



**PRACTICAL INFORMATION NOTE**

# **PREVENTION, PREPAREDNESS AND RESPONSE TO LONG-TERM EMERGENCIES**

**PRESIDENCY WORKSHOP CZ PRES 2022**

20 - 21 July 2022, Pilsen, Czech Republic

[czpres2022.hzscr.cz](http://czpres2022.hzscr.cz)





*This document provides general practical information for participants of the meeting. Please note that the information contained in the document is subject to change depending on the epidemic situation.*

## **Delegations format**

Member States are kindly asked to nominate two participants. The Presidency will provide and pay for the travel arrangements and accommodation for these two delegates.

Any additional delegates and all other participants will be responsible for paying accommodation and travel costs on their own.

## Registration

The registration for the Presidency Workshop is provided by means of the on-line form Slido.

To register, please follow the [link](#) or use QR code for mobile devices:



**Passcode: CZPRES2022**

After completing the online registration form, please send a recent colour photo in the JPEG format (file name: first name\_last name) to **czpres2022@hzscr.cz**

We would like to ask the participants to enter the required data, if necessary, change the data that was not entered correctly, and send the photo before **24 June 2022**.

Any special needs regarding the type of accommodation (e.g. in case of disability) or food (e.g. vegetarian) must be indicated in the “Restriction” field in the registration form.

The choice of the working group must be indicated, as it will be the basis for sending a questionnaire to the participants at the end of June regarding the topics discussed at the workshop.

We believe that your registration via the on-line form Slido will be smooth and easy. Nevertheless, if you have any difficulty applying for registration, please contact: **Lenka Štiková (telephone: +420 724 193 402 or e-mail: lenka.stikova@hzscr.cz) or David Schön (telephone: +420 778 761 123 or e-mail: david.schon@hzscr.cz).**

All personal information provided during registration will be processed in accordance with the General Data Protection Regulation (GDPR).

**The deadline for the registration is 24 June 2022.**

## Badges

The badges will be distributed when the participants arrive in the hotel during the check-in process. We kindly ask you to wear the badges at all times during the entire meeting programme. Please report immediately any lost or missing badges to the organizers.

## Accommodation and meeting venue

The Presidency has pre-booked accommodation for the workshop participants at Hotel Vienna House Easy Pilsen. <https://www.viennahouse.com/en/easy-pilsen/the-hotel/overview.html>

Hotel Vienna House Easy Pilsen  
U Prazdroje 6  
301 00 Pilsen  
Czech Republic

To book your accommodation in the Hotel Vienna House Easy Pilsen please follow the link: [CZPRES2022PILSEN](#)

**Accommodation should be booked no later than 24 June 2022.**

The Czech Presidency, with the kind financial support of the European Commission, covers accommodation costs for two delegates per Participating State for two nights (Tue 19 July – Thu 21 July). Please note that participants have to bear the costs for any additional services when checking out of the hotel.

Free internet access is available in all rooms of the hotel.

All other participants are expected to pay for their accommodation and any other related expenses on their own.

The Hotel Vienna House Easy Pilsen also serves as the meeting venue.

## Arrival / Departure / Transport

We recommend you that you book your flight that arrives in the Prague Airport afternoon on Tuesday 19 July 2022. Participants will be met at the Prague Airport in arrival hall by conference organizers. Transport will be organised from airport to the Hotel Vienna House Easy Pilsen. From the Prague Airport will leave two buses, first at 14:30 and the second one at 16:30, the journey takes app. 1 hours and 30 minutes.

In case, the participants arrive in Pilsen at the Main Train Station or the Central Bus Station, transport to the Hotel Vienna House Easy Pilsen will be also provided.

Should the participants arrive directly by car in the Hotel Vienna House Easy Pilsen, please follow the instructions at the hotel to park your car. 40 parking spaces are available in the hotel's underground car park and additional 45 spaces on outside parking.

We will arrange the transport from the meeting venue to the Prague Airport on 21 July after lunch. The first bus to the Prague Airport will leave at 13:30 and the second one at 14:30. There will be also individual transport to the Main Train Station or the Central Bus Station in Pilsen provided. Please note that after transfer from the Hotel Vienna House Easy Pilsen to the Prague Airport, the Main Train Station or the Central Bus Station in Pilsen on 21 July, organizers will not provide any further transport.

## Reimbursement of travel costs

The travel costs will be reimbursed, with the kind financial support of the European Commission, based on unit costs according to Annex 2a (please see the Table below), which provides information on how much we will pay you for both travel and subsistence based on the distance band. The unit costs applies to all participants coming from EU Member States. Reimbursement form will be sent to you prior to the workshop and should be handed to the organizers during the check-in process in the hotel.

Distance Band	Unit costs in €	Distance Band	Unit costs in €	Distance Band	Unit costs in €
400-600	196	1601-2000	295	4501-6000	637
601-800	209	2001-2500	343	6001-7500	720
801-1200	221	2501-3500	433	7501-10000	961
1201-1600	230	3501-4500	527	10001-Max	1101

All distances to be measured using the [rail calculator](#) or [flight calculator](#).

## Meals

Dinner on Tuesday, 19 July, lunch on Wednesday, 20 July and on Thursday, 21 July will be served in the restaurant in the Hotel Vienna House Easy Pilsen. Dinner on 20 July will be provided together with the cultural programme at the Pilsner Brewery.

## Pilsner Urquell Brewery Tour

The cultural programme will focus on the presentation of traditional beer production in the Pilsen region.



## Language

The working language of the seminar will be English.

## Further information

For further information please consult our web page

<http://czpres2022.hzscr.cz>

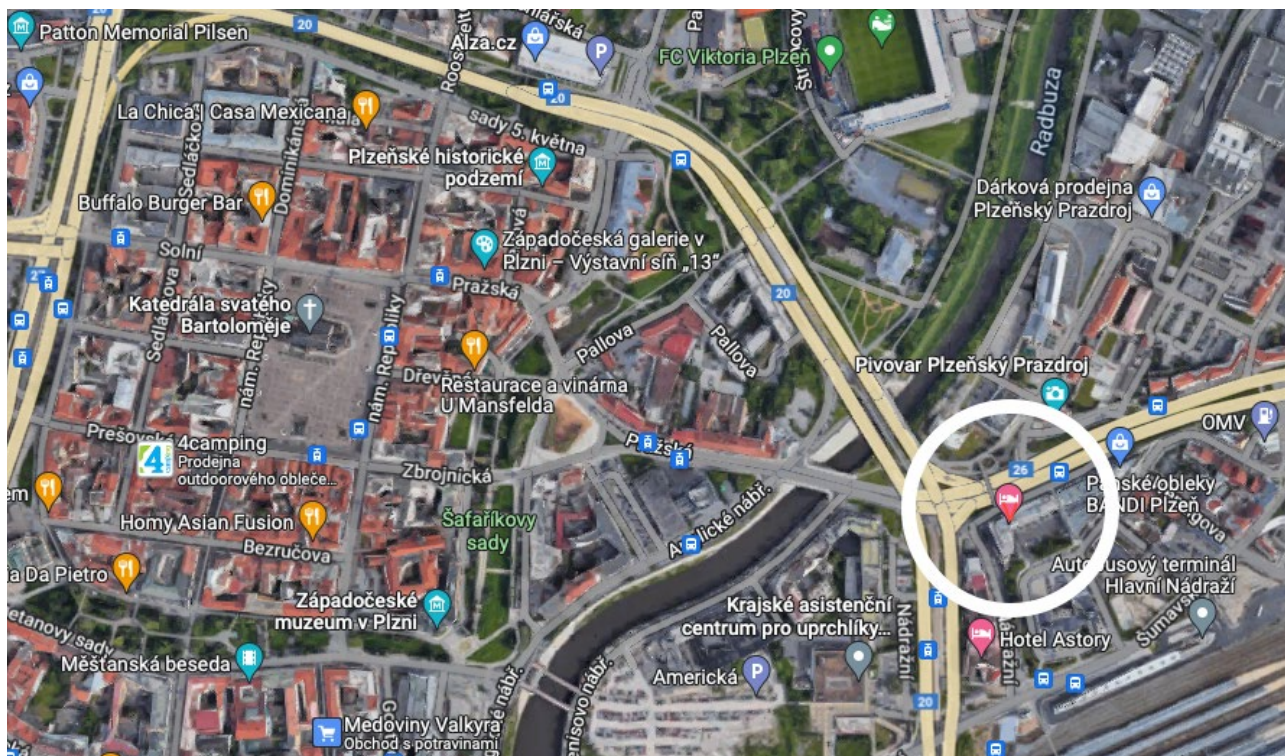
Should you have any questions regarding the provided practical information, please do not hesitate to contact:

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Hotel Vienna House Easy Pilsen, U Prazdroje 6, 301 00, Pilsen, Czech Republic

<https://goo.gl/maps/SRnqA44CxBXQK7WG6>





Fire Rescue Service of the Czech Republic  
Kloknerova 26  
Prague  
Czech republic



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