

**Dear Participant,**

We are glad to welcome you to Estonia and Tallinn!  
Please find some practical information about the Conference below.

**CONFERENCE VENUE**

The UNICA General Assembly 2011 will be held in Tallinn University, Mare building. The other campus buildings (Terra and Silva) are connected to Mare building by glass corridors and there will be signs pointing directions to the Conference rooms.

**Address:**

Tallinn University  
Uus-Sadama St 5  
10120 Tallinn, Estonia  
Website: [www.tlu.ee](http://www.tlu.ee)

**TRAVELLING TO TALLINN**

The only international airport in Estonia is located in Tallinn. There are good flight connections between Tallinn and other European countries. For further information, please go to the airport website: [www.tallinn-airport.ee](http://www.tallinn-airport.ee). Tallinn can also be reached by ferry from Helsinki and Stockholm. The Old City Harbour is situated right in the city centre. Further information on the website: [www.portoftallinn.com](http://www.portoftallinn.com).

**HOW TO GET TO THE TALLINN CITY CENTRE, WHERE THE HOTELS AND TALLINN UNIVERSITY ARE LOCATED**

**Please note that there will be NO pick-up service arranged by the Organisers.**

From the Tallinn Airport

To get to the University from the Airport, we kindly suggest that you take a taxi. There are taxis available in front of the Airport building. Since Tallinn Airport is fairly small, you will easily see the taxis waiting in front of the arrival hall. The cost of a taxi drive to the Tallinn University should be approximately 13 EUR.

You can also use public transportation. The airport bus stop is located in front of the arrival hall.

**Bus No. 2** travels on the route Mõigu - Passenger Port. The bus stops in the city centre next to Viru Keskus at A. Laikmaa Street. Tickets are sold by the bus driver upon entering the bus. Tickets are available also at the R-Kiosk in the Passenger Terminal. Bus company MRP operates the route with Scania buses. The ticket costs 1.6 EUR when bought from the driver.

Timetable is available [HERE](#).

From the airport to the city, find schedule named "Moigu-Reisisadam": on the schedule, the bus stop named "Lennujaam" means the Airport.

There is Airport Shuttle service available at Tallinn Airport. The cost of the shuttle service is 5 EUR/ per person. The Airport Shuttle service desk is located outside the arrival hall on the right.

From the Port of Tallinn

To get from the harbour to the Tallinn University you should take a taxi. You can find taxis in front of the harbour building (and if you cannot find one, please go to the information desk). The taxi drive to Tallinn University should cost approximately 7 EUR.

Public transportation in Tallinn

Buses, trams and trolleybuses operate regularly. The cost of a single ticket is 1 EUR if previously bought at a kiosk. The tickets can also be purchased from the bus/tram drivers, they cost 1,6 EUR. Tickets are valid only if validated in a machine inside the bus, tram or trolleybus.

# UNICA General Assembly

## 13-15 October Tallinn, Estonia



### Taxi

Cost of taxi is approximately 0,55 EUR /per kilometre + starting fare 2,88 EUR.  
Most of the taxis do not accept card payments.

Recommended companies:

Tallink takso, phone +372 6408 921 (card payments accepted)

Tulika takso, phone +372 6120 000 (card payments accepted)

Reval takso, phone +372 6014 600

The taxi fares may slightly vary depending on the traffic and company. Please note that most of the taxis accept only cash payments, therefore you should change some money in advance, or do it at the currency exchange points (there are exchange points at the airport and at the harbour).

### Tallinn Tourist Information Centre in Old Town

Niguliste 2/Kullassepa 4

Phone +372 6457 777

### Tallinn Tourist Information Centre in Viru Keskus

Viru Square 4

Phone +372 6101 557

### **Name Badges**

Conference name badge will be handed out at the registration desk and it should be worn during the sessions, breaks and evening events.

### **Coffee breaks and lunches**

Coffee breaks and lunches will be served on the third floor of the Mare building. Please wear your badge during the breaks.

### **Passport and Visa**

A valid passport is required to enter Estonia. Please make sure that your passport is valid until at least 3 months after your departure date from Estonia. Citizens of the European Union countries do not need a visa to enter Estonia.

### **Estonian Time and Weather**

Estonia is in the Eastern European Time Zone: GMT + 2 hours during the Daylight Savings Time in summer. The average daily temperatures in October vary from +5 to +8 °C. Please see the homepage <http://www.weather.ee> for the latest forecast.

### **Currency, Banks, Credit Cards**

The national currency is the EURO. Major international credit cards are widely accepted. For further information about the currency and exchange rates please go to the Estonian Bank's website: <http://www.eestipank.info/frontpage/en/>.

Upon your arrival to Estonia, you will find exchange points at the airport, railway station, harbour and bus station.

### **Shopping**

Shops are usually open from 10.00 until 18.00 on weekdays and on weekends. Larger department stores are open between 9.00 and 21.00.

Best shopping facilities in Tallinn can be found in the city centre: Stockmann, Tallinn Kaubamaja, Viru Keskus, etc. Many nice boutiques and handicraft galleries can be found in the Old Town around Raekoja Square.

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## IMPORTANT CONTACTS IN TALLINN

**Tallinn University:**

**Kerli Kangro**

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**On the behalf of the Secretariat, we wish you a successful Conference and a pleasant stay in Estonia!**

## INFORMATION ON PRE-BOOKED HOTELS

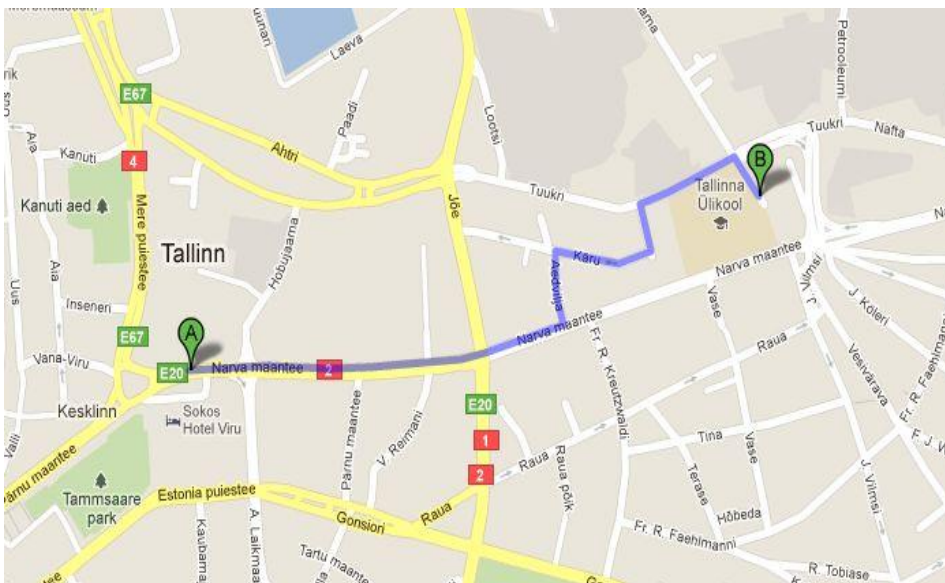
**PARK INN CENTRAL\*\*\*** <http://www.parkinn.com/hotel-centraltallinn>

Narva mnt 7C, 10117 Tallinn, Estonia

**Price: Single/double room 44 EUR**

The stylish **Park Inn Central Tallinn Hotel**, situated near the Old Town and the city centre, provides spacious rooms with quality amenities. Guests enjoy the tempting restaurants, including Novell, a chic restaurant and lounge; and Café Kompass, which offers healthy and light fare, including salads and grilled dishes. The hotel also offers a lobby bar, meeting rooms and a 24-hour front desk.

Approximate distance from Tallinn University: 650 m (9 minute walking distance)



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**NORDIC HOTEL FORUM\*\*\*\*** [www.nordichotels.eu](http://www.nordichotels.eu)

Viru väljak 3, 10111 Tallinn, Estonia

**Price: Single/double room 86 EUR**

**Nordic Hotel Forum** is a four-star hotel located in the heart of Tallinn within just a walking distance from shopping, business and entertainment areas. As all the rooms are elegantly furnished and each detail carefully considered, even the most demanding guests yield to the offered comfort. The hotel includes special rooms for allergic guests and people with physical disabilities. Every room is equipped with an air-conditioner, mini-safe, mini-bar, hair-drier, telephone, interactive TV-system, LCD TV, SAT-TV, free Wi-Fi. Your room price includes a full buffet breakfast in the Monaco restaurant as well as the chance to unwind in our relaxation centre, enjoying the views over the Old Town.



Approximate distance from Tallinn University: 900 m (12 minute walking distance)

