

## HOW TO FIND US?

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Our training facilities in Helsinki are located at street address **Messuaukio 1, 3<sup>rd</sup> floor**, next to **Helsinki Messukeskus** southern entrance (The Helsinki Exhibition & Convention Centre). Whether you come by car or using public transportation we can be reached easily.

The entrance to Sovelto is located on the right side of the Messukeskus southern entrance, in the corner. There is a doorbell you should ring and we'll open the door for you. Take the stairs or the elevator to the 3<sup>rd</sup> floor, follow the Sovelto signs and you've reached us!

See these instruction videos on YouTube to help you find your way:

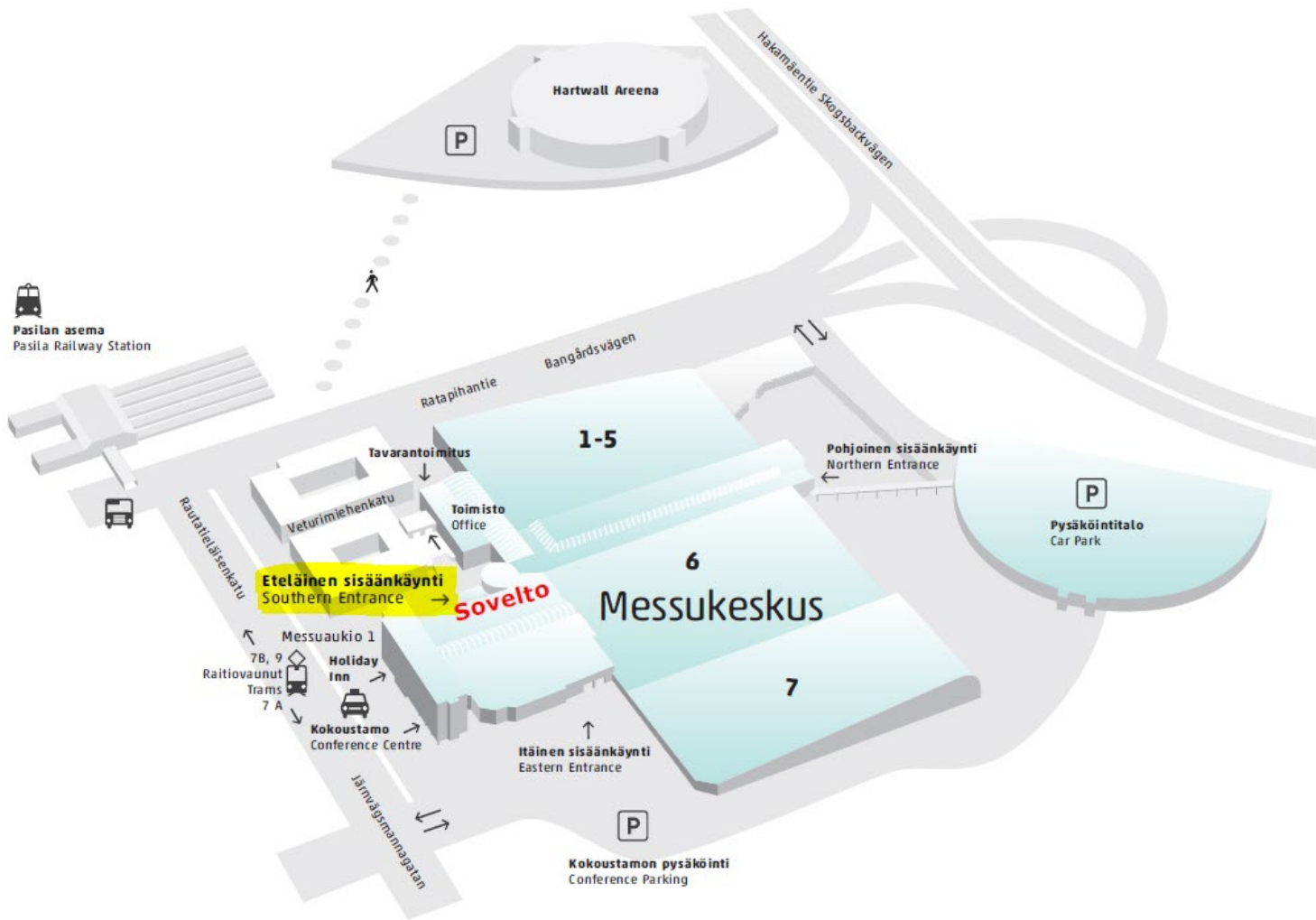
- [Walking from Pasila train station](#)
- [Starting from Messuaukio 1 street level](#)
- [Starting from Messukeskus car park area](#)
- For more info and assistance, call +358 42 42 2121



See also:

<https://www.sovelto.fi/en/tietoa-kursseista/osallistujan-info/>

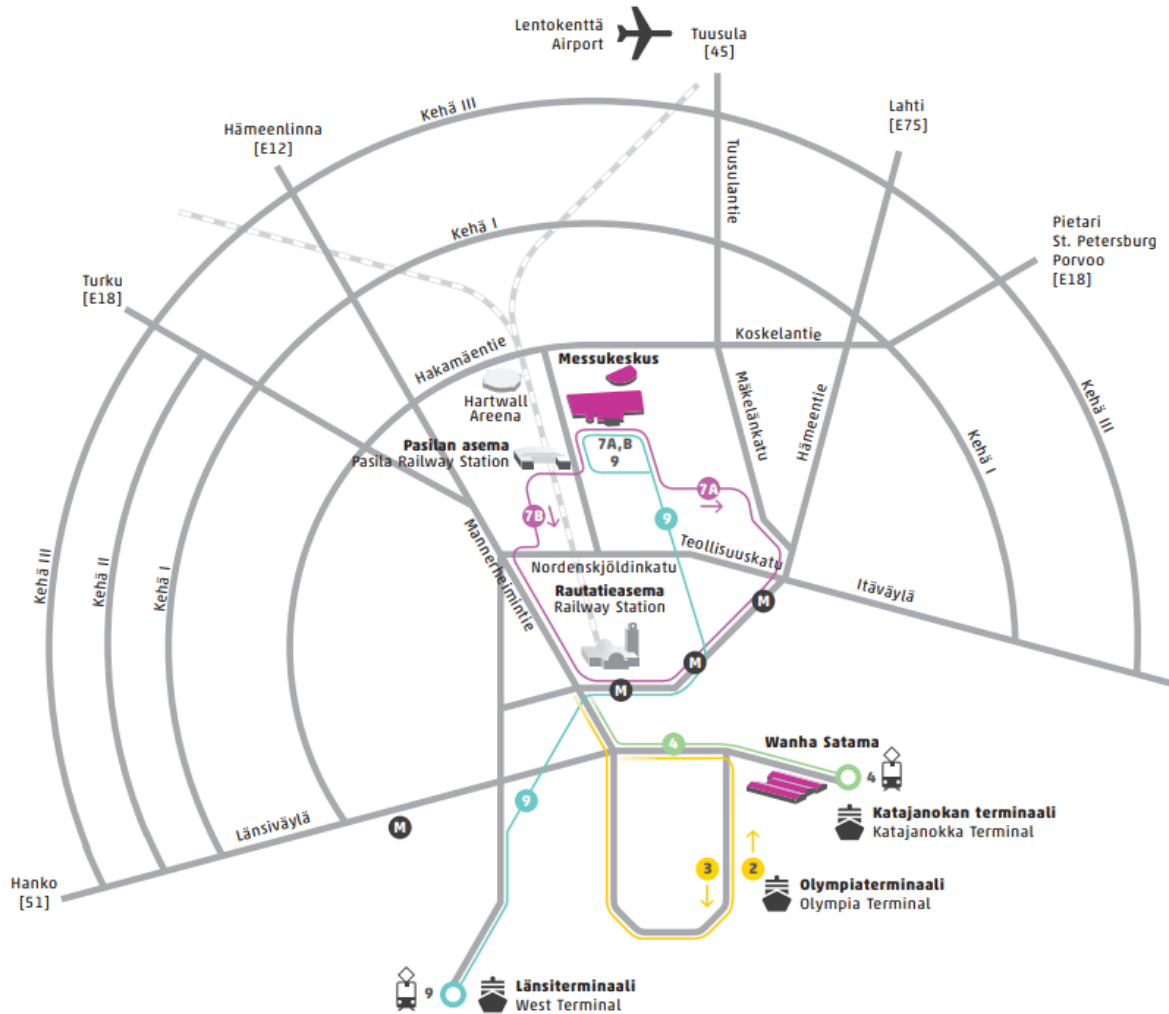
<https://www.sovelto.fi/en/ota-yhteytta/>



## GETTING TO MESSUKESKUS

For public transportation and approach instructions, see [How to find Messukeskus](#).

Map link: [Google Maps](#)



## FREE PARKING

Free parking is available in the parking house on the Northern part of The Helsinki Exhibition & Convention Centre, just ask your navigator to take you to **EuroPark P-Messukeskus**, Ratapihantie 17. To find your way from the parking hall to Sovelto, watch the video: [Starting from Messukeskus car park area](#)

Should you use the parking facilities, please note:

- The parking system is based on car license plate visual recognition at entrance and exit.
- Sovelto takes care of the parking fees of the course attendants. (N.B. The exam takers need to park on their own expense.)
- Please enter your car's license number into the system at Sovelto reception every time before you are about to drive out the parking area.
- If your course is more than one day long, you can leave your car to the parking area for the whole time. Just remember to enter the license number to the system once before your exit.

## ACCOMODATION

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In case you need accommodation, the newly renovated hotel **Holiday Inn Helsinki - Expo** right beside Sovelto (Messuaukio 1, 00520 Helsinki) has a special rate for our trainees. Standard room for one person costs 130 €/night (double room costs additional 20 €/night). Note: there is a limited amount of rooms with this special rate.

Reservations and contact info:

- Online at [www.ihg.fi](http://www.ihg.fi) (to get the special rates, use 786800380 as the Corporate ID)
- Over the phone +358 200 81800 (0,42 €/min + normal call rates)  
Upon reservation, mention "7868 00380" as Corporate ID in order to get the special rates.

## BREAKFAST AND LUNCH

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On the first day of your training course you will get a visitor badge from our reception. The badge is valid in the Messukeskus restaurant throughout the training course. Please remember to leave it to return it to the trainer or the reception in the end of the course.

Please let us know of any special diets you may have by sending a mail to [info@sovelto.fi](mailto:info@sovelto.fi)

- Breakfast is served 8.15 – 9.00 in the lobby at the entrance to Sovelto
- A lunch break will be held starting at 11.00 – 12.00, for about an hour
- Afternoon coffee break is about 15 minutes between 14.00 - 14.45

## WIRELESS NETWORK (WLAN)

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In our premises we have a wireless network available. You are entitled to bring a mobile device with you. Please contact the trainer or our reception for more details about the network.

## CANCELLING YOUR PARTICIPATION

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In case you need to suddenly cancel your participation on the day of the course, please contact our customer service tel. +358 42 42 2121. If you are unable to participate, someone else from your organization can join the course on your behalf with no extra expenses.

In case you cancel the participation later than 14 days before the course starts, we will charge 100 % of the course fee. Thus, a full course fee will be charged also in case of a no-show. If you suddenly fall sick before the course starts, a doctor's certificate entitles you to participate in the same course next time with no extra cost. Anyway, please contact us at tel. +358 42 42 2121 as soon as possible to report the issue.

Courses that use Microsoft or VMware official digital materials, a change in participant identity will cause an additional fee for a new material, if the originally registered participant has already activated the material.