

General Information Note

SIXTY-THIRD MEETING OF THE UNWTO COMMISSION FOR EUROPE (CEU)

PRAGUE, CZECH REPUBLIC
11-13 JUNE 2018

DATES AND PLACE

1. The 63rd Meeting of the UNWTO Commission for Europe (CEU) will be held in Prague (Czech Republic), from Monday 11 June 2018 to Wednesday 13 June 2018.
2. The Meeting will take place at:

Lobkowicz Palace, Prague Castle

Address: Jiřská 3, Prague 1, 119 00

Website: <http://www.lobkowicz.com/en/>



Note: When entering the Prague Castle complex, visitors are subject to security checks. For this reason, kindly expect delays.

REPLIES TO INVITATIONS

3. A Participation form prepared for this purpose is attached as **Annex II**. Participants are requested to complete and return it, **by 25 May 2018**, to **each of the following addresses**:

<p>Ministry of Regional Development Ms. Denisa Proňková Tourism Department Tel.: +420 234 154 327 E-mail: denisa.pronkova@mmr.cz Website: www.mmr.cz</p> <p>Local Organizer Lobkowicz Events Management, s.r.o. Ms. Ivana Koršňáková E-mail: ivana.korsnakova@lobkowicz.cz Tel.: +420 725 540 092</p> <p>Ms. Žaneta Kotrlová E-mail: zaneta.kotrlova@lobkowicz.cz Tel.: +420 725 540 093</p>	<p>World Tourism Organization (UNWTO) Ms. Matilde Duran Regional Programme for Europe Tel. +34 91 567 8209 Fax. +34 91 571 3733 Email: mduran@unwto.org Cc: europa@unwto.org Website: www.unwto.org</p>
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FRONTIER FORMALITIES

4. All participants of the 63rd Meeting of the UNWTO Commission for Europe are kindly requested to check that they have a **valid travel document (passport)** that allows them to travel to the Czech Republic, a member state of the Schengen Area.

The travel document must be valid at least three months after the intended date of departure from the territory of the Czech Republic. It must have at least two blank pages and have been issued within the previous 10 years.

Some participants may not need a visa at all, others may already have a multiple entry Schengen visa valid for travel, while others may be required to apply for a visa.

To find out whether you **are required to have a visa to enter and stay in the Czech Republic**, you are advised to consult the website of the Ministry of Foreign Affairs of the Czech Republic and the **“List of states whose citizens are required to have a visa”**:

https://www.mzv.cz/jnp/en/information_for aliens/short_stay_visa/list_of_states_whose_citizens_are/index.html

For additional information, or if in doubt, you are advised to consult the website of your nearest Czech Embassy or General Consulate. Participants traveling with a **diplomatic passport** from *Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Montenegro, Republic of Moldova, Russian Federation, Serbia, Former Yugoslav Republic of Macedonia and Ukraine* - **do not need a visa** to the Czech Republic. They are entitled to stay for a maximum of 90 days in any 180-day period.

Holders of a **diplomatic passport** from *Turkey* may stay in the Czech Republic for a maximum period of 3 months.

I need a visa, what do I do?

Participants required to be in possession of a visa will be provided with an **invitation letter** from UNWTO, confirming their registration as participants in the upcoming meeting of the UNWTO Commission for Europe in Prague.

This letter should be presented along with all the other required documents when lodging the visa application. Information about **required documents** are to be found on the website of the particular Embassy or of the Ministry of Foreign Affairs of the Czech Republic, <http://www.mzv.cz> – Entry and Residence – Schengen Visa – General Information.

You are advised to get an appointment at the relevant Czech Embassy as soon as possible, in order to ensure smooth travel plans. You should be aware that no visas are issued at the border or at the airports.

TRANSFERS

5. The host country will facilitate the transfer of delegates between the Václav Havel Airport Prague and the hotels in Prague where they are staying (only to the hotels listed below), both on arrival and again on departure.
6. The information desks will be placed at the terminal 1 and 2 in the arrival halls on 11 June. English speaking hostesses will assist you if you have any special requirements. The information desk will be marked with the UNWTO sign. There will be also the meeting point for the transfers to the hotel.
7. The Václav Havel Airport Prague, formerly Prague Ruzyně International Airport, is the international airport of Prague. It is located 12 km west of the centre of Prague and 12 km southeast of the city Kladno (airport code: PRG). Further information regarding the airport is available on the airport's website: <http://www.prg.aero/en/>

ACCOMMODATION

8. Special room rates have been obtained for the delegates of the 63rd Meeting of the UNWTO Commission for Europe (CEU) in the following hotels of Prague: *Lindner Hotel Prague Castle (Strahovska 128, Prague, 118 00)* and *Hotel Vienna House Andel's Prague (Stroupeznickeho 21, Prague, 150 00)*, as indicated in paragraph 9 below.
9. **Participants are recommended to reserve their accommodation as soon as possible, before 25 May 2018.**
10. Preferential Hotels are being offered by the Lindner Hotel Prague Castle (****) and the Hotel Vienna Andel's Prague.

HOTELS, PRICES AND PROCEDURE FOR RESERVATION

<p>LINDNER HOTEL PRAGUE CASTLE**** (Distance: 23 minutes' walk – official transport provided) Address: Strahovska 128, Prague, 118 00 Tel: +420 226 080 504 Email: groups.prague@lindnerhotels.cz Website: https://www.lindner.de/en/prague-hotel-prague-castle/welcome.html</p>
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Room Type	Rates for Bed and Breakfast*
Standard Single room	120 EUR
Standard Double Room	135 EUR

Reservation procedure:

- Kindly note that the special rates are for the period from 11th to 14th June 2018. There is a limited number of rooms with the special rate for this period. The rates above are quoted per room per night, including VAT and other applicable taxes. Also included are: breakfast; free of use wireless high-speed internet in guest rooms and all other areas of the hotel; free of charge use of the Fitness and sauna.
- Hotel check-in time is 14:00 hrs and check-out time is 12:00 hrs.
- Accommodation is booked on a "First come first served" basis and delegates are encouraged to book early.
- Hotel accommodation has to be guaranteed via credit card/AMEX, Visa, Master Card, American Express.
- The reservation should be done by sending the Reservation Form. Please see, enclosed, specific Form of the Hotel. Please send this completed form to groups.prague@lindnerhotels.cz and also put ivana.korsnakova@lobkowicz.cz and zaneta.kotrlova@lobkowicz.cz to copy.
- **Cancellation:**
 - Total or partial cancellation of the reservation more than 28 days prior to the arrival will result in 0% cancellation fee
 - Total or partial cancellation of the reservation between 27 days and 22 days prior to the arrival will result in 30% cancellation fee
 - Total or partial cancellation of the reservation between 21 days and 15 days prior to the arrival will result in 60% cancellation fee
 - Total or partial cancellation of the reservation between 14 days and 7 days prior to the arrival will result in 80% cancellation fee
 - Total or partial cancellation of the reservation less than 7 days prior to the arrival or no show will result in 100% cancellation fee

<p>HOTEL VIENNA HOUSE ANDEL'S PRAGUE (Distance: 45 minutes' walk – official transport provided) Address: Stroupeznickeho 21, Prague 5, 150 00 Tel: + 420 296 889 688 E-mail: reception.andels-prague@viennahouse.com Website: https://www.viennahouse.com/en/andels-prague/the-hotel/overview.html On-line link: https://gc.synxis.com/rez.aspx?Hotel=58034&template=RBEGR&start=availresults&Chain=14420&locale=en-US&arrive=6/11/2018&depart=6/14/2018&adult=1&child=0&group=UNWTO</p>

Room Type	Rates for Bed and Breakfast*
Standard Single	115 EUR
Standard Double	125 EUR

Reservation procedure:

- The special rates are for the period from 11th to 14th June 2018. There is a limited number of rooms with the special rate for this period. **Please book your room till 25 May, 2018.**
- A free of charge cancellation until 6 pm local time 3 days prior to arrival is possible. No shows will be charged for entire stay.
- A valid Credit Card is required at the time of booking to guarantee the reservation
- Please book your room via following on-line link:
<https://gc.synxis.com/rez.aspx?Hotel=58034&template=RBEG&start=availresults&Chain=14420&locale=en-US&arrive=6/11/2018&depart=6/14/2018&adult=1&child=0&group=UNWTO>

PROGRAMME

11. The provisional Programme is enclosed as **ANNEX I**.

REGISTRATION AND IDENTIFICATION BADGES

12. Badges may be obtained at the Lobkowicz Palace prior to the start of the meeting of the UNWTO Commission for Europe.

WORKING DOCUMENTS

13. The Documents of the 63rd Meeting of the UNWTO Commission for Europe will be available for participants in UNWTO's website: <http://europe.unwto.org/event/63rd-meeting-unwto-regional-commission-europe>
13. Participants are requested to bring with them the documents as only a limited number of printed documents will be available on the spot.

LIST OF PARTICIPANTS

14. A provisional List of Participants, based on the replies received, will be included in the welcome pack provided to delegates upon their registration.

WORKING LANGUAGES

15. Simultaneous interpretation will be provided in English, French and Russian during the Commission meeting.

FURTHER INFORMATION

Climate The Czech Republic has average Central European climate with pleasant summer and cold winter. The average temperature in June for the city begins at 15°C, created by highs of 20°C during the daytime and lows of 10°C after dark.

Official time The Czech Republic is on Central European Time – Greenwich Mean Time (GMT) plus 1 hour. From the end of March until the end of September it is summer time – this is GMT plus 2 hours.

- Official currency** The official currency is Czech crown (CZK). For the exchange rates please, visit: https://www.cnb.cz/en/financial_markets/foreign_exchange_market/exchange_rate_fixing/dai
Foreign currency can be exchanged at the airport, banks, hotels, postal and exchange office:
International Credit Cards are widely accepted.
- Language** The official language is Czech. People also speak English and German.
- Security** Prague is an extremely safe city to visit and tour. You can walk through every part of the city without any problems.

We look forward to welcoming you in Prague!

ANNEX I**SIXTY-THIRD MEETING
OF THE UNWTO COMMISSION FOR EUROPE (CEU)
PRAGUE, CZECH REPUBLIC, 11 - 13 JUNE 2018****PROVISIONAL PROGRAMME****Monday 11 June 2018**

Various	Arrival of participants and transfer to hotels (Lindner Hotel Prague Castle I, Hotel Vienna House Andel's Prague)
19:00	Transfer from the hotel (Lindner hotel, Andel's hotel)
19:30	Welcome Cocktail at the Grand Bohemia boat
21:00	Transfers back to the hotels

Tuesday 12 June 2018

08:15	Transfer from the hotel (Lindner Hotel, Andel's Hotel) to the Lobkowitz Palace
08:30	Registration of participants
09:00	Meeting of the Commission for Europe
11:00	Coffee-break
11:30	Meeting of the Commission for Europe
13:00	Lunch
14:00	Meeting of the Commission for Europe
15:00	Coffee break
15:30	Meeting of the Commission for Europe
16:30	Transfers back to the Lindner Hotel/ Andel's Hotel
19:00	Departure from the Lindner Hotel/ Andel's Hotel for the cultural programme and Gala Dinner (business casual dress code).
19:30	Welcome drink and Gala Dinner at St. Agnes Monastery
From 21:30	Shuttle buses to Linder Hotel/ Andel's Hotel

Wednesday 13 June 2018

Optional tour 1: Nelahozeves Castle



Nelahozeves Castle is one of the most beautiful Renaissance buildings in Bohemia, required over sixty years to construct (1553-1614). Originally built for Florian Griesbeck von Griesbach (1504-1588), a highly educated Tyrolean aristocrat who served as private secretary and close adviser to Emperor Ferdinand I, the Castle came into the hands of its present owner – the Lobkowitz family – in 1623. The Castle is situated 30 kilometres from Prague (45 minutes by bus).

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|---------------|--|
| 10:00 – 10:45 | Transfer from Prague to Nelahozeves Castle |
| 11:00 – 14:00 | Visit of the Lobkowitz Collections, lunch, private concert |
| 14:00 – 14:45 | Departure to the hotel(s) |

Optional tour 2: Prague City Tour – Historical and culture symbols of Czech Republic



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|---------------|---|
| 10:00 – 12:00 | Transfer from the hotels to the city centre, to see the main highlights of Prague |
| 12:00 – 13:30 | Lunch at Pilsner restaurant at Municipal house |
| 13:30 – 14:00 | Departure to the hotel(s) |

Please be informed that the capacity of both tours is limited. When we receive your registration form, please wait for the re-confirmation of the availability of the requested tour.

Thursday 14 June 2018

Departure of participants

**ANNEX II
SIXTY-THIRD MEETING
OF THE UNWTO COMMISSION FOR EUROPE (CEU)
PRAGUE, CZECH REPUBLIC, 11-13 JUNE 2018**

PARTICIPATION FORM

1. PARTICIPANT'S DETAILS

- Country
- Organization
- Department
- Family name (in block letters)
- First name (Mr/Mrs/Ms/Prof/Dr)
- Official title
- Office address
- Telephone number
- Fax number
- E-mail address

2. ACCOMPANYING PERSON'S DETAILS

- Family name (in block letters)
- First name (Mr/Mrs/Ms)

3. TRAVEL DETAILS

<i>Date of arrival</i>	<i>Time of arrival</i>	<i>Flight number</i>
<i>Date of departure</i>	<i>Time of departure</i>	<i>Flight number</i>

4. HOTEL DETAILS

- Name of hotel.....

***Reservations:* Please note that reservations should be made directly with the hotel, by using the corresponding Hotel Reservation form attached to the General Information Note (Lindner Hotel) or specific link (Andel's Hotel)**

5. SPECIAL REQUIREMENTS

- Dietary
- Other

6. SOCIAL PROGRAMME/VISIT(S)

- Would you be interested in participating in one of the optional tour which are organized for 13 June 2018? If so, please circle one of these options:
 - Yes, optional tour 1: Nelahozeves Castle
 - Yes, optional tour 2: Prague City tour
 - No, thank you

<p>Ministry of Regional Development Ms. Denisa Proňková Tourism Department Tel.: +420 234 154 327 E-mail: denisa.pronkova@mmr.cz Website: www.mmr.cz</p> <p>Lobkowicz Events Management, s.r.o. Ms. Ivana Koršňáková E-mail: ivana.korsnakova@lobkowicz.cz Tel.: +420 725 540 092</p> <p>Ms. Žaneta Kotrlová E-mail: zaneta.kotrlova@lobkowicz.cz Tel.: +420 725 540 093</p>	<p>World Tourism Organization (UNWTO) Ms. Matilde Duran Regional Programme for Europe Tel. +34 91 567 8209 Fax. +34 91 571 3733 Email: mduran@unwto.org Cc: europa@unwto.org Website: www.unwto.org</p>
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Note: The participation form is to be completed on behalf of each member of the delegation.



ACCOMMODATION BOOKING FORM

LINDNER
HOTELS & RESORTS
HOTEL PRAGUE CASTLE
Prague

Dear Guest,

Thank you very much for choosing Lindner Hotel Prague Castle as your residence during the „63rd Regional Commission for Europe UNWTO Prague (UNWTO) “. The event takes place on **11.-13.6.2018.**

Name:			
Address:		City:	
Post code:		Country	
Telephone:		Email:	
Companion:			
*Arrival date:		*Departure date:	

- Single room (1 person): € 120,- / room/night incl. Buffet breakfast, WLAN internet, Access to Sauna & Fitness
 - Double room (2 persons): € 135,- / room/night incl. Buffet breakfast, WLAN internet, Access to Sauna & Fitness
- Check-In time: 14:00, Check-Out time: 12:00. The rates include 15% VAT.

- Parking in Lindner Hotel Prague Castle Czk 700,- / car / day (Limited parking space. First come first served basis)
- Transfer Airport - Hotel Czk 580,- / car / one way transfer (The driver will be standing with a sign with your name in the arrival hall)
- Transfer Main traion station - Hotel Czk 450,- / car / one way transfer (The driver will be standing with a sign with your name in the arrival hall)

Flight / Train no.:		Arrival time:	
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Deadline for bookings is 25.05.2018. After this date requests will be confirmed upon availability of the hotel

Cancellation policy:

Total or partial cancellation of the reservation more than 28 days prior to the arrival will result in 0% cancellation fee
 Total or partial cancellation of the reservation between 27 days and 22 days prior to the arrival will result in 30% cancellation fee
 Total or partial cancellation of the reservation between 21 days and 15 days prior to the arrival will result in 60% cancellation fee
 Total or partial cancellation of the reservation between 14 days and 7 days prior to the arrival will result in 80% cancellation fee
 Total or partial cancellation of the reservation less than 7 days prior to the arrival or no show will result in 100% cancellation fee

Payment:

Credit card type:		Credit card holder:	
Credit card no.:		Expiration date:	CVW/CVC code:

I hereby authorize the Lindner Hotel Prague Castle to charge my credit card with the total amount for the accommodation.

Lindner Hotel Prague Castle reserves a right not to confirm the reservation if the booking form is not completed or not completed correctly.
 Lindner Hotel Prague Castle reserves a right not to confirm the reservation if it is not prepaid or guaranteed by a credit card.

Confirmation number:
(Provided by the hotel)

I hereby confirm the reservation

.....
Guest´s signature

We look forward to welcome you at the Lindner Hotel Prague Castle!

Please return a signed form to FAX: +420 226 080 507 or Email: groups.prague@lindnerhotels.cz
 For further information please contact us at TEL: +420 226 080 504