



# SWISSÔTEL TALLINN

## Conference & Meeting Facilities

Tornimäe 3  
10145 Tallinn, Estonia  
[www.swissotel.com/tallinn](http://www.swissotel.com/tallinn)

**swissôtel TALLINN**  
ESTONIA

# 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:

- 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.



### ROOM DIMENSIONS:

Length: 4 m  
Width: 8 m  
Height: 3.2 m

### SIZE:

29 m² / 312 ft²

### ROOM SETUP:

Theatre Style:	N/A
Classroom:	N/A
Banquet:	N/A
Boardroom:	10 pax
Hollow Square:	N/A
U-Shape:	N/A

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 DIMENSIONS:

Length: 6.5 m  
Width: 8 m  
Height: 3.2 m

#### SIZE:

45 m<sup>2</sup> / 484 ft<sup>2</sup>

#### ROOM SETUP:

Theatre Style:	50 pax
Classroom:	24 pax
Banquet:	20 pax
Boardroom:	20 pax
Hollow Square:	24 pax
U-Shape:	21 pax
Reception / Cocktail:	40 pax

### TORNIMÄE II

#### ROOM DIMENSIONS:

Length: 6.5 m  
Width: 9 m  
Height: 3.2 m

#### SIZE:

66 m<sup>2</sup> / 710 ft<sup>2</sup>

#### ROOM SETUP:

Theatre Style:	45 pax
Classroom:	24 pax
Banquet:	30 pax
Boardroom:	20 pax
Hollow Square:	24 pax
U-Shape:	21 pax
Reception / Cocktail:	50 pax

### TORNIMÄE I & II

#### ROOM DIMENSIONS:

Length: 6.5 m  
Width: 17 m  
Height: 3.2 m

#### SIZE:

111 m<sup>2</sup> / 1195 ft<sup>2</sup>

#### ROOM SETUP:

Theatre Style:	100 pax
Classroom:	60 pax
Banquet:	70 pax
Boardroom:	44 pax
Hollow Square:	48 pax
U-Shape:	45 pax
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 DIMENSIONS:

Length: 9 m  
Width: 12 m  
Height: 3.2 m

### SIZE:

99 m<sup>2</sup> / 1066 ft<sup>2</sup>

### ROOM SETUP:

Theatre Style:	100 pax
Classroom:	60 pax
Banquet:	60 pax
Boardroom:	30 pax
Hollow Square:	36 pax
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 m<sup>2</sup> / 1679 ft<sup>2</sup>

#### ROOM SETUP:

Theatre Style:	130 pax
Classroom:	72 pax
Banquet:	90 pax
Boardroom:	44 pax
Hollow Square:	48 pax
U-Shape:	42/21 pax
Reception / Cocktail:	100 pax

### BALLROOM II

#### ROOM DIMENSIONS:

Length: 9 m  
Width: 14 m  
Height: 3.3/5 m

#### SIZE:

119 m<sup>2</sup> / 1281 ft<sup>2</sup>

#### ROOM SETUP:

Theatre Style:	130 pax
Classroom:	84 pax
Banquet:	90 pax
Boardroom:	44 pax
Hollow Square:	48 pax
U-Shape:	42/21 pax
Reception / Cocktail:	100 pax

### BALLROOM III

#### ROOM DIMENSIONS:

Length: 14 m  
Width: 15 m  
Height: 3.3/5 m

#### SIZE:

206 m<sup>2</sup> / 2217 ft<sup>2</sup>

#### ROOM SETUP:

Theatre Style:	160 pax
Classroom:	102 pax
Banquet:	100 pax
Boardroom:	38 pax
Hollow Square:	60 pax
U-Shape:	45/27 pax
Reception / Cocktail:	150 pax

# BALLROOM

meeting room(s)



## BALLROOM I & II

### ROOM DIMENSIONS:

Length: 19 m  
Width: 15 m  
Height: 3.3/5 m

### SIZE:

275 m<sup>2</sup> / 2960 ft<sup>2</sup>

## ROOM SETUP:

Theatre Style: 240 pax  
Classroom: 144 pax  
Banquet: 170 pax  
Boardroom: 50 pax  
Hollow Square: 78 pax  
U-Shape: 60/40 pax  
Reception / Cocktail: 200 pax

## BALLROOM II & III

### ROOM DIMENSIONS:

Length: 23 m  
Width: 15 m  
Height: 3.3/5 m

### SIZE:

325 m<sup>2</sup> / 3498 ft<sup>2</sup>

## ROOM SETUP:

Theatre Style: 280 pax  
Classroom: 180 pax  
Banquet: 190 pax  
Boardroom: 50 pax  
Hollow Square: 78 pax  
U-Shape: 63/40 pax  
Reception / Cocktail: 250 pax

## BALLROOM I & II & III

### ROOM DIMENSIONS:

Length: 33 m  
Width: 15 m  
Height: 3.3/5 m

### SIZE:

481 m<sup>2</sup> / 5177 ft<sup>2</sup>

## ROOM SETUP:

Theatre Style: 500 pax  
Classroom: 300 pax  
Banquet: 300 pax  
Boardroom: 100 pax  
Hollow Square: 112 pax  
U-Shape: 102/78 pax  
Reception / Cocktail: 500 pax

## BALLROOM BANQUET STYLE



## BALLROOM THEATRE STYLE



## BALLROOM U-SHAPE



## BALLROOM COCKTAIL SETUP



## BALLROOM UNIQUE SETUP

