

TÄLLBERG FORUM 2009

Frequently Asked Questions

Who participates?

Leaders from all over the world and from various sectors of society gather annually for the Tällberg Forum. The people are chosen to provide diversity of men and women, of old and young, and a true mix of nationalities from all continents: politicians, global corporate leaders, thought leaders, artists, clerics, civic leaders and NGO leaders. Many participants bring their families and this strongly influences the atmosphere.

How do I register?

You [register online](#) using the userid/password provided in your invitation. It is possible to update your registration online at any time. If you can not register online, please contact us at info@tallbergforum.org.

The online registration form is divided in 2 parts: **Participation** and **Logistics**. Please complete section one immediately to confirm or decline the invitation. We are unable to guarantee your space if you register later than the date indicated in your invitation letter. If you confirm your participation, we kindly ask you to complete the *entire* registration no later than 15 May 2009.

PARTICIPATION

1. **Participation:** Confirm or decline your attendance *no later than the date indicated in your invitation letter*.
2. **Forum Fee:** A fee will be charged to the participants. The fee is to be paid by credit card, bank transfer or invoice (there is no Forum fee for co-travelers).
3. **Personal information:** Insert contact details, information on co-travelers and submit a short biography and photo to be published in the participant's handbook.

LOGISTICS

4. **Logistics:** Hotel reservation, transportation and travel details. We offer an accommodation package price per day with full board. The price includes accommodation, use of conference facilities, all daily meals.

What is the cancellation policy for the Forum?

The registration of the Forum is binding. By accepting your invitation you are obliged to pay your Forum fees.

Cancellation/Refund policy: Refunds are available for Forum fees. You need to send us a written request via email. The amount you are refunded will depend upon the date that we receive your request.

If you submit your request earlier than 30 days prior to the first day of the Forum, you will be refunded 50% of your registration fees. In case of cancellation after this date you will receive no refund.

In case of cancellation because of illness or injury, you will be refunded 100% of your registration fees if you submit a sick note from licensed physician.

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Please submit your requests to: info@tallbergforum.org
Subject line: REFUND REQUEST

What is the cancellation policy regarding the hotel reservation?

The hotel reservation is binding.

Cancellation/Refund policy: Refunds are available for accommodation expense. You need to send us a written request via email. The amount you are refunded will depend upon the date that we receive your request.

If you submit your request before 10 June, you will be refunded 75% of your accommodation expense. In case of cancellation after this date you will receive no refund.

Please submit your requests to: konferens@visitfalun.se
Subject line: REFUND REQUEST

What do I have to pay for?

Concerts, activities and sessions that are part of the Tällberg program are included in the accommodation package and Forum fee. All meals are included in the accommodation package.

The Forum fee will help to cover infrastructure, planning and administration, documentation and publication, staff, security, and conference facilities. The fee is to be paid before 15 May 2009.

Alcoholic beverages are not included in the price.

Special optional activities may be offered in conjunction with the Forum. If such activities are offered, the additional cost will be clearly communicated.

You may decide to take part in activities outside the scope of the program, such as sailing or golfing, which are not included in the package price of the Forum.

I would like to offset my carbon emissions for traveling to Tällberg. How do I do?

If you wish to acknowledge the emissions from your flight by participating in the market for Carbon Reduction Credits you may do this via a link where you can purchase credits that are generated by Gold Standard projects of the Kyoto Clean Development Mechanism.

[Compensation of carbon emissions for traveling to Tällberg \(with Tricorona\)](#)

I need a visa to travel to Sweden and need an invitation letter with my birth date and passport number. What do I do?

You can begin by checking if you need a visa. [Who needs visa to enter Sweden](#)

Participants requiring an official letter of invitation in order to obtain a visa and authorisation to attend the Tällberg Forum **please contact us** at team@tallbergforum.org and we will assist you. Please be sure to provide us with your date of birth, passport number and address.

We appreciate your cooperation in starting your visa application process as early as possible. In the weeks just prior to the Forum we will have limited time to assist with visa specific issues.

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I would like to stay at a central location. Where should I stay?

Tällberg is a small village and all seven hotels are within 15 minutes walking distance from the main meeting venue (a large tent which will be located in a central area). Once people have selected their accommodation requirements on their registration, we will make the hotel assignments to one of the Tällberg hotels. You will receive a confirmation letter with your hotel assignment and other important information by mid-June. This service is provided to you by our partners VisitFalun.

In the event of rain or if you have special needs, minibuses will be available to transport you. Please be sure to inform us if you have special needs when you complete your registration. We encourage you to enjoy the village and walk as much as possible between venues.

When can I expect to receive a confirmation with my hotel allocation?

We are aiming to send the confirmation letters by mid-June but need your help in getting all your information to us no later than 15 May 2009. Your cooperation in completing your registration will help us to provide the confirmation letters in a timely manner.

How long does it take to get to Tällberg?

Tällberg is located approx. 3 ½ hours by car or train northwest of Stockholm. Be sure to plan your travel accordingly.

From Arlanda Airport in Stockholm you can take a shuttle bus (this service is provided on 25 June by our partners Visit Falun) or a train to Tällberg (for the return there will be shuttle buses on 29 June).

Please observe that a reservation plus ticket is necessary for this free shuttle bus ride. If you choose to travel by train, which we encourage for environmental reasons, you are responsible for booking your own ticket.

To purchase your train ticket please visit the web site of [Swedish Rail](#)

If you plan to travel by car, please let us know your approx. arrival time.

There will be a hospitality desk staffed by a Tällberg Forum team on 24-25 June 2009. The desk is located next to the Arlanda Visitor Center in the Terminal 5 arrival hall. Our staff will help you find the shuttle buses or to the train station.

If your family members are joining you in Tällberg but are not arriving/departing at the same time, please contact us.

When should I arrive in Tällberg? When does the program begin?

The Forum officially opens at 16.30 on Thursday 25 June 2009. An opening concert is taking place on 24 June at 20.30. If you plan to arrive in time for the concert, which we encourage you to do, you need to arrive in early afternoon at Arlanda Airport in Stockholm.

When do I leave Tällberg? When does the program end?

The Forum's final session will end at 15.00 on Sunday 28 June. If you would like to take part of the evening festivity late Sunday, plan to depart Tällberg on Monday morning.

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Where can I find information about the program?

You will find a first version of the day-to-day program-in-progress [here](#).

What do you expect of me and what role do I play?

In line with the tradition of Tällberg, the Forum is not an ordinary conference. You come not as a passive observer, but as one of those who will help shape the outcome. Around half of the participants have a defined role in the program. The Forum organizers are in contact with these to help them prepare for their role.

The others are expected to participate in the activities they choose. We want each participant to take responsibility for shaping their Tällberg experience. This means building parts of your own program and taking part in the many types of conversations that are offered at Tällberg.

My spouse is joining me for the Forum. Which parts of the program can he/she participate in?

Accompanying family members are encouraged to participate in the concerts, cultural activities, and plenary sessions. However, family members may not be able to be seated together during the plenary sessions. Other sessions have limited space but if room is available, they are welcome to join. There is no Forum fee for co-travellers, only an accommodation package price.

My children are joining me at the Forum. What is the additional cost?

There is no Forum fee for children, only an accommodation package fee. *More information will be available shortly.*

Will there be activities for children?

Yes, a young people's program will be arranged at the hotel Gyllene Hornet. Here children from ages 6-15 can participate in various outdoor events. There will be excursions, activities and sports for young people such as minigolf, boule and tennis.

The children can participate in the plenary sessions, concerts and the social activities of the Forum. Please note that during the plenary sessions, participants will be seated in groups and the general audience will be seated toward the back. This means that children may not be able to sit with one or both parents.

Will there be any babysitting services available for small children?

This service is not provided by the Forum but we will make our best to get you in contact with a babysitter if needed. Please notify us by sending an [e-mail](#) at least one month prior to the start of the Forum.

I would like to extend my stay in Tällberg. How do I proceed?

The Tällberg Forum has booked all the available hotels in Tällberg from 24 June 2009 through 28 June 2009. If you want to arrive earlier or stay longer, please indicate this in your registration and we will notify the appropriate hotel. The prices are available when you register.

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I would like to spend some time in the region of Dalarna. Who should I contact?

We recommend that you contact [Siljan Turism](#). The telephone number is +46 (0)248 797 200.

I would like to spend some time in Stockholm. What hotels do you recommend?

Hotels near Arlanda airport

The Radisson SAS Sky City (in the terminal) or the Radisson SAS Arlandia (4 min drive with shuttle transfer bus from the terminal) would be two good options for a stay close to the airport.

Reservations for SAS Sky City:
Skycity, 4th floor
Stockholm, se-190 45
+46-8-50674000

020 238 238 (Reservations toll free Sweden)
1 800 333 3333 (Reservations toll free USA)
E-mail

Reservations for SAS Arlandia:
Benstocksvagen 1
Stockholm, se-190 45
+46-8 50684000

020 238 238 from Sweden (Reservations toll free Sweden)
1 800 333 3333 US (Reservations toll free USA)
E-mail

Stockholm Center

Some options are the Nordic Sea and Nordic Light hotels, both located in the center of Stockholm close by the Arlanda Express. The Arlanda Express is the high-speed train that takes you to Arlanda airport within 20 minutes.

Another option is the Comfort Hotel located in the same area. Within 5 minutes walk you will find the Central Station, busses and trains to the airport. You are also within walking distance to Stockholm City shopping area and many restaurants and theatres.

For more options you can visit the official Web site of Stockholm

My arrival/departure at Arlanda is not convenient with regard to the bus schedule. Can I take the train?

The train can be a good option and a pleasant trip. They are also the most environmentally friendly mode of transport.

The Arlanda C train station is directly below the centre of SkyCity. SkyCity is located between Terminals 4 and 5.

Train tickets for the trip from Arlanda C to Tällberg C can be purchased at the Swedish Rail Desk (blue sign SJ) in Sky City located just across from the entrance to Arlanda C escalators and elevators

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(in the middle of Sky City). The Desk is open weekdays from 06.30 – 21.00, Saturdays 08.00-19.00 and Sundays 09.30-21.00 and accepts all major credit cards, but no cash. You can also visit the web site of [Swedish Rail](#)

Map of Arlanda Airport

If necessary, you can buy a ticket on the train but please make sure you have changed some currency into Swedish Krona since this is the only currency accepted. You can get Swedish Krona at one of the Currency Exchange offices located in the arrival halls of Terminal 2 and Terminal 5. A one way second class ticket from Arlanda C to Tällberg C costs approx. 400 Swedish Krona (SEK).

We can assist you with getting from/to the train station so please be sure to inform us of your arrival/departure information on your registration form.

Is there a Hospitality Desk at Arlanda Airport?

The Tällberg hospitality desk will be staffed by a Tällberg Forum team on the 24-25 June 2009. The desk is located next to the Arlanda Visitor Center in the Terminal 5 arrival hall. Our staff will help you find the shuttle buses or to the train station.

What taxi services are there in Tällberg?

Tällberg is a very small village and no local taxi service exists. However, taxis can be obtained from nearby Leksand and Rättvik by ordering them in advance. Please ask your hotel to assist you and allow for the 10-15 minute driving time from Leksand or Rättvik when planning your pick-up time.

If you need a taxi from the railway station in Tällberg (should you arrive prior to 24 June) please pre-order from Taxi Leksand, phone +46-247-147 00 or from Taxi Rättvik, phone +46-248-510 00.

I plan to drive my own car. Do I need to notify you of my arrival/departure?

Yes, please inform us of your arrival/departure dates and times. This helps with the staffing and the planning of logistics.

Are there any cash machines (ATM) in Tällberg?

The Krona (SEK) is the basic unit of currency in Sweden. Sweden is not part of the EMU.

There are no cash machines in Tällberg. Plan to get cash at the airport before going to Tällberg. Some of the hotels can provide small amounts of cash and charge it to your credit card or exchange dollars or euros for Swedish Krona. There is a service charge with this service of up to 5%.

The cost for your meals is covered in your hotel package but you may want to pay cash for amenities, alcoholic beverages or for tourist items in the local shops (although major credit cards are accepted).

What should I wear?

The dress code is CASUAL. Please be sure to pack comfortable clothing.

We advise bringing:

- Comfortable walking shoes

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- Light rainwear
- Jacket or something warm for the evenings. It can get very cool.
- Sleep mask. The sun rises at about 3.30 and sets at about 22.00.

Will there be laundry service available?

The hotels will provide laundry service to our guests (this is regular washing and ironing, not dry cleaning). If you need to have your clothes laundered, notify the hotel reception. The fee for laundry service must be paid directly to the hotel and is not included in the accommodation package.

What is the weather like in June/July? Daylight hours?

The average temperature in the summer is a high of 22 degrees Celsius and a low of 13 Celsius, with an average precipitation of 7 centimeters.

Expect the sun to rise around 3.30 and set around 22.00 during your stay in Tällberg.

What time zone is Tällberg in?

CEST – Central European Summer Time.

What is the the dialing code?

The international country code for Sweden is + 46 and the local area code for Tällberg is (0)247.

What is the Swedish electrical current?

Swedish electricity is 220 volts AC and requires a standard two-pin round continental plug. Travelers from outside of Europe will need to buy an adapter.

What type of telephone service is available?

If you do not have a cell phone, direct dial telephones are available from the hotel rooms. Each person is responsible for paying his/her personal phone calls.

Will I have computer access?

Internet Access

The hotels have some computers for general use. Wireless services are provided by the hotels. Ask your hotel for more information.

What are the rules about smoking in Sweden?

As of 1 June 2005, there is a smoking ban in all cafés and restaurants in Sweden. There are virtually no hotels in Tällberg that allow smoking in the rooms so we ask you to limit your smoking to the outdoors.