



WORLD TOURISM FORUM
12-13 MAY 2025 | #WTF2025

PRACTICAL INFORMATION

1. Introduction

Dear Participants,

We are delighted to welcome you to World Tourism Forum 2025. It is a pleasure for us to host you. We truly appreciate you taking the time to join us. We are looking forward to an inspiring and enjoyable experience together.

To make everything as smooth and convenient as possible for you, we have prepared practical information about the event. We hope this will help you navigate the program effortlessly and enjoy your time to the fullest.

If you have any questions or need our assistance, don't hesitate to reach out at wtf2025@mmr.gov.cz.

2. Conference venue and facilities

World Tourism Forum 2025 will be held from 12 to 13 May 2025 at the [Prague Congress Centre](#), 5. května 1640/65, 140 21 Prague 4, Czech Republic. Congress facilities - meeting rooms and rooms for VIP participants and delegates - are located on the second floor.

The conference is by invitation only. Registration was carried out online through a link provided by the Ministry on the invitation letters.

All participants will enter the building through **entrance number 10** (located on the side of the parking area).

VIP speakers will be provided with a separate lounge.

A dedicated Information Desk with printing facilities will be available for VIP panelists and delegates within the conference area. Hostesses will be on hand to assist with printing needs and to provide any necessary information related to the event.

3. Registration

The unique QR code provided via e-mail will be used to print a badge (authorizing the participant to enter the venue of the event).



Access to the Forum venue, as well as to other facilities (accompanying program), will be granted only to participants wearing their **identification card (badge)**. Participants can collect their badges at the registration stand, which will be located on the ground floor of the Prague Congress Centre (entrance number 10), where self-service kiosks will be available. At these kiosks, participants can scan their unique QR code and print their identification badge. Hostesses will also be available if needed.

The registration desk will be open on the following days:

- Sunday: 11 May: 12:00 to 18:00
- Monday: 12 May: 08:00 to 18:00
- Tuesday: 13 May: 08:00 to 12:00

If possible, **delegates are kindly advised to collect their identification cards (badges) in advance** on Sunday 11 May 2025 from 12:00 to 18:00, to ensure a smoother entry on the days of the Forum and workshops.

Identification cards (badges) will be issued to specific individuals and will not be transferable. Participants should always keep their identification card (badge) and ID (passport or other ID) with them during their stay in Prague. **The badge is the only document that confirms the accreditation of participants of the World Tourism Forum 2025** and provides access to the venue of the Forum and accompanying programs.

4. Application dedicated to the event

A special application (in English language) is available for the Forum, through which it will be possible to communicate, ask questions, and vote. It will also contain comprehensive information about the program, speakers, accompanying programs, and practical, logistical, and other information. Updates and information about the event and accompanying programs (departures for accompanying programs, etc.) will also be sent via the application on an ongoing basis. A QR code for downloading the application was sent to the participants in registration confirmation e-mail.

5. Working documents and languages

Provisional program and other forum documents shall be available on the [Forum website](#). In line with our commitment to sustainability and environmental responsibility, no printed materials will be provided at the event. All necessary information is available on our website, and we encourage you to use the application for easy access to schedules, details, and updates.

The Forum (12 May 2025) will be held in English with simultaneous interpretation to Czech and Spanish. The workshops (13 May 2025) will be held in English with simultaneous interpretation to Czech.

Interpretation will not be provided during luncheons, bilateral meetings, welcome reception and gala dinner.



6. Welcome stand at the airport

A welcome stand will be provided for all participants at the Václav Havel Airport Prague. The stand will be located in the arrivals and departures areas of Terminals 1 and 2 and will be marked with the name of the Forum. The stand will be available for arrivals on May 11 and 12, and for departures on May 13.

VIP speakers: the hostesses will arrange for a contact with the driver and provide further information about the event.

Participants/Delegates: upon arrival, the hostesses will provide the delegates with information about the event, public transport and other necessary information and will distribute the free tickets for public transport. The stand will also be available for departures on the dates listed above.

Václav Havel Airport Prague is the largest and busiest airport in the Czech Republic. It is located on the north-western outskirts of the capital city. Further information about the airport is available on its official website: [Vaclav Havel Airport Prague](https://www.vaclavhavelairportprague.cz/).

7. Local transport

AIRPORT – HOTEL

VIP speakers will be provided **with car transportation** upon arrival and departure between Prague airport and the Holiday Inn hotel. In order to properly organize the welcome and check out services and shuttle services, VIP speakers must **complete their arrival and departure flight information** in the registration system **by the end of April**. (Please note, that the air tickets must be purchased by the Ministry, no reimbursement is possible, unfortunately).

Participants/delegates will also be kindly requested to enter their arrival and departure flight information in the registration system in order to ensure smooth welcoming at the stand. Delegates will be provided with a maximum of three public transport tickets (for the 11th, 12th, and 13th May 2025). One public transport ticket is valid for 1 calendar day, the exact date has to be marked on the ticket. **Tickets will be distributed at the airport stand and registered in the name of the delegate by the hostesses.**

The airport is served only by buses and trolleybuses of the Prague Transport Company, which are part of the unified transport system in Prague. They always stop at both terminals on the ground floor. Timetables and connection searches can be found on the official Prague Transport website: pid.cz/en

Public transport from the Airport to the center of Prague

Trolleybus No. 59 (to the green line of metro A)



Trolleybus 59 is the best and fastest connection to the city center. In 17 minutes, line 59 will take you to the metro station of line A "Nádraží Veleslavín", from where you can reach the historic center in another 8 to 12 minutes. The journey to the center takes about 30-40 minutes. The trolleybus runs once every 3-10 minutes (depending on the time of day/night)

The last trolleybus of line 59 from the airport leaves at 23:32 with a connection to the metro from Nádraží Veleslavín to the center at 23:55. The first trolleybus from Nádraží Veleslavín leaves at 5:13. Nádraží Veleslavín is the final stop for line 59, so you cannot miss the exit.

Bus No. 100 (to the yellow metro line B)

Bus number 100 goes to the southwestern outskirts of Prague to the final B metro station "Zličín". It is advisable to use this connection if the hotel is located on the B metro line. The journey to the metro takes approximately 50 minutes. The bus runs once every 15-20 minutes (depending on the time of day/night).

The last bus of line 100 from the airport leaves at 23:16. At Zličín, it connects to the metro to the center departing at 23:40. The first connection from Zličín to the airport leaves at 5:20. The Zličín stop is the final stop for line 100, so you cannot miss the exit.

Line AE (Airport Express)

The AE (Airport Express) bus runs once every 20 minutes (for a detailed timetable of the AE route, see the website: pid.cz/AE) and takes between 45 and 50 minutes to reach the main railway station (located in the center of Prague) without stopping, depending on traffic. The bus stops only in front of Terminal 1, from where you can walk to Terminal 2 in 5 minutes. The bus runs non-stop.

The ticket for the Airport Express (AE) bus costs 100 CZK, luggage is free. Tickets can be purchased directly from the bus driver or at the information centers of the Prague Public Transport Company (DPP). Please note that regular Prague Integrated Transport (PID) tickets and **the free tickets provided by the hostesses are not valid on the AE line.**

TAXI

If necessary, the hostesses will advise you on ordering a taxi.

ACCOMPANYING PROGRAM

Transport to cultural visits of Prague, study tours, welcome reception and gala dinner will be provided for all participants. The bus to each accompanying program will leave from Prague Congress Center **meeting point** at predetermined times. The meeting point will be visibly marked with the logo of the Forum. More information will be provided in the section "accompanying programs" below. Information about the accompanying programs, such as departure times and other information, will be provided via the application.



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12-13 MAY 2025 | #WTF2025

8. Entry formalities, diplomatic protocol, security

ENTRY FORMALITIES

GENERAL INFORMATION

Short-term stay in Czechia

The short-term stay in the [Schengen Area](#), incl. Czechia, (based on a [Schengen visa](#) or a visa-free regime) cannot exceed 90 days within 180 days. If the length of the stay has reached 90 days, the foreigner is required to leave the [Schengen Area](#).

Each visitor needs to keep track of the number of days and must not exceed the allowed number of days. In case of multiple entries, the accumulated amount of days can be determined by checking the entry/exit stamps in the passport. A useful tool to calculate the number of days is a [calculator](#) available on the website of the European Commission.

Who doesn't need a visa?

Visa-free regime applies only to short-term non-profit stays and the list of visa-free countries is available [here](#).

A holder of a **valid** Schengen visa (or a long-term/permanent residence permit) issued by any Schengen state member does not need a new Schengen visa to enter Czechia. However, such Schengen visa must still have sufficient number of available days to cover the intended period of stay, the "[90/180 rule](#)" must be followed and the visa must be issued with more possible entries if used before (2 or MULT).

Who needs a visa?

The list of states whose citizens need a visa to travel to the [Schengen Area](#) is available [here](#).

Where to lodge the visa application?

Applicants file their applications at [consulates](#) or in [visa centers](#), commonly in person, not at a border crossing nor on the territory of the Czech Republic.

APPLICANTS FILE THEIR APPLICATIONS IN STATES WHERE THEY HOLD CITIZENSHIP OR RESIDENCY.

- If there is no [diplomatic mission of the Czech Republic](#) in this state, the application should be filed at a diplomatic mission which is accredited for that state (usually in a neighboring state) or at a diplomatic mission of another [Schengen Area](#) state which [represents](#) the Czech Republic in this state.



- If there are several [diplomatic missions of the Czech Republic](#) in one state (for example an Embassy and Consulate(s) General), the applicant should file the application at the diplomatic mission in the consular district where he/she resides.

What documents need to be prepared?

Applications for Schengen visas are always submitted under a specific purpose of travel and documents respect that as well. An overview of the purposes (and therefore of the documents too) can be found [here](#). Each article also specifies other details such as fee, biometric collection etc.

LODGE A SCHENGEN VISA APPLICATION FOR THE PURPOSE OF “BUSINESS” OR “OFFICIAL VISIT” WHEN ATTENDING A CONFERENCE.

KINDLY FOLLOW THESE STEPS:

1. Find a [consulate](#) or a [visa center](#) where you will lodge your application.

2. Schedule an appointment.

Consulates schedule their own appointments, mostly by e-mail or phone – [refer to the consulates' websites for guidance](#).

Applications are generally lodged **in person** and [biometric data \(fingerprints\)](#) are collected. Schengen visa applications can be submitted **six months** at the earliest and **15 days** at the latest ahead of the trip.

3. Lodge the application presenting the following requirements:

- [Passport](#)
- [Application form](#)
- [Photo](#)
- [Biometric data \(fingerprints\)](#)
- Supporting documents on
 - - purpose of stay (*for example invitation by a hosting institution or company, congress or fair trade ticket etc.*)
 - - [accommodation](#)
 - - [financial means](#)
 - - proof of return – information allowing assessment of applicant's intention to return (*most commonly air or other ticket reservation*)
- [Travel medical insurance](#)
- [Harmonized List documents](#)
- [Fee](#)

Applications are **admissible** (i.e. they can be accepted and processed) only if they confirm to **ALL of the following**: contain valid passport, application form, photo and fingerprints, are submitted six months at the earliest and 15 days at the latest ahead of the trip, and visa fee has been paid.





4. Await the decision outcome.

Visas are generally decided within **3 – 5 days**. The legal processing period is **15 days**. In individual cases, the processing period can be extended to **45 days**, notably when further examination is needed.

5. Collect your visa if visa approved or a refusal form if visa denied.

Applicants can pick up their passports with visas themselves or they can authorize someone else to do so on their behalf. A certified power of attorney needs to be presented when picking up the passport on somebody's behalf. If the applicant notifies the consulate about this arrangement when lodging the application, no power of attorney is necessary.

Refusal forms must be picked up by the applicant himself / herself.

6. Note: Visa issuance does not automatically grant the right of entry to the Schengen Area / Czech Republic. Visa holders need to fulfill entry conditions specified in the Schengen Border Code and can be asked upon entry to present documents on accommodation, finances, return air ticket etc. Failure to notify the consulate of any changes in the trip arrangements after the application has been lodged or after the visa has been issued can result into revocation or annulation of the visa.

DIPLOMATIC PROTOCOL

Information about diplomatic protocol can be found through this link:
https://mzv.gov.cz/jnp/cz/o_ministerstvu/struktura/diplomaticky_protokol/prirucka_i_2/index.html.

SECURITY OF FOREIGN VISITORS (PROTECTED PERSONS)

Information about security issues can be found through this links:

[Příručka diplomatického protokolu I. / Diplomatic Protocol Handbook I. | Ministerstvo zahraničních věcí České republiky](#)

https://mzv.gov.cz/jnp/cz/o_ministerstvu/struktura/diplomaticky_protokol/prirucka_i_2/x9_import_export_transit_and_possession.html

https://mzv.gov.cz/jnp/cz/o_ministerstvu/struktura/diplomaticky_protokol/prirucka_i_2/x10_security_of_foreign_visitors.html

9. Accommodation

Foreign VIP speakers:

Accommodation for foreign VIP speakers will be booked and paid by the Ministry (for two nights, May 11 and May 12, 2025) at the Holiday Inn Prague **** Hotel, Na Pankráci 1684/15, Prague 4 - Nusle ([Holiday Inn Prague](#) | [Hotel Praha](#)). The hotel is situated in the direct vicinity of the Prague Congress Centre (260 meters - 4 minutes of walk). Guests will be accommodated in single rooms.



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Check in: 14:00
Check out: 12:00

The Ministry of Regional Development only pays for accommodation, guests are responsible for covering the cost of their own consumption in the minibar and restaurants. We would like to inform you that you may be required to provide your credit card number at the reception (purely as a security for extra consumption).

Hostesses will be available in the hotel lobby at the reception desk to assist guests with check-in or check-out and provide information about the event.

Delegates:

Booking links have been arranged for participants/delegates at selected hotels. Selected hotels are close to the venue or easily accessible by public transport.

The participants are kindly asked to book their rooms via the link of the selected hotel (below). It is highly recommended to book the room without any delay due to the high demand during the spring season. **It is not mandatory to stay at the selected hotels, participants can also book a room in any other hotel of their choice.**

Selected hotels:

Holiday Inn Prague****

Address: Na Pankráci 1684/15, Prague 4 - Nusle

Website: [Holiday Inn Prague | Hotel Praha](#)

Distance from the meeting venue: 260 meters - 4 minute walk

Check in: 14:00

Check out: 12:00

Price: based on current hotel occupancy (price does not include local charge of 50,- CZK)

Booking link: [World Tourism Forum](#)

Hilton Prague *****

Address: Pobřežní 311/1, Prague 8

Website: [Hilton Prague](#)

Distance from the meeting venue 10 minutes total (5 minute walk to metro C, 5 minutes by metro)

Check in: 15:00

Check out: 12:00

Price: based on current hotel occupancy (price does not include local charge of 50,- CZK)

Booking link: <https://www.hilton.com/en/attend-my-event/world-tourism-forum-prague2025/>



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WORLD TOURISM FORUM
12-13 MAY 2025 | #WTF2025

Ambassador Zlatá Husa *****

Address: Václavské nám. 840/5, Prague 1

Website <https://www.ambassador.cz/en/>

Distance from the meeting venue 15 minutes total (10 minute walk to metro C, 5 minutes by metro)

Check in: 14:00

Check out: 12:00 (Late check-out is available for an additional fee)

Price: based on current hotel occupancy (price does not include local charge of 50,- CZK)

Booking link: <https://www.ambassador.cz/en/>, you should enter the promo code.

Promo code: WTF2025

Hotel Adria ****

Address: Václavské nám. 26, Prague 1

Website: <https://www.adria-hotel.cz/en/>

Distance from the meeting venue: 13 minutes total (8 minute walk to metro C, 5 minutes by metro)

Check-in: 14:00

Check-out: 11:00

Price: based on current hotel occupancy minus 10 % (price does not include local charge of 50,- CZK)

Booking link: you can book the room via hotel website: <https://www.adria-hotel.cz/en/>, you should enter the promo code

Promo code: ADRIA

Occidental Praha Wilson*****

Address: Václavské nám. 812/59, Prague 1

Website: <https://www.barcelo.com/en-ww/occidental-praha-wilson/>

Distance from the meeting venue: 13 minutes total (3 minute walk to metro C, 5 minutes by metro)

Check-in: 14:00

Check-out: 12:00

Price: based on current hotel occupancy (price does not include local charge of 50,- CZK)

Booking link: [Tailor your stay | Barcelo.com](#)

Occidental Praha****

Address: Na Strži 32, Prague 4

Website: <https://www.barcelo.com/en-ww/occidental-praha/>

Distance from the meeting venue: 15 minutes total (10 minute walk to metro C, 5 minutes by metro)

Check-in: 14:00

Check-out: 12:00

Price: based on current hotel occupancy (price does not include local charge of 50,- CZK)

Booking link: [Tailor your stay | Barcelo.com](#)



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The Julius Prague *****

Adresa: Senovážné náměstí 3, Prague 1

Website: <https://www.thejulius.eu/>

Distance from the meeting venue: 16 minutes total (10 minute walk to metro C, 5 minutes by metro)

Room type: double room (superior type)

Check-in: 14:00

Check-out: 12:00

Price: based on current hotel occupancy minus 20 % (price does not include local charge of 50,- CZK)

Booking link: [click here](#)

10. Welcome reception

All delegates are kindly invited to attend a welcome reception, which will be held on 11 May 2025 from 18:00 at the [National Technical Museum](#), Kostelní 1320/42, Prague 7. Dress code: cocktail attire.

Transport will be provided by buses, which will **depart from the Prague Congress Centre meeting point at entrance number 10 at 18:00**. We kindly ask **all participants to arrive at the meeting point no later than 15 minutes before the bus departure**. The departure time may be subject to change, and this information will be sent via the application. Buses will transport the participants back to the Prague Congress Centre after the reception, or you can arrange your own transportation.

11. Gala dinner

The gala dinner is by invitation only, each invited delegate will receive a personal invitation.

The gala dinner will be held on 12 May 2025 from **19:30 at the Troja Château**, U Trojského zámku 4/1, Prague 7 ([Troja Château - GHMP](#)). Dress code: business formal.

Transport will be provided by buses, which will **depart from the Prague Congress Centre meeting point at entrance number 10 at 18:30**. We kindly ask **all participants to arrive at the meeting point no later than 15 minutes before the bus departure**. The departure time may be subject to change, and this information will be sent via the application. Buses will transport the participants back to the Prague Congress Centre after the gala dinner, or you can arrange your own transportation.

12. Cultural visits of Prague (11 May 2025)

All participants are welcome to attend cultural visits of Prague listed below. Each visit including transport will take approximately 6 hours. It is necessary to choose and tick (mark) the concrete visit in the registration system **while registering to the Forum**, registration will be only possible until



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the selected visit is fully booked. The maximum capacity of each visit is 30 people. The minimum capacity of each visit is 15 people. Please be informed, that if the capacity of the selected tour is not filled, groups may be merged. In such case, delegates will be informed. Visits will be offered in English, Spanish and French.

Transport to the visits will be provided by buses. Buses will depart from the Prague Congress Centre meeting point and will arrive at the same location. We kindly ask all participants to arrive at the meeting point no later than 10 minutes before the bus departure.

Visit 1: Old Town 1 – Charles Bridge

12:00 – 18:00, duration: approx. 4 hours plus transportation

Guided walk throughout Prague's historic Old Town, including Charles Bridge

Visit 2: Old Town 2 – Jewish Quarter

12:00 – 18:00, duration: approx. 4 hours plus transportation

Guided walk throughout Prague's historic Old Town Old and Jewish Quarter – includes visits to synagogues and the Jewish cemetery

Visit 3: Lesser Town

12:00 – 18:00, duration: approx. 4 hours plus transportation

Guided walk throughout Lesser Town, Tour of the Strahov Library, the Church of St. Nicholas and Wallenstein Garden

Visit 4: Prague Castle

12:00 – 18:00, duration: approx. 4 hours plus transportation

Guided walk throughout Prague Castle and its surroundings

13. Study tours in Czech Regions (13 May 2025)

All participants are welcome to attend study tours to the Czech Regions listed below. Each tour including transport will take approximately 6 hours. It is necessary to choose and tick (mark) the concrete tour in the registration system **while registering to the Forum**, registration will only be possible until the selected tour is fully booked. The capacity of each tour is 47 people. Study tours will be conducted in English.

Transport to the tours will be provided by buses. Buses will depart from the Prague Congress Centre meeting point and will arrive at the same location. We kindly ask all participants to arrive at the meeting point no later than 10 minutes before the bus departure.

Study tour 1: Pilsen

Departure: 10:00

Arrival: 16:00

Visit to the brewery, visit to the historical part of the city



Study tour 2: Kladruby nad Labem

Departure: 10:00

Arrival: 16:00

Tour of the National Stud Farm Kladruby; tour of the castle

Study tour 3: Pilsen

Departure: 14:00

Arrival: 20:00

Visit to the brewery, visit to the historical part of the city

Study tour 4: Kutná Hora

Departure: 14:00

Arrival: 20:00

visit of the Cathedral of the Assumption and the All Saints' Church with the ossuary, the Vlašský dvůr and St. Barbara's Church

14. Contacts

For any questions concerning the meeting in general, feel free to contact the Ministry of Regional Development at wtf2025@mmr.gov.cz.

15. Other practical information

Official language: Czech

Emergency number: 112 (police, fire brigade, medical assistance)

Local time (May): Central European Daylight Saving Time Zone (CEST) – GMT +2:00

Country code: Czech Republic +420

Electricity: In the Czech Republic, type C, E and F power sockets are used, with a standard voltage of 230 V and a frequency 50 Hz.

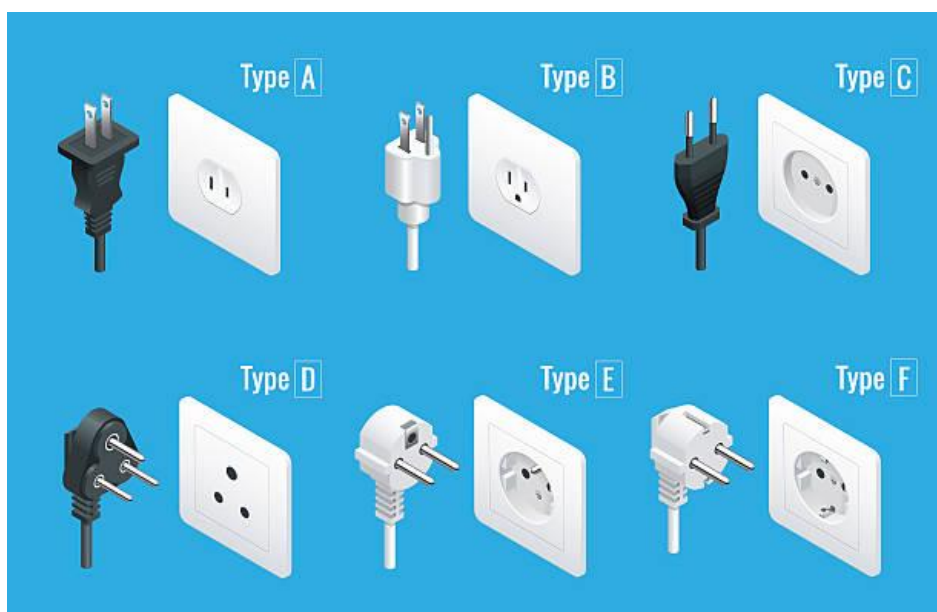


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Local currency and exchange rates: The local currency in the Czech Republic is Czech crown (code: CZK). Banks accept foreign exchange; some companies accept euro currency. Participants are encouraged to exchange their currencies in banks. The latest rates are available on the official website of the Czech National Bank at <https://www.cnb.cz/en/financial-markets/foreign-exchange-market/central-bank-exchange-rate-fixing/central-bank-exchange-rate-fixing/>.

Shopping and tipping: Shopping is possible everywhere in Prague and there is something for every taste. Credit cards Visa and MasterCard are most widely accepted in Prague.

Usual tip is around 10-15% in Prague restaurants. However, the exact tip amount when eating out in Prague depends on the place, occasion, and order size. It's customary to give your waiter or waitress a slightly higher tip than you would give to a bartender, as they are likely to share their tip with the kitchen staff.

Weather: May in Prague has an ideal climate and mild temperatures. Trees and gardens are in bloom. It can sometimes be rainy in May, so pack a k-way or an umbrella. Average temperatures range from 9°C to 19°C. May marks the end of spring in Prague, which means that we get mild weather during the day and a slightly cooler climate at night.