



INSTITUTE FOR LANGUAGE
AND PREPARATORY STUDIES
Charles University



ALTE 58TH MEETING AND CONFERENCE
PRAGUE, 9TH – 11TH NOVEMBER 2022

Practical information for delegates



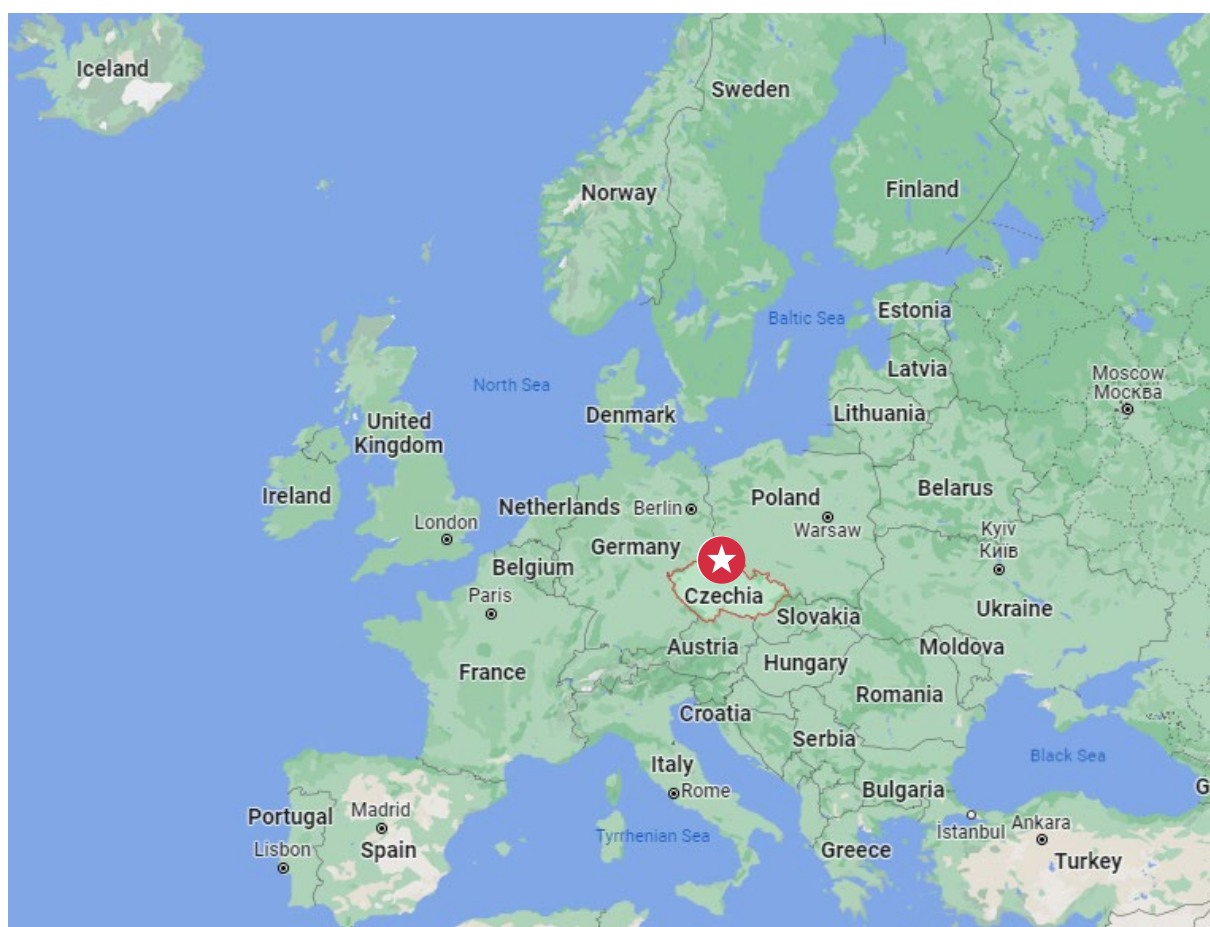
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Vítejte v Praze! Welcome to Prague

We are very pleased to welcome you to Prague – the capital of the Czech Republic, known as the City of a Hundred Spires, a city with a long and rich history, unique beauty and magical atmosphere. The best way to explore Prague is definitely on foot if the November weather permits it.

This document will help you arrange your trip to the ALTE 58th Meeting and Conference. Most of the information given here is relevant for onsite participation. Useful information for online participation can be found on page [10](#).



Travel Information

Getting to Prague

✈ By plane

For most of you the easiest way to come to Prague will be by plane. There is one international airport in Prague – **Václav Havel Airport Prague**. Terminal 1 is for flights outside the Schengen

Area while Terminal 2 is for flights within the Schengen Area. Prague Airport is located approximately **17 kilometres** from the city centre.

Transfer to/from the airport: <https://www.prg.aero/en/transport-airport>

Out of all options, we recommend taking Uber or Bolt (the prices start at 450 CZK) or public transport (40 CZK): <https://www.prg.aero/en/public-transport-buses>

By train

The main train station which the international trains arrive at is located in the city centre and is called **Praha – hlavní nádraží**. Railway can be a good alternative to air travel for members coming from neighbouring countries.

If you travel light, you may decide to walk to the hotel or the venue from the main train station. For example, it is a convenient 15-minute walk to the Hotel Paris Prague and a 20-minute walk to the conference venue (Carolinum building).

You can also go to the hotel or the conference venue by Uber or Bolt or by public transport. The underground station called Praha hlavní nádraží is located in the main train station building. Remember to buy a ticket before taking the underground. You can do this at ticket vending machines on the ground floor, at a newsagent or by app: <https://app.pidlitacka.cz/> A 30 CZK ticket should be enough if you travel to the hotels listed [here](#) (this ticket allows you to use the public transport for 30 minutes).

By car

Please check the best route to your hotel on Google Maps. Note that some parts of the Old Town are pedestrian zones only. For parking in the city centre, you can use Mr. Parkit service, which is convenient and safe: <https://www.mrparkit.com/en>

Currency

The national currency of the Czech Republic is the Czech Crown (koruna česká, Kč) but the most common international types of payment cards – especially Visa and Mastercard – are widely accepted at most shops, hotels and restaurants in Prague.

There are many cash machines in the centre of Prague – in banks, large shopping malls, and underground stations. Most of them accept all common international cards like Visa, Plus, Mastercard, Maestro. Use cash machines with a bank logo to withdraw cash. ATM machines without any Czech bank logos usually have a poorer exchange rate or commission. You can also use exchange offices. [These places](#) are safe to change EUR / USD / GBP to CZK.

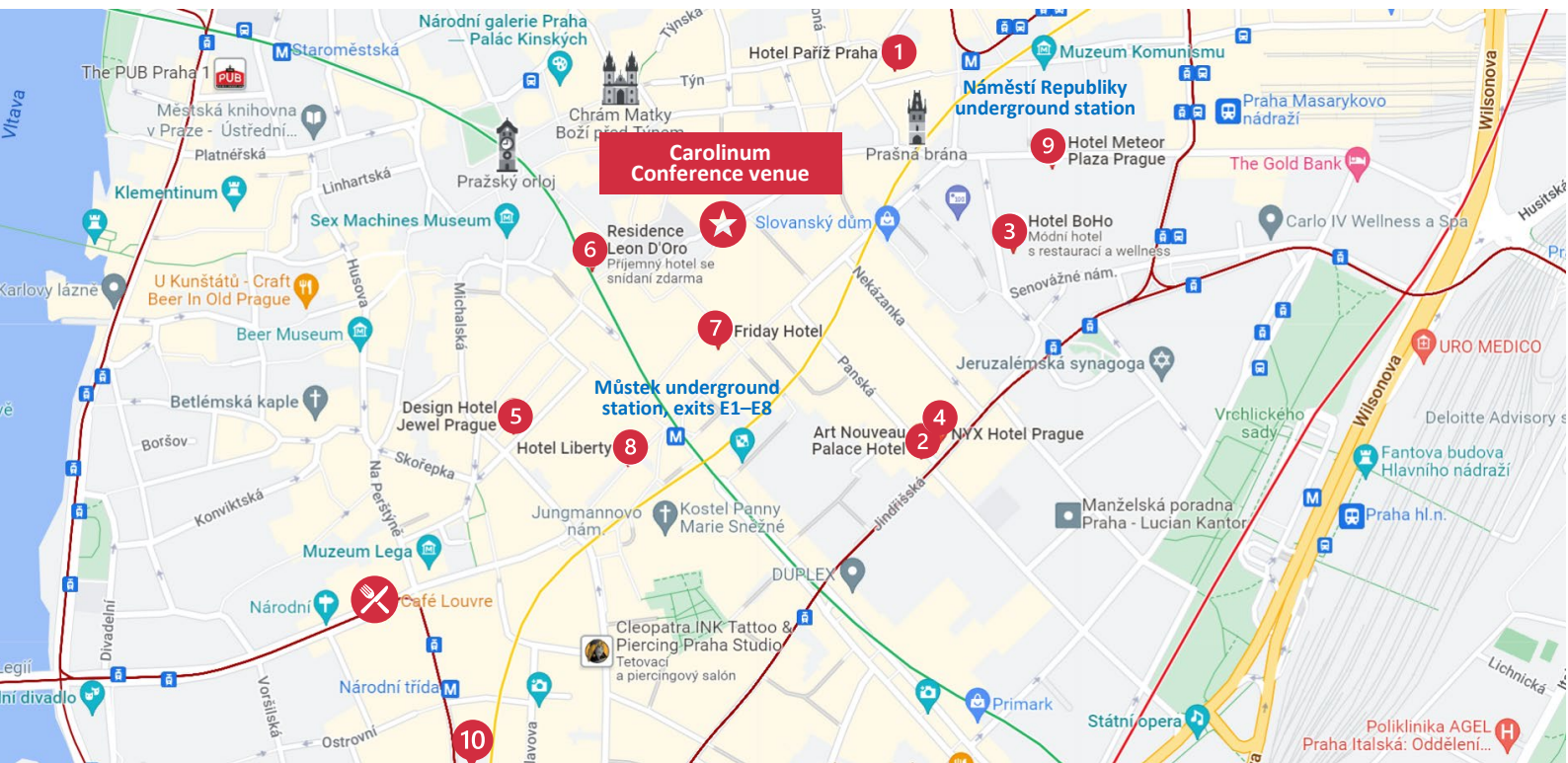
Travelling sanitary policy

From 9th April 2022 it is possible to enter the Czech Republic as before the Covid-19 pandemic. However, because regulations regarding travelling sanitary policy may change, please look for detailed and updated information at:

<https://covid.gov.cz/en/situations/foreigners/possibilities-and-obligations-foreigners-when-entering-cz> before your departure for Prague.

Accommodation

Hotels near the venue



1 HOTEL PARIS PRAGUE *****

<https://www.hotel-paris.cz/en/>

A 5-minute walk to the venue.

From 170 €

The elegant five-star Art Nouveau Hotel Paris Prague is situated in the heart of Prague, the Old Town. It is part of Prague's historic centre which is listed as a UNESCO World Heritage Site.

2 Art Nouveau Palace Hotel *****

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

A 6-minute walk to the venue.

From 110 €

The Art Nouveau Palace Hotel Prague is one of Prague's most precious architectural treasures. The hotel is located in the very centre of the city – on the borderline between the historic Old and New Towns.

3 Hotel BoHo ****

<https://www.hotelbohoprague.com/en/>

A 7-minute walk to the venue.

From 80 €

Located only a few steps from the Old Town Square, BoHo Hotel provides an ideal opportunity to enjoy and discover Prague to its guests.

4 NYX Hotel Prague ****

<https://www.leonardo-hotels.com/prague/nyx-hotel-prague>

A 7-minute walk to the venue.

From 76 €

Right in the middle of Prague's lively city centre, NYX Hotel Prague is a design-led hotel that reflects the hip heart and soul of the Czech Republic. Set in a stunning building designed by the prominent Czech architect Josef Gočár and galleried with local street art, NYX Hotel Prague is a new kind of destination hotel for anyone who wants to experience the real Prague.

5 Design Hotel Jewel Prague ****

From 76 €

<https://www.hoteljewelprague.com/>

A charming four-star boutique hotel, which constitutes the absolute and unrivalled peak among the family hotels in the very centre of Prague. The hotel is located in a historic building and besides its unique design and comfort, it also offers an excellent location.

6 Hotel Leon D'Oro ****

<https://www.pragueleondoro.com/en>

From 74 €

Hotel Leon D´Oro is located right in the historical centre of Prague, in front of the famous Havel Market and just two minutes from Old Town Square and Wenceslas Square.

7 Hotel Friday ****

<https://hotel-friday.hotel.cz/accommodation/>

A stylish and comfortable accommodation in an excellent location in the historical centre of Prague, only 100 meters from Wenceslas Square and 300 meters from Old Town Square. It is situated on the main pedestrian street Na Příkopě, which is one of the main shopping streets in Prague.

From 69 €

8 Hotel Liberty ****

<https://www.hotelliberty.cz/>

The four-star Hotel Liberty is located in the historical centre of Prague, in a pedestrian zone near the famous Wenceslas Square.

From 64 €

9 Hotel Meteor Plaza Prague ****

<https://www.hotel-meteor.cz/en/>

In the very heart of Prague, in a quiet street of Old Town, you can find the Hotel Meteor Plaza Prague.

From 55 €

10 Hotel Koruna ***

<https://koruna-hotel.hotel.cz/accommodation/>

The three-star Hotel Koruna is situated in the heart of Prague.

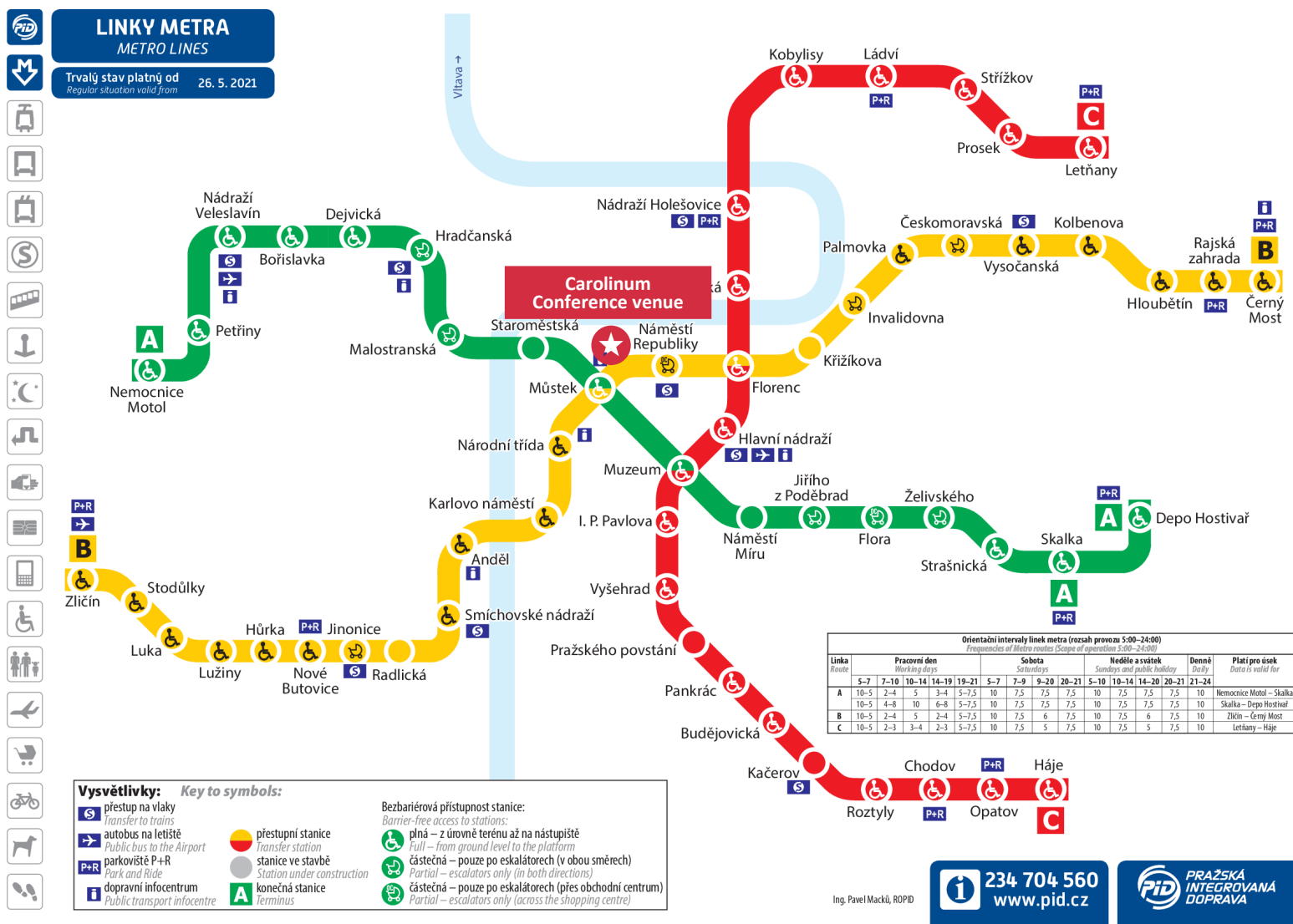
From 43 €

Getting around

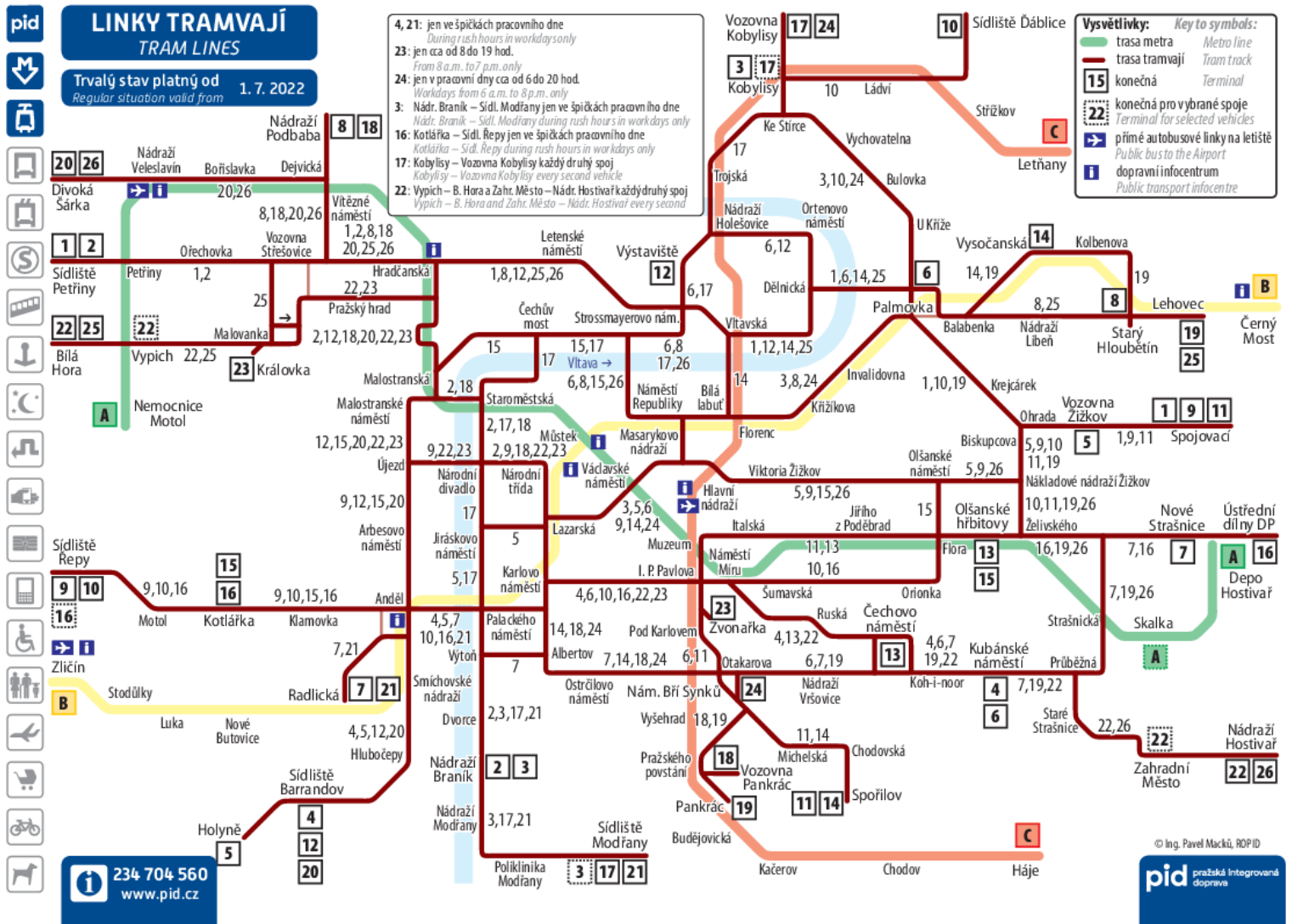
There are various public transport options in Prague such as Uber, Bolt, underground, buses and trams: <https://pid.cz/en/for-tourists/>. We recommend you get the app Lítačka <https://app.pidlitacka.cz/>. Here you can find everything you might need to travel by public transport – connections, tickets and maps. Keep in mind that if you use a paper ticket it must be stamped upon boarding the first means of transport.

The underground (metro)

Prague underground is the backbone of public transport in Prague and its network consists of three lines: A (green), B (yellow), C (red), where trains run every 2–4 minutes at peak times and every 5–10 minutes at off-peak periods. All the metro lines operate approx. from 5 am to midnight.



City trams



Information about the conference

The Meeting and Conference is organized mainly as a face-to-face event. However, online participation (**Microsoft Teams** platform) will be possible for the AGM on Thursday 10th November and for the plenary sessions of the conference day on Friday 11th November. The workshops of Friday afternoon will **not** be online.

Contribution

Contributions from the representatives of ALTE Members/Associate Members/ Individual Expert members are:

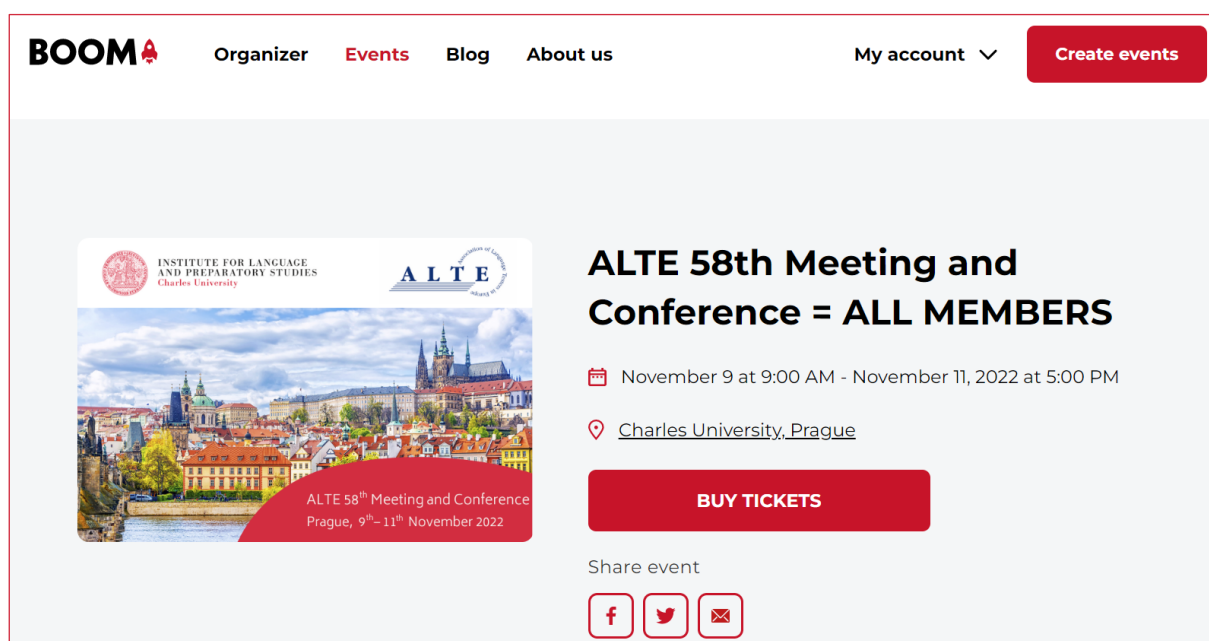
- €50 for in-person participation in the event
- €10 for online participation in the event

Payment should be made exclusively online (by credit card) before the event. Participants will automatically receive an e-mail and an invoice after their payment. Cancellation will be possible, but the refund will be made with a delay of 2 to 3 months with a cancellation fee of €2.

1. Click on the link below.

- [direct link for payment for ALTE MEMBERS / ASSOCIATE MEMBERS / INDIVIDUAL EXPERT MEMBERS](#)

2. Choose BUY TICKETS.




The screenshot shows a BOOM! event page. The top navigation bar includes 'Organizer', 'Events', 'Blog', 'About us', 'My account', and a 'Create events' button. The main content area features a large image of Prague with the ALTE logo and text: 'INSTITUTE FOR LANGUAGE AND PREPARATORY STUDIES Charles University' and 'ALTE 58th Meeting and Conference = ALL MEMBERS'. Below the image, the event details are listed: 'November 9 at 9:00 AM - November 11, 2022 at 5:00 PM' and 'Charles University, Prague'. A prominent red 'BUY TICKETS' button is visible. At the bottom, there are social media sharing icons for Facebook, Twitter, and Email.

2. Choose your participation type (IN-PERSON or ONLINE), fill in with your information (and the name of the ticket holder) and press FINISH ORDER.

Discount	APPLY	Discount: €0.00 Total: €50.00
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Your information

Details have been filled from your user account

E-mail	xy@gmail.cz
Name and surname	X Y
Phone number	 +44

Phone number is required

- Save information in your user account
- Yes, I want to receive cool information through **BOOM!**'s or/and Organizer's Newsletter

FINISH ORDER

Please note: if you need an invoice for the contribution (€50/€10) issued with your company's name, please send the invoice data (Company Name, Address, etc..) **before purchasing the ticket** to konference@ujop.cuni.cz.

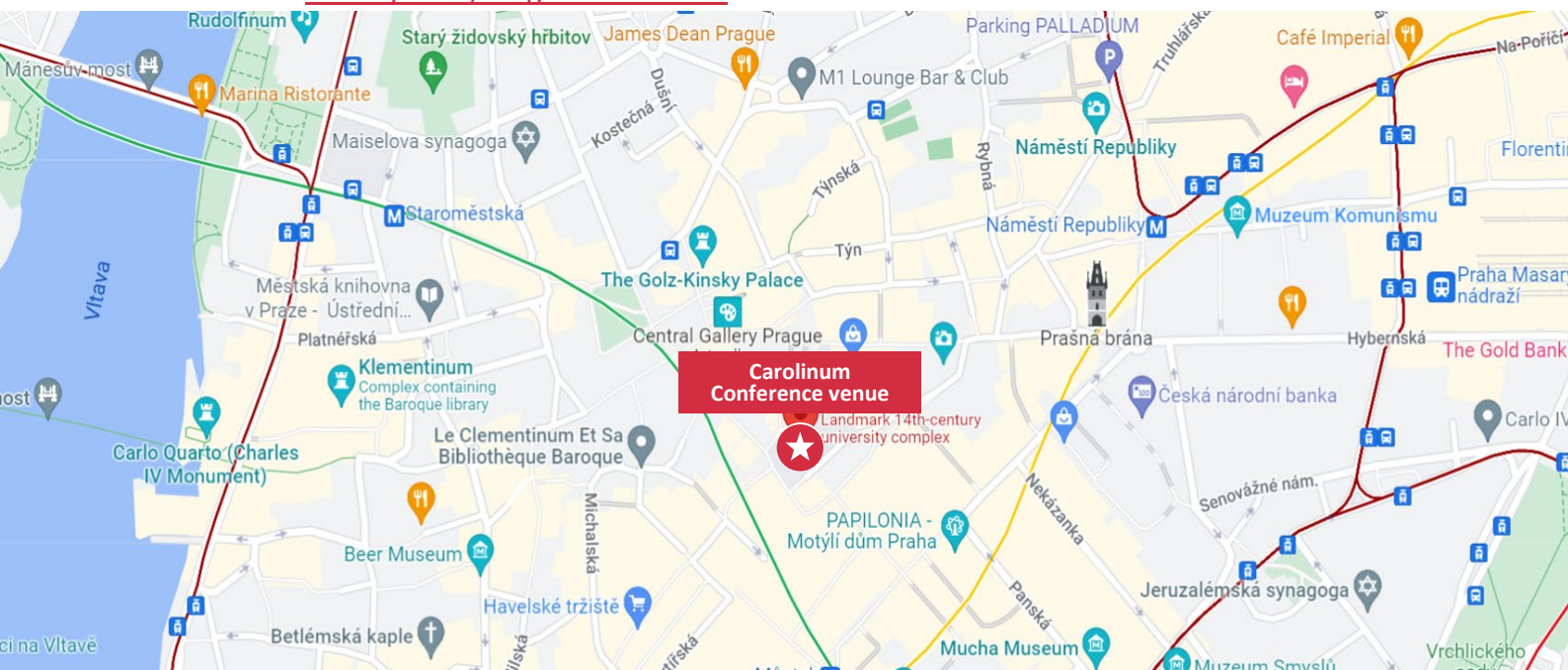
Venue

Carolinum



The Carolinum is a palace located in the Old Town of Prague, on the corner of the Fruit Market (Ovocný trh) and Železná Street, just a four-minute walk from the Old Town Square. The building was bought to be used for the purposes of the newly founded Charles University by King Wenceslas IV (son of its founder Charles IV) from banker Jan Rotlev in 1383. From that time, the Carolinum served as a dormitory and as such it is considered the oldest dormitory in Central Europe. Later, it became the seat of the rector and other academics. The Great Aula is the central area of the building where graduation and matriculation ceremonies take place.

Address: [Ovocný trh 3, Prague – Old Town](#)



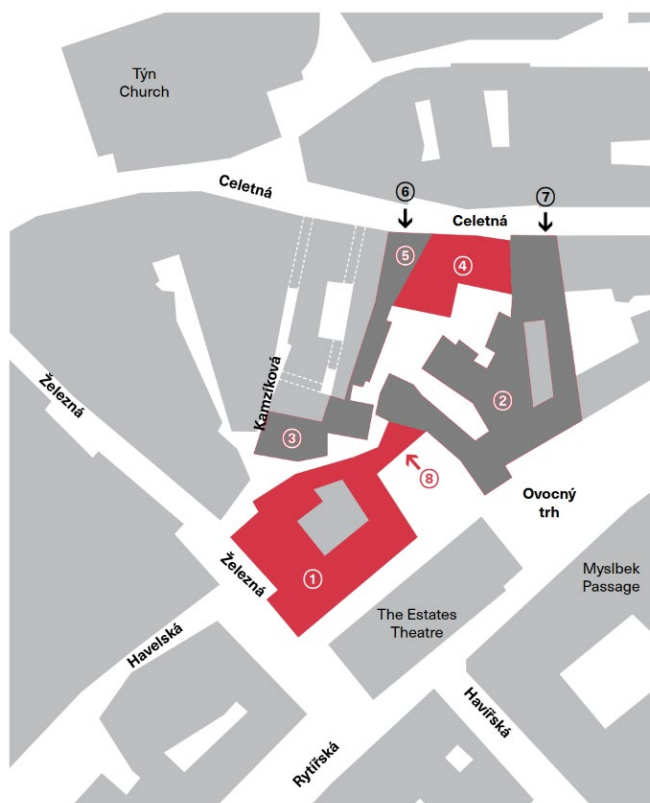
How to get to the conference venue

By underground, green line (get off at Můstek), then walk about 300 m or yellow line (get off at Náměstí Republiky) and then walk about 500 m.

By tram, lines 1, 6, 8, 12, 15, 17, 26 (get off at Náměstí Republiky), then walk about 500 m.

By bus, line 207 (get off at Náměstí Republiky), then walk about 500 m.

Conference venue map



Carolinum

Ovocný trh 3, Prague 1
Czech Republic

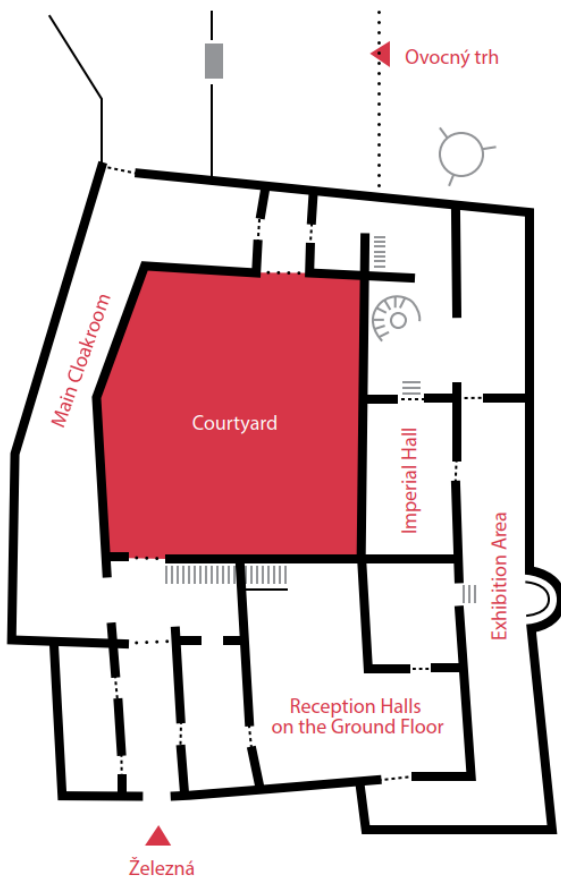
Charles University Conference Centre

Celetná 20, Prague 1
Czech Republic

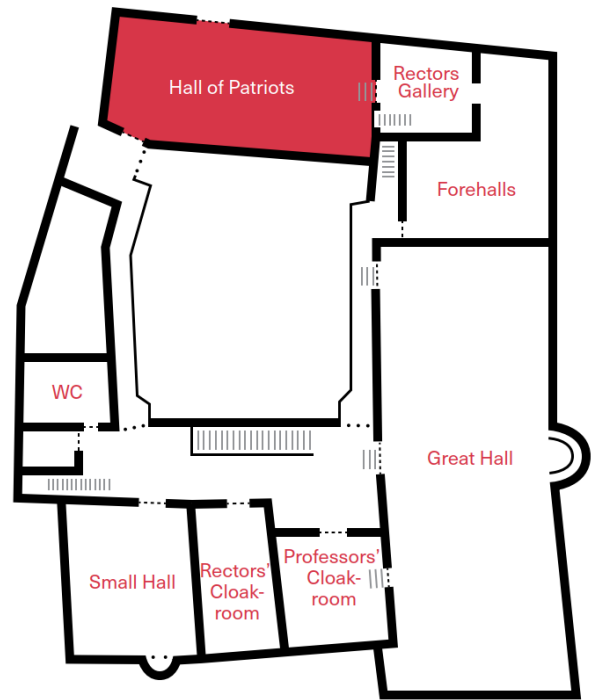
- | | |
|---------------------|--------------------------|
| ① Carolinum | ⑤ Accommodation Facility |
| ② Rectorate | ⑥ Entrance Celetná 14 |
| ③ Café U Rotlevů | ⑦ Entrance Celetná 20 |
| ④ Conference Centre | ⑧ Entrance Ovocný trh 3 |

① Carolinum

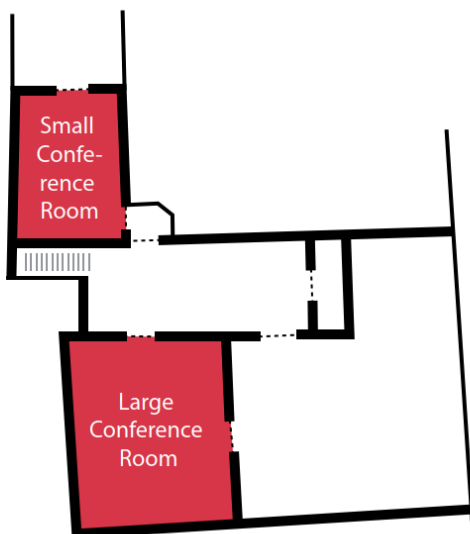
Ground Floor



First Floor



Second Floor



④ Charles University Conference Centre

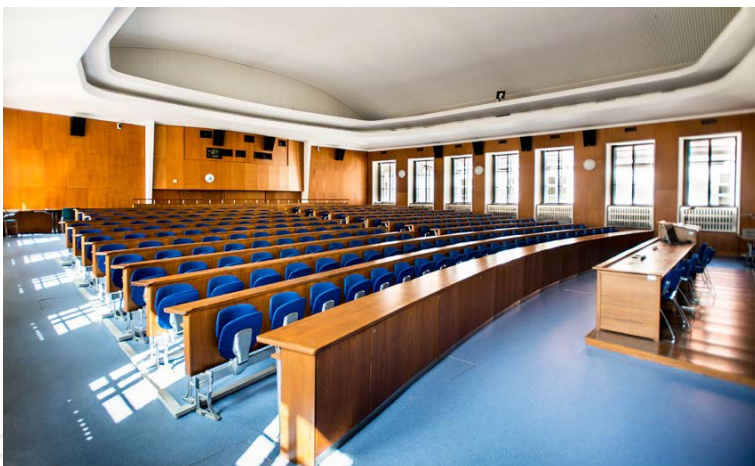
Basement



Green Lecture Hall 1st floor



Blue Lecture Hall 2nd floor



Internet facilities

A guest account will allow you to access Wi-Fi at the venue for the duration of the event.

Social events

There will be a social event planned for the ALTE meeting in Prague on Wednesday 9th November, more details about the social event on this day will be disclosed nearer the time. A guided tour and a gala dinner on Thursday 10th November will take place. The gala dinner will take place at [Café Louvre](#) (a ten-minute walk from the Carolinum building, the guided tour will end at Café Louvre).

Useful information

Survival Czech

Here you can find three short video lessons with basic Czech phrases [miniCZ 1, 2, 3](#).

What to see in Prague

There are so many sightseeing, cultural and gastronomic opportunities as well as beautiful walks in Prague that your stay here can never be long enough. The following website will provide you with information on what you can see and do: <https://www.prague.eu/en/objects/places>. You may also take a cruise on the Vltava river and enjoy the view of Prague while having dinner.

Our personal tips include walking through the quarter Nový Svět (New World), Kampa and Malá Strana (Lesser Town), the Jewish Town, the Vyšehrad Castle or visiting one of the villas such as [Villa Bílek](#). Feel free to ask the ILPS staff for details and recommendations.

Eating out in Prague

Although visiting famous places like [U Fleků](#), [Mlýnec](#), [Ginger&Fred](#) in the Dancing House or the elegant [Café Imperial](#) may be a very nice experience, if you want to explore places the locals like to go to, try [Café Louvre](#) (the restaurant is on the stylish 2nd floor while the gala dinner will take place on the 1st floor) or [Potrefená husa](#). If you want to taste the Czech dumplings, both the sweet and salty kind, try the cafeteria-style [Knedlín](#). Vegetarians may appreciate [Lehká hlava](#). [Grand Café Orient](#) just round the corner from the Carolinum building offers much more than just a cubist interior. If you want to enjoy [something sweet by Iveta Fabešová](#), you may visit [Villa Werich](#).

Using the gastronomic map by Lukáš Hejlík <https://gastromapa.hejlik.cz> (available as an app as well) may help you find exactly what you are looking for.

In the Carolinum building, there is a café and cafeteria [U Rotlevů](#) and a snack bar.

Electricity

The power plugs and sockets in the Czech Republic are type C and E, i.e. the standard European two-pin socket. The standard voltage is 230 V and the standard frequency is 50 Hz. You may wish to check whether you will need an adapter here: <https://www.iec.ch/world-plugs>. You can buy travel adapters at the airport, at the main train station and in many shops in the city centre.

Tap water

Everywhere in Prague, the tap water is good and suitable for drinking. (If not, this will be indicated with a sign.)

Contacts

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