

# Information to help you during the conference

## How to contact the Conference Desk

---

Conference venue: Faculty of Educational Sciences, Tallinn University, Uus-Sadama str. 5, Tallinn, 10210 Estonia, commonly known as the “New Building”. Lii Araste or Aivi Lintnermann, the Conference Administrators, will be in attendance at the Conference Desk during the Conference. The Conference Desk will be situated right at the entrance of the Faculty of Educational Sciences (New Building).

You may contact the Conference Desk in person, by email or in an emergency by telephone.

Email: aivi.lintnermann@tlu.ee

Emergency telephone numbers:

Lii Araste: (+372) 56560221

Aivi Lintnermann: (+372) 5249044

There will be an interactive message board for use by delegates at the Conference Desk.

## Workshop places

---

Workshop places must be pre-booked either at registration or through the Conference Desk. Places are limited in number and will be allocated on a first-come first-served basis.

## Technical equipment

---

All questions relating to technical equipment should be addressed to the Tallinn University’s student guides or to Ivar Vinkel, whom you can contact through the Conference Desk.

## Travel arrangements

---

NB: As there is no direct public transport connection to the entrance of the Tallinn University’s Faculty of Educational Sciences (New Building), the following information will give you all details about how to get to the Tallinn University Faculty of Mathematics and Natural Sciences, which is connected to the Conference venue. To reach from the mentioned Faculty to the Conference venue, please follow the arrows.

How to get **from Tallinn Airport** to the Faculty of Mathematics and Natural Sciences of Tallinn University, Narva road 25, commonly known as the “Main Building”.

**By taxi:** There are always taxis waiting in front of the airport. Fares depend on the taxi operator. Please agree the fare before starting the journey.

**By public transport:** trams, trolleybuses, buses operate regularly from 6.00 to 23.00.

Tickets: 10 EEK – if purchased at a newsstand, and 15 EEK – if purchased from the driver.

In front of the Airport you can take bus # 2 to “Laikmaa” stop (it is between two big buildings – the Viru Shopping Centre and Hotel Tallink). Afterwards take either tram # 1 or # 3 from “Hobujaama” stop (right around the corner of Hotel Tallink) to “Kreutzwaldi” stop (the first stop after “Hobujaama” – the tram stops right in front of the Tallinn University’s Main Building, Narva road 25).

How to get **from Tallinn Central Bus Station** to Tallinn University’s Main Building (Narva road 25)

**By taxi:** There are always taxis waiting in front of the bus station. The fare depends on the taxi operator. Please agree the fare before starting the journey.

**By public transport:** (trams, trolleybuses, buses) operate regularly from 6.00 to 23.00.

Tickets: 10 EEK – if purchased at a newsstand, and 15 EEK – if purchased from the driver.

You can take either tram # 2 or # 4 for three stops, until you reach a stop called „Hobujaama”. From there you can take tram # 1 or # 3 for one stop to “Kreutzwaldi” stop – the tram stops right in front of the Tallinn University’s Main Building (Narva road 25).

How to get **from the centre of Tallinn** to Tallinn University’s Main Building (Narva road 25)

Tallinn University’s Main Building is situated northeast of the city of Tallinn. It takes about 10–15 minutes to walk from the centre of Tallinn to the University’s Main Building. If you are not travelling by car, you will need to travel to the University’s Main Building by taxi, or by tram.

### By taxi

Telephone 6120000 (company’s name is Tulika Takso; local area code is included). Please agree the fare before starting the journey.

### By tram

From the northern part of the city of Tallinn to the Tallinn University’s Main Building (“Kreutzwaldi” stop) you can get by tram # 1.

From the western part of the city of Tallinn to the University’s Main Building (“Kreutzwaldi” stop) you can get by tram # 3.

From the centre of Tallinn: take either tram # 1 or # 3 from “Hobujaama” stop to “Kreutzwaldi” stop (the first stop after “Hobujaama” – the tram stops right in front of the Tallinn University’s Main Building, Narva road 25).

To reach from the University’s Main Building to the Conference venue, please follow the arrows.



## Conference badges

You are encouraged to wear your Conference badge to assist interaction between delegates. Badges have been colour-coded to help you were you to need to ask for assistance during the conference.

White: Conference Delegates

Blue: Conference Directors & Members of the Local Conference Organising Committee

Yellow: Student guides

Green: Member Representatives of ECArTE

Anyone wearing a Blue, Yellow or Green badge should be able to offer direct assistance or guide you to someone else who will be able to help you.

## Lunches and Refreshments

Tea, coffee and lunch will be served each day in the Atrium on the 3<sup>rd</sup> floor of the New Building. If you require additional refreshments, drinks and snacks may be purchased at the Kehrwieder Café on the 3<sup>rd</sup> and 1<sup>st</sup> floor in the New Building and at the Student's Café on the 1<sup>st</sup> floor in the main Building.

## Discussion rooms

Brief discussion time will be built into each paper session and, where possible, during or at the close of the workshop sessions. If members of a group wish to continue their discussion or meet to debate specific topics or questions around the theme of the Conference, Discussion Rooms can be booked and publicized through the staff at Conference Desk. It is hoped that Poster presentations, Performances, Workshops and/or Paper presentations will all stimulate discussion sessions.

## Attendance Certificates

Attendance Certificate will be issued at the Conference Desk to any delegate who requires one on Saturday 17th September, between 14.15 and 16.30.

## Feedback

Your evaluation and feedback on your experience at the conference would be very much appreciated by the Conference Directors. Responses will be scrutinised and discussed by members of the Consortium and used to assist us in our work to develop and fine-tune future ECArTE Conferences. Please give a few minutes of your time to complete and return the evaluation form, which you will find in your delegate pack, in person to either:

at the Conference Desk or to one of the Conference Directors

**or by post to:**

Albrecht Lampe

ECArTE Conference Office

c/o FH Ottersberg - University of Applied Sciences

Ottersberg, Am Wiestbruch68

28870 Ottersberg, GERMANY

