



IFLA World Library and Information Congress 2012
78th IFLA General Conference and Assembly
11–17 August, 2012, Helsinki, Finland
Libraries now! Inspiring... surprising... empowering

IFLA WLIC 2012 JOINING INSTRUCTIONS

IFLA would like to take this opportunity to welcome you to the IFLA World Library and Information Congress 2012 which will take place on the 11 - 17 August 2012 in Helsinki, Finland. The enclosed joining instructions will assist with your planning and arrival in Helsinki.

CONTENTS

- Accommodation
- Airport
- Airport Transfer
- Public Transport – Free Travel Ticker
- Train
- Catering at the Congress
- Climate
- Congress Programme
- Congress Tours
- Library Visits Programme
- Congress Dates and Venue
- Currency, Banks and Credit Cards
- Dress
- Eating Out
- Electricity
- Emergency Phone Numbers
- Exhibition
- Insurance & Liability
- Internet Area
- Message Board
- Posters and Paper Printing Centre
- Registration Information
- Simultaneous Interpretation Headsets
- Social Events/Vouchers
- Wi-Fi
- Useful Websites

ACCOMMODATION

Please find below a list of the official Congress hotels, including the addresses.

Hotel	Stars	Address	Zip	City
Cumulus Hakaniemi	3	Siltasaarenkatu 14	00530	Helsinki
Cumulus Olympia	3	Läntinen Brahenkatu 2	00510	Helsinki
Hellsten Espoo	3	Porarinkatu 3	02650	Espoo
Hilton Helsinki Strand	5	John Stenbergin Ranta 4	00530	Helsinki
Holiday Inn Helsinki Exhibition & Convention Centre	4	Messuaukio 1	00520	Helsinki
Holiday Inn Helsinki City Centre	4	Elielinaukio 5	00100	Helsinki
Hotelli Seurahuone Helsinki	4	Kaivokatu 12	00100	Helsinki
Omena Hotel Eerikinkatu	2	Eerikinkatu 24	00100	Helsinki
Omena Hotel Lönnrotinkatu	2	Lönnrotinkatu 13	00120	Helsinki
Scandic Continental	3	Mannerheimintie 46	00260	Helsinki
Scandic Marski	4	Mannerheimintie 10	00100	Helsinki
Scandic Simonkenttä	4	Simonkatu 9	00100	Helsinki
Sokos Hotel Helsinki	4	Kluuvikatu 8	00100	Helsinki
Sokos Hotel Pasila	3	Maistraatinportti 3	00240	Helsinki
Sokos Hotel Presidentti	3	Eteläinen Rautatiekatu 4	00100	Helsinki
Sokos Hotel Torni	4	Yrjönkatu 26	00100	Helsinki
Sokos Hotel Vaakuna	4	Asema-Aukio 2	00100	Helsinki

On the day of your arrival, the room will be available as of 16:00 and the rooms must be cleared by 11:00 on the day of your departure.

AIRPORT

Helsinki-Vantaa International Airport is a modern, busy and efficient hub and it is the main airport in Finland. Other airports such as Tampere-Pirkkala Airport, Turku Airport, and Oulu Airport also offer some good connections for low fare airlines. For up-to-date travel information please visit www.helsinki-vantaa.fi/home

AIRPORT TRANSFER

Finnair operates its own bus service between the airport (which is about 19 kilometres north of the city centre) and the main railway station. The fare is about 6 EUR. For timetable information please visit www.finnair.com/INT/GB/information-services/at-the-airport/transportation?locale=en&target=Finnair_Travel.Siirtymiset

There are also slightly cheaper public service buses between the airport and the main railway station (numbers 615, 615N, 615T, 415 and 451). For further information please visit www.hsl.fi/en

Regular taxis operate from the rank outside the main arrival areas. A normal taxi journey from the airport to the centre of Helsinki takes approximately half an hour and costs about 35 – 40 EUR.

Yellow taxis, operating on a fixed fare and a shared basis, will also take a group to or from a destination in the capital area. There are a number of taxi operators who provide this group service, further information can be found here:

http://www.helsinki-vantaa.fi/more-information/contacts/contacts_services?group=080



PUBLIC TRANSPORT – FREE TRAVEL TICKET FOR IFLA WLIC 2012 ATTENDEES

As a Congress attendee you will receive a free 7 day regional ticket for Helsinki region public transport. The 7 day ticket on the single-charge card is valid from 11 August to 17 August, 2012. Your ticket is valid in Helsinki, Espoo, Kauniainen and Vantaa. Show the single-charge card to the card reader when boarding a vehicle or entering the metro. You only need to show the card to the reader without pressing any of the buttons. For further information about HRT, Helsinki Region Transport, visit their website, www.hsl.fi/en



These tickets will be provided with your Congress materials at the registration area onsite at the Congress venue.

TRAIN

Helsinki has three daily international train connections:
 The Russian Tolstoi between Helsinki and Moscow with a night service in both directions.
 The Russian Repin and the Finnish Sibelius trains operate daily between Helsinki and St. Petersburg.
 The domestic traffic serves all major towns in the country, and reaches even the far north of Lapland.
 For further information about VR Ltd., Finnish Railways, visit their website, www.vr.fi

CATERING AT THE CONGRESS

There are numerous catering outlets at the Congress venue providing a variety of food and refreshments. Below you will find the restaurant opening hours.

Restaurants	Friday 10 August	Saturday 11 August	Sunday 12 August	Monday 13 August	Tuesday 14 August	Wednesday 15 August	Thursday 16 August	Friday 17 August
Café Andante <i>Southern Entrance</i>		09:00-19:00	08:00-16:00	08:00-18:00	08:00-18:00	08:00-18:00	08:00-18:00	
Restaurant Upper Gallery <i>Near Session Rooms 1 & 2</i>	09:00-15:00	09:00-15:00	09:00-15:00	09:00-15:00	09:00-15:00	09:00-15:00	09:00-15:00	09:00-15:00
Hesburger <i>Near Session Rooms 1 & 2</i>		11:00-17:00	11:00-17:00	11:00-17:00	11:00-17:00	11:00-17:00	11:00-17:00	
Wok'n Curry <i>Near Session Rooms 1 & 2</i>		11:00-17:00	11:00-17:00	11:00-17:00	11:00-17:00	11:00-17:00	11:00-17:00	
Café 5 <i>Exhibition Hall</i>				09:00-18:00	09:00-18:00	09:00-15:00		
Club Restaurant <i>2nd Floor, Holiday Inn</i>				11:30-16:00	11:30-16:00	11:30-16:00		



CLIMATE

Helsinki has a humid continental climate. In August, the average temperature is 16 °C (60 °F).

CONGRESS PROGRAMME

An updated Congress programme is available on the IFLA website, <http://conference.ifla.org/ifla78>.

Our Platinum Sponsor, OCLC, will be holding their Industry Symposium on Tuesday 14 August, 13:45 – 15:45 in Session Room 5.

Product Demonstrations from our exhibitors and a programme of presentations and interviews from the National Committee will also take place during the Congress at the Replay Theatre which is located in the exhibition hall. Information can be found in the Congress programme.

CONGRESS TOURS

The tours on offer during and after the Congress can be booked directly with our local Helsinki-based tour operator, The Travel Experience. You can book on-line via the IFLA website or at the tour desk in the Congress venue. For any questions regarding the tours, please contact The Travel Experience directly.

Email: annika.hervio@travel-experience.net

Tel.: +358 9 622 9810

Website: <http://www.travel-experience.net/ifla.htm>

Tours during Congress

Tour	Date	Time	Price
Helsinki City Tour	11 August	13:00	32 EUR per person
Suomenlinna Fortress	11 August	14:00	73 EUR per person
Hvitträsk Excursion	13 August	10:30	54 EUR per person
Porvoo Excursion	14 August	13:00	65 EUR per person
Helsinki Design Tour	15 August	09:00	42 EUR per person
Helsinki Cruise	15 August	10:00	156 EUR per person
Tuusula Excursion	16 August	09:00	108 EUR per person

Post Congress Tours

Tour	Date	Time	Price
Tallinn, Estonia (day tour)	18 August	09:00	172 EUR per person
St. Petersburg, Russia	18-19 August	10:00	610 EUR per person sharing twin/ double room 691 EUR per person single

Accompanying Persons Tours

The meeting point for the tour will be the main entrance of the Helsinki Exhibition and Convention Centre. A tour guide will gather all persons going on the tour and escort them to the bus. Each tour will begin and end at the HECC. Tickets for one half-day guided bus tour can be reserved during the online registration process. Tickets can also be purchased at the Accompanying Persons desk in the main registration area, however, please note these tours are subject to availability.

Tour	Date	Time	Price
Helsinki Sightseeing Tour (Tour 1)	13 August	10:00	Included in the Accompanying Persons registration package
Helsinki Design Tour (Tour 2)	14 August	10:00	Included in the Accompanying Persons registration package

LIBRARY VISITS PROGRAMME

The Library Visits will take place on Friday, 17 August, 2012. Registrations can be made onsite at the Library Visits counter, however all visits are subject to availability. Full library descriptions are available on the Congress website, along with further information, <http://conference.ifla.org/ifla78>

Half-day Library Visits: Helsinki Metropolitan Area

The meeting point for Half-day Library Visits in the Helsinki Metropolitan Area will be at the Paasikivenaukio (Paasikivi Square). The IFLA volunteers will assist and guide you to the Library Visit you have registered for. Please be sure to bring your transportation card with you.

Library Visit	Library Name	Time	Transport
Helsinki 1	Aralis Library and Information Centre: - Aalto University Arabia Campus Library - Helsinki Metropolia University of Applied Sciences - Resource Library for Arts and Culture - Helsinki Pop & Jazz Conservatory Library - Helsinki City Library/Arabianranta Library	08:45–13:15	Public transport
Helsinki 2	Celia Library Helsinki City Library - Myllypuro Media Library	12:45–17:00	Public transport
Helsinki 3	Helsinki City Library - Kallio Library Helsinki City Library - <i>Vallila Library</i>	08:45–13:30	Public transport
Helsinki 4	Helsinki City Library - Oulunkylä Library Helsinki City Library - Vuosaari Library	12:00–16:30	Public transport
Helsinki 5	Helsinki City Library - Library 10 Helsinki City Library - Meetingpoint	13:00–16:00	Public transport
Helsinki 6	Helsinki City Library - Library 10 Helsinki City Library - Meetingpoint Helsinki City Library - Rikhardinkatu Library	08:45–13:15	Public transport

Library Visit	Library Name	Time	Transport
Helsinki 7	Helsinki City Library - Pohjois-Haaga Library Helsinki City Library - Käpylä Library	08:45–13:00	Public transport
Helsinki 8	Helsinki University Library - Kaisa House	09:00–12:00	Public transport
Helsinki 9	Helsinki University Library - Kumpula Campus Library Helsinki University Library - Viikki Campus Library Helsinki City Library - Viikki Library	12:00–16:45	Public transport
Helsinki 10	Helsinki University Library - City Centre Campus Library Behavioural Sciences – Minerva Helsinki University Library - Learning Centre at Swedish School of Social Science	09:00–13:30	Public transport
Helsinki 11	Helsinki University Library - Meilahti Campus Library Helsinki City Library - Töölö Library	12:00- 16:00	Public transport
Helsinki 12	The National Library	09:30–12:30	Public transport
Helsinki 13	The National Library	13:00–16:00	Public transport
Helsinki 14	Sipoo Municipal Library - Söderkulla Library	12:00–16:00	<i>The HSL travel ticket is not applicable to the bus for Sipoo</i>
Helsinki 15	The Library of the Finnish Literature Society The Society of Swedish Literature in Finland	09:00–13:00	Public transport
Helsinki 16	Art Libraries Walk through Sörnäinen - Theatre Academy (TeaK) - Finnish Academy of Fine Arts (KuvA) - National Audiovisual Archive (KAVA)	09:00–12:30	Public transport
Helsinki 17	Aalto University Library, Töölö Hanken School of Economics Library Aalto University Töölö Campus Library	09:00–12:00	Public transport
Espoo & Kauniainen	Espoo City Library - Omena Library Espoo City - Ymmersta School Library Kauniainen City Library	09:00–14:30	Public transport
Espoo 1	Aalto University Library Espoo City Library - Tapiola Library	13:00–17:00	Public transport
Espoo 2	Espoo City Library - Entresse Library Espoo City Library - Sello Library	08:45–13:45	Public transport

Library Visit	Library Name	Time	Transport
Helsinki & Vantaa	Vantaa City Library - Point Library Helsinki French-Finnish School	08:45–15:00	Public transport
Vantaa	Vantaa City Library - Lumo Library Vantaa City Library - Myyrmäki Library Vantaa Art Museum	08:45–13:30	Public transport

Full-day Library Visits: Regional Areas

The assembly place for Full-day Library Visits to Regional Areas will be outside the main entrance of the Helsinki Exhibition and Convention Centre. Full-day Library Visits to Regional Areas require chartered buses for which attendees must pay a small fee. These visits are subject to availability.

Library Visit	Library Name	Time	Transport
Jyväskylä	The Library of JAMK University of Applied Sciences Jyväskylä University Library Jyväskylä City Library- Palokka Library	08:00–20:00	Hired Bus
Lahti	Lahti City Library •• Main Library •• Mukkula Library Fellmannia – from Learning Centre to Learning Landscape	08:30–17:30	Hired Bus
Porvoo	Porvoo City Library Porvoo Gymnasium Library Porvoo Campus Library	09:00–17:00	Hired Bus
Seinäjoki	Seinäjoki Public Library – Provincial Library Seinäjoki Academic Library, Health Library	07:30–19:50	Attendees must arrange their own transportation. Travel by train is recommended.
Tampere	Tampere City Library •• Main Library Metso •• Hervanta •• Sampola •• Nekala •• Netti-Nysse Tampere University Library	08:30–18:00	Hired Bus
Turku & Salo	Turku City Library Turku University Library Åbo Akademi University Library Salu Library	08:00–18:00	Hired Bus



Full-day Library Visits: Outside Finland

Full-day Library Visits to Outside Finland can be booked onsite and are subject to availability; however attendees must arrange their own transportation and visas. Full library descriptions are available on the Congress website, along with further information.

Library Visit	Library Name	Time	Transport
Tallinn 1, Estonia	Nurmennuku Raamatukogu Library of Tallinn University of Technology Jüri Raamatukogu	Enquire at Library Visit Desk	Recommended Transportation: Boat and Bus
Tallinn 2, Estonia	KUMU Art Museum and its library The Museum of Estonian Architecture in the Rotermann Quarter	Enquire at Library Visit Desk	Recommended Transportation: Boat
St. Petersburg, Russia	The Imperial Public Library (now the National Library of Russia in St. Petersburg) St. Petersburg State Theatre Library	10:00, 12:00, 14:00, 16:00	Train with overnight stay

CONGRESS DATES AND VENUE

The IFLA World Library and Information Congress - 78th IFLA General Conference and Assembly will take place from Saturday 11 – Friday 17 August, 2012 at the Helsinki Exhibition and Convention Centre in Helsinki, Finland:

Helsinki Exhibition & Convention Centre (HECC)
Messuaukio PO Box 21
FI - 00521 Helsinki
Finland

CURRENCY, BANKS and CREDIT CARDS

The Euro is the official currency of Finland.

Banks are usually open Monday - Friday 09:15-16:15 and at the airport every day 06:00-19:30 (until 23:00 in the transit area). For an ATM machine, look for the sign "OTTO". OTTO accepts the following international ATM and credit cards: Visa, Visa Electron, EuroCard, MasterCard, Maestro, Cirrus, EC and Plus.

DRESSCODE

Dresscode for the Congress and for the Congress Opening Ceremony, Welcome Reception and Cultural Evening is informal.

EATING OUT

Restaurants featuring cuisine from around the world, including a handful of Michelin star restaurants can be found in Helsinki. Typical Finnish food includes vegetables, mushrooms, berries, fish and meat. Helsinki's own cuisine also features influences from both the East and the West. Foods for many dietary requirements are also widely available.



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ELECTRICITY

The electric current in Finland is 220 V (230 V), 50 Hz. A two-pin plug system, familiar throughout Europe, is used. Adapters are available in airport shops.

EMERGENCY PHONE NUMBERS

General Emergencies: 112

Police: 112

Ambulance and Fire: 112

EXHIBITION

The IFLA WLIC 2012 Exhibition will be located at Halls 4 & 5 of the Helsinki Exhibition & Convention Centre. You are encouraged to take the time to visit the wide variety of exhibits and explore the latest innovations. Plan your visit to the IFLA WLIC 2012 exhibition by reviewing the Exhibitor Listing and Floorplan available on the IFLA website <http://conference.ifla.org/ifla78/floorplan-exhibition-listing>

INSURANCE & LIABILITY

Attendees are advised to arrange their own adequate travel and medical insurance against medical treatment, accidents, cancellation of bookings, etc. No responsibility will be accepted by the Congress Organisers.

INTERNET AREA

The internet areas will be situated in 2 locations at the HECC: in the main exhibition hall and in the foyer near the registration area in the Southern Entrance. Both areas will be open at the times listed below.

Sunday, 12 August 2012

16:00 – 18:00 Exhibition Hall

07:30 – 18:00 Southern Entrance

Monday, 13 August 2012

09:30 – 17:30 Exhibition Hall

07:30 – 18:00 Southern Entrance

Tuesday, 14 August 2012

09.30 – 17.30 Exhibition Hall

07:30 – 18:00 Southern Entrance

Wednesday, 15 August 2012

09:30 – 14:30 Exhibition Hall

07:30 – 18:00 Southern Entrance

Thursday, 16 August 2012

07:30 – 18:00 Southern Entrance

The Internet Area is kindly sponsored by OCLC, Congress Platinum Sponsor.



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MESSAGE BOARD

Attendees can leave messages for each other at the message board located in the registration area in the Southern Entrance of the Helsinki Exhibition & Convention Centre.



PASSPORTS, VISAS AND LETTERS OF INVITATION

Citizens of Nordic countries (Denmark, Iceland, Sweden and Norway) do not need a passport for entering Finland. EU-nationals, and citizens of Liechtenstein, Monaco, San Marino, Switzerland and Schengen Agreement countries can enter Finland with a valid passport or a valid identity card. All other nationalities require a valid passport.

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa at least 3 months in advance of the Congress.

Attendees requiring a Letter of Invitation in order to attend the Congress are asked to visit the Congress website for an online personalised Letter of Invitation. This must be submitted to the relevant embassy together with a copy of your registration confirmation.

Further visa information can be found on the IFLA website, <http://conference.ifla.org/ifla78/visa-requirements>

POSTER SESSION AND PAPER PRINTING CENTRE

The Poster Session takes place at the Poster Area located in the exhibition hall.

The posters can be viewed on:

Monday, 13 August 2012 09:30 – 17:30

Tuesday, 14 August 2012 09:30 – 17:30

Wednesday, 15 August 2012 09:30 – 14:30

Attendees will have the opportunity to speak with the presenters at the Poster Area on Monday, 13 August and Tuesday, 14 August between 12:00 – 14:00.

A Paper Printing Centre will also be located in the Poster Area.

The Paper Printing Centre is kindly sponsored by OCLC, Congress Platinum Sponsor.



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REGISTRATION INFORMATION

The registration area is located at the Southern Entrance of the Helsinki Exhibition & Convention Centre. The registration desks are located directly in front as you enter the venue.

The barcode on your registration confirmation allows you to print your name badge at the **Self Printing Terminals**. If you have your confirmation, please go directly to the terminals and print your name badge. After printing you can proceed directly to the Congress material counter to pick up your Congress bag and your badge holder.

Congress registrations and one-day registrations can still be purchased onsite during the following times at the registration counters:

- | | | |
|-------------|----------------|---------------|
| • Friday | 10 August 2012 | 13:30 – 18:00 |
| • Saturday | 11 August 2012 | 07:30 – 19:00 |
| • Sunday | 12 August 2012 | 07:30 – 18:00 |
| • Monday | 13 August 2012 | 07:30 – 18:00 |
| • Tuesday | 14 August 2012 | 07:30 – 18:00 |
| • Wednesday | 15 August 2012 | 07:30 – 18:00 |
| • Thursday | 16 August 2012 | 07:30 – 14:00 |



- Entitlements

“Full” registration includes:

- Name Badge
- Pocket Programme
- Congress Programme and Exhibition Catalogue
- Congress Bag
- Admission to all Sessions
- Admission to the Exhibition
- Admission to the Opening and Closing session (*if registered*)
- Admission to social and cultural events (*if registered*)
- A professional visit to a library (*if registered and based on availability*)
- Helsinki Map

“Accompanying persons” registration includes:

- Name Badge
- Pocket Programme
- Admission to the Exhibition
- One half day sightseeing tour (*if registered*)
- Admission to the opening session (*if registered*)
- Admission to social and cultural events (*if registered*)
- A professional visit to a library (*if registered and based on availability*)
- Helsinki Map

“One-day” registration includes:

- Name Badge
- Pocket Programme
- Congress Programme and Exhibition Catalogue
- Day Bag
- Admission to all sessions on the day of the registration
- Admission to the exhibition on the day of the registration
- Admission to social and cultural events on the day of the registration (*if registered*)
- Helsinki Map

- Certificate of Attendance

A Certificate of Attendance can be printed out at the self-printing terminals at the registration area in the congress centre. It cannot be issued after the Congress.

- Certificate of Attendance Printing Times

Full Registration:	Wednesday, 15 August 2012	12:00–18:00
	Thursday, 16 August 2012	07:30–18:00

One-day Registration: 12:00–18:00 on day of attendance

- Congress Material

The Congress material can be picked up at the designated Congress materials counter in the registration area in exchange of your voucher from the name badge.



SIMULTANEOUS INTERPRETATION HEADSETS

Headsets will be available outside Session Room 1, Session Room 2 and Room Amfi. Simultaneous interpretation in English, Arabic, Chinese, French, German, Russian and Spanish will be available for the Opening Ceremony, the Closing Session and other selected sessions. Please look for the SI mark in the Congress programme.

Please note that in order to obtain the headset, your name badge will be scanned with a barcode reader. Please ensure the headset is returned at the end of the session. Loss of a headset will result in a fee of 250 EUR.

SOCIAL EVENTS / VOUCHERS

All full-time participants and accompanying persons wearing their name badge and in possession of the social event vouchers have free access to the social events (if registered).

The following social events will be taking place during the course of the Congress week:

Date	Time	Event	Location
Sunday, 12 August	10:30-12:00	Opening Ceremony	Amfi, HECC
Sunday, 12 August	16:00–18:00	Exhibition Reception	Exhibition Hall, Hall 4 & 5, HECC
Tuesday, 14 August	19:00-23:00	Culture Evening	Wanha Satama
11 - 17 August, 2012 (except 13 August)		IFLA Night Spot	Vanha Ylioppilastalo

Wi-Fi

Complimentary Wi-Fi will be available to all attendees within the Helsinki Exhibition & Convention Centre. In addition, the internet areas in the exhibition hall and the registration area will be available for use.

Network: WLIC 2012
Username: WLIC2012
Password: Helsinki



The free Wi-Fi is kindly sponsored by Open Edition, Congress Bronze Sponsor.

USEFUL WEBSITES

IFLA WLIC 2012 Website: www.ifla.org

Helsinki City Tourist & Convention Bureau: www.visithelsinki.fi/en

Helsinki Exhibition & Convention Centre:

<http://web.finnexpo.fi/en/Yritykset/HECC/Pages/default.aspx>

Things to do in Helsinki:

http://www.visithelsinki.fi/sites/visithelsinki.fi/files/files/Esitteet/EN/visitors_guide_2012_en.pdf

If there is any additional information you require prior to your arrival in Helsinki, please do not hesitate to contact the IFLA WLIC 2012 Congress Secretariat, wlic2012-registration@kit-group.org. Please note these joining instructions can also be found on the IFLA website.

We look forward to welcoming you to Helsinki, Finland!