



UNITED NATIONS
Office for Outer Space Affairs

**20th United Nations/International Astronautical Federation Workshop
on “GNSS Applications for Human Benefit and Development”
24-25 September 2010, Prague, Czech Republic,
in conjunction with 61th International Astronautical Congress**

Co-sponsored by European Space Agency (ESA) and by International Committee
on Global Navigation Satellite Systems (ICG).

Hosted by the Centre for International Services, by the Ministry of Education,
Youth and Sports and by Czech Space Office

GENERAL INFORMATION

1. Transport & Accommodation

1.1. Flight arrangements

Those participants who are being provided with UN/IAF funding support for travelling to the workshop should have been already contacted by a travel agent regarding the issuance of their air flight tickets. Please note that any changes to the original air travel arrangements will be at the participants' expense.

1.2. Airport arrival

Upon arrival at the Prague Ruzyně Airport, participants should proceed to the Workshop Information Officers standing near the exit from the airport security zone (both for participants who will arrive to the Terminal 1 (flights from non-Schengen countries) or Terminal 2) in order to use a free shuttle bus service offered by Local Organizing Committee (LOC) for transportation between the airport and Prague (metro station Anděl, line B). Information on the shuttle bus schedule will be available on the following Internet site: <http://www.czechspace.cz/cs/un-iaf-workshop-shuttle-bus-schedule>. For those who are not able to use the shuttle bus service due to an unmatching flight schedule, there is a possibility to use the public transport service - bus Nr. 119 to the metro station “Dejvicka”, then the metro line A to the station Malostranska, than tram line Nr. 12, 20 or 22 to the station Hellichova (second stop).

Workshop Information Officers at the Prague Ruzyně Airport will be for your disposal from 08:00 to 20:00 on 23 September 2010. Participants who arrive before that date should arrange for their transfer themselves. Information on the transfer options is available at the 2010 IAC website: <http://www.iac2010.cz/en/general-info/public-transport>.

1.3. Hotel accommodation for UN/IAF-funded participants

Participants who are provided with funding support for hotel accommodation will be accommodated at **Hotel Ibis Praha Mala Strana** (number 3 on the city map on the next page). We have made your booking and will cover costs of your stay in a hotel for the duration of the workshop and the IAC. If you arrive earlier or leave later due to the arrangement made through the UN, we will cover your extended stay in a hotel.

Please note, that participants are responsible for any additional charges (telephone calls, laundry, room service, etc.) in a hotel, as well as for extending their stay in Prague.

Hotel Ibis Mala Strana address is as follows:

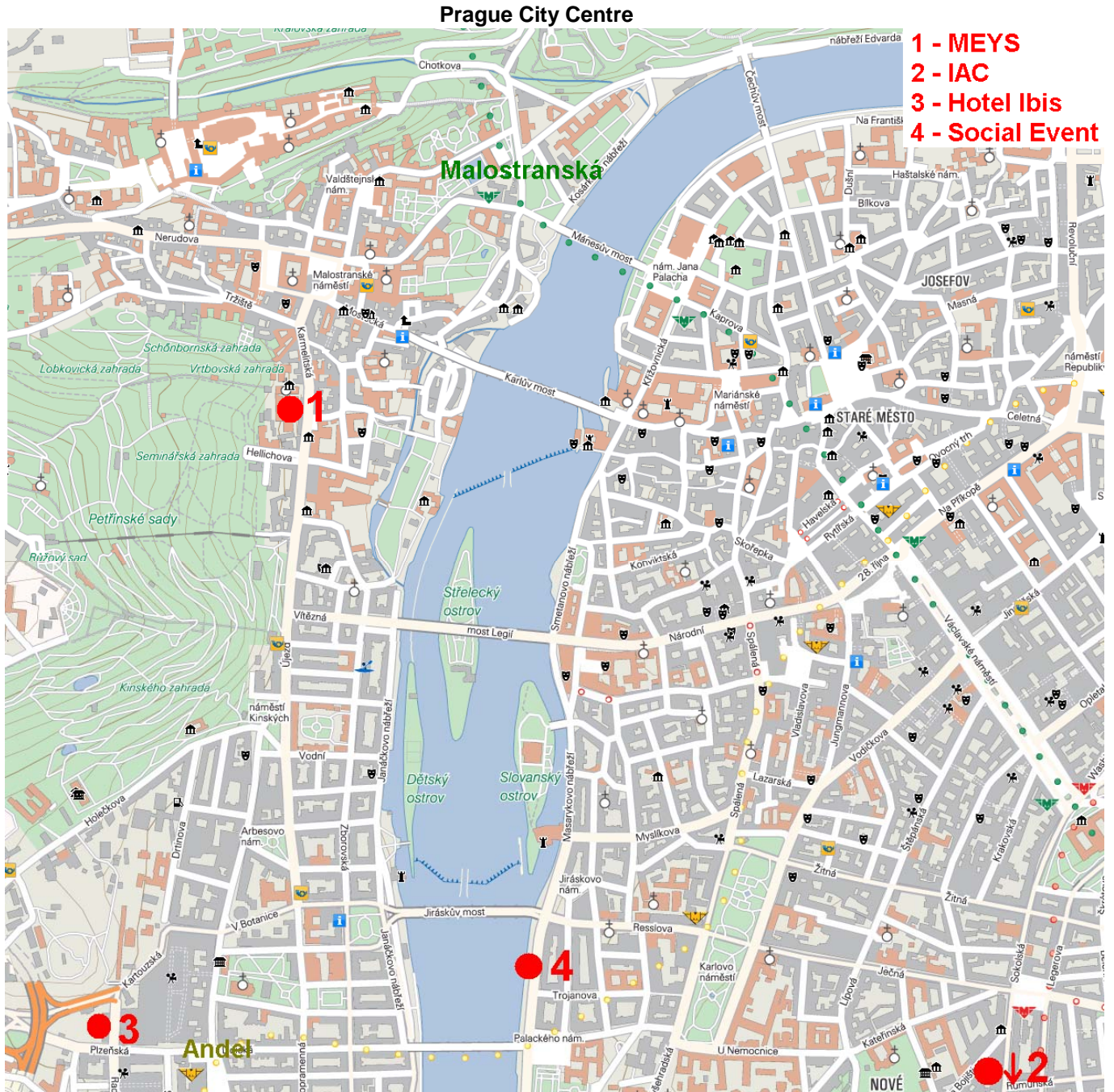
Pizenska 14

15000 Prague, Czech Republic

Tel: +420-221-701-700; Fax: +420-221-701-800

Website: <http://www.ibishotel.com/gb/hotel-5211-ibis-praha-mala-strana/index.shtml>

Participants and speakers who are self-funded are responsible for making their own hotel arrangements. Listing of hotels with special rates for the congress is available on the IAC website <http://www.iac2010.cz> .



[Venue of the workshop on Google maps](#)

1.4 Living expenses

Participants, who are being provided by co-sponsors with funding support for living expenses, will receive during the Workshop an allowance to cover their living costs for the duration of the Workshop and the Congress. **Please note that, in order to receive the finance aid, you are requested to provide a photocopy of your passport (only page(s) with your name and signature) and a photocopy of your original air tickets. Please note that it is also required to submit all the air ticket stubs and boarding**

passes that the airlines returned to you after checking in. If participant(s) stays for a shorter period of time, the amount of payment will be adjusted accordingly.

2. Workshop information

2.1. Workshop venue

The workshop will be held at the premises of the Ministry of Education, Youth and Sports (MEYS). The MEYS address is as follows:

Room C081
Karmelitska 7
118 12 Praha 1, Czech Republic
Tel: +420-234-811-111
Mr. Ondrej Novak, Department of International Cooperation in Research and Development, MEYS

During the workshop, LOC will provide participants with transportation **from Hotel Ibis Mala Strana** to the venue of the Workshop and with return transport to the hotel after the sessions and/or social events. The complete complimentary shuttle bus schedule will be available online at <http://www.czechspace.cz/cs/un-iaf-workshop-shuttle-bus-schedule> very soon.

2.2. Registration details

Participants' registration to the UN/IAF Workshop will take place on Friday, 24 September, from 8.00 to 9.00 am at the workshop venue, MEYS. Each participant will receive a badge that should be worn visibly throughout the entire period of the workshop.

Please note that you have to bring your passport or other ID with you in order to pass through security check at the front gate of MEYS.

2.3. Work Period

The event will be held from Friday, 24 September to Saturday 25 October 2010. The working hours will be between 9.00 am and 6.00 pm. Please refer to the attached programme for further details (please note that programme might be slightly modified later on). On Friday 24 September the Social Event will be organized by LOC. The Social Event will start at approx. 7:00 pm. Transport from the venue of the Workshop to the place of the Social Event will be provided. The place of the Social Event will be confirmed.

2.4. Presentations

All speakers have been scheduled to make presentations of **20 minutes** in length, followed by a discussion at the end of each technical session. Please see the attached programme for the schedule of your presentation. Since there are still a few unconfirmed speakers, the programme might be slightly modified by the time of the workshop.

For those who, due to time limits, are not scheduled for oral presentation, we have arranged poster sessions. Therefore, please bring a hard copy of your presentation with you (maximum 10 pages of A4 format) for posting it on board outside the meeting room, and be ready to answer questions from the viewers at real time.

If you wish to use PowerPoint presentation software for your talk, please bring a copy of your presentation on CD or on USB memory stick to the workshop.

If you have not already done so, please provide us with your abstract and brief biographical details for the use in the programme by Friday, 16 September 2010 (please send this to [<sergei.chernikov@unoosa.org>](mailto:sergei.chernikov@unoosa.org)).

Please review the attached programme carefully to verify date, time and title of your presentation. If there is any discrepancy, please inform us ([<sergei.chernikov@unoosa.org>](mailto:sergei.chernikov@unoosa.org)) as soon as possible.

2.5. Documents

An up-to-date programme will be distributed to participants at the time of their registration. The proceedings will be published electronically after the Workshop.

2.6. Working languages

The working language of the Workshop is English.

2.7. Facilities, Materials and Equipment

The Workshop's conference room is equipped with PC and PowerPoint projector. The LOC will provide photocopying, fax, Internet, and computer services and equipment and office supplies for the Workshop.

2.8. Lunch

Please notice that only light lunch will be prepared for the participants of the workshop. List of restaurants in the vicinity can be found at: <http://www.lunchtime.cz/restaurace/praha/mala-strana/english/> .

3. International Astronautical Congress (IAC)

Those participants who have been offered and who have accepted the funding support for attending the Congress will be registered to IAC after the workshop.

The venue of IAC is the Prague Congress Center (PCC). Shuttle bus service between the official Congress' hotels and PCC will be available during IAC. Please refer to the Congress website <http://www.iac2010.cz> for information related to the event. We also strongly advise you to read the Congress programme thoroughly in advance in order to attend the event and be benefited at the maximum.

4. Contacts

4.1. United Nations Office for Outer Space Affairs

Mr. Sergei Chernikov: E-mail: sergei.chernikov@unoosa.org

(All matters related to programme and organization)

Phone: +43 1 26060 4948

Fax: +43 1 26060 5830

Mr. Kurian Maniyanipurathu: E-mail: kurian.maniyanipurathu@unoosa.org

(All matters related to travel, accommodation and visas)

Phone: +43 1 26060 4268

Fax: +43 1 26060 5830

4.2. Local Organizing Committee in Prague

Mr. Ondrej Novak Email: ondrej.novak@msmt.cz

Phone: +420-234-811-118

Mr. Martin Sunkevic Email: sunkevic@czechspace.cz

Phone: +420-603-557-752

5. Useful Information

Please refer to the Congress website <http://www.iac2010.cz> for more details on local currency, services, climate conditions, as well as for information on social events during IAC.

Have a nice travel to Prague! We are looking forward to working with you towards a productive and enjoyable workshop!