



WE DISCOVER, WE GROW

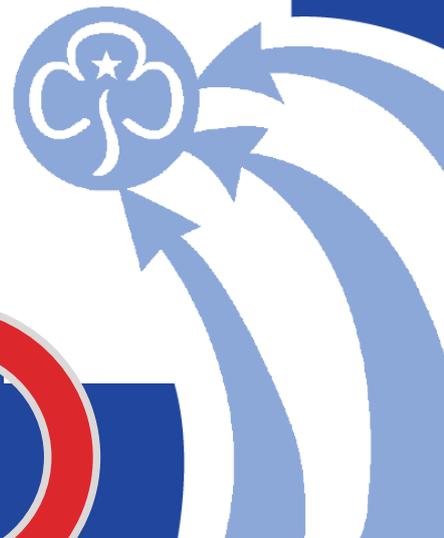
Girlguiding

North West England

ADVENTURES IN...
PRAGUE
2018

SUPPORTING
INFORMATION

11 AUGUST 2018



ADVENTURES IN. . . PRAGUE

International travels with Girlguiding are a particular highlight for our young members and leaders alike.

We are proud of the many opportunities that we are able to offer our members and have seen them travelling on Region trips across the globe to many amazing destinations including Zambia, Morocco, India, Belize, Iceland, Armenia and Japan, as well as independently travelling with their units to locations across Europe and the USA. These opportunities often open the gateway to a lifetime love of travelling and we would like to widen this opportunity to many more.

Our “Adventures in” events are hugely popular with more than 400 Senior Section members enjoying their trip to Copenhagen in 2016. We are really looking forward to welcoming Guides, Senior Section members and their Leaders to Adventures in Prague and wish you the best of luck with your planning.

Handwritten signatures of Julie, Bekky, and Mel in black ink.

Julie, Bekky, Mel

Region Chief Commissioners

WHAT IS ADVENTURES IN... PRAGUE ALL ABOUT?

Adventures in Prague is a Girlguiding North West England international event. On 11 August 2018 Guides, members of The Senior Section and their Leaders will take part in a huge wide game around the city.

This is a non-selection event and we hope many Leaders will use this opportunity to take their unit abroad for the first time. All units are welcome to join in with this exciting opportunity, whether they have travelled abroad before or not.

Our aim is to have as many Guides and Senior Section members as possible in Prague on the same day for this fantastic gathering. We hope to have members from every one of our 17 guiding Counties in attendance.

The event will give every participant the chance to discover Prague, but we'd also like those who can to challenge themselves by visiting somewhere else en route, or on their way home. Why not travel by bus or train and see more of The Czech Republic? Or, you could visit another country after the event, or take the train or bus through Europe, visiting some of the cities shown below. You may even be able to combine Adventures in Prague with another event such as the Central European Jamboree 2018, which is being held in Budapest for members aged 14+.



When will it be taking place?

Adventures in Prague will be held on Saturday 11 August 2018. The day will involve a wide game across the city centre during the day, culminating in a gathering for all participants in the evening. Further details of the event will be sent to all groups registered in due course.

Please note that event information will be distributed to the person who applies on behalf of the unit; email will be the primary form of contact.

We anticipate that groups will travel to Prague in the days before the event, or stay in the city afterwards. It is the decision of each individual group how they arrive at the event, but all groups will need to be available for the whole day on 11 August 2018, including the evening.

Each team will earn points for the mode(s) of transport they choose to use to get to Prague; more details on how this will work, will be released nearer the time.

The Adventures in Prague Support Team will be in Prague for a few days before and after the main event date, to provide support to groups while they are in the city. Full details about where and when you can find the support team in Prague will be provided nearer the time.

How much will it cost?

The application fee for this event is £25 per person. This will cover the cost of the production and mailing of information to participants, the planning stages of the event, a badge for each participant and participation in the event, both during the day and in the evening on Saturday 11 August 2018. This fee is non-refundable.

In addition to the above, your group will need to pay for its own travel, food and accommodation costs for the trip, plus spending money whilst abroad. How you travel to the event and where you stay will be up to you, but there are some suggestions later in this booklet.

Who can attend?

This event is aimed at Guides, aged 10+ and members of The Senior Section. We will however allow groups of Leaders to participate in the event, should they wish to.

If you're taking part as a Senior Section group, why not speak with local Guide units and invite their older members to show them what The Senior Section is all about? You could then travel as a District or Division group.

If you are a Young Leader and do not attend Senior Section meetings, why not speak to your County Team to see if there is a group you could travel with?

The size of each group is their own decision, but all adult:child ratios must be adhered to, as per the requirements of the Guiding Manual.

Please note that places will be allocated on a first come, first served basis. There

will be approximately 600 places available for the event; this is due to the limited capacity of the venues being used.

Members of Girlguiding North West England will be given the opportunity to apply first, then bookings will be opened to other Regions, should places be available.

Can Senior Section groups attend without a Leader?

In some cases Senior Section peer groups may be able to attend without a Leader. Please see the guidance below for more information:

Q: Does the group contain any members who will be under the age of 18 at the time of the event?

If yes: The Group Leader (a member of the group who is aged 18+ and is willing to be the main contact for the group) must have, or be working towards, the Travelling Abroad Module 9 of the Going Away with Scheme for the relevant section (The Senior Section).

OR have, or be working towards, Module 9, Travelling Abroad, of The Senior Section Permit.

To start the International Module of The Senior Section Permit, the Permit Holder must have successfully gained her Permit and used it once in the UK before going abroad. The Permit Holder should discuss her plans with her Senior Section Leader.

If no: All members of the group will be over the age of 18 at the time of the event, the Group Leader will not need any additional qualifications or permits.

What qualifications do the Leaders of the group need?

The Leader in Charge of each group must hold the necessary modules of the Going Away With Scheme, appropriate to the type of accommodation chosen for the trip, as well as the age of the participants in the group. In addition, they must hold, or be working towards, the Travelling Abroad Module.

Please note: if both Guides and Senior Section members form your group, the Leader in Charge must hold both the Guide and Senior Section modules of the Going Away With Scheme.

For Leaders who do not currently hold the Travelling Abroad Qualification, it is strongly recommended that you attend a Travelling Abroad Training. Please express your interest to attend a Region-run Travelling Abroad Training on your group's application form. If sufficient Leaders require this, the Region team will do their best to facilitate it. These trainings may also be run within your County, so please speak to your County International Adviser for more information.

Finalising Details of Team Members

The Adventures in Prague Planning Team will need different information from you at

different times:

By January 2018, the team needs to know the level of interest across the Region, as well as the approximate age range and number of participants. For this reason, the deadline for applications, including payment, is the **31 January 2018**.

The second stage of information required will be the final confirmation of group numbers and participants. This means that you have some scope between now and then to add or remove names as you wish. We will need this final confirmation by **7 May 2018**. You will be sent a form to complete with this information, once you have registered.

Travel Arrangements

Each group is responsible for organising their own travel arrangements. For security reasons, we will ask you to give full details of your travel arrangements to the Adventures in Prague planning team in advance of the event.

Remember, the earlier you book, the cheaper you will be able to travel for. Do also bear in mind that, the more creative you are in your travel to the event, the more points you will earn for your team!

What forms are required?

Booking forms are now available from the Girlguiding North West England website. The closing date for applications is **31 January 2018**.

Every group will also be required to complete a Residential Event Notification Form. Following discussions with your Commissioner and County International Adviser (CIA) about your plans, you should submit the Residential Event Notification Form to both, at the earliest opportunity.

If this is your first international trip within guiding, you will be assigned a Mentor via your County.

Once you have received approval of your REN form, you should arrange travel insurance prior to paying for travel and accommodation. Don't worry if you don't know all the details at that stage, you can add to the REN form as time goes on and arrangements are confirmed for your group. You should send the final, fully completed version for your REN to your Commissioner and CIA, 8-10 weeks before you depart. You will also be asked to send a copy to the Region team.

Your group members will each need to complete an Information and Consent for Event/Activity form and Health Information for International Travel form (please be aware that this is different to the UK based Health Information forms).

You will also need to prepare a risk assessment for your adventure; please refer to the Guiding Manual for some top tips, as well as a blank risk assessment form, should you require one.

We would advise that you use the Going Away With book to help with planning your trip.

General Information

As well as encouraging groups to travel elsewhere, either en route or on their way home, we're also encouraging groups to use as many different types of transport as possible on their journey. Below are some ideas of possible routes to Prague:

If you're travelling by rail, ferry or coach, why not take the opportunity to stop and explore some of the other countries and cities that you are passing through? Alternatively, why not consider flying to another city in Europe before making your way to Prague?

We'll be setting a number of challenges for groups to complete on their way to the event, which will earn your team points...so get planning!

Flying to Prague

There are many airlines that fly to Prague, from airports in the North West, including Jet2, Easyjet and Ryanair. You could also fly from another region of the UK.

Prague's airport, Vaclav Havel Airport Prague is located 12km away from the city centre.

Travelling to Prague City Centre from the Airport

The best way to travel from the airport is via bus. You can find more information about this on the Airport website: <http://www.prg.aero/en/parking-transport/transport/public-transit>. In summary, below are the best options for travel:

Bus Lines:

- **119:** Prague Airport - Nádraží Veleslavín (Metro Line A) - **15 min**
- **100:** Prague Airport - Zličín (Metro Line B) - **18 min**
- **Airport Express:** Prague Airport - Prague Main Train Station (metro line C and connection to SC, EC, IC and EN trains) - **35 min**

Travelling by Rail to Prague

It's easy to travel from the UK to the Czech Republic without flying. Here are some suggestions of how to travel by train:

- Take the Eurostar from London to Brussels, then travel onwards from Brussels to Prague by train the following day.
- Take a late morning Eurostar from London to Paris, followed by a high-speed TGV to Zurich, then the Czech sleeping-car overnight from Zurich to Prague, arriving in the heart of Prague following morning.
- Take the high-speed train from London to Berlin on day 1, stay overnight in the German capital, then take a daytime train along the scenic Elbe valley from Berlin to Prague on day 2.

Below are some useful links to assist with travelling by rail:

www.eurostar.com

<http://www.bahn.de/i/view/GBR/en/index.shtml>

www.internationalrail.com

Coach Adventures

Coach travel is really popular in Europe; it's easy and cheap to hop from city to city.

Some examples could include:

- Vienna - Prague
- Budapest - Prague
- Krakow - Prague

Have a look here for some inspiration:

<http://czech-transport.com/index.php?id=344>

Travel Documents and Insurance

Your County International Adviser (CIA) will be a key source of information and support whilst planning your trip. They will either have personal experience of what documents will be needed, or will know of other people who can help.

Passport Travel Documents

British Citizens need a passport, valid for the proposed duration of their stay. You do not need any additional period of validity on your passport beyond this. Each member of your party must have their own passport.

You don't need a visa to enter The Czech Republic. As a British passport holder, you can stay as a visitor for up to 30 days. Citizens of other countries outside the EU must check their passport and visa requirements for The Czech Republic in advance, as well as the visa requirements for returning to the UK.

More information can be found here:

<https://www.gov.uk/foreign-travel-advice/czech-republic/entry-requirements>

Health

The Czech Republic has a standard agreement with other EU countries entitling EU citizens to a certain amount of free health care, including hospital treatment. In the UK, each member of your group should obtain a European Health Insurance Card (EHIC) in plenty of time. For up-to-date information, see the Department of Health's website: www.doh.gov.uk.

As the EHIC covers treatment costs only, you should take out travel insurance that includes an adequate amount of medical cover as well as repatriation. Remember to keep any receipts for medical treatment or prescription medication, so that you are able to claim a refund upon your return.

Insurance

It is important to book your insurance early on in the planning process. Don't forget, you can easily get competitive insurance for all group members from Girlguiding's recommended insurer, Unity Insurance: <http://www.unityins.co.uk/girlguides/> 0845 094 5704.

It is extremely important that all members of your group disclose any medical conditions which exist before, or at the time of the trip, both to those signing off

trip forms and to the insurer. If pre-existing conditions are not disclosed to the Leader, the insurance contract is negated. The impact of this is that the required medical service may not be provided by the insurer, leaving both the Leader and the young members in her care at risk. In addition to the insurer, those approving the trip must be made aware of the potential risks and ensure that sufficient mitigating actions have been taken to keep the girls safe.

We recognise that some individuals may have their own annual travel insurance policies, but Leaders must have a copy of all policies before accepting them. It is important that Leaders also check that any existing medical conditions have been declared with the insurer, as above. Whilst it is possible for members of the group to use their own insurance policy, it may be easier for all members of the group to have the same insurance policy for the trip, so that the Leaders will only have one insurance company to deal with should there be a problem.

Travel Advice

Check out the Foreign and Commonwealth Office's website for the latest traveller tips and information on safety and security when travelling to The Czech Republic, as well as any other European country you may visit on the way to Adventures in Prague: www.fco.gov.uk

Currency

The currency in Prague is the Czech Crown (koruna), abbreviated as Kč, with the international abbreviation CZK.

Coins: 1 Kč, 2 Kč, 5 Kč, 10 Kč, 20 Kč, 50 Kč

Banknotes: 100 Kč, 200 Kč, 500 Kč, 1000 Kč, 2000 Kč, 5000 Kč

100 Kč is approximately £3.35 (at the time of writing)

Don't forget that you may need other currencies, if you're travelling to other countries as part of your adventure!

It is advisable to use a combination of cash and credit/debit cards while travelling. Check with your bank and/or credit card company that you can withdraw cash from ATMs. It is recommended that you advise your card provider that you will be travelling to The Czech Republic, prior to departure.

Please note that Traveller's Cheques are not readily accepted anymore. You may find it easier to use a pre-paid traveller's debit card, which can be purchased from travel agencies, banks and the Post Office. An example of one of these cards can be found here: <http://www.travelex.co.uk/uk/cash-passport.aspx>

Uniform

Members should attend the event in official guiding uniform, including an international necker. This will make you more visible when in Prague.

When travelling, uniform or trip kit should be worn, together with the international necker.

Accommodation Arrangements

Each group is responsible for organising their own accommodation for the trip. Nearer the time, we will be asking you to give full details of your accommodation arrangements.

There are many websites through which accommodation can be arranged. A general search on the web with the search term 'hostels in Prague' will provide numerous suggestions. Useful websites to check are www.hostelbookers.com and www.hostelworld.com.

Hostels are located all over the city and some are more suitable for young groups than others. If in doubt, telephone the hostel and enquire; most hostel staff do speak English.

Guidebooks and travel agencies are also useful sources of accommodation. The official Prague tourist website has lots of information and can help with choosing from the many options available: <http://www.prague.eu/en>

Campsites

It is possible to camp very close to the city centre in Prague. Campsites can be easily found using a web search, as above. A list can also be found here: <http://www.prague.eu/en/objects/accommodation/54>

We recommend that you book well in advance, taking into account the busy summer period.

If you are considering campsites further outside of the city, do take into account any travel implications and the cost associated with these.

Tourist Information

Prague Card

The Prague Card has been specially designed for sightseeing in Prague and includes everything you will need for a great trip, whilst saving you both time and money.

Some of the things it includes are:

- **Free Public Transport** - Bus, Metro, Tram, River Ferries and Petřín Funicular
- **Free Airport Express** - Bus for your airport transfer
- **Free Bus Tour** - 2-hour Historical Prague Tour
- **Free entry to Prague Castle** - St.Vitus Cathedral, Royal Palace, Golden Lane, St.George's Basilic
- **Free entry to Prague Jewish Museum** - Synagogues and famous Old Jewish Cemetery (6 sites)
- **Free entry to 50 attractions** and significant discounts on access to another 30+ attractions
- **Discounted tours, cruises, concerts, restaurants** with discounts up to 50%
- **Free Guidebook** packed with information about the attractions in 7 languages

Check out the website for full details: <https://www.praguecard.com/index.php?lang=en>

The prices may appear expensive - for a 3 day pass, it's currently **€68.00** for adults (aged 16+) and **€50.00** for children/ students. However, if you consider how much you may spend visiting individual tourist attractions, plus transport, you may find it is more cost effective. We would recommend you discuss, as a group, where you would like to visit. Following this, your group can evaluate whether this is the best value option for you.

Getting around Prague

Prague is a large city, but most attractions are a short walk away from each other. As you will be doing a lot of walking, make sure that sensible footwear is always worn.

For a quicker journey, or to rest aching feet, the city also has a fantastic choice of **public transport**. Tourist travel cards are available for 72 hours for **310 CZK** which is approximately **£10.50** (at the time of writing) and these will allow you to use the metro, buses and trams.

More information can be found here:

http://www.myczechrepublic.com/prague/tickets_fares.html

City Sightseeing Tours

As with many cities, Prague has a hop-on-hop-off sightseeing bus with commentary. This bus has stops at all of the major attractions.

The Danube River flows through Prague and there are lots of opportunities to embark on a boat trip to see the sights from the river.

Access for Members with Disabilities

Whilst Prague aims to be a disability friendly city, facilities vary greatly between buildings, especially those in the city centre with cellars or raised entrances. Major sites are usually well equipped, but older hotels and shops may not be accessible. For more information visit: <http://www.accessibleprague.com/index.html>

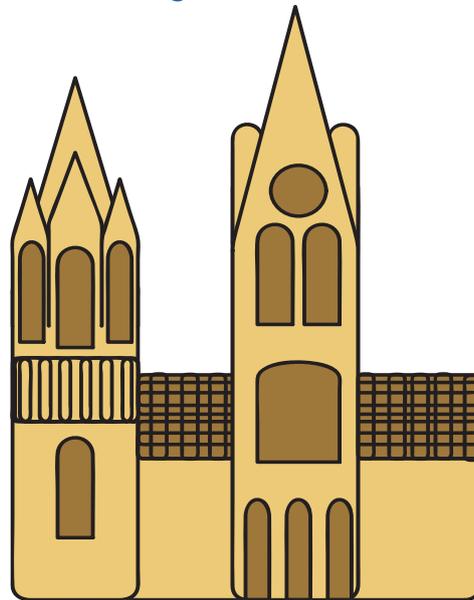
Prague Highlights

There is a lot to see and do in Prague and it's a great idea to get a guide book or search the web for ideas about what you might like to see and do. A good starting point is:

https://www.tripadvisor.co.uk/Attractions-g274707-Activities-Prague_Bohemia.html

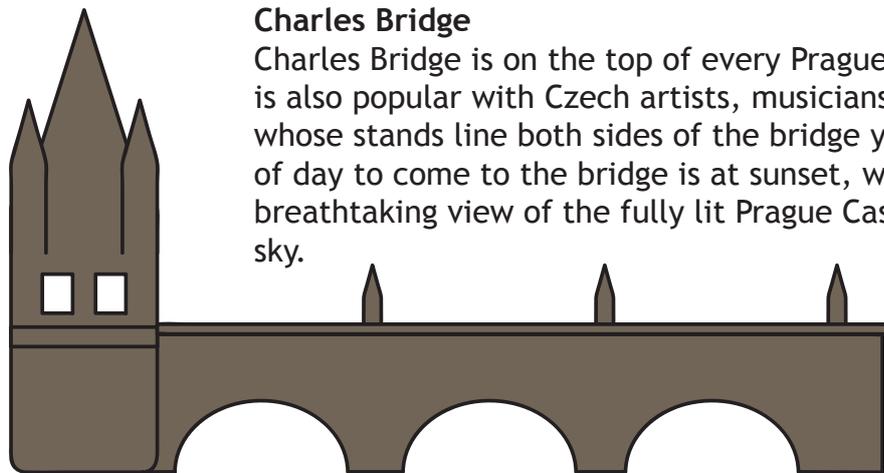
Prague Castle

Prague Castle was most likely founded in around 880 by Prince Bořivoj of the Premyslid Dynasty (Přemyslovci). According to the Guinness Book of World Records, Prague Castle is the largest coherent castle complex in the world, with an area of almost 70,000 m². A UNESCO World Heritage site, it consists of a large-scale composition of palaces and ecclesiastical buildings of various architectural styles, from the remains of Romanesque-style buildings from the 10th century, through Gothic modifications of the 14th century.



Charles Bridge

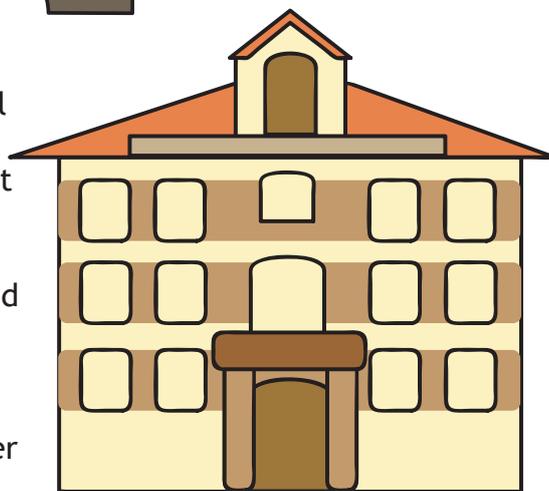
Charles Bridge is on the top of every Prague visitor's must-see list. It is also popular with Czech artists, musicians and souvenir vendors, whose stands line both sides of the bridge year-round. A great time of day to come to the bridge is at sunset, when you can enjoy a breathtaking view of the fully lit Prague Castle, against the evening sky.



The Klementinum and the National Library

The Klementinum Library is arguably the most beautiful library in the entire world. Originally opened in 1722, the library was a part of the Jesuit University. Today, it serves as a fine example of Baroque architecture. The opulent décor leaves no detail untouched, from the floors to the walls and the ceiling, everything is beyond beautiful.

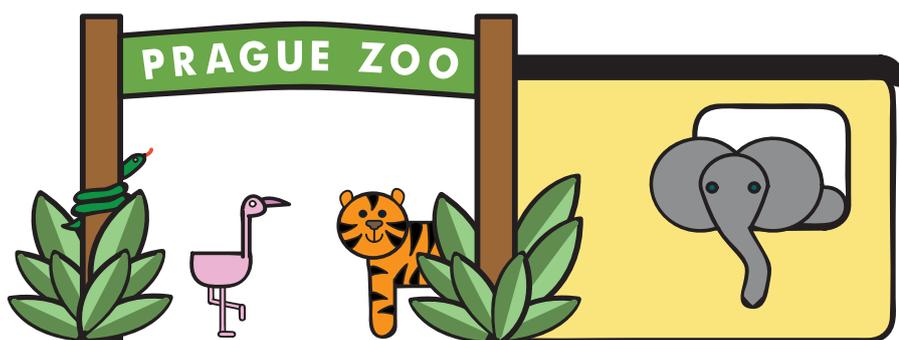
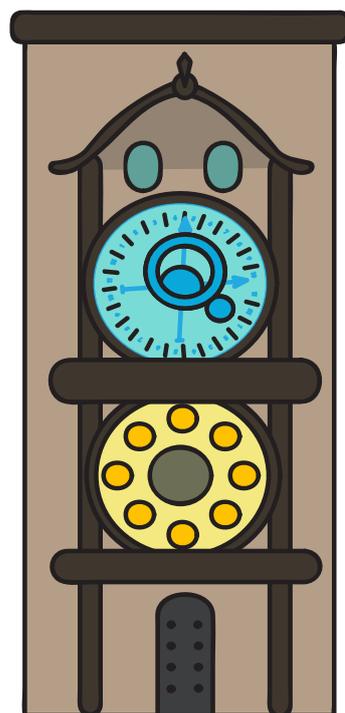
The main library, officially known as the National Library of the Czech Republic, is located inside a larger collection of historic buildings known collectively as Klementinum (Clementinum in English).



The Old Town Square and the Astronomical Clock

The Astronomical Clock, which is on one side of the Old Town Hall Tower, dates from the 15th century.

To fully appreciate the clock's intricate construction, join the crowd in front of the tower to watch the procession of the Twelve Apostles; on the hour, every hour, a small trap door opens and Christ marches out ahead of his disciples, while the skeleton of death tolls the bell to a defiant statue of a Turk.

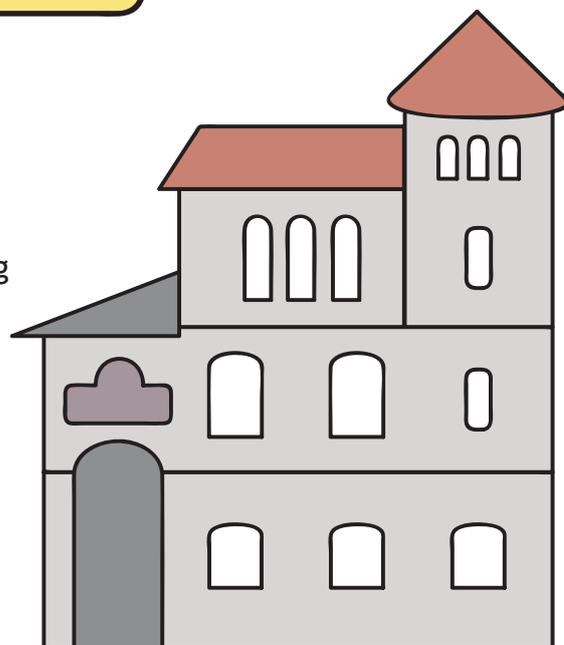


Prague Zoo

Voted the 4th best zoo in the world, this could be a fun day trip whilst in Prague!

The Jewish Quarter

The Jewish Quarter has six synagogues, including the Spanish Synagogue and Old-New Synagogue, the Jewish Ceremonial Hall, and the Old Jewish Cemetery, one of the most remarkable of its kind in Europe.



Emergency Contact Numbers

In case of an emergency while you are in Prague, dial 112. Some operators will speak English and it is free to call. Calling 112 will connect you to the police, fire brigade or ambulance service.

The Adventures in Prague Support Team will have an emergency number for you to contact whilst you are in Prague, which will be given to you nearer the time.

As a group, you must also have a home contact set up before travelling; see the Girlguiding website for more information: <https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/safeguarding-and-risk/managing-risk/setting-up-a-home-contact-system/>

Phones

The international dialling code from abroad is +420. The Czech Republic is part of the worldwide GSM network, so compatible mobile phones should work without any problems.

Public pay phones accept coins, credit cards or prepaid Telecards.

Safety

Prague is considered to be relatively safe however, as with all cities, you should always be aware of the risk of petty crimes. It is important to also do your best to minimise the risk of such crimes; never carry money or valuables in your back pocket, don't leave valuables on show or put your camera or bag down on a café table for example. It is also recommended that you carry bags and cameras on the side that is away from the road, and consider a shoulder bag with the strap across your body, or a 'bum bag' on the front of your waist, rather than a handbag on one arm. When in crowded areas keep an eye on your possessions. If you use a hotel safe in your room, do not use your date of birth as the code, as this will be on your hotel registration.

Top Tips for Travellers

The summer is arguably the best time to visit Prague, when days are long, the temperature is above 20 degrees Celsius and there are lots of events taking place in the city.

In hot or sunny weather, your group should drink plenty of water and keep covered up with suitable clothing and sun tan lotion. Be aware that heat does reduce energy levels, so don't plan to do all of your sightseeing in one day, at marching speed. Why not use public transport to reduce some of the walking, or hire bikes or try a cycling tour. There are lots of parks and open spaces where you can find some shade and sit and relax. Bottled water can be bought from kiosks on most streets.

If the girls in your group have never been out of the country before, there will be lots of things to discuss with them before they travel. Ensure they understand what will be happening throughout your trip and that they are prepared for it, to prevent any worries they may have.

The below are some ideas for discussion with your group. Many are last minute details, but if your group is aware of them early on, it will save you time later.

- Why you should reconfirm your flight details and/or check in online?
- Where you should keep your tickets and passport?
- Why you should have photocopies of documents (packed separately from the originals)?
- Why, where and how to use credit cards/currency?
- What is an EHIC card for and where do you get one from?
- Why it is important your passport in date and when it expires?
- What travel insurance is for?
- What address should you put on your luggage label?

Why not have a competition to design your group's luggage label - this makes identification at the airport easier

The Wide Game in Prague

Full details about the event will be sent to you nearer the time. To help you make arrangements, the gathering will be held on Saturday 11 August 2018 and you will need to be in the centre of Prague for around 10am.

It is likely that the event will include a wide game across the city and will end with a central gathering at a location which will be provided to you a couple of weeks before the event.

The wide game will give you the opportunity to explore the city and its famous sights, whilst completing challenges to earn points for your team.

In the evening, we will have a celebration event, where all of your points will be added up and we will celebrate our day of adventure together.

Please note that the wide game will require the use of mobile phones, QR codes and, at times, the internet. You will be sent further information about this in advance of the event.

Preparation for the Event

We would like every group to have a mascot who they bring along to the event. During the event we would like to see photos of your mascot getting involved in the adventures. You will be awarded points for your mascot and what they get up to during the day.

We would also like you to set up a social media account (preferably Twitter, Facebook or Instagram) for your group which we can easily follow. During your trip, we would like you to post photos of your group enjoying their adventure. The Adventures in Prague team will monitor the accounts and will award your group points from these photos. More information will be released about this nearer the time.

Fundraising

There are many ways to raise money for your trip. However, it is important to make it clear what you are raising money for. Many friends and family members will be prepared to sponsor you for events, if they know what the money is going towards. Remember, support doesn't always mean people giving money; they may be able to help in some other way, whether that is providing a venue, giving their time, providing equipment, prizes or administrative support such as printing or photocopying. Remember to get the whole group involved in both the planning and the fundraising events.

On the Girlguiding website, there are a number of useful documents with advice on fundraising which can be found here: <https://www.girlguiding.org.uk/get-involved/fundraise-for-us/fundraising-toolkit/ways-to-fundraise/a-z-of-fundraising-ideas/>

Some Fundraising Ideas:

- Holding a coffee morning/cake sale
- Quiz sheets
- Bag packing at your local supermarket
- Mufti/own clothes evening
- Fete/Fair
- Guess the name of the Bear
- Fashion Show/Disco
- Sponsored anything!
- Car boot sale
- Friendship bracelets (make & sell)
- Craft sale - you can make cards and gifts to sell

Keep in Touch

If you would like to keep up to date with updates from the Adventures in Prague team, as well as sharing information with other groups coming to the event, make sure you 'like' the Girlguiding North West England International Facebook page: www.facebook.com/GGNWEInternational/

Or: follow us on Twitter: @GGNWE_INT

Publicity

If you do anything exciting, unusual or adventurous to raise money for your trip, the Region PR team would love to hear about it! Contact Ellis Quinn via ellis.quinn@girlguidingnwe.org.uk with full details.

Further Help

We hope that there is sufficient information in this booklet for you to plan your trip, but if you have any further queries, please get in touch with the team by emailing us at nweadventuresin@yahoo.com

You could also contact the Region Headquarters on 01772 791 947 or via northwesthq@girlguidingnwe.org.uk

We hope to see you at Adventures in Prague!