



Preparing for the 2010 Development Cooperation Forum Helsinki High-level Symposium

Thursday and Friday, 3-4 June 2010 – Helsinki Finland

**COHERENT DEVELOPMENT COOPERATION:
MAXIMIZING THE IMPACT OF DEVELOPMENT COOPERATION**

LOGISTICAL INFORMATION FOR PARTICIPANTS

Opening Date and Venue of the Symposium

The Symposium will be held on 3 and 4 June 2010 in the Scandic Marina Congress Center Helsinki. It will be held in Conference Room Fennia II from 9 a.m. – 5 p.m. The address of the Center is: Katajanokanlaituri 6, 00160 Helsinki, Switchboard phone number: + 358 (0)9 16661, Email: grandmarina@scandichotels.com, Home page: <http://www.marinacongresscenter.com>. Conference languages are English and French.

Registration for the Meeting

Participants are required to confirm participation by submitting one registration form per participant to the Office for ECOSOC Support no later than 5 May 2010. You will find the form and contact person at the end of this logistical note.

Registration will take place in the lobby of the Scandic Grand Marina Hotel on 2 June 2010 from 4 p.m. to 6 p.m. and on the 2nd Floor of the conference venue on 3 June 2010 from 8 a.m. to 9 a.m. Participants are invited to present a valid photo ID and arrive early to ensure a smooth registration process and punctual start of the Symposium. The Scandic Grand Marina Hotel is located opposite to the Congress Center, the address is Katajanokanlaituri 7, 00160 Helsinki.

VISA Requirements

Citizens of the European Union, the United States of America, Canada and a number of other countries do not require visas for Finland. Holders of a valid United Nations Laissez-passer do not require a visa regardless of their nationality.

a) Please check as soon as possible if you need a visa for Finland on the [following](#) website:

<http://formin.finland.fi/public/default.aspx?nodeid=15720&contentlan=2&culture=en-US>.

b) If you are not sure whether you require a visa, please send a request to visas.passports@formin.fi, stating that you will participate in the DCF High-level Symposium.

c) If you require a visa, please submit your application to the nearest Finnish Consulate/Embassy **at your earliest convenience**.

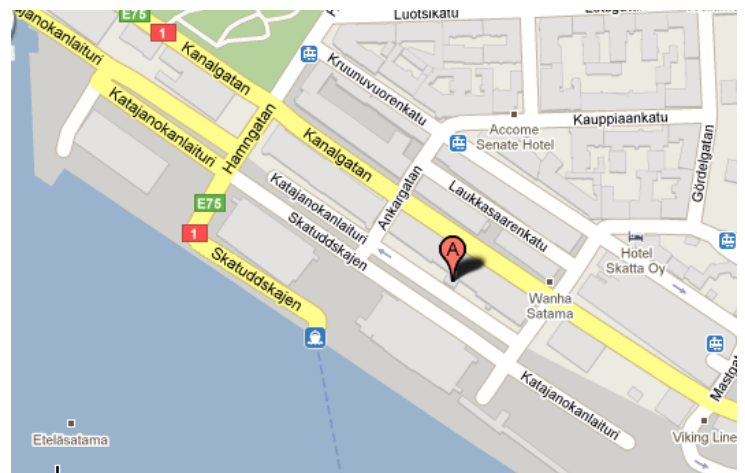
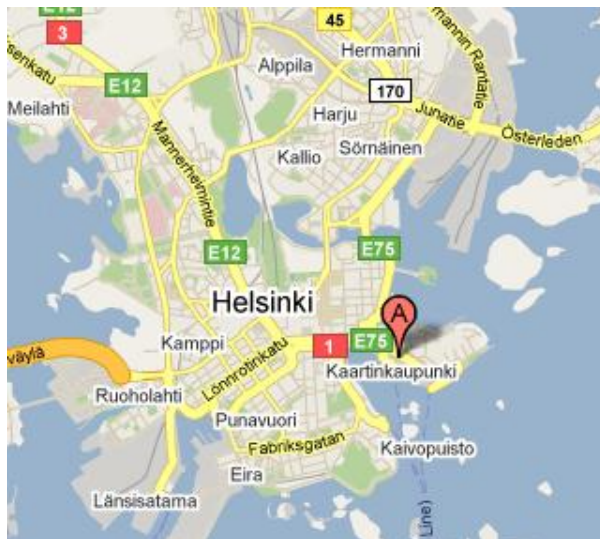
- You can find general information and application form [here](#):
<http://formin.finland.fi/public/default.aspx?nodeid=35334&contentlan=2&culture=en-US>.
Typically, applicants require proof of paid travel insurance and flight tickets. Some Embassies/Consulates may require further documentation, and therefore the applicant should always check the requirements with the specific office in question. You can find the list of Finnish missions abroad by country [here](#):
<http://formin.finland.fi/public/default.aspx?nodeid=15131&contentlan=2&culture=en-US>.
- The invitation letter for the DCF High-level Symposium should suffice as proof of the purpose of your trip. All Finnish Consulates and Embassies will be informed about this Symposium and asked to expedite visa application procedure for participants.
- If there is no Embassy/Consulate of Finland in your country, please see [list](#) for representing governments authorized to issue visas:
<http://formin.finland.fi/public/download.aspx?ID=31280&GUID={10691F35-B1D7-476C-9844-9123E877F008}>

d) Please also check whether you need a **visa for countries in which you may have to transfer** during your trip to/from Helsinki.

Upon Arrival in Helsinki

Helsinki Vantaa Airport is located about 20 km (12 mi) from the centre of the City of Helsinki. Bus service to the city centre (Nr. 415, 451 or 615) takes approximately 30–55 minutes, depending on the time of day. A direct bus service by Finnair (Finnair City Bus) is also available to and from the city center (usually about 30 min) (details at www.finnair.fi). At the airport, the bus stops are situated in front of the terminals. To get to the Marina Congress Centre from the airport, take one of the buses to the Helsinki Railway station, walk across to Stockmann's department store and take tram Nr. 4 from there for four stops to the Scandic Grand Marina Hotel.

The taxi journey from the airport to the centre of Helsinki takes nearly half an hour and costs about 30-45 EUR. Taxi stations are located right outside the arrival areas of the terminals. There are also three taxi operators at Helsinki Airport that offer special taxi services, fixed fare shared taxi and tours and chartered drives (see: http://www.helsinki-vantaa.fi/contacts_services?group=080).



Hotel Accommodation

The Ministry for Foreign Affairs of Finland has made a pre-booking for all the participants at the Scandic Grand Marina Hotel. The rate for a single room is 119,50 EUR/night including tax (approximately 160 US\$) and 154,60 EUR/night including tax (approximately 208 US\$) for a double or twin room. The rates also include a daily buffet breakfast and free use of sauna and gym facilities. An Upgrade to a superior room costs 45 EUR per room and night (approximately 60 US\$).

Please do not contact the DCF Secretariat for hotel bookings. Hotel bookings should be done directly with the Hotel. Please use the **Reservation Code BFOR020610** when booking your room. You can book online (www.scandichotels.com) or by directly contacting the hotel:

Scandic Grand Marina Hotel
Katajanokanlaituri 7
00160 Helsinki
Tel. +358 9 16661
Fax. +358 9 1666857
grandmarina@scandichotels.com
www.scandichotels.fi/grandmarina

Documents and other Contact Information

If you have any questions pertaining to the issuance or distribution of documents prior to, or at the meeting, or for any other logistical queries, please contact:

Ms. Margo Kemp
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For any questions regarding the substantive preparations of the event, please contact:

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Other Logistical Information

Photocopies (subject to a charge) can be made at the Scandic Marina Congress Center information desk or at the reception of the Scandic Grand Marina Hotel.

The reception of the Hotel also provides postal services and information on banks and ATM's, medical services as well as travel services e.g. sightseeing and car rental.

Helsinki City Information

Helsinki, the capital of the Republic of Finland, is a modern city with over half a million residents and is situated on the Baltic Sea. In 2000 Helsinki was an official European City of Culture while celebrating its 450th anniversary.

Helsinki together with the neighbouring cities of Espoo, Kauniainen and Vantaa forms the Helsinki metropolitan area with more than a million inhabitants.

Helsinki is unique among Northern European cities. The lifestyle in the second-most northern capital city in the world is full of contrasts and activities in the form of hundreds of events and friendly people. Helsinki's identity has been formed by cultural influences from both the East and West.

The archipelago that surrounds Helsinki with hundreds of tiny islands creates an idyllic environment for cruises, for example.

Over 450 years of history, several architectural layers and the impact of different periods can be clearly seen in Helsinki. Finnish design has also made the country's capital city world famous. The beauty of the surrounding nature blends seamlessly together with high-tech achievements, while old traditions mix with the latest contemporary trends. The city centre has many beautiful parks, and the nearby forests offer an ideal setting for peaceful and quiet walks.

Helsinki's rhythm is laid back yet at the same time refreshingly active in terms of both the number and quality of restaurants and nightclubs. For more information on the city, its surrounding area and upcoming events, please visit the official Helsinki Tourist website at: <http://www.helsinki.fi>.

United Nations  Nations Unies

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www.un.org/ecosoc/newfunct/develop.shtml

DCF High-Level Symposium
“Coherent Development Cooperation: Maximizing the Impact of Development Cooperation”

3 – 4 June 2010
Helsinki, Finland

REGISTRATION FORM

Mr./Mrs./Ms. (Title)	
First Name (as it appears in the passport)	
Last Name (as it appears in the passport)	
Nationality	
Date of Birth	
Position/Job Title	
Organization	
Street Address	
Postcode and Country	
e-mail Address	
Phone Number	
Fax Number	
Contact info while in Helsinki	
City of Departure	

Submitting this form confirms my participation.

Please return a registration form for *each* member of the delegation to:
Mrs. Margo Kemp at kemp@un.org fax: + 1(212) 963-2812.