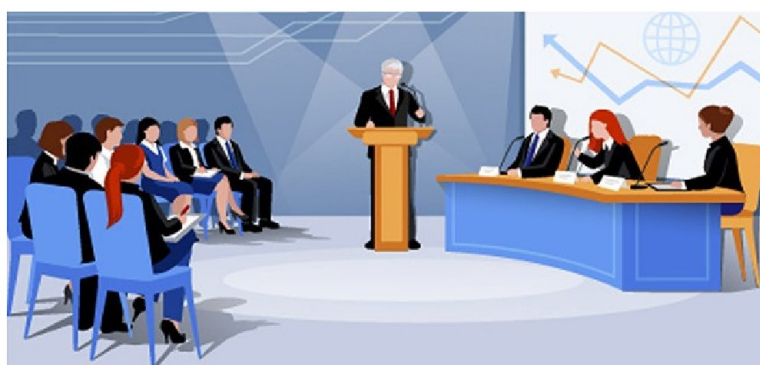


SPEAKER INFORMATION PACKET

DEAR KEYNOTE SPEAKER,

Thank you for participating in THE FINAL INTERNATIONAL RESEARCH AND PRACTICAL CONFERENCE "Intercultural dialogue and collaboration of the European Union and Russia: Implementation of Jean Monnet Projects at Nizhnevartovsk State University" as a speaker!

This packet includes the conference speaker policies and forms you need to complete and submit to make your conference participation "official." This packet is also designed to assist you in preparing for the conference. It provides helpful information that can make the experience more fruitful for conference attendees and for you as a knowledge expert presenting at this event.



CONFERENCE GENERAL INFORMATION AND OVERVIEW

The conference aims to promote studies of and research on the EU integration relating to the fields of ecology, history, economics and law, draw conclusions and present outcomes of the Jean Monnet projects implemented by Nizhnevartovsk State University.

Conference objectives

1. Introduce the European dimension in the educational process of Nizhnevartovsk State University.
2. Exchange experiences on the EU-related teaching and research.
3. Boost interest among students and faculty members towards participation in the EU funded programmes.
4. Raise awareness of the Erasmus+ Programme and Jean Monnet Activities.
5. Foster dialogue between academic and business communities.
6. Consolidate efforts of professional communities to effectively implement the best EU practices.
7. Promote teaching, research and discussion of the EU-related issues
8. Enhance student and staff mobility to study the EU experience and deepen knowledge of the European integration.

Conference participants and estimated attendance

This conference would be of interest to a wide audience of participants, including academic community, teaching staff, students and other stakeholders. Members of various political, public and business organizations as well as professional communities are also invited to take part. Approximately 200 including staff and attendees will take part in the conference.

The working language is Russian. Consecutive interpretation of reports made in English shall be provided.

Conference events

The conference program includes a plenary session, panel sessions for presenting five Jean Monnet projects and their results, round table discussions on introducing European research in education, a student forum, educational webinars and other events to be held at Nizhnevartovsk State University.

Dates and venue: April 15–19, 2019, at Nizhnevartovsk State University, Conference Room 202 a, 56 Lenina St., Nizhnevartovsk, Russia.

The conference will be followed by a resolution and a collection of published materials.

Conference webpage

Please check the following link <http://erasmus.nvsu.ru/en/conferences/the-final-international-research/> to find all the relevant information about the event (programme, practical information, hotels, etc.).

SPEAKER AND PANELIST INFORMATION CHECKLIST

- Complete the Speaker Conference Registration Form. You must register for the conference to confirm your participation. Use the special registration form provided to you to ensure you receive a full registration. Email the completed form to email: jeanmonnetprojects.nvsu@gmail.com. Please take into account that registration is **mandatory** and should be completed before **February 1st, 2019**. Please note that you will be able to update your registration should you not have, for instance, flight details, at this stage. You can send us the updated registration form if you have any changes.

- Provide a short Biography, presentations titles and a Headshot. Bio should be approx. 250 words, 2 or 3 short paragraphs, outlining your professional background only. The biography will be used to introduce you. And the headshot may appear in conference materials. A sample biography is included on this page. The presentation title, including the purpose and main supporting points, is to be used for conference materials. Email your bio, headshot and presentations title to email: jeanmonnetprojects.nvsu@gmail.com by **February 10th, 2019**.



David Bosch

Associate Professor of Business Administration; Program Coordinator, Business Administration

B.A., Gatton School of Business, University of Kentucky; MBA, Mendoza College of Business, University of Notre Dame; Ph.D., Regent University

Bosch studied Accounting at the University of Kentucky and completed an MBA at the University of Notre Dame with a focus in Finance and International Business. He spent six years living in Iraq working as a management consultant for small businesses and he started and managed two businesses. He also taught management and accounting classes at the University of Dohuk, Iraq. Bosch returned to the United States in 2011 to finish his Ph.D. at Regent University and taught in the Business school at Asbury University from 2011 to 2015.

Bosch has previously worked for Fortune 500 companies in the areas of corporate finance, treasury, strategic planning, and supply chain management. Additionally, he has worked in compliance and financial planning for a regional bank, the investor-reporting department of an institutional real estate investment firm, and directing relief and development work in Central America. His research interests include the impact of personal values and spirituality on commercial and social entrepreneurship.

- Request an invitation letter if needed. To travel to Russia, most foreign nationals are required to have an Entry Visa to Russia. Russian visas can be obtained at the local Russian Embassy or Consulate. Please check the list of consulates and embassies available in your countries www.russianembassy.net. To have a visa issued, an official invitation processed by Russian governmental or officially authorized companies is required. In order to send the invitation letter, speakers need to send a filled form with a scanned passport to email: international@nvsu.ru with the subject "Visa Request" before **February 10th, 2019**. For your convenience you will find Personal data form for the invitation letter at the conference webpage.
- Complete the Speaker Agreement Form. The agreement helps us understand your presentation requirements and provides "ground rules" for presenting. Email the completed and signed form to email: jeanmonnetprojects.nvsu@gmail.com **as soon as you are able.**
- Submit Draft Presentation. Email a draft of your final presentation to email: jeanmonnetprojects.nvsu@gmail.com by **March 15th, 2019**.
- Submit Presentation Materials. Please send a copy of your final presentation with notes to email: jeanmonnetprojects.nvsu@gmail.com by **March 31th, 2019**.
- Bring to the Conference a back-up copy of your presentation on a flash drive.

LOGISTICS AND ACCOMODATION

Travel to Nizhnevartovsk

Nizhnevartovsk is located about 2305 km from the capital of Russia, Moscow. The most convenient and quickest way to travel to Nizhnevartovsk is by plane (3,5 h). Information on the schedules is available at the following websites:

Aeroflot - <https://www.s7.ru/en/>

S7 airlines - <https://www.aeroflot.ru/ru-en>

Specialists of NVSU International office will be booking tickets for you.

- Please send to email: international@nvsu.ru your preferable flight information with the subject "Tickets" **by February 10th, 2019**. Specialists of NVSU International office will be booking tickets for you. A call can be scheduled to discuss logistics if needed.

IMPORTANT: Please note that the official opening of the conference is scheduled to take place on April 15th, 2019. The registration of the conference participants will start at 9 am. For your convenience we kindly recommend you to arrive one day earlier (preferably on April 14th, Sunday) to accommodate yourselves and prepare for the conference.

Accommodation

Block reservations for conference participants have been made in the "Nadezhda" hotel <http://www.nv-nadezhda.ru/>. Please note that all hotel bookings will be arranged by NVSU, no need for reservation from your side.

PANEL SESSIONS: GENERAL INFORMATION

- The conference will be divided into five half-day panel sessions. Panel sessions are held consecutively.
- The working language of the conference is Russian. Simultaneous interpreting from Russian into English will be provided for foreign participants.
- Consecutive interpreting of your presentation from English to Russian will be provided for Russian participants. Please keep in mind that the length of your presentation may not exceed 15 minutes.
- Unless you are informed otherwise, if your session is not an interactive discussion, you should expect to hold a 5-10 minute question and answer period at the end of your presentation, allowing attendees to ask you their questions.
- The room is set conference ballroom style. NVSU staff and audio-visual technicians will be available to assist, if needed. A table will be available with drinking water.
- Each panel session will be introduced by a moderator. He/she will welcome the attendees, introduce the speakers and make any housekeeping announcements. Please let us know in advance if this is your preference.
- If needed, a rehearsal can be arranged for your convenience prior to your presentation. The rehearsal will take place in the Conference ballroom and will include some or all of the following: sound check, presentation review, confirm presentation details.

PRESENTATION REQUIREMENTS AND INFORMATION

- To insure compatibility, presentations should be created on either Microsoft PowerPoint or Apple Keynote.
- Presenters are required to bring a copy of their presentation on a flash drive or disk as back-up in the unlikely event that something should happen to NVSU's copy. Panel session Speakers are not required to bring their own laptops for presentations.
- After the conference, NVSU will provide all attendees access to your presentation via an email link and/or our conference mobile app to download if desired (with the speaker's permission).
- All speakers must submit their presentation by March 31, 2019. Should adjustments need to be made, NVSU staff will contact the speaker and request the appropriate changes be made.
- If your presentation is too large to submit via email, you may upload it to our dropbox. Please contact NVSU International office for information: international@nvsu.ru



SPEAKER AGREEMENT FORM

Please email a PDF scan of the signed form to email: jeanmonnetprojects.nvsu@gmail.com or fax a copy to (+73466) 451805. Please fill out the information below.

1. I agree to participate in the following panel session at THE FINAL INTERNATIONAL RESEARCH AND PRACTICAL CONFERENCE "Intercultural dialogue and collaboration of the European Union and Russia: Implementation of Jean Monnet Projects at Nizhnevartovsk State University" as a keynote speaker

Speaker Name: _____

Panel session Title: _____

Presentation Title: _____

The presentation will cover information/topics requested by NVSU and agreed to by me.

2. I agree to comply with all program-related deadlines provided to me by NVSU, including but not limited to:
 - Signed Speaker Agreement Form and Conference Registration Form
 - Bio and headshot
 - Presentation Draft
 - Final Presentation
3. I acknowledge that, for my presentation, the panel session room will be equipped with a lectern, microphone, data projector and screen.
4. I will/will not require additional a/v equipment for my presentation.
Additional equipment needed (if applicable):

5. I understand that my request may not be granted by NVSU. If a request is denied, I will work with NVSU staff to come up with a reasonable compromise.
6. I agree to notify NVSU immediately in the event that an emergency should prevent me from meeting my obligation as a speaker.
7. I grant NVSU permission to distribute my presentation (including all handouts and visual presentations) in regards to the conference.
8. I authorize NVSU to use my name, photo, and biographical data in connection with the use and promotion of the program.
9. I understand that NVSU will be responsible for my travel arrangements and hotel reservations according to the information I provided and taking into account availability.



Please print your title and name exactly as it should appear in all conference promotional materials.

Full name _____

Title: _____

Organization: _____

Please provide your contact information.

Phone(s): _____ & _____

Mailing Address: _____

Email: _____

By signing this form and based on mutual consideration, I understand and agree to the above terms and conditions.

Speaker Signature

Date



Program

Please check the following link to get acquainted with the draft program of the the conference: <http://erasmus.nvsu.ru/en/conferences/the-final-international-research-programme/>

Note that the program (schedule and speakers) may be subject to change but we will endeavour to keep the final schedule as close as possible to what appears here.

Contacts

Please don't hesitate to contact us, we remain at your disposal for any additional information and assistance.

All general questions, please contact Nadya Nemchinova, Coordinator of Jean Monnet activities

Email: jeanmonnetprojects.nvsu@gmail.com

For accommodation, flights and visas, please contact Oksana Moroz, Head of International office

Email: international@nvsu.ru

Tel: +73466457610

Fax: +73466451805

On behalf of the Nizhnevartovsk State University, we look forward to welcome you in Nizhnevartovsk!