

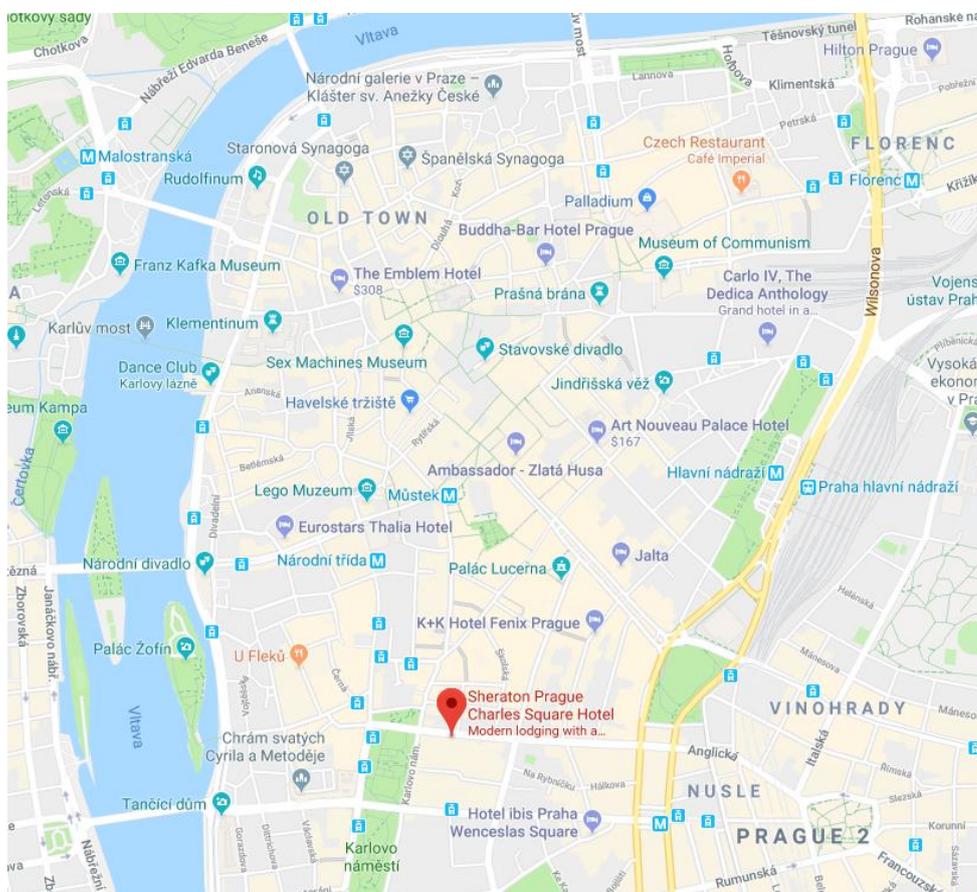
Investing in the Sustainable Development Goals through South-South and Triangular Cooperation: Promoting conducive policy and legal environments in Europe and the Commonwealth of Independent States

15 -16 May 2018
Sheraton Prague Charles Square Hotel, Prague, Czech Republic

LOGISTIC NOTE FOR PARTICIPANTS

1. **Meeting date:** 15 - 16 May 2018, 9:00am-6:00pm

Venue: The event will take place at the Sheraton Prague Charles Square Hotel
(<http://www.sheratonprague.com/>)



Address:
Sheraton Prague Charles Square Hotel
Zitna 561/8
120 00 Prague 2
(t) +420 255 999 9999
(e) reservations@sheratonprague.com

2. **Registration:** To facilitate your participation at the workshop, participants are reminded to register their intention to attend via email to Ms. Shams Banihani at Shams.Banihani@undp.org with copy to Mr. Michael Stewart at Michael.Stewart@undp.org by **10 May 2018**.
3. **Flight and Accommodation Arrangements:** Participants are responsible for covering the cost of their flights, accommodation and other expenses for the duration of the workshop.

May is a busy tourist season for Prague and accommodation at the workshop venue may be limited. For convenience, we recommend participants stay within walking distance of the venue. Some suggested hotels near the venue include:

- Hotel Ibis Praha Wenceslas Square (<https://www.accorhotels.com/gb/hotel-3195-ibis-praha-wenceslas-square/index.shtml>)
- K+K Hotel Fenix Prague (<https://www.kkhotels.com/en/prague/hotel-fenix/rooms>)
- Hotel Suite Home Prague (<https://www.hotelsuitehomeprague.com/en/>)

4. **Transportation to and from Airport:** Participants are responsible for organizing their own transportation to/from the airport.

From Václav Havel International Airport, we recommend the use of public taxis to reach your hotel. Both FIX TAXI and Taxi Praha operate nonstop services at guaranteed prices, based on the number of kilometres travelled. Sales counters of taxi service providers are located in Terminals 1 and 2 Arrival Halls. Boarding points are clearly marked in front of both Arrival Halls.

A taxi to the city center should cost around CZK 500.

5. **Meals:** Lunch will be provided at the workshop venue on 15-16 May. A reception dinner will be provided at the Sheraton Prague Charles Square Hotel on 15 May 2018.
6. **Safety and Security:** For **UN personnel**, notification of travel must be submitted via the online Travel Request Information Processing system (TRIP), which can be accessed through the DSS Travel Portal <https://trip.dss.un.org/dssweb>, at least 7 days prior to the proposed travel date.

Current Security Phase in PRAGUE: Minimal – 1.

7. **Passport and Visas:** **Please confirm all passport and visa requirements before departure. More information can be found on the website of the Czech Ministry of Foreign Affairs ([https://www.mzv.cz/jnp/en/information for aliens/index.html](https://www.mzv.cz/jnp/en/information%20for%20aliens/index.html)). Participants are responsible for securing their visas, if it's required.**
8. **Clothes and Weather:** Weather in Prague in May can be highly variable. Daytime temperatures are rarely below 15 degrees Celsius but can reach as high as 30 degrees Celsius. Evenings are cooler. Business casual attire is recommended for the workshop.
9. **Money:** The currency of the Czech Republic is the Czech crown. As of 1 May 2018, the UN Operational Rate of Exchange for the Czech Republic CZK 21.1 to USD 1. Bureaux de Change are available at the airport, hotels and across town. ATMs are widely available. Credit and debit cards are accepted in most hotels and restaurants.

The Czech Republic is not a traditional tipping culture, although service workers in contact with foreign visitors may expect something. The below should be considered as a guide.

- **Hotels:** tip the bellman at top-end hotels CZK 20 – 50 per large bag for assistance; gratuity for cleaning staff is at your discretion.
- **Pubs:** not expected, although you can round up to the nearest CZK 10 for good service.
- **Restaurants:** 10% for good service

- **Taxis:** not expected, although you can round up to the nearest CZK 10 for good service.

10. **Time Zone:** Central European Summer Time (UTC +2)

11. **Contact persons** for the event:

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