



HELSINKI

Finland



**PROPOSAL
TO HOLD**

2017 FIG WORKING WEEK IN HELSINKI



Proposal to hold the 2017 FIG Working Week in Helsinki, Finland

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PART I - Summary

The Finnish FIG member associations, Finnish Association of Geodetic and Land Surveyors (MIL) and Finnish Association of Surveyors (MAKLI) with the National Land Survey of Finland (NLS) as partner, wish to extend their invitation to host the 2017 FIG Working Week in Helsinki in June 2017. The invitation has the full support of both national and local authorities, particularly so as Finland is celebrating its 100 years of independence that year.

Helsinki, the capital of Finland, would be an outstanding choice for FIG. Excellent flight connections from other parts of the world and especially from Asia have made Helsinki one of the most attractive congress destinations in Northern Europe. Helsinki is not only easy to reach but also easy to move around. This Nordic capital is known as a safe, secure and clean city with high standards of education and technology. In addition, the city reflects nature, sea, design and architecture.

The city of Helsinki is well equipped to meet all requirements with respect to both meeting and exhibition facilities as well as hotel accommodation. Helsinki is large enough to provide all the services that a major congress may require, yet small enough to make delegates feel at home during their stay. Helsinki and its environs offer also a lot of opportunities for excursions and leisure activities.

Excellent meeting facilities for the FIG Working Week are offered by Messukeskus Helsinki, Expo and Convention Centre. Finnish conference professionals together with the Local Organizing Committee guarantee that preparations will be made in the best possible way.

This bid gives you a close-up of Helsinki as a host city. We look forward to seeing you here and wish you warmly welcome!



PART II – Welcome to Helsinki!

1. Destination Helsinki

Helsinki, the capital of Finland, is a modern city with only 600,000 residents. Helsinki is the centre of Finland's administrative, educational and cultural life. It is also the finance and business centre of the country. Together with the neighbouring cities of Espoo, Kauniainen and Vantaa Helsinki forms the metropolitan area with more than one million inhabitants. This pocket-sized metropolis is ideal for visitors!

Helsinki hosts an average of 100 international conventions each year attended by more than 20,000 delegates and 1,600 international meetings with nearly 100,000 delegates. In addition, there are innumerable national conferences, events and theme days. Helsinki has, indeed, gained a reputation as a popular congress destination. English is widely spoken, and all tourists get help from locals easily in English.

*New York Times:
Helsinki #2 on the 45 Places to go list in 2012*

*CNN:
Helsinki #7 on the Hottest destinations list in 2013*

Personal safety

In 2011 the Mercer-survey separately identifies those cities with the highest personal safety ranking based on internal stability, crime levels, law enforcement effectiveness and the host country's international relations. Helsinki was ranked at number two. Finland is among the ten most peaceful nations in the world. Finland is ranked number 9 in the Institute for Economics and Peace annual Global Peace Index (GPI, 2012). The index is ranking 158 nations based on their levels of peacefulness.



Where East meets West

Helsinki is unique among Northern European cities. The lifestyle in this second-most northern capital city in the world is full of contrasts. Actually, the identity of the city has been formed by cultural influences from both the East and West.

Over 450 years of history, several architectural layers and the impact of different periods can clearly be seen in Helsinki. The beauty of the surrounding nature blends seamlessly together with high-tech achievements, while old traditions mix with the latest contemporary trends.

The city centre has many beautiful parks, and the nearby forests offer an ideal setting for peaceful and quiet walks. The archipelago that surrounds Helsinki with hundreds of tiny islands creates an idyllic environment for cruises. Helsinki's rhythm is laid back yet at the same time refreshingly active in terms of both the number and quality of restaurants and nightclubs.

Finnish design has also made the country's capital city world famous. The International Council of Societies of Industrial Design (ICSID) designated Helsinki as the World Design Capital for the year 2012.

Weather in Helsinki

Helsinki's climate is typical of its northerly situation. Its intermediate climate combines characteristics of both a maritime and a continental climate. The proximity of the Arctic Ocean and the North Atlantic creates cold weather, while the Gulf Stream brings in warmer air. The summer in Helsinki is bright. The days are at their longest in the second half of June, when the sun stays above the horizon for 19 hours.



2. Congress venue

The proposed congress venue for the FIG Working Week is Messukeskus Helsinki, Expo and Convention Centre, www.messukeskus.com.

Messukeskus briefly

- One of the leading congress centres in Northern Europe and the largest in Finland
- Owned by the Finnish Fair Corporation
- Total area 113,700 m², gross exhibition area 57,700 m²
- 40 meeting rooms, 13 conference rooms in the halls
- Largest auditorium 4,373 seats
- A four-star hotel with 244 rooms, 4 saunas and a gym
- Situated 4 km from the city centre, 16 km from the airport
- Easy access to and from the city centre by local trains (5 min)
- Member of AIPC, ICCA and UFI
- Certificates ISO 9001:2000 and ISO 14001:2004

Venue floor plan for FIG Working Week

All FIG functions are allocated compactly at the Conference Centre of Messukeskus. Rooms can be changed within the floor plan according your wishes.

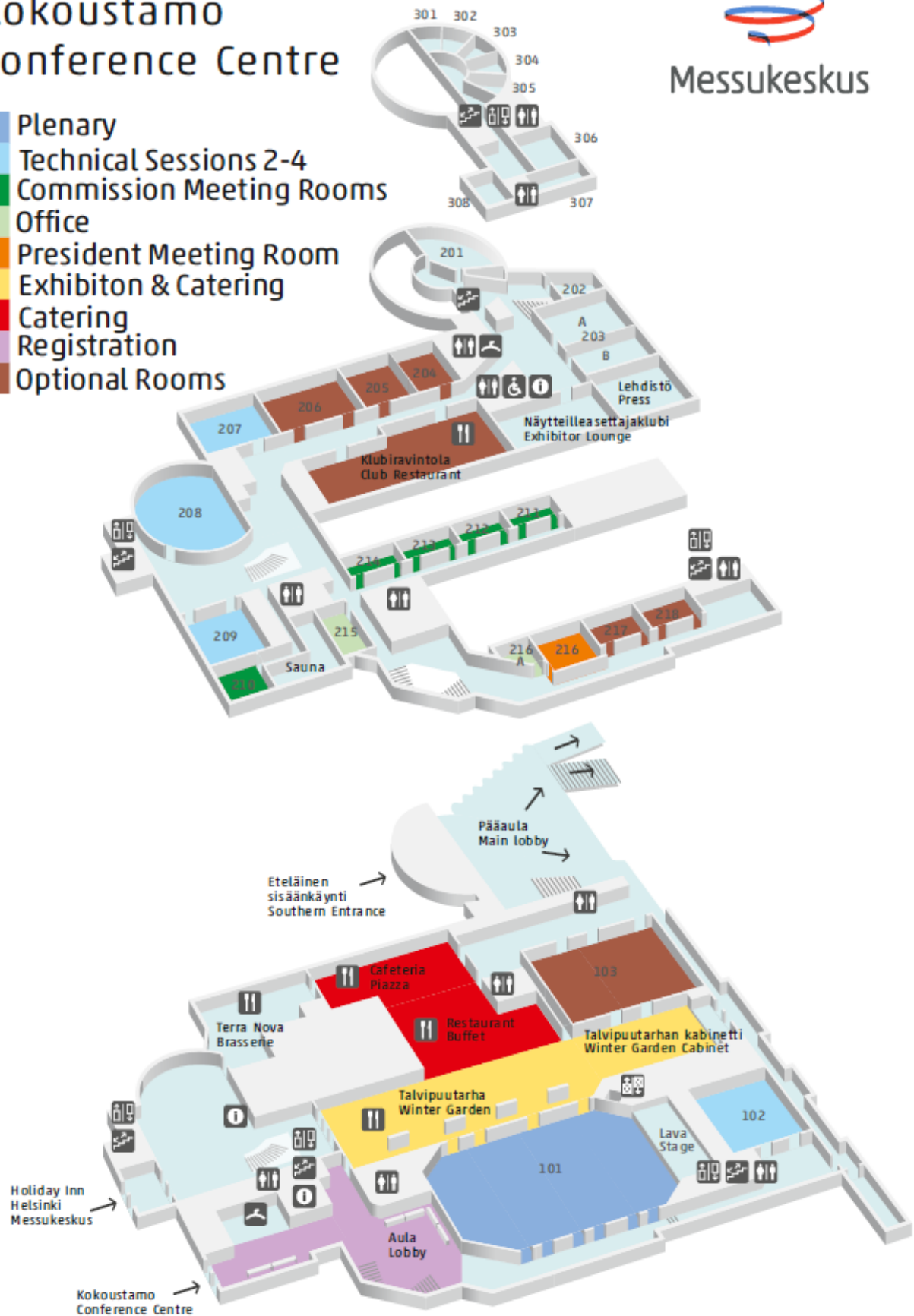
The Entrance of the Conference Centre is situated next to the Holiday Inn Hotel, with indoor connection to the hotel. By the entrance, there are large registration facilities suitable for hundreds of visitors. All meeting rooms at the Conference Centre are close to each other. The heart of the venue, the Winter Garden, is nicely located in the middle of everything offering perfect space for exhibition and catering! This area can be seamlessly expanded to the Restaurant Buffet and Cafeteria Piazza giving total 1,600 m² of space for the exhibition.



Kokoustamo Conference Centre



- Plenary
- Technical Sessions 2-4
- Commission Meeting Rooms
- Office
- President Meeting Room
- Exhibiton & Catering
- Catering
- Registration
- Optional Rooms



Proposed meeting rooms for FIG Working Week

Room	Capacity	Use
101	1,100 seats theatre	General Assembly, Opening Ceremony, Plenary Sessions, Technical Session 1
102	204 seats theatre	Technical Session 2
207	100 seats theatre	Commission Annual Meeting 1, Technical Session 3
208	240 seats theatre	ACCO Meeting, Commission Annual Meeting 2, Technical Session 4, FIG President Meeting
209	80 seats theatre	Commission Annual Meeting 3, Technical Session 5
210	18 seats U-shape	Council Meetings, Commission Meeting Room 1, Commission Annual Meeting 4
211	16 seats conference	Commission Meeting Room 2, Commission Annual Meeting 5
212	16 seats conference	Commission Meeting Room 3, Commission Annual Meeting 6
213	16 seats conference	Commission Meeting Room 4, Commission Annual Meeting 7
214	16 seats conference	Commission Meeting Room 5, Commission Annual Meeting 8
215	45 seats theatre	Member Association Conference Office
216a		FIG Conference Office
216	60 seats theatre	FIG President Meeting Room
217	36 seats theatre	Commission Annual Meeting 9, Speaker's Room
218	36 seats theatre	Commission Annual Meeting 10





Conference Centre Entrance and Lobby



Meeting Room 101 - Plenary



Meeting Room 102



Meeting Room 208



Meeting Room 214



Exhibition area & catering – Winter Garden



Rentals

Kindly notice that all room rentals are of 2013 level and that they will remain the same also for the year 2017. There will be no annual increase.

The basic room rental includes:

- Furnishing in meeting rooms: any seating format, podium and chairman's table. A stage in the meeting room 101
- Congress organizing team with project manager, technical adviser, caterer and AV-manager
- Basic security (1 guard during set-up and dismantling, 3 guards during congress opening hours. 24/7 security control in venue premises)
- Basic cleaning in all areas except the exhibition area
- Basic AV in meeting rooms: Screen, projector and internet in all rooms. Loudspeaker system (wired microphones; 1 for the speaker, 2-3 table microphones) in the rooms over 50 persons. **15 computers have been calculated in total rental, one in each room.**
- AV technician during opening hours in hall 1 and meeting room 101
- free WiFi
- Electrician and janitor on call
- Air condition, heating and general lighting

Rental of meeting rooms: 90,920 € + vat 24%

Rental of exhibition and catering: 24,000 € + vat 24%

Rental of computers: 4,215 € + vat 24%

Total rent: 119,135 € + vat 24 %

Please see more detailed room information and rentals in the appendix 2.



Catering

The restaurant operations and other retailing or serving food and beverage at Messukeskus is the responsibility of Fazer Restaurants Ltd, a professional in its own field. Catering services for the FIG Working Week and the exhibition, as well as receptions and cocktail parties are tailor-made according to your wishes. A food tasting is organized at your convenience.

Technique

The venue offers full service package in AV-technique: planning, set-up and supervision of the technical implementation for the event. State-of-the-art equipment covers, for example, high-standard sound and lighting technique, satellite conference-, web casting- and telecommunication services, EU-standardized Interpretation systems. Free Wifi for all users. Congress organizer may also bring its own partner.

3. Proposed dates

The proposed dates for the 2017 FIG Working Week in Helsinki are:

Saturday 27 May - Saturday 3 June 2017

Saturday 3 June - Saturday 10 June 2017

Saturday 10 June - Saturday 17 June 2017

All the above dates have been preliminarily booked at Messukeskus Helsinki. However, among the local hosts the most ideal option would be 3–10 June 2017.

Even though the FIG Working Week is normally taking place from Friday to Friday, we would like to suggest a Saturday to Saturday programme as this would allow the City of Helsinki to host a Welcome Reception on Monday.



4. Hotel accommodation

The Helsinki metropolitan area boasts about 80 hotels and almost 12,000 rooms ranging from first-class hotels to hostels for those on tighter budgets. Most of the hotels are within 1.5 kilometres in the city centre with easy access to Messukeskus Helsinki. In addition, there is a Holiday Inn Hotel connected to the venue and Sokos Hotel Pasila only a ten-minute walk away.

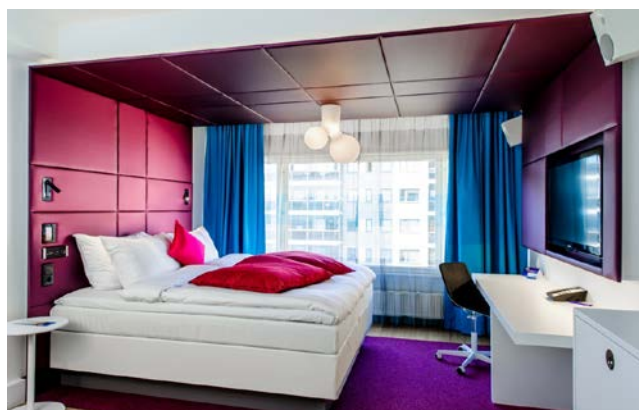
Many hotels in Helsinki have been granted the Swan eco-label. The Swan eco-label's vision is a sustainable society, in which future generations can benefit from the same conditions and opportunities as we ourselves do. The Swan is the official Nordic eco-label, introduced by the Nordic Council of Ministers. The Swan logo demonstrates that a product is a good environmental choice.

Rack rates in 2013

Category	Number of hotels	Number of rooms	Rack rates in euros
5-star	5	932	230 – 400
4-star	33	6,690	120 – 280
3-star	20	2,721	90 – 190
2-star and hostel	22	1,238	35 – 70
TOTAL	80	11,581	

Kindly notice that there are no official hotel ratings in Finland. The ratings provided here are only approximate.

Preliminary room reservations have been made for all proposed time periods the total capacity being around 800 rooms in different price categories.



The map below shows you the location of the congress venue and hotel capacity in town.



5. Easy to reach and move around

Flight connections

Helsinki Airport boasts more than 180 international landings each day turning it the second busiest airport in Northern Europe. Helsinki is served by around 40 international airlines. The location is perfect also for those coming from Asia as there are over 80 direct flights available weekly. Helsinki Airport has been rated among the best by its users for many years. The national carrier, Finnair, is awarded the most punctual airline in the world.

Helsinki Airport is located 20 km from the centre of the city. There is a regular airport bus running every 20 minutes between the airport and the city centre, and several local buses are also available. Starting from 2015 there will be a train connection from the airport to the city centre running every 10 minutes with a travel time less than 30 minutes.



Some examples of flight times



Bus, ferry and train connections

Helsinki is easy to reach from Russia by train. There are daily connections from St. Petersburg and Moscow. The trip by train between Helsinki and St. Petersburg takes only 3.5 hours. Frequent bus services in the Baltic countries connect Latvia and Lithuania with the Estonian capital, Tallinn. From Tallinn the fastest ferry to Helsinki takes less than two hours and there is a large selection of crossings every hour. There are also ferries from Stockholm to Helsinki. Daily evening departure takes you overnight to your destination through the beautiful archipelago. You can reach Finland by ferry from Germany and Poland, too.

Visa regulations

The entry to Finland of foreign nationals is subject to the provisions of the Finnish Aliens Act and the Schengen Acquis. As a rule, foreign nationals who need an entry visa are requested to apply for it from the Finnish mission that represents Finland in their home country. General enquiries regarding travel documents accepted by Finland and visa issues should be emailed to the passport and visa unit at the Ministry for Foreign Affairs. Enquiries about the progress of visa applications or about the application procedure itself should be made directly to the Finnish embassy processing the matter.

For more information, please see: www.formin.fi
e-mail: visas.passports@formin.fi



Transport within the city

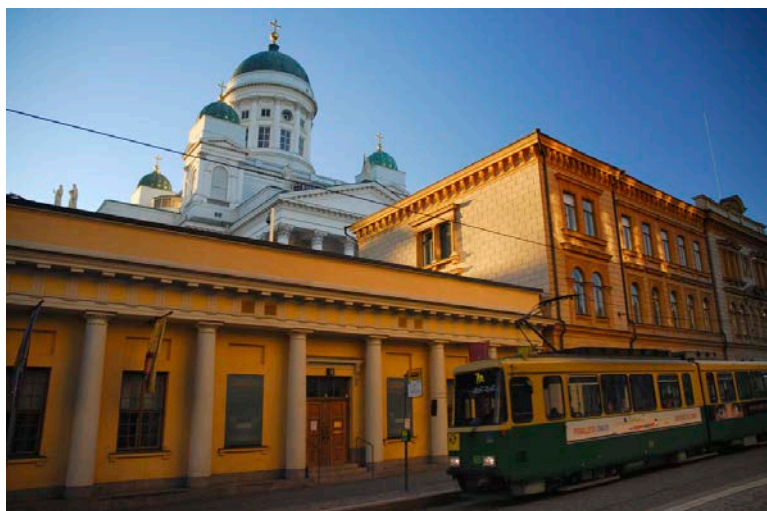
Compact in size, Helsinki is easy to move around in. Practically everything in the city centre – hotels, restaurants, cafes, shops and sights – is within a walking distance.

Ground transport for the FIG Working Week delegates can be based on the public transport network including trams, buses, metro and local trains. Messukeskus Helsinki is easy to reach from all hotels by bus or tram in 10-20 minutes and by train in 5 minutes. Indeed, the public transport system in Helsinki is quick and easy and highly recommended. International congresses with more than 1,000 participants can even apply for free travel cards.

Naturally bus transport can be arranged for the congress participants, for example, to social functions. Taxis are easily available both at the airport and in the city.

Top scores for public transport

For the fourth consecutive year the public transport system in Helsinki got top scores in the international BEST-survey, which measures the satisfaction of the transport system by the inhabitants (10/2013).



6. Support and funding

Local collaboration

The Finnish associations and the NLS Finland have agreed that the NLS will provide necessary support for staffing and practical arrangements of the FIG Working Week. Furthermore, preliminary discussions with the Ministry of Agriculture and Forestry have been started in positive spirit to get financial support for the Working Week arrangements.

The Aalto University (Department of Real Estate, Planning and Geoinformatics) has agreed to encourage students to sign up for assisting tasks during the Working Week and also give the student volunteers credit for their contributions and participation in the Working Week.

City hospitality

The municipal authorities in Helsinki have a very positive attitude towards international conferences.

- **City Reception**

The City of Helsinki will be pleased to organize a reception for the 2017 FIG Working Week delegates. Receptions are usually taking place at the City Hall where the number of guests is limited to 1,500. (by application)

- **Travel cards**

It is possible to apply for free public transport for congresses over 1,000 delegates.

- **Site visit**

In order to demonstrate the strength of our bid, the Helsinki Convention Bureau is pleased to organise a full and thorough site visit.

- **Preliminary bookings**

The Convention Bureau will reserve a required number of hotel rooms.

- **Promotional material**

The City of Helsinki will be happy to provide you with promotional material for marketing, including videos, brochures and access to the image bank.



- **Delegate boosting**

In order to maximize the number of participants, the Helsinki Convention Bureau is pleased to assist you in promotional activities in the previous FIG Working Week.

- **Welcome-desk at the airport**

The City is happy to arrange a welcome-desk at the Helsinki Airport.

- **Info-desk at congress venue**

During the congress a Helsinki info-stand will be provided at Messukeskus free of charge.

7. Budget outline

The preliminary budget for the 2017 FIG Working Week has been prepared in cooperation with FIG Secretariat. You will find the budget outline attached.

VAT in Finland

With the assumption that the services and fees related to events that are being charged to exhibitors are considered to be supplied for VAT purposes in Finland, the applicable VAT rates in Finland are as follows (note that the list is not comprehensive and depending on the actual content of the supply the VAT rate might differ):

- **VAT rate of 24%:** normal congress fees and normal sponsoring activities
- **VAT rate of 14%:** restaurant and catering services
- **VAT rate of 10%:** accommodations, personal transport, entry fees to exhibitions, sports events and other corresponding cultural and recreational events and institutions, as well as services, which create opportunities for physical exercise.



8. Meals, transportation, recreation

Eating out

Helsinki has over a thousand restaurants serving foods for all tastes. Cultural influences from both the East and the West add their own flavours to the mix. Whether you are looking for Finnish cuisine, seafood, cross kitchen, organic food or just a burger, Helsinki has it.

Mealtimes in Finland are generally: breakfast 7–10, lunch 11–14, dinner 16–19, and supper from 19 to midnight. At lunchtime restaurants offer affordable meal of the day options, ranging from €8.80 to €9.70. A la carte main dish average price is €17-25, in fine dining restaurants over €25. Service charge is included in the bill. Tips are welcome if you feel satisfied with your meal and service.

Moving around

The public transport system in the Helsinki region includes transportation by trams, buses, metro, Suomenlinna ferry and local trains. It is possible to buy single tickets or day tickets. A regional single ticket for an adult costs €4.50, and for example a 3-day regional ticket €24. As explained earlier in this document, it is possible for congresses with more than 1,000 participants to apply for free travel tickets.

You can book a taxi from the taxi centre or from the nearest taxi rank. Taxis can also be hailed in the street - a free taxi has a yellow dome lit. Taxi fares are reasonable: initial charge is €5.90-9.00 and kilometre charge €1.52.

Free-time activities

There is a wide range of recreational facilities in Helsinki available for foreign visitors. Guided tours and especially *Hop on hop off* busses covering the main attractions are extremely popular. Some of the most common sights in Helsinki are the Senate Square with its neo-classic buildings, the lively Market Square, the Temppeliaukio Church carved in solid granite, and the historically valued Suomenlinna Fortress. Museum and art galleries, as well as handicraft shops afford opportunities for an exciting leisure programme.

Sport fans can easily find swimming pools, jogging tracks and gyms. For culture lovers there are of course cinema, concerts, theatre and opera performances available. Those who are travelling on tighter budgets can reach many interesting events and places free of charge.



9. Social activities and technical visits

Social programme

a) Welcome Reception (1,000 persons)

The Welcome Reception can be applied from the City of Helsinki. Receptions are primarily held in the Banquet Hall of the prestigious City Hall located by the harbour and the market square in the heart of the city. Built in 1833, the City Hall has a fascinating history. The City Hall is easily reached by foot from many hotels, also several tramlines and busses stop close to the City Hall. If necessary bus transport can be organized. The central location the the City Hall allows those who wish to have dinner afterwards to do so.

b) Cultural Evening/Foundation Dinner (400-600 persons)

For the Cultural Evening we would like to suggest the Finnish National Opera in the heart of the city. The impressive architecture of the Opera House, fantastic sea views over the Töölö bay, good transport connections and high quality services create foundation for a successful event. The stylish foyers can be flexibly converted to a variety of themes, and provide ample opportunities for impressive showcasing.

c) Gala Dinner (400-500 persons)

Finlandia Hall located in the centre of the city would be an ideal choice for the FIG Gala Dinner. The unique architecture of Alvar Aalto, the surrounding landscape, easily adjustable dining space and high-quality services are the hallmarks of Finlandia Hall. Depending on the nature of the event, the restaurant provides a setting full of tradition and prestige or fantasy and colour.

d) Additional dinner and receptions

Whether you are planning a formal dinner or a more informal social event, you will always find a pleasant setting for it.



Social tours

There is a large variety of interesting sights and attractions for daytrips in and out Helsinki. For the FIG delegates we would like to recommend the following:

- **Old wooden town of Porvoo (full-day)**

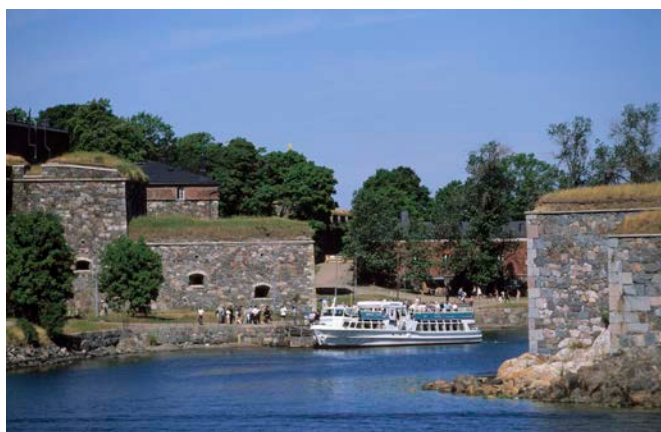
Porvoo, the second oldest town in Finland, is a charming historical town that features riverside granaries, narrow alleyways, small boutiques, high-quality restaurants, atmospheric cafes and well-preserved wooden houses only 50 kilometres East from Helsinki. The tour begins with a boat trip followed by lunch. Before buses back to Helsinki, visitors have time to see the most important sights of this picturesque small town, take a peek at some of the delightful little shops and enjoy coffee and refreshments in one of the tiny cafés.

- **Historical Suomenlinna (3-5 hours)**

Suomenlinna is one of the world's largest historical maritime fortresses. With its museums, restaurants and events, the island of Suomenlinna offers a unique experience for visitors throughout the year. Suomenlinna has been a UNESCO World Heritage Site since 1991. It gives you an overview of several centuries of Finnish history under Swedish and Russian rule and then as independent state. The 15-minute ferry crossing to this fortress island offers a also a chance to admire and photograph Helsinki from the sea.

- **Culture on the Shores of Lake Tuusula (half-day)**

Lake Tuusula area, just North of Helsinki, has played a significant role in Finland's cultural history. A unique artistic community developed on the shores of Lake Tuusula towards the end of the 19th century. The community included famous names such as composer Jean Sibelius and painters Pekka Halonen and Eero Järnefelt. The tour embracing studio homes, museums, cafés and a traditional Finnish manor house for lunch provides a magnificent cross-section of Finnish history and culture.



- ***Helsinki Design Walk (3-5 hours)***
The guided Design Walk in Helsinki gives a general view of the Finnish design, its history and world-known names and brands. It also introduces young Finnish designers and emerging talents. The tour will take the participants in related places of interest, such as design boutiques and workshops and the Design Forum Shop.
- ***Finnish Nature Centre Haltia (half-day)***
Haltia is an ecologically designed event centre entirely made of wood on the fringes of Nuuksio National Park in Espoo. Haltia's exhibitions present Finland's most stunning wildlife and natural scenery. The centre's main aim is to give people a genuine sense of close contact with nature. Marked trails and guided services are available for every need. Weather permitting, lunch will be served at an open fireplace. To be able to enjoy the outdoor activities, appropriate footwear and clothing is needed.

Technical tours

For the FIG delegates we would like to offer the following technical tours of 2-3 hours:

- **The National Land Survey of Finland (NLS)** produces and provides information on and services in real estate, topography and the environment for the needs of citizens, other customers and the community at large. The National Land Survey is responsible for Finland's cadastral system and general mapping assignments. It also promotes the shared use of geographic information. The NLS has staff of 1850. The NLS is a governmental agency subordinate to the Ministry of Agriculture and Forestry.
- **The Finnish Geodetic Institute (FGI)** is a research and expert institute that carries out research and development for spatial data infrastructures.
- **Finnish Environment Institute** is a research institute and a centre of expertise providing knowledge and solutions enabling sustainable development.
- **City of Helsinki/Technical Services**
- **The Finnish Transport Agency** is a government agency operating under the Ministry of Transport and Communications, and it is responsible for maintaining and developing the standard of service in the transport system's traffic lanes overseen by the government.



Part III – Motivation for hosting

Motive

The 100th anniversary of Finnish independence in 2017 adds an extra spark in our commitment but we also feel that the Finnish surveying and GIS community has a lot to offer for the members of FIG. The administration, industry and education in Finland are at high level. We have developed high standard technical solutions, created well- functioning public administration and advanced education system.

We can guarantee top quality setting and arrangements for an international conference, as well as smoothly functioning infrastructure. In addition, we trust that the light northern summer and clean nature within easy reach add to a memorable meeting atmosphere.

Objectives & outcome

We would like to raise the profile and increase awareness of the surveying profession and boost the profession internationally.

Suggested theme for 2017

Taking into account the rapidly developing and changing world around us we would not like to tie our hands prematurely in this matter. We are convinced that with views from FIG we can together work out a good and topical theme for the event.

Previous events organised by the Finnish FIG members

The National Land Survey has arranged, for example, the following events successfully in the last few years:

- International Conference on the History of Cartography, 2013
- EuroGeographics General Assembly, 2012



The NLS also organises the annual **GIS EXPO** (Paikkatietomarkkinat) in Messukeskus Helsinki. GIS EXPO is the largest Finnish event in the field of geographic information. The programme consists of lectures, technical exhibition and short information briefings of the exhibitors. The amount of participants has been about 2,000 yearly.

We would also like to remind that Finland hosted the FIG Conference successfully in 1990.

Major events in Messukeskus Helsinki

Messukeskus Helsinki is the largest congress and exhibition centre in Finland with long experience in organizing different types of national and international gatherings. Messukeskus is the venue for 1.1 million visitors to fairs, meetings, congresses and parties each year. During the past two years it has been the scene e.g. for the IFLA World Library and Information Congress in 2012 with 4,200 participants, and the International Surgery Week ISW 2013 with 2,100 participants.

Major events in Helsinki in 2017

The 100 years of independence celebrations in 2017 will also bring a wide range of other events in Helsinki.

Sustainability issues

As the leading exhibition and congress centre in Finland, Messukeskus Helsinki wants to act responsibly and be a pioneer also in the environmental issues and, for their part, to reduce its own carbon footprint as well as the carbon footprint of their customers. The environmental system certified in accordance with the ISO 14001 standard keeps the venue alert and obliges it to develop its activities with a long-term view. Environment is the responsibility for each and every employee of the Messukeskus.

There is a flexible and efficient public transportation system in the Helsinki area and most of the hotels are known as environmentally conscious. All the material provided to the Working Week will be ecologically safe.



Visibility and attractiveness

We trust that we can build on the ideas and experiences we have from the annual GIS EXPO event and create fresh new ways to further improve the profile of the FIG Working Week both nationally and internationally. The annual GIS EXPO with its over 2000 visitors, is also a fruitful setting for marketing the Working Week and reaching a large audience nationally.

Furthermore, modern technologies like Twitter, Facebook etc. can be used for attracting the attention of students and the younger surveyor generation.

Legacy

There is a lot to learn through international cooperation and exchange of ideas, not to mention creating and maintaining personal relations. We do not live in isolation and we certainly do better in a networked environment where we can learn from each other.

We trust that the Finnish surveying community will benefit greatly from the Working Week. Also, we believe that the Finnish experiences in the profession will be useful for the wider international community.



PRELIMINARY BUDGET FOR FIG WORKING WEEK Helsinki 2017

28.11.2018

Presumptions

Time:	June 2017
Conference days / 3 options:	27.5.-3.6.2017 3.6.-10.6.2017 10.6.-17.6.2017
Venue:	Messukeskus Helsinki, Expo and Convention Centre
Price Level:	2013 VAT included
Currency:	Euro (€)

EXPENDITURE

Printed Matters		31 000
Marketing		37 000
Site Visits (partly covered by Helsinki Convention Bureau)		5 000
Conference Venue		227 000
- Rentals incl. rent fee services (see appendix 2 for details)	150 000	
- Rent of fair booths	57 000	
- Additional costs	20 000	
Opening & Welcome Reception (partly covered by the City of Helsinki)		5 000
Participant's Kit		14 560
Participant's cost (lunch & coffee)		182 450
Social events		117 500
- Foundation Dinner	55 500	
- Gala Dinner	62 000	
Tours		24 000
- Technical tours:	5 000	
- Social tours:	19 000	
Invited Guests		17 000
Conference Management (incl. FIG delegate service)		49 200
Secretariat; Communication		11 200
FIG Foundation Fee (incl. registration & dinner)		15 500
Various		4 000
TOTAL COSTS		740 410
10 % OF THE TOTAL COSTS		74 090

TOTAL EXPENDITURE 814 500

INCOME

10 € is included in the fees as FIG Foundation Royalties				
Paying participants (1000 persons)				625 000
- Delegates; Early	550,00	500	275 000	
- Delegates: Normal	650,00	250	162 500	
- Delegates: Late	750,00	250	187 500	
Free access (120 persons)			0	
Sponsor/exhibition income (international sponsors NOT included)				157 000
Social events				112 600
- Conference Dinner/Gala Dinner	120,00	380	45 600	
- Cultural Evening	100,00	430	43 000	
- Technical tours			5 000	
- Social tours			19 000	

TOTAL INCOME

894 600

SUMMARY

Total income	894 600
Total expenditure	814 500
RESULT	80 100



Cost estimation for the FIG Working Week 2017
All rentals are 2017 rentals and will remain same

FIG Working Week 2017

Date options:
Saturday 27 May - Saturday 3 June 2017
Saturday 3 June - Saturday 10 June 2017
Saturday 10 June - Saturday 17 June 2017

Premises	Size sq m gross	Furnishing incl. in rental	Room height (meters)	Use	Day 1, Saturday	Day 2, Sunday	Day 3, Monday	Day 4, Tuesday	Day 5, Wednesday	Day 6, Thursday	Day 7, Friday	Day 8, Saturday	Price/day+vat	Set-up days	Open days	Dismantling days	Price for set-up + dismantling	Total price inc. set-up + dismantling
101	961	1100 seats theatre	6,5	General Assembly, Opening Ceremony, Plenary Sessions, Technical Session 1			General Assembly	Opening ceremony, Plenary, Technical Session 1	Plenary, Technical Session 1	Plenary, Technical Session 1	General Assembly		7 900		5		0	39 500
102	204	204 seats theatre	3,9-4,5	Technical Session 2				Technical Session 2	Technical Session 2	Technical Session 2			1 840		3		0	5 520
207	125	100 seats theatre	2,9	Commission Annual Meeting 1, Technical Session 4			Commission Annual Meeting 1	Technical Session 3	Technical Session 3	Technical Session 3			1 250		4		0	5 000
208	253	240 seats theatre	3,3	ACCO Meeting, Commission Annual Meeting 2, Technical Session 4, FIG President Meeting, Commission Annual Meeting 3, Technical Session 5		ACCO Meeting & Dinner	Commission Annual Meeting 2	Technical Session 4	Technical Session 4	Technical Session 4	President Meeting		1 870		6		0	11 220
209	90	80 seats theatre	2,9	Commission Annual Meeting 3, Technical Session 5			Commission Annual Meeting 3	Technical Session 5	Technical Session 5	Technical Session 5			890		4		0	3 560
210	63	18 seats U-shape	2,9	Council Meetings, Commission Meeting Room 1, Commission Annual Meeting 4	Council Meetings		Commission Meeting Room 1, Commission Annual Meeting 4	Commission Meeting Room 1	Commission Meeting Room 1	Commission Meeting Room 1	Commission Meeting Room 1	Council Meetings	560		7		0	3 920
211	38	16 seats conference	2,9	Commission Meeting Room 2, Commission Annual Meeting 5			Commission Meeting Room 2, Commission Annual Meeting 5	Commission Meeting Room 2	Commission Meeting Room 2	Commission Meeting Room 2	Commission Meeting Room 2		330		5		0	1 650
212	38	16 seats conference	2,9	Commission Meeting Room 3, Commission Annual Meeting 6			Commission Meeting Room 3, Commission Annual Meeting 6	Commission Meeting Room 3	Commission Meeting Room 3	Commission Meeting Room 3	Commission Meeting Room 3		330		5		0	1 650
213	37	16 seats conference	2,9	Commission Meeting Room 4, Commission Annual Meeting 7			Commission Meeting Room 4, Commission Annual Meeting 7	Commission Meeting Room 4	Commission Meeting Room 4	Commission Meeting Room 4	Commission Meeting Room 4		330		5		0	1 650
214	39	16 seats conference	2,9	Commission Meeting Room 5, Commission Annual Meeting 8			Commission Meeting Room 5, Commission Annual Meeting 8	Commission Meeting Room 5	Commission Meeting Room 5	Commission Meeting Room 5	Commission Meeting Room 5		330		5		0	1 650
215	70	45 seats theatre	3,4	Member Association Conference Office	Office	Office	Office	Office	Office	Office	Office		630		7		0	4 410
216a				FIG Conference Office	Office	Office	Office	Office	Office	Office	Office		630		7		0	4 410
216	78	60 seats theatre	3,3	FIG President Meeting Room		President	President	President	President	President	President		730		6		0	4 380
217	52	36 seats theatre	3,3	Commission Annual Meeting 9, Speaker's Room			Commission Annual Meeting 9	Speaker's Room	Speaker's Room	Speaker's Room	Speaker's Room		400		5		0	2 000
218	52	36 seats theatre	3,3	Commission Annual Meeting 10			Commission Annual Meeting 10						400		1		0	400
Room rental																		90 920
Winter Garden, Buffet, Piazza																		
	1500	Divided as follows:																
	450	exhibition use		Exhibition			Set up	Exhibition	Exhibition	Exhibition	Exhibition	Dismantling	6 000	1	3	1	6 000	24 000
	1000	catering use		Catering				Exhibition Catering	Exhibition Catering	Exhibition Catering			0		3		0	0
Exhibition and posters rental																		24 000
Conference Centre				Registration & Cloakroom		Registration	Registration	Registration	Registration	Registration	Registration		0				0	0
Entrance & Lobby				Computers in all 15 rooms									281		15			4 215
Extras																		4 215
Total rental + vat																		119 135

Rent free services:
Furnishing in meeting rooms; any seating format, podium and chairman's table, A stage in the meeting room 101
Congress organizing team with project manager, technical adviser, caterer and AV-manager
Basic security (1 guard during set-up and dismantling, 3 guards during congress opening hours, 24/7 security control in venue premises)
Basic cleaning in all areas except the exhibition area
Basic AV in meeting rooms: Screen, projector and internet in all rooms. Loudspeaker system (wired microphones; 1 for the speaker, 2-3 table microphones) in the rooms over 50 persons. 15 computers has been calculated in total rental, one in each room.
AV technician during opening hours in hall 1 and meeting room 101
WiFi
Electrician and janitor on call
Air condition, heating and general lightning
Additional costs, exclusive services
Furnishing changes
Waste management fee
Cleaning cost of the exhibition area
Cloakroom cost
Food and beverages
Other possible costs:
Additional AV-technology, e.g. computers
Extra signage
Flowers
Additional personnel, e.g. hostesses, AV-technicians