PRACTICAL INFORMATION – IUGG 2015

Dear delegate,

Thank you for your registration to the 26th General Assembly of the International Union of Geodesy and Geophysics (IUGG), to be held in Prague, Czech Republic, June 22 – July 2, 2015.

As the General Assembly is fast approaching fast, please find below key information.

A – VENUE/LOCATION

The 26th IUGG General Assembly will be held at the Prague Congress Centre (PCC) which is approximately 45 minutes by car from the Airport (Vaclav Havel Airport Prague).

Prague Congress Centre
5. května 65
140 21 Prague 4, Czech Republic
GPS: 50.062112,14.428886

For more information please see the website: http://www.kcp.cz/en/homepage.

Venue floorplans and location map can be found here: http://www.iugg2015prague.com/venue.htm

B – HOW TO GET THERE

AT THE AIRPORT

Should you need an assistance please contact our hostesses in the arrival hall of Terminal 2 (available from June 22 – 26).

Vaclav Havel Airport Prague handles flights from within Europe and from overseas. It is located 30 – 45 minutes by car from the centre of Prague. There are good connections between the airport and the city centre by public transport – buses and taxis.

Airport information – nonstop phone line
Tel: +420 220 111 888
AFTN: LKPRYDYX
SITA: PRGCZ7X, PRVCZ7X
http://www.prg.aero/en/

There are number of transport options on offer from the airport:

Shuttle service:
An airport shuttle service can be ordered via the website http://www.prague-airport-transfers.co.uk/ or on 800 870 888.

**Public Transport from/to the Prague Airport:**
Bus stops are situated in front of the Arrival hall of Terminal 2.

**Bus 119:** Prague Airport – Nadrazi Veleslavín (metro line A) – 15 min

**Bus 100:** Prague Airport – Zlicín (metro line B) – 18 min

**Bus 179:** Prague Airport – Nove Butovice (metro line B) – 45 min

**Airport Express Bus:** Prague Airport – Prague Main Train Station (metro line C) – 35 min

You can find more info about all kinds of transportation from/to the Vaclav Havel Prague Airport here.

**Public Transport Ticket Sale**
Public Transport counters in Arrival Halls of Terminals 1 & 2 (from 7 am to 10 pm),
Automats placed at bus stops (cash required)
From a bus driver (cash required – not recommended option)

Click here to see detailed information on public transport fares.

**HOW TO GET TO THE VENUE**

Please note that each delegate gets a free Public Transport Pass valid on all means of public transport from 22 June – 2 July, 2015.

**By metro (subway)**

Prague has a sophisticated underground, tram and bus transportation system. During peak hours trains run every 1 or 2 minutes and during off-peak hours at least every 10 minutes. Metro operates daily from 5 a.m. to 12 p.m. The Prague Metro network consists of 3 lines designated by letters and differentiated in colour: A - green colour (Depo Hostivar station - Motol station), B - yellow colour (Cerny most station - Zlicín station), C - red colour (Letnany - Haje station), with transfers possible at Museum station (lines A and C), Mustek station (lines A and B), Florenc station (lines B and C).

Prague Congress Centre is right next to Vysehrad metro station (line C).

For more information about Prague public transportation visit http://www.dpp.cz/en/

**By tram**

The nearest tram stop is Svatoplukova. It is in Nusle, directly underneath Nusle Bridge (Nuselsky most). Tram numbers 7, 18 and 24 stop here. After getting off the tram walk under the railway line and up the steps through the park straight to the Congress Centre which you will be able to see above you.

Tram daytime operation is from 4:30 a.m. to 24:00 a.m. Night-time operation is from 00:30 a.m. to 4:30 a.m. and is provided by tram numbers 51 to 58 with traffic intervals
of 30 minutes. The central transfer-station for night-time lines is Lazarska stop. Complete am schedules are located at individual stops or online.

**By bus**

From the bus station **Florenc travel 4 stops by metro in the direction of Haje** (line C).

The daytime and night-time operation of buses is similar to tram operation. Night-time service is provided by bus numbers 501 to 514. Complete bus schedules are located at individual stops or online.

**By Taxi**

When taking a taxi, make sure the taxi is equipped with a permanently installed yellow roof lamp with the TAXI sign in black letters. The registration number, company name and price list including the base rate, rate per kilometre and one-minute-waiting rate must be displayed on both front doors of the cab. These prices must correspond with the prices set on the meter in the cab. **Customers are recommended to order a taxi with non-stop dispatching offices where the information on fares is available in advance.**

In the city centre taxis are easy to hail from the street but we strongly recommend that you use hotel taxis or obtain taxis by phone through the radio taxi service e.g. AAA (+420 14 014), City taxi (+420 257 257 257) or Speed cars (+420 224 234 234).

Boarding charge: approximately 40 CZK.

Journeys within the city: approximately 28 CZK/ 1 kilometre. Do not board the taxi without finding out if there is a fixed rate.

**By car**

Participants arriving by car are advised to use the underground parking space available. Parking fees are not included in the registration fee.

**Bike Rental**

You can explore Prague in exciting way connected with heathy life style. You can enjoy either the sightseeing in the city centre or relaxing along the Vltava river.

[www.okolo-bikes.cz](http://www.okolo-bikes.cz)
[www.prahabike.cz](http://www.prahabike.cz)
[www.citybike-prague.com](http://www.citybike-prague.com)

**REGISTRATION**

Please visit the Registration Desk (located on the ground floor of Prague Congress Centre) when you first arrive at the General Assembly to collect your name badge and other IUGG related materials.

Detailed instructions on onsite registration have been sent to you in a separate email based on the registration status. Should you not obtain such information please contact us at registration@iugg2015prague.com.

Delegates with fully paid/waived registrations need to bring their BARCODES printed (previously obtained by email) and register at Fast Lanes (Entrance No. 3).
Delegates with underpayments or unpaid registrations will be asked to balance their dues at the Query Desk/Cash Desk (Entrance no. 2). Credit / Debit cards (Visa, MasterCard) or cash (EUR) are accepted.

Please note that if you have not paid your registration you must make your payment before you can participate in sessions and collect your GA materials. If you are not sure about your registration status, please login to your registration: https://www.czech-in.org/cmGateway/IUGG2015/registration.html. You can see your payment status there and you can also download a document with your BARCODE in case of fully paid/waived registration.

You can register during following opening hours:

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<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Monday</td>
<td>June 22</td>
<td>14:00 - 20:00</td>
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<tr>
<td>Tuesday</td>
<td>June 23</td>
<td>07:30 - 21:00</td>
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<td>Wednesday</td>
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<tr>
<td>Tuesday</td>
<td>June 30</td>
<td>07:30 - 20:00</td>
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<tr>
<td>Wednesday</td>
<td>July 1</td>
<td>07:30 - 18:00</td>
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Registration hotline: +420 727 803 220

VOUCHERS – Tours/Transportation/Field trips vouchers have already been sent via email.

Lunches /Farewell dinner/IACS Dinner/Bag vouchers will be distributed onsite together with name badges. Your name badge must be worn at all times to gain access to the sessions and exhibition display area.

Public Transport passes will be handed out together with IUGG bags.

All IUGG registration fee/monetary grants had to be applied for in advance and have already been assigned. No additional travel grants, reduced fees or financial support of any kind can be given to participants. All monetary grants recipients are kindly asked to register at the on-site registration desk and then visit the Grant Office Room – No. 220 to proceed with their monetary grant administration. More information were provided via separate email, please follow the instructions.

ACCOMMODATION

If you had reserved your accommodation through the official website, a confirmation of your reservation was sent to you by email. Please present your confirmation at the hotel reception or identify yourself using your last name and mention that you are participant of IUGG 2015.

Feel free to contact us on Accommodation hotline: +420 727 803 222 or at Accommodation desk onsite during Registration opening hours.

C – SCIENTIFIC PROGRAMME

Final programme is available on the website please click here
ORAL PRESENTATIONS

English and French are the official languages of the IUGG Assembly. Time reserved for presentations is 15/30 minutes including discussion for regular/solicited talks, respectively.

Format of Your Presentation

Please make sure your presentation is in a commonly compatible format. Please prepare your presentation preferably using PowerPoint version 2010 or 2013 (although versions 2007 / 2003 and OS X Keynote are also supported).

Supported File Types:

- Presentation: PPT, PPA, PPTA, PPTX, PDF, Keynote (OS X)
- Video: AVI, MPG, MKV, MOV, MP4, WMV
- Audio: WMA, MP3, WAV
- Pictures: JPG, GIF, BMP, TIF

Do not forget when saving your final presentation to CD or USB stick, to make sure to include your video files, if any and all links to these multimedia files.

Uploading Your Presentation Online Prior to the Event or Onsite

Your presentation must be handed over to the organizers via the ONLINE FILE UPLOADER accessible here or in the SPEAKERS´ PREVIEW ROOM as much in advance as possible, no later than TWO hours BEFORE the beginning of the corresponding session.

The presentation for an early morning session should be handed over the evening before.

Speakers’ Preview Room

Should you prefer to hand over your presentation onsite or to check your pre-uploaded files, the SPEAKERS’ PREVIEW ROOM will be available within the whole assembly period. It will be located in the Meeting Room 2.1 on the 2nd floor by the main staircase and will be available in the following hours:

- Tuesday, June 23 7:30 – 19:00
- Wednesday, June 24 7:30 – 19:00
- Thursday, June 25 7:30 – 19:00
- Friday, June 26 7:30 – 19:00
- Saturday, June 27 7:30 – 19:00
- Sunday, June 28 7:30 – 19:00
- Monday, June 29 7:30 – 19:00
- Tuesday, June 30 7:30 – 19:00
- Wednesday, July 1 7:30 – 19:00

In the SPEAKERS’ PREVIEW ROOM, you will be assisted by a technician, who will help you to download your presentation to the intranet. You will also be able to review your presentation and to verify that it has been transferred correctly to the network.

In the Lecture Room

Your presentation will be sent directly to the lecture room through the local network. Once the presentation is launched on the computer in the respective lecture room, you will advance your own slideshow using the remote control. All speakers are requested to be present in the lecture room 5 minutes before the session starts to meet with the session chair. Please, do NOT come at the last minute with your own computer into the lecture room: you will NOT BE ABLE to connect it. All presentations must be downloaded in the SPEAKERS´ PREVIEW ROOM beforehand. Use of own computers is not recommended.

Please note there will be a special Scientific Programme Information Desk within the registration area dedicated to scientific programme queries. Should you need any
assistance related to the scientific programme, feel free to visit for assistance. It will be
open within the registration opening hours:

Monday, June 22 14:00 – 20:00
Tuesday, June 23 07:30 – 21:00
Wednesday, June 24 07:30 – 20:00
Thursday, June 25 07:30 – 20:00
Friday, June 26 07:30 – 20:00
Saturday, June 27 07:30 – 20:00
Sunday, June 28 07:30 – 20:00
Monday, June 29 07:30 – 20:00
Tuesday, June 30 07:30 – 20:00
Wednesday, July 1 07:30 – 18:00

POSTER PRESENTATIONS
English and French are the official languages of the IUGG Assembly. Each poster will be
displayed for two days within two poster sessions (each day at 15:00 – 16:30 and
18:00 – 19:30). Authors are kindly requested to be present by the posters within
the session indicated in their Personal Schedule.

Poster Area
The poster area is located on the 2nd floor in the Congress Hall Foyer. For onsite
assistance a poster information desk will be available within the poster area, opened as
follows:
Monday, June 22 08:00 – 20:00
Tuesday, June 23 08:00 – 20:00
Wednesday, June 24 08:00 – 20:00
Thursday, June 25 08:00 – 20:00
Friday, June 26 08:00 – 20:00
Saturday, June 27 08:00 – 20:00
Sunday, June 28 08:00 – 20:00
Monday, June 29 08:00 – 20:00
Tuesday, June 30 08:00 – 20:00
Wednesday, July 1 08:00 – 18:00

Each poster board will be given a specific number. Please make sure to mount your
poster on the poster board with the number corresponding to the number assigned to
your poster presentation (as announced in your Personal Scientific Schedule, also
available in the Poster Sessions in Detail Overview). The poster number consists of the
symposium code (serves only to keep display logic) and number of actual poster board
(e.g., A01/001 means poster board 001 within the A01 symposium).

Poster Dimensions
The maximum dimensions of your poster should be 90 cm wide and 120 cm high
(portrait orientation).
In order to fit the poster board, your poster should not exceed the recommended size.
Prepare your material beforehand so that it will fit the space available and can be easily
attached to the board. Thin cardboard is more suitable than paper. The organizers will
provide suitable fixing materials, and onsite assistance will be available to help you to
display your poster.

Mounting and Removing Your Poster
Your poster should be mounted before the beginning of the first poster session and
removed by the end of the last poster session of the corresponding symposium. If not
removed by the author, the poster will be removed and trashed by our staff.
Poster printing
The IUGG Prague 2015 Secretariat offers the advance/onsite poster printing service. If you wish to have your poster printed in Prague with no need to carry it all the way with you please check more information here.

Detailed authors information are accessible here

Programme Changes
The organizers cannot assume liability for any changes in the programme due to external or unforeseen circumstances. Please check regular updates on the Programme Changes Board located next to the Poster area on the second floor.

Abstracts
The Union Lecture abstract have been printed in the General Assembly programme book (or are accessible here). All other presentation abstracts are available online and on the USB stick which will be provided on-site at the conference material pick-up desk.

E – SOCIAL PROGRAMME

More information about social programme can be found here

F – OTHERS

Catering
Coffee-breaks/Poster Session refreshments (included in the registration fees) and Lunches (if purchased while registering) will be served in:

1st floor foyer adjacent to Panorama Hall
1st floor Restaurant Zoom (Buffet lunches - please make sure to have your lunch voucher with you)2nd floor Congress Foyer - Poster and Exhibition Area

Please note lunch is not included in the registration fee. Participants who purchased lunch will be issued lunch vouchers upon registration. On-site tickets for lunches may be purchased a minimum of 2 days in advance from the cashier at the Registration Desk. Tickets are subject to availability.

Cash Bars/Public Catering Outlets
Various catering outlets/cash bars will be set up within the Venue selling lights snacks, salads and other refreshment throughout the General Assembly.
Cash Bars location is indicated in the venue floorplans.
Offsite food and beverage options are visualised in the map - click here.

Cloakroom
A cloakroom is located on the ground floor, the service is provide free of charge to all registered participants.

Congress Language
The congress languages are English and French. No simultaneous translation is provided.

Cultural tip
IUGG delegates can benefit from partnership with The Prague Quadrennial of Performance Design and Space. Present yourself with your IUGG badge and enjoy the largest scenography event in the world for reduced fee. For more info visit: http://www.pq.cz/en/.

**Currency/Exchange**

The Czech currency is called the Czech crown (CZK). Its circulation is in the form of banknotes of the following value: 5,000, 2,000, 1,000, 500, 200, 100 and coins of the following value: 50, 20, 10, 5, 2, 1 crowns.

Exchange offices are located all around the city centre (exchange offices, banks, post offices). ALL RATES given in the program are in EUROS (€). Some big stores and restaurants accept Euro.

Click here for daily rates.

**Electricity**

The electricity used in Czech Republic is 220 Volts/ 50 Hz (type E French 2-pin electrical adapter plug and electrical outlet identified by two round pins spaced 19 mm apart with a hole for the socket’s male grounding pin. Type E outlet will also accept Type C plugs and Type E plugs will also work in Type F outlets. A transformer is necessary for your electrical and electronic equipment if using different voltage (ie USA, Canada).

**Insurance and Liability**

The organizers will accept no liability for personal injuries sustained by or for loss or damage to property belonging to congress participants, accompanying persons either during or as a result of the congress or during all tours and events. Upon registration participants accept this proviso. Participants are strongly recommended to seek insurance coverage for health and accident, lost luggage and trip cancellation.

**Internet at the venue**

There is free Wi-Fi internet connection available.

**Time Difference**

The Czech Republic is in the Central European Time Zone. Central European Time (CET) is 1 hour ahead of Greenwich Mean Time (GMT +1). After the last Sunday in March the time in Czech Republic is shifted back by 1 hour to CET and this remains until the end of September.

For more practical information please visit the website.

We are looking forward to welcoming you in Prague in a few days!

Yours,

IUGG 2015 Prague Secretariat

C-IN
tel: +420 261 174 301
fax: +420 261 174 307
Email: info@iugg2015prague.com