

## Congress travel and technical details

Dear friends

I look forward to welcoming you all to Prague, Czech Republic for the XXV IFM-SEI Ordinary Congress. If you have not already registered your delegation but intend to participate in the Congress, **please ensure you register immediately**. Accommodation and food cannot be guaranteed for those who have missed the registration deadline and an additional charge will almost certainly need to be paid (the special hotel rate was only valid until the booking deadline).

### Congress venue

Albion Hotel  
Peroutkova 531/81,  
15800 Praha 5,  
Czech Republic  
Tel.: +420 226 530 111,  
Website : <http://www.albionhotel.cz/en/>

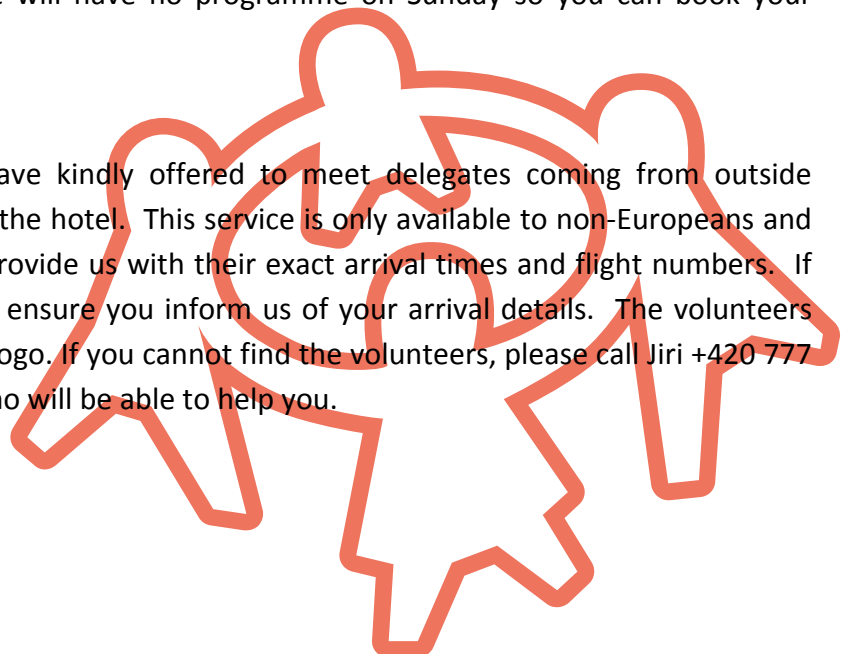
The Congress hotel has been booked from 15 – 18 April. If you plan to arrive before the 15<sup>th</sup> or depart after the 18<sup>th</sup>, we can assist you to book accommodation for those nights. If you would like help, please contact the secretariat, we can recommend a youth hostel or hotel depending on your requirements. (The price will be approximately 36 Euros per night for a double room).

### Arrival and Departure

Delegates should plan to arrive in Prague during the day on Thursday 15<sup>th</sup> April. The Congress will open at 15:00 on Thursday preceded by an information session for new delegates starting at 14:00. Sunday 18<sup>th</sup> is the departure day, we will have no programme on Sunday so you can book your return at any time.

### Airport pick-up service

Volunteers from the Czech Pionyr have kindly offered to meet delegates coming from outside Europe at the airport and take you to the hotel. This service is only available to non-Europeans and will only be arranged for those who provide us with their exact arrival times and flight numbers. If you have not already done so, please ensure you inform us of your arrival details. The volunteers will be holding signs with the IFM-SEI logo. If you cannot find the volunteers, please call Jiri +420 777 745 885 or David +420 776 620 116 who will be able to help you.





### **Directions to the hotel for European delegates**

There are several options to reach the hotel by public transport.

#### **Taxi**

The quickest and easiest route is to take a taxi from the airport or the station. Please ensure you only take registered taxis standing outside the arrivals hall. The maximum amount you should expect to pay is 650CSK (€25). Some taxi companies work on a fixed-price basis, others on a price per kilometre. The two main companies are AAA radio taxi cabs (price per kilometre) and Airport cars (flat rate).

#### **Public transport**

There are two main options by public transport. The shorter route is to take the metro and walk 700 metres up the hill to the hotel. If you prefer not to walk, you can take the longer route with the bus and walk just 100 metres.

#### **Shorter route from the airport (including walking)**

Take bus number 100 from the airport to Zličín. From there take the metro B (yellow line) to Radlicke. From there, follow the map to the hotel.

#### **Shorter route from the main station (Hlavní Nadraží) or the city centre (including walking)**

Take metro c (red line) to florenc and change to metro B (yellow). Take the metro to Radlicke (direction Zličín). From there, follow the map to the hotel.

#### **Longer route from the airport (no walking)**

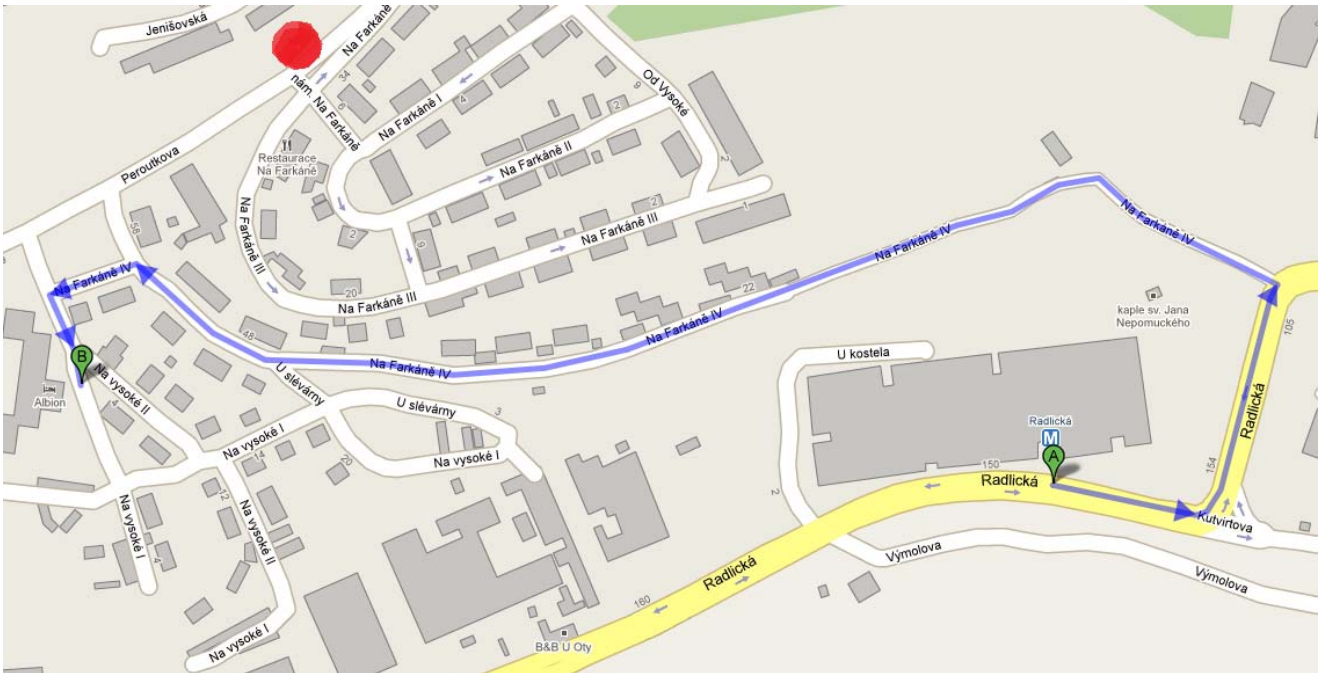
From the airport, take bus no. 119 (direction Dejvická) to Dejvická Bus Stop. Transfer to Metro Route B (yellow) direction Zličín. Exit at Anděl Metro Station (get out of the Metro in the direction of Na Knížecí). Take bus no. 137 and exit at the Farkář Bus Stop (100 yards from the hotel, red dot on the map).

#### **Longer route from the city centre (no walking)**

Take metro c (red line) to florenc and change to metro B (yellow). Take the metro to Anděl (direction Zličín). Get out of the Metro in the direction of Na Knížecí, take bus no. 137 and exit at the Farkář Bus Stop (100 yards from the hotel, red dot on the map)

If you have any problems to reach the hotel, please call Jiri +420 777 745 885 or David +420 776 620 116 who will be able to help you.





**Key:**

- Metro Radlická: Point A
- Hotel Albion: Point B
- Red Dot: Bus stop

**Summary of things to do**

- 1) Register if you haven't already done so,
- 2) Inform the secretariat of your arrival and departure details
- 3) Contact the secretariat if you need assistance in booking accommodation before or after the Congress

**What to bring**

- ✓ Information about your organisation and activities, particularly those open for international participation
- ✓ Food/ drink from your country to share with others at the international evening
- ✓ Congress fee if not paid in advance
- ✓ Membership fees including 2010
- ✓ Warm clothes
- ✓ Motivation and energy to work together to shape IFM-SEI!

See you all in Prague! In friendship

*Tamsin Pearce*

Tamsin

