

CEI HUMAN RESOURCES DEVELOPMENT FORUM

Prague, 21st – 22nd November 2013

An international seminar

**Support of Research, Development and
Innovation through Education**

Information for Participants



1. Accommodation

The accommodation is booked for you

- at the **Hotel President**

Address: Namesti Curieovych 100, 110 00 Prague 1

Tel: +420 234 614 111

Fax: +420 234 614 110

Web sites: <http://www.hotelpresident.cz/>

Note: 2 nights (**21st and 22nd November 2013**) will be paid from the seminar budget. Extra nights will be paid from your own resources (approximately 95 EUR/1 night for single room and 105 EUR/1 night for double room).

The President Hotel is conveniently located in the heart of Prague, on the right bank of the Vltava River and within walking distance of the Prague Castle, the Jewish Quarter and the beautiful Old Town.

The hotel is closed to all conference venues (the map is attached).



2. Transportation

The seminar participants are responsible for their travel arrangements, including air tickets and visa, if needed. Travel costs (up to 450 €) will be covered from the seminar budget to participants from non-EU countries only.

Reimbursement of travel cost for non-EU participants:

The travel costs will be reimbursed in the bank account **after submission relevant documents** (air ticket and boarding passes etc.).

Relevant documents **must be sent within 3 week** after the seminar to the following address: Mr. Outly Vlastimil, National Training Fund, Opletalova 25, Prague 1, 110 00, Czech Republic.

Local travel

The seminar participants will arrange their own transportation to/from the hotel. The costs of local travel are not covered by organizers.

Means of transport

Nearest underground station: Staromestska (0,3 km) - green line "A"

Nearest bus/ tram stop: Právnická fakulta (0,1 km) - Tram 17, Bus 207

Distance from international airport: 15 km

Time by taxi: approximately 20 minutes

Distance from the main railway station: 3 km

Time by taxi: approximately 5 minutes

- **Public transportation**

You must buy a ticket before travelling at the arrivals lobby, at ticket machines or at the newsagents. Tickets cost 32 CZK. When buying 32 CZK ticket for public transport you will receive a transferable ticket allowing you to travel for a 90 minute period. The tickets must be validated at the entrance of the bus or metro station.

How to get to the hotel President from the airport

From the stop in front of the international terminal at the airport, take Bus 119 to Dejvicka (approximately 25 minutes). From Dejvicka, go by metro (green "A" line) to Staromestska station (approximately 6 minutes). Take Tram 17 to Právnická fakulta (next stop) or go on foot. Cross the street towards the Hotel InterContinental and turn left. After you pass the Hotel InterContinental, turn right.

How to get to the hotel President from the railway station

Both the Central Railway Station and Holesovice Railway Station are situated on the red "C" line of the metro. Take the metro to Florenc and then take Bus 207 to Pravnická Fakulta, which is situated in front of the President Hotel Prague.

- **Taxi and shuttle service**

Travel to the hotel from the airport could be via taxi or shuttle. One of the recommended taxi services is Prague Personal Airport Transfers www.prague-airport-personal-transfers.com.

GENERAL TAXI ADVICE:

Be aware that Prague taxi drivers may try to overcharge tourists. Save money and pre-book reliable taxi transfer. If you take a taxi there, we advise you to negotiate a price before you get in. Average taxi price to the centre: around 650 CZK (26€).

3. CEI Focal Points Network Human Resources Development Meeting – only for members of the Focal Point Network

Focal Point meeting will take place on **21st November 2013 at 17:00** at the Hotel President (Namesti Curieovych 100, 100 00 Prague 1), Conference Room Picasso.

4. Social event

All participants of the seminar are cordially invited to participate in the welcome meeting.



Welcome meeting will take place on **21st November 2013 at 19:30** in the Hanavský Pavilon (Letenské sady 173, Prague 1). The short concert of the Prague Conservatoire is on the agenda of this meeting. The building is within a walking distance from your hotel (the map is attached). *Our hostess will be waiting for you at 19:00 in the reception hall.*

5. Venue of seminar

The conference will take place on **22nd November 2013 at 9:00 (registration)** in **Hotel President** in Prague 1, Namesti Curieovych 100, Conference Room Picasso.



6. Basic Information about Prague

Welcome to Prague, the capital of the Czech Republic and one of the most beautiful cities in the world. Situated in the heart of Europe, Prague is a historical city with a modern spirit. Its cultural heritage and architectural treasures give it the name “Golden Prague” or “The City of a Hundred Spires”.

The dominant site of the city is the Prague Castle with its St Vitus cathedral. The Castle dates back to the 9th century and it is one of the largest castle complexes in Central Europe. Today it serves as the seat of the President of the Czech Republic.

On your way from the Castle to the Old Town you will cross the 515 metre-long Charles Bridge, the oldest bridge in Prague. It was built in 1357 by Charles IV and is decorated by statues dating primarily from the 18th century. The Charles Bridge is a part of the so-called “Royal Mile”, the road leading from the Prague Castle to the Royal Court, formerly the seat of the Czech King, where the Municipal House is located today.

Following the “Royal Mile”, you will reach the Old Town Square, the most significant square of historical Prague. There you can admire several sites: the Old Town Hall and Church of Our Lady before Tyn, the famous Astronomical Clock – Horologe, the baroque St Nicholas Church, the rococo Kinsky Palace, the gothic Stone Bell House, and the Memorial to Master John Hus, sculptured by Ladislav Saloun (1915). The Prague meridian can be seen in the central part of the square.

Close to the Old Town Square is the Jewish Quarter, which dates back to the 13th century and includes an ancient cemetery and a number of synagogues, the Old-New Synagogue being the most famous. The present appearance of the Jewish Quarter is mainly the result of a vast

redevelopment project which took place from 1893 to 1913. Art nouveau Parizska Street, known for its numerous luxury designer shops, serves as Jewish Quarter's central corridor.

You can find basic info and pictures at <http://www.praguewelcome.cz/en/>.

7. Other Useful Information about Prague and Czech Republic

At <http://www.praguewelcome.cz/en/> is available all necessary information you may need: important telephone numbers and addresses, international dialing codes, customs requirements and offices, postal services, currency, transport, medical care, embassies, tourist information services, etc.

We believe that you will find this information useful. We look forward to meeting you and we wish you a very pleasant journey to Prague.