

GENERAL INFORMATION SHEET

Riga, Latvia – June 21-23, 2013

TO ALL SELECTED DELEGATES TO THE 2013 LATVIA SPECIAL CONVENTION

We are pleased to inform you that you have been selected to attend the special convention in Riga, Latvia on June 21-23, 2013. The following information is being provided to assist you in securing your air tickets and hotel reservation. Please also consider the other details provided that will contribute to a safe and successful experience. (Note: You should have also received from your congregation secretary a jw.org printout entitled “Convention Selection Summary.” Please make sure your e-mail address, phone number, and “Travel Group Details” are correct.)

Air tickets: You are welcome to purchase air tickets on your own or through a travel agency of your choice. As another option Four Ambassadors Travel has arranged for reasonably priced group air tickets into and out of the convention city. These are available on a first-come first-served basis. Please see the Four Ambassadors Travel contact information below under the heading “Pre- or post-convention tours outside the convention city.” *It is best to secure your air tickets before finalizing your hotel reservation.*

Hotel reservations in the convention city: It is expected that you would stay at least six or seven nights in the convention city so as to take advantage of activities with the local brothers before or after the convention. The Latvia branch office has made arrangements for you to reserve your hotel by means of an *Approved Hotel List*. Note: Please do not share the reservation code with others as it is specifically for use by the selected delegates. Persons not selected by the branch office should not be included in your plans. As a reminder, it is required that you use a facility on the *Approved Hotel List*, even if you feel you can find something less costly on your own. ***If you will be using a travel agency to plan your trip, please inform the agency that while in the convention city you will arrange for your own hotel room through the organization of the convention you will be attending.*** This is due to the fact that the price has been negotiated in anticipation that a given number of rooms will be filled, and it also simplifies the logistics of meeting delegates for the various activities with local brothers and sisters.

Approved Hotel List

Hotel	Telephone	Rate	Information
Albert Hotel Dzirnau street 33 Riga, LV-1010 www.alberthotel.lv Reservation code: watchtower Contact: Girts Straujais, Sales Manager Fax. +371-671 42741 E-mail: sales@alberthotel.lv	Mob. +371 26168800 Tel. +371 67142737	Standard room Twin/Double 64€* Superior room Twin/Double 79€*	Located in the center of Riga. Clean and functional. Room rate includes breakfast buffet, WIFI, VAT. To old town 20 min walk. 1.6 km from convention site. Conditions: Deadline for room reservations May 20, 2013 . Reservations to be made by fax, by phone, or by sending an e-mail. Please, remember to mention the reservation code “watchtower” and your personal e-mail address. Attached is the form that should be completed when making the reservation.
City Hotel Teater 6 Bruninieku Str Riga, LV-1001 www.cityhotel.lv Reservation code: watchtower Contact person: Anastasija Moisejeva, Sales Assistant Fax:+371 67314310 E-mail: sales@cityhotel.lv	Mob:+371 25450101 Tel:+371 67313313	Standard room Twin/Double 48€* Business class Twin/Double 56€*	A three star hotel. Clean and functional. Room rate includes breakfast buffet, WIFI, VAT. Walking distance to convention site, 800m. 15 min walk from the old city of Riga. In the restaurant on the top floor delegates have a 10% discount for all meals and drinks during their stay.

			<p>Conditions: Deadline for room reservations May 20, 2013. Reservations to be made by fax, by phone, or by sending an e-mail. Please, remember to mention the reservation code “watchtower” and your personal e-mail address.</p>
<p>Clarion Collection Hotel Valdemars K. Valdemara 23 Riga, LV-1010 www.valdemars.lv Reservation code: watchtower Contact person: Zane Grike, General Manager Fax:+371 67333001 E-mail: zane.grike@valdemars.lv</p>	<p>Mob: +371 26184131 Tel: +371 67334462</p>	<p>Single 60€* Twin/Double 60€* Superior/Suite 65€*</p>	<p>Swedish owned. Even though next to a heavy traffic road, rooms are quiet thanks to noise protected windows. Room rate includes breakfast buffet, dinner, VAT, gym, and sauna. The hotel offers coffee/tea, pastries, and fresh fruits any time of the day free of charge. 1.5 km to convention site. To old city of Riga 15 min. walk. The whole hotel will be in our use if all rooms are reserved by our delegates.</p> <p>Conditions: Deadline for room reservations April 18, 2013. Reservations to be made by fax, by phone, or by sending an e-mail. Please, remember to mention the reservation code “watchtower” and your personal e-mail address.</p>
<p>Monika Centrum Hotels Elizabetes str 21 LV-1010 Riga, Latvia www.centrumhotels.com Reservation code: watchtower Contact person: Viktors Bekmanis, Sales Manager Tel:+371 67031911 Mob:+371 28665578 Fax:+371 67031912 E-mail: sales.monika@centrumhotels.com</p>	<p>Mob: +371 28665578 Tel: +371 67031911</p>	<p>Twin/Double 69€* Junior Suite 89€*</p>	<p>A four star hotel. Room rate includes breakfast buffet, fitness center, sauna in the morning hours, VAT and service. 1.8 km to convention site. To old city of Riga 10 min walk. Next to a park.</p> <p>Conditions: Deadline for room reservations May 20, 2013. Reservations to be made by fax, by phone, or by sending an e-mail. Please, remember to mention the reservation code “watchtower” and your personal e-mail address.</p>
<p>Radisson Blu Daugava Hotel 24 Kugu Str Riga, LV-1007 www.radissonblu.com/hotel-riga Reservation code: watcht (due to digit restriction on their Web site). reservations.riga@radissonblu.com or Tel.+371-6706 1111</p> <p>http://www.radissonblu.com/hotel-riga</p> <p>Contact person: Kaspars Cirulis, Revenue Manager Fax:+371 67061100 E-mail: reservations.riga@radissonblu.com</p>	<p>Tel: +371 67061111 Dir: +371 67061129</p>	<p>Economy Single/Double 70/75€* Standard room Single/Double 85/90€* Business Class Single/Double 105/110€*</p>	<p>Situated on the Daugava River bank. View of the old town of Riga. Room rate includes VAT, breakfast buffet, use of fitness center, sauna, and swimming pool. 4.3 km to convention site.</p> <p>Conditions: Deadline for room reservations April 15, 2013. Later bookings are subject to availability. Reservations to be made by fax, by phone, or by sending an e-mail. Please, remember to mention the reservation code “watcht” and your personal e-mail address. Reservation is recommended to make through their Web page: http://www.radissonblu.com/hotel-riga</p>

<p>Radisson Blu Elizabethes Hotel Elizabethes street 73 Riga, LV-1050, Latvia www.radissonblu.lv Reservation code: watchtower Contact person: Kristine Taurite, Sales Manager Fax. +371-6778 5554 E-mail: latvia.sales@radissonblu.com</p>	<p>Mob. +371-2949 9011 Tel. +371-6778 5555</p>	<p>Single/Double 95€/100€*</p>	<p>A fairly new hotel in the center of Riga. Clean. Room rate includes breakfast buffet, WIFI, use of fitness center with sauna, 12% VAT. 2.2 km to convention site.</p> <p>Conditions: Deadline for room reservations April 19, 2013. Reservations are to be canceled in writing. Reservations to be made by fax, by phone, or by sending an e-mail. Please, remember to mention the reservation code “watchtower” and your personal e-mail address, as well as the hotel name. Reservation is recommended to be made by e-mail: latvia.sales@radissonblu.com</p>
<p>Radisson Blu Hotel Latvija Elizabethes street 55 Riga, LV-1010, Latvia www.radissonblu.lv Reservation code: watchtower Contact person: Kristine Taurite, Sales Manager Fax. +371-6771 2332 E-mail: latvia.sales@radissonblu.com</p>	<p>Mob. +371 2949 9011 Tel. +371 6777 2301 or +371 6777 2222</p>	<p>Single/Double 80€/90€*</p>	<p>A four star hotel in the very center of Riga. Clean and functional. Room rate includes breakfast buffet, WIFI, 12% VAT.</p> <p>Conditions: Deadline for room reservations April 19, 2013. Reservations shall be canceled in writing. Reservations to be made by fax, by phone, or by sending an e-mail. Please, remember to mention the reservation code “watchtower” and your personal e-mail address, as well as the hotel name. Reservation is recommended to be made by e-mail: latvia.sales@radissonblu.com</p>
<p>Tallink Hotel Riga Elizabethes 24 Riga, LV-1050, Latvia www.hotels.tallink.com Reservation code: watchtower Contact person: Janis Meldrajs, Sales Manager Fax.:+371 67099779 E-mail: info@tallinkhotels.lv</p>	<p>Mob:+371 29150794 Tel:+371 67099759</p>	<p>Standard Twin (two twin beds side by side) 68€* if booking three or more nights.</p>	<p>A four star hotel. Room rate includes breakfast buffet, use of morning sauna and gym, WIFI and VAT 12%. Operating for two years after full renovation. Noise protected windows. In the center of Riga. Old town of Riga 10 min. walk. 2.6 km from convention site.</p> <p>Conditions: Deadline for room reservations March 18, 2013. Reservations to be made by fax, by phone, or by sending an e-mail. Please, remember to mention the reservation code “watchtower” and your personal e-mail address.</p>

* 1.00 Euro = about \$1.33 US Dollars

“Confirmed” delegate status: You must immediately inform your congregation secretary when you have purchased your air tickets or have put a deposit down with a travel agency. At that time, the congregation secretary will change your status from “Selected” to “Confirmed” on jw.org. (If you will be using airline mileage reward programs, you may have to wait for tickets to become available by the airlines. Thus, if you have the amount of credits needed to obtain a reward-travel ticket and otherwise have definite plans to participate as a delegate, inform the secretary and he will change your

status from “Selected” to “Confirmed.”) Informing your congregation secretary at this juncture is very important. (See “Arranging activities with the local brothers,” below.)

“Canceled” delegate status: If for any reason you are not able to participate in these arrangements, please inform the congregation secretary immediately so that your status can be changed to “Canceled” and thus others could possibly be invited.

Arranging activities with the local brothers: Once you have informed your congregation secretary of your updated status and he changes your status to “Confirmed,” the Latvia branch office will then e-mail you further information about activities that have been scheduled during the days before and after the convention. Arrangements are being made for you to enjoy activities such as field service, gatherings with the friends, and sightseeing excursions with the local brothers. While these arrangements will be optional, you are encouraged to take advantage of these occasions to be with your brothers in Latvia. Some of the activities will involve an expense on the part of the branch office. Visiting delegates may be asked to make voluntary contributions to cover these expenses.

Pre- or post-convention tours outside the convention city: While some may choose to attend the convention only (and two or three additional days of association with the local brothers), many also take advantage of such a trip to include sightseeing in other areas. You can arrange such excursions on your own or with a travel agency of your choice, keeping in mind that in the convention city you must use the *Approved Hotel List* provided by the branch office. However, many enjoy such excursions in the company of fellow believers. If so, we have prearranged for Four Ambassadors Travel to prepare some optional tour packages for you to consider, in addition to what the Latvia branch office has arranged immediately before or after the convention dates. Their contact information is as follows:

Prearranged Travel Agency			
Name	Address	Telephone	Web Site and E-Mail
Four Ambassadors Travel	7400 SW 50 th Terrace, Suite 100 Miami, FL 33155	1-800-685-4669 1-305-444-1991	Web site: ic.fourambassadorstravel.com (Your Applicant Number* is required to access the special convention tour information.) E-mail: Latvia@fourambassadorstravel.com

* Your Applicant Number is located on the jw.org printout entitled “Convention Selection Summary,” which should have been provided to you by your congregation secretary.

Lapel cards: Please use the same lapel card that you would normally use while attending a district convention in the United States. It is expected that you will wear it at all times, such as when traveling, at the convention, and while sightseeing.

Travel documentation: Citizens from the United States do not need a visa to enter Latvia. However, you will need a valid passport. **Please check to be sure your passport is valid for at least six months beyond the length of your trip.** Ensure that your documents are safe at all times by keeping them either on your person or in the safe at your hotel. We recommend that you make a photocopy of the information page of your passport and keep it in a separate safe place.

Baggage: It is strongly recommended that you restrict your baggage to one small or medium-sized suitcase and one carry-on type bag. Travel as lightly as possible and bring wash-and-wear clothing that does not easily wrinkle. Take no more baggage than you *personally* can carry.

Medical: Bring a sufficient supply of your medication for the trip. Also be sure to bring your medical directive, making sure it is properly filled out and signed.

Funds: The use of major credit cards and ATMs is suggested. Check with your bank or credit card provider about options available in the countries you will visit. You will need cash in the local currency for small transactions. It is recommended that you do not keep your funds in one place.

Dress and grooming: When you attend the convention and engage in the ministry, your attire should be the same as for congregation meetings. Even when less formal dress is appropriate, please be mindful that a high standard is expected of delegates, since you represent the organization in a special way and will be in the public eye at all times. Please do not wear blue jeans even for casual occasions.

Program language: The program will be presented in the Latvian and Russian languages. However, we are asking the Latvia branch office to provide a loose, simultaneous translation into English by means of FM transmission. They will be informing you of the details so that you will know what kind of device each in your group can bring along with either ear buds or headphones for each person.

Applicant Instructions: Please reread the *Applicant Instructions* provided previously, as this will remind you of the adjusted arrangements in conjunction with special conventions.