

Interparliamentary Conference for the Common Foreign and Security Policy (CFSP) and the Common Security and Defence Policy (CSDP) 7–9 September 2017, Tallinn

Unity through balance

Practical information

Conference venue

Hilton Tallinn Park Hotel, Fr.R. Kreutzwaldi 23, Tallinn, Estonia

<http://www3.hilton.com/en/hotels/estonia/hilton-tallinn-park-TLLHIHI/index.html>

Briefing on regional security challenges

Please note that the briefing on regional security challenges on 7 September at 17:30 at the Riigikogu will be only for the heads of delegations.

Accommodation

Participants are kindly asked to book their hotel rooms as soon as possible in one of the hotels recommended below. The preferential rates negotiated by the Chancellery of the Riigikogu are guaranteed until **8 August 2017**, and rooms will be assigned on a first-come, first-served basis.

Please contact the hotels directly using the links provided below in order to benefit from the preferential rates.

If you want to make a **group booking**, please contact the hotel directly using the contacts below. Please enter the code „CFSP/CSDP“ in the Subject field.

Hilton Tallinn Park Hotel

Room type	Preferential rate per night per room
Standard Room SGL	149 €
Standard Room DBL	149 €
Including	Buffet breakfast, Wifi, VAT
	Check-In: 14:00; Check-Out: 12:00

Click [here](#) to book directly with the hotel.

Please enter “GR11A” to the Group Code field. Through this registration form, it is possible to make bookings for up to 9 rooms.

Hotel reservation contact:

E-mail: tallinn.reservations@hilton.com

Phone: +373 6305 333

Address: Fr. R. Kreutzwaldi 23, Tallinn. Click [here](#) for a map of the area.

Website: <http://www3.hilton.com/en/hotels/estonia/hilton-tallinn-park-TLLHIHI/index.html>

Cancellation policy:

Room reservations can be cancelled free of charge until 2 calendar days prior to arrival. In the event of late cancellation or no-show, the guest will be charged for the first night's accommodation. Bookings must

be guaranteed by a credit card, providing the card number and the expiration date. Accommodation must be cancelled in writing (Mo – Fr, 08.30 – 17.00 GMT +2).

Nordic Hotel Forum ****

Room type	Preferential rate per night per room
Standard Room SGL	144 €
Standard Room DBL	144 €
Including	Buffet breakfast, Wifi, VAT
	Check-In: 15:00; Check-Out: 12:00

Click [here](#) to book directly with the hotel.

Hotel reservation contact:

E-mail: forum@nordichotels.eu

Phone: +372 622 2999

Address: Viru väljak 3, Tallinn. Click [here](#) for a map of the area.

Website: www.nordichotels.eu

Cancellation policy:

Room reservations can be cancelled free of charge until 3 calendar days prior to arrival. In the event of late cancellation or no-show, the guest will be charged for the first night's accommodation. Bookings must be guaranteed by a credit card, providing the card number and the expiration date. Accommodation must be cancelled in writing (Mo – Fr, 08.30 – 17.00 GMT +2).

Radisson Blu Sky Hotel ****

Room type	Preferential rate per night per room
Standard Room SGL	147 €
Standard Room DBL	147 €
Including	Buffet breakfast, Wifi, VAT
	Check-In: 15:00; Check-Out: 12:00

Click [here](#) to book directly with the hotel.

Hotel reservation contact:

Contact person: Ms Hegle Engman

Phone: +372 6 823 512

E-mail: hegle.engman@radissonblu.com

Address: Rävala puistee 3, Tallinn. Click [here](#) for a map of the area.

Website: www.radissonblu.com/en/skyhotel-tallinn

Cancellation policy:

Room reservations can be cancelled free of charge until 7 calendar days prior to arrival. In the event of late cancellation or no-show, the guest will be charged for the first night's accommodation. Bookings must be guaranteed by a credit card, providing the card number and the expiration date. Accommodation must be cancelled in writing (Mo – Fr, 08.30 – 17.00 GMT +2).

Arrival / Departure transport

Participants are kindly requested to make their own arrangements for transportation from and to the airport. The Tallinn Lennart Meri Airport (<http://www.tallinn-airport.ee/en/>) is located 4 km from the city centre, which is approximately a 15-minute drive, depending on traffic.

By taxi

The journey from the airport to Tallinn city centre takes approximately 10–15 minutes and costs around 10 €. The official taxi partners of Tallinn Airport are **Tulika Takso**, **Tallink Takso** and **Tulika Business**, whose cars will be waiting for passengers right in front of the terminal doors.

Tulika Takso and Tulika Business

Phone: +372 612 0000

Website: <http://www.tulika.ee/>

Tallink Takso

Phone: +372 640 8921

Website: <http://www.tallinktakso.ee/>

By bus

The airport bus stops are located on the ground floor in front of the passenger terminal. Please use the escalator or lift inside the terminal for quick and easy access to the bus stops. Bus No 2 operates between the airport and the city centre 1–4 times per hour, depending on the time of day. Tickets are sold by the driver when you enter the bus. The cost of a single ticket is 2 EUR. The timetable for bus No 2 is available at: <http://soiduplaan.tallinn.ee/#bus/2/a-b/13413-3/en>

Transfer

Transfer from recommended hotels to the meeting venue and to social events will be provided by organisers.

Registration / Identity badges

Each participant is kindly requested to register online by **8 August 2017**.

Welcome and registration desks will be open at the recommended hotels on Thursday, 7 September 2017, from 14:00 to 19:00. Delegates arriving later will be able to register at the meeting venue on Friday, 8 September 2017, from 08:00. At the registration desks, participants will receive their identity badges and working documents upon presenting their ID document. For security reasons, participants are kindly requested to wear their identity badges visibly at all times during the event. If you lose your identity badge, please contact the organisers immediately.

Delegates who will not be staying at one of the recommended hotels are required to advise the organisers in which of the hotels listed above they would prefer to register (at the times indicated). They can also join the transfer from this hotel to the social events or to the meeting venue.

Colours of the identity badge straps:

Red	Head of delegation
Blue	Member of delegation
Green	Delegation staff
Yellow	Media

Orange	Interpreter
Grey	Speaker
Violet	Observer
White	Organisers, technical support

Interpretation

Simultaneous interpretation of the plenary debates will be provided in English and French. A limited number of booths can be made available on a first-come, first-served basis to delegations who wish to bring their own interpreters. Please inform the organisers about the need for additional booths in advance by **24 July 2017** at the latest.

Taking the floor

Requests to take the floor can be made electronically from the participant's seat. We kindly ask the delegates to sit in the seat reserved for them. Participants who wish to take the floor during the meeting will be kindly requested to press the button on the conference unit on their desk when notified by a moderator.

Facilities

A limited number of computers and printers will be available outside the meeting venue.

WiFi

WiFi is available at the conference venue. The access code will be provided at the conference venue.

Catering

Lunches and coffee breaks will be served in the foyer of the conference centre. Vegetarians and persons with food allergies are kindly asked to inform the organisers in advance by providing the relevant information on their registration form.

Social events

Buffet dinner with music by Nordic Sounds will be held at KUMU – Art Museum of Estonia. During the dinner, a 30-minute guided tour will be offered at the museum. Please see also: <http://kumu.ekm.ee/en>. Gala dinner with music by Estonian Voices will be held at the Seaplane Harbor. Before the dinner, the guests can take a tour of the museum. Please see also: <http://meremuuseum.ee/lennusadam/en>.

Smoking

Smoking is permitted only in a designated smoking room or outside.

Climate and weather

In September, the average temperature is around 12°C. At night, the average temperature is around 7°C. Detailed weather forecasts are available at <http://www.ilmateenistus.ee/?lang=en>.

Local time

Time zone GMT +2.

Currency

The currency of the Republic of Estonia is the euro.



Emergency number is 112.

Electricity

The electricity supply in Estonia is 230 volts. Type F power sockets are in use.

Visas

Participants requiring an entry visa for Estonia are expected to make their own visa arrangements. More information can be obtained from the website of the Estonian Ministry of Foreign Affairs at <http://www.vm.ee/?q=en/taxonomy/term/41>.

Embassies

Foreign representations accredited to Estonia can be accessed from this [link](#).

Discover Estonia

Visit Estonia – Official tourist information website: <https://visitestonia.com/en/>

Estonia 100: <https://www.ev100.ee/en>, Visit Tallinn: <https://www.visittallinn.ee/eng>

Contacts

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Practical information

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