

PRACTICAL INFORMATION

Payment and registration

You should pay and register following these simple steps:

1. Register for the conference, select your seminars and lunch options online.
2. Double check your email address as the invoice for registration will come to the address you enter
3. Pay this invoice within **5 working days** of receipt. Please understand we will have to cancel your registration if we do not receive payment so that we can free up space for other participants.
4. We will send you an email with practical information including the room numbers of the sessions in the week before the conference.

Remember that your registration is only valid once we've received your payment.

Should there be any places left, last minute registration for the conference will be open on the day from 8:45 am and will cost 700 CZK.

Conditions of Registration

There are a few things you should know about your registration:

1. Once paid, the conference fee cannot be refunded. If you cannot attend the conference due to serious personal or health reasons, you can:
 - a. send someone else to the conference instead of you
 - b. save the fee for the very next P.A.R.K. Conference

In both cases please inform us by the conference registration deadline at the latest.

2. Receipts of payment can be sent by email to the participants upon request.
3. If you have special requirements or questions regarding the registration process, do not hesitate to contact us at konference@zkouskypark.cz

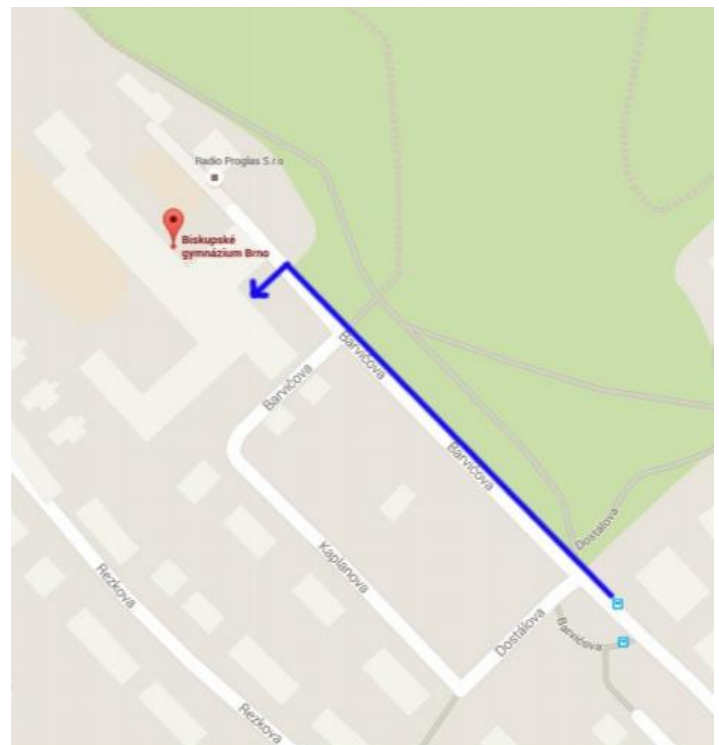
SESSION SIGN-UP

At registration you will have signed up for 3 sessions. It is a good idea to print the registration email and to make a note of which room they are in.

Should there be any places left, last minute registration will be open from 8.45 on the day at the conference venue and will cost 700 CZK.

THE VENUE

The entire conference takes place at Biskupské Gymnázium, 85, Barvičova Street. The building is on the top of the hill, in beautiful, wooded surroundings.



GETTING TO AND FROM THE VENUE

BY PUBLIC TRANSPORT

TRAM 4 & TROLLEY BUS

To get to the venue you need to take tram no. 4 in the direction of Náměstí míru from Hlavní Nadraží (Main Station), get off when you reach the stop named 'Obilní trh' and change to bus no. 39, which you'll need to ride to its final stop. Please see the timetable below for Saturday's times. For more detailed directions go to <https://www.bigy.cz/obsah/kontakt-jak-k-nam>.

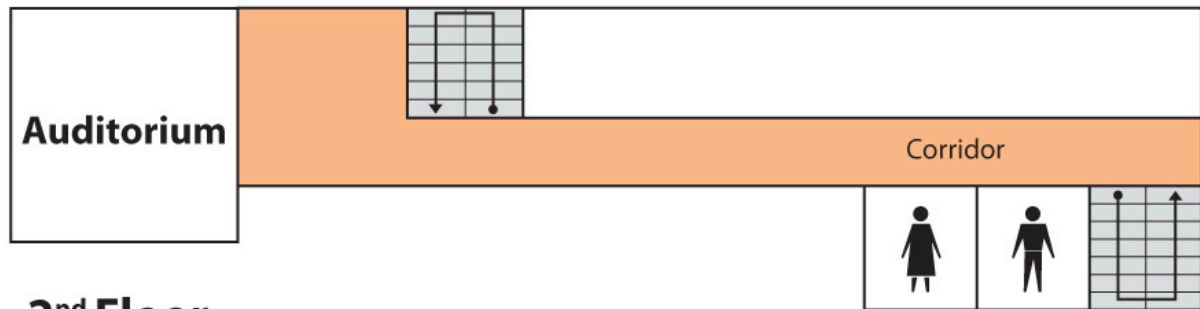
0 Hlavní nádraží	100	6	15 ě. 30 ě. 45 ě.
1 ↘ Zelný trh	100	7	00 ě. 15 ě. 29 ě. 42 ě. 52 ě.
3 ↘ Náměstí Svobody	100	8	02 ě. 12 ě. 22 ě. 32 ě. 42 ě. 52 ě.
5 ↘ Česká	100	9	02 ě. 12 ě. 22 ě. 32 ě. 42 ě. 52 ě.
6 ↘ Komenského náměstí	100	10	02 ě. 12 ě. 22 ě. 32 ě. 42 ě. 52 ě.
7 ↘ Obilní trh (o)	100	11	02 ě. 12 ě. 22 ě. 32 ě. 42 ě. 52 ě.
		12	02 ě. 12 ě. 22 ě. 32 ě. 42 ě. 52 ě.
		13	02 ě. 12 ě. 22 ě. 32 ě. 42 ě. 52 ě.
		6	38 ě.
↘ Komenského náměstí	100	7	08 ě. 30 ě. 40 ě.
0 Obilní trh (o)	100	8	00 ě. 20 ě. 40 ě.
1 ↘ Úvoz (w)	100	9	00 ě. 20 ě. 40 ě.
4 ↘ Žlutý kopec (w)	100	10	00 ě. 20 ě. 40 ě.
5 ↘ Vaňkovo náměstí (w)	100	11	00 ě. 20 ě. 40 ě.
6 ↘ Kampelíkova (w)	100	12	00 ě. 20 ě. 40 ě.
7 ↘ Soukopova (w)	100	13	00 ě. 20 ě. 40 ě.
9 ↘ BARVIČOVA	100		

BY CAR

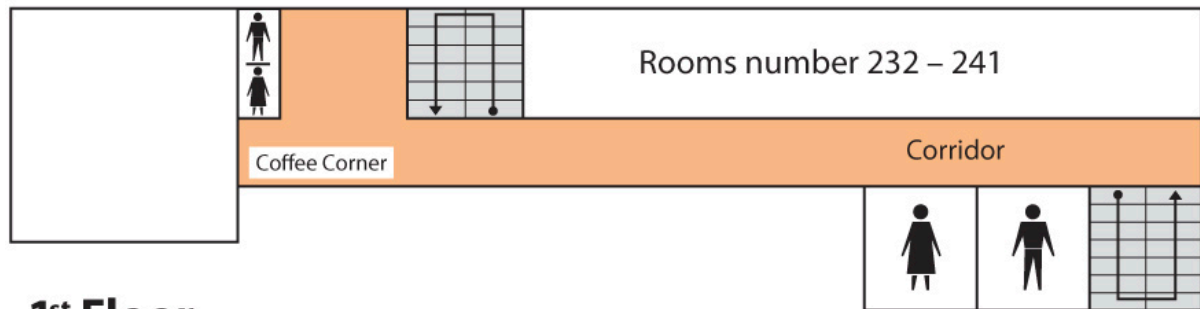
If you are travelling by car there is a car park available at the school. However, as the Conference is usually fully booked up with over 350 participants, the car park might be rather packed, so arrive early to ensure a space.

MAP OF THE VENUE

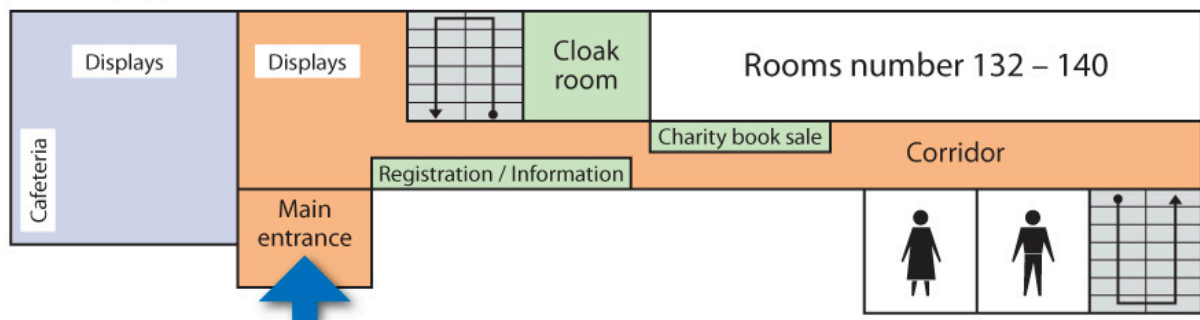
3rd Floor



2nd Floor



1st Floor



PLEASE NOTE THE FOLLOWING:

- The Opening Plenary takes place in the Auditorium (Aula) on the 3rd floor.
- All the sessions are also on two floors of the main building.
- There is a very strict no-smoking policy at the conference venue.
- Please do not leave any bags or coats unattended.
- There is a cloakroom at the Conference, situated on the right of the entrance after the registration desks. All the money collected for the cloakroom will go to the charity fund.

CONFERENCE DAY REGISTRATION

When You Arrive

Doors open for conference day registration in the entrance hall at 8.00.

On the day of the conference, the first thing you'll need to do is go to registration. Registration opens at 8am and happens at tables ordered alphabetically by the first letter of your surname. At the registration desk, please make sure that you pick up your lunch / sandwich voucher (if applicable), complimentary conference pack and your accreditation certificate.

CONFERENCE PACK

At the conference day registration you will receive a conference pack containing a variety of complimentary materials including a voucher to collect a free book from one of the publishers:

1. English File Fourth Edition Pre-Intermediate Student's Book with Online Practice (Oxford University Press)
2. Headway Fifth Edition Intermediate Student's Book with Online Practice (Oxford University Press)
3. Optimise B1 SB - Malcolm Mann, Steve Taylore-Knowles (Macmillan Education)
4. Poptropica English 1 Pupil's Book - Linnette Erocak, Tessa Lochowski (Pearson)

All participants will also receive a free copy of Gramatika současné angličtiny <https://www.lingea.cz/anglicka-gramatika.html> from our partner Lingea.

CONFERENCE MATERIALS ON EDMODO

After the conference, you will be able to find materials from various seminars on Edmodo. The link to the platform will be part of your Conference Pack as well. After the conference, you will have 10 days to access and download everything you need.

LUNCH

The lunch break is from 12.30 – 13.45. If you have ordered lunch you will receive a lunch voucher with a time on it. Please note there are TWO SITTINGS for lunch to allow all the participants to eat comfortably.

Please respect the time given on your lunch voucher.

Lunch costs 120 CZK.

Lunch is served in the school dining hall in the basement. Follow the signs in the school.

The lunch options this year are as follows:

One of the following main courses with vegetable soup and salad

1. FRIED CHICKEN SCHNITZEL, POTATOES
2. CHICKEN KUNG PAO, JASMINE RICE
3. VEGETARIAN SKEWER WITH POTATOES

Or a large fresh home-made sandwich of your choice (60 CZK)

- HAM / CHEESE / VEGETABLES
- VEGETARIAN

Sandwiches (including vegetarian options) will not be available in the dining hall but in the conference cafeteria on the ground floor.

SPECIAL CONFERENCE CAFETERIA

By popular demand a special conference cafeteria with reasonably priced coffee and refreshments will again be available on the conference premises all day. It is located on the ground floor next to the Englishbooks.cz stands.

Please note that pre-ordered sandwiches will be available here.

More seating and a second café can be found on the first floor.

DISPLAYS

There will be several displays and stands in the corridors and on the landings in the building. These are expected to include

Pearson	Express Publishing	Lingea
Oxford University Press	Cambridge P.A.R.K.	MOOVEEZ
Macmillan Education	MM Publications	SOL
Cambridge Assessment	Školní zájezdy	Englishbooks.cz
English	Student Agency	

BOOK SALE

As usual there will be a chance to see and buy (on special offer) a variety of both fiction and non-fiction English books, textbooks and methodology books from all the major publishers.

The book sale is organised again by ENGLISHBOOKS and their great team. There is a special conference discount on all books.

CHARITY BOOKSALE

As usual there will be a nice chance to buy affordable (second-hand) **textbooks** and this time to contribute to the ZDRAVOTNI KLAUN foundation. A variety of second hand or old textbooks will be on sale for 30,- to 150,- CZK.

All the money collected for the charity book sale and the cloakroom is given to the foundation. Thank you very much for your contributions!

RAFFLE

After the closing speech, you will have the chance to win more than 10 prizes from the publishers, Cambridge P.A.R.K. and other partners, including a tablet from Školní zájezdy and a Teacher Training course from SOL. Please make sure you hand in your badge to be able to participate in the raffle.

FEEDBACK FORMS

You will find your feedback form in your Conference Pack. These forms are very important to us so that we can grow, improve and develop to match your needs. Therefore we kindly ask you to complete them carefully.

Please hand in your feedback forms:

- After the plenary in the feedback boxes outside the auditorium
- Or at the information desk when you have to leave earlier

MEET THE SPEAKERS

Not everyone gets the time they want to ask their questions or just get to know our fantastic range of speakers. For a small fee we're giving all conference participants the unique opportunity to find and chat to your favourite presenters, get some solid advice or just enjoy time with the presenters from the 24th P.A.R.K. Conference as well as other attendees in a social and informal environment with refreshments and non-alcoholic drinks and wine provided.

MEET THE SPEAKERS will take place on the conference premises, will cost 150 CZK, and has to be booked in advance.

IMPORTANT

The Conference starts in the main auditorium (ground floor) at 9.00. We would like to ask you to be respectful and to be there on time so that we do not have to delay the conference programme.

THANK YOU 😊