

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 6 June 2018**, to **each of the following addresses**:

Ministry of Regional Development Ms. Denisa Proňková Tourism Department Tel.: +420 234 154 327 E-mail: denisa.pronkova@mmr.cz Website: www.mmr.cz Local Organizer Lobkowicz Events Management, s.r.o. Ms. Ivana Koršňáková E-mail: ivana.korsnakova@lobkowicz.cz Tel.: +420 725 540 092 Ms. Žaneta Kotrlová E-mail: zaneta.kotrlova@lobkowicz.cz Tel.: +420 725 540 093	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
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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: **Hotel Savoy** (Keplerova 218/6, 118 00 Prague) and **Hotel Mamaison Hotel Riverside Prague**. (Janáčkovo nábř. 1115/15, Anděl, 150 00 Prague 5), as indicated in paragraph 9 below.
9. **Participants are recommended to reserve their accommodation as soon as possible:**
 - **Hotel Savoy: before 5 June**
 - **Hotel Mamaison Hotel Riverside Prague: before 1 June (after that rooms only upon availability)**
10. Preferential Rooms are being offered by **Hotel Savoy** and the **Hotel Mamaison Hotel Riverside Prague**.

HOTELS, PRICES AND PROCEDURE FOR RESERVATION**Hotel Savoy**

(Distance: 20 minutes' walk – official transport provided)

Address: Keplerova 218/6, 118 00 Prague

Tel: +420 224 302 430

Email: info@hotelsavoyprague.comWebsite: <https://www.hotelsavoyprague.com/en/>

Room Type	Rates for Bed and Breakfast*
Standard double room	140 EUR (incl. VAT, breakfast and Relax centre entrance)

Reservation procedure: Please use the separate Hotel Reservation Form**Mamaison Riverside Hotel Prague**

(Distance: 15 minutes' by car – official transport provided)

Address: Janáčkovo nábř. 1115/15, Anděl, 150 00 Prague 5

Tel: +420 225 994 611

Website: <http://www.mamaisonriverside.com/>

Room Type	Rates includes breakfast, VAT and wifi internet connection.
Standard Single	119 EUR
Standard Double	129 EUR

Reservation through the below special link:

<https://gc.synxis.com/rez.aspx?Hotel=26252&Chain=10181&arrive=6/11/2018&depart=6/14/2018&adult=1&child=0&group=UNWTO>

Cancelation Policies:

Free cancellation is possible till 2.6.2018.

In case of cancellation between 3.6. - 5.6.2018 50% of stay is charged.

If cancelled after 6.6.2018, in case of no-shows or early departures 100% of stay is charged.

All reservations must be guaranteed with a valid credit card.

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, Savoy and Hotel Mamaison Hotel Riverside Prague)
19:00	Transfer from the hotels (Lindner hotel, Andel's hotel, Savoy and Hotel Mamaison Hotel Riverside Prague)
19:30	Welcome Cocktail at the Grand Bohemia boat
21:00	Transfers back to the hotels

Tuesday 12 June 2018

09:15	Transfer from the hotel (Lindner Hotel, Andel's Hotel, Savoy and Hotel Mamaison Hotel Riverside Prague) to the Lobkowitz Palace
09:30	Registration of participants
10:00	Meeting of the Commission for Europe
11:30	Coffee-break
12:00	Meeting of the Commission for Europe
13: 00	Lunch
14:30	Meeting of the Commission for Europe
17:00	End of Commission for Europe
17:15	Transfers back to the hotels
19:00	Departure from the Lindner Hotel, Andel's Hotel, Savoy and Hotel Mamaison Hotel Riverside Prague 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 hotels

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).

- 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



- 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 hotels, by using the corresponding Hotel Reservation forms available on our website: (Hotel Savoy) or (Hotel Mamaison Hotel Riverside Prague)**

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.