

ORIENTATION CLASS #3: Agenda**1. Dean Mulvihill****2. Dorm rule:** No alcohol and/or drugs are permitted in Komenskeho Kolej under any circumstances. If you are found in possession of either one, you are in violation of this rule and are subject to:

- Dismissal from the Lehigh in Prague program and the dorm with no refund;
- Being sent home at your own expense without compensation;
- Loss of course credit;
- Disciplinary action by the University upon your return.

3. Information about Practicum assignments**4. Detailed dress code information****5. Prague Emergency Information** (see last page)**6. Check Lehigh email regularly right up to the morning of departure.****7. Travel to Prague:**

Arrive at your airport 3 hours ahead of departure, go to gate ASAP

If you miss a connecting flight and will arrive late in Prague, email Jim Hall (jah0) and CC the Study Abroad Office (studyabroad@lehigh.edu) to provide new info on arrival flight # and time.

If stopping over at another EU airport (Munich, Dusseldorf, Frankfurt, Brussels, etc.), it may be very short: Go directly to gate well before boarding time. There will be EU passport/immigration control and at least one additional ticket/security check before you board the next flight.

8. Arrival in Prague: Airport Terminal 2 (or depending on your route, Terminal 1) on Thursday, May 26:

Collect luggage, go through customs in "Nothing to Declare" line. Outside baggage area in the arrivals hall, ATMs and exchange offices are available in the airport.

- Exchange/withdraw at least 2000 Czech crowns (about \$100) for first day or two.
- The bus to the dorm will leave near Terminal 2 at approximately 1:30pm
- If you miss the bus, the taxi fare is approximately 500-600 CZK to the dorm. Typically, two people can share a cab and split the fare. Airport taxis will have a fare meter.
- Have the address for **Komenskeho Kolej, Parlerova 6, Prague 6**, written on a 3x5 card to show the taxi driver.
- At the dorm lobby, on the right is the reception/check-in desk. Have your passport ready to show the receptionist (this is legally required in all EU countries for check-in). She will give you a dorm ID card, needed for entry by the porter in glassed office to the left as you enter the dorm. She may need to hold the passport briefly while you go to your room with your luggage. The porter has the room key, which you obtain by showing your new dorm ID card.
- Move your luggage to room and, if time permits, unpack.
- There are some small restaurants in the neighborhood if you arrive well before the faculty at the dorm.
- The LIP group will break into smaller groups for an informal walk into central Prague.
- Liquids on plane

9. Course Site (CS)

Includes info on the program, Study Abroad info – Suggestions for additions welcome

Emergency information for Prague

Map and orientation for key locations

Useful web sites -- Czech or Prague travel planning, extra activities, etc.

US State Department web site: www.state.gov

10. Maps

- Metro guide on CourseSite - comments about dorm location, public transport to/from Old Town via Tram 22 and Metro A/green line.
- Look at the Google Maps location of the dorm (type in Parlerova 6, Prague and it will come up) and the surrounding area. **Download the Google map for Prague offline use to your phone.**

11. Parent Information Letter was sent to your emergency contact.

12. Be a RESPONSIBLE traveler: Do not attract negative attention to yourself.

- Use a small wallet or pouch worn inside your clothing for your passport and money. Avoid expensive, flashy jewelry, other eye-catching stuff.
- Carry a card with your emergency notification number(s):
 - In Czech, "In case of emergency (need), please call..." is written
V pripade nutnosti, volete prosim ...
 - Then list Komenskeho Kolej with appropriate phone numbers. The dorm will give you a "hotel card" with phone number, also which the porter checks when you enter the building and pick up your key.
- If you are going out for the evening, you **MUST** tell someone from our group who is not going with you where you are going. Record weekend travel away from Prague on Coursesite Travel disc board.

13. Travel Tips + reminders

Pack only what you can carry!

- **Safeguard your passport**, emergency credit card and other valuables.
 - Copy of passport data/photo page to Study Abroad and extra copies go with you.
- Electricity: only 220 volts, 50 cycles - check your equipment! Double round pin plugs.
 - Bring laptops, **LAN cord**, computer compatible headphones, other electronics and **medicines in carry on.**
- **Bring your Emergency Info** in Prague handout (last page here)
- Bring textbooks, notes and other materials already assigned.

TSA packing and security check requirements especially for—

The following rules apply to all liquids, gels, and aerosols carried through security checkpoints:

1. All liquids, gels and aerosols must be in three-ounce or smaller containers. Larger containers that are half-full or toothpaste tubes rolled up are not allowed. **Each container must be three ounces or smaller.**
2. All liquids, gels and aerosols must be placed in a single, quart-size, zip-top, clear plastic bag. Gallon size bags or bags that are not zip-top such as fold-over sandwich bags are not allowed. **Each traveler can use only one, quart-size, zip-top, clear plastic bag.**
3. Each traveler must remove their quart-sized, zip-top bag from their carry-on and place it in a bin or on the conveyor belt for X-ray screening.

14. Critical student information should have already been turned in. If you still need to turn something in, go to the Study Abroad Office (Coxe Hall) **ASAP**.

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| ▪ *Passport copy | email to filesender.lehigh.edu |
| ▪ *Flight information (arrival date/time) | email to Katy Rene |
| ▪ *Medical/Health and Safety form | (to Study Abroad Office) |

15. Lehigh in Prague 2016 Watchwords!

- Take **PERSONAL RESPONSIBILITY!**
- **PREPARE** – for the unexpected;
- Be **AWARE** and **CONSIDERATE** – of consequences of your actions and of those around you.

16. Dorm contact information:

- Komenskeho Kolej
Parlerova 6
169 Prague 6, Czech Republic
- Phone information:
Inbound telephone (general number is answered by dorm staff; incoming calls routed to your room phone)
Direct dial from the US: 011-420-220-388-(your room extension)
Reception/porters desk 011-420-220-488-400
Dorm operator: 011-420-2-20-388-111

17. Class breakout sessions:

- **ACCT 315** (Professor Sami): RBC 261
- **CSE 252** (Professor Kalafut): stay in RBC 241
- **MGMT 372/ECO 371** (Professor Balcar): RBC 251

Current as of 4/26/16

Faculty

US cell phone numbers:

- Prof. Hall: 610-392-5335 (from Prague add 001-610 ...); email jah0@lehigh.edu
- Prof. Kalafut: 484-515-2350 (from Prague add 001-610 ...); email smk5@lehigh.edu
- Professor Sami: 610-306-3523 (from Prague add 001-610 ...); email hes205@lehigh.edu

Czech cell phone numbers (*to be confirmed after arrival in Prague*):

- Professor Hall +420 608 352 079
- Professor Balcar _____
- Professor Kalafut _____
- Professor Sami _____
- GA Jon Merwine _____
- GA Kallie Ziltz _____

US Embassy in Prague, 15 Trziste ul., Prague I (M-F 8-4:30): 257-022-000 (24 hour phone)

Web site: <http://www.usembassy.cz/>

Lehigh in Prague will be registered as a group with the embassy.

International SOS – 215-942-8478 (from Prague add 001-...) or call collect.

Lehigh University ISOS membership number: 11BYSG000004

Ambulance/Emergency operator: 155 (free call from any telephone booth)

Police : 158 (city police 156) (free call from any telephone booth)

Fire: 150 (free call from any telephone booth)

Hospital (West of dorm): Nemocnice Na Homolce ,Roentgenova 2, Prague 5

Emergency 24/7 service 257-271-111

Emergency 24/7 Internal Medicine 257-272-191

Emergency 24/7 Surgery/office 257-273-028

Normal business hours, International Dept. 257-272-144

Also, **ISOS** and the Komenskeho reception/porter can advise for other hospitals.

Meeting points: Normally, in Komenskeho lobby.

If the dorm must be evacuated, meet across the street in the park near Dos Pinkos pub

A **taxi** company: 257-257-257, 14015

Lehigh University from Prague

Study Abroad Office: 001-610-758-3351

Lehigh Police: 001-610-758-4200

Lehigh Counseling services weekdays 8 am to 5pm: 001-610-758-3880

Lehigh counseling 24 hour emergency crisis support: 011-610-758-4200