

Annual Meeting of Youth and Environment Europe
26–29 July 2012
Ecocenter “Paleta” Oucmanice, Czech Republic

INFO SHEET

1. Arrival and departure

Arrival:

The YEE Annual Meeting 2012 will officially begin on the 26th of July at 19:30.

All participants are obliged to arrive to the venue (Oucmanice, Czech Republic) on 26th of July between 15.00 and 18.00.

Departure:

The official closing of the Annual Meeting will take place on 29th of July at 10.00.

There will be an **excursion around the Eco-center Paleta organized on Sunday 29th at 10am – you are free to join**. For those participants that decide to stay, there will be also lunch available on Sunday.

We would like to remind you that all participants are obliged to take part in the whole duration of the Annual Meeting.

Please, let us know ASAP your planned arrival and departure time.

2. Venue

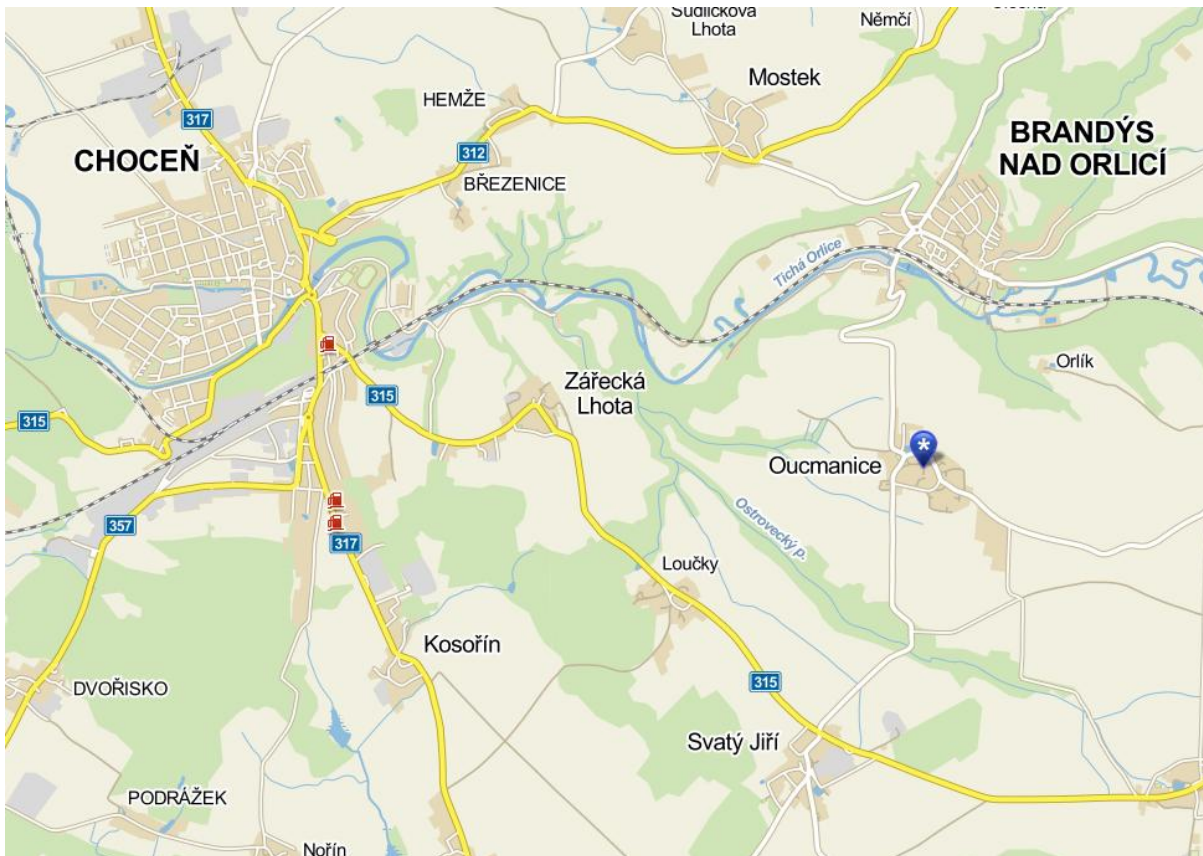
Ecocenter “Paleta” Oucmanice (near Brandys nad Orlicí), Czech Republic

Oucmanice is a small village with a really amazing ecological educational facility. The nearest railway station is in Brandýs nad Orlicí with good train connections.

Oucmanice is about 2 km far from Brandýs nad Orlicí. If you let us know the time of your arrival to Oucmanice, we might pick you up by car there. If you prefer an adventure there is other possibility – and environmental friendlier one – to take a walk – check <http://g.co/maps/z2gk5>.

Connection to Brandýs nad Orlicí by train:

- from Prague about 2 hours (and costs less than 10 € one way; Prague is the best choice in case you arrive by plane)
- from Brno about 2 hours
- from Vienna and Bratislava about 4-5 hours



Useful links

- <http://g.co/maps/z2gk5> - the map with location of the venue and how to get there from Brandýs nad Orlicí railway station.
- <http://jizdnirady.idnes.cz/vlaky/spojeni/> - searching for trains, there is a possibility to switch to English language (look for UK flag)

3. Food and Accommodation

We will be accommodated in the Ecocenter “Paleta” Oucmanice. Rooms are shared (3-5 people). Each room has its own bathroom and toilet. There is a wi-fi internet connection in the Ecocenter. Oucmanice is really small village however there is a small shop next to the Ecocenter. All the food provided during the AM will be vegetarian.



4. Contacts

YEE Contact person:



Adriána Harnúšková

adriana@yeenet.eu

+420 608 733 600

Ecocenter “Paleta” Oucmanice:

Ekocentrum PALETA, pob. Oucmanice

Oucmanice 36

562 01 Ústí nad Orlicí

Czech Republic

5. Useful links

- <http://www.adminhigh.cz/paleta-oucmanice/> - webpage of the Ecocenter Paleta (Czech only)
- <http://www.riz.cz/yu5zq> - webpage of the Ecocenter Paleta translated by Google Translate

6. Travel reimbursement

The reimbursement covers **70% of travel costs** and **100% of accommodation and food costs**. Food and accommodation are paid directly by YEE.

To receive the travel reimbursement it is necessary that you collect all the original tickets and boarding passes and send it together with the filled in reimbursement form to the YEE office after the AM. No tickets will be taken in advance during the Annual Meeting.

We strongly encourage you to travel by train or bus – more environmental means of transport. Do not take plane if it's really not necessary.

The reimbursement will be done by **bank transfer** once we receive all originals of tickets and reimbursement forms. Please be careful when filling your **bank details**. If possible, please try to write down your **IBAN and SWIFT/BIC code**, the reimbursement will be cheaper and faster. If your country doesn't have IBAN, you might need to fill in details about your intermediary bank (if you have IBAN, the intermediary bank is irrelevant for you).

Remember to consult your travel details (your arrival and departure time, price of your ticket) with Adriana Harnuskova at adriana@yeenet.eu.

We remind to all the participants that their organisations should pay the membership fee in order to receive the travel reimbursement.

7. Insurance

We will provide the first aid kit for all delegates, but insurance is up to you to take care of. Please take your insurance card with you. We will not provide a group insurance.

8. Get ready!

Bring with you:

- **information about your organisation** (you will present your organisation to other participants)
- **ideas for an international project** you would like to implement within YEE in the upcoming year
- **an official letter from your organisation stating that you are selected as the representative and allowed to vote** (only for representatives of YEE full member organisations)

Prepare yourself:

- **read all official documents** (YEE Annual Report, Secretariat Report, Board members reports, Notice of review and cancellation of memberships in YEE, Report on organisations applying for YEE membership) - to download at: <http://yeenet.eu/index.php/annual-meeting-2012>
- **think if you would like to apply for one of the positions in the YEE board** (you can become Chairperson, Treasurer, Project Officer, Member Organisations Officer, Publications and Promotion Officer, External Relations Officer). Check their responsibilities at YEE website - <http://yeenet.eu/index.php/about-yeet/yeet-board-and-office>.

9. Information about the Czech Republic

Language: Czech

Capital: Prague

Currency: Czech crown (koruna) 1 EUR = cca 25 CZK

Time: GMT +1 (Central European Summer Time)

Area telephone code: + 420

Important phone numbers:

112 – General Emergency Number

150 – Fire

155 – Medical Emergency (Ambulance/First Aid)

158 – Police

Weather: in July it is usually warm or even hot (20-30°C), but it might also start to get cold down to 10° at night. You can check the weather on the following websites: -

- <http://www.meteopress.cz/> (in Czech),
- <http://www.worldweatheronline.com/v2/weather.aspx?q=Oucmanice,%20Czech%20Republic> (in English).

Some useful words in Czech:

Hello – Ahoj

Good morning – Dobrý den!

Goodbye – Na shledanou!

Thank you – Děkuji.

Please – Prosím.

I'm sorry – Promiňte.

Do you speak English? – Mluvíte anglicky?

I don't understand – Nerozumím

I do not speak Czech! - Nerozumím česky! Nemluvím česky!

Help – Pomoc!

Cheers – Na zdraví

Enjoy your meal – Dobrou chut'

Where is? – Kde je?

How shall I get to? – Jak se dostanu do?

Kdo je? – Who is?

Police – policie

Bus – autobus

Tram – tramvaj

Metro – metro

Numbers

1 - jeden

6 - šest

20 - dvacet

2 - dva

7 - sedm

100 - sto

3 - tři

8 - osm

500 - pět set

4 - čtyři

9 - devět

1000 - tisíc

5 - pět

10 - deset