SPECIAL INTEREST VISITING PROGRAMMES IN HELSINKI

The Travel Experience is the official handling agent for all special interest and technical visit products of VisitHelsinki. For those special interest groups which need visa support we will send it as per agreement with the VisitHelsinki.

As a full service Destination Management Company, The Travel Experience will be happy to offer your special interest groups with accommodation, transfers, excursions, meals and other travel related services as well.

Request for special interest visit:
In order to minimize the time of handling the special interest visiting request, all requests should have following information when sent to The Travel Experience:

1. Requested visiting place or area of interest (as much information as possible)
2. Purpose of the visit (aim of the group’s visit, what group would like to learn?)
3. Date of visit (+ time if specific request)
4. Name of the delegation
5. Number of people
6. Name list with titles and company the person is representing

Please note that the handling of each visit request may take even a week or more.

Visa support:

Visa support letters can be sent as follows:
1 visit max 3 days support / 2 visits max 7 days / 3 visits max 10 days

Schedule and travel route should be included in invitation letter and it must comply with the actual final itinerary, otherwise the group’s entrance to Finland may be stopped by the authorities.

Please allow enough time for visa procedure! Please note that The Travel Experience and VisitHelsinki cannot guarantee the group will get visa to Finland with the letter.

The minimum stay in Helsinki must be 2 nights.

The Reference Letter (eg. for passport application) and the Invitation Letter (for visa application) requirements:

1. full list of names of participants with:
2. date of birth
3. sex
4. company the person is representing
5. title of the person in the company

Reference and Invitation letters are included to the handling fee.

Important Note: The reference letter is not a valid document for Visa Support. The final invitation letter will be sent once the final dates and details for the visit have been finalized. If the delegation has not got the final invitation letter their entrance to Finland may be stopped by the authorities. Finland’s Border Control authorities will check the validity of Invitation Letters by contacting The Travel Experience/Visit Helsinki. In cases where the group travel programme does not match the visits detailed in the Invitation Letter the Border Control authorities have the right, and will exercise the right, to refuse entrance of the group to Finland and the Shengen area.

Reference letter fees and conditions:

100 EUR non-refundable charge for the Reference letter will be deducted in the final invoice for the group. The reference letter is not a valid document for Visa Support. All groups will still need the final Invitation letter once the dates have been fixed. The reference letter fee is to be paid before starting the final meeting arrangements, however latest on 14 days from issuing it.

Cancellation and change fees:

If the visit has already been requested by the buyer for a certain date and the arrangements confirmed to be started by The Travel Experience (with or without an Invitation Letter for visa support), the following fees will apply (per visit):

* Request cancelled more than 5 working days prior: 150 €
* Cancellation fee less than 2 – 5 working days prior: 220 €
* No show or last minute cancellation: full visiting fee
* Change fee 150 €
If the buyer or its representative – such as travel agency or tour operator, has forgotten to inform The Travel Experience that the group did not get visa, the visit is regarded as final. **The buyer or its representative should inform all the time if there occur any changes in the group.** The cancellation fee applies even if the group is not granted the visa.

**Payment conditions:**

Technical Visit arrangements will be invoiced by The Travel Experience and are subject to payment by bank transfer by the due date on the invoice, prior to arrival of the group. If the invoice has not been paid by due date, there will be 30 € penalty fee / every reminder. If payment is not received in time on our bank account, we reserve the right to cancel the visit and charge full cancellation fee.

**Language of the visits:**

Lectures are available in English and in Finnish, some also in Swedish. City of Helsinki new areas is available in several different languages.

**Other services:**

The Travel Experience is a full service DMC. We would be pleased to provide your group with full tour programme including: accommodation, interpreter, guide, transfers and meals. Please ask for offer.

Please note that in general handling time for visit requests is two weeks. Due to the holiday season from mid June until the end of August, some of the visiting programmes may be difficult to arrange for that period or immediately after it.

**SUGGESTED SPECIAL INTEREST PROGRAMMES:**

All fees are NET, in euros and per group including VAT (if not otherwise stated).

**Development of new districts in Helsinki: 685 € (incl. handling fee and lecture / tour fee)**

In the forthcoming decades, Helsinki will expand faster than ever before and is one of the fastest growing metropolitan areas in whole Europe. The City of Helsinki is responsible for the development and aims to build quality neighborhoods where people can enjoy both work and leisure. New districts include Kalasatama (former harbor), Jätkäsaari (former cargo port), Arabianranta (art and design area) and Viikki (ecological living combining science and nature). Arabianranta and Viikki areas are mostly ready whereas at Kalasatama and Jätkäsaari the construction has recently started.

Tour includes either visit to one or two new districts.

**Duration:** 2-2.5 hours

**Seasons:** Visiting time between 9:00-17:00 on working days.

**Languages of presentation** (available on request): English, Finnish, Swedish, German, French, Chinese, Japanese

**Group size:** max 20 persons

**Status of visitors:** Professional background

Please ask separate offer for coach service!

**City of Helsinki Social services and Health Care: Child Welfare: 450 € (handling fee) + 248 € (lecture fee)**

An introduction to Child welfare social work unit and their tasks. Child welfare ensures children's and young people’s healthy development and wellbeing, safeguards children's rights and supports parents and other guardians in their upbringing duty. Child welfare services include community care support measures, the foster care of children and children’s and young people’s aftercare. Visit can be arranged to Kallio Child welfare office, Lassila Child welfare office or Oulunkylä Family rehabilitation centre depending on group’s interests.

**Duration:** 1-2 hour depending on visiting place

**Seasons:** Visiting time 9 am-4pm on working days

**Group size:** Max 15-20 persons depending on visiting place

**Status of visitors:** Professional background in social services or health care and students in the field

**City of Helsinki Social services and Health Care: Primary Health Care in Helsinki: 450 € (handling fee) + 248 € (lecture fee)**

Presentation of public primary health care services in Helsinki and visit to a health care facility according to the interest of the visitors. Following themes are possible: Outpatient Care, Hospital Care, Health Stations, Oral Health Care, Home Care or Psychiatry.

**Duration:** 2-2.5 hours

**Seasons:** Visiting time between 9:00-15:00 on working days.

**Group size:** 5-20 persons

**Status of visitors:** Professional background in health care or social services and students of the field, decision-makers from cities, representatives of the press and other media.

**City of Helsinki Social services and Health Care: Kinapori service centre: 450 € (handling fee) + 248 € (lecture fee)**
Kinapori service centre for pensioners and unemployed offers versatile guided hobby and recreation activities such as wood and metal workshops, porcelain and ceramics works and exercise classes. Service centre supports living at home, offers social intercommunication and prevents social exclusion.

**Duration:** 1.5 – 2 hours  
**Seasons:** Visiting time 1 pm-4pm on working days  
**Group size:** Max 20 persons  
**Status of visitors:** Professional background in social services or health care and students in the field

**City of Helsinki Social services and Health Care: Kontula Comprehensive Service Centre:** 450 € (handling fee) + 248 € (lecture fee)
Lecture about Kontula Comprehensive Service Centre and living and nursing for elderly and a tour in the building.

**Duration:** 1.5 hours  
**Seasons:** Visiting time is on Wednesdays between 9am –4pm  
**Group size:** Maximum 20 persons  
**Status of visitors:** Professional background  
Finnish speaking interpreter is required

**City of Helsinki Social services and Health Care: Nursing Home of Itäkeskus:** 450 € (handling fee) + 248 € (lecture fee)
Nursing home of Itäkeskus is a nursing home for elderly with apartments for elderly, places for demented customers in group homes, elderly's day care places and short term care places. Lecture about nursing home and living and nursing for elderly and tour in the building.

**Duration:** 1.5 hours  
**Seasons:** Visiting time 9am-4pm on working days  
**Group size:** Max 10 persons  
**Status of visitors:** Professional background

**City of Helsinki Social services and Health Care: Uusix-workshops** 450 € (handling fee) + 248 € (lecture fee)
The main task of the Uusix-workshops is rehabilitative work for jobless Helsinki residents. There are about 300 people working in the Uusix-workshops, half of them are in the rehabilitation program and the rest being trainees or permanent staff. The leading principle of the Uusix Workshops is use of recycled materials to make new products. In the Uusix-workshops there are eleven workshops: ceramics and jewellery, metal, dressmaking, Painotex, bicycle, woodwork, construction, textile, IT, upholstery and recycling of building materials.

**Duration:** 2 hours  
**Seasons:** Tuesdays and Thursdays  
**Group size:** Max 15 persons  
**Status of visitors:** Professional background

**City of Helsinki Social services and Health Care: Tervalampi Manor, rehabilitation centre:** 450 € (lecture fee) + 248 € handling fee
The Tervalampi Manor Rehabilitation Centre, maintained by the City of Helsinki Department of Social Services and Health Care, is a 73-place substance-abuse care facility offering quality substance-abuse care services to men, women and families.
Lecture, questions and discussions and tour at Tervalampi Manor facilities.

**Duration:** 2-3 hours  
**Seasons:** Mondays – Fridays between 9.00 – 15.30  
**Group size:** 1-40 persons  
**Status of visitors:** Professional background in social services or health care and students in the field, decision-makers from cities, representatives of the press and other media.
Note: Lunch can be purchased from the lunch restaurant (7€ per person)

**City of Helsinki Social services: Children’s Day Care Centre:** 450 € including lecture fee and handling fee
Lecture, questions and discussions and tour at day care centre.

**Duration:** 1-2 hours  
**Seasons:** Mondays – Fridays between 9-12:00. No visits in July or December.  
**Group size:** 5-15 persons  
**Status of visitors:** Professional background in child day care, decision-makers from cities, representatives of the press and other media

**City of Helsinki Environment Centre: Environmental Affairs in Helsinki** 450 € (handling fee) + 248 € (lecture fee)
An introduction to environmental organization and management in Helsinki (and in Finland). Possibility to visit the Viikki Environment House (the office building with the lowest energy consumption in Finland, completed in 2011) on request.

**Duration:** 1.5 - 2 hours  
**Seasons:** Visiting time between 8:30-16:00. No visits from 20th June to 11th August or 22nd December to 6th January.  
**Group size:** Maximum 30 persons  
**Status of visitors:** Professional background or with influential status in the field.
HSY Water (HSY Helsinki Region Environmental Services Authority): wastewater treatment in Helsinki 450 € including lecture fee and handling fee

Duration: 1.5 hours
Seasons: Year round. Visiting time between 8:00 – 16:00 on working days.
Group size: Maximum 25 persons
Status of visitors: Professional background or with influential status in the field. Representatives and decision-makers from cities. Representatives of the press and media.
For groups more than 6 persons Finnish speaking guide/interpreter is needed

City of Helsinki Urban Facts: Development in Urban Statistics and Research: 450 € (handling fee) + 248 € (lecture fee)

The City of Helsinki Urban Facts is responsible for compiling and disseminating statistics and prognoses on the development of the city and its operating environment, as well as maintaining databases and carrying out research necessary for the city. Urban Facts also directs the records and archives management of the City of Helsinki and maintains the central archives of the city. Urban Facts offers the city administration and the general public information service on issues related to statistics, research and the archives.

Duration: 1.5 hours
Seasons: Visiting time between 9:00 – 11:30 and 13:00-15:30 on working days.
Group size: Maximum 10 persons
Status of visitors: Professional background (experts and students) or with influential status in the field. Decision-makers from cities. Statisticians, researchers and other experts working with information (producers, users and intermediates).

Food safety: 450 € (handling fee) + 1700 € lecture fee

Finland is recognized for strong commitment to food safety. The quality and safety of foods produced and consumed in Finland is internationally of high standard. The best technological expertise often lies in private companies which, focusing on their core competency can provide the best available solutions for building a successful food chain.

Possible visiting place is Helsinki University's Viikki Campus and its laboratories.

Duration: 3-4 hours
Seasons: Year round
Group size: Maximum 15 persons
Status of visitors: Professional background or with influential status in the field.

Health Technology: 450 € (handling fee) + lecture fee starting from 300 €

Finland has a high-quality health care system and the country also boasts a large number of health technology professionals. Health technology companies operating in Finland are highly specialized, and several rank among the largest in their field. For decades, the country’s dynamic health technology industry has been innovating and developing technology solutions for the global market - helping millions of people around the world and employing tens of thousands of people in Finland.

Visit to a local health technology company in Helsinki metropolitan area according to the interest of the visitors.

Duration: 1-2 hours
Seasons: Year round
Group size: Maximum 15 persons
Status of visitors: Professional background or with influential status in the field.

Cleantech: 450 € (handling fee) + lecture fee starting from 300 €

Finland has often been rated as one of the world's leading countries in the environmental sector. Cleantech is fast becoming the cornerstone of the Finnish economy and it is one of Finland's economic policy priorities. There are approx. 10,000 cleantech companies in Finland and many of them are located in the Helsinki metropolitan area. Many Finnish companies are already global leaders in energy efficiency, clean industrial processes, and bioenergy. Other key sectors are analysis and automation, renewable energy, water and wastewater treatment, waste management, and emissions reduction.

Visit to a local cleantech company in Helsinki metropolitan area according to the interest of the visitors.

Duration: 1-2 hours
Seasons: Year round
Group size: Maximum 15 persons
Status of visitors: Professional background or with influential status in the field.

City of Helsinki: Human Resources Centre: 450 € including lecture fee and handling fee

Human resource policy of city of Helsinki.

Duration: 30 min – 1 hours
Seasons: Visits Tuesday - Thursday
Group size: Maximum 15 persons
Status of visitors: Professional background or with influential status in the field.
School visit: German School of Helsinki: 450 € (handling fee) + possible lecture fee

Deutsche Schule Helsinki as part of the educational system of Finland, language school. The school combines the teaching cultures of Finland and Germany in terms of its teachers and curriculum. The school complies with the Finnish curriculum that has been adapted to that of Germany (Thüringen). The school serves as the resource centre for German-language teaching in Finland, and its task is to promote the teaching of the German language in Finnish schools. The school has approximately 620 pupils, 80% of whom are Finnish.

Presentation of school, meeting with teachers and pupils, and attending classes.

Duration: 1-2 hours
Seasons: January – mid May, End of August – mid December.
Group size: Maximum 20 persons
Status of visitors: Principals, teachers, school administrators, education students, language professionals.

School visit: Lauttasaari comprehensive and upper secondary school: 450 € (handling fee) + 186 € (lecture fee)

Lauttasaari comprehensive and upper secondary school is an independent school. There are about 700 students in the school, 350 in the comprehensive school and 350 in the upper secondary school. Visit includes a presentation of the school and Finnish school system, meeting with teachers and pupils and attending classes.

Duration: 2-5 hours
Seasons: Visiting time from Monday to Friday between 8:15 – 14:25 in January – mid May, End of August – mid December
Group size: Maximum 20 persons
Status of visitors: Principals, teachers, school administrators, education students.

School visit: Viikki Teacher Training School of the University of Helsinki: 450 € (handling fee) + lecture fee starting from 500 €

The school consists of the 10-year comprehensive school (ages 6 to 15), including pre-school, primary school and lower secondary school levels (Basic Education), and the upper secondary school (ages 16 to 18). Pupils (ca 940), teachers (ca 100) and teacher trainees (ca 250) from the pre-school level to the upper secondary school level now operate in the same school building.

Lecture fee per group size: 2-4 persons: 500 EUR, 5-10 persons 650 EUR, 11-30 persons 750 EUR, 31 or more 850 EUR (+ handling fee)
Duration: 3 -3 ½ hours
Seasons: Visiting time from Monday to Friday between in January – mid May, End of August – mid December
Status of visitors: Principals, teachers, school administrators, education students.

The Finnish National Board of Education (FNBE): 450 € (handling fee) + 1000 € (lecture fee when max 20 persons in the group)

FNBE is responsible for the development of pre-primary education and basic education, general upper secondary education, vocational education and training, formal adult education and training, liberal adult education (incl. folk high schools, study centres, summer universities) and extracurricular basic education in arts. Lecture can be arranged according to the visitors’ requests.

Duration of lecture: 1-2 hours
Seasons: Visiting time between 9:00 – 16:00.
Group size: Maximum 90 persons on lecture. Please ask price for larger groups than 20.
Status of visitors: Principals, teachers, school administrators.

Library visit: Helsinki City Library 450 € including lecture fee and handling fee

Visit to one of the libraries in Helsinki with presentation of the Helsinki City Library and the Finnish Library system in general.

Duration: 1-1.5 hours
Seasons: Visiting time between 10:00 – 18:00 on working days.
Group size: Maximum 15-30 persons per group depending on the library.
Status of visitors: Professional background (librarians and other experts, teachers, students, architects) or with influential status in the field and representatives of the press and media.

Visit at a Finnish Home: 300 € (handling fee per group) + 69 € per person

Finnish Lifestyle experienced with a host. Hosts are private persons in different professions and life situations. The visit includes refreshments. Options: 1) Visit to one home or many different homes 2) Sauna introduction in private houses: Finnish sauna habits told by a host. 3) Visit to Finnish Home to see some Finnish Design products in use.

Duration: 3 hours excluding transfer times.
Seasons: All year round, on request
Group size: Maximum 4-5 persons visiting one family
Status of visitors: Anyone interested in the Finnish everyday life.
Note: Transfers, translator service, lunch or dinner can be arranged for extra charge.
Following visits and lectures will also be available in 2016:
Visit to Helsinki Music Centre
Design industry in Helsinki
School visits in surrounding cities of Helsinki

The following lectures have special rates and conditions:

Samples of topics:

- Police and public security services in Finland
- National and local financial and tax policies, systems and management in Finland
- E-government in Finland
- E-commerce and internet marketing in Finland
- High Technology and innovation policies and development in Finland
- Information technology and development
- Investment policies and opportunities in Finland and EU
- Cross Cultural Business Communication between East and West
- Energy, energy management and power supply in Finland
- Legal, court and Judicial system in Finland
- Anti-corruption and malfeasance system in Finland
- Customs and its management of Finland
- Trading with Finland and EU

Handling fee 300 € + lecture fee starting from EUR 800 *)
Prices are valid Mon-Fri, not valid on public holidays or Sat-Sun

Cancellation and change fees:
* Request cancelled more than 20 working days prior: 336 €
* Request cancelled 19-12 working days prior: 150 € + 50 % of the lecture fee
* Request cancelled 11-1 working days prior or no show: full visiting fee
* Change fee: 336 €

Note: If the lecture is postponed, the limit for the postpone period is up to 20 working days (4 weeks) starting from the original event date. Otherwise, new reservation needs to make.

*) The lecturing language can be Chinese, English, and Finnish depending on the lecturer arrangement. There will be no interpreter’s fee. However, if the client asks specifically the English or non Chinese lecturers, then there will be 186 EUR interpreter’s fee.

ALL OTHER VISIT REQUESTS:
Visits to other city departments:
Handling fee 450 € / visit (1\textsuperscript{st} and 2\textsuperscript{nd} visit) + possible lecture fee

Please note if you book 3 or more visits for the same group the handling fee of 3\textsuperscript{rd} /4\textsuperscript{th} visit will be discounted of 20%

Visits to private companies:
Handling fee starting from 600 € + possible lecture fee.