

Circular for participants of the VIII All-Russian scientific conference with international participation "Algae: problems of taxonomy and ecology, use in monitoring and biotechnology".

INSTRUCTIONS for drawing up an agreement

1. The event participant provides a completed Agreement for invoice processing. The Agreement should be sent electronically to baikal_algology@lin.irk.ru with the subject line "AGREEMENT." The Agreement text should be prepared in Microsoft Word (DOC format). The Agreement number and date are not required (assigned by the Contractor).
2. The Contractor, through the Conference Organizing Committee, will send the Customer a scanned copy of the invoice and agreement for payment of the registration fee via email. Payments under this Agreement shall be made only by transfer of funds to the Contractor's bank account.
3. Payment of the Registration Fee under the Agreement with a legal entity shall be made by the legal entity of which the Participant is an employee, from the organization's account.
4. Payment of the Registration Fee under the agreement with an individual is made through any branch of Sberbank of Russia or through any commercial bank.
5. Please indicate the Purpose of Payment - Registration Fee for Participation in the 2026 Conference. Last Name, and Last Name. The amount of the Registration Fee is given in Appendix 1. The cost of bank transfer is not included in the registration fee.
6. Once funds have been received in the Contractor's bank account, you will receive confirmation by email.
7. We kindly request that you bring the original Agreement (**in 1 copy with a blue signature and the organization's stamp**) with you to the event.
8. If the Agreement is drawn up with an individual, there is no need to affix a stamp.
9. In case of in-person participation, the original Agreement with the individual's signature must be brought to the event.
10. In case of absentee participation, the Agreement from both a legal entity and an individual must be sent by Russian Post to the following address: 664033, Irkutsk-33, Ulan-Batorskaya St., 3, Limnological Institute, Planning Department, by April 20, 2026. Please send a scanned copy of the Agreement to the Organizing Committee at the same time by email to baikal_algology@lin.irk.ru with the subject line AGREEMENT.
11. When registering for participation in the event, your copy of the Agreement and the Acceptance Certificate for the services rendered will be stamped and signed by the Contractor.
12. You will also receive the original Invoice and VAT Invoice for your organization's accounting department.
13. In case of absentee participation, the documents specified in paragraphs 11 and 12 will be sent to your postal address after the completion of the event.
14. If the Event Participant's organization processes and exchanges documents through an electronic document management system (1C-EDO (Kaluga Astral) or KonturDiadoc), the contract, invoice, certificate, and invoice are sent and signed electronically. In this case, there is no need to bring a hard copy of the Contract.
15. Agreements are executed from March 20 to April 20, 2026, with one exception, since a discount on the Registration Fee is provided for the first authors who submit articles to the journal "Problems of Modern Algology," the deadline for execution of the Agreement is extended until the time the decision is made to publish the article in the journal (in the period before the start of the conference).