



MAJANDUS- JA  
KOMMUNIKATSIOONI-  
MINISTERIUM



RAHVUSARHIIV



## **DLM FORUM ANNUAL GENERAL MEETING**

**Tallinn, Estonia**

**31<sup>st</sup> May – 1<sup>st</sup> June, 2018**

**Practical information**





## Welcome!

### 1.

The National Archives of Estonia and the Ministry of Economic Affairs and Communications of Estonia are pleased to invite participants from all member organisations of the DLM Forum to the Annual General Meeting in Tallinn on May 31st and June 1st, 2018. Non-member professionals are cordially invited to participate on the second day of the meeting.

### 2. The venue

The venue of the meeting is the Conference Hall of the Joint Building of the Ministries (Suur-Ameerika 1, Tallinn 10129). This brand new building is in the city centre, about 1 kilometre from the Old Town.

Free Wi-Fi will be available at the venue. The login details and password will be displayed in the meeting room. The facilities are accessible to persons with disabilities and assistance will be provided if needed. Click [here](#) to indicate your registration as soon as possible. For further information concerning the venue, please visit [DLM website](#).

### 3. Arrival

#### 3.1. Arrival via Air

<https://www.tallinn-airport.ee/>

### 4. Transportation in Tallinn

#### 4.1. Transportation by public transportation

Central Tallinn is very compact and easy to get around, and reaching farther out destinations is simple thanks to the city's network of [buses](#), [trolleys](#) and [trams](#) networks.

The public transport network operates from 6:00 to 23:00 (some lines until 24:00). The ticket system works on a random-inspection basis, so you can board via any door and don't have to show anything to the driver. You must, however, have a validated ticket or you risk a € 40,- fine.



Tallinn public transportation tickets, timetable and map can be found [here](#).

#### 4.2. Transportation by taxi

Taxis can be found lined-up at taxi stands (in front of larger hotels and at some key intersections) and can be ordered on the phone or via various mobile apps (see below).



Rates are not uniform – they are set by the taxi company or operator, and can vary widely. Each taxi's rates are posted on a yellow sticker on the car's right rear window. The cost usually consists of a base fare (starting fare) plus a per-kilometre fare. Above is an example of the typical fare range. If you want to avoid misunderstandings, you can ask the driver the approximate cost of the trip in advance. Make sure to specify whether the price is per ride or per person!

There are three choices that are particularly popular:

1. Taxofon, which offers only taxis (as Tallink and Tulika).
2. Taxify, which offers verified private drivers as well as taxis.
3. Uber, which offers only private drivers.

## 5. Badges

Badges and program brochure will be provided and distributed at the meeting venue.

## 6. Tourist information

Information about Tallinn can be found on the official website <https://www.visittallinn.ee/eng>

VISA: Estonia is a part of the Schengen visa area. Nationals of EU are free to enter Estonia. The required travel document for entry is a national ID card or passport.

CUSTOM: A Customs Guide for travellers to Estonia can be found at [www.emta.ee](http://www.emta.ee).

## 7. Useful Information

Languages: English, Russian

Emergency free-of-charge number (general): 112

Pharmacies are usually open from 09:00-20:00

International dial code: +372

Estonia is in the Eastern European Time Zone: GMT + 2 hours. In summer: GMT + 3 hours.

Currency: EURO (€)

Most banks are open from 9:00 to 18:00 on weekdays.

Credit cards: All major credit cards are generally accepted everywhere

Smoking: Smoking is prohibited in all indoor public places.

Shop opening hours: Generally Monday-Saturday from 08:00 AM to 11:00 PM

Power supply: The electrical current is 220 volts AC, 50 Hz, European-style 2-pin plugs are in use.

## 8. Contact information

For information related to organizational matters of this meeting, please contact the coordinator of the organization of the DLM meeting [secretariat@dlmforum.eu](mailto:secretariat@dlmforum.eu)