



**Interparliamentary Conference on Stability, Economic  
Coordination and Governance in the European Union  
(SECG)**

**29 – 31 October 2017**

**Practical Information**

Parliamentary Dimension  
of the Estonian Presidency  
of the Council of the  
European Union

### Conference venue

Tallinn Creative Hub KULTUURIKATEL, Põhja pst 27a, Tallinn, Estonia.

KULTUURIKATEL once housed the Tallinn City Central Power Station, which began operating in 1913 and closed in 1979. Today it is a creative centre hosting a variety of cultural events and activities, focusing on the creative industry.

<https://www.youtube.com/watch?v=xICZC2LM9Ug>

### 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 **29 September 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 name of the conference „SECG“ in the Subject field.

#### Swissôtel Tallinn \*\*\*\*\*

Room type	Preferential rate per room per night
Swiss Advantaged King SGL	150 €
Swiss Advantaged King DBL	165 €
Including	Buffet breakfast, Wifi, VAT
	Check-In: 14:00; Check-Out: 12:00

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

Hotel reservation contact:

Contact person: Ms Marika Must

E-mail: [Marika.Must@swissotel.com](mailto:Marika.Must@swissotel.com)

Phone: +372 624 2443

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

Homepage: [www.swissotel.com/tallinn](http://www.swissotel.com/tallinn)

Cancellation policy. Room reservations can be cancelled free of charge until 15 days prior to arrival. Late cancellations or no-shows will entail a 100% cancellation fee, for the entire booked period. 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 room per night
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](mailto:hegle.engman@radissonblu.com)

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

Homepage: <https://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).

**Nordic Hotel Forum \*\*\*\***

Room type	Preferential rate per room per night
Standard Room SGL	129 €
Standard Room DBL	129 €
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](mailto:forum@nordichotels.eu)

Phone: +372 622 2999

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

Homepage: <http://www.nordichotels.eu>

Cancellation policy:

Room reservations can be cancelled free of charge until 24 hours 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 (<https://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

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

Tallink Takso  
Phone: +372 640 8921  
Homepage: <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

Each participant is kindly requested to register to the conference online by **29 September 2017**. Please find registration information with the username and password in the e-mail sent to your contact person.

### Identity badges

Welcome and registration desks will be open at the recommended hotels on Sunday, 29 October 2017, from 16:00 to 20:00. Delegates arriving later will be able to register at the meeting venue on Monday, 30 October 2017, from 12:00. 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
Grey	Speaker
Yellow	Media
Orange	Interpreter
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 **15 September 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 take 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**

Coffee breaks and lunch will be served in the catering area, which is close to the plenary hall. In addition, coffee, tea, water and snacks will be available throughout the event in the catering area.

Vegetarians and persons with allergies are kindly asked to inform the organisers in advance by providing the relevant information on their registration form.

### **Social event**

A gala dinner with musical performances will be held at the Estonia Concert Hall on 30 October 2017. The Estonia Concert Hall is situated in the very heart of Tallinn, sharing its home with the Estonian National Opera and the Estonian National Ballet.

### **Smoking**

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

### **Climate and weather**

In October, the average temperature is around 6°C. At night, the average temperature is around 2°C. More information and 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

Programme coordinator  
Mr Andres Ando  
Phone: +372 631 6423  
[andres.ando@riigikogu.ee](mailto:andres.ando@riigikogu.ee)

Practical information  
Ms Margit Muul  
[info@parleu2017.ee](mailto:info@parleu2017.ee)  
Phone: +372 604 8000

Representative of the Riigikogu to the European Parliament  
Ms Kristi Sõber  
[kristi.sober@natparl.ep.europa.eu](mailto:kristi.sober@natparl.ep.europa.eu)  
Mob: +32 498867320

**Website:** [parleu2017.ee](http://parleu2017.ee)