



Meeting of the Secretaries General of the European Union Parliaments

Helsinki, 26–27 January 2020

Practical information

Conference Venue

Eduskunta
Little Parliament
Arkadiankatu 3
00100 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 **3 January 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

Welcome desks will be open at the conference hotels on Sunday 26th January 2020 from 14.00 to 19.00 for delegates to pick up welcome bags and identity badges. Delegates arriving later will be able to register at the main entrance of the conference venue on Monday 27th January 2020.

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 ID card. If you lose your identity badge, please contact the organisers immediately.

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 at the times indicated above. They are also welcome to join the transfers from this hotel to the conference venue and to the dinner locations.

Colours coding of the identity badges and lanyards

Red	Secretary General / Deputy Secretary General
Light blue	Keynote Speaker
Green	Delegation Staff
Violet	Observer
Grey	Security Officer
White	Organisers, Technical Support
Orange	Interpreter
Yellow	Media

Hotels

Delegates are kindly requested to make their own room reservations as soon as possible in one of the hotels recommended below, using the reservation links and/or the booking codes indicated. Block reservations have been made from 26–27 January 2020 at the following two hotels:

Original Sokos Hotel Presidentti

Room type	Rate per night per room (single/double occupancy)
Standard (40 rooms)	€ 150/170
Superior (20 rooms)	€ 180/200
Including	Buffet breakfast, WiFi, VAT, customer sauna
Check in/Check out	15.00/12.00
Reservation deadline	29 th December 2019: 50% of the remaining contingent expires 12 th January 2020: end of reservation period

The preferential rate negotiated by the Parliament of Finland is guaranteed until 29 December 2019. Reservations made after 29 December 2019 are subject to availability at the hotel's best available rate.

Reservation method. Online reservation behind [this link](#). Please use code BEUSECR20 when booking the rooms online. The telephone number for reservations is +358 (0)20 1234 600 and the e-mail address is sokos.hotels@sok.fi. Please use code EUSECR20 when booking rooms by telephone or by e-mail.

Cancellation policy for individual rooms. Room reservations can be cancelled free of charge until the date indicated in the confirmation of reservation. Cancelling the room reservation is possible until 18.00 in the day of arrival. The customer is in charge of any changes, cancellations and charges concerning the reservations. The reservation must be guaranteed by credit card while booking.

Contact details

Sokos Hotel Presidentti
Eteläinen Rautatiekatu 4
00100 Helsinki

Phone: +358 20 1234 608

Fax: +358 9 6947 886

E-Mail: presidentti.helsinki@sokoshotels.fi

Website: <https://www.sokoshotels.fi/en/helsinki/sokos-hotel-presidentti>

Scandic Simonkenttä

Room type	Rate per night per room (single/double occupancy)
Standard	€ 139/159
Superior	€ 199/219
Including	Buffet breakfast, WiFi, VAT, customer sauna
Check in/Check out	15.00/12.00
Reservation deadline	12 th January 2020: 50% of the remaining contingent expires 19 th January 2020: 25% of the remaining contingent expires 23 rd January 2020 10% of the remaining contingent expires 25 th January 2020 5% of the remaining contingent expires

The preferential rate negotiated by the Parliament of Finland is guaranteed until 5th January 2020. Reservations made after 5th January 2020 are subject to availability at the hotel's best available rate.

Reservation method

Online reservation behind [this link](#).

Cancellation policy. Room reservations can be cancelled or changed free of charge until 18.00 local time on the day of arrival. The customer is in charge of any changes, cancellations and charges concerning the reservations. Bookings must be guaranteed by a credit card, providing the card number and the expiration date.

Contact details

Scandic Simonkenttä
Simonkatu 9
00100 Helsinki

Phone: +358 9 68 380

E-Mail: simonkentta@scandichotels.com

Transfers

Delegations are kindly requested to make their own arrangements for transportation from and to the airport. However, bus transportation to the airport is provided after the meeting depending on demand.

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. From the Helsinki Central Station it is about 5 minutes' walk to the Original Sokos Hotel Presidentti or Scandic Simonkenttä.

Finnair airport shuttle bus is working from the west side of the Helsinki Railway Station to the airport and back.

Time estimation for the journey is 40 minutes by bus and about 30–35 minutes by train or taxi. Note that the regulations for taxi services have been eased 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).
- The fourth is for other taxi operators.
- Beside there is also an area for pre-reserved rides.
- Number for pre-reserving a taxi in Helsinki Airport (valid only in reservations from the airport): Taksi Helsinki +358 100 0600

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

Please notify that there will not be a bus transportation from Sokos Hotel Presidentti to the conference venue (walking distance approximately 150 meters).

Interpretation

Simultaneous interpretation of the plenary debates will be provided in English, French, Finnish and Swedish. A limited number of booths can be made available on the 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 13th December 2019. The meeting of the Secretaries General of the Troika will be held in English.

Conference documents

Documents will be available on 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.

Wlan

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

Catering

Coffee breaks 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 in the original language and with English interpretation when needed. 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, 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.

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 January is about -5 degrees in Celsius. The degrees can vary. For more information, please visit 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.

Embassies

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

Contacts

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Should you need further information, please contact:
parleu2019@parliament.fi

Map

1. Conference venue
2. Dinner venue
3. Sokos Hotel Presidentti
4. Scandic Simonkenttä

