

7. Business Hours:

Office hours for Soviet organizations are 09:00 to 18:00 Monday to Friday. Lunch is usually 13:00 - 14:00, although appointments are sometimes scheduled during this time. Appointments are rarely scheduled before 10:00 and sometimes begin at 17:00. Bank hours are Monday - Friday 09:30 - 12:30. Business cards are generally exchanged at the beginning of the first meeting. Not all Soviet officials carry business cards; however, do not hesitate to have such officials write their names, positions and phone numbers for you. It is recommended that visiting cards be printed in both English and Russian. English language interpreters are usually provided by the host Soviet foreign trade organization. In any case, many trade officials speak English. However many companies, particularly when they are beginning to do business in the Soviet Union, find it helpful to hire their own interpreters to assist with travel arrangements, as well as business. Interpreters may also be hired at the International Hotel service bureau.

8. Communications:

Air mail usually takes a minimum of 10 days between Canada and the USSR. Long distance phone calls from the Soviet Union to Canada are extraordinarily expensive (three times the cost of phoning Canada-USSR) and may be booked through the hotel service bureau or by visiting the Central Post Office, 7 Gorky Street, Moscow. Some hotels now have the capability for direct dialing, from room phones, to other cities in the USSR. The international exchange number is 8-194. Speak very slowly and clearly and repeat names and cities until the operator fully understands you. Occasionally, the operator will want to know the expected length of your call. Many Canadian visitors find it more convenient to have their office phone them in the evening at the hotel once they have obtained their room telephone number. Telegrams to Canada usually reach their destination almost immediately and can be sent from the hotel or the Embassy (business-related and brief only). Western newspapers are virtually unobtainable in the USSR. Radio and TV broadcasts are in local language only but BBC World Service can be received on shortwave.