

Final Checklist for participants of the KIOGE 2016 Conference

Dear KIOGE Conference 2016 Delegates,

KIOGE 2016 – Kazakhstan International Oil and Gas Conference will be held for the 24th time in Almaty, Kazakhstan on the 5th and 6th October, at **Best Western Atakent Park Hotel**. The address of the Hotel is: **Timiryazev Str., 42**.

We are sure that your Company's preparations for this Conference are going to plan and we very much hope that the Conference will justify your expectations. Please see below the necessary information, which will help you in your final preparations for attending the conference. Please read it attentively and if you have any questions please contact us, we will be happy to help.

Payment for your participation

Please kindly note that the delegates are entitled to participate in the Conference after the complete payment is made. We would ask you to check with the finance department of your Company that the payment for your participation was made in time.

Visa support / Accommodation

You should by now have made all your arrangements. Please note that hotel and visa arrangements are your responsibility. If you have not yet made arrangements, please contact our official travel agent:

Business & Sport Travel

77/105 Kurmangazy str.
Tel.: +7 727 2 76 11 11
Fax: +7 727 2 72 37 14
E-mail: info@bstravel.kz
www.bstravel.kz

Conference Registration

The registration will take place on the **4th October from 12:00 until 17:00** in the Best Western Atakent Park Hotel. We recommend you to register at this time. Please bring your ID or business card.

Additional registration will be available on the opening day of the conference on the **5th October from 09:00** for late-comers. At registration you will receive your badge and a delegate bag containing all the necessary information about the Conference and the tickets for lunches and evening reception.

Presentation at the Conference (only for Speakers)

Please provide the electronic version of the presentation in the relevant format (if there is Power Point Presentation) and 2 hard copies for the interpreters.

The presentation should last no longer 15 minutes. Given the busy schedule of the Conference, the Chairman is responsible for keeping the time frame in the session. We would ask you to meet 30 minutes prior to the beginning of the session with the Chairman (the name is in the programme) and to discuss technical issues of the session.

During the Conference the organizers provide the computer and LCD-projector. Your presentation will be shown on one screen. Simultaneous translation to English and Russian will be provided.

On-site ITE/ITECA at KIOGE 2016

The ITE/ITECA team will assist you at the Conference if you have any questions. Please contact Project Manager Olga Remorenko (mob. + 7 701 776 17 78)

Business Centre / Internet Connection

At the territory of the Best Western Atakent Park Hotel there will be Business Centre which is fully equipped and open throughout the day. There is also wireless internet connection available, provided by the Hotel, which is under the password 88888888

We look forward to meeting you in Almaty and would like to take this opportunity on behalf of ITECA Company to wish you all a successful and productive conference.

Yours sincerely,
KIOGE 2016 Team

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Fax: + 7 727 258 3444

KIOGE 2015 PARTNERS

GOLDEN PARTNER



SILVER PARTNERS



BRONZE PARTNERS

