

## MEMORANDUM

To: Prospective ITIA AGM Delegates  
Date: 12 June 2017  
Re: ITIA's 30th Annual General Meeting, 25 to 29 September, Moscow, Russia

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Attached are:

- the Provisional AGM Programme including details of the optional visit to Unecha Refractory Metals Plant and Ferro Tungsten Plant in Unecha offered by Wolfram Company JSC.
- the AGM registration form, to be returned to the **ITIA Secretariat** no later than **25 August**. After this date there will be a surcharge of US\$300. Name and contact details will only be included on the Attendance List after receipt of payment, at which time Registration Cards will be issued.
- the hotel reservation form, to be returned direct to the **Lotte Hotel, Moscow** by **25 August**. After that date, neither a room nor the discounted rates can be guaranteed. Rooms within ITIA's block booking will be allocated on a 'first come, first served' basis and the Hotel will send confirmation direct. Please note cancellation terms. **Only registered delegates may take advantage of ITIA's block booking.**
- a taxi Booking Form, to be returned direct to the Komandir Taxi Co at least 3 days prior to arrival in Moscow, if services required. Please note fares and details of cancellation and do not duplicate the airport pick-up services offered by the hotel.
- the request form for supporting a single-entry business visa together with details of categories for citizens from no-migration risk and migration risk countries and visa-free countries. The International Business Tourism Center «Cross Travel», an agent approved by the Russian authorities, will issue an invitation to support business visa applications. Complete and return the visa form together with a copy of passport identity/photo page to the **ITIA Secretariat** no later than **5 August**, if delegates wish to use their services. (*Note: There are other travel agents which provide similar services and delegates are not obliged to use Cross Travel*).

All delegates should confirm details or any queries re a business visa with a Russian Consular/Embassy Office or consult with travel consultants re type of passport, visa status and requirement in their countries. Visa applications should be made as soon as possible as the process can take some time.

### Notes:

- There are 60 places to visit the Wolfram Company JSC's plants in Unecha on Friday 29 September. Priority will be given to ITIA members and then on a "first come, first served" basis. Delegates planning to join the visit should register no later than **15 July** and the ITIA Secretariat will confirm a place before **18 July** to enable delegates to arrange travel schedules and hotel accommodation. Confirmed visitors will receive details re accommodation for the night of Thursday 28 September in the Bryansk Hotel.
- If there is sufficient demand, a spouse programme will be organised between 08:30 and 16:00 on Wednesday 27 September. Details will follow.

An Agenda for the AGM will be circulated together with the Attendance List on 26 August.

*Please circulate this information within your company and externally to prospective delegates. Details are also available under [Next ITIA AGM](#) on the ITIA website.*

Burghard Zeiler  
*Secretary-General*

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