

Paying the Hotel Deposit

In order to secure your hotel reservation the ACEI Moscow conference host, Manana Salakaya, has instructed us that a 50% payment of our hotel fee must be paid to the Borondino Hotel in Moscow by **April 20th**. This is the final date for the deposit to be received by the hotel.

Most often, transfers of this kind are made by wiring money through banks. This is a common practice in this part of the world and not an unusual request so please do not be too worried if you decide to wire your deposit on your own. However, if you are uncomfortable with wiring your 50% deposit to the Borondino Hotel please send your payment to ACEI by **April 12th**. ACEI will then do one group wire transfer to cover your deposit. If you do not get us a check by April 12th you must send the deposit to the hotel by wire on your own.

Of course, you may wish to wire the total amount to the hotel, in which case this will need to be completed by you individually. ACEI will ONLY be assisting with the 50% deposit sent to us by April 12th.

Once you have sent your deposit you may wish to send an email to diane.start@earthlink.net. This way we will be able to help to keep track of who has sent their deposit and who still needs to pay.

Amount of the 50%

Manana Salakaya from ACEI Moscow has the list of hotel deposit amounts and she may forward these amounts to you in order to simplify the process. Diane Whitehead (ACEI) also has this list. If you do not receive this information from Manana please feel free to contact Diane Whitehead, email diane.start@earthlink.net or 301-570-2111. Amounts you receive will be listed in rubles. Please convert to USD using an on line currency converter and note the date that you made the conversion.

Paying by Check

It would be helpful to include short cover letter with your check to ACEI to state that this is for your 50% hotel deposit, the amount – rubles to USD- and the conversion date to USD. We may need such a letter for our financial records! Please mark your check to ACEI and clearly note on the check for: Moscow Hotel Deposit.

If you believe that your check may not arrive by April 12th please send to ACEI by overnight or by a process where it is certain to be delivered to this office directly by April 12th or the next business day of April 14th. Sorry, but we will not be able to do pick up of any overnighted mail that is delivered to the Post Office. Your check must come directly to ACEI , 17904 Georgia Avenue, Suite 215, Olney, MD. 20832.

Paying By Credit Card

We have arranged for hotel deposits to also be paid through ACEI using a credit card. Please call ACEI at 301-570-2111. Tell the receptionist that you would like to pay for the Moscow Hotel Deposit. Please provide the registrant's name, the credit card information, including the three digit security code, and the amount converted from rubles to U.S. dollars.

Receiving Your Letter of Invitation

The BORODINO HOTEL is the official conference hotel. Letters of invitation will be issued to you via email once your hotel deposit has been paid. If you have made other arrangements for accommodation while in Moscow it may be more difficult to receive a letter of invitation. Although ACEI does not require attendees to stay at the Borondino Hotel, the process of receiving letters of invitation are much easier if you are registered there. If you are staying in another hotel you may need to contact ACEI Moscow hosts at moscowacei2008@gmail.com for further instructions or contact the hotel in Moscow where you will be staying. A travel agent could also assist you with this process. **ACEI cannot guarantee a smooth process for receiving your letter if you are staying somewhere other than the Borondino Hotel.**

Once you have received your Letter of Invitation please move ahead quickly to receive your VISA. There are tips listed on this web page from an ACEI colleague about traveling to Russia. These may help you or you may wish to contact the Russian Embassy or Consulate for further information. Again, independent travel agents may also be willing to explain the process to you.