

# THE PRAGUE SUMMER PROGRAM ORIENTATION BOOKLET

We've tried to present the information herein clearly and concisely. Please take some time to study this booklet as soon as possible; the first questions you may wish to ask the PSP staff will very likely already be answered in this booklet. We are confident that as so many over the past twenty-two years have expressed joy at being in Prague in July to study and make art, even as they were learning about another culture, you will, too. If this is your first visit to Prague, be prepared for at least a little "culture shock"; it will fade quickly into unabashed wonder. Also be prepared to learn more in the next four weeks than most diehard expatriates learn in a year.

# Your First Day

**When you arrive in Prague, you should withdraw money from the ATM. We recommend 2000 CZK to get you started (see below under Money Exchange).**

## Getting from the Airport

**1 ) Taxis are always waiting in front of the exit from the airport.** A taxi from the airport to hotel Inos costs between 570- 820CZK, with the average being 664 CZK. **If you ask the driver for an estimate ahead of time, he/she can't rip you off.** I know this is obvious but make sure to have the hotel address, Sinkulova 23, Prague 4.

**2) Hotel Inos offers private transportation from the airport:**

1-4 people: 650 CZK (27 USD)

5-8 people: 1000 CZK (41 USD)

The driver is supposed to wait for you in front of the exit from the baggage claim with a sign that says "INOS"; he/she knows when to be there by tracking you through your flight number. If you would like to order this type of transportation **send your flight number to Ema Katrovas**, even if you are carpooling.

**3)** It is also possible to use public transport from the airport to Podolská Vodárna. You may use the Prague transportation website to find the best routes or ask the PSP staff for instructions. You will have to purchase a pass from the bus driver for 32 CZK.

Once at the Hotel

When you get checked in, **visit the program director Richard Katrovas in room 505 of the hotel.** You'll get your metro pass (see below under Transportation) and possibly pick up a phone if you asked for one (see below under Phoning Home). This is also where you will be reminded of the most important thing, which is **ORIENTATION** the day after your arrival. Orientation will be at Anglo American University, where your classes will take place (time TBA.) In the meantime, there are small grocery stores and restaurants around the hotel to which both the PSP and the hotel staff can direct you.

## Daily Life in Prague

**Transportation:** With your orientation materials you received a transit pass which will allow you to use all of Prague's excellent public transportation services (bus, tram, metro) for the duration of your stay. **YOU MUST CARRY YOUR PASS AT ALL TIMES!** Checks are random and if you are caught on public transport without your pass you will be charged a hefty fine. When finding your way using public transport, we suggest you make the public transportation's official website your guide: **dpp.cz/en**. If you click **TRANSPORT AROUND PRAGUE** and then **JOURNEY PLANNER**, you can find routes to wherever you're going along with exact departure times.

Cabs on the streets may overcharge you. We recommend: Nejlevnější Taxi (always cheapest), Profi Taxi, and AAA (see below for phone numbers.)

**Phoning home:** If your family, friends, and significant others wish to call you while you're in Prague, be sure to remind them that when they dial a Czech number they must first dial +420. All hotel units have phones from which one may receive calls. You may request the direct number for your room upon check-in. You may also use AT&T at 00-800-222-552-88. **We strongly recommend you simply use Skype, or similar on-line calling.** For phoning inside the country, you may request one of our (very basic) PSP phones.

**Postal Services:** The central post office (Jindřišská 14 near the metro stop Museum, on the C line) is open from 2 a.m. to 12 a.m., seven days a week. The post office nearest the hotel is right around the corner, on Podolská 21. Orange mailboxes on the streets are for stamped post, which is collected several times a day. International postage to countries both inside and outside the EU is 25,00 CZK for letters up to 50g.

**Copying and printing:** You may do copying and printing for free at Anglo American University during the weekdays when the school is open or in various print shops around Prague. The PSP staff will be able to print for you whenever you want them to. Please see separate section on printing below.

**Medical and Dental:** There are several options for medical, dental, or emergency care. English speaking facilities are available at: Doctor – Health Centre Prague, International Clinic (Vodičkova 28, <http://www.doctor-prague.cz/>), at the Polyclinic at Národní (Národní 9, <http://poliklinikarodni.cz/en/>) or at Canadian Medical Care (Veselavínská 1, <http://www.cmcpraha.cz/en-US>) A pharmacy open 24 hours a day is in Palackého 5 in the Old Town and at Vítězné náměstí 13, Prague 6. Generally, you will have to pay about 1000-1500 CZK up front per visit, even if you have travel insurance. **Most importantly:** Do not hesitate to contact PSP staff with your medical needs. They will assist you both in scheduling an appointment and getting to your appointment.

**Money Exchange:** The conversion rate for Czech crowns and US dollars is usually around 25CZK to 1 USD. We strongly recommend that, upon your arrival in Prague, you take out about 2000CZK from an ATM (“Bankomat”). It's best to take out larger amounts of cash from an ATM rather than to pay with your credit card everywhere, as you are generally charged for each use of your credit card abroad (there are also establishments in Prague that do not take credit cards). ATM machines are the quickest, most efficient means of accessing your funds at home, and give the best conversion rates. **Be**

**sure to let your bank know that you will be traveling, so that they do not block your card upon first use abroad. Avoid all moneychangers on the streets! They'll always rip you off.**

**Laundry, Groceries, etc:** Hotel Inos may wash your laundry on weekdays if you bring it down to the reception (details are in the Inos info booklet in your room.) There are a couple American-style Laundromats in Prague. We recommend Andy's Laundromat (Korunní 14.)

**Safety Tips:** European cities are generally safer than cities in the United States, but one should be vigilant as a visitor to any city in the world. Violent crime is rarer in Prague than in U.S. cities and in Western European cities, for example, but crimes of stealth are quite common. Every other year a PSP student or faculty member is robbed on a tram or the Metro. Hold your purse close to you at all times on public transportation, and put your backpacks in front of you. Keep your wallets in your front pockets, and don't carry any more cash, credit cards, or identification cards than needed. Never leave your bag unattended anywhere. Make a Xerox copy of your passport before you leave the U.S., and keep it with you so you may leave your passport in your room (where there are safes)! In case of emergency, please contact PSP staff.

See the numbers at the end of this booklet for emergency contacts. You can also contact the Centrum police station at Jungmannovo náměstí 9 near Můstek, tel. (+420)947-851-750, where they specialize at helping tourists 24/7.

**Telephone Numbers (enter +420 first if calling from a non-Czech phone):**

Emergency (police, ambulance, fire dpt.):112

Czech Police: 158

Prague Police: 156

Emergency Medical Service: 155

Doctor – Health Centre Prague: 603 433 833, 603 481 361

Polyclinic at Národní: 224 218 489, 777 942 270

Canadian Medical Care: 235 360 133, 724 300 301

Nejlevnější Taxi: 226 000 226

Profi Taxi, tel.: 14 0 15

AAA: 14 0 14

# Copying and Printing

## **PSP Staff Printing**

**The PSP staff will print your workshop pieces for you if you are not confident doing it yourself.** To avoid miscommunication, however, it is important that you send them your work in the following format:

- 1) Number the pages of your document and include your name on each page.
- 2) Put your name into the name of the document (Ex: Raising Girls in Bohemia, Katrovas).
- 3) Write the subject of the email in this format: COPY Name (i.e. COPY Katrovas).
- 4) Into the body of the email **state clearly the NUMBER of copies you need and the DATE you need them by.** Keep it simple.
- 5) Email your work to both the program assistant (akatrovas@aol.com) AND the assistant director (kristayogagirl@gmail.com)

## **Do-it-yourself Printing**

1) **At Anglo-American University:** We will have several copy cards at the front desk. One will be a general PSP copy card that you will be able to use ONLY for the copy machine next to the front desk (only for copying, not printing). There will then be one assigned to each of the three or four workshops. Those will be used by the instructors to get in the building, but will be left at the front desk when class is out so that you may use them to print. The faculty cards at the front desk can be used at three places, all at Anglo-American University:

- a) The printing lab: Open From 10am Mon.-Fri.
- b) The library: Open from 9am Mon.-Fri.
- c) The professors' lounge: Open from 8am Mon. -Fri. (for small printing only, up to 20 pages at a time!)

Each card will come with a login that you will use to get into the pertaining account at a computer in one of the three places listed above. Once you open your document and send it off to be printed just as you would at any computer, log off and swipe your card at any copy machine (always nearby the computers.)

**Note that Anglo-American is closed on the weekends!**

2) **At Hotel Inos:** You may do some printing (but not large-scale printing) at the hotel for 5CZK a page. The computer is to the right of the reception desk.

3) **At Copy Stores around Prague:** If you want to make a larger batch of prints on the weekend or if you don't feel like going to Anglo-American, there are copy and print stores around Prague you may use. The closest one to Inos that is open on weekends is Copy General on the I.P. Pavlova metro stop, two stops from the metro stop nearest to Inos called Pražského Povstání. There are of course numerous others you may use. (Beware of the print shop closest to Inos, next to the Barbora Hotel. Printing only makes sense there if you're printing over 100 pages.)

**ONLY YOU ARE IN CHARGE OF GETTING YOUR COPYING DONE FOR CLASSES! THINK AHEAD!**

## Information about Our Venues

**Inos Hotel** (Sinkulova 23): Hotel Inos is located in Prague 4 near the river, about 10-15 minutes from the center by public transport. The tram stop called Podolská vodárna is right by the hotel. About ten minutes from the hotel there is a C line metro stop called Pražského povstání. Breakfast is from 7 to 10a.m. and there is free WiFi. Check the Inos information folder on the desk in your rooms for extra services.

**Anglo-American University** (Letenská 5): The Anglo American campus is open to PSP students whenever the school is open, which is on weekdays from 8am to 9pm, though the classrooms can only be used at our allotted times. **EVERY PSP STUDENT WILL RECEIVE A CARD TO ACCESS THE BUILDING.** There are card readers next to various doors in the building and you will need your card if you want to get through them. You are responsible for this card. The fine for losing it is 100CZK. There will be WiFi available at Anglo-American as well. You will receive internet passwords on your first day on campus. The school reception is on the right of the main entrance. You may direct many of your questions there.

**Shakespeare and Sons Bookshop** (U lužického semináře 10) and the **American Center** (Tržiště13): This is where the readings and lectures will take place. Both locations are near Anglo-American.

THE PSP STAFF WILL TAKE YOU TO ALL LOCATIONS

FROM THE INOS HOTEL DURING THE FIRST DAYS OF THE PROGRAM.

## Contacts

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