

Brief Report on *Local Arrangements for XXX SCAR (WP 18)*

Russia has begun arrangement works for a series of meetings of SCAR, including the 19th session of COMNAP in the period from 30 June to 4 July 2008 in St. Petersburg, the 30-th SCAR session in the period from 5 July to 7 July 2008 in St. Petersburg and the meeting of SCAR national delegates in the period from 14 July to 17 July in Moscow, the 3rd Open Science Conference SCAR – IASC in the period from 8 July to 11 July 2008 in St. Petersburg.

The Local Organizing Committee for these meetings has been established. The co-chairs for the LOC are Academician Vladimir Kotlyakov, Director for the Institute of Geography of the Russian Academy of Science, Russian delegate in SCAR, and Alexander Frolov, Deputy Head of Roshydromet. Alexander Klepikov, head of the Arctic and Antarctic Research Institute (AARI) department, is Secretary for the LOC.

LOC representatives conducted two meetings in Moscow and St. Petersburg. They carried out expert selection of St. Petersburg organizations that specialize in holding conferences of that type. The selection was based on the contacts with representatives of corresponding businesses, analysis of their possibilities (experience, financial resources, capabilities of working with the system for electronic transfer of funds, availability of a branch in Moscow, capability of conducting a congress counting more than a 1000 participants) and analysis of independent reports on their activities and hosting similar events.

Seven companies were considered. As the result, the **MONOMAX Meetings & Incentives** company was selected. The company is the largest one in St. Petersburg that specializes in organizing congresses (particularly, the company took part in arrangement and conducting of the XI Saint Petersburg International Economic Forum in June 2007). For further information on the MONOMAX company see Appendix 1.

The meeting with the **MONOMAX** representatives was held on 3 May and attended by 5 members of LOC. The **MONOMAX** representatives made a presentation introducing the company's possibilities, and particularly, presented their conception of holding the SCAR-IASC OSC and all other meetings, including the Delegates Meeting in Moscow.

The **MONOMAX** company will be responsible for:

- rendering secretariat services for arrangement and catering of the Conference;
- providing assistance in elaboration of logos and forms of the Conference, and composing information letters of the Conference;
- affording the usage of the MONOMAX software including the on-line registration of the participants ensuring the possibility of the abstracts submission;
- ensuring the establishment of the Conference home page in the framework of the www.monomax.ru website;
- providing for the fiscal management of the Conference including the working out of the budget draft and fulfilling the attendant paper work, charging the registration fee and other payments from the participants, businesses and sponsors taking part in the Conference;
- carrying out the works on elaboration, designing and replication of informative messages, the agenda, theses anthology, and other documents of the Conference;
- fulfilling the task on distribution of information letters to the participants of the Conference;
- ensuring the rent of halls and premises for conducting of the Conference;
- guaranteeing the lease of technical equipment and simultaneous translation equipment;
- affording the construction of the exhibition;
- allowing the construction of stands for the poster session;
- rendering the interpreting service;
- organizing the board of the participants of the Conference, including coffee-breaks, icebreaker party, welcoming reception, Conference dinner, and other banquets;
- providing portfolios and assembling sets for the participants;

- ensuring the accommodation of the participants of the Conference in the hotels of St.Petersburg in compliance with requests received from the participants;
- organizing the transportation service for the participants of the Conference;
- rendering cultural program and excursions for the participants of the Conference;
- ensuring the visa support for foreign participants of the Conference.

It is proposed to consider the Pribaltiyskaya Hotel, and particularly its theater-hall which can seat 1000-1200 people, as the main venue for conducting SCAR-IASC OSC and the 30th session of SCAR. The hotel disposes of 12 smaller halls (for 30 – 500 people) and has capability of stationing a large number of posters. The meetings of separate SCAR working groups will be held in AARI (halls for 400, 100, 30 people and two halls for 25 people). In view of an estimated large number of participants the possibility of additional rent of LenExpo exhibition pavilions is being considered. LenExpo possesses a large number of halls with various capacity possibilities and was build for conducting the XI Saint Petersburg International Economic Forum. LenExpo, the largest exhibition complex in Saint Petersburg, is within 10-minutes' drive from Pribaltiyskaya.

The 19th session of the COMNAP will be held in AARI. The Delegates Meeting will be held in President-Hotel or in the Building of the Presidium of the Academy of Science in Moscow.

Appendix 1



MONOMAX Meetings&Incentives ***Professional Conference Organizer***

Monomax Meetings&Incentives offers full expertise in meeting and event management since 1991. The professionals of Monomax have a vast experience in different spheres of the MICE industry. They are always eager to manage meetings and events with their greatest personal care to guarantee the highest standards of service.

Why you contact Monomax Meetings&Incentives when planning your meeting or event in St Petersburg or Moscow?

TIME is a valuable asset. You get a remarkable **time cost reduction** by handing over technical tasks of **conference management** to our team.

COSTS SAVING - The rates for services offered by our company can be lower than the rates negotiated by you as an independent party. We have already got a large network of proven suppliers, so why not benefit from our resources?

PROFESSIONAL BUDGETING AND FINANCIAL MANAGEMENT – We provide qualified assistance in draft budget planning and registration fee estimation, account management and payments handling, liaison with vendors and many other aspects of financial planning and management.

ADVANCED TECHNOLOGIES – Company’s in-house integrated conference management software – Alternative Events – is the modern instrument of conference administration of any size. It offers mechanisms of delegate on-line registration, abstract handling and Internet payment processing. For conference secretariat it is a useful tool for conference Web site support, customized reports generation and cash flow management

QUALIFIED SECRETARIAT MANAGEMENT - Company’s experienced personnel with excellent English language skills is able to accomplish all the tasks and duties of conference secretariat with maximum efficiency and accuracy.

ON-SITE MANAGEMENT – Our team will provide professional on-site coordination throughout the conference to control all services and to resolve any possible emergencies. Our personnel speak good English and we supply all the necessary equipment for registration as well as information desk.

PROFESSIONAL TRAVEL SERVICES – Being experts in travel logistics handling we guarantee efficient organization of travel and social aspects of your conference – visa support for the delegates, conference social program, hotel accommodation management and transport logistics.

EXPERIENCE AND QUALITY – Our managers have experience of managing dozens of conferences, they know how to organize a conference step-by-step and how to avoid the “sharp angles” in the process of organization. We work as a team with a constant exchange of knowledge and experience. We work only with proven and most qualified conference services vendors – they know our needs and are flexible to deal with.

LOYALTY – The success of client’s conferences and events is a guarantee of our good reputation. We are ready to discuss with you the most adventurous ideas and will focus maximum efforts to make it real. Your estimation of our professionalism is valuable for us and we willing to develop cooperating with you.

For more than 15 years of our professional activity we have taken part in organization and management of hundreds of conferences and events, including the following:

- European Bioenergetics Conference ,700 participants, 2006, Moscow,
- European Polymer Congress – 2005, 1000 participants, Moscow,
- XI International congress on sound and vibration, 2004, 500 participants, St Petersburg,
- US-Russia Military HIV/AIDS Prevention Workshop, 2004, 200 participants, Moscow,
- TACIS Cross-Border Cooperation Small Project Facilities conference, 2003, 150 participants, St Petersburg
- V Nordic-Baltic Congress on Infectious Diseases, 2002, 600 participants, St Petersburg
- Russian-German Forum “Petersburger Dialog”, regular, 200 participants

Monomax Meetings&Incentives

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MAJOR CONFERENCES AND EVENTS

MONOMAX Meetings & Incentives

2007

- **Annual Workshop of "Atlas Copco" company**, January, Saint-Petersburg
- **Incentive program of "Schering Plau"**, January, Saint-Petersburg
- **"GAP-project Kick-off Seminar"**, February, Saint-Petersburg
- **Conference "Modern Cardiology: Science and Practice" and VI Saint-Petersburg Cardiology Workshop**, 11-19 May, Saint Petersburg
- **European Conference on Nonlinear Optical Spectroscopy**, May 12 - 15, Saint Petersburg
- **Ist International Forum "FROM SCIENCE TO BUSINESS"**International experience in development of infrastructure for innovation activity", May 17 - 19, Saint Petersburg
- **International Workshop on Information fusion and geographical information systems**, May 27 - 29, Saint Petersburg
- **XI Saint Petersburg International Economic Forum**, June, Saint-Petersburg
- **Conference "Actual Issues of Gematology and Transfusiology"**, June 13-15, Saint Petersburg
- **V^{ith} European Congress of International Association of Gerontology and Geriatrics. *Healthy and Successful Ageing for All Europeans.*** July 5 - 8, Saint Petersburg
- **V European Congress of Protistology and XI European Conference on Ciliate Biology**, 23-27 July, Saint Petersburg
- **XXIII International Cartographic Conference**, August 4 - 10, Moscow
- **XVII International Conference Horizons in Hydrogen Bond Research and Graduate School "Hydrogen Bonding and Hydrogen Transfer"**, 1-8 September, Saint Petersburg
- **XV Congress of European Mycologists**, September 16 - 21, Saint Petersburg
- **2nd Russian International Congress "Cerebrovascular Pathology and Stroke"**, September 17-20, Saint Petersburg

2006

- **VII Annual Global Development Conference**, January, St Petersburg
- **V International Conference "System Identification and Control Problems" (SICPRO'06)**, January – February, Moscow
- Conference "**Branched DNA method as an effective tool in monitoring the treatment of Hepatitis and AIDS**", March, Moscow
- **XIIth St Petersburg International Conference on Integrated Navigation Systems**, May
- **I(IX) International Conference of Young Botanists in St Petersburg (BINCONF)**, May
- **VIth International Conference on Next Generation Teletraffic and Wired/Wireless Advanced Networking (NEW2AN 2006)**, May - June, St Petersburg
- **II Biennial Conference on Cognitive Science**, June, St Petersburg
- **International Conference "Fuzzy Sets & Soft Computing in Economics & Finance" (FSSCEF 2006)**, June - July, St Petersburg
- **International Conference "Speech and Computer" (SPECOM 2006)**, June 25 - 29, St Petersburg
- **International Symposium on Molecular Photonics (MPH 2006)**, June - July, Valaam - Kizhi - Mandrogi
- **International summer school-conference "Advanced Problems in Mechanics" (APM 2006)**, June - July, St Petersburg
- **IV International Congress "Weak and Superweak Fields and Radiations in Biology and Medicine"**, July 3 - 7, St Petersburg
- **European Bioenergetics Conference (EBEC 2006)**, July, Moscow
- **25th International Symposium on Rarefied Gas Dynamics (RGD25)**, July, St Petersburg
- **XXXIII International Conference on High Energy Physics (ICHEP'06)**, July - August, Moscow
- **IXth SAC Seminar "New trends on positron emission tomography (PET)"**, September, St Petersburg
- International conference "**Psychological and Medical Issues in HIV/AIDS Prevention Within the Military: the Way Ahead**", September, Moscow
- **Willis Annual International Directors' & Officers' Conference**, September, St Petersburg
- **Cross-Border Cooperation Small Project Facility (CBCSPF) Final Seminar**, October, Moscow
- **IV Russian Politology Congress**, October, Moscow
- **III Russian Sociology Congress**, October, Moscow
- **Polar Glaciology Conference**, October, Sochi
- **Polar Glaciology Symposium**, October, Pushkinskye Gory
- **XXV Conference in memory of N. Ostryakov**, October, St Petersburg

- **"Toshiba" seminar**, October, St Petersburg
- Ist Russian **Symposium of Cardiosurgeons "Current Reconstructive Heart Valve Technologies"**, December, St Petersburg

EVENTS

- **55th International Congress of the European Society for Cardiovascular Surgery (ESCVS)**, The Opening ceremony, May, St Petersburg
- The visit to St Petersburg of the **Band of the Royal Danish Life Guards**, September

FESTIVALS AND SPORT EVENTS

- **Theatre festival "Producer - feminine profession"**, March, St Petersburg
- **Theatre festival "Meet in Russia"**, April, St Petersburg
- **XI International environmental film festival**, November, St Petersburg

IX Russian Kickboxing Championship "Cup of Peter", December, St Petersburg

2005

- **X Annual Conference of the Russian Library Association**, May, St Petersburg
- **IV International Conference "Ecology and Agricultural Machinery"**, May, St Petersburg
- **Autonomous Intelligent Systems: Agents and Data Mining (AIS-ADM-05) Workshop**, June, St Petersburg
- **V International Symposium "Molecular Mobility and Order in Polymer Systems"**, June, St Petersburg
- **XII International Conference on Integrated Navigation Systems**, June, St Petersburg
- **VII Annual "C-Nord" Technical Seminar "The white nights"**, June, St Petersburg
- **VII Symposium of World Artificial Organs, Immunology and Transplantation Society (WAITS)**, June, St Petersburg
- **European Polymer Congress - 2005**, June - July, Moscow
- **V International Scientific School "Modeling and Analysis of Safety and Risk in Complex Systems"**, June - July, St Petersburg
- **XXX International School "Current Problems in Mechanics"**, June - July, St Petersburg
- **European Mechanics Society Colloquium**, June - July, St Petersburg
- **International conference "PhysCon 2005"**, August, St Petersburg
- **The Chromosome Conference and 7th Meeting of the International Sorex araneus Cytogenetic Committee (ISACC) Evolution in the Sorex araneus group: cytogenetic and molecular aspects**, August - September, St Petersburg
- **Russia - US Military HIV/AIDS Prevention Conference "Applied Strategies to Halt the Spread of AIDS in Militaries"**, September, Moscow
- **Masonite Europe 2005 Agents Conference**, September, St Petersburg
- **International workshop "Mathematical Methods, Models and Architecture for Computer Network Security"**, September, St Petersburg

- **10th IAEA Technical Meeting on H-mode Physics and Transport Barriers**, September, St Petersburg
- **Network meeting of JSC Russian Railways marketing directors**, September, St Petersburg
- **XXI International Conference "Mathematical modeling in mechanics of deformable solids and structures"**, October, St Petersburg
- **Network meeting of JSC Russian Railwayson civic defence matter**, October, St Petersburg
- **Network meeting Railwaysof the commuter complex employees of JSC Russian** , October, St Petersburg
- **III International Symposium on Waterfowl of Northern Eurasia**, October, St Petersburg
- **XI International Meeting on applying charged particle accelerators in industry and medicine**, October, St Petersburg
- **Polar Glaciology Symposium**, October, Sochi
- **The preparation meeting for the International Polar Year**, October, Sochi
- **"Atlas Copco" seminar**, December, St Petersburg

EVENTS

- **Coaltrans Russia 2005**, March, St Petersburg
- **Presentation of Frederick Hart sculpture to the State Hermitage Museum, the ball in Marble palace**, June, St Petersburg
- **The opening ceremony in Yusupov palace for the International finance seminar 2005**, September, St Petersburg

FESTIVALS AND SPORT EVENTS

- **Russian Figure Skating Championship 2005**, January, St Petersburg
- **II All-Russian Theatre Festival " Five evenings" in memory of Alexander Volodin**, February, St Petersburg
- **St Petersburg Kickboxing Open Championship**, March, St Petersburg
- **VII International Theatre festival "Meet in Russia"**, April, St Petersburg
- **X International environmental film festival**, September, St Petersburg
- **XV International theatre festival "Baltiysky Dom"**, September - October, St Petersburg
- **ISU Grand Prix Finals of Figure Skating**, November, St Petersburg
- **VIII International Kickboxing Tournament "Cup of Peter"**, December, St Petersburg

2004

- **Conference dedicated to the 100th Anniversary of Academician Pavlov's Nobel Prize Award** November, St Petersburg
- **Presentation dedicated to the First Anniversary of JSC "Russian Railways"** October, St Petersburg
- **Conference "Ischemic Heart and Brain Disease"**, September, St Petersburg
- **IX International Conference Speech and Computer - SPECOM'2004**, September, St Petersburg
- **US-Russia Military HIV/AIDS Prevention Workshop "Current Issues in Prevention, Diagnosis and Treatment of HIV and AIDS in the Military"**, August – September, St Petersburg
- **XI International Congress on Sound and Vibration**, July, St Petersburg
- **International Workshop on Multiple Scattering Lidar Experiments - MUSCLE XIII**, June – July, St Petersburg
- **IX Bulatov's lectures "Actual problems of pulmonology and allergology - for general practitioners"**, June, St Petersburg
- **XXXIII International School "Current Problems in Mechanics"**, June - July, St Petersburg
- **International Conference on Fuzzy Sets and Soft Computing in Economics and Finance**, June, St Petersburg
- **16th IFAC Symposium on Automatic Control in Aerospace**, June, St Petersburg
- **III European Congress on Hemiptera**, June, St Petersburg
- **VII International Symposium "Transport Noise and Vibration"**, June, St Petersburg
- **XIII Glaciological Symposium**, May, St Petersburg
- **XIII Conference "Neuroimmunology"**, May, St Petersburg
- **XI International Conference on Integrated Navigation Systems**, May, St Petersburg

SEMINARS

- **Orthodontia Seminars**, September, May, St Petersburg
- **VI Annual Technical Seminar "The White Nights"**, June, St Petersburg

FESTIVALS

- **VII International Kickboxing Tournament "Cup of Peter"**, December, St Petersburg
- **IX International Ecological Festival "Green Look"**, September, St Petersburg
- **VI International Theatre festival "Meet in Russia"**, April, St Petersburg
- **I All-Russian Theatre Festival "Five evenings" in memory of Alexander Volodin**, February, St Petersburg

2003

- **TACIS Cross-Border Cooperation Small Projects Facilities - Launching Days**, November, Saint Petersburg
- **XIII National Congress on Lung Diseases**, November, Saint Petersburg
- **Meeting of Leading Education Specialists of EC and NIS states "Bolonsky Process"**, October, Saint Petersburg
- **VIII National Convention of Orthodontists**, October, Saint Petersburg
- **Russian-Dutch Conference "Distribution of Authorities in Preservation of the Environment"**, September, Saint Petersburg
- **II International Workshop "Mathematical Methods, Models and Architectures for Computer Network Security"**, September, Saint Petersburg
- **II International Conference "Current Problems in Optics of Natural Waters"**, September, Saint Petersburg
- **International Conference CIDOC-2003**, September, Saint Petersburg
- **International Conference "Physics and Control" - PhysCon 2003**, August, Saint Petersburg
- **XII General Assembly of Societas Europaea Herpetologica**, August, Saint Petersburg
- **47 European Go Congress**, July – August, Saint Petersburg
- **JSC Uralkali Corporate day**, July, Saint Petersburg
- **XII National Conference "Neuroimmunology"**, June – July, Saint Petersburg
- **XI International Conference on Laser Optics**, June – July, Saint Petersburg
- **XXXII International School "Current Problems of Mechanics"**, June – July, Saint Petersburg
- **Assembly of Heads of Russian Railways**, June, Saint Petersburg
- **X International Conference on Integrated Navigation Systems**, May, Saint Petersburg
- **II Annual International Conference on an Inter-faith Perspective of Globalisation**, April, Saint Petersburg
- **All-Russian Scientific Conference "Advanced Problems of Cardiovascular Surgery"**, April, Saint Petersburg
- **III International Congress "Actual Problems in Medicine and Pharmacy 2003"**, April, Saint Petersburg
- **Russian-German Forum "Petersburger Dialog"**, April, Saint Petersburg
- **II Congress of Theraputists of Saint-Petersburg and North-Western region of Russia**, February, Saint Petersburg

SEMINARS

- **Science Practice for Cardiologists "Heart and Diabetics"**, October, Saint Petersburg
- **TACIS Seminar "Improvement of Population Access to the Environment Information"**, September, January, Saint Petersburg
- **Seminar "Implementation of Court Decisions in Civil and Commercial Cases" in the framework of the joint program of European Commission and Council of Europe for the Russian Federation**, September, Saint Petersburg
- **Seminar of the Nordic Council of Ministers "Northern Dimension: Environment and Cross-Border Cooperation"**, April, Saint Petersburg

FESTIVALS AND SPORT EVENTS

- **XII International Festival of the Union of European Theaters**, September – October, Saint Petersburg
- **Visit of the delegation of Paris Governmental Department of Culture in the framework of the Festival "Paris in Saint-Petersburg"**, May, Saint Petersburg
- **ISU Gran Prix Finals of Figure Skating**, February – March, Saint Petersburg

2002

- **V All-Russian Conference "Informat Society Technologies - Internet and Modern Society"**, November, Saint Petersburg
- **Conference "Unconventional Hydrocarbon Sources and Renewable Energy Sources"**, October, Saint Petersburg
- **VIII Annual CEREAN Conference "Capital - The Lifeblood of The Real Estate Market: Mortgage, Finance, Safety of Investment"**, October, Saint Petersburg
- **International Conference dedicated to the 75th anniversary of Leningrad Region**, August, Saint Petersburg
- **Annual Conference of the Ministry of Railways of the Russian Federation**, July, Saint Petersburg
- **II Meeting of the International Heteropterists Society**, July, Saint Petersburg
- **VIII International Conference "Mossbauer spectroscopy and its application"**, July, Saint Petersburg
- **II Meeting of All-Russian Biochemical Society**, June - July, Saint Petersburg
- **Conference "Theory and Practice of Economic-Geological Evaluation of Oil and Gas Installations. Investment Attractiveness Evaluation"**, June, Saint Petersburg
- **Conference "Current Issues of Haematology and Blood Transfusion"**, June, Saint Petersburg
- **Conference "7th Bulatov Readings"**, June, Saint Petersburg
- **IV International Symposium "Molecular Order and Mobility in Polimer Systems"**, June, Saint Petersburg
- **Conference "Transit Shallow Water of Continental Shelf as the Nearest Reserve of Hydrocarbon for Russian Federation and its Areas"**, June, Saint Petersburg

- **AES XXI International Conference on Architectural Acoustics & Sound Reinforcement**, June, Saint Petersburg
- **Conference "The Kolosov Lectures"**, May, Saint Petersburg
- **IX International Conference on Integrated Navigation Systems**, May, Saint Petersburg
- **BASREC Conference on the Testing Ground for the development and implementation of the flexible mechanisms of the Kioto protocol**, May, Saint Petersburg
- **V Nordic-Baltic Congress On Infectious Diseases "Towards Optimal Diagnostics and Management"**, May, Saint Petersburg
- **Conference "Neuroimmunology"**, May, Saint Petersburg
- **Conference "Biochemistry for Medicine"** dedicated to the 100th anniversary of biochemistry department of Military Medical Academy, January - February, Saint Petersburg
- **Saint Petersburg Polygraphy Forum**, January, Saint Petersburg

SEMINARS

- **Annual Technical Seminar "White nights of C-Nord"**, June, Saint Petersburg
- **Seminar of the German Company TUV Nord**, February - March, Saint Petersburg
- **Educational Seminar of UNAIDS/WHO**, February, Saint Petersburg

FESTIVALS AND SPORT EVENTS

- **International Theatre festival "Baltiysky Dom"**, October, Saint Petersburg
- **VII International festival of ecological movies "Green Vision"**, September, Saint Petersburg
- **Annual competition of young modellers "Admiralty Needle"**, May - June, Saint Petersburg

2001

- **ISU Grand Prix Cup of Russia 2001**, November, Saint Petersburg
- **Conference "Heart Failure: From Research to Everyday Practice"**, October, Saint Petersburg
- **V IFAC Symposium "Nonlinear Control Systems - NOLCOS'01"**, July, Saint Petersburg
- **International Symposium "Immunization Systems and Introduction of Hepatitis B Vaccine in Central and Eastern Europe and the Newly Independent States"**, June, Saint Petersburg
- **IV Russian Congress on Endocrinology**, June, Saint Petersburg

- **VIII International Conference on Integrated Navigation Systems**, May, Saint Petersburg
- **V International Conference "Days of Immunology in St.-Petersburg"**, May, Saint Petersburg
- **Russian-German Forum "Petersburger Dialog"** in the framework of the Summit of Russian President Vladimir Putin and German Chancellor Gerhard Schröder, April, Saint Petersburg

Monomax Meetings & Incentives offers you comprehensive conference management software – **AE Software** - designed by our in-house engineers to ensure an excellent way of communication between the conference secretariat and delegates by means of the latest IT-technologies.

What does *AE Software* offer?

1. On-line registration and abstract submission

Almost every large international congress today requires on-line registration facilities. With the help of *AE Software* all conference participants can register and order additional services by themselves.

While completing the registration form directly at the conference web site, all personal information is generated in the database and each delegate receives an immediate confirmation of his registration with a personal code and a password. At the same time, all registration information is automatically forwarded to the conference Organizing committee.

This type of registration saves a great deal of time for both organizers and participants.

The image shows a screenshot of a web browser displaying a registration form titled "Personal Information". The form includes the following fields and instructions:

- Title:** A dropdown menu with "Dr." selected.
- Family Name:** A text input field.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Affiliation:** A text input field.
- Department:** A text input field.
- Position:** A text input field.
- Country:** A dropdown menu with "Unknown" selected.
- City:** A text input field.
- Zip:** A text input field.
- Address:** A text input field.
- Phone:** A text input field with the instruction "(please, include country and area codes)".
- Fax:** A text input field with the instruction "(please, include country and area codes)".
- Phone (2):** A text input field with the instruction "(please, include country and area codes)".
- E-Mail:** A text input field with the instruction "(please, enter only one address)".
- Comments:** A text area with the instruction "If you are going to come with an accompanying person please type his/her name in the comments field."

A blue "Submit" button is located at the bottom of the form. The browser's address bar and toolbar are visible at the top of the window.

Figure 1 – Registration form on a conference web page

All registered participants can submit a number of abstracts that afterwards can be viewed by all Internet users on the conference web page.

The conference proceedings are accepted in .pdf, .pf, .doc or .rtf formats. Abstracts and proceedings are automatically being composed into digests; hence the secretariat's work will be facilitated.

Every registered conference participant has direct access to his own web page with a personal password. All the information edited by delegate is automatically forwarded to the secretariat's general database.

2. User friendly database architecture

The *AE Software* is equipped with a comprehensive module system which enables to classify the information about every delegate by the following data groups:

- *General information*
- *Abstracts and proceedings*
- *Social program*
- *Visa support*
- *Hotel accommodation arrangements*
- *Transfers*
- *Extra services*

3. Payment sector

While completing the registration web form, a conference delegate chooses the type of registration as well as any extra services he wishes to reserve. The total sum of all fees is saved in the personal e-basket on a conference web page and is available for verification or further alterations by a delegate upon entering a password.

When choosing a bank transfer as a preferred method of payment, the *AE Software* system calculates the total sum of the order and sends an invoice to the address indicated by a registrant.

Payments by credit cards can be effected either via protected internet area or may be postponed by saving a certain deposit. The deposit amount is endorsed by a registrant in the Agreement of payment which is subsequently forwarded by him to the Organizing committee.

Electronic payment system is the most convenient method of conference fee's remittance that can be used by a large number of delegates. Only a few PCOs in Russia provide this kind of service and **Monomax Meetings & Incentives** is one of them.

AE Software system keeps book of all the payments made by registrants and provides financial statements and statistics for the Organizing committee whenever required. For each participant a financial statement is available.

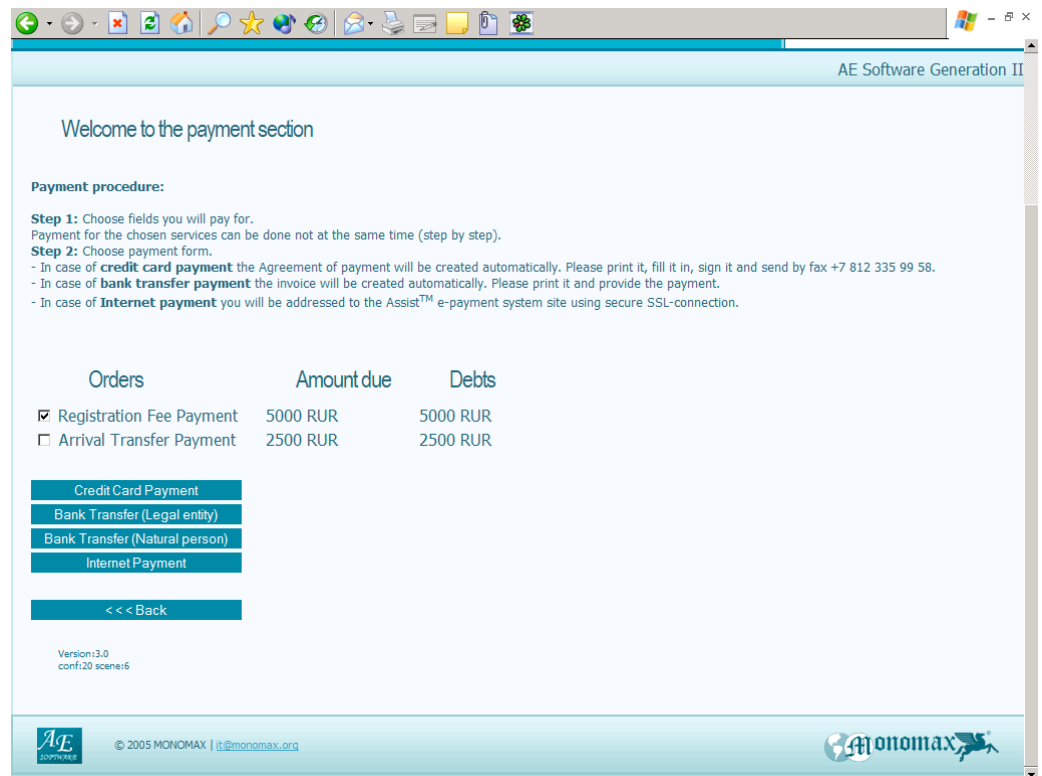


Figure 2 – Participants e-basket

4. Direct mass mailings

The database provides a possibility for mass mailings, i.e. it offers different templates for confirmation of registration, hotel reservation, conference program' and invoices' dispatch that are automatically mailed to certain conference participants by pressing one button.

5. Data processing and reports composing instrument

With the *AE Software* different type of analytical reports and lists can be drawn out whenever needed; for example registration and hotel lists, arrival and departure schedules, financial statements and proceedings reports.

6. Integrated name badge program

The *AE Software* has a plugged-in name badge program.

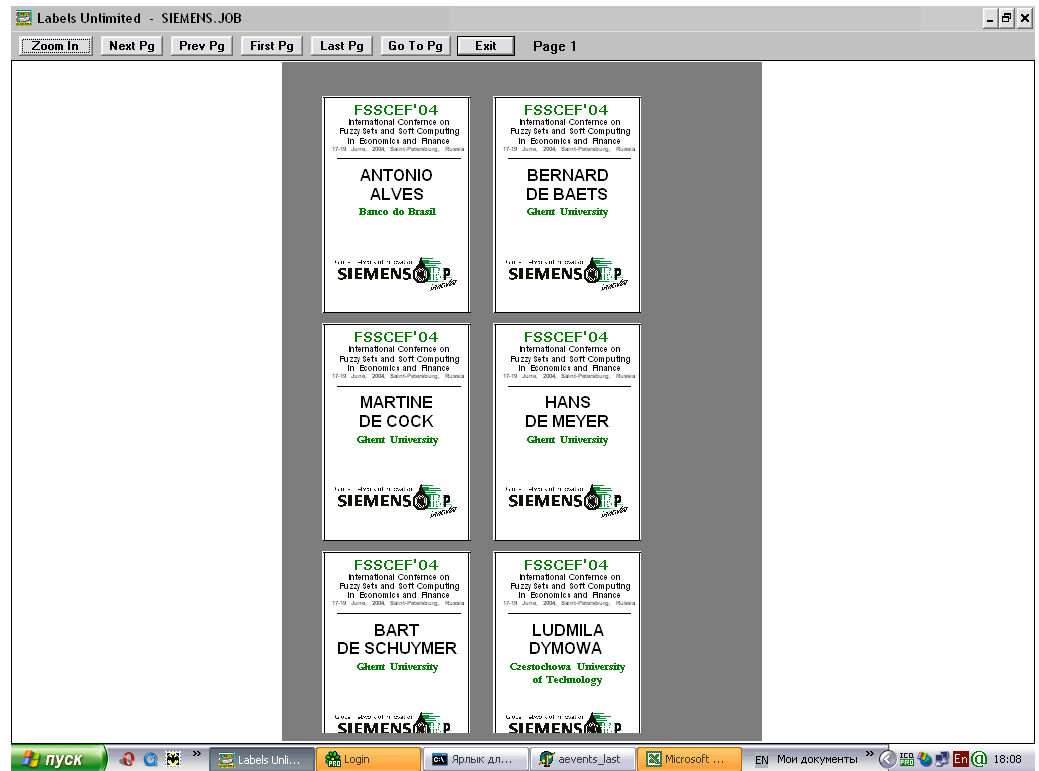


Figure 3 – Pattern for badge printing

If you find *AE Software* software useful for the organization of your conference events in Russia, we kindly invite you to consult for more information our web site <http://monomax.ru> or register to the test conference at

<http://onlinereg.ru/aevents2/ae2.php?go=4>

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