

GENERAL INFORMATION NOTE

44th Meeting of the Executive Committee

(29 November-3 December 2004)

Hotel Hilton Prague, Pobrezni 1, 186 00 Prague 8, Czech Republic

THE VENUE

The 44th Meeting of the Executive Committee will be held from **29 November-3 December 2004** at the premises of the Hotel Hilton Prague, Pobrezni 1, 186 00 Prague 8, Czech Republic.

MEETINGS SCHEDULE

The meetings will take place from 10:00 -13:00 hrs, 15:00– 18:00 hrs at the Hotel Hilton Prague premises.

REGISTRATION

Participants are requested to collect their badges at the registration desk on Monday 29 November starting at 9:00 a.m. in the Ball Room Area

TRANSPORTATION

All major motorways are easily accessible to Hotel Hilton Prague and the Prague Ruzyne airport is 20 minutes away by taxi. The public transport stations are situated 5 minutes' walk away. Underground parking space is available in the Hotel Hilton.

THE HOTELS

Reservations at selected hotels **should be made directly with:**

Mr. Miroslav Cajthaml, Tel: (+ 420 251) 008 214, e mail: mc@ccl.cz, **or**

Ms. Martina Ptkova, Tel: (+ 420 251) 008 252, e mail: mp@ccl.cz, Fax: (+ 420 251) 008 242; or using

<https://www.16mop.cz/registration/main.php>

THE VISA

Please arrange for your entry visas from the Czech Republic Embassy or Consulates nearest to you. Kindly note the obtention of visa takes time. It is highly recommended that delegates who require entry visa to Czech Republic apply on time as the visa application is necessary and time consuming.

CURRENCY EXCHANGE FACILITIES

The Czech Republic uses the Czech Koruna as its currency. The current rate of exchange of the Czech Koruna to the US Dollar is about \$ US 1= 25.7 Czech Koruna.

CREDIT CARDS

Internationally recognized traveller cheques and credit cards are accepted in hotels, major shops and restaurants. For any problems encountered with the use of credit cards please address the local representative of your credit card agency.

THE WEATHER

Mid-November is the beginning of winter with the first snow usually starting to fall and the temperatures to drop below zero. Czech winters are cold, cloudy and wet with freezing temperatures. Winter days are short with day light starting at 8 a.m. and getting dark at about 4:30 p.m.