

Dear Colleagues, Friends and Participants of the Study Visit no. 187,

**First, I'd like to thank to those who have already contacted me and made an accommodation reservation.** So far, it seems there are going to be 10 of us altogether.

I am presently working on the details of the program of your stay in the Czech Republic. I hope to make it interesting and enjoyable for all of you to feel nice and satisfied.

Therefore, I'd like to ask you to provide me with a few sentences about the institution or organization you work for, the things you are in charge of [your responsibility at work], what you are expecting and what would you like to see while you are here.

You will find further information about the best connection from Prague to Klášterec nad Ohří in my next letter. I'd like to make your travelling as easier as possible therefore I have the following suggestion for you:

**I am able to arrange the transport for your from the airport to Prague. It requires that you will be at the airport at 4 p.m. at the latest. Therefore I'd like to ask you to arrange your flights so that you will arrive to Prague between 3 p.m. – 4 p.m. on Sunday.**

On Wednesday May 4<sup>th</sup>, we are going to spend the whole day in Prague, our capital. We'll visit the Ministry of Education, Youth and Sports of the Czech Republic and the Faculty of Education - Charles University. I wish you will have time for visiting the city as well. There are many ways to do that. One of them is a guided tour but it needs to be booked in advance. The price is about 500 CZK per person (about 20 €). **Please let me know who is interested in the mentioned event.**

**Unfortunately, I still did not receive any reply from the majority of you. Please get in touch with me as soon as possible.**

Please do not hesitate to contact me in case of any queries.  
I am looking forward to hearing from you soon.

Best wishes,

Jiřina Malastová