspian-events.kz.

Looking forward to seeing you in Astana!

Yours sincerely,

Caspian Business Events Team