



**Meeting of the Chairpersons of COSAC
9–10 July 2017, 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

Visit to the Tallinn Design House

An optional visit to the Tallinn Design House is planned on 9 July. Please indicate your intention to participate on the registration form. Refreshments are offered at the venue.

The visit will include a brief look at the activities of the Tallinn Business Incubators foundation. In its 11 years of existence, it has contributed to the creation and successful development of nearly 400 businesses. The Tallinn Design House is a showroom of Estonian design right in the heart of the City, in the Rotermann Quarter. It is a unique space that offers both the opportunity to see as well as to purchase Estonian design products. To learn more, please visit <https://tallinndesignhouse.com/en>.

Accommodation

Participants are encouraged 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 **9 June 2017**, and rooms will be assigned on a first-come, first-served basis.

Participants are kindly asked to book accommodation directly with the hotels 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 „COSAC“ in the Subject field.

Swissôtel Tallinn *****

| Room type | Preferential rate per night per room |
|---------------------------|--------------------------------------|
| Swiss Advantaged King SGL | 160 € |
| Swiss Advantaged King DBL | 175 € |
| Including | Buffet breakfast, 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: +372 624 2443

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 Sky Hotel ****

| Room type | Preferential rate per night per room |
|-------------------|--------------------------------------|
| Standard Room SGL | 147 € |
| Standard Room DBL | 147 € |
| Including | Buffet breakfast, 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 puiestee 3, Tallinn. Click here for a [map](#) of the area.

Homepage: 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 night per room |
|-------------------|--------------------------------------|
| Standard Room SGL | 144 € |
| Standard Room DBL | 144 € |
| Including | Buffet breakfast, 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: 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 (<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 €. In order to avoid any unpleasant experiences with taxis, the airport recommends that you only use the partner taxis waiting at the official taxi stop of the airport. 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/Identification badges

Each participant is kindly requested to register online by **9 June 2017**.

Welcome and registration desks will be open at the recommended hotels on Sunday, 9 July 2017, from 14:00 to 19:00. Delegates arriving later will be able to register at the meeting venue on Monday, 10 July 2017, from 08:00 (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 name badge, please contact the organisers immediately. Please note that bags larger than a backpack will be screened.

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 |
| 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 **26 May 2017** at the latest.

Taking the floor

Requests to take the floor can be made electronically from the participant's seat. 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.

Smoking

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

Climate and weather

In July, the average temperature is around 18°C. At night, the average temperature is around 12°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>



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