

**CEPT/ECC/WGFM/FM49
14 - 15 NOVEMBER 2011
HELSINKI, FINLAND**

GENERAL INFORMATION

VENUE

Finnish Communications Regulatory Authority
Conference room Suomenlahti
Itamerenkatu 3 A, 5th floor
FI-00180 HELSINKI
FINLAND

Telephone +358 9 696 61
Fax +358 9 6966 410
<http://www.ficora.fi>

Meeting co-ordinator

Mrs Anitta Laine
Finnish Communications Regulatory Authority (FICORA)
P.O. Box 313
FI-00181 HELSINKI
FINLAND
Telephone +358 9 6966 847
Fax +358 9 6966 410
E-mail anitta.laine@ficora.fi

Telecommunication facilities

During the meeting the delegates can be contacted on the following numbers:

Telephone +358 9 6966 759
Fax +358 9 6966 410

There will be a wireless local area network available within the conference rooms for file transfer etc.

REGISTRATION OF PARTICIPANTS

Registration will commence at the venue **on Monday 14 November 2011 at 09:30 hours.**

HOTEL RESERVATIONS

A certain number of rooms have been provisionally booked from 13 to 15 November 2011 at the

[Radisson Blu Seaside Hotel](#), Ruoholahdenranta 3, FI-00180 HELSINKI

Telephone: +358 20 1234 700
Fax: +358 20 1234 740 E-mail: reservations.finland@radissonblu.com

Please make the hotel reservation directly at the hotel **as soon as possible, before 14 October, and in no case later than 31 October 2011.** The allotment code is **FM49.**

After the above date we cannot guarantee accommodation at these hotels at the special rate:

| | |
|-------------|----------|
| Single room | 113.00 € |
| Double room | 143.50 € |

Other hotels in the Helsinki City Centre

| | | |
|---------------------------------------|---|-----------------|
| | Telephone | Fax |
| Crowne Plaza Helsinki | +358 9 2521 0000 | +358 9 733 5421 |
| Mannerheimintie 50, FI-00260 HELSINKI | E-mail: helsinki.cph@restel.fi | |
| | http://www.crowneplaza-helsinki.fi/crowneplaza-helsinki!/en_GB/ | |

| | | | |
|---|------------------|------------------|---|
| Cumulus Seurahuone Kaivokatu 12, FI-00100 HELSINKI | +358 9 69 141 | +358 9 691 4010 | E-mail: seurahuone.cumulus@restel.fi http://www.hotelliseurahuone.fi/hotelliseurahuone/en_GB/ |
| Holiday Inn Helsinki City Centre Elielinaukio 5, FI-00100 Helsinki | +358 9 5425 5000 | +358 9 5425 5299 | E-mail: helsinki.hihcc@restel.fi http://finland.holidayinn.com/hotellit/helsinki-city-centre/en_GB/helsinki-city-centre/ |
| Holiday Inn Helsinki City West Sulhasenkuja 3, FI-00180 Helsinki | +358 9 4152 1000 | +358 9 4152 1299 | E-mail: helsinki.hihcw@restel.fi http://finland.holidayinn.com/hotellit/helsinki-west/en_GB/helsinki-west/ |
| Hotel Helka Pohjoinen Rautatiekatu 23, FI-00100 Helsinki | +358 9 613 580 | +358 9 441 087 | http://www.helka.fi |
| Radisson Blu Plaza Hotel Helsinki Mikonkatu 23, FI-00100 Helsinki | +358 20 1234 700 | +358 20 1234 740 | E-mail: reservations.finland@radissonblu.com http://www.radissonblu.com/plazahotel-helsinki |
| Radisson Blu Royal Hotel Helsinki Runeberginkatu 2, FI-00100 Helsinki | +358 20 1234 700 | +358 20 1234 740 | E-mail: reservations.finland@radissonblu.com http://www.radissonblu.com/royalhotel-helsinki |
| Scandic Hotel Continental Mannerheimintie 46, FI-00260 Helsinki ONEWORLD CHECK-IN | +358 9 40 551 | +358 9 4055 3255 | E-mail: continentalhelsinki@scandic-hotels.com http://www.scandichotels.com/en/Hotels/Countries/Finland/Helsinki/Hotels/Scandic-Continental-Helsinki/ |
| Scandic Hotel Marski Mannerheimintie 10, FI-00100 Helsinki | +358 9 68 061 | +358 9 642 377 | E-mail: marski@scandic-hotels.com http://www.scandichotels.com/en/Hotels/Countries/Finland/Helsinki/Hotels/Scandic-Marski/ |
| Scandic Hotel Simonkenttä Simonkatu 9, FI-00100 Helsinki | +358 9 68 380 | +358 9 683 8111 | E-mail: simonkentta@scandic-hotels.com http://www.scandichotels.com/en/Hotels/Countries/Finland/Helsinki/Hotels/Scandic-Simonkentta/ |
| Sokos Hotel Presidentti Eteläinen Rautatiekatu 4, FI-00100 Helsinki | +358 20 1234 608 | +358 9 694 7886 | E-mail: presidentti.helsinki@sokoshotels.fi http://www.sokoshotels.fi/en/hotels/helsinki/presidentti/ |
| Sokos Hotel Torni Yrjönkatu 26, FI-00100 Helsinki | +358 9 1234 604 | +358 9 4336 7100 | E-mail: torni.helsinki@sokoshotels.fi http://www.sokoshotels.fi/en/hotels/helsinki/torni/ |

TO HELSINKI BY SEA

Helsinki can be reached by sea from Estonia, Germany, Poland, Russia and Sweden. For further information please contact your travel agency.

FROM THE AIRPORT TO THE HOTEL

[Helsinki-Vantaa Airport](#) is situated some 20 kilometres (about 30 minutes) north of the Helsinki City Centre. The Radisson Blu Seaside Hotel is located near the premises of the Finnish Communications Regulatory Authority (300 m).

A **taxi** to the centre of Helsinki is paid according to the meter, usually about 45 EUR. All taxis are metered. Drivers do not expect any tips. Credit card payment is mostly accepted. During weekends there is an additional charge.

The **Finnair bus** ([timetable](#)) takes you to the City Terminal, which is next to the Railway Station in the Helsinki City Centre. There are usually departures from the airport every twenty minutes. The bus fare is 6.20 EUR.

VISA

Information on foreign citizens requiring or not requiring visas for entry into the Schengen area and on travel documents accepted by Finland can be found on the [web pages](#) of the Ministry for Foreign Affairs. Delegates from the countries whose citizens require visas should start the application process well in advance. Please see [information](#) on how to apply for a visa.

Individual invitations will be sent upon request.

LANGUAGES

The official languages of Finland are Finnish and Swedish. Finnish, a Finno-Ugric language is spoken by about 93 %, and Swedish by about 6 % of the people as a mother tongue. About 1700 people in Lapland speak Lappish (Sami).

CURRENCY

The Finnish currency unit is the euro (EUR) = 100 cents. Denominations of banknotes are: 5, 10, 20, 50, 100, 200 and 500 euros. Coins: 5, 10, 20, 50 cents, 1 and 2 euros.

1 EUR = 0.86300 GBP (5 October 2011)

1 EUR = 1.3337 USD (5 October 2011)

WEATHER

In winter the mean temperature remains below 0° Celsius. Winter usually begins in southern Finland during November. More information on the weather in Finland can be found at http://en.ilmatieteenlaitos.fi/seasons-in-finland?doAsUserLanguageId=en_US

Temperature

Daily temperatures (30-year average) in Helsinki are in November:

Maximum around +1.2° Celsius and minimum around -2.1° Celsius.

LOCAL TIME

Finnish local time is UTC +2h.

BANKS

Banks are open Monday through Friday 9.15 a.m. - 4.15 p.m. and are closed on Saturdays and Sundays.

“OTTO” cash withdrawal automats accept all major bank and credit cards: EuroCard, MasterCard, Visa, Cirrus, EC, Maestro, and Plus.

CREDIT CARDS

Finnish hotels, restaurants, car rental agencies, department stores and shops accept major credit cards (American Express, Diners Club, Eurocard, Master Card, and Visa).

SHOPPING HOURS

The most common opening hours are 9 a.m. – 5 or 6 p.m. on weekdays and Saturdays. Many shops and department stores are open until 9 p.m. on weekdays, until 6 p.m. on Saturdays, and on Sundays from noon until 6 p.m.

POST OFFICES

Post offices are open Monday through Friday 9 a.m. - 5 p.m. Some post offices are open until 8 p.m.

Yellow mailboxes are for collections daily. Stamps can be bought at post offices, most kiosks and department stores, stations and hotels.

ELECTRICAL APPLIANCES

The electric current in Finland is 230 V, 50 Hz. Plugs are two-pin continental size.

EMERGENCIES AND MEDICAL SERVICES

Should medical or dental assistance be required during your visit, please contact the Secretariat during working hours and at other times the hotel reception.

Emergencies: Dial 112 (ambulance, rescue services, fire department and police).

TOURIST INFORMATION

[Helsinki City Tourist Office](#)

Pohjoisesplanadi 19
FI-00100 HELSINKI
FINLAND

The Helsinki City Tourist Office is open during winter season (1 October – 1 May) Monday through Friday 9 a.m. - 6 p.m. and on Saturday and Sunday 10 a.m. - 4 p.m.

Finnish Tourism Web sites to visit

<http://www.mek.fi/web/MekEng/index.nsf> Finnish Tourist Board

<http://finland.fi/Public/default.aspx>

Information and facts about Finland. Produced by Ministry for Foreign Affairs of Finland.

<http://www.hel.fi/english>

Information on Helsinki

http://www.suomi.fi/suomifi/english/services_by_topic/transport_and_travel/index.html

Timetables and maps, tourism information, information on customs and travel documents. Produced by Ministry of Finance