ENQA MEMBERS’ FORUM 2019
Tallinn, 25-26 April 2019

Venue:
Tallinn University Conference Centre
Mare Building - Tallinn Hall
Narva mnt 27/Uus-Sadama 5
10120 Tallinn
Estonia

Practical Information

Venue
The 2019 Members’ Forum will take place in Tallinn Hall in the Mare Building of the Tallinn University Conference Centre. There are two ways to arrive: if coming on foot or using public transport, we recommend arriving via the entrance to the Astra building, located at Narva mnt 27 Tallinn. Once inside, you need to take a flight of stairs to the first floor and use a gallery to get to the Mare building (guiding signs will be provided). If arriving by taxi, then you might want to arrive directly at the Mare building located at Uus-Sadama 5, 10120 Tallinn, Estonia.

The event maps is available at:
https://drive.google.com/open?id=1oUzSfx65u2ac6NGBPDr0oEgP3RFHmbwx&usp=sharing
Arrival and transport
Participants are kindly requested to make their own international and local travel arrangements. Participants may find it helpful to coordinate their travel to Tallinn by using www.rome2rio.com.

Getting to Tallinn
The Tallinn Airport is situated about 8 km from the event venue. Participants may take a tram, bus or taxi from the airport to the event venue or their hotel upon arrival.

By tram
Tram line 4 runs to and from the Tallinn airport and is located on the city side of the passenger terminal. The journey to the city centre takes about 15-17 minutes and a single trip costs 2€ with the driver or only 1€ when purchasing a QR-ticket online. More information about tickets for public transportation can be found here.

By bus
Airport bus stops are located on the city side of the passenger terminal next to the tram stop. Bus line number 2 runs to the city centre and its timetable can be found here. Tickets are sold by the bus driver at the entrance to the bus for 2€.

Note: if you are looking to buy a ticket from the driver of a tram or bus, you must pay by cash.

Getting to your hotel and/or getting around by taxi:
If travelling by taxi, all participants are encouraged to take official taxis from the airport. All taxis are required to have a taximeter and to display fares on the passenger side window; avoid taxis that don’t. The fare from the airport to the city centre, where most of the hotels are located, should be approximately 10-12€ (maybe a few euros more if it is rush hour). Similarly, the fare from any city centre hotel to the event venue should be around 10 euros. You can pay by card in most taxis (for sure in the taxis from the companies listed below). Alternatively, Uber is also available in Tallinn.

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Accommodation
A few hotels have been recommended by EKKA with select group rates. More information about these hotels can be found in Annex 1.

On-site registration
On-site registration will take place at the Tallinn University Conference Centre, in front of the plenary hall on the first floor in the Mare Building, starting from 12.00 on Thursday, 25 April 2019. Lunch will be served in the atrium of the Mare building (on the second floor, one floor up from the plenary hall). Participants are kindly requested to make their arrangements in a way that will leave them enough time for lunch as well as registration either prior to or after lunch.

A virtual tour of Tallinn University and the Mare Building where the event will take place can be found here: http://virtualtour.tlu.ee/

Cloakroom
Tallinn can be somewhat chilly in April, with an average high of 11°C and average low of 3°C. Please dress accordingly. Guarded cloakrooms are available at the entrance halls of both the Astra and Mare buildings.

Internet
Free Wi-Fi is available throughout the university campus, including the plenary and session rooms.

Pre-event and reception by EKKA
Participants arriving early to Tallinn are welcome to attend a pre-event tour through the old city and welcome reception offered by EKKA. The pre-event will take place during the afternoon preceding the ENQA Members’ Forum, on Wednesday, 24 April. A tour through the old city will take place from 15.00-17.00, followed by a welcome from EKKA and a tour through the recent history of Estonia at the Vabamu museum from 17.00. More information about the museum can be found here: https://www.vabamu.ee/organise-an-event. Those interested in attending the pre-event are kindly requested to mention this in the additional information field while registering online.

Dinner
The event dinner, generously provided by EKKA, will be a medieval feast at Olde Hansa (Vana turg 1, 10140, Tallinn) at 19.00 on Thursday, 25 April.

Photography
Please note that photos will be taken during the event and may be used for publications and websites, both of organisers and of hosts. Should you be opposed to your picture being used as described, please contact the photographer or the organisers on-site.

Electricity
In Estonia, the power sockets are type F. The standard voltage is 230 V and the standard frequency is 50 Hz.
Additional information
Please find a website for visitors to Tallinn here: https://www.visittallinn.ee/eng.

Contact
The contact details of EKKA are:
Tel: +372 640 0455
Address: Toompuiestee 30 Tallinn
Website: http://www.ekka.archimedes.ee

Ms Tiia Bach
Assessment coordinator
Mob: +372 5660 6419
E-mail: tiia.bach@archimedes.ee
Hotel offers for participants of ENQA Members’ Forum in Tallinn

Forum venue: Tallinn University Narva mnt 29 Tallinn

All rates are per room including breakfast and VAT

**Radisson BLU**

Standard rooms:
Single – 119 EUR/night
Double//Twin – 129 EUR/night

Bookings via e-mail: reservations.tallinn@radissonblu.com. Please mention the promotional code “ENQA Forum 2019” when making your booking.

This hotel is located 1.1km away from the venue. It is a 15-minute walk or 12 minutes by public transportation.

**Nordic Hotel Forum**

Standard single room 105 EUR/night
Rate includes buffet breakfast, WiFi, use of leisure center and VAT.

Bookings can be made by e-mail forum@nordichotels.eu or over the phone +372 6222 999
Promotional code: ENQA Forum 2019. Early reservation is recommended since we operate on a “first come, first served basis”.

This hotel is located 1.0km away from the venue. It is a 13-minute walk or 7 minutes by public transportation.

**Park Inn by Radisson Central Tallinn**

Standard rooms 75.00€/night
Superior rooms 95.00€/night

You can book by following this link (subject to availability): Park Inn Central - ENQA Forum 2019
Or alternatively you can contact the reservations office using the promotional code “ENQA19”:
Tel. +372 6315 315 (Mon to Fri 8AM-6PM)
E-mail: estonia.sales@parkinn.com

This hotel is located 1.0km away from the venue. It is a 12-minute walk or 10 minutes by public transportation.
Tallink City Hotel
https://www.tallinkhotels.com/tallink-city-hotel

Standard single 79€/night
Standard Twin 84€/night
The price includes morning sauna 8.00-10.00, WiFi, breakfast, entrance to the nightclub Cellar (open Fri-Satt) and VAT.

For making a booking please contact the Reservation Department:
cityhotel@tallink.ee and use the promotional code „ENQA2019”

This hotel is located 1.1km away from the venue. It is an 14-minute walk or 12 minutes by public transportation.

St.Olav Hotell
www.tallinnhistoricalhotels.com

Single 55€/night
Double/twin 60€/night

Use the promotional code: „ENQA Forum 2019” when booking via:
sales@tallinnhistoricalhotels.com.

This hotel is located 1.9km away from the venue. It is a 23-minute walk or 15 minutes by public transportation.

Three Crowns Residents
www.tallinnhistoricalhotels.com

Single 50€/night
Double/twin 55€/night

Use the promotional code: „ENQA Forum 2019” when booking via:
sales@tallinnhistoricalhotels.com.

This hotel is 1.7km away from the venue. It is a 20-minute walk or 12 minutes by public transportation.