



**Plenary Meeting of the LVIII COSAC
26–28 November 2017, Tallinn**

Practical Information

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

Meeting venue

Saku Suurhall, Paldiski maantee 104b, Tallinn

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 **27 October 2017**, and rooms will be assigned on a first-come, first-served basis.

Please book the accommodation by using the links provided below in order to benefit from the preferential rates.

If you wish to make a **group booking**, please contact the hotel directly using the contacts below. Please enter the name „COSAC“ in the Subject field.

Radisson Blu Sky Hotel ****

Room type	Preferential rate per night per room
Standard Room SGL	120 €
Standard Room DBL	120 €
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 6823 512

E-mail: hegle.engman@radissonblu.com

Address: Rävåla puiestee 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).

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.

Website: <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).

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

Phone: +372 6242 443

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

Homepage: 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 Hotel Olümpia ****

Room type	Preferential rate per room per night
Swiss Advantaged King SGL	125 €
Swiss Advantaged King DBL	125 €
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 Tiina Luht

E-mail: tiina.luht@radissonblu.com or estonia.sales@radissonblu.com

Phone: +372 6315 371

Address: Liivalaia 33, Tallinn. Click here for a [map](#) of the area.

Homepage: <https://www.radissonblu.com/en/olumpiahotel-tallinn>

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, 08.00 – 18.00 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.eu/>

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://soiduplaan.tallinn.ee/#tram/4/b-a/13513-1/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: <http://soiduplaan.tallinn.ee/#bus/2/a-b/13413-3/en>

Transfer

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

Registration / Identity badges

Participants are kindly requested to register for the conference online by **27 October 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, 26 November 2017, from 15:00 to 19:00. Delegates arriving later will be able to register at the meeting venue on Monday, 27 November 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 visible at all times during the event. If you lose your 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 and COSAC Secretariat
Grey	Speaker
Yellow	Media
Orange	Interpreter
Violet	Observer
White	Organisers, technical support

Interpretation

Simultaneous interpretation into all the official EU languages will be provided during the plenary meeting of the LVIII COSAC and the meeting of the Chairpersons of COSAC.

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 one printer will be available outside the meeting venue. WiFi connection will be available during the meeting.

Catering

Coffee breaks and lunch will be served in the catering area, which is next 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 events

Buffet dinner with musical performances will be held at the Seaplane Harbor on 26 November 2017. Before the dinner, the guests can take a short museum tour. Please see also: <http://meremuuseum.ee/lennusadam/en>.

Gala dinner with a cultural programme will be held at the Estonian Concert Hall on 27 November 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 the designated smoking areas.



Climate and weather

In November, the average temperature is around 1°C. At night, the average low temperature is -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 in or nearest 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

Contact information
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