



Education and Culture  
Lifelong Learning Programme



**Leonardo da Vinci - Transfer of Innovation**  
**BEST - Best Enterprise System for Training**  
Järva County Vocational Training Center

27<sup>th</sup> and 28<sup>th</sup>, October 2010

All Day

Arrival of guests  
Nordic Forum Hotel  
Check-in from 15:00

**29 October 2010 / Friday**

- |               |   |
|---------------|---|
| 08:00 - 9:30  | Travel to Säreveere Manor, transportation by JKHK provided.<br>Meet at 08:00 in lobby of hotel for departure<br>Driving time 1.5 hours. |
| 09:30 - 09:45 | Welcome and introductions   |
| 09:45 - 10:15 | Coffee Pause and Fellowship   |
| 10:15 - 12:00 | Partner presentations <ul style="list-style-type: none"><li>▪ 10 minutes</li><li>▪ Introduce your organization</li></ul>                |
| 12:00 - 12:30 | Project overview <ul style="list-style-type: none"><li>▪ Aims and Objectives</li><li>▪ Company selection</li></ul>                      |



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12:30 - 13:30	Lunch provided by Järva County Vocational Center Students
13:30 - 14:15	Tour of Säreveere Campus
14:15 - 14:30	Partner roles <ul style="list-style-type: none"><li>▪ Coordination/communication - JKHK</li><li>▪ Piloting - JKHK, LEPIDO ROCCO, XABEC, ALVIT</li><li>▪ Publication and support - SAVO</li><li>▪ Administration - Wisamar</li><li>▪ Monitoring/evaluation - N.E.T</li></ul>
14:30 - 14:45	Project Administration / Wisamar
14:45 - 15:00	Project Monitoring and Evaluation/ N.E.T
15:00 - 16:30	Project structure <ul style="list-style-type: none"><li>▪ Activities and objectives for each Work Package (Wisamar)</li><li>▪ Calendar of events, preliminary dates (JKHK)</li></ul>
16:30 - 17:00	Travel to Paide
17:00 - 18:00	Paide walk: handicraft store and Paide Vallitorn castle grounds
18:15 - 20:15	Dinner - Põjaka Mõis Restaurant
20:15 - 21:30	Return to Tallinn

**30 October 2010/ Saturday**

8:30 - 9:00	Walk to Cafe Meet at Nordic Forum Hotel, walk 15 minutes to cafe
9:00 - 11:30	Conference Activities Continued <ul style="list-style-type: none"><li>▪ Questions/answers</li><li>▪ Video</li><li>▪ Website</li></ul>



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**Pierre Chocolaterie Cafe (reserved room)**

Vene 6  
10123 Tallinn  
[www.pierre.ee](http://www.pierre.ee)  
+372 641 8061

12:00 - 14:00

Lunch  
Kaerajaan Restaurant  
Raekoja plats 17  
<http://www.kaerajaan.ee/eng/>  
+372 625 5400

**Conference Ends**

Free time

**Additional Information**

- In Tallinn you may use a credit card for all purchases, but cannot yet pay in Euro.
- In Säreveere for lunch you may pay in Euro
- In Paide for dinner you may pay with a credit card or Estonian Kroons
- Paide stores require Estonian Kroons, only some stores may accept credit cards, should you wish to buy gifts from Estonia.

1. Prices to expect:

- Taxi 10 EUR - each way
- Hotel - double room 54€/night
- October 29th - Lunch and 2 coffee pauses (Säreveere) 15 Euro
- October 29th - Dinner 220EEK (14€) Põhjaka Restaurant
- October 30th - Chocoloaterie Pierre Cafe - prices for coffee/desserts vary depending upon personal selection
- October 30th - Kaerajaan Restaurant, see menu prices at <http://www.kaerajaan.ee/eng/>

2. Airport to Nordic Forum Hotel -

- You may take a taxi from the airport to the hotel. The cost is approximately 10 EUR, it depends on the taxi company. There can be 1-4 people in the same taxi; cost is per drive. I recommend you ask the price from the taxi driver before you sit in the taxi.

You may take a bus directly outside the airport to the hotel.



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The airport's bus stop is located in front of the terminal of arrivals. Bus No. 2 travels on the route Mõigu - Passenger Port. In the city centre the bus stops next to **Viru Keskus** at **A. Laikmaa street**. The Nordic Hotel is 3 minutes walk from this stop. The bus fare is 25 Estonian kroons (1,60 EUR) and tickets are sold by the bus driver upon entering the bus. Tickets are available also from the R-Kiosk in the Passenger Terminal. Bus company MRP operates the route with Scania buses.

Timetable is available at [http://soiduplaan.tallinn.ee/?a=p.routes&transport\\_id=bus&t=xhtml&l=en](http://soiduplaan.tallinn.ee/?a=p.routes&transport_id=bus&t=xhtml&l=en)

From the airport to the city, find schedule named "Moigu-Reisisadam" where the bus stop "Lennujaam" means the Airport.



### Nordic Forum Hotel

Viru väljak 3, Tallinn 10111, Estonia

Ph: 372 622 2999

Fax: 372 622 2888

E-Mail: [forum@nordichotels.eu](mailto:forum@nordichotels.eu)

[www.nordichotels.eu](http://www.nordichotels.eu)

- Price for double room is 54€ per night
- Pay in Estonian Kroons or by Credit Card



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- Room rate includes buffet breakfast, VAT, all day relax centre (indoor pool, saunas, small gym). Free wireless internet throughout the hotel.
- Check-in starts at 15:00 hrs, check-out until 12:00 noon.
- The hotel has underground parking (max height 1,8 m), lobby bar, restaurant, conference facilities, Relax area and 16 hours Rooms service.