



# Conference of Speakers of the European Union Parliaments

Helsinki, 17–19 May 2020

**Practical information**

(as of 11 February 2020)

Finnish Presidency of the Council of the European Union

## Conference Venue

Scandic Marina Congress Centre  
Katajanokanlaituri 6  
00160 Helsinki

## Registration and Accreditation

The Finnish Presidency has implemented an online registration system for all meetings. Participants are kindly requested to register for the conference online by **6 April 2020**. Please find the registration information along with the username and password in the e-mail sent to your contact person. Contact for technical support: [parleu2019fi@parliament.fi](mailto:parleu2019fi@parliament.fi).

Please note that ambassadors or other diplomatic representatives accompanying the delegation also have to be registered via the online registration system. Due to space constraints, only one representative from each embassy will be able to attend.

A welcome desk will be open at the airport's VIP area for delegates to pick up welcome bags and identity badges. Heads of delegations receive a pin and a badge.

**For security reasons, all participants are requested to wear their identity badges visibly at all times during the event. Each participant must collect his or her badge personally and present a valid passport or ID card. If you lose your identity badge, please contact the organisers immediately.**

**For delegates not travelling together with their delegations** there will be a welcome desk and registration open at the recommended hotels.

Delegates not staying at one of the recommended conference hotels are requested to notify the organisers at which of the conference hotels they would like to pick up their welcome bags and badges. They are also welcome to join the transfers from this hotel to the conference venue and to the dinner locations.

Delegates arriving late on Sunday evening will receive their identity badges and working documents at the conference venue.

## Arrival/Departure and Transport during the Conference

All guests are kindly asked to announce the time of arrival and departure of their flight or ferry in the online accreditation system.

Any changes concerning the travel arrangements should be updated in the online registration system up to the registration deadline. Should there occur any changes after the deadline, please notify them to [parleu2019fi@parliament.fi](mailto:parleu2019fi@parliament.fi).

The Heads of Delegations and the delegates travelling with the Head of Delegation will be met at the aircraft and seen off at the VIP area of Helsinki Airport or in the arrivals area of Helsinki seaport. Upon arrival/departure Heads of delegations and accompanying delegates will be provided with one limousine and one minivan at the VIP area of Helsinki Airport or of Helsinki seaport. The minivan seats six delegation members; the seat next to the driver is reserved for an accompanying officer from the Parliament of Finland.

**Delegation members travelling separately from their Head of delegation are asked to organize their own transport.**

Transportation service by busses will be provided for the Heads of delegations and accompanying delegates from the recommended hotels to the conference venue and dinner venues and back.

### **Helsinki Airport**

Helsinki Airport (<https://www.finavia.fi/en/airports/helsinki-airport>) is located about 21 km from the city centre, which is approximately a 40 minutes' drive depending on traffic. You can reach Helsinki by train, bus (<https://www.hsl.fi/en>), or taxi.

Trains I and P go from the airport to Helsinki Central Station. The Finnair airport shuttle bus operates from the west side of the Helsinki Railway Station to the airport and back.

The estimated journey time is 40 minutes by bus and about 30–35 minutes by train or taxi. Note that taxi services have been deregulated and as a result, the taxi meters are no longer mandatory and the price of journey can vary. To facilitate the choice of a taxi at the airport, there are four lanes for taxis at the Helsinki Airport:

- The three lanes closest to the terminal exit are reserved for the taxi companies that won the competitive tendering (Lähitaksi, Vantaan Taksi and Taksi Helsinki), and committed to uniform standards of pricing and service.
- The fourth lane is for other taxi operators.
- There is also an area for pre-reserved rides.
- Number for pre-reserving a taxi in Helsinki Airport (valid only for reservations from the airport): Taksi Helsinki +358 100 0600

### **Public transportation**

The presidency offers all Conference participants option of using public transportation during their stay in Helsinki.

You can collect your HSL travel card from the Tourist Information point at Helsinki airport in arrival hall 2A. The travel card gives you two (2) days of unlimited travel by public transport in the Helsinki region (zones ABC).

The Tourist Information point is open from Monday to Saturday from 10.00 to 18.00 and on Sunday from 12.00 to 18.00.

### **National security officers and firearms permits**

Any national security officers accompanying the Head of Delegation must be registered by the Delegation Accreditation Officer in the online accreditation system.

Firearms permit requests should be sent by Note Verbale to the following addresses:

- Ministry for Foreign Affairs Protocol Services ([PRO@formin.fi](mailto:PRO@formin.fi))
- Helsinki Police Dignitary Protection Service ([dignitaryprotection@poliisi.fi](mailto:dignitaryprotection@poliisi.fi))

The following information should be provided:

- Name
- Date of birth
- Passport number
- Weapon type, serial number and rounds of ammunition

**The Note should be sent no later than seven (7) days before arriving in Finland. Please be advised that only one armed security officer per delegation is allowed to enter the main venue. A valid badge must be worn visibly at all times.**

## **Radio frequencies**

If radio equipment is used during the visit, a Note Verbale should be sent to the following addresses:

- Ministry for Foreign Affairs Protocol Services ([PRO@formin.fi](mailto:PRO@formin.fi))
- Helsinki Police Dignitary Protection Service ([dignitaryprotection@poliisi.fi](mailto:dignitaryprotection@poliisi.fi))

The following information should be provided:

- Frequency, alternative frequency
- Operating area
- Time of visit / use
- Channel width
- Transmit power / radiated power
- Type and model of the radio equipment
- Description of the radio system

The note should be sent no later than seven (7) days before arriving in Finland.

## **Flight clearance**

Delegations arriving in Finland by state, military or private aircraft must send a request for landing clearance by Note Verbale to the following addresses:

- Defence Command Joint Operations Centre ([permit.defcom@mil.fi](mailto:permit.defcom@mil.fi))
- Ministry for Foreign Affairs Protocol Services ([PRO@formin.fi](mailto:PRO@formin.fi))

## **Hotels**

Delegates are kindly requested to make their own room reservations as soon as possible in one of the hotels recommended by the Presidency, using the reservation links and/or the booking codes indicated. Block reservations have been made from 17–19 May 2020. Please find the information of the hotels in the e-mail sent to your contact person. The hotels selected by the Presidency are security checked and official delegations are provided transportation to and from the hotel.

The Finnish Parliament will provide transportation service for the delegates to and from the conference and the dinner venues.

## **Interpretation**

Simultaneous interpretation of the plenary debates will be provided in English, French, Finnish and Swedish. A limited number of booths will 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 **6 April 2020**.

## **Conference documents**

Documents will be available on [www.parleu2019.fi](http://www.parleu2019.fi) and at the conference secretariat during the meeting.

## **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 button on the conference unit on their desk. The floor will be given in the order of receiving the requests.

## **Other information:**

### **WiFi**

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

### **Catering**

Coffee will be served in the foyer of the conference centre and lunch in the restaurant beside the conference room. Persons with special dietary requirements are kindly asked to inform the organisers in advance by providing the relevant information on their registration form.

### **Media**

The meeting will be broadcast as a live stream on [www.parleu2019.fi](http://www.parleu2019.fi) in the original language. The video will subsequently be made available in the original language on the website. Upon accreditation to the conference, you agree to transfer to [www.parleu2019.fi](http://www.parleu2019.fi), represented by the Finnish Parliamentary Administration, the non-exclusive, perpetual, irrevocable and worldwide right to your speech and/or statements and to all images and videos of you produced at the conference. This includes the right to sublicense, reproduce, modify, distribute, broadcast, publicly perform, publicly display and make available to the public in any form and in any medium, whether known or later developed.

### **Smoking**

Smoking is permitted only in designated smoking areas outside of the building.

### **Currency**

The currency of Finland is the euro.

### **Tap water**

Finnish tap water is of the highest quality and safe to drink everywhere.

### **Emergency number is 112.**

### **Time zone**

Local time in Finland is UTC+2.

### **Country code in Finland is (+358).**

## **Power supply**

230V electrical supply. Supply frequency is 50 Hz. Plug socket in use is the two-pinned Type F, "Schuko".

## **Climate**

The average temperature in Finland in May is around +10 degrees in Celsius. Weather can vary. For weather information in English, please visit [www.foreca.com](http://www.foreca.com).

## **Tourism**

Many sights in Helsinki can be easily reached by walking. For the attractions nearby the hotels and the Conference Venue, we recommend the [Helsinki Central Library Oodi](#). It was built to celebrate Finland's 100-year independence, and the building is architecturally interesting and energy-efficient. The art museum [Amos Rex](#), opened in autumn 2018, is worth visiting for influential exhibitions. Buildings designed by one of the most notable architects in Finland, Alvar Aalto, can be found in the centre area. Excellent shopping facilities are located a short distance away from the hotels and the Conference Venue.

## **Helsinki City Marathon, 16 May 2020**

If you plan to arrive on Saturday 16 May 2020, please note that the Helsinki City Marathon will take place on that day. Due to the roadblocks some parts of Helsinki including in the city centre will not be accessible between 14.00 and 21.00.

## **Embassies**

For information on embassies located in Finland, please visit: <https://um.fi/frontpage>

## **Contacts**

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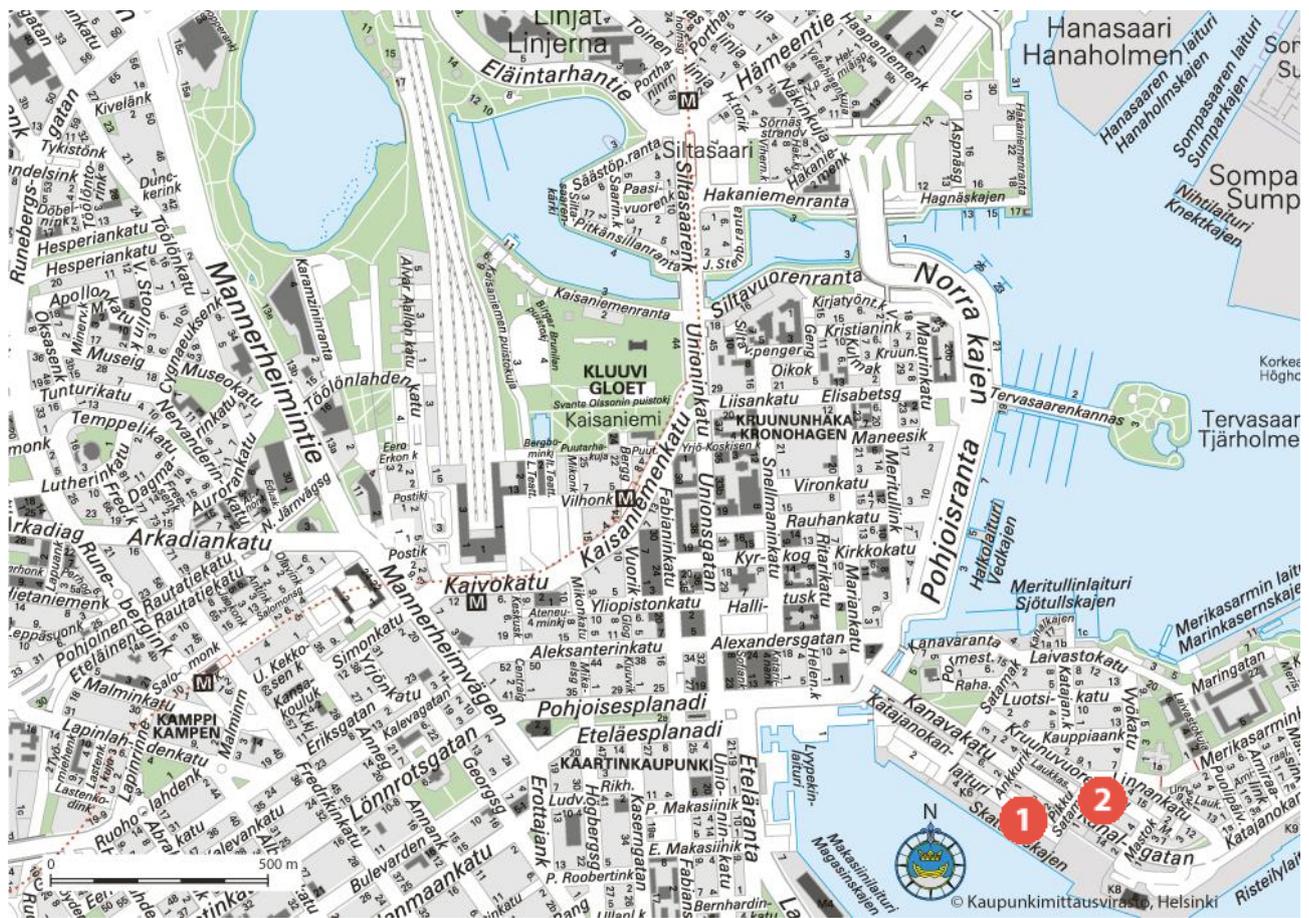
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Should you need further information, please contact:

[parleu2019@parliament.fi](mailto:parleu2019@parliament.fi)

# Map



- 1. Conference venue
  - 2. Dinner venue Wanha Satama
- Dinner venue Kulosaaren Casino approx.  
6 kilometres from the Conference venue