



## KNOW BEFORE YOU GO!

Dear ECAO Members and Guests,

The countdown is on! With less than a month before the ECAO Conference, we wanted to share with you the program agenda, as well as some general travel information that we hope you will find useful.

Safe travels and see you in Prague on September 18th!

### Travel Requirements

A valid passport is required for travel to Europe. It must be valid for at least 3 months past your scheduled return date to Canada. Canadians do not require a visa to travel to the Czech Republic. Should you be travelling to other countries during your trip, please consult the Canadian Government Travel website for additional information- <https://travel.gc.ca>.

*Proof of Covid vaccination is no longer required for entry into the Czech Republic, or most European countries. It is strongly recommended however that you have at least 2 doses prior to any travel.*

- <https://reopen.europa.eu/en>
- <https://www.mvcr.cz/mvcren/article/coronavirus-information-of-moi.aspx>

All travellers returning to Canada are required to complete the **ArriveCAN** app (<https://www.canada.ca/en/border-services-agency/services/arrivecan.html>) up to 72 hours prior to returning to Canada. Proof of vaccination is not required for entry into Canada.

However, *non-vaccinated travellers must submit a valid Covid-19 negative test through the ArriveCAN app. Additionally, non-vaccinated travellers are required to submit tests after arriving in Canada and potentially subject to quarantine. As Government regulations continue to change, please consult the Government of Canada website to ensure that you meet and follow entry requirement- <https://travel.gc.ca/travel-covid>.*

### Hotel- The Mandarin Oriental Prague

The Mandarin Oriental Prague will be your home away from home while you are attending the ECAO Annual Conference. The hotel will be exclusively reserved for ECAO members and their guests from September 17/18-24.

A Hospitality Desk will be set-up in the lobby of the hotel and staffed daily for your assistance. Please stop by should you require any information or have any questions. The Concierge Desk will also be at your disposal for any additional assistance, including restaurant reservations, transportation, etc.

### General Hotel Information and Travel Times

While you're away, you can be reached at:

The Mandarin Oriental Prague

Nebovidská 459/1, 118 00 Malá Strana, Czechia

Phone: +420 233 088 888

Note that official **check-in time is 3PM**. The hotel will do their best to accommodate early arrivals, but, this might not be possible. Please check with us at the desk.

Transfer time from the airport to the hotel is approximately 30 minutes. Taxis are available at the airport, or, should you wish to make private transfer arrangements, we recommend using Blacklane (<https://www.blacklane.com/en/>). Costs vary depending on arrival time and number of guests.

Complimentary WIFI, use of the hotel Fitness & Sauna and a 10% discount on Spa treatments are included during group dates.

#### *Mandarin Oriental Concierge*

Should you wish to make any personal special arrangements, book a hotel car or to enquire about dining reservations on days when meals are at leisure, please do not hesitate to contact the Mandarin Oriental Concierge email: [moprg-concierge@mohg.com](mailto:moprg-concierge@mohg.com)

Please consult the day-by-day agenda for details concerning tours, activities, and meals.

## **Weather**

September in Prague is traditionally ideal. Expect temperatures between 20-25C during the day, with slightly cooler evenings. We suggest you consult with your preferred weather app prior to travel and update your packing as required.

## **Suggested Attire**

Casual attire is suitable for all functions, with the exception of the Celebration Dinner on September 22nd, where Business Casual attire is requested (jackets, ties optional for the gentlemen).

When out on your own for dinners, elegantly casual attire is recommended (long pants, collared shirts/ t-shirts). Prague is a city of a million cobblestones! We strongly recommend that you have comfortable shoes for all tours and whenever you are exploring the city.

## **Networking Sessions**

Hosted Networking Sessions will take place daily at the ECAO Lounge, located on the Terrace by the main entrance of the hotel. Please feel free to stop by and mix with colleagues and sponsors during these sessions. The day-by-day agenda outlines the times for these events. Note that depending on weather, the location might change.

## **Business Sessions**

There will be 2 business sessions during the conference, Tuesday, September 20 from 8:00am – 12 Noon and Thursday, Sept 22 from 8:00-Noon, with a roster of international guest speakers. Each session will end with draws from 2 of our sponsors. Please bring your business cards in order to be eligible.

## **Name Badges**

You and your guest will be provided with name badges at check-in. We ask that you wear these at all functions, including the networking sessions.

# Time Zone

(GMT+2) - Central European Summer Time, Prague, Czechia is 6 hours ahead of Eastern Time.

# Currency

The Czech Koruna is the local currency of the Czech Republic. The current exchange rate (September 1, 2022) is approximately \$5 Canadian = 100 Czech Koruna but is subject to change. Prices at stores and restaurants are posted in local currency.

If paying by credit card, most restaurant and store credit card machines will give you the option of paying in local currency or Canadian dollars. We recommend that you contact your local financial institution prior to travel to see what their foreign currency policy is for charges.

ATMs are abundant in the city. However, they will all charge a fee and/ or commissions, which vary. If you are using an ATM, we encourage you to use one attached to a local bank. There is an ATM located in the hotel (while convenient, there is both a commission and service charge, which is clearly outlined before you withdraw your money).

# Flight Connections in Europe

With the current flight delays and busy airports, if you would like VIP Airport assistance for your connections, we are able to provide that with a partner agency. Two services are available:

- VIP Service: An agent will meet you at the gate of the aircraft and escort you through FastTrack security and customs (where applicable). Rates for this service start at \$800 USD for up to 6 guests traveling on the same flights
- VVIP Service (offered in Frankfurt, subject to availability at other airports): An agent will meet you at the gate of the aircraft, escort you to a waiting sedan on the tarmac, drop you off at a private VIP Lounge, and then the car service will take you from the VIP Lounge directly to your next flight (Note that many connecting flights in Frankfurt require a bus transfer from the gate to the aircraft). The cost for this service starts at \$1,400 USD for 2 people.

Note that a 5% service charge will be added to the cost. Should you wish to book this, please email Shelley at [Shelley.sparrow@3inc.ca](mailto:Shelley.sparrow@3inc.ca).

# Sponsors

We are grateful this year to have a number of sponsors attending the conference. It is thanks to their support that we are able to offer such an outstanding Conference with an unparalleled list of inclusions. They will be easily identifiable at all our functions. We encourage all of you to approach them and introduce yourselves – without their support, we would not be able to offer all of the extras that will make this the best ECAO Conference ever.



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