

Organization for Security and Co-operation in Europe

Special Representative and Co-ordinator for Combating Trafficking in
Human Beings in co-operation with the Finnish OSCE Chairmanship

TECHNICAL NOTE

“SUCCESSFUL PROSECUTION OF HUMAN TRAFFICKING - CHALLENGES AND GOOD PRACTICES”

Helsinki, Hotel Hilton Kalastajatorppa
Wednesday 10 and Thursday 11 September 2008

Venue

The event will take place on **Wednesday 10 and Thursday 11 September 2008** at the Hotel Hilton Helsinki Kalastajatorppa, Kalastajatorpantie 1, 00330 Helsinki.

Registration to the Conference at the Conference venue requires presentation of a photo ID card (passport, national ID card). Registration will take place at the Conference venue starting at 9 a.m. on Wednesday 10 September on the basis of Registration Forms submitted earlier.

Language

The meeting will be held in English with simultaneous interpretation from/to all official OSCE languages.

Registration

Participants are kindly requested to complete and return the registration form (annex) to the Finnish Chairmanship Task Force, Ms. Tarja von Lüders by e-mail: pol-etyj@formin.fi or fax: +358 9 160 56168 by **Thursday 28 August 2008**.

No fee for participation is requested.

Document Distribution

Participating States who wish to distribute documents are requested to send these materials in electronic format to the OSCE Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings < info-cthb@osce.org >, by **Wednesday 27 August 2008**. In addition, photocopiers will be available at the meeting venue for small quantities of materials.

Contact for General Questions

Ms. Dominique Adey Balinova

Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings

Tel: +43-1-51436 6256

Fax: +43-1-51436 6299

E-mail: < info-cthb@osce.org >

Ms. Tarja von Lüders

OSCE Chairmanship Task Force

Tel: +359-9-160 56656

Fax: +358-9-160 56168

E-mail: pol-etyj@formin.fi

Shipments

Shipments of materials for distribution, in particular those sent from outside the EU, **may be delayed by Customs**. Therefore, please e-mail or fax full details (AWB, proforma invoice with details of contents etc.) to Ms. Tarja von Lüders by e-mail or fax as indicated above as soon as the shipment is ready for despatch so that customs clearance, if required, may be requested in advance. This applies whether the parcel is sent by postal services or by courier.

Shipments should be **despatched to reach Helsinki no later than Wednesday 27 August 2008** to ensure prompt delivery to the OSCE Chairmanship Task Force, Ministry for Foreign Affairs, P.O.Box 176 (Katajanokanlaituri 3) FI-00161 Helsinki Finland, reference OSCE conference/Tarja von Lüders.

Lunches

Lunches and coffee breaks will be provided free of charge to the participants on both days of the conference at the conference venue.

Travel Arrangements

1) Visa Requirements

Participants, if required under the Finnish law, are asked to make their own arrangements for securing a visa for entry into Finland.

Please note that it is NOT possible to have your visa issued at the Helsinki-Vantaa airport upon arrival. Participants must be in possession of the appropriate identity documents for travel to Finland and medical insurance for the full duration of the intended stay.

Further details can be found and downloaded from the MFA website, under the following link:
<http://213.214.146.178/public/default.aspx?nodeid=15716&contentlan=2&culture=en-US>

In order to receive a visa free of charge, participants may apply to the consular section of the respective Finnish Embassy by submitting the following documents (no difference between regular, service or diplomatic passports). Free-of-charge visas may not be assured in countries where another EU Embassy is tasked with the issuance of Schengen visas (ANNEX)

The following documents are required for visa applications:

- visa application form (ANNEX)
- invitation for the conference, issued by the OSCE
- travel insurance
- 2 pictures
- copy of passport
- in some cases Embassies may ask for further documents

For your convenience, please find annexed a list of countries whose citizens (with all categories of passports) will need a visa to enter into Finland, a list of countries whose citizens enjoy a visa-free regime upon entry to Finland, as well as a list of Finnish Embassies abroad (ANNEX)

For queries related to visa issues: Ministry for Foreign Affairs of Finland, Passport and Visa Unit, e-mail: visas.passports@formin.fi, tel. +358-9-160 05, fax. +358-9-160 55 228.

2) Buses and Taxis

There are regular bus connections between the airport and Helsinki city centre (Helsinki City buses 415, 451 and 615). You can also take the Finnair City Bus. For timetables please visit the following web sites:

Helsinki City buses: <http://www.ytv.fi/eng>,

Finnair City Bus: http://www.finnair.fi/filecontent/common/finnair_cb_aikataulu.pdf

Bus fare for the city bus is €3.80 and for the Finnair City Bus €5.20. Fares are all subject to change. Please note that these buses will take you to the City Centre, not directly to your hotel.

The taxi journey from the airport to the centre of Helsinki takes about half an hour and costs about €30. There are taxi stations right outside the Arrivals Halls of the International Terminals. Service desks for the taxi operators can be found at Arrivals Halls 1 and 2.

BUS SERVICE TO AND FROM THE CONFERENCE VENUE: A bus service will be provided for the participants between those hotels that are mentioned in this technical note's list of pre-booked hotels and the conference venue in the morning and evening of the conference days.

3) General Information:

Currency: The national currency is the Euro.

Bank facilities: Bank services and exchange operations can be done at the banks or exchange offices situated in the city.

Electric current: The standard voltage in the electric circuit of Helsinki is 220 V. Electric plugs may not correspond to plugs of your electric appliance; therefore the use of an adapter might be necessary.

Insurance: The Organizing Committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.

Time: Helsinki time differs from Greenwich time by +3 hours.

Weather: The weather in Helsinki in September is expected to be changeable (sunny or rainy); the daily temperature is usually between +15 - +20⁰ C, but the actual weather conditions should be checked before departure on website Finnish Meteorological Institute <http://www.fmi.fi/en/index.html>

For further information please check the official website of the City of Helsinki: <http://www.hel2.fi/tourism/EN/matko.asp>

4) Hotel Booking

Participants are requested to arrange individually for their travel, accommodation, transport, etc. You may reserve hotel rooms at the following hotels. Please note the deadlines for booking with the special rates and the block codes.

All costs related to the participation in this event must be covered by the participants or their agencies.

We s t r o n g l y recommend that hotel and travel bookings are made as quickly as possible.

Suggested Hotels in Helsinki

Hilton Helsinki Kalastajatorppa

Kalastajatorpantie 1
FI-00330 Helsinki
Tel. +358 9 45 811
Fax. +358 9 4581 2211
Email: helsinkikalastajatorppa@hilton.com
Single rooms (guest) 150 euros, double rooms 185 euros
Single rooms (business) 180 euros, double rooms 215 euros
Single rooms (deluxe) 210 euros, double rooms 245 euros
Incl. breakfast buffet and VAT (block booking 80 rooms)

Booking ref. ULK090908 with the Hotel
Booking form by fax or by email.
Deadline 9 July 2008

Conference venue hotel

* * *

Cumulus Kaisaniemi

Kaisaniemenkatu 7 00100 HELSINKI
Tel: +358 9 172 881
Fax: +358 9 605 379
kaisaniemi.cumulus@restel.fi
<http://www.cumulus.fi/>
Single rooms 189 euros, double rooms 205 euros (block booking 40 rooms)
Incl. breakfast buffet and VAT

Booking ref. ETY3
Deadline 5 August 2008

Central location near the main railway station and across the street from a metro station.

* * *

Holiday Inn Helsinki City Centre

Elielinaukio 5
FI-00100 Helsinki
Tel. +358 (0)9 5425 5000
Fax. +358 (0)9 5425 5299
helsinki.hicc@restel.fi
Single rooms 253 euros, double rooms 271 euros (block booking 60 rooms)
Incl. breakfast buffet and VAT

Booking ref. ETY3
Deadline 5 August 2008

The Holiday Inn Helsinki City Centre is located just in the heart of Helsinki right next to the Main Railway Station and the airport transport busses.

* * *

Hotell Helka

Pohjoinen rautatiekatu 23
FI-00100 Helsinki
reservations@helka.fi

Tel. +358 9 613 580
Fax. +358 9 441 087
mon-fri 9-17
www.helka.fi
www.helkankeittio.fi
Single rooms 120 euros (block booking 10 rooms)
Incl. breakfast buffet and VAT
Booking ref. 432097 Deadline 9 August 2008

Hotel Helka is a well managed and privately owned hotel in the heart of Helsinki surrounded by services and sights of the capital of Finland.

* * *

Hotell Scandic Marski

Mannerheimintie 10
00100 Helsinki
Tel: +358 (0)9 68 061
Fax: +358 (0)9 642 377
Email: marski@scandic-hotels.com
<http://www.scandic-hotels.fi/marski>
Single rooms (superior) 195 euros (block booking 15)
Incl. breakfast buffet and VAT
Booking ref. ULK090908
Deadline 8 August 2008

City Centre, Market Square and the Cathedral are 10 minutes' walk away

* * *

Radisson SAS Royal Hotel

Runeberginkatu 2
FI-00100 Helsinki
Tel. +358 (0)20 1234 700
Fax: +358 (0)20 1234 740
Email: reservations.finland@radissonsas.com
<http://www.radissonsas.com>
Single rooms (standard) 176 euros, double room (standard) 196 euros (block booking 20)
Incl. breakfast buffet and VAT

Booking ref. OSCESEP
Deadline 22 August 2008

One of the finest hotels in Finland, the stylish Radisson SAS Royal Hotel is located in the heart of Helsinki. Housed in a building that has been a modern landmark since 1991, the hotel welcomes you to experience its fresh, hospitable and international atmosphere.

* * *

Radisson SAS Seaside Hotel

Ruoholahdenranta 3
FI-00180 Helsinki
Tel. +358 20 1234 700
Fax. +358 20 1234 740
E-mail: reservations.finland@radissonsas.com

Single rooms (standard) 158 euros, double room
(standard) 178 euros (block booking 20)
Incl. breakfast buffet and VAT

Booking ref. OSCESEP

Deadline 22 August 2008

**Nestled right by the sea in the city centre, in
the rapidly growing Ruoholahti business
district.**

* * *

Sokos Hotel Helsinki

Kluuvikatu 8

FI-00100 Helsinki

Tel. +358 (0)20 1234 600

Fax +358 (0)20 1234 646

Email:sokos.hotels@sok.fi

<http://www.sokoshotels.fi>

Single rooms 125 euros

(block booking 15)

Incl. breakfast buffet and VAT

Booking ref. B/OSCE

Deadline 22 August 2008

**Modern and cosy Sokos Hotel Helsinki is
located in the pulsating heart of Helsinki,
between Ateneum (the Museum of Finnish
Art), and the Senate Square**

* * *

Sokos Hotel Aleksanteri

Albertinkatu 34

FI-00180 Helsinki

Tel. +358 (0)20 1234 600

Fax +358 (0)20 1234 646

Email:sokos.hotels@sok.fi

<http://www.sokoshotels.fi>

Single rooms 135 euros (block booking 15)

Incl. breakfast buffet and VAT

Booking ref. B/OSCE

Deadline 22 August 2008

**Sokos Hotel Aleksanteri is situated in the
centre of Helsinki next door to the historic
Alexander Theatre.**
