

We kindly request you to make your flight reservation to Tambov via Moscow until Friday, August 29, 2008. The organizer will take care of your connection Moscow-Tambov and return. You are now requested to make the reservation for your journey to Moscow and return.

*The procedure is as following:*

**Flight reservation:**

- Please make sure your flight arrives in Moscow earlier than 3.30 pm on 8th of October, since your connection flight Moscow-Tambov (*arranged by the organizer*) will start from Vnukovo airport in Moscow at 19.05. You will need at least an hour and a half to change the airports in Moscow.
- Please do also allow enough time on your journey back on the 11th or 12th of October.
- The return flight from Tambov will arrive **at 08<sup>35</sup> in Moscow.**
- The return train from Tambov will arrive **at 06<sup>24</sup> in Moscow.**
- Please complete the "**Flight information required**" at the end of this message, and return it back to us to both: Todor Yalamov email: [hrm@online.bg](mailto:hrm@online.bg) and Elena Kareva email: [Elena\\_Kareva@innovationeca2008.org](mailto:Elena_Kareva@innovationeca2008.org).
- Within two working days you would receive either confirmation to buy the tickets or in case we could find cheaper fares for the same flights we will buy the tickets by ourselves and you will receive information where to receive your tickets (*electronically, at the airport or by courier*).
- After receiving your travel schedules to and from Moscow, we will inform you about the airport transfers in Moscow.
- Should your arriving flight in Moscow be too late for the Tambov flight at 19.05, or in case you wish spending some time in Moscow, we can book places for you on the train # 31, leaving Moscow **at 22<sup>10</sup>** and arriving in Tambov at **07<sup>20</sup>** (more info at the [www.innovationeca2008.org](http://www.innovationeca2008.org) <<http://www.innovationeca2008.org/>> ). Please inform us, if you prefer this option.

**Reimbursement** (in accordance with invitation):

- The reimbursement would be done on the base of the most economical available fare.
- The reimbursement of travel expenses will be done after the conference within a week after receiving the air tickets and boarding passes.
- You will receive a travel reimbursement form to be filled out and signed at the conference, where you will provide information on your bank account information.

Should you have any further questions, do not hesitate to send them to us.

Todor Yalamov email: [hrm@online.bg](mailto:hrm@online.bg) and Elena Kareva: [Elena\\_Kareva@innovationeca2008.org](mailto:Elena_Kareva@innovationeca2008.org)

**For urgent matters during the event or concerning your travel, please call:**

Elena Kareva, e-mail: [Elena\\_Kareva@innovationeca2008.org](mailto:Elena_Kareva@innovationeca2008.org),  
Tel. number +7 915 887 11 46 or

Oleg Trubachyov, [Oleg\\_Trubachyov@innovationeca2008.org](mailto:Oleg_Trubachyov@innovationeca2008.org)  
Tel. number: +7 4752 79 68 34

Best regards,  
Olga Lapteva  
Todor Yalamov

**Flight information required:**

Date and time of arrival in Moscow:

Flight number:

Name of airport (important):

Date and time of departure from Moscow:

Flight number:

Name of airport (important):

Flight costs total, including taxes:

Airline:

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