



OGU 2008

11th Uzbekistan International Oil & Gas Exhibition & Conference

13 – 15 May 2008

Uzexpocentre Tashkent,
Uzbekistan



ACCOMMODATION & TRAVEL SERVICES MANUAL



CTMS, Garden Studios, 11-15 Betterton St.
Covent Garden, London WC2H 9BP
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Our broad range of services include:

- Visa supports (invitations)
- Visa procurement
- Hotel accommodation
- Flight / train reservations
- Airport transfers
- Airport Meet & Greet
- Pre and post exhibition tours
- Meeting & Event Planning
- Travel Policy Management & Consulting
- Travel Expenditure Reporting & Analysis
- Private Air Charter
- VIP Services

CTMS – Corporate Travel Management Solutions

has, for the last 15 years, been a leading provider of Travel Management Services to corporate clients throughout the world.

We attribute our success and strategic advantage in the marketplace to our dynamic customer driven approach – listening to our client’s unique needs and requirements, understanding their particular travel service and convenience standards, and then using our existing technology, bargaining power and expertise to provide our clients with maximal value.

CTMS offers its clients a host of services in order to ensure that every aspect of company travel is orchestrated according to the exact needs of each client and that we add value and contribute to the travel process in every organisation we work with.

The following pages detail:

How to obtain your visa

Suggested hotel accommodation

Location maps

How to get to/from the exhibition centre

Airport-Hotel transfer information

Suggested pre- and post- exhibition tours

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IMPORTANT VISA INFORMATION

You will need a visa (Business or Tourist) for Uzbekistan unless you are a citizen of:

Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Moldova, Russia or Ukraine.

Remember to give yourself enough time to obtain your visa; depending upon your nationality this can take up to 8 weeks.

Please note: ITE is not responsible for providing any documentation required in order to obtain your visa.

To obtain your Uzbek visa you will need:

A **business or tourist invitation/visa support document.**

We can obtain a Tourist Visa Support for you (see page 4).

Two application forms.

Your **original passport** with at least two blank visa-designated pages (passport must be valid for the duration of your stay in Uzbekistan)

Two recent **passport-type photographs.**

Any **Other documents** that may be needed by your particular consulate – check with them.

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WHAT TYPE OF VISA DO I NEED?

Business single entry visas are issued for 7, 15, 30 days; 3, 6, 12 months. Tourist single entry visas are valid for a maximum of 1 month.

BUSINESS VISA

If you are attending the Exhibition as an exhibitor or expect to undertake business whilst there we recommend that you travel on a Business visa. Your inviting partners from the Republic of Uzbekistan should submit a Visa Support Letter to the Ministry of Foreign Affairs in Tashkent (or one of the departments of the Ministry located in Nukus, Samarkand, Bukhara, Khiva). Visas will only be issued by the Consulate upon confirmation from the MFA that this visa support letter has been accepted and authorised.

TOURIST VISA

If you are simply visiting the exhibition and not conducting business you can travel on a tourist visa. We can apply for a Visa Support Letter via the Ministry of Foreign Affairs in Tashkent for you if required. *Please note that visa supports can only be obtained with an actual hotel booking. The hotel will register your arrival with the local police.*

A Visa Support Letter is not required by citizens of Austria, Belgium, France, Germany, Italy, Japan, Spain, Switzerland or the USA provided you apply for the visa in your country of citizenship.

HOW LONG DOES IT TAKE TO OBTAIN THE VISA SUPPORT?

These are issued in Tashkent by the MFA. Applications are processed in 20 working days.

HOW TO OBTAIN YOUR VISA SUPPORT DOCUMENT

If you would like us to obtain your visa support document please complete the following form and email it to us **along with a clear colour scanned copy of your passport** to exhibitor@ctmslondon.co.uk

HOW YOUR VISA SUPPORT IS DELIVERED TO YOU

Once we have your invitation details and confirmation number it will be emailed to you. The MFA will then authorise your chosen Consulate to issue your visa. Please check with this Consulate that they have received your confirmation number before applying; only once this authority has been received by them can you then apply for your visa.

Name of Exhibition	TASHKENT OIL & GAS 2008	City	TASHKENT
ABOUT YOU AND YOUR VISIT			
First Name		Entry date to Uzbekistan	
Last Name		Exit date from Uzbekistan	
Middle Name		Visa to be collected in which city?	
Sex	MALE / FEMALE	List the cities to be visited during your stay in Uzbekistan	1. TASHKENT
Date of Birth (dd-mm-yyyy)			2.
Country of Birth			3.
City of Birth			4.
		Country of Permanent Residence	
Passport Information (your passport must be valid for at least 6 months beyond your exit date from Russia)			
Present Citizenship		Passport Number	
Issued Date (dd-mm-yyyy)		Expiry Date (dd-mm-yyyy)	
Place of Work			
Company Name		Street Address	
Position		City	
Phone		State/County	
E-mail		Country	
PAYMENT — CARD HOLDER DETAILS			
Name		Fax	
Telephone		E-mail	
Billing Address			
CARD NUMBER			
Valid from Date		Expiry Date	
3-4 Digit Security Code		Card Type	VISA <input type="checkbox"/> Maestro <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/> Amex <input type="checkbox"/>
VISA SUPPORT FEE	£ 80.00	I authorise you to debit my card having read and understood the charges being made. By signing this form I agree to CTMS's terms & conditions (available on request). A 3% credit card surcharge applies for settlement by credit card; debit cards, cash & bank transfers do not incur this charge. CTMS head office in Canada will process this payment and convert this GBP amount into CAD using the www.xe.com rate on the day. This payment will be shown on my statement as having been taken by "Corporate Travel". CTMS is an abbreviation of Corporate Travel Management Solutions Inc.	
BOOKING FEE	£ 23.50		
TOTAL	£ 103.50		
Card Holders Signature:	Date:		
If you prefer to pay by bank transfer our bank details are: Barclays Bank, 180 Oxford St., London W1D 1EA Account name: CTMS Ltd, Account No.: 60401382 IBAN: GB21BARC20060560401382, SWIFT: BARCGB22		Please inform us once you have sent your bank transfer so we can watch for its arrival. Please ensure all bank charges are paid for; the amount shown above must reach our account without any deductions.	

VISA PROCUREMENT APPLICATION FORM

HOW TO OBTAIN YOUR VISA IF YOU ARE BASED IN THE UK

If you are in the UK we can lodge your visa application at the London Consulate for you. Please complete this form and send it to us along with the following documents:

- Your passport
- Two visa application forms
- Two passport-type photographs
- Visa Support Letter

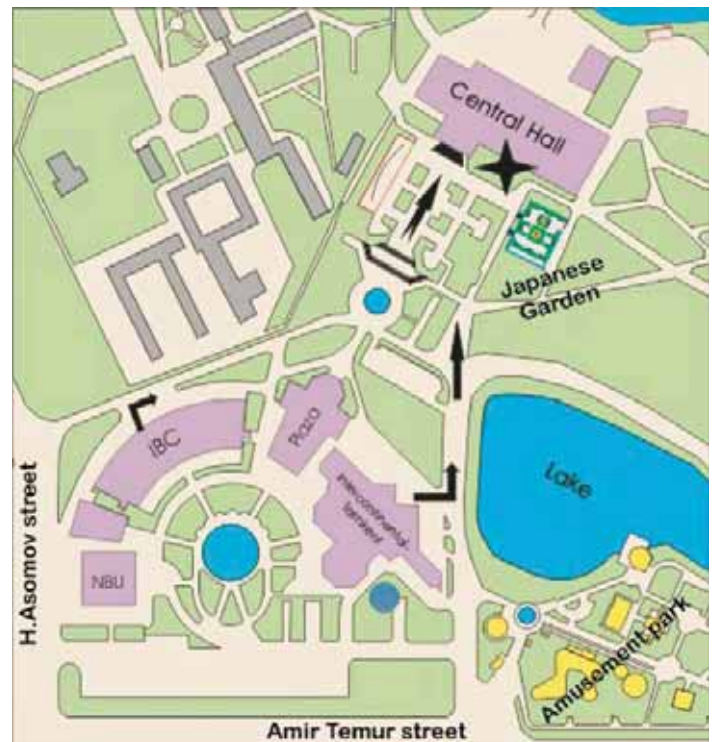
Name of Exhibition	TASHKENT OIL & GAS 2008	City	TASHKENT
ABOUT YOU AND YOUR VISIT			
First Name		Entry date to Uzbekistan	
Last Name		Exit date from Uzbekistan	
CONSULAR FEES (Surcharges may apply for some non-UK passport holders)			
VISA VALIDITY		Single Entry	Multiple Entry
Up to 15 days		USD \$70	n/a
Up to 30 days		USD \$80	n/a
Up to 6 months		USD \$140	USD \$170
PAYMENT — CARD HOLDER DETAILS			
Name		Fax	
Telephone		E-mail	
Billing Address			
CARD NUMBER			
Valid from Date		Expiry Date	
Security Code		Card Type	VISA <input type="checkbox"/> Maestro <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/> Amex <input type="checkbox"/>
LODGING CHARGE	£ 58.75	I authorise you to debit my card having read and understood the charges being made. By signing this form I agree to CTMS's terms & conditions (available on request). A 3% credit card surcharge applies for settlement by credit card; debit cards, cash & bank transfers do not incur this charge. CTMS head office in Canada will process this payment and convert this GBP amount into CAD using the www.xe.com rate on the day. This payment will be shown on my statement as having been taken by "Corporate Travel". CTMS is an abbreviation of Corporate Travel Management Solutions Inc.	
CONSULATE FEE	£		
TOTAL	£		
Card Holders Signature:		Date:	
If you prefer to pay by bank transfer our bank details are: Barclays Bank, 180 Oxford St., London W1D 1EA Account name: CTMS Ltd, Account No.: 60401382 IBAN: GB21BARC20060560401382, SWIFT: BARCGB22		Please inform us once you have sent your bank transfer so we can watch for its arrival. Please ensure all bank charges are paid for; the amount shown above must reach our account without any deductions.	



GETTING TO UZEXPOCENTRE

Uzexpocentre is 5km from the Central Tashkent; approximately a 10minute drive by taxi.

The Uzexpocentre complex consists of the Exhibition Halls themselves plus a Japanese Garden, Aqua Park and the Tashkentland amusement park.



"Uzexpocentre" NEC
107, Amir Temur street
Tashkent, 700084

Nearest Metro station is "Bodomzor"

Nearest Bus stop is located outside the "Inter-Continental Tashkent"
Tashkent is the only city in the Central Asia, which has a metro.



The metro construction was started in 1973 and in 1977 the first line began to operate. Today Tashkent metro - has 36 stations and they all differ from each other. Architectural and artistic decoration of each station depicts its name. Leading local architects and artists took part in the design of the stations.





There is a very high demand for hotel rooms in Tashkent; to help exhibitors participating at the exhibition, CTMS, where possible, has blocked space at suitably located hotels.

You are advised to book early to avoid disappointment.

SUGGESTED ACCOMMODATION INCLUDES

<p>Intercontinental Hotel ★★★★★</p> <p>Nearest Underground Station: Bodomzor</p> <p>Breakfast: TBA</p> <p>This hotel is ideally situated; it is within walking distance of the International Exhibition Centre (UzExpo Centre); located next to the National Bank, close to shopping arcades and the business district.</p> <p>Two gourmet restaurants, Fitness Club, Therapy Centre with pool, sauna, solarium, steam bath, massage, and gym. The "Crystal Ballroom", the "Amir Timur Hall. 24-hour room service.</p> <p>Room features include: Telephone, Satellite-TV, Hairdryer, Writing Desk, Mini-bar, Internet access, air conditioning.</p> <p>The hotel offers an airport pick-up service.</p> <p>Cancellation Policy: Available on Application</p>	<p>Room Rates: Available on Application</p> <p>Address: 107 A, Amir Temur Street Tashkent 700084</p> <p>Tel.: +998 71 12 07 000 Fax: +998 71 12 06 459</p>  
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<p>Radisson SAS Hotel ★★★★★</p> <p>Nearest Underground Station: Bodomzor</p> <p>Breakfast: TBA</p> <p>Centrally located this hotel is close to the International Exhibition Centre (UzExpo Centre), Capital Business Centre, Japanese garden, Aqua and Entertainment parks.</p> <p>The hotel offers 111 well designed rooms equipped with air- conditioning, satellite-TV, internet, safe, minibar. The "Bosphoruos" restaurant serves an exciting variety of Mediterranean dishes. Fitness club. swimming pool, sauna, steam bath, and massage.</p> <p>The rooms have Telephone, satellite TV, minibar, air-conditioning, bathroom.</p> <p>Cancellation Policy: Available on Application</p>	<p>Room Rates: Available on Application</p> <p>Address: 88, Amir Temur Street, Tashkent 700084</p> <p>Tel.: +998 71 12 04 900 Fax: +998 71 12 04 905</p>  
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SUGGESTED ACCOMMODATION INCLUDES





<p>Hotel Dedeman Silk Road ★★★★★</p> <p>Nearest Underground Station: TBA</p> <p>Breakfast: TBA</p> <p>Hotel Dedeman is centrally located perfect on the junction of two of the city's main streets - Amir Temur and Navoi streets, not far from the Amir Temur Square. Most of the business and government offices are located within 10 minutes drive from the hotel.</p> <p>The hotel offers swimming pool, fitness centre, the Pasha night club, Business centre with fax, internet, computers, and copy machine.</p> <p>Room features include: Telephone, Satellite-TV, Hairdryer, Writing Desk, Mini-bar, Internet access, air conditioning.</p> <p>Cancellation Policy: Available on Application</p>	<p>Room Rates: Available on Application</p> <p>Address: Amir Temir Str., C 4, N 7/8 700000, Tashkent</p> <p>Tel.: +998 71 12 03 700 Fax: +998 71 13 44 242</p>  
<p>Tashkent Palace Hotel ★★★★★</p> <p>Nearest Underground Station: TBA</p> <p>Breakfast: TBA</p> <p>This is a former Le Méridien property ideally located in the heart of Tashkent, opposite the famous Alisher Navoi Opera House and only 15-20 minutes from the airport.</p> <p>The Hotel offers 250 elegantly appointed and uniquely decorated rooms with an excellent views of the Opera House. 3 international style restaurants, private dining room, "Piano" and "Jazz" bars. Swimming pool, sauna, massage, solarium and fully equipped fitness club.</p> <p>Room features include: Telephone, Satellite-TV, Hairdryer, Writing Desk, Mini-bar, air conditioning.</p> <p>Cancellation Policy: Available on Application</p>	<p>Room Rates: Available on Application</p> <p>Address: 56, Buyuk Turon Street Tashkent 700029</p> <p>Tel.: +998 71 12 05 800 Fax: TBA</p>  



There is a very high demand for hotel rooms in Tashkent; to help exhibitors participating at the exhibition, CTMS, where possible, has blocked space at suitably located hotels.

You are advised to book early to avoid disappointment.

SUGGESTED ACCOMMODATION INCLUDES

<p>Grand Mir Hotel ★★★★★</p> <p>Nearest Underground Station: TBA</p> <p>Breakfast: TBA</p> <p>The Grand Mir Hotel designed in classic oriental style, with elegant restaurants, well appointed rooms and many other extra services. The Hotel is located in one of the colourful parts of downtown of Tashkent, only 5 km from Tashkent International Airport.</p> <p>Bar, "Sultan" restaurant, Fitness & Business Centres.</p> <p>Room features include: Telephone, Satellite-TV, Hairdryer, Writing Desk, Mini-bar, Internet access, air conditioning.</p> <p>Cancellation Policy: Available on Application</p>	<p>Room Rates: Available on Application</p> <p>Address: 2, Kunaeva Street, Tashkent 700031</p> <p>Tel.: +998 71 14 02 000 Fax: +998 71 14 02 040</p>  
<p>Hotel Expo ★★★★★</p> <p>Nearest Underground Station: TBA</p> <p>Breakfast: TBA</p> <p>Built in spring of 2004, the hotel is located in the centre of Tashkent next to the International Exhibition Centre (Uzexpo Centre) on the bank of the Boz-Su River .</p> <p>The hotel is situated in a park and within walking distance can be found the Aquapark and the Japanese Garden . The hotel is located within 10 minute drive from main business and administrative centre of the city.</p> <p>Well equipped business centre with internet access, fax, printer, copier, and scanner. Restaurant "Sindbad" offers a variety meals on the open terrace on the bank of the Boz-Su.</p> <p>It offers 30 twin rooms and 2 luxury rooms. Each room is well furnished and includes air-conditioning, minibar, satellite TV, phone and radio.</p> <p>Cancellation Policy: Available on Application</p>	<p>Room Rates: Available on Application</p> <p>Address: 107 Amir Temir Str., Tashkent 700080</p> <p>Tel.: +998 71 13 43 494 Fax: TBA</p>  

HOTEL BOOKING FORM

Please complete this form and return it by email to exhibitor@ctmslondon.co.uk or fax it to **+44 (0) 20 7117 45 26**. Please note we do not process any orders without pre-payment.

Name of Exhibition		TASHKENT OIL & GAS		City		TASHKENT	
GUEST NAMES (as it appears in their passport)							
1.	First / Given Name	Middle Name	Surname / Family Name			Title (Mr / Mrs / Miss / Ms)	
2.							
3.							
4.							
HOTEL PREFERENCES							
1.		2.		3.			
DATES and ROOM TYPE							
Guest No.	Check-in Date	Check-out Date	No. of Nights		Room Type (single / twin / double)		
1.							
2.							
3.							
4.							
PAYMENT — CARD HOLDER DETAILS							
Name		Fax					
Telephone		E-mail					
Billing Address							
CARD NUMBER							
Valid from Date		Expiry Date					
3-4 digit Security Code		Card Type		VISA <input type="checkbox"/> Maestro <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/> Amex <input type="checkbox"/>			
CHARGES							
BOOKING FEE (incl. of VAT)		£ 35.25		I authorise you to debit my card having read and understood the charges being made. By signing this form I agree to CTMS's terms & conditions (available on request). A 3% credit card surcharge applies for settlement by credit card; debit cards, cash & bank transfers do not incur this charge. This amount will be charged in CAD (CTMS Toronto Canada process this payment) converted on the day and shown on your statement as "Corporate Travel". CTMS is an abbreviation of Corporate Travel Management Solutions.			
PER NIGHT RATE		£					
NO. OF NIGHTS X NO. OF ROOMS							
TOTAL		£					
Card Holders Signature:				Date:			
If you prefer to pay by bank transfer our bank details are: Barclays Bank, 180 Oxford St., London W1D 1EA Account name: CTMS Ltd, Account No.: 60401382 IBAN: GB21BARC20060560401382, SWIFT: BARCGB22				Please inform us once you have sent your bank transfer so we can watch for its arrival. Please ensure all bank charges are paid for; the amount shown above must reach our account without any deductions.			

TRANSFER ORDER FORM

STANDARD CAR (for 1 - 3 pax) / One -way	GBP 55
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MINIBUS (for 4 - 8 pax) / One -way	GBP 85
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We recommend that you start your visit with a private car transfer to your hotel. We can organise transfers using a wide variety of car types, minibuses, coaches, western saloons through to prestigious luxury makes.

Please complete this form and return it by email to exhibitor@ctmslondon.co.uk or fax it to **+44 (0) 20 7117 4526**
Please note we do not process any orders without pre-payment.

Note: We only book transfers in combination with hotel accommodation; if you have booked your accommodation through an alternative party please contact them to arrange your transfers.

Name of Exhibition	TASHKENT OIL & GAS	City	TASHKENT
ARRIVAL FLIGHT DETAILS			
Flight No.	Date	From	To
DEPARTURE FLIGHT DETAILS			
Flight No.	Date	From	To
TRANSFER DETAILS			
Date	From		To
	Name of Airport		Name of Hotel & Address
	Name of Hotel		Name of Airport
PAYMENT by CREDIT CARD — CARD HOLDER DETAILS			
Name	Fax		
Telephone	E-mail		
Billing Address			
CARD NUMBER			
Valid from Date	Expiry Date		
3-4 digit Security Code	Card Type	VISA <input type="checkbox"/> Maestro <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/> Amex <input type="checkbox"/>	
CHARGES			
ARRIVAL TRANSFER	£	I authorise you to debit my card having read and understood the charges being made. By signing this form I agree to CTMS's terms & conditions (available on request). A 3% credit card surcharge applies for settlement by credit card; debit cards, cash & bank transfers do not incur this charge. This amount will be charged in CAD (CTMS Toronto Canada process this payment) converted on the day and shown on your statement as "Corporate Travel". CTMS is an abbreviation of Corporate Travel Management Solutions.	
DEPARTURE TRANSFER	£		
BOOKING FEE (incl. of VAT)	£ 17.63		
TOTAL	£		
Card Holders Signature:		Date:	
If you prefer to pay by bank transfer our bank details are: Barclays Bank, 180 Oxford St., London W1D 1EA Account name: CTMS Ltd, Account No.: 60401382 IBAN: GB21BARC20060560401382, SWIFT: BARCGB22		Please inform us once you have sent your bank transfer so we can watch for its arrival. Please ensure all bank charges are paid for; the amount shown above must reach our account without any deductions.	



If you have free days in Tashkent we can book a variety of tours that will acquaint you with this ancient city and its rich history.



In centuries past, the present capital of Uzbekistan was called Chachkand / Shashkand before being slightly changed to Tashkand and eventually Tashkent.

Tashkent has always been an important international transport junction. Unfortunately, only a small part of its architectural past is preserved, due to demolition of historical and religious buildings after the revolution of 1917 and a massive earthquake on 26 April 1966.

Some old buildings lie in the old town to the west of downtown. A myriad of narrow winding alleys, it stands in sharp contrast to the more modern Tashkent. Of interest among the older buildings are the 16th century Kukeldash Madrassah, which is being restored as a museum, and the Kaffali-Shash Mausoleum. Many of the Islamic sites in Tashkent, like Khast-Imam structure, are not open to non-Muslims, and visitors should always ask permission before entering them.

Tashkent houses many museums of Uzbek and pre-Uzbek culture. These include the State Art Museum, which houses a collection of paintings, ceramics and the Bukharian royal robes. The Museum of Decorative and Applied Arts exhibits embroidered wall hangings and reproduction antique jewellery. As important historical figures, such as Amir Timur - better known as Tamerlane in the West - are being given greater prominence, the exhibits and perspective of the museums are also changing.



DAY TRIP TO SAMARKAND

Early morning transfer to the train station. Take a comfortable and fast train at 7:00 am to Samarkand.

Arrival to Samarkand at 11:00 a.m. Guided sightseeing tour in Samarkand.

At 16:30 transfer to the train station. Take the train back to Tashkent. Transfer to the hotel.