

Instructions for organising speaking events and meetings in Sofia Helsinki

- **Facilities for speaking events and meetings must be booked in advance** at myynti@sofiahelsinki.fi, and Sofia Helsinki will check the availability of the facilities for the day in question. Reservations can be made no earlier than 2 months prior to an event.
- There is a limited number of reservations available for speaking events and meetings; 8 per month. **The number of reservations per grantee is limited to one per month.**
- Open speaking events can be booked in the Kiseleff Hall from 8:30 to 10:30 a.m. It is not possible to reserve the premises for private events.
- Video projectors and projection screens are available for speaking events, as well as voice amplification with microphones.
- The technology required needs to be notified in advance.
- Meeting room reservations apply to cabinets: Signe, Aino, Anni and Aurora between 8:00 a.m. and noon or 12:30 and 4:30 p.m.
- The meeting rooms have a projection screen, flipchart/whiteboard and note-taking equipment.
- The facilities are provided with the existing furnishings and layout.
- **Any additional services (such as additional technical equipment, catering, space arrangements, cleaning, technician's services, door services, restaurant staff, producer or other man-hours) are paid for by the grantee.**
- Any catering and other additional services must be booked 14 days before the event or reservation.
- More information: myynti@sofiahelsinki.fi.