





## SWISSÔTEL TALLINN Conference & Meeting Facilities





## **FOYER**

The elegant and well designed elements throughout the interior of Swissôtel Tallinn make their way into the heart of the conference center — the foyer.

Upon arrival to the spacious 6th floor foyer, the attention of the guests will either be drawn to the wonderful mosaic filled pilars or the incredible chandelier on the ceiling. The diverse room connects all meeting rooms on the same floor and is also connected to the terrace.

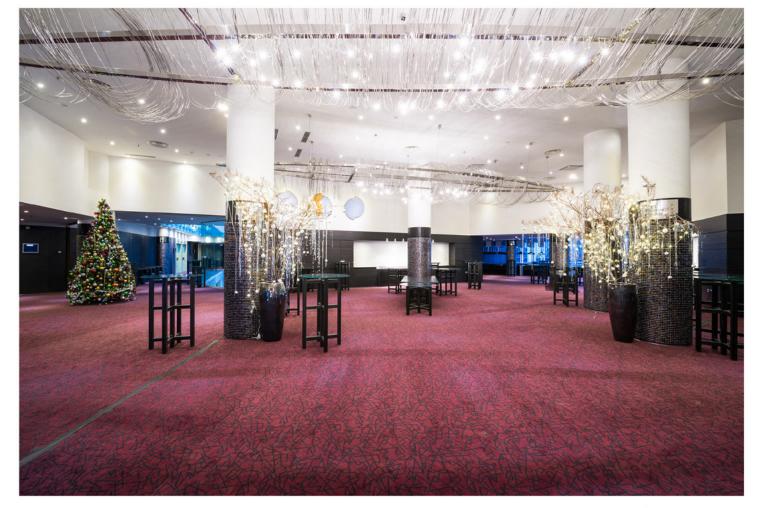
Either serving your event coffee breaks, preparing a meeting or setting up a band to perform — the space in the foyer allows a high level of flexibility for your event.













## BOARDROOM

### meeting room

Boardroom meeting room includes following conference and Audio Visual equipment:

ELEVATORS FOYER

BOARDROOM
29 m2

TORNIMĀE I
99 m2

TORNIMĀE I
66 m2

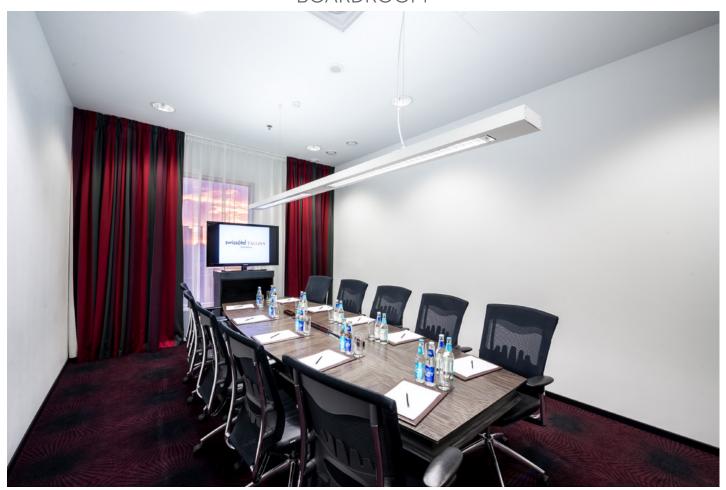
- Notepads, pens
- Flipchart with markers
- Built-in screen
- Wireless internet is available and provided complimentary
- A dedicated 'Meeting Concierge' is available before, during and after your event to assist with any last minute requirements
- Exclusive use of the immediate pre function area outside your function room for registration, coffee breaks and working style buffet lunches.

The Boardroom includes natural daylight and a boardroom table with connectivity for laptops and LCD projectors. It is an ideal venue for an executive meeting, press conference or a meeting with colleagues or partners.

If you are looking to find a room for your smaller more exclusive gathering where you need to present your innovative and witty ideas, Boardroom is the room for you.



#### BOARDROOM







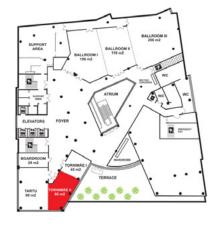
# TORNIMÄE

## meeting room(s)

Tornimäe I and II meeting rooms include following conference and Audio Visual equipment:

- Notepads, pens
- Flipchart with markers
- Built-in screen
- Data projector (3000 ANSI lumen / 1024 x 768 XGA)
- Wireless internet is available and provided complimentary
- A dedicated 'Meeting Concierge' is available before, during and after your event to assist with any last minute requirements
- Exclusive use of the immediate pre function area outside your function
- room for registration, coffee breaks and working style buffet lunches.





TORNIMÄE I		ROOM SETUP:	
ROOM DIMENSIONS:		Theatre Style:	50 pax
Length:	6.5 m	Classroom:	24 pax
Width:	8 m	Banquet:	20 pax
Height:	3.2 m	Boardroom:	20 pax
		Hollow Square:	24 pax
SIZE:		U-Shape:	21 pax
45 m <sup>2</sup> / 484	ft <sup>2</sup>	Reception / Cocktail:	40 pax

TORNIMAETI		ROOM SETUP:	
ROOM DIMENSIONS:		Theatre Style:	45 pax
Length:	6.5 m	Classroom:	24 pax
Width:	9 m	Banquet:	30 pax
Height:	3.2 m	Boardroom:	20 pax
		Hollow Square:	24 pax
SIZE:		U-Shape:	21 pax
66 m <sup>2</sup> / 710 ft	2	Reception / Cocktail:	50 pax

TORNIMÄE I	& II	ROOM SETUP:	
ROOM DIMENSIONS:		Theatre Style:	100 pax
Length:	6.5 m	Classroom:	60 pax
Width:	17 m	Banquet:	70 pax
Height:	3.2 m	Boardroom:	44 pax
		Hollow Square:	48 pax
SIZE:		U-Shape:	45 pax
111 m <sup>2</sup> / 1195 ft	2	Reception / Cocktail:	90 pax

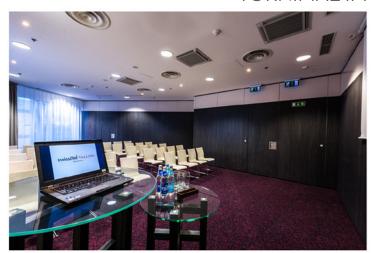


#### TORNIMÄE I CLASSROOM STYLE





#### TORNIMÄE II THEATRE STYLE





TORNIMÄE I + II THEATRE STYLE







# TARTU meeting room

Tartu meeting room includes following conference and Audio Visual equipment:

- Notepads, pens
- Flipchart with markers
- Built-in screen
- Data projector (3000 ANSI lumen / 1024 x 768 XGA)
- Wireless internet is available and provided complimentary
- A dedicated 'Meeting Concierge' is available before, during and after your event to assist with any last minute requirements
- Exclusive use of the immediate pre function area outside your function
- room for registration, coffee breaks and working style buffet lunches.

ROOM DIMENS	SIONS:	ROOM SETUP:	
Length:	9 m	Theatre Style:	100 pax
Width:	12 m	Classroom:	60 pax
Height:	3.2 m	Banquet:	60 pax
		Boardroom:	30 pax
SIZE:		Hollow Square:	36 pax
99 m <sup>2</sup> / 1066 ft <sup>2</sup>		U-Shape:	30 pax
		Reception / Cocktail:	80 pax

Nordic design blended with warm colours make Estonia's leading hotel Swissôtel Tallinn an ideal venue for any given business or private event.

Tartu room is known for being spacious and for providing most city views from the 6th floor conference center. Natural daylight immediately creates a vibrant and inspiring atmosphere no matter the type of the event or setup.

Either it's a business meeting, large citywide conference or international meeting, press conference, wedding reception or a birthday party- Tartu meeting room has seen them all!

With our professional team and a dedicated meeting concierge nearby, your event will have character and quality that both you and the participants will remember.

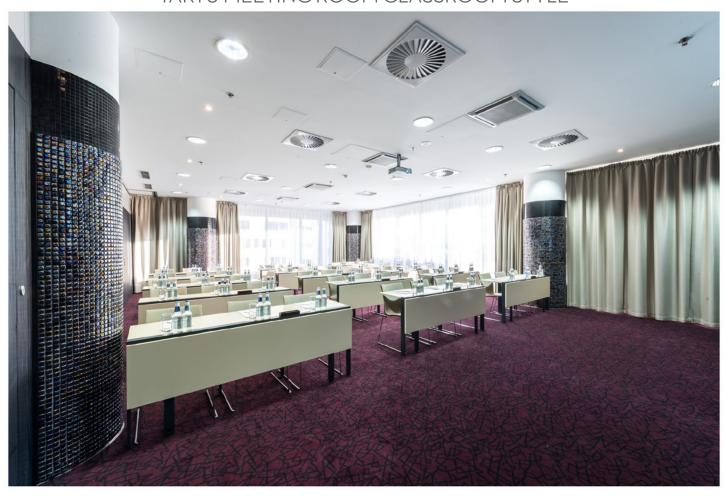




TARTU MEETING ROOM U-SHAPE



TARTU MEETING ROOM CLASSROOM STYLE



## BALLROOM

## meeting room(s)

Ballroom(s) include following conference and Audio Visual equipment:

- Notepads, pens
- Flipchart with markers
- Data projector in Ballroom and Ballroom III
- Built-in screen in Ballroom, Ballroom II, Ballroom III
- Wireless internet is available and provided complimentary
- A dedicated 'Meeting Concierge' is available before, during and after your event to assist with any last minute requirements
- Exclusive use of the immediate pre function area outside your function room for registration, coffee breaks and working style buffet lunches.

BALLROOM I ROOM DIMENSIONS: Length: 10 m Width: 16 m Height 3.3/5 m  SIZE: 156 m² / 1679 ft²	ROOM SETUP: Theatre Style: Classroom: Banquet: Boardroom: Hollow Square: U-Shape: Reception / Cocktail:	130 pax 72 pax 90 pax 44 pax 48 pax 42/21 pax 100 pax
BALLROOM II ROOM DIMENSIONS: Length: 9 m Width: 14 m Height: 3.3/5 m  SIZE: 119 m² / 1281 ft²	ROOM SETUP: Theatre Style: Classroom: Banquet: Boardroom: Hollow Square: U-Shape: Reception / Cocktail:	130 pax 84 pax 90 pax 44 pax 48 pax 42/21 pax 100 pax
BALLROOM III ROOM DIMENSIONS: Length: 14 m Width: 15 m Height: 3.3/5 m  SIZE: 206 m² / 2217 ft²	ROOM SETUP: Theatre Style: Classroom: Banquet: Boardroom: Hollow Square: U-Shape: Reception / Cocktail:	160 pax 102 pax 100 pax 38 pax 60 pax 45/27 pax 150 pax



# BALLROOM

meeting room(s)



BALLROOM I & II ROOM DIMENSIONS: Length: 19 m Width: 15 m Height: 3.3/5 m  SIZE: 275 m² / 2960 ft²	ROOM SETUP: Theatre Style: Classroom: Banquet: Boardroom: Hollow Square: U-Shape: Reception / Cocktail:	240 pax 144 pax 170 pax 50 pax 78 pax 60/40 pax 200 pax
BALLROOM II & III ROOM DIMENSIONS: Length: 23 m Width: 15 m Height: 3.3/5 m  SIZE: 325 m2 / 3498 ft²	ROOM SETUP: Theatre Style: Classroom: Banquet: Boardroom: Hollow Square: U-Shape: Reception / Cocktail:	280 pax 180 pax 190 pax 50 pax 78 pax 63/40 pax 250 pax
BALLROOM I & II & III ROOM DIMENSIONS: Length: 33 m Width: 15 m Height: 3.3/5 m  SIZE: 481 m² / 5177 ft²	ROOM SETUP: Theatre Style: Classroom: Banquet: Boardroom: Hollow Square: U-Shape: Reception / Cocktail:	500 pax 300 pax 300 pax 100 pax 112 pax 102/78 pax 500 pax



#### BALLROOM BANQUET STYLE







**BALLROOM THEATRE STYLE** 







BALLROOM U-SHAPE



BALLROOM COCKTAIL SETUP



BALLROOM UNIQUE SETUP

