

Memo for receiving badges

Schedule and badge issuing points:

Date:	Issuing point	Working hours
12-18 July	Zaryadye Park, Media Centre 6 Varvarka Street, build. 1	10:00 a.m. – 8:00 p.m.
16-17 July	Zaryadye Park, Philharmonic Hall (central entrance) 6 Varvarka Street, build. 1	09:00 a.m. – 7:00 p.m.
17 July	Zaryadye Park, Philharmonic Hall (side entrance) 6 Varvarka Street, build. 1	08:00 a.m. – 8:00 p.m.
16-18 July	Metropol 2 TEATRALNYY PROYEZD (Registration of Speakers)	09:00 a.m. – 7:00 p.m.

You may either receive your badge in person or collect several using a letter of authorization
Requirements for receiving a badge

In person

Before receiving your badge, you must ensure that:

- You have registered as a Forum participant;
- You have provided all the necessary personal identification data and that it is correct;
- The Forum Organizational Committee has agreed to your participation and this is reflected in the Forum organizers' information system;
- The Forum Security Service has agreed to your participation and this is reflected in the Forum organizers' information system;

To receive your badge in person, you must have an identity document (passport) with you.

Collecting several badges

Should a third party collect the participant's badge using a letter of authorisation, the authorized person must:

- Provide the original letter of authorisation, certified and stamped by the head of the organisation, indicating the passport data of the authorized person;
- Provide an identity document belonging to the authorized person (passport);
- Attach to the letter of authorisation a list of persons for whom the authorised person is collecting badges;
- Provide copies of the passports of all participants for whom the authorised person is collecting badges (a letter of authorisation without a list and copies of the passports of all accredited participants will not be accepted).

On receiving the badges, the authorised person must sign to confirm they have been received according to the list.

Accreditation badges display their holders' names. Transfer to third parties is prohibited.