



**Meeting of the Secretaries General of the
European Union Parliaments
28 – 29 January 2018, Tallinn**

Practical Information

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

Meeting venue

The Riigikogu, Lossi plats 1a, Tallinn, Estonia

www.riigikogu.ee/en

Meeting room

Plenary Chamber of the Riigikogu.

Please note that food and beverages are not allowed in the meeting room.

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 December 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 of the meeting „SG“ in the Subject field.

Nordic Hotel Forum ****

Room type	Preferential rate per night per room
Standard Room SGL	105 €
Standard Room DBL	105 €
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.

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).

Hotel Palace ****

Room type	Preferential rate per night per room
Standard Room DBL SGL use	115 €
Standard Room DBL	125 €
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 Hegle Kannastik

Phone : +372 6806 646

E-mail: palace@tallinnhotels.ee

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

Homepage: <https://www.tallinnhotels.ee/hotel-palace-tallinn/center-hotel-tallinn/>

Cancellation policy:

Room reservations can be cancelled free of charge until 7 calendar 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).

Arrival/Departure transport

Participants are kindly requested to make their own arrangements for transport from and to the airport. 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 tram

Public tram No 4 stops next to the terminal, towards the city. The last tram from the airport to the city centre leaves at 00:45. Tickets are sold by the driver when you enter the tram. The cost of a single ticket is 2 EUR. The journey to the city centre takes approximately 15–17 minutes. The timetable for tram No 4 is available at: <https://transport.tallinn.ee/index.html#tram/4/b-a/en>

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: <https://transport.tallinn.ee/index.html#bus/2/a-b/13413-3/en>

Transfer

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

Registration / Identity badges

Participants are kindly requested to register for the meeting online by **29 December 2017**. Please find the registration information along with the username and password in the e-mail sent to your contact person.

Welcome and registration desks will be open at the recommended hotels on Sunday, 28 January 2018, from 15:00 to 19:00. Delegates arriving later will be able to register at the meeting venue on Monday, 29 January 2018, from 08:30 (grand lobby of the Riigikogu building). 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 event or to the meeting venue.

Colours of the identity badge straps:

Red	Head of delegation (SG)
Green	Delegation staff
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 **22 December 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 touchscreen button on the conference unit on their desk. The floor will be given in the order of receiving the requests.

Facilities

A limited number of computers and one printer will be available outside the meeting venue. WiFi connection will be available during the meeting.

Catering

In addition to the coffee break in the White Hall, coffee, tea and water will be available throughout the event near the meeting room. Please note that food and beverages are not allowed in the meeting room. 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

Gala dinner with a cultural programme will be held at Tallinn Creative Hub *Kultuurikatel* on 28 January 2018. Tallinn Creative Hub 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. Please see also <http://kultuurikatel.ee/en/>.

Smoking

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

Climate and weather

In January, the average temperature is around -5°C. At night, the average temperature is around -7°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

Ms Gea Rennel

Phone: +372 631 6390

gea.rennel@riigikogu.ee

Practical information

Ms Margit Muul

info@parleu2017.ee

Phone: +372 604 8000

Representative of the Riigikogu to the European Parliament

Ms Kristi Söber

kristi.sober@natparl.ep.europa.eu

Mob: +32 498867320

Website: parleu2017.ee