

## Arranging your business visit to Russia

**Are you planning to visit Russia for the first time?**

**Have you visited Russia in the past, but has making the necessary travel arrangements turned out to be very time-consuming and even frustrating?**

Lighthouse offers a **complete package of services** for making the necessary travel arrangements through which its clients:

1. Save **time**.
2. Benefit from our **local knowledge**.
3. Can rely on a **dedicated member of our team** who will assist them before and during the visit.

**Visa Invitations:** Visitors to Russia require a visa. Lighthouse assists its clients with arranging an official invitation or a tourist voucher which is required to apply for a visa.

**Tickets:** Buying tickets for a trip to Moscow or St. Petersburg is relatively straightforward. However, it can be rather difficult to buy tickets for cities like Ekaterinburg or Krasnoyarsk. Often, these tickets can **only be bought in Russia**. Lighthouse assists its clients to organize a trip to any Russian city.

**Transfers:** Transfers, especially from and to the airport, can be rather expensive. Lighthouse offers safe **transfers** in a comfortable car with a reliable driver at a reasonable price. A driver will meet you at the airport with a special sign and take you to your hotel or meeting. Furthermore, Lighthouse arranges transport to meetings or leisure activities based on individual needs and requests.

**Accommodation:** Hotels in Moscow are generally very expensive and are often completely booked weeks in advance. Lighthouse **finds hotels** based on the wishes of its clients in terms of location, price, etc. Alternatively, Lighthouse can also arrange renting a (short-stay) **apartment**.

### Exhibitions:

Taking part in trade exhibitions can be a real **challenge** for foreign companies. Participating in such exhibitions requires arranging a large number of aspects, including:

1. Participant's registration;
2. Stand construction;
3. Equipment needed at the stand;
4. Catering;
5. Invitations, entry passes and cleaning of the stand;
6. Meeting space.

Often, different companies are responsible for each separate aspect. Their staff is often reluctant to deal with foreigners and any communication is complicated due to the language barrier.

Lighthouse has the **necessary experience** and **contacts** to make the required arrangements for your company.

### Interpreters & Translation

Doing business in Russia often involves meetings with Russian people who do not always speak English. Lighthouse arranges **interpreters** for its clients. Furthermore, Lighthouse offers **translating services** from English, Dutch or other languages to Russian and from Russian to other languages.

### Leisure

Lighthouse assists its clients in arranging various **leisure activities** during their stay in Russia:

1. Restaurant reservations;
2. Theatre and concert tickets;
3. Excursions to different places of interest.

For more detailed information, please contact:  
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