



A hundred hands,
a thousand ideas,
a hundred hopes,
a million successes.



Short-term joint staff training events in the Czech Republic
Seminars for Assessment of Speaking and CLIL
 14th – 20th December 2015 | Třinec

Registration form

Participants' names	1. 2. 3.
Name of the institution	
Address of the institution	
Preferred accommodation:	1. Single room Your name:
	2. Double room: Your name: Your name:
	3. Double room with a colleague from another country Your name:
Catering during seminars (3 people)	Choose: Yes No
Return ticket from Prague to Třinec and back (for 3 people)	Choose: Yes No
Total cost for the course per school (accommodation and board is not included)	7 563 Czech Crowns / 280 Euro
I agree to pay for the invoice which will be sent to the address of my school a week before the course starts.	
Date	Official stamp and Principal's signature

* Please send the scan of the signed and stamped registration form to raspla@seznam.cz

Information about the travel, budget and course

Date info

14th – 18th December 2015 (from Monday to Friday)

Hotel info

STEELHOUSE

Address: nám. Svobody 527, post code: 739 61, Třinec

Hotel Steel GPS: 49.6693878N, 18.6749186E

Websites: www.hotelsteel.cz

e-mail: info@steelhouse.cz

recepce@steelhouse.cz

telephone: Reception +420 556 200 111-2
Business department +420 556 200 151

Travel info

After arriving to Prague airport, walk out of Terminal 2 and take the AE Bus (the bus stop is opposite the exit not far than 50m) to Prague main train station (it is the last bus stop). Last transfer bus departures at 8pm. The journey lasts about 30 min. Then take an elevator down to get to the train station.

Find the number of the platform on the board. (usually 15 min. before departure). There is also a company waiting room where you can ask for some information. The company's name is REGIOJET. We can make a reservation for your tickets if you want. In order to book your tickets we need to know your arrival to Prague airport and your departure from Prague airport. The journey by train lasts for about 4 hours. There is small refreshment on the train, wi-fi and electricity for free. The final train stop is Třinec-Centrum where you get off and where we meet.

Budget info (accommodation and board per person)

	unit cost in Kč	balance in Kč	unit cost in €	balance in €	
accommodation + board per per.	13 500 Kč		500 €		

	cost/day in Kč	cost/day in €	unit	total cost in Kč	total cost in €
Single room and breakfast	1 140 Kč	42,00 €	6	6 840 Kč	252,00 €
Double room per one person and breakfast	730 Kč	27,00 €	6	4 380 Kč	162,00 €
Lunch - daily menu to choose from	120 Kč	4,50 €	6	720 Kč	27,00 €
Catering during the seminar	80 Kč	2,50 €	6	480 Kč	15,00 €
Transfer from Prague airport - bus AE	you can buy the ticket at the driver, in the Terminal 2 or at the Prague main train station				1,85 €
Prague main station to Třinec	we can book you direct train from Prague to Třinec and back by REGIOJET company (price includes a return ticket per person)				37,00 €

Notice please that dinner is not included. Take into account it is only a draft and that price can differ depending on time of travelling and class, a number of days of your stay in the hotel and a type of a room you will choose.

- Link to see the price list of the rooms and photo gallery:
<http://www.hotelsteel.cz/cz/hotel/>
- Link to see the restaurant:
<http://www.hotelsteel.cz/cz/restaurace/>

Programme info

Monday

9.30	Meeting point at hotel reception
9.30 – 10.45	Welcome speech at Elementary School of Peter Bezruč, Tour of School
11.00 – 12.30	Seminar: Assessment of Speaking
12.30 – 13.30	Lunch at the hotel's restaurant
13.30 – 15.00	Seminar: Assessment of Speaking
16.00 – 18.00	Afternoon leisure programme

Tuesday

9.0 – 10.30	Seminar: Assessment of Speaking
10.35 – 10.45	Coffee break
10.45 – 12.15	Seminar: Assessment of Speaking
12.15	Lunch at the hotel's restaurant
16.00 – 22.00	Afternoon leisure programme

Wednesday

9.00 – 10.30	Seminar: Assessment of Speaking
10.35 – 10.45	Coffee break
10.45 – 12.15	Seminar: Assessment of Speaking
12.15	Lunch at the hotel's restaurant
16.00 – 18.00	Project meeting for coordinators, creating intellectual outputs O1, O2
18.00 – 22.00	Afternoon leisure programme

Thursday

9.00 – 10.30	Seminar: CLIL
10.35 – 10.45	Coffee break
10.45 – 12.15	Seminar: CLIL
12.15	Lunch at the hotel's restaurant
16.00 – 18.00	Project meeting for coordinators, creating intellectual outputs O1, O2
18.00 – 22.00	Afternoon leisure programme

Friday

9.00 – 10.30	Seminar: CLIL
10.35 – 10.45	Coffee break
10.45 – 12.15	Seminar: CLIL
12.15	Lunch at the hotel's restaurant
16.00 – 22.00	Afternoon leisure programme, departure

*The timetable of leisure programme can be changed.