

**Committee of Senior Representatives (CSR)  
Twenty First Meeting  
Tallinn, Estonia  
11-12 April 2013**

<b>Reference</b>	CSR 21/Info 1
<b>Title</b>	Practical information for participants
<b>Submitted by</b>	Secretariat

**CONTACT INFORMATION**

**NDPHS Secretariat**

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**The Host**

Ms Kelly Otsman  
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European and International Co-ordination  
Department  
Ministry of Social Affairs  
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Estonia  
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**MEETING VENUE**

**Von Stackelberg Hotel**

Meeting room: Kaval-Ants Farm (<http://www.trickyants.com>)  
Address: Toompuiestee 23, Tallinn 10137, Estonia  
Tel. +372 66 00 700  
Fax +372 66 01 888  
E-mail: [fom.vsh@uhotelsgroup.com](mailto:fom.vsh@uhotelsgroup.com)  
[www.vonstackelberghotel.com](http://www.vonstackelberghotel.com)

**CONFIRMATION OF PARTICIPATION; REGISTRATION FORM**

Kindly confirm your participation by **2 April 2013** using the on-line registration form, available at:  
[http://www.ndphs.org/?mtqs\\_csr\\_21\\_tallinn](http://www.ndphs.org/?mtqs_csr_21_tallinn).

## ACCOMMODATION 1

### Von Stackelberg Hotel

Address: Toompuiestee 23, Tallinn 10137, Estonia

Tel. +372 66 00 700

Fax +372 66 01 888

E-mail: [vsh@uniquestay.com](mailto:vsh@uniquestay.com)

[www.vonstackelberghotel.com](http://www.vonstackelberghotel.com)

The Ministry of Social Affairs has pre-booked 16 ZEN rooms at the von Stackelberg Hotel which is also the meeting venue, at a favourable rate of 85 EUR per single room per night (breakfast included). To benefit from this scheme, please confirm your stay directly with the hotel no later than **28 March 2013**. The reservation code is CSR.

<http://www.vonstackelberghotel.com/rooms/zen-room.html>

## ACCOMMODATION 2

### Meriton Grand Conference & Spa Hotel Tallinn

Address: Paldiski 4, Tallinn 10149, Estonia

Tel. +372 62 88 100

Fax +372 62 88 101

E-mail: [reservations@meritonhotels.com](mailto:reservations@meritonhotels.com)

<http://www.meritonhotels.com/conference-spa-hotel-tallinn/>

The Ministry of Social Affairs has pre-booked rooms at the Meriton Grand Conference & Spa Hotel which is located just across the street from the conference venue, at a favourable rate of 70 EUR per single room per night (breakfast included). To benefit from this scheme, please confirm your stay directly with the hotel no later than **28 March 2013** by using the enclosed hotel reservation form (cf. Annex 1). The reservation code is CSR.

[http://www.meritonhotels.com/rooms\\_standard/](http://www.meritonhotels.com/rooms_standard/)

## MEALS DURING THE MEETING

Lunch and refreshments will be offered free of charge during the meeting.

Participants are invited to a dinner, which will take place at 19.00 hrs on 11 April 2013 at the Saue Manor (<http://www.sauemois.ee/index.php?lang=en>). The bus will depart from the Meriton Grand Conference & Spa Hotel at 18.30.

## TRAVEL INFORMATION

Both the von Stackelberg Hotel and the Meriton Grand Conference & Spa Hotel are located close to the Old Town, about 6 km from the airport.

- Take bus No. 2 (<http://www.tallinn-airport.ee/eng/transport/publictransport>) from the airport (floor 0) towards the city centre until A.Laikmaa stop, across the road from the Viru shopping Centre. Then, take bus No. 40 from the Viru shopping Centre (sublevel) to the hotels (hotell "Tallinn" stop). Altogether the trip takes approximately 30 minutes. One ticket costs 1,6 EUR.
- Taking a taxi directly from the airport (<http://www.tallinn-airport.ee/eng/transport/taxi>) will cost around 10 EUR and will take approximately 15-20 minutes.

## PERSONAL INVITATION FOR VISA

Participants who are in need of an invitation for a visa to enter the Schengen area are kindly requested to provide a scanned copy of passport **no later than 25 March 2013** to:

Ms. Kelly Otsman  
Phone: +372 6269 731  
E-mail: [kelly.otsman@sm.ee](mailto:kelly.otsman@sm.ee)

## MEETING DOCUMENTS

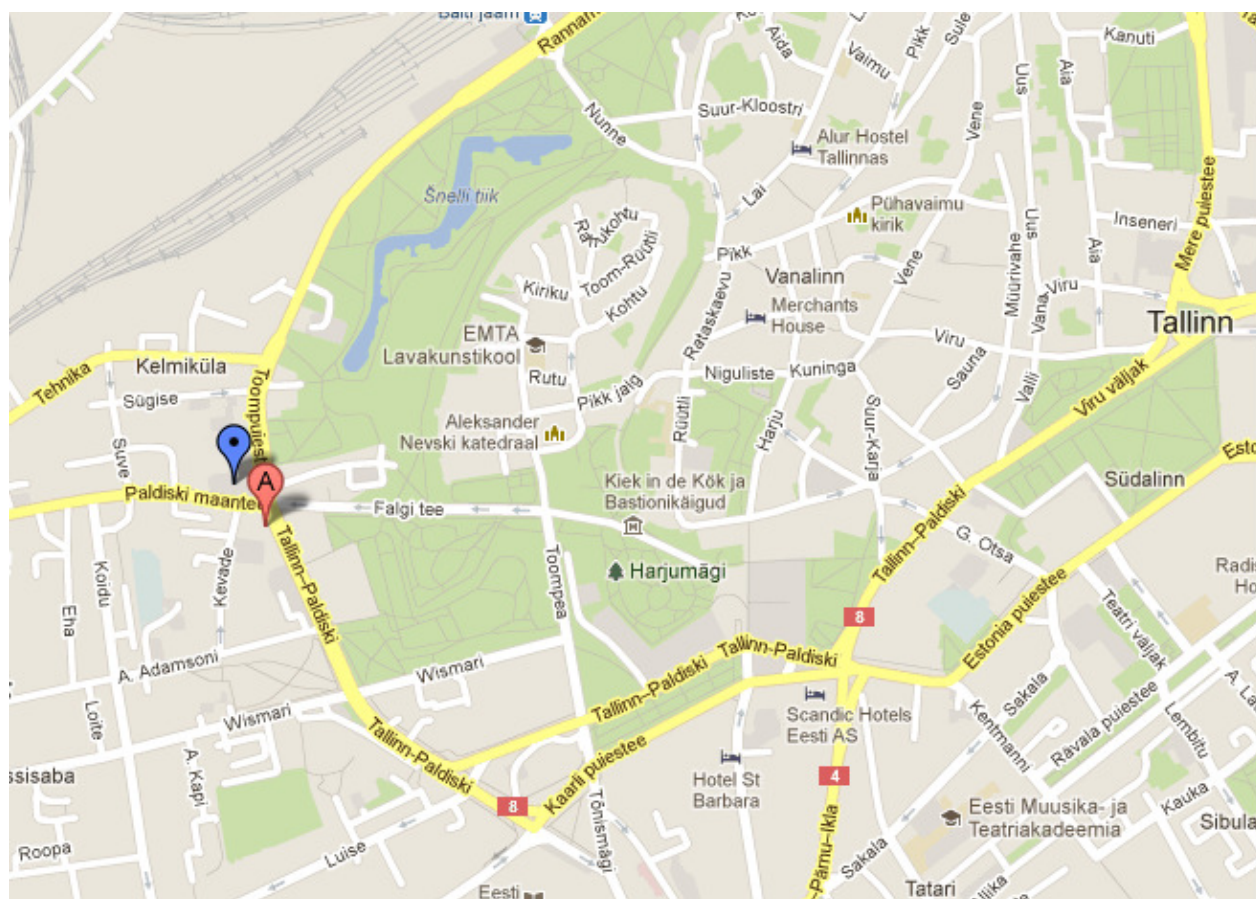
All documents submitted to the meeting are available for downloading at: [http://www.ndphs.org/?mtgs.csr\\_21\\_tallinn](http://www.ndphs.org/?mtgs.csr_21_tallinn). Participants are kindly requested to bring their own copies to the meeting.

## THE LOCATION OF THE VON STACKELBERG (red)

<https://maps.google.ee/maps?hl=et&ie=UTF8&q=von+stackelberg+hotel+tallinn&gl=ee&hq=von+stackelberg+hotel&hnear=Tallinn&ei=0Tw7TPiUKoqMOMHfqYoK&ved=0CBkQnwlwAA&ll=59.438377,24.732327&pn=0.013289,0.038924&z=15&iwloc=A&output=embed>

## AND MERITON GRAND CONFERENCE & SPA HOTEL (blue)

[http://www.meritonhotels.com/conferenceandspa\\_map/](http://www.meritonhotels.com/conferenceandspa_map/)



MERITON HOTELS AS,  
Toompuiestee 27, 10149 Tallinn, Estonia,  
Phone (+372) 66 77 111; Fax (372) 66 77 001  
reservations@meritonhotels.com

*Meriton Grand Conference & Spa Hotel Tallinn*

**REGISTRATION FORM**

**Committee of Senior Representatives (CSR)**

**11-12 April 2013**

**GUEST DETAILS**

FIRST NAME:

SURNAME:

COMPANY:

PHONE:

FAX:

EMAIL:

**ACCOMMODATION BOOKING**

GROUP/EVENT NAME:

„CSR“

ARRIVAL DATE:

ARRIVAL TIME:

DEPARTURE DATE:

DEPARTURE TIME:

**ACCOMMODATION:**

MERITON GRAND CONFERENCE & SPA HOTEL

SINGLE ROOM – 70 €/ROOM

DOUBLE ROOM – 80 €/ROOM

RATE INCLUSIONS: buffet breakfast, the use of sauna and water centr (7-11) and the gym (7-22); WiFi Centre (until 10.00PM), VAT 9%

ADDITIONAL REQUESTS (upon availability):

**CONFIRMATION & CANCELLATION**

To have your above booking confirmed please return this form via one of the following before 28.03.2013

Email: [reservations@meritonhotels.com](mailto:reservations@meritonhotels.com) or FAX: +372 6677 001

Please note, that any changes made to your reservation must be notified in writing via the above email or fax. All reservations must be guaranteed with a credit card number – refer below. Without any guarantee, your reservations can not be confirmed.

Reservation can be cancelled free of charge 24 hours before the arrival day. In case of a late cancellation or no-show a fee of the agreed first night rate will be charged.

**GUARANTEE:**

CREDIT CARD

I hereby give authorisation to the Meriton Hotels to guarantee my reservation with the following credit card:

AMEX

VISA

DINERS

MASTERCARD

OTHER:

CREDIT CARD NUMBER:

EXPIRY DATE:

NAME AS IT APPEARS ON THE CARD

CARD HOLDERS SIGNATURE

Photo identification will be required upon check in to verify credit card details.