

## INFORMATION FOR REGISTERED PARTICIPANTS 26TH ICOM GENERAL CONFERENCE

Dear participants,

On behalf of the Conference Organizing Committee, we would like to thank you for the registration to the upcoming **26th ICOM General Conference, 20–28 August 2022**.

We hope you will find this conference to be a diversified and productive event.

We would like to provide you with an information **package** before the conference starts.

### BEFORE YOU GO – ON SITE PARTICIPATION

#### TRANSPORTATION

##### CONFERENCE VENUE LOCATION

###### Prague Congress Centre

5. května 1640/65

140 21 Praha 4

##### Václav Havel Airport

Václav Havel Airport Prague handles flights of most European carriers and also overseas flights. It is located 30–45 minutes by car from the centre of Prague. There is a good connection between the airport and city center by public transport and taxis. You can easily get to the city center using one of the public buses. For the quickest transport to the city center or the nearest metro station we advise using routes 119 and 100. For going by taxi we recommend visiting <https://www.prg.aero/en/order-taxi-service-online> or downloading a mobile app of AAAtaxi at <http://www.aaataxi.cz/en/home/>.

##### Lost luggage

In case your luggage is lost en-route, please contact the lost luggage desk **at the airport** (located next to the baggage belts **before the exit** to the arrival hall). You will need a luggage track number, without which it is not possible to obtain your luggage.

##### ICOM 2022 Airport Welcome desk

The ICOM 2022 Welcome Desk will be open at Terminal 1 and 2 upon arrivals of conference participants on 18–21 August. The conference staff will provide you with practical information and answer your questions.

##### Currency

The Czech crown (CZK) is the official currency of the Czech Republic. Upon arrival, please note that in the airport there is approximately 20% loss on the conversion rate if not booked ahead. For bookings ahead please see <https://www.prg.aero/en/interchange-arrivals#>. You can find the official exchange rates on the website of the Czech National Bank at [www.cnb.cz](http://www.cnb.cz). There are plenty of exchange offices around the city, and money can also be exchanged at banks or some hotels. We advise you to always double check with the staff when completing the transaction.

Please do not exchange money on the street.

**With drawing money from an ATM:** Some ATMs offer the option to 'pay using home currency'. Ignore this and opt to '**pay in local currency**'. The transaction will then be converted at a good international rate authorised by your own bank. If you select 'home currency', the ATM converts the Czech crowns at its own rate, which is usually a poor rate; this is called Dynamic Currency Conversion (DCC).

Do not use EURONET ATMs. All the bank ATMs in CZ are reliable.

International credit cards are accepted for payments in hotels, restaurants and shops. Payment in cash in EUR is also available in some restaurants and shops, but it is necessary to count on a less convenient rate. Please ask for details on-site.

### 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. See <http://www.aaataxi.cz/en/home/> for more info ideally prior to your departure to Prague. Downloading an app to your smartphone is one of your options.

### Bus

Prague is accessible by bus from more than 20 countries. Main international bus terminal is located at “Florenc” near the city centre. There is the subway station called Florenc which is on the Subway B – yellow line and C – red line.

### Train

You can easily reach Prague by train from all over Europe. Prague Main Railway Station (Praha Hlavní nádraží) is in the centre of the city. There is a Subway C – red line station called “Hlavní nádraží”. In 5 minutes from there, you can reach “Vyšehrad” station where the Prague Congress Centre is located.

### Prague Public Transport Pass

**Complimentary passes** for the Prague public transport will be available at the Registration desk in the conference venue for each registered participant.

Public transport tickets are valid in the period: **20. 8. (00:00) – 28. 8. (11:59 p.m.)** in all means of transport in zones P, 0, B (including the Petřín cable car and ferries in the DPP network) except trains and the Airport Express bus

### Metro

The Prague metro network consists of 3 lines designated by letters and differentiated in colour: A – green line (Depo Hostivař station – Nemocnice Motol station), B – yellow line (Černý most station – Zličín station), C – red line (Letňany station – Hájek station), with transfers possible at Muzeum station (lines A and C), Můstek station (lines A and B), and Florenc station (lines B and C). The metro operates daily from 5 a.m. till midnight. The Prague Congress Centre is located right next to “Vyšehrad” station – red line C

### Trams

Daytime operation is from 4:30 a.m. till midnight. Night-time operation is from 12:30 a.m. to 4:30 a.m. and is provided by tram numbers 91 to 99 with intervals of 30 minutes. The central transfer station for night trams is Lazarská stop. Tram schedules are located at individual stops.

### Buses

The daytime and night-time operation of buses is similar to tram operation. Night-time service is provided by bus numbers 901 to 916. Bus schedules are located at individual stops.

### Connections

Find a connection at [spojeni.dpp.cz](http://spojeni.dpp.cz) or download the mobile app “PID Litacka”

### Prague City Transport Fares

Traveling by city transport is only possible with a valid ticket. Passengers have to obtain their tickets before boarding the vehicle or entering the Metro system. The ticket is valid only if stamped in the validation device.

### Fares

Standard ticket: 40 CZK = ca 1.58 € | Short-term ticket: 30 CZK = ca 1.18 €

A standard ticket is valid for 90 minutes and a short-term ticket for 30 minutes after being stamped.

For more details visit [www.dpp.cz/en/fares-in-prague](http://www.dpp.cz/en/fares-in-prague)

## COVID-19 TESTING

For information about Covid-19 testing in Prague contact Information Desk on the ground floor in the Registration Area.

## CONFERENCE

### REGISTRATION

The Registration Area is located on the ground floor in the Prague Congress Centre. Please, register and pick up your badge and collect materials before you take any participation at the General Conference (Prague Congress Centre, 21–24 August)

### REGISTRATION OPENING HOURS

21 August	08:00–18:00
22 August	08:00–17:30
23 August	08:30–18:00
24 August	08:30–18:00

We strongly recommend all delegates of the general conference to register already **during the whole day on 21 August** and not to leave the registration just before the Opening of the Conference on 22 August. If this is not possible, please come to the Prague Congress Centre on August 22 as soon as possible. **The official Program of the General Conference is already running on 21 August from 2:45 p.m. to 6 p.m. Programme Schedule is on the Conference Website.**

### MUSEUM FAIR OPENING HOURS

Museum Fair – 22 August 2022	08:00–18:00
Museum Fair Opening – 22 August 2022	13:00
Museum Fair – 23 August 2022	08:00–18:00
Museum Fair – 24 August 2022	08:00–18:00

### EXPO FORUM SCHEDULE

#### Patron-of-Art.com

22 August 2022, 11:15–11:25

How museums can reach digital native audiences and simultaneously nurture a new generation of patrons – digitally!

#### Navigating.art

22 August 2022, 12:45–12:55

Recent Technological Innovations: Towards Accessibility and Findability Through Digitization"

#### FilmStor s.r.o.

23 August 2022, 11:30–11:40

Saving World's Memory to Ensure Precious Memories Are Never Lost and Can Be Kept Forever

### BADGES

Each participant will receive a name badge upon registration. We kindly request that you to wear the badge when attending the Conference in a visible manner. **Only participants who are wearing their name badge will be admitted to the halls and other activities such as Opening Party, Museum Night, Flag Relay Ceremony, Off-site Meetings and Excursions.**

### DRESS CODE

For the scientific part of the programme we recommend the dress code "smart and casual". For the evening events (Opening party, Museum night, Flag Relay) we recommend "business casual".

### INTERNET AND WIFI

Free WIFI will be available in the Conference venue.

### WIFI

NETWORK: ICOM2022

PASSWORD: ICOM2022

### CERTIFICATE OF ATTENDANCE

The certificate of attendance will be available to download after the Conference from the gCon platform. Instructions you will receive after the Conference.

### MOBILE APP

With the ICOM Prague 2022 mobile app, you will have the entire conference in the palm of your hand! The mobile app gives access to: The Scientific Programme, Personal Planner and Conference-Schedule Maps of the Prague Conference Centre and the Museum Fair, Programme at Expo Forum List of Sponsors and Exhibitors, Social Programme, Networking, Poster library Download the Application by scanning the QR Code below to search for the ICOM Prague 2022 in the App Store or Google Play.

### SOCIAL MEDIA

You can follow us on social media Facebook **ICOM General Conference** and/or Instagram **@icomgc** We also encourage you to use the hashtag **#ICOMPrague2022** when mentioning the Conference.

## PROGRAMME

**PROGRAMME SCHEDULE** is displayed on the website of the ICOM General conference and in the Mobile App.

### COMMITTEE MEETINGS

Please go to the gCon (<https://icomprague2022.gcon.me/programme>) conference platform to see your meeting time and meeting point according to your International Committee.

### POSTERS

Posters are displayed in the gCon platform and in the Mobile App. Posters are online only!

### HYBRID FORMAT

“Hybrid format” means that the main scientific programme of ICOM Prague 2022 will take place both in the traditional (face-to-face) format at the Prague Congress Centre and simultaneously in a virtual environment thanks to the special gCON conference platform.

### SPEAKERS LOUNGE / SPEAKERS READY ROOM - Club H, Level 1 OPENING HOURS

21 August	08:00-18.00
22 August	08:00-17:30 (11:30-12:00 - <b>PRESS Only</b> )
23 August	08:30-18:00 (10:45-11:15; 13:45-14:15 - <b>PRESS Only</b> )
24 August	08:30-14:00 (10:45-11:15 - <b>PRESS Only</b> )

### INSTRUCTIONS FOR SPEAKERS AND CHAIRS

Detailed information and instructions for speakers and chairs can be found:

<https://prague2022.icom.museum/resource/prague2022/instructions/icom-2022-on-site-participation-en.pdf>

During your lecture, you can control your presentation using a wireless presenter (or keyboard/mouse), which the technical support will provide to you during the break.

- You can use your own laptop only if absolutely necessary and after a prior consultation with the technical support in the ready room.
- After the session ends, all presentations will be deleted from our computers.

## SOCIAL PROGRAMME

### PRE – CONFERENCE PROGRAMME Programme, 20–21 August

- Discover Prague tours: starting at 10:00 and 14:00 on both days, see your registration for further information

#### Meeting points:

##### A) Salmovský palace, Castle district (Hradčany) 1

- Introduction to Prague
- Prague Castle (entrance fee 250,-CZK pp needs to be paid in cash on spot)
- Lesser Town
- Prague Historical Gardens
- Prague Towers (entrance fee 350,- CZK pp needs to be paid in cash on spot)
- Prague Libraries

##### B) House At the Stone Bell, Old Town Square 605/13

- Old Town
- Communist Prague
- Cubism in Prague
- In Kafka's Footsteps
- Jewish District

Please be at the meeting point 15 minutes prior to the start and check-in with the local coordinator before joining the tour.

- **Focused On the Czech Cuisine workshops:**

The National Museum of Agriculture starting at 10:00 and 14:00 both days

- 21 August at 13:00 – Hybernská Campus, Hyb4City Project, 3rd floor:

**“The Memory of Nations” project**

### OPENING PARTY, 22 August

<https://prague2022.icom.museum/opening-party>

18:00–23:30 (19:30 Greetings)

**National Technical Museum, National Museum of Agriculture  
(Národní technické muzeum, Národní zemědělské muzeum)**

Address: Kostelní 1320/42 170 00 Praha

Dress code: business casual

### MUSEUM NIGHT, 23 August

<https://prague2022.icom.museum/museum-night>

19:00–23:30

**Museum Night takes place in the very heart of Prague, allowing participants to celebrate ICOM Prague 2022 with a pleasant stroll around the old town of Prague.**

Beyond the events upon registration (concerts, workshops, fashion shows, etc.) it is possible to visit all the 12 institutions until midnight when the Museum Night officially ends.

Dress code: business casual

#### Participating museums:

- Jewish Museum in Prague (Židovské muzeum v Praze)
- Kunsthalle Praha
- Mucha: The Family Collection (Mucha: Rodinná sbírka)
- Museum of Czech Literature (Památník národního písemnictví)
- Museum of Decorative Arts in Prague (Uměleckoprůmyslové muzeum v Praze)
- Museum Montanelli
- National Gallery Prague (Národní galerie Praha)
- National Memorial to the Heroes of the Heydrich Terror (Národní památník hrdinů heydrichiády)
- National Pedagogical Museum and Library of J. A. Comenius (Národní pedagogické muzeum a knihovna J. A. Komenského)
- Postal museum (Poštovní muzeum)
- Prague City Gallery (Galerie hlavního města Prahy)
- Prague City Museum (Muzeum města Prahy)

## FLAG RELAY CEREMONY AND PARTY, 24 August

<https://prague2022.icom.museum/flag-relay-ceremony>

18:00–23:30 (19:30 Flag Relay Ceremony)

**National Museum, Historical Building (Národní muzeum, Historická budova)**

Address: Václavské náměstí 68 110 00 Praha

Dress code: business casual

## OFF-SITE MEETINGS, 25 August

Please go to the gCon (<https://icomprague2022.gcon.me/programme>) conference platform to see your meeting time and meeting point according to your International Committee.

## EXCURSIONS

Information about which excursion you have signed up for you can receive at the Info desk.

### 25 August

#### Departure:

- Parking lot of the hotel Corinthia
  - at 16:45 Multi-day 02

### 26 AUGUST

<https://prague2022.icom.museum/excursions>

#### Departures:

- **Parking lot of the hotel Corinthia** – please be on the departure point at least 15 prior to departure
  - at 8:00 Multi-day 04 + UNESCO 01, 03, 08, 09, 10, 11 + Regions 10
  - at 8:15 UNESCO 06
  - at 8:30 UNESCO 04, 05 + Regions 02, 06, 07, 08, 12, 15
  - at 9:00 UNESCO 07 + Regions 01, 03, 11, 13, 14
- **The Prague Main Railway station (Hlavní nádraží)** – please be at the train station at least 30 minutes prior to departure
  - **Museum Train to Brno and Multi-day 03 depart at 7:12 sharp.** Make sure to arrive at least 30 minutes prior and check-in with your designated guide in order to obtain seat reservation. Breakfast will be served on board.
  - <https://icomprague2022.gcon.me/programme>
  - <https://prague2022.icom.museum/excursions>
  - **Departure by a standard train at 8:02** – Regions 04, 05, 09
  - **Departure by a standard train at 9:25** – UNESCO 02, Multi-day excursion 01

Before boarding the bus/train you have to check-in with your designated guide in order to obtain your seating reservation! **Please, wear your name badge for easier identification during the check-in process.**

## BEFORE YOU CONNECT – ONLINE PARTICIPATION

To log in to the virtual platform visit the conference’s website and continue to **LIVE EVENT**.

Log in using your e-mail and password

The first time you log in, you will be asked to enter the password that was sent to the **E -MAIL ADDRESS YOU USED TO REGISTER** – you can change your password later in your personal profile

For further instructions please refer to the attached **“Instructions for on site participants”**.

If you haven’t paid for your registration yet, we kindly request you to make the payment as soon as possible in order to be able to log into the platform in time.

### PROGRAMME

The programme can be filtered by day or by conference hall. You can search for a specific session using the “Search” button . After clicking on the selected virtual room, the live stream from the selected hall will play.

### VIRTUAL EXCURSIONS

We wanted to ensure your enjoyment of all different parts of the programme, regardless of your physical absence onsite. Therefore we would like to provide you with an option of online excursions (please use your login). It is an exclusive content especially created for our Conference delegates. You will find a card in the main menu that allows you to explore three various environments of the Czech Republic.

### VIRTUAL MUSEUM FAIR

Don’t forget to visit the virtual Museum Fair and stay in touch with the exhibitors.

### INSTRUCTIONS FOR SPEAKERS AND CHAIRS

Detailed information and instructions for speakers and chairs for remote attendance can be found: <https://prague2022.icom.museum/instructions-for-speakers>

### VIRTUAL LIBRARY

Recorded sessions and e-posters will be available for the registered participants in the Virtual Library after the end of the General conference **until the end of November 2022**.

To log into the Virtual Library please use your login.

### NETWORKING

The “Networking” function enables you to communicate with other participants.

### HELP DESK WORKING HOURS

In case of any difficulties, please do not hesitate to contact us at the Helpdesk in the virtual platform. We will be at your assistance as follows.

21 August	08:00–18.00
22 August	08:00–17:30
23 August	08:30–18:00
24 August	08:30–18:00

## PAYMENT

WE WOULD LIKE TO KINDLY ASK YOU TO PROCESS ALL YOUR PAYMENTS ONLINE BEFORE ARRIVING TO THE CONFERENCE. In case you paid a few days before the conference by bank transfer, please bring a copy of the bank transfer with you.

26th ICOM General Conference, 20→28 Aug

ICOM PRAGUE 2022



THE POWER OF MUSEUMS

We wish you  
a nice journey  
and look forward  
to seeing you  
at the 26th ICOM General  
Conference 2022!

ICOM General Conference 2022 team

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