



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS (ECHO)
Disaster Preparedness and Prevention
Knowledge Network and Evidence-Based Policy

Meeting of the National Training Coordinators of the Union Civil Protection Mechanism

21-22 September 2022, Prague, Czech Republic

PRACTICAL INFORMATION

The Czech Presidency is delighted to welcome you to Czech Republic to the meeting of the National Training Coordinators of the Union Civil Protection Mechanism. This practical information will help you to prepare for your stay in Prague.

1. Registration

All participants attending the meeting of the National Training Coordinators of the Union Civil Protection Mechanism must be registered.

Please confirm your attendance necessarily by **6 July 2022**, by completing the registration form available at the following link: <https://ec.europa.eu/eusurvey/runner/NTCmeeting2022> given the need to undertake extensive organisational arrangements.

Nominated participants are invited to send further agenda item suggestions to both hana.kolic@ec.europa.eu and valentine.de-hults@ec.europa.eu.

2. Travel Arrangements

The European Commission will provide **one pre-paid economy travel ticket for one National Training Coordinator per Member and Participating State**. Participants will be contacted in due time by the travel agency AMEX which will make travel arrangements, supply electronic tickets and make the hotel reservation.

Please note that health and travel insurance costs are not covered. You are recommended to make your own insurance arrangements.

Contractors of the UCPM training programme and additional participants are kindly requested to send their flight details **no later than 29 August 2022** to Valentine.De-Hults@ec.europa.eu, cc to ECHO-CP-TRAINING-EXERCISES@ec.europa.eu

3. Accommodation and Venue

The meeting will be held at

OREA Hotel Pyramida,

Bělohorská 24,

169 00 Praha 6

Czech Republic

Tel : [+420 233 102 111](tel:+420233102111)

<https://www.hotelpyramida.cz/en>

The European Commission will provide **pre-paid accommodation for two nights** (20 - 21 September) **for one National Training Coordinator per Member and Participating State** at the Orea Hotel Pyramida.

All **other** participants are kindly asked to send requests for reservation **reference: “National Training Coordinators Meeting”**) to

OREA Hotel Pyramida,

Bělohorská 24,

169 00 Praha 6

Czech Republic

Tel : [+420 233 102 111](tel:+420233102111)

<https://www.hotelpyramida.cz/en> and marketa.benetkova@orea.cz

Single rooms including breakfast and all taxes for 2900, Kč (approx. €120) per night are pre-booked until **8 August 2022** (double rooms for one person with breakfast for 3060 Kč approx. €125). This rate will not be guaranteed after this date.

4. Transport

The Presidency will arrange transfers from/to Václav Havel airport Prague or Prague Main train station. Somebody in the airport or main station will wait for you with a sign “NTC”. If you prefer to use public transport, please send an e-mail by Thursday 1st September to ECHO-CP-TRAINING-EXERCISES@ec.europa.eu. Please see below the public transport options:

From Prague airport (or main railway station) to Orea Hotel Pyramida:

- Airport - Bus 191 (bus station is in front of arrival hall) to station “Vypich” and tram no. 25 to station “Malovanka” (200 m walking distance from hotel). Travel takes around 40 minutes
- Train station. To the right from train station aprox. 250 m to tram station “Hlavní nádraží”
- By Car: GPS 50.0854914N, 14.3800961E, adress: Bělohorská 125/24, 16900 Praha
- Bus and tram tickets (1,7 - 2€) available at **ticket machines** (no euro acceptable).
- Taxi: about 30 minutes and cost about 30 €.

5. Registration desk

Details will be communicated at a later stage

6. Dress Code

Dress code during the meeting and dinners is smart casual. Please be prepared to walk short distances to dinner and during the social programme. Weather in Prague should be good in September. For weather forecast before packing: <https://www.yr.no/en/forecast/daily-table/2-3067696/Czech%20Republic/Hlavn%C3%ADm%C4%9Bsto%20Praha/Prague>

7. Social Programme

On **20 September**, a dinner will be offered by the Commission in the Hotel at 19:30. Details will be given at the registration desk.

On **21 September**, at 18:00, we will start from the hotel for a Guided Tour by historical Tram. The tour will end at 20:00 at Restaurant Saint Norbert where the official dinner will take place <https://www.klasterni-pivovar.cz/>.

On **22 September**, a light buffet lunch will be served at 12:30. In case you cannot stay because of flight schedules, please mention it while registering upon arrival.

8. Other practical information

Emergency services number

European emergency number: 112

Power supply

In the Czech Republic the power plugs and sockets are of type E. The standard voltage is 230 V and the standard frequency is 50 Hz.

Time zone

Prague Time Zone is GMT/UCT +2. Central European Summer Time (CEST).

Currency

Czech currency is Koruna česká. Visa, Mastercard and Maestro cards are accepted at every establishment that accepts payment by credit and debit cards.

It is advisable to check beforehand whether your home bank has authorized your debit card for international use.

For more information on entry and visa regulations, visit the official website of the Ministry of Foreign Affairs of Czech Republic: <https://www.mzv.cz/jnp/en/index.html>

Contact information:

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