



## Forging the Future – Leading NATO Military Transformation

Main Administrative Instruction: Strategic Foresight Analysis Workshop 2  
Helsinki, Finland 21-22 October 2015

Welcome to the HQ SACT SFA Workshop to be held in the officers' club "Katajanokan Kasino." Detailed below is some administrative information that you may find helpful as you prepare to join the event. To finalize your registration we kindly ask that you answer a questionnaire. This will help us organize breakout sessions to determine different levels of expertise in accordance with the trends contained in the SFA 2015 Update Report. Please use the following link that will guide you to the questionnaire (internet access necessary): <http://sfa-oct15.questionpro.com>

### **Venue:**

The workshop will take place at the Katajanokan Kasino, Helsinki. Official address: Laivastokatu 1, 00160 Helsinki.

Phone number of the reception: +358 9 6128 6300

A map of the venue location is included.

### **Timing:**

Personal registration for the workshop will commence in the lobby of the Katajanokan Kasino at 08:00 am on Wednesday 21 October. The Workshop will begin at 08:50 am in the plenary room. **It will conclude on 22 October at 16:45pm (local time). Please note that this duration will be required in order to complete the envisioned task.**

### **Dress:**

Civilian: Business Attire.

### **Lodging & meals:**

Billeting arrangements are the responsibility of each participant. A number of hotels are located close to the Katajanokan Kasino and will offer participants the discounted rates if the appropriate booking code is mentioned at the time of booking. Reservations can only be made via telephone or the respective hotel's homepage / email. All hotels offer free WiFi Internet access.

Please be aware that in the case of using a third party for the reservation (e.g. booking.com) the discounted rates cannot be applied.



**Hotel SCANDIC GRAND MARINA:**

Katajanokanlaituri 7, 00160 Helsinki, Tel.: +358 9 16661, Fax: +358 9 1666 500

Website: [www.scandichotels.com/Hotels/Finland/Helsinki/Scandic-Grand-Marina/#.VaykLbXyWUk](http://www.scandichotels.com/Hotels/Finland/Helsinki/Scandic-Grand-Marina/#.VaykLbXyWUk), Email: [grandmarina@scandichotels.com](mailto:grandmarina@scandichotels.com)

4 minute walk from the Katajanokan Kasino.

4 Star Hotel:

Standard room, Single occupancy € 120 - per night, including breakfast;

Double/Twin room, Double occupancy € 130 - per night, including breakfast;

Rooms being held until 29 September 2015.

**Booking Code: TII211015**

**Hotel RADISSON SAS BLU PLAZA:**

Mikonkatu 23, 00100 Helsinki, Tel.: +358 (0)20 1234 700, Fax: +358 (0)20 1234 740

Website: [www.radissonblu.com/plazahotel-helsinki](http://www.radissonblu.com/plazahotel-helsinki), Email: [reservations.finland@radissonblu.com](mailto:reservations.finland@radissonblu.com)

15 minute walk from the Katajanokan Kasino and 2 minutes from the city centre railway station.

4 Star Hotel:

Standard room, Single occupancy € 145 - per night, including breakfast;

Double/Twin room, Double occupancy € 160 - per night, including breakfast;

Rooms being held until 29 September 2015.

**Booking Code: Ministry of Defence of Finland**

**Security/ Entry to the conference venue:**

The workshop will be conducted at the “unclassified” level. Furthermore, the Katajanokan Kasino is a public facility. Therefore an approved access list to gain entry is not necessary and you do not need a photo ID. Regardless, please provide your personal details by filling out and sending us the questionnaire mentioned above. All participants will check-in at the main entrance (Laivastokatu 1) Wednesday morning to register and collect a name tag for the workshop.

**WiFi:**

During the workshop WiFi internet access will be provided in the Katajanokan Kasino. Please bring your own adaptors and memory sticks with you.



### **Travel and transportation to / in Helsinki:**

**Air:** Participants travelling by air should plan to fly to Helsinki, Finland. Transportation from Helsinki Airport to the city centre can be made by taxi, bus, and train or rental car. Find more detailed information on each of these options below.

**Taxi:** Transportation from the airport to the city centre costs approx. € 45. There are some fixed rate / shared taxi services too (e.g. Airport Taxi) that are slightly cheaper (from 25€).

**Bus:** Travel from the airport to the central railway station in Helsinki's city centre will be on HSL Bus 615 during the day or HSL Bus 620 during the night. The tickets can be purchased at ticket machines and cost € 5 - (regional ticket). The bus runs, on average, every 30 minutes and takes some 33-43 minutes travel time. The fare covers transfer to other HSL services – buses, trams, metro – within 80 minutes. The bus will depart from T1 (platform 2) and, on return, will stop at T2 (platform 21). For more information see: <http://aikataulut.reittiopas.fi/linjat/en/s615.html>  
The Finnair City Bus takes you from the airport to the central railway station a bit faster (average time 30 minutes according to the company). The fare is € 6.20, and it runs (mostly) every 20 minutes. This bus leaves from T2 (platform 10) and stops at T1 (platform 1). For more information see: [www.finnair.com/go/2015.8-22/documents/PDFs/FCB\\_aikataulu0914\\_WEB\\_spread.pdf](http://www.finnair.com/go/2015.8-22/documents/PDFs/FCB_aikataulu0914_WEB_spread.pdf)

**Train (recommended transportation):** The train from the International Airport Helsinki to the city centre is called Ring Rail Line. Its service started in July 2015 and it runs every 10 minutes. It has two trains, I and P, which stop at all stations and bring you to the central railway station in the city centre. Transportation takes about 30 minutes and costs € 5. Tickets can be purchased in the train or at the entry of the railway station. The train station can be reached by bus which leaves from platform 25 at the exit of the airport. The bus takes two minutes to the railway station and is free of charge. For more information see: <https://www.hsl.fi/en/ringrailline>

**Local / Public Transportation:** Local transportation in Helsinki during the workshop is available by taxi, bus, and street car, and is the responsibility of each participant. The Ministry of Defence of Finland will not provide local transportation for workshop participants. If you stay in one of the recommended hotels, public transportation is not necessary.



## Map of the Katajanokan Casino and hotels



### Meals / Food & Beverage:

**Breakfast:** Breakfast is included in the room rates at the hotels recommended and at most other hotels in Helsinki.

**Lunch Buffet and Coffee Breaks:** The Ministry of Defence of Finland graciously covers the expenses for the lunch and coffee breaks. Therefore the participants are not requested to pay a registration fee during the check-in process.

Additionally, lunch is available on each participant's cost and responsibility at the local restaurants nearby.

**Dinner:** Dinner is available at local restaurants on each participant's cost and responsibility. For personnel support find the restaurant list below.



**Additional Information:** The following links may be useful for planning and organizing your trip.

- Helsinki Tourist Information: <http://www.visithelsinki.fi/en>
- Helsinki Cultural Events: <http://www.hel.fi/www/kulke/en>
- Helsinki Public Transportation: <https://www.hsl.fi/en>
- Helsinki Airport: <http://www.finavia.fi/en/helsinki-airport/>
- Finland Railways: <https://www.vr.fi/cs/vr/en/frontpage>
- Katajanokan Kasino: <http://www.katajanokankasino.fi/en/history>

**Further Assistance:**

Please contact LTC Schlegel Andreas (email: [andreas.schlegel@act.nato.int](mailto:andreas.schlegel@act.nato.int), phone: +1-757-747-3934 or NCN 555-3934) until 16 Oct.



## Restaurants, Cafes and Bars nearby Katajanokan Casino

<i>Salutorget</i>		<a href="http://www.salutorget.fi/en">www.salutorget.fi/en</a> Pohjoisesplanadi 15, 00170 Helsinki +358 9 207 6128 5950	Mon – Thu: 11:00am – 11:00pm Fri: 11:00am – 00:00am Sat: 12:00pm – 00:00am	Scandinavian Restaurant
<i>Café Engel</i>		<a href="http://www.cafeengel.fi/en">www.cafeengel.fi/en</a> Aleksanterinkatu 26, 00170 Helsinki +358 9 652 776	Mon – Fri: 08:00am – 09:00pm Sat: 09:00am – 09:00pm	Restaurant, Patisserie, Cafe
<i>Fishmarket (Fiskmarnad)</i>		<a href="http://www.fishmarket.fi/">www.fishmarket.fi/</a> Pohjoisesplanadi 17, 00170 Helsinki +358 9 6128 5250	Mon – Fri: Noon – 11:00pm Sat: 17:00pm – 11:00pm	Restaurant
<i>Brooklyn Café</i>		<a href="http://www.brooklyncafeandbakery.com/">www.brooklyncafeandbakery.com/</a> Fredrikinkatu 19, 00120 Helsinki +358 9 5265660	Mon – Fri: 7:30am - 4:30pm Sat: 9:30am - 4:30pm	Café, Bakery
<i>Kappeli</i>		<a href="http://www.kappeli.fi/index.php?id=159">www.kappeli.fi/index.php?id=159</a> Eteläesplanadi 1, 00130 Helsinki +358 10 7663 880	Daily: 10:00am - 00:00am	Scandinavian Restaurant
<i>Ravintola Aino</i>		<a href="http://www.ravintolaaino.fi/en/frontpage/">www.ravintolaaino.fi/en/frontpage/</a> Pohjoisesplanadi 21, 00100 Helsinki +358 9 624 327	Mon – Fri: 11:30am – 10:30pm Sat: 14:00pm – 10:30pm	Scandinavian Restaurant