

## Information for Participants

### Conference Venues

#### *Opening*

Opening ceremony followed by a banquet will take place on Thursday, April 20, at 6:30 p.m., at Charles University, Carolinum, Ovocný Trh 3, Praha 1 – Staré Město.

#### *All other conference activities*

All other conference activities including registration and panel sessions will take place at the Orea Hotel Pyramida, Bělohorská 24, Praha 6 (<http://www.hotelpyramida.cz/en/>).

### Accommodation

The conference venue, Orea Hotel Pyramida, is also the place of accommodation except for those, who book their accommodation individually. The hotel is located conveniently in Prague 6 district and has good connection both to the Prague airport and city centre by public transportation or taxi; the Prague Castle is located within walking distance. Access to the hotel gym and swimming pool is included in the conference package.

### Meals

Breakfasts and lunches will be served at the hotel restaurant on the first floor, few steps from the conference rooms. There are thirty-minute coffee breaks between the panel sessions. Refreshments will be served in the area in front of the conference rooms. The companion occupancy option includes breakfasts for both persons, the participant and the companion. However, the coffee breaks and lunches, as well as the opening banquet and closing dinner, are available to the registered conference participants only.

### Registration

On April 20, the registration desk will be located on the ground floor of the hotel. You will see us on the right side on your way to the hotel reception desk. Please, register before proceeding to check-in at the reception. The registration desk will open at 2 p.m. and close at 10 p.m. There will not be a separate registration desk at the Opening venue. Participants, who travel to the opening venue directly, are kindly asked to register at the hotel on Friday morning.

## Payment

At registration, our staff will collect the remaining conference fees in **EURO and CASH**. We cannot accept credit or debit cards. The down payment of EUR100 will be deducted from the fees listed below. Please, have the amount ready in bills **up to EUR 100**. It will help the registration process.

### Basic fees

<i>non-member not presenting</i>	450 EUR
<i>non-member active (presenting or chairing) participant</i>	350 EUR
<i>AKSE member passive participant (not presenting)</i>	350 EUR
<i>AKSE member active participant</i>	270 EUR
<i>student not presenting</i>	200 EUR
<i>student active participant</i>	150 EUR

### Surcharges/discounts

<i>single occupancy surcharge</i>	+ 180 EUR
<i>companion occupancy</i>	+ 180 EUR
<i>individual booking fee reduction</i>	- 120 EUR

## AKSE Fees

All AKSE members are kindly reminded of the need to pay their AKSE membership fee as well. Paying the fee is the prerequisite for maintaining AKSE membership and for taking part in the AKSE membership meeting, which will be held on Friday evening.

### AKSE membership types:

- Regular: members residing in Europe (membership fees: EUR 20/year)*
- Associate: members residing outside of Europe (membership fees: EUR 15/year)*
- Student: students irrespective of their place of residence (membership fees: EUR 10/year)*

## Opening ceremony

The opening ceremony takes place in Aula Magna of the Charles University, Carolinum, Ovocný Trh 3, Praha 1 – Staré Město. A transfer by **trams** from the hotel to the city centre and back will be provided. We kindly ask the participants to be at the hotel lobby at 5:15 p.m. The trams will depart at 5:30 from the hotel. The transfer will involve a ten-minute walk from the tram station through the centre to the Charles University.

Participants travelling directly to the Charles University, are kindly advised to refer to the “Directions and Transportation” information sheet (<https://akse2017.ff.cuni.cz/2017/04/09/directions/>). The University can be reached from the “Můstek” station of Prague subway system or by a taxi (tell the driver to take you to Carolinum, Ovocný Trh 3, Praha 1).

The Opening ceremony begins at 6:30 p.m. After the ceremony, we will take a group picture in the Aula Magna. All participants are cordially invited to the banquet, which will be held from 8 p.m. to 9:30 p.m.

After the banquet, we will walk approximately ten to fifteen minutes through the centre to the “Národní třída” tram stop, from which we will take trams back to the conference hotel. Please follow our assistants, who will guide you to the tram station. The route we chose for the tram will allow us to enjoy beautiful sceneries of night Prague.

### **Panel Sessions**

The panel sessions from Friday 21 to Sunday 23 will take part on the first floor of the Orea Hotel Pyramida.

There are four conference rooms, named after Czech rivers (Labe, Odra, Sázava, Dyje), all located at the first floor of the hotel. The panel sessions as well as sessions organized by the Academy of Korean Studies and the Literature Translation Institute in Korea will take place there. Please refer to the conference programme for details. The panel sessions are two hours long, consisting of typically four presentations. Sessions consist of panels, individual presenters, or of both panels and individual presenters.

The rooms are equipped with PCs with MS PowerPoint and data projectors. Please, copy your presentation (in ppt, pptx or pdf format) to the computer, before your panel session begins. Our assistants will be ready to help you.

WiFi internet connection is available at the conference area, as well as in the hotel rooms. We will keep the conference website and programmes updated.

### **Papers and USB flash drive**

Following the tradition of past AKSE conferences, the papers are distributed in pdf format on a USB memory sticks. We do not publish a printed conference volume. You will find a root folder with three subfolders in your USB drive. The first folder contains an interactive programme, which allow you to browse offline through the conference programme and access the abstracts and papers. The second folder contains panel abstracts and the third folder contains papers in an alphabetical order by name of author.

### **Closing Dinner**

The closing dinner will be held at 8:30 p.m., on Saturday 22, in the Congress Hall, located on the ground floor of the Orea Hotel Pyramida.

### **End of Conference**

The conference ends with lunch on Sunday 23. The checkout time for the hotel is 12 o'clock.

### **Currency**

The currency of the Czech Republic is *Czech Crown* (Česká koruna, CZK). Other currencies are not commonly accepted. Some shops and restaurants do accept Euro; however, the exchange rate may not be very good. The best exchange rate for your money is usually obtained by withdrawing Czech Crowns from a bank's cash machine (ATM) in Prague, even accounting for transaction fees your own bank may charge (ask your bank what the fees are before you travel), and also by paying with a debit or credit card, which are widely accepted.

### **Additional advices**

Prague is a tourist-friendly city; yet there are few advices you might want to consider. Do not exchange money with street vendors who may approach you in the city centre. Also, when changing money in exchange booths, make sure how much money you are actually going to get, as the exchange rate signs and commissions may be confusing. Be careful of pickpockets in crowded areas. Do not forget to buy and stamp your tickets for public transportation.