

# **TRANSFORMATION GROUPS AND RELATED TOPICS**

## **4-9 August 2003, University of Helsinki, Helsinki, Finland**

### **GENERAL INFORMATION**

#### **Conference Site**

The conference will be held in the Porthania building of the University of Helsinki, in the centre of Helsinki.

Address: Yliopistonkatu 3, 00170 Helsinki

#### **Travelling to Helsinki**

There are direct flight connections daily to Helsinki from all major European cities and numerous direct intercontinental flights. Helsinki can also be reached by ferries from Germany, Estonia and Sweden.

Transportation from Helsinki-Vantaa Airport to the centre of Helsinki (approx. 16 km, 30 min) by Finnair airport bus costs EUR 4,90 and by taxi roughly EUR 25-30. The shared airport taxi (minibus) is also available and can be booked at the Yellow Line/Airport Taxi desk in the arrival hall (after customs) of the airport. The minibus takes passengers to their hotels. Taxis in Finland accept major credit cards.

Travelling to Finland, a visa is required of the citizens of some countries. Kindly contact your nearest Finnish embassy or consulate.

#### **Weather and Dress**

The weather in Helsinki in August is mostly warm. Daily maximum temperature varies around 20°C with 17 hours of daylight.

Dress for all events will be informal.

#### **Currency, Bank, Credit cards**

The monetary unit of Finland is euro (EUR, €), which is divided into 100 cents. All Finnish banks exchange foreign currency on weekdays (Mon-Fri) during banking hours. During the weekends and in the evenings foreign currency can be exchanged e.g. at money exchange offices, at Helsinki-Vantaa Airport and in hotels. Cash machines are also widespread. Major credit cards are widely accepted by hotels, shops and restaurants.

#### **Check-in at the Conference site**

The registration and information desk at Porthania (Yliopistonkatu 3) is open as follows:

Monday, 4 August	12.00-17.00
Tuesday, 5 August	08.00-17.00
Wednesday, 6 August	08.00-13.00
Other conference days	will be announced later

## **Meals**

Coffee and tea will be served during the breaks on the conference days. Lunches are not included in the registration fees. There are different kinds of restaurants and cafés close to the conference site.

## **SOCIAL PROGRAMME**

### **Monday, 4 August**

OPENING OF THE CONFERENCE AND GET-TOGETHER PARTY at 17.00

### **Tuesday, 5 August**

CITY RECEPTION 18.00-19.00

Reception hosted by the City of Helsinki.

### **Thursday, 7 August**

EXCURSION TO SUOMENLINNA FORTRESS ISLAND 17.30-19.30

The excursion begins with a short boat trip from the Market Square to the fortress island of Suomenlinna. Built in the 18th century to defend Helsinki against attacks from the sea, Suomenlinna was known as "the Gibraltar of the North". This over 250-year-old sea fortress is listed as one of the Unesco World Heritage Sites and its walls, fortifications and museums are today a popular tourist attraction. After the walking tour in Suomenlinna the participants have a possibility to return by boat to the Market Square or spend the evening at Restaurant Walhalla, where the Conference Dinner will be served (reservation and payment for the dinner should be made in advance).

Warm clothing and comfortable walking shoes are recommended.

Excursion is included in the registration fees.

CONFERENCE DINNER AT FORTRESS RESTAURANT WALHALLA at 19.30

After the walking tour in Suomenlinna the Conference Dinner with special programme will be served at Restaurant Walhalla in the historic milieu of the sea fortress. Return by boat to the Market Square.

Price: EUR 50 per person

## **REGISTRATION**

Participants should register to the Conference and make all reservations in advance on the enclosed registration form. The form should be returned by fax or by mail to the congress office CONGRESZON LTD. preferably by 15 April 2003:

### **CONGRESZON LTD.**

Address: Itälahdenkatu 22A, FIN-00210 Helsinki, Finland

Telephone: +358-9-5840 9351

Fax: +358-9-5840 9555

E-mail: [transformation.groups@congreszon.fi](mailto:transformation.groups@congreszon.fi)

All inquiries concerning registration and accommodation should be sent to Congreszon.

## Registration Fees

	Until 15 April	After 15 April
Participant	EUR 100	EUR 125
Accompanying person	EUR 25	EUR 25

Participant's registration fee includes the scientific programme with conference material, coffee/tea during the breaks and following social programme: Opening of the Conference and Get-together Party on Monday, 4 August, City Reception on Tuesday, 5 August, Excursion to Suomenlinna on Thursday, 7 August.

Accompanying person's registration fee includes the following social programme: Opening of the Conference and Get-together Party on Monday, 4 August, City Reception on Tuesday, 5 August, Excursion to Suomenlinna on Thursday, 7 August.

Invited speakers are exempted from the registration fees. Please note that the registration fee for the accompanying persons must still be paid.

## Payments

All payments should be made in euros (EUR) in advance when making the reservations.

Methods of payment:

1. By bank transfer to the account of CONGRESZON LTD.

Bank: SAMPO BANK, 00075 Sampo, Helsinki, Finland

IBAN (Int. Bank Account No.): FI18 8000 1070 7668 53 SWIFT / BIC code: PSPBFIHH.

Account No. for Finnish participants: 800010-70766853

Please use 'Transformation Groups' and the participant's name as a reference.

2. By following credit cards: Eurocard, MasterCard and VISA

Bank drafts or personal cheques cannot be accepted.

## Confirmation and Cancellation

Congreszon will confirm registration and reservations upon receipt of the registration form and payment.

All cancellations should be made to Congreszon. If a written notice of cancellation is received by 30 June 2003, the registration fee less handling fee of EUR 60 will be refunded. After 30 June 2003, no refunds will be made.

In case of hotel cancellation, the deposit of one night's room rate, less bank charge, will be refunded, if a written notice of cancellation is received by 30 June 2003. After that date no refunds will be made.

## ACCOMMODATION

CONGRESZON will arrange accommodation for the participants. Block reservations have been made in the hotels listed below. Participants should make their hotel reservations in advance on the registration form. A deposit of one night's room rate is to be paid when making the reservation. The hotel deposit will be forwarded to the hotel and it will be deducted from the final hotel bill.

Please note that the hotel rooms will be reserved on a first-come first-served basis. To increase your chances of obtaining your accommodation in a hotel of your choice, kindly return the form as soon as possible.

## Hotels/Hostel

#### SOKOS HOTEL HELSINKI

Address: Kluuvikatu 8, 00100 Helsinki, tel.: +358 9 43 320, fax: +358 9 176 014

First class hotel in the centre of Helsinki, approx. 100 m from the conference site.

Room rates: Single room EUR 136 and double room EUR 162 per night

#### HOTEL CUMULUS KAISANIEMI

Address: Kaisaniemenkatu 7, 00100 Helsinki, tel.: + 358 9 172 881, fax: + 358 9 605 379

Tourist class hotel in the centre of Helsinki, approx. 300 m from the conference site.

Room rates: Single room EUR 101 and double room EUR 128 per night

#### HOTEL MARTTA

Address: Uudenmaankatu 24, 00120 Helsinki, tel.: + 358 9 618 7400, fax: + 358 9 618 7401

Tourist class hotel near the centre of Helsinki, approx. 1 km from the conference site.

Room rates: Single room EUR 97 and double room EUR 120 per night

#### EUROHOSTEL

Address: Linnankatu 9, 00160 Helsinki, tel.: +358 9 622 0470, fax: +358 9 655 044

Comfortable hostel near the centre of Helsinki, approx. 1 km from the conference site.

Room rates: Single room EUR 49,70 and double room EUR 55,40 per night

All room rates include breakfast and VAT (value added tax).

Rooms in the above mentioned hotels are with bath or shower, TV, radio and telephone.

Rooms at Eurohostel are without private facilities.