



**Conference of Speakers of the
European Union Parliaments**

23–24 April 2018, Tallinn

Practical Information

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

Conference venue

Hilton Tallinn Park Hotel, Fr.R. Kreutzwaldi 23, Tallinn, Estonia

<http://www3.hilton.com/en/hotels/estonia/hilton-tallinn-park-TLLHIHI/index.html>

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 **23 March 2018**, 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 of the meeting „SPEAK“ in the Subject field.

Early check-in will be offered according to the hotel's availability.

Hilton Tallinn Park Hotel

Room type	Preferential rate per night per room
Deluxe One Bedroom Suite	269 €
One Bedroom Suite	239 €
Executive Rooms	199 €
Standard Guestroom	139 €
Deluxe Guestroom	149 €
Including	Buffet breakfast, Wifi, VAT
	Check-In: 14:00; Check-Out: 12:00

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

Please enter “SPEAK” to the Group Code field. This registration form allows you to make bookings for up to 9 rooms.

Hotel reservation contact:

Contact person: Ms Viktoria Bunkova

E-mail: tallinn.reservations@hilton.com

Phone: +372 6305 333

Address: Fr. R. Kreutzwaldi 23, Tallinn. Click [here](#) for a map of the area.

Homepage: <http://www3.hilton.com/en/hotels/estonia/hilton-tallinn-park-TLLHIHI/index.html>

Cancellation policy:

Room reservations can be cancelled free of charge until 2 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).

Swissôtel Tallinn

Room type	Preferential rate per night per room
Suite SGL	360 €
Suite DBL	400 €
Swiss Advantage King SGL	140 €
Swiss Advantage King DBL	155 €

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: Reservations.tallinn@swissotel.com

Phone: +372 624 0000

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

Homepage: <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 night per room
One Bedroom Suit SGL/ DBL	195 €
Business Class Room SGL/ DLB	155 €
Standard Room SGL/ 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 Hegle Engman

Phone: +372 6 823 512

E-mail: hegle.engman@radissonblu.com

Address: Rävala puistee 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).

Delegation Liaison Officers

A delegation Liaison Officer (DLO) will be assigned to each delegation. The DLO will assist with logistical matters and will accompany the delegation throughout their visit to Tallinn. The DLO will contact the delegation at least two weeks before the beginning of the conference.

Security

The Estonian Police and Border Guard Board is responsible for security during the conference. In order to gain access to the conference venue in the Hilton Tallinn Park Hotel and while inside the building, a valid

badge or pin must be worn visibly at all times. If you lose your identity badge, please contact the organisers immediately.

All vehicles entering the closed zone must have accreditation and a special car permit.

Security officers who will be armed are kindly requested to inform the State Protocol Department of the Ministry of Foreign Affairs of their contact details by a verbal note, including: passport number, weapon type and serial number, and the amount of bullets they will carry. This must be done at least five (5) days ahead of their arrival to the Republic of Estonia. If a radio frequency is needed, information on the frequency range and technical details should be communicated to the State Protocol Department as well. Contact: MFA, State Protocol Department: +372 6377500, prosek@mfa.ee.

Arrival/Departure and Transport during the Conference

All guests are kindly asked to indicate the time of arrival and departure of their flights in the registration form. The Heads of Delegation (Speakers) and the delegates travelling with the Heads of Delegation will be welcomed and seen off at the VIP lounge at Tallinn Airport. Transfer for the Heads of Delegation and the accompanying delegates will be provided. Delegation members travelling separately from their Head of Delegation are asked to organize their own transport.

Transport from/to the airport to/from the hotels or conference and dinner venue will be arranged for the Heads of Delegation and their accompanying delegation throughout their visit to Tallinn. More information on transport will be provided through the DLO.

Any changes concerning the travel arrangements should be reported in advance by delegations to the organisers by e-mail info@parleu2017.ee and to their liaison officer.

Tallinn Lennart Meri Airport

Located 4 km from the city centre. For more information on airport see: <https://www.tallinn-airport.ee/en/>. The journey from the airport **by taxi** to Tallinn city centre takes approximately 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/>

Public **tram No 4** stops next to the airport 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>

Registration/Identity badges

Participants are kindly requested to register for the meeting online by **23 March 2018**. Please find the registration information along with the username and password in the e-mail sent to your contact person.

Badges issued on the basis of accreditation will be distributed by your DLO. For delegates not travelling together with their delegations there will be welcome and registration desks open at the recommended hotels on Monday, 23 April 2018, from 10:00 to 13:00. Delegates arriving later will receive their identity badges and working documents at the conference venue from 13:30 upon presenting their ID document.

Please note that ambassadors or other diplomatic representatives accompanying the delegation also have to register. Due to limited space, only one representative from each embassy will be able to attend.

Colours of the identity badge straps:

Red	Head of delegation (Speaker)
Dark blue	Member of Parliament (MP)
Light blue	Secretaries General
Green	Delegation staff
Violet	Ambassador (other diplomatic representative)
Black	Security officer
Orange	Interpreter
Yellow	Media
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 **16 March 2018** 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 button on the conference unit on their desk when notified by the chair.

Bilateral meetings

Delegations wishing to have bilateral meetings on 23–24 April 2018 are kindly asked to inform the organisers with regard to the reservation of meeting rooms by email: info@parleu2017.ee before the start of the conference or during the conference at the information desk in the conference venue in the Hilton Tallinn Park Hotel.

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 foyer of the conference centre.

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

Official dinner

Gala dinner hosted by Mr Eiki Nestor, President of the Riigikogu, will be held at the Estonian Concert Hall on 23 April 2018. 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 is permitted only in a designated smoking room or outside.

Climate and weather

In the second half of April, the temperature ranges between 3°C at night and 13°C in the afternoon. More information and detailed weather forecasts are available at <http://www.ilmateenistus.ee/?lang=en>.

Local Standard Time Zone is GMT +2.

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
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Practical information
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