Practical Information for participants attending the 2nd Joint Retreat of the Bureaux of the UN Environment Assembly and the Committee of Permanent Representatives

The Earth Innovation Forum
5 September 2018, Tallinn, Estonia

1. Conference venue
The Earth Innovation Forum will be held in Tallinn Creative Hub (Kultuurikatel), which is situated within walking distance of the Old Town. Please find full information about the agenda, speakers and the registration link on the conference web page www.earthinnovationforum.eu.
Address: Põhja puistee 27a, Tallinn, Estonia https://kultuurikatel.ee/en/

2. Accommodation
It is the responsibility of all participants to the joint retreat to make their own arrangements for accommodation.

Nordic Hotel Forum (address: Viru väljak 3, Tallinn, Estonia https://www.nordichotels.eu/en/), the superior four-star business and conference
hotel, is pleased to offer a specially agreed rate for the preparations of UNEA-4 in
Tallinn during the period 4–9 September, 2018. Early reservation is recommended
since the hotel operates on a “first come, first served basis”. Please note that hotel
accommodation is subject to availability.
All rooms have all the necessities for a comfortable stay. Each room contains
carefully selected duvets, pillows and bed linen, air-conditioning, an LCD TV, Wi-
Fi, a safe deposit box, a minibar and a hairdryer. If necessary, we have rooms
suitable for smokers, disabled people and people with allergies.

- Standard SGL room: 104 euros/night (breakfast, leisure centre and taxes
  included)
- Standard DBL room: 113 euros/night (breakfast, leisure centre and taxes
  included)

Bookings can be made by e-mail: forum@nordichotels.eu or over the phone +372
6222 999 (Promotional code: RETREAT).

Given rates are valid until 21st of August 2018 and after that date upon availability
only.

3. Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9:30–17:45</td>
<td>The Earth Innovation Forum</td>
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<tr>
<td>17:45–18:30</td>
<td>Drinks, snacks and networking in Tallinn Creative Hub</td>
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<tr>
<td>19:45</td>
<td>Bus from Nordic Hotel Forum to dinner venue</td>
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<tr>
<td>20:00–22:00</td>
<td>High-level dinner at restaurant Tuljak</td>
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<tr>
<td>22:15</td>
<td>Bus from restaurant Tuljak to Nordic Hotel Forum</td>
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4. Dinner venue

All bureaux members are kindly invited to a high-level dinner on 5 September with
limited participation hosted by the Estonian Government at restaurant Tuljak

5. Visa requirements

The Ministry of the Environment of Estonia will facilitate the issuance of official visa
invitations to all bureaux members, participants from the UN Environment
Programme, invited guests and staff from the Secretariat, who require a visa to
enter Estonia. It is the responsibility of each participant to print out the visa
invitation and apply for a visa through the Estonian Embassy in the country of
residence or, in case Estonia is not represented in that country, in an Embassy
representing Estonia. For example, in Kenya, Estonia is represented by the Embassy
of the Netherlands in Nairobi.

Please note that participants holding a UN Laissez-Passer (both red and blue) do
not need a visa to enter Estonia.
2nd Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and of the Committee of Permanent Representatives
6-7 September 2018, Tallinn, Estonia

1. Retreat venue
The meeting of the Retreat will take place in the Nordic Hotel Forum (address: Viru väljak 3, Tallinn, Estonia [https://www.nordichotels.eu/en/]). Lunch on both days will be served in the restaurant of Nordic Hotel Forum.

2. Evening programmes

6 September
18:00 – 19:30  Guided tour in Medieval Old Town
A guided tour in Medieval Old Town of Tallinn will be organised on 6 September, from 18:00 to 19:30. The tour starts in front of Nordic Hotel Forum and ends at the dinner venue in Tallinn Old Town.

19:30 – 21:30  Dinner at Hopneri Maja
The dinner for the participants of the Retreat meeting will be served at Hopneri Maja (address: Raekoja plats 18, Tallinn, Estonia) from 19:30 to 21:30.

7 September
19:30 – 21:30  Dinner (venue TBD)
A dinner for the participants of the Retreat meeting will be organised at a restaurant near Nordic Hotel Forum (approximately 5 minutes walking distance) from 19:30 to 21:30.
3. Nature tour on 8 September

10:00 Bus from Nordic Hotel Forum to Viru bog
11:00 – 14:00 Nature tour
14:00 Bus from Viru bog to Nordic Hotel Forum

A voluntary nature tour to Viru bog will be organised for all participants to the Retreat on 8 September. A bus will depart at 10:00 from the Nordic Hotel Forum to the Viru bog. Viru bog is one of the most accessible bogs in Estonia, passing through the forest and bog landscapes characteristic of Lahemaa National Park. The tour takes approximately 3 hours. Bus will be back in Tallinn around 15:00. NB: Bus can make a stop at the airport on the way back from the tour, if requested.