



United Nations
Economic Commission for
Europe



Czech Republic



**WHO Regional Office for
Europe**

SAFE AND HEALTHY WALKING AND CYCLING IN URBAN AREAS

24-25 September 2009, Pruhonice-Prague, Czech Republic

Transport, Health and Environment Pan-European Programme (THE PEP)

in cooperation with the

**Ministries of Environment, Transport, Regional Development and Health
of the Czech Republic,
the city of Prague and non-governmental organizations**

INFORMATION CIRCULAR

Dear Participant,

We are pleased to provide you with the following information regarding the practical arrangements for the above workshop.

1. Site of the meeting

The meeting takes place at the following venue:

Congress and Educational Centre Floret

Kvetnove namesti 391

Pruhonice, Czech Republic

The Centre and Hotel Floret are part of The Silva Tarouca Research Institute for Landscape and Decorative Gardening (Ministry of the Environment) with a beautiful dendrological garden nearby. The complex is situated in Pruhonice, a suburb of Prague, with excellent public transport connections to the centre of Prague (35–45 minutes by underground railway and bus). The city of Pruhonice is famous and very well known for its castle and the extensive and attractive park with its decorative trees and hundreds of azaleas and rhododendrons.

2. Transportation

Efforts are made to ensure that the conference will be held as a climate (carbon) neutral event.

Shuttle service for participants

A shuttle service for participants or their luggage to Hotel Floret will be provided upon their arrival at Prague International Airport. To enable us to organize this, please inform us about any changes in your arrival and departure dates and times. More detailed information regarding the shuttle service will be sent to participants by e-mail a few days before their departure to Prague.

Sustainable and environmentally-friendly public transport

Participants wishing to explore Prague transport system and walking zones in the centre of Prague are welcome to use the Integrated Prague Public Transport System and reach the meeting venue in Pruhonice by themselves (from metro station OPATOV by bus n. 324, 325, 363 or 385 to station PRUHONICE). Free tickets and more detailed information regarding public transport from the Prague airport and the centre of Prague to Pruhonice will be given by organisers at the airport. Timetable and maps are available from the web site of The Prague Public Transit Company: <http://www.dpp.cz/en/transport-around-prague/> or the Prague International Airport: <http://www.csl.cz/en/>.

Taxi service

Participants wishing to take a taxi from the Prague airport to the meeting venue in Pruhonice are welcome to consult the web site of the Prague International Airport: http://www.csl.cz/en/site/sluzby_letiste/doprava_parkovani/doprava_na_letiste/tarifni_a_smluvni_preprava.htm. Normal taxi fare from Prague International Airport to Hotel Floret in Pruhonice is 1090,- CZK.

3. Language of the meeting

The meeting sessions will be held in English with simultaneous interpretation into Czech and Russian.

3. Registration

Registration of participants will take place from 8.30 to 9.00 hours on Thursday 24 September 2009, directly at the meeting site.

4. Working hours, opening session and closure

The meeting will start at 09.00 hours on Thursday, 24 September and will close at 17.00 on Friday, 25 September. Excursions will start at 09.00 hours on Saturday and Sunday and will end at individually preferred time.

Lunch, dinner and refreshments during short breaks at the morning and afternoon sessions will support healthy live-styles and will be hosted by the Czech Republic during both conference days (Thursday and Friday).

5. Visas

Please check with your travel agent if a visa is required for your travel to the meeting. If so, kindly apply for a visa as soon as possible. In case it is necessary, the host country will be able to assist you in obtaining the Czech visa by sending you an official invitation letter.

Please note that visas cannot be issued at Prague airport. Visas are issued exclusively by the Diplomatic and Consular Missions of the Czech Republic abroad. For other details please consult the web page of the Ministry of Foreign Affairs of the Czech Republic http://www.mzv.cz/jnp/cz/informace_pro_cizince/visa_form/index.html.

6. Accommodation

The organizers have made block bookings at Hotel Floret which is part of the meeting venue. Please book your rooms directly with Hotel Floret indicating “**THE PEP**” and the exact dates of your stay (THE PEP workshop takes place on 24 and 25 September 2009 with an optional programme on 26 and 27 September 2009).

Address	Price per night	Phone, Fax, Email
Hotel Floret Kvetnove namesti 391, Pruhonice Czech Republic	Single room: 1,700 CZK Double room: 2,250 CZK (26 CZK = 1 EUR) including breakfast and use of pool	phone: +420 226 201 910-13 e-mail: recepce@floret.cz www.pragueholiday.cz/floret-hotel.php

All participants shall settle their bills directly with the management of the hotel, including any additional charges (laundry, room service, bar bills, telephone calls etc.). All major credit cards are accepted. Foreign currency exchange offices are available in Prague.

7. Financial assistance

Limited funds are available from UNECE to assist participants from the following countries: Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Ukraine and Uzbekistan. Financial support is available for one (1) representative from each of the Ministries of Transport, Health and Environment for each country. For details and conditions please contact the UNECE secretariat: olga.otradnova@unece.org.

8. Further information

Should you have any queries, please do not hesitate to contact us. Up-to-date information on the workshop will be made available on THE PEP web site:

<http://www.unece.org/thepep/en/welcome.htm>. **We would be grateful if you could return the attached registration form as soon as possible, but not later than 1 September 2009.**

Contact:

UNECE secretariat

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