

**UNICA Rectors' Seminar 2010**  
**Tallinn, Estonia**  
**May 27-29, 2010**

**PRACTICAL INFORMATION**

We sincerely hope you will find the following information helpful in planning your visit to Tallinn. Tallinn University as the host for UNICA Rectors' Seminar is looking forward to welcoming you in May.

**Getting to Tallinn:**

**By plane:**

**Flight times to Tallinn from European destinations**

Helsinki 0,5 hour  
Stockholm 1 hour  
Copenhagen 1,5 hours  
Oslo 1,5 hours  
Berlin 2 hours  
Frankfurt 2,5 hours  
Brussels 2,5 hours  
Amsterdam 2,5 hours  
Munich 2,5 hours  
London 3 hours  
Paris 3 hours  
Milan 3 hours  
Rome 3 hours  
Barcelona 4 hours

Flight schedules, airport information: <http://www.tallinn-airport.ee/> or ph.+372 605 8888

**By ferry:**

Estonia is well served by ferry, with connections from Tallinn to for example Helsinki, Stockholm and Rostock. Ferry operators include:

Tallink. to Helsinki (2h), Stockholm, Rostock, [www.tallink.ee](http://www.tallink.ee)

Viking Line to Helsinki (2,5h), [www.vikingline.ee](http://www.vikingline.ee)

Passenger information at the harbour: <http://www.ts.ee/> or ph. +372 631 8550

**Arrival to Tallinn:**

**Arrival by air:**

Located just 4 km from the Tallinn City centre, the modern Lennart Meri Tallinn Airport provides excellent facilities and a wide variety of services to meet the demands of all its customers.

Information at the airport

Information service in Departure Hall is opened according to the flight schedule 2 hours before the first flight and closed after the last arriving flight.

**Ph. +372 605 8888, fax +372 605 8433, [www.tallinn-airport.ee/eng](http://www.tallinn-airport.ee/eng)**

Bus no. 2 leaves the airport for the city centre and port every 30 minutes, and operates from 7 AM until midnight. The price 25 EEK; tickets can be bought from the driver. The airport bus stop can be

found in front of the departure hall. The downtown bus stop is located on Laikmaa Street, between the Tallink Hotel and the large Viru Centre, attached to the Sokos Hotel Viru.

A taxi stand is also just outside the departure hall. The fare from the airport to the city centre is about 120 EEK.

**Arrival by ferry:**

**Passenger information at the harbour:**

ph. +372 631 8550

**Passenger terminals** are located a short distance from the medieval Old Town.

Terminals -

**A-terminal** serves Viking Line ferries, Eckerö Line ferries to Helsinki

**B-terminal** serves Viking Line ferries, Eckerö Line ferries from Helsinki

**D-terminal** serves Tallink ferries and high-speed vessels to/from Helsinki and Tallink ferries to/from Stockholm.

**Linnahall** terminal serves Linda Line's high-speed vessels to/from Helsinki

From the port to the city -

Bus no. 2 departs from the port's A-terminal for the city centre and airport approximately every 30 minutes from 7 am until midnight. The price from the bus is 25 EEK.

A taxi from the terminal to the city centre costs about 60 EEK.

**Arrival by bus:**

International bus lines (Eurolines, Ecolines, Hansabuss) offer bus connections between Tallinn and many European cities.

International and domestic bus lines arrive at and leave from Tallinn's Central Bus Station.

**Tallinn Central Bus Station**

Lastekodu 46

Ph.: 12550

From the bus station to the city -

Take a tram nr. 2 or 4 or a bus nr. 17 and 17A. Tickets can be bought from the driver. The price for one ticket 25 EEK.

**Public transportation:** Buses, trolleys and trams operate regularly from 6 to 23. Make sure that you either have a valid ticket before getting on public transportation or that you buy one from the driver immediately upon entering. If you need to buy a ticket, enter at the front door; tickets are only sold at stops, not while the vehicle is moving. Note that tickets bought from the driver are more expensive than those bought at a newsstand. Bus, trolley and tram tickets can be purchased at newsstands for 15 EEK or from the driver for 25 EEK. You can also buy a 10 ticket package for 100 EEK. The Tallinn Card holders may use unlimited public transportation free. Punch your ticket right after entering at a machine located throughout the bus, trolley or tram. Note that you must punch your ticket immediately upon entering. Passengers travelling with false tickets or without tickets will be fined.

**Taxis:** Taxi stands are located at major intersections and in front of bigger hotels. Passengers can choose from any of the available taxis at a taxi stand. Taxis can be also ordered by phone or hailed on the street. Starting fare 35-70 EEK, price for 1 km is about 8-15 EEK.

The price list for taxi services is determined by the taxi operator; that is, prices are not uniform for all taxis. In order to avoid misunderstandings, be sure that the approximate cost of the trip to your destination is clear in advance.

### **Instructions for taxi passengers - Before getting in**

Be sure you understand the approximate cost of the trip. Prices are not uniform; taxi operators can set their own rates.

Take a close look at the yellow price list, which is posted on the right side rear door.

Here you'll find rates for:

- \* the base fare (usually 35–70 Estonian kroons);
- \* the waiting charge, used only when the taxi is actually standing (usually 100–300 Estonian kroons/hr).
- \* the per-kilometre charges: a daytime charge used from 6am to 11pm, and a nighttime charge used from 11pm to 6am (both usually 8–15 Estonian kroons/km);

Anything much more than these is considered high. Make sure the taxi driver holds an operator's card – a white plastic card with the driver's photo and name, attached to the middle of the dashboard.

### **Starting out**

Make sure the taxi's meter is turned on. It is illegal for the driver to smoke or to allow others to smoke in the taxi.

### **At the end of the ride**

The driver is not allowed to ask for more than what is on the meter. The driver must be paid in Estonian kroons. Ask the taxi driver for a receipt from the meter's printer. If the meter or printer is out of order, the driver should not be in service and you have the right to refuse to pay the fare. To lodge complaints or make suggestions, contact the Tallinn Transport Department's Taxi Commission by e-mail [tta@tallinnlv.ee](mailto:tta@tallinnlv.ee), or by phone +372 640 4991.

**The venue:** Tallinn University is the youngest among all universities in the capital cities of Europe. It was founded only in 2005 as a merger of different universities and research institutions in Tallinn. Since then, it has been growing quickly and has now a student body of over 8500, with close to 500 faculty members. The University consists of 18 academic institutes, 4 colleges and the academic library. Academic institutes are competence centres in their specific field(s) and are active both in research and teaching. Tallinn University is situated in the center of Tallinn about a fifteen-minute walk from the old Town of Tallinn. The address is: Uus-Sadama 5.



The rooms where the seminar is held are the following:

### **Plenary room**

Inclining auditorium M-225



126 seats, line-seats

**Workshop rooms**

Senat Hall M-648

40 seats, U-shaped table



Meeting room M-649

22 seats, meeting table



**Hotels:** All of the hotels are within a walking distance from the Tallinn University. You can find more information about the hotels in the accommodation information.

**Climate:** The climate in Tallinn is characterized by a fairly cold winter, a cool spring with little precipitation, a moderately warm summer and a long and rainy autumn. However, some summers have weeks at a stretch of temperatures around +25°C, and a warm, sunny summer can keep autumn at bay until mid-October.

Average temperature in July +16,7°C

Average temperature in February -4°C

Weather forecast in the Internet: [www.weather.ee/tallinn](http://www.weather.ee/tallinn)

**Language:** The language that is spoken in Estonia is called, “Estonian.” However, other languages are spoken by most of the people who live here. English is understood and spoken by many of the resident.

**Time:** Estonia is in the Eastern European Time Zone: GMT +2 hours.

**Electricity:** The electricity supply in Estonia is 220 volts AC, 50 Hz. European-style 2-pin plugs are in use.

**Currency:** The local currency is the Estonian kroon (EEK). 1 EUR = 15,65 EEK

Foreign currencies can be easily exchanged in banks and exchange offices. Most banks are open from 9.00 - 18.00 on weekdays, and some offices are also open on Saturday mornings. There are exchange offices in several hotels, in the port of Tallinn, at the airport, the railway station and many other places.

**Tipping:** A tip is not obligatory, but small change is always welcomed.

**Credit cards:** Credit cards such as Visa, Mastercard/Eurocard, Diner's Club, American Express etc. are accepted in most of the major hotels, restaurants and shops, but ask first. Most banks will give

cash advances on credit cards supported by a valid passport. Check with the credit card company for further details before travelling.

**Traveller's Cheques:** The most widely accepted traveller's cheques in Estonia are Amex, Thomas Cook and Eurocheque.

### **Calls:**

**Calls to Estonia:** the country code for Estonia is +372.

Dial +372, then the area code and the subscriber's number.

**Calls from Estonia:** Calls from Estonia: Dial 00 + the country code + area code + the subscriber's number.

### **Internet:**

**Public Internet** access points have been set up all over Estonia. They are located in local libraries and post offices.

**Wifi:** There are over 100 free wireless Internet zones around the country, many of them in rather unexpected places - beaches, Old Town squares, stadiums, and concert halls.

Wifi is available all over the Tallinn University campus free of charge.

### **Post Offices:**

**Tallinn Post Office** is located in the centre, at Narva maantee 1, and is open Mon-Fri 08.00-20.00, Sat 9.00-17.00 Ph. +372 617 7033, [info@post.ee](mailto:info@post.ee), [www.post.ee](http://www.post.ee).

**Toompea Post Office** is located in the Old Town, at Lossi plats 4, and is open Mon-Fri 9.00-17.00.

**Visa:** Estonia is a part of the Schengen visa area.

Nationals of EU and EEA member states are free to enter Estonia. **The required travel document for entry is a national ID card or passport.**

Nationals of the following countries do not need visa to enter Estonia, and can stay for up to 90 days in any 6-month period: Andorra, Argentina, Australia, Brazil, Brunei, Canada, Chile, Costa Rica, Croatia, El Salvador, Guatemala, Holy See, Honduras, Hong Kong, Israel, Japan, Macao, Malaysia, Mexico, Monaco, New Zealand, Nicaragua, Panama, Paraguay, San Marino, Singapore, South Korea, USA, Uruguay, Venezuela. **The required travel document for entry is a valid passport.**

**Citizens of countries NOT mentioned above require a visa to enter Estonia.**

Visitors arriving in Estonia with visa must have national passports valid at least 3 months after their planned departure from Estonia.

Children aged 7 to 15 years must have their own passport when travelling to Estonia or, if they are registered in their parent's passport, must have their photo next to the name. Children under 7 years need not have a photo if they are registered in their parents' passports. Persons above 15 years must have a separate travel document with photo.

For detailed information, please contact the nearest Estonian consulate or embassy, or check the Estonian Ministry of Foreign Affairs' website [http://www.vm.ee/eng/kat\\_150/](http://www.vm.ee/eng/kat_150/)

**Tax free:** Travellers arriving from outside the European Union can buy goods from tax-free shops and have them exempt from VAT. Exemption from Value Added Tax shall be applied when the total sales price of the goods purchased from a tax-free shop (including the VAT) exceeds 2500 EEK. A tax-free shop provides the buyer with a respective document to prove the purchase. This document must be presented to Customs for confirmation when leaving the European Union. The buyer must take the goods out of the European Union before the end of the third month following the month of purchase.

Travellers are not allowed to unwrap the packaged goods before leaving the European Union. Travellers are obliged to present the unwrapped goods for customs inspection if requested. For further information please contact the local customs office or a customs officer on duty.

Customs helpdesk: +372 696 7435, +372 696 7436.

**Healthcare:** No vaccinations or health certificates are required upon entering Estonia, though health insurance is advisable. Ordinary over the counter medicaments are available in pharmacies (“Apteek”) in every town. However, for the convenience of the traveller we suggest you bring along your own supply.

## IMPORTANT CONTACTS IN TALLINN

### Tallinn University:



**Kerli Kangro**  
Project Coordinator  
Tel. +372 51 919 315  
E-mail: kerli.kangro@tlu.ee



**Sirli Peda**  
Conference Manager  
Tel. + 372 53 471 777  
E-mail: sirli.peda@tlu.ee