

PRE-CONGRESS INFORMATION SHEET

IPI World Congress and 58th General Assembly

Helsinki, Finland

6-9 June 2009

This information is to assist you on your arrival in Helsinki. However, if you require any further information prior to arrival please contact Congresszon (see page 2 for contact details).

MAIN CONGRESS VENUE

The congress will be held at the congress wing of Finlandia Hall, Helsinki's leading congress site.

Finlandia Hall has an ideal location, just a short walk from the very heart of the city and close to the congress hotels.

Finlandia Hall has been the setting for numerous state occasions, and thousands of international conferences, concerts, and other important events of both national and international significance. It was here that the first and third stages of the Conference on Security and Cooperation in Europe (later OSCE) took place in 1973 and 1975.

Finlandia Hall

Mannerheimintie 13

00100 Helsinki

Finland

Tel. +358 9 40241

E-mail: info@finlandiatalo.fi

Web: www.finlandiatalo.fi/en



ARRIVAL IN HELSINKI


BY PLANE - Around 120 international flights a day arrive at Helsinki-Vantaa Airport, which is 19 kilometres from the centre of Helsinki and can be reached by car in approximately 25 minutes.

You can also take taxi, the Finnair airport bus or Bus 615 to the Central Railway Station. The Finnair bus stops just behind the Crowne Plaza Helsinki and the Scandic Continental hotels.

BY TRAIN - There are excellent train connections from Helsinki to all major towns in Finland as well as to Lapland. There is also a daily train service to St. Petersburg and Moscow. The Central Railway Station is a landmark unto itself in Helsinki. The Hotel Carlton Helsinki is within a two-minute walk from the Railway Station.

BY FERRY - There are daily ferry services to Helsinki from Estonia, Sweden and Germany.

CONTACT INFORMATION

| IPI Headquarters, Vienna | |
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| <p>David Dadge, Director</p> <p>Michael Kudlak, Deputy Director, Congress Coordinator Mobile: + 43 676 425 78 14 mkudlak@freemedia.at</p> <p>Christiane Klint, Assistant Coordinator Mobile: + 43 676 950 57 41 cklint@freemedia.at</p> <p>Timothy Spence, Press and Communications Manager Mobile: +43 676 963 83 15 tspence@freemedia.at</p> |  <p>International Press Institute Spiegelgasse 2/29, A-1010 Vienna, Austria Tel. +431 512 90 11 Fax. +431 512 90 14 ipi@freemedia.at www.freemedia.at</p> |

| IPI Helsinki Host Committee | |
|--|---|
| <p>Janne Virkkunen, Chairman</p> <p>Ulla Koski, Organising Committee ulla.koski@sanoma.fi tel. +358 40 73 11 507</p> <p>Jukka Holmberg, Programme Committee Jukka.holmberg@sss.fi tel. +358 40 735 1690</p> <p>Kari Huhta, Press Officer tel. +358 400 451 944 kari.huhta@hs.fi</p> | <p>IPI Helsinki Host Committee +358-401-823 891 www.ipihelsinki.fi</p> |

| PCO Agency | |
|---|---|
| <p>Mimmu Mannermaa, Congress & Event Manager</p> | <p>Congreszon Ltd Aleksanterinkatu 44, FI-00100 Helsinki Tel. + 358 9 5840 9350 Fax. +358 9 1345 6789 ipihelsinki@congreszon.fi</p> |

CONGRESS HOTELS

| Crowne Plaza Helsinki | |
|--|---|
| <p>The Crowne Plaza Helsinki, the official congress hotel, is less than half a kilometre from the congress venue and only a few minutes' walk from the city centre. Finnair's Airport Bus stops just behind the hotel.</p> | <p>Mannerheimintie 50 00260 Helsinki, Finland Tel. + 358 9 2521 0000 Fax- +358 9 2521 3999 E-mail: helsinki.cph@restel.fi</p> |
| The Scandic Continental | |
| <p>The Scandic Continental is located next to the Crowne Plaza Helsinki. Situated across from a beautiful park beside a sea inlet, the hotel is less than half a kilometre from the congress venue and a few minutes away from the city's lively entertainment and shopping areas.</p> | <p>Mannerheimintie 46 00260 Helsinki, Finland Phone: +358 (0)9 4737 1 Fax: +358 (0)9 4737 2211 E-mail: continentalhelsinki@scandichotels.com</p> |
| The Hotel Carlton Helsinki | |
| <p>The Hotel Carlton Helsinki is a small, newly established hotel situated in a refurbished 1930s building in the very heart of the city. From the hotel, there is a 20-minute walk to the congress venue.</p> | <p>Kaisaniemenkatu 3 00100 Helsinki, Finland Phone: +358 9 6841320 Fax: +358 9 660112 E-mail: carlton.booking@carlton.fi</p> |

REGISTRATION INFORMATION

The Registration and Info Desk will be open at the following times and places:

| | | |
|------------------|--------------------------|--------------------|
| Friday, 5 June | 14.00–19.00 | Hotel Crowne Plaza |
| Saturday, 6 June | 9.00–12.00 & 16.00–19.00 | Hotel Crowne Plaza |
| Sunday, 7 June | 8.00–18.00 | Finlandia Hall |
| Monday, 8 June | 8.00–18.00 | Finlandia Hall |
| Tuesday, 9 June | 8.00–18.00 | Finlandia Hall |

In addition, an Info Desk will be open at the Hotel Crowne Plaza and at the Hotel Carlton at the following times

| | | |
|-----------------|------------|-------------|
| Sunday, 7 June | 8.00–10.00 | 17.00–19.30 |
| Monday, 8 June | 8.00–10.00 | 17.00–19.30 |
| Tuesday, 9 June | 8.00–10.00 | 17.00–19.30 |

NAME BADGES

For security reasons, name badges must be worn at all times for entry into meeting sessions and social events.

| | | |
|--|------------|--|
| The colour code for delegate badges is as follows: | | |
| IPI Member Delegates | Dark Blue |  |
| IPI Non-Member Delegates | Light Blue |  |
| Speakers | Brown |  |
| Sponsors & Special Guests | Yellow |  |
| Working Journalists | Grey |  |
| Accompanying Persons | Red |  |
| IPI Vienna Staff | White |  |
| Congress Staff | Orange |  |

Eligibility for coffee and lunches served at Finlandia Hall is by name badge; no tickets are required.

CONFERENCE REGISTRATION ENTITLEMENTS

Full delegates: registration includes attendance at all sessions and social events. Coffee breaks and lunch each day are also included.

Working journalists: registration allows access to meeting sessions (including the Opening Ceremony on Sunday and the Closing Ceremony on Tuesday) and includes coffee breaks. Lunches and attendance at the evening social events are not included.

Accompanying persons: registration includes attendance at all social events and pre-selected accompanying persons' tours as well as attendance at the Opening Ceremony on Sunday (including lunch) and the Closing Ceremony on Tuesday.

PRESS ROOM

There will be a Press Room as well as a separate space for press conferences, interviews, etc. available at Finlandia Hall, from Sunday, 7 June, to Tuesday, 9 June, during congress hours. The Press Room has a limited number of computers providing Internet access and printing capability as well as a photocopier and a fax machine.

ON-SITE TELEPHONE NUMBERS

Registration Desk at Finlandia Hall +358 9 4024 223
Hotel Crowne Plaza +358 50 436 8170
Hotel Carlton +358 50 436 8301
IPI Helsinki Host Committee +358 401 823 891 (during congress days)

IPI CONGRESS HANDBOOK

All information which you may require during your stay in Helsinki, including details of the IPI Congress sessions, social events and bus schedules, can be found in the IPI Congress Handbook which you will receive upon registration.

INTERNET ACCESS

Wireless access will be provided at the Congress venue free of charge. No wireless access codes are needed.

COACH SERVICE

BETWEEN OFFICIAL HOTELS AND FINLANDIA HALL AND SOCIAL EVENTS

Please note that the **only coach service between the hotels and the congress venue is on Sunday morning (7 June) for attendance at the Opening Ceremony.**

The Hotel Crowne Plaza and the Scandic Continental Hotel are located within a short walking distance from the congress venue (0.4 km).

From the Hotel Carlton there is a 20-minute walk to the congress venue. The venue can also be reached by trams 4 and 10 (from Stockmann to Kansallismuseo/Nationalmuseum). Walking time from the Hotel Carlton to the tram stop at Stockmann's is approximately 10 minutes.

| Date | Event | Departure times from hotels | | Return times to hotels |
|---|---|-----------------------------|-----------------------|------------------------|
| | | <i>Crowne Plaza</i> | <i>Hotel Carlton*</i> | |
| Saturday, 6 June | Welcome Reception The House of the Estates | 19:00 | 19:00 | 21:30 |
| Sunday, 7 June | Opening Ceremony Finlandia Hall | 10:00 | 10:00 | |
| Sunday, 7 June | Opening Dinner Sanoma House | 19:00 | 19:00 | 22:00 |
| Monday, 8 June | Dinner Nokia House | 19:00 | 19:00 | 22:00 |
| Tuesday, 9 June | Farewell Dinner City Hall | 19:30 | 19:30 | 22:00 |
| *Delegates departing from the Hotel Carlton: A guide will be in the hotel lobby at 19:20 to escort you to the bus. There is a three-minute walk to the bus stop, which is located in front of the Grand Casino Helsinki, on Mikonkatu 19. | | | | |

USEFUL INFORMATION

BANKS AND CASH WITHDRAWALS

Banks are usually open Monday to Friday from 9.15 a.m. to 4:15 p.m.

Automatic cash withdrawal machines, designated "Otto," accept all major bank and credit cards.

CURRENCY AND CREDIT CARDS

The currency in Finland is the EURO € (€1 = 1.34 USD, as of May 2009).

Major credit cards (American Express, Diners, Eurocard, Mastercard, Visa) are accepted at shops, restaurants, and hotels.

CURRENCY EXCHANGE OFFICES

Forex: Railway Station and Pohjoisesplanadi 27

The Change Group Helsinki Oy: Pohjoisesplanadi 21 and 37, and Mannerheimintie 8

Travelex: Airport

DRINKING WATER

The tap water in Finland is very good and safe to drink.

ELECTRICITY

The electric current in Finland is 220 V. If you require an adaptor, please ask your Hotel Concierge.

EMERGENCIES

Dial 112 for an ambulance, the police, the fire department, or rescue services.

LANGUAGE

Finland has two official languages, Finnish and Swedish. The latter is spoken as a mother tongue by about 6% of the population. English is spoken in all public places and by most Finns.

MOBILE PHONES

You are kindly asked to refrain from using your mobile phone during the congress sessions.

SMOKING

Smoking is banned in all public buildings, including hotels, restaurants, shops, etc. It is important to use designated smoking areas only.

TIME ZONE

GMT (Greenwich Mean Time) + 2 hours

TIPPING

Tipping is not as common in Finland as it is in many other countries around the world. Usually, a service charge is automatically included in bills and fares. If you find the service exceptionally good, a gratuity of around 10% is in order.

TOURIST INFORMATION

Helsinki City Tourist & Convention Bureau
Address: Pohjoisesplanadi 19
Tel: + 358 (0)9 3101 3300
email: tourist.info@hel.fi
web: www.visithelsinki.fi

TRAVEL INSURANCE

Please do not forget that delegates should arrange their own personal travel insurance.

WEATHER

The average maximum temperature in June in Helsinki is 18.7° C (65.7 F). Average rainfall in June is 49 mm.

Helsinki City Map

