

## Dear Pärnu Supply Chain Conference participant

Below you will find organisational information that will help make the conference days pass as smoothly as possible.

Help and advice are available from the **INFORMATION DESK** which is located in the ground floor lobby. You may also call 5340-5426 or send an e-mail to [silja.magi@aripaev.ee](mailto:silja.magi@aripaev.ee).

**PARKING** is free in the **Port Artur parking garage** (Lai str 7). A parking ticket is available from the parking organiser in the garage entrance area from 09:00 to 10:30 on 1 October, using the **keyword 'Pärnu Tarneahelakonverents'**. If you arrive later, ask for a free parking ticket from the conference information desk at Pärnu Concert Hall before entering the carparking garage. **The free parking period lasts from 09:00 on 1 October to 18:00 on 2 October.**

Paid parking is available in other car parks and in the City Centre of Pärnu.

**IN ORDER TO KEEP THE CONFERENCE SAFE** we are required to follow the rules of the Health Board and have also taken additional precautions. The number of participants is a maximum of 50% of the hall's capacity, with seating being scattered. There are disinfectants on-site, we will be ventilating the halls and cleaning surfaces. During breaks, we ask you to keep your distance. We encourage you to wear masks indoors. If you do not have a mask with you, you can ask for one from the information desk. If you feel unwell, let the organisers know, stay at home or in your hotel room, and participate through the online broadcast.

**NB! THE PROGRAM HAS CHANGED due to the spread of the virus.** Unfortunately, the LEGO Serious Play workshop cannot be organized without contact, so this year it will not take place. Also, all company visits have been canceled and replaced with workshops.

A **WIFI** network with the name **PKM saalid** is available to use for free and does not require a password.

The **MAIN PROGRAMME** will be taking place in the **LARGE HALL** located on the 1st floor. A help desk is located by the doors, where you will find a **TRANSLATION RECEIVER** (channel 1–Estonian, channel 2–English), **SOCKETS**, and **PLAID BLANKETS**.

**WORKSHOPS** will be taking place (without interpretation) as parallel sessions on the 1<sup>st</sup> and 2<sup>nd</sup> floor . Information about available spaces can be found at the information desk. If someone who has already signed up wishes to relinquish their spot, please let the information desk know so that others may have the opportunity to participate.

We will send you an e-mail, containing a log-in link and password to the **ONLINE ENVIRONMENT OF THE CONFERENCE ([tarneahel.worksup.com](http://tarneahel.worksup.com))**, a day before the conference. Keep your conference online page open so that you could **ASK QUESTIONS** as quickly as possible. Once you have logged into the environment, please also complete the participant profile to participate *in online networking*, and *express opinions*. When participating in the hall, please do not open the live broadcast at the same time, as this will create double sound.

You can find **SLIDES** from those speakers who have agreed to share them in the online environment of the conference. A few days after the conference, **VIDEO RECORDINGS** of presentations will also be found in the same environment.

**SPONSOR PRESENTATION SPACES** are located in the 1st floor lobby.

**COFFEE BREAKS and LUNCH** are covered on the 1st and 2nd floor. Menus can be found on the following pages. BEFORE GETTING SOMETHING TO EAT, WE ASK YOU TO PLEASE DISINFECT YOUR HANDS.

**DINNER** will be served at 20:00 in the restaurant NOOT (Estonia Resort Hotel, A.H. Tammaare 4a). Casual dress.

**SMOKING** is possible outdoors.

**PÄRNU TAXIS**

**Pärnu Takso** 553-9222; 1222

**Bristol Takso** 443-0600; 1700

**E-takso** 515-0190; 1300

**Elektritakso** 5749-5749; 1918

We wish you an interesting conference!