

Charles University

Overview of Conference Premises





UNIVERSITAS CAROLINA

Charles University

Charles University was founded by Charles IV, King of Bohemia and later Holy Roman Emperor, on 7 April 1348, making it one of the oldest universities in the world. It was the first university in Central Europe. It originally had four faculties: theology, liberal arts, law and medicine. It was modelled on the universities in Bologna and Paris, and within a short time it achieved international renown. The University stands by its historical mission which was introduced in the charter at the very beginning – to advance intelligence in the country, offer the best quality education to its people without having to travel abroad, and on the contrary, achieve the status when foreign candidates wish to study at the University.

The University currently has 17 faculties (14 in Prague, 1 in Pilsen and 2 in Hradec Králové) and with its nearly 50,000 students, more than 300 accredited study programmes and 630 study branches, it is the biggest Czech university. The most honoured international charts rank the Charles University among the top 2% of universities worldwide and among the top 100 European universities. Charles University participates in a number of joint programmes with prestigious European and overseas partners and has concluded over 2,500 interinstitutional agreements (Erasmus +) and more

than 200 international partnership agreements with foreign universities from all over the world. The University is also a member of a number of international organizations, such as Coimbra Group, EAIE, EUA, Europaeum, UNICA and others.

No less important is the University's social and cultural role. The University holds exhibitions, concerts, theatre and film performances, talks and round tables to discuss current topics and is involved in public life through numerous activities.





Carolinum

Ovocný trh 3, Prague 1

The Carolinum is a national cultural monument, the seat of the Rector, and a symbol of Charles University. The building has been named after the University founder Charles IV – Collegium Caroli (Caroline College). It has belonged to the Prague University since 1383 when the founder's son King Wenceslas IV acquired one of the most impressive Old Town palaces for the college which had been built by a rich patrician, the royal mint master and banker Johlin Rotlev shortly before. In the beginning, there was a residence for 12 masters (teachers) and their servants, a chapel, an assembly hall for the entire university, as well as a treasury and university prison. A number of significant professors worked in the Carolinum, including Jan Hus, Jan Jesenius, Bernard Bolzano and Ernst Mach. On ceremonial occasions, one could meet other personalities associated with the University here – Thomas Garrigue Masaryk, Albert Einstein and Jaroslav Heyrovský.

The Carolinum is a complex of buildings at the corner of Ovocný trh and Železná street in the very centre of Prague, in close vicinity to the Old Town Square. Its present form has resulted from several major reconstructions commenced at the

end of the 14th century when the premises were modified for the university's purposes.

The most important ones include the baroque reconstruction from the period of 1715 to 1718 by František Maxmilián Kaňka and the building reconstruction led by architect Jaroslav Frágner completed in the period of 1945 to 1959. Frágner preserved all of the historical structural parts and created a monumental architectural work.

Despite its historical origin and monument preservation, the Carolinum is a living area where students and teachers meet. It is used not only for representation, but it is also a scene of the university and cultural life. The Great Hall that dominates the Carolinum holds University ceremonies and festivities, including matriculation and graduation ceremonies. As the Rector's seat, the premises often hold lectures from significant foreign personalities, meetings from academic bodies and numerous major social events.



Past Events

The Carolinum, the historical seat of the Charles University, and its Conference Centre in Celetná street host about 250 events every year. In recent years, these included:

Lectures by prominent personalities:

- H. E. Jean-Claude Juncker, President of the European Commission
- H. E. Joachim Gauck, President of the Federal Republic of Germany
- H. E. Ban Ki-Moon, Secretary-General of the United Nations
- Mrs. Irina Bokova, Director-General of UNESCO
- dr. Giovanni Canzio, Chairman of the Italian Supreme Court of Cassation
- General Petr Pavel, Chairman of the NATO Military Committee
- prof. Fabiola Gianotti, CERN Director-General

Award ceremonies:

- Ibero-American Awards, held by the Embassies of Ibero-American countries
- International Charles IV award ceremony held in cooperation with Municipal Council of the Capital City of Prague
- Gathering with Templeton Prize winners
- Panels to discuss the Arnošt Lustig award

Exhibitions:

- World Press Photo
- Auction hall for the Barriers Account
- Moser Fragile Power of Glass
- a set of extensive university exhibitions dedicated to the events of 17 November, the 600th anniversary of the burning of Master Jan Hus, the 700th anniversary of the birth of Charles IV

Numerous scientific and festive gatherings:

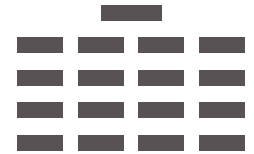
- Prague Hepatology Meeting
- World Sleep Medicine Congress
- Neuropsychiatric Forum conference
- ARC5 Student's Forum
- Week of Science and Innovations
- For Your and Our Freedom conference held by the People in Need organization
- General Assembly of the Learned Society of the Czech Republic
- the 20th anniversary of the Czech-German Declaration held by the Ministry of Foreign Affairs of the Czech Republic
- National Day of Lichtenstein
- Preview of Jan Hus film by Czech TV
- Series of classical music concerts in the Carolinum's Great Hall

Great Hall



405 

Theatre
arrangement





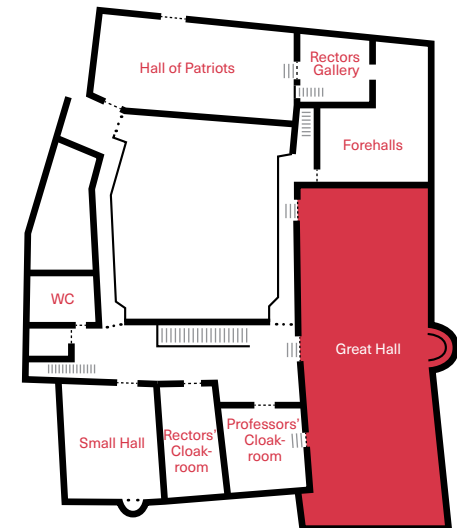
The Great Hall is the central point of the Carolinum, a hall where matriculation and graduation ceremonies are held. There is a tapestry situated at the top with motifs of the oldest seal of Charles University woven into its centre, and also fragments from the Charter and symbols of the four original faculties. Other major attractions are the emblems of the crown lands of the Kingdom of Bohemia located on the ceiling above the main carpet, a statue of Charles IV and a gothic bay window with the original university chapel. The main entrance portal dates back to the beginning of the 17th century.

1st floor

The hall can be used only for ceremonial purposes.

Brief description:

- fixed equipment
 - microphones
 - digital sound distribution system including connection to fibre optic cables for sound transmission
 - organ
-



Small Hall



The Small Hall was the lecture room of the Faculty of Medicine in the past. The walls are decorated with oil paintings of Saints Cosmas and Damian, the patron saints of physicians, and baroque portraits of Prague professors of medicine and archbishops of Prague. The balcony overlooks Železná street.

1st floor

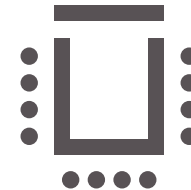
The hall can be used only for ceremonial purposes.

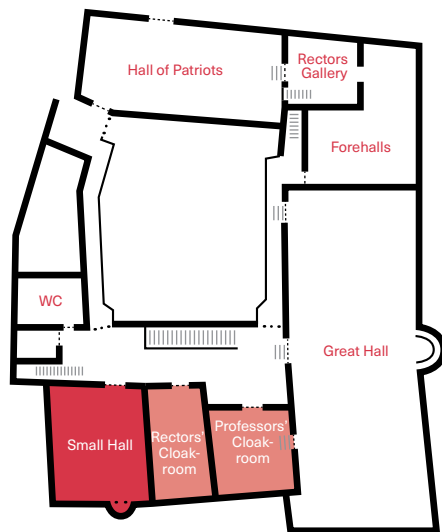
Brief description:

- chairman's table
 - 56 seats at the table
 - more seats along the walls
 - screen 200×140 cm
-

75 

“U” shape
arrangement





Rectors' and Professors' Cloakrooms

Premises connecting the Great Hall and Small Hall, used as cloakrooms for academic notables and as a students assembly point before graduation ceremonies. The premises can also be used for registration of participants, as background facilities for events organisers or for serving refreshments.

Hall of Patriots



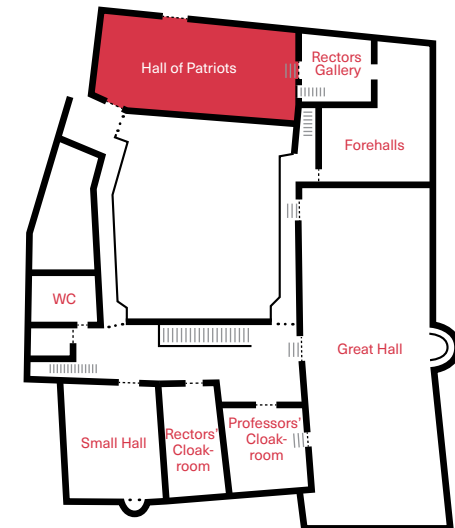
Originally the university library, it acquired its name thanks to the Royal Bohemian Society of Sciences which had its seat here from the end of the 18th century. The walls carry busts of prominent personalities of Czech science and a portrait of President T. G. Masaryk.

1st floor

The hall can be used only for ceremonial purposes.

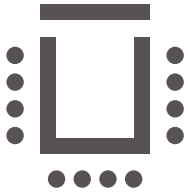
Brief description:

- chairman's table
- tribune
- the room can have variable arrangements



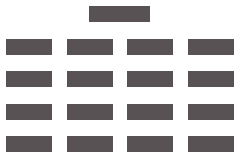
36 

**“U” shape
arrangement**



120 

**Theatre
arrangement**



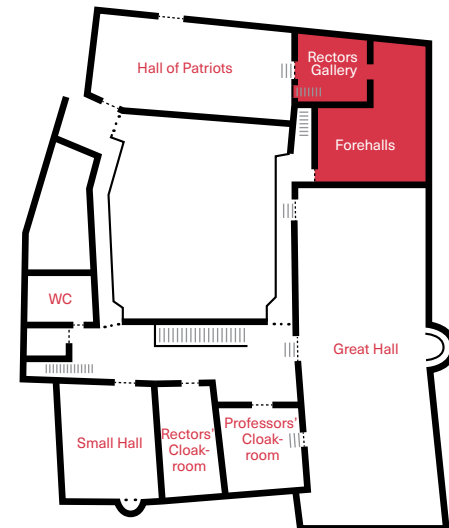
Forehalls



This area comprises of a small reception room with a picture gallery of previous rectors and a large hall decorated with baroque paintings, including those by Karel Škréta.



1st floor



Imperial Hall

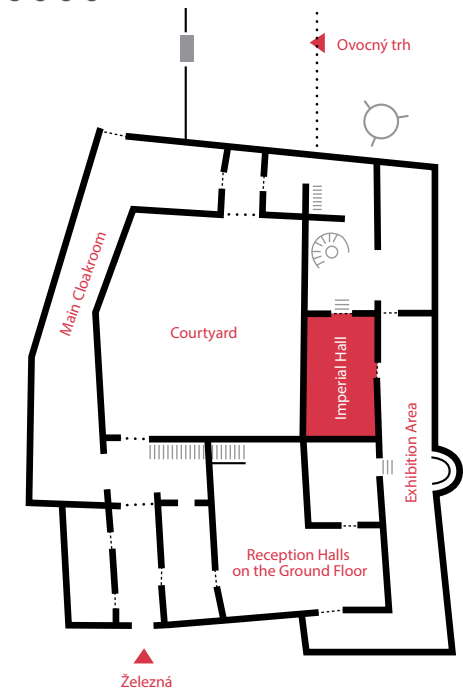
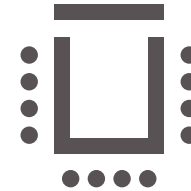


The room is accessed from the Exhibition Area of the Carolinum. The name of the hall was inspired by the portraits of Habsburg monarchs decorating its walls. One side of the hall is glassed-in, with a view onto the Courtyard.

Ground floor

30 🧑

“U” shape arrangement



Conference Rooms



Bright, spacious rooms on the 2nd floor of the Carolinum are situated at the level of the Great Hall gallery. They house a painting gallery, mainly portraits of Habsburg monarchs and archbishops of Prague. The halls on this floor do not have barrier-free access.

Small Conference Room

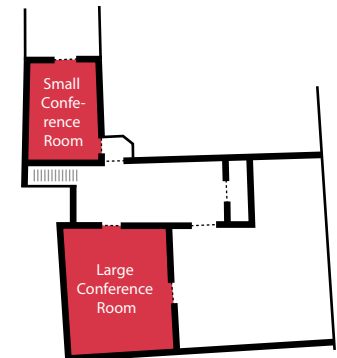
2nd floor

Brief description:

- screen 250 × 180 cm
 - telephone line
-

20 

“I” shape arrangement



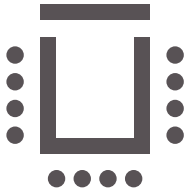
Large Conference Room

2nd floor

Brief description:
— screen 300×220 cm

40 

“U” shape arrangement



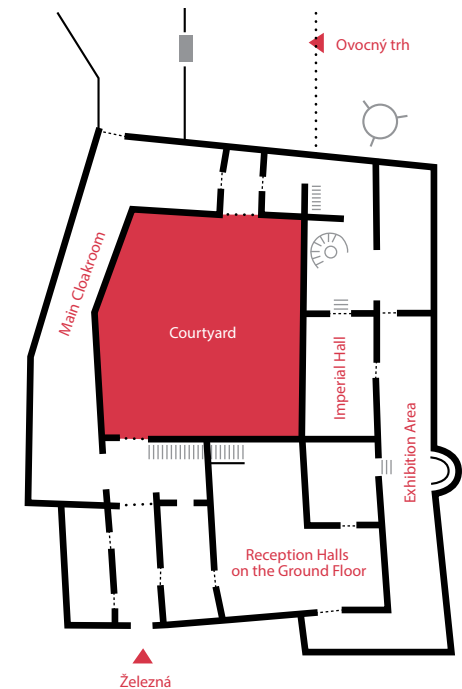
Main Cloakroom



Courtyard



A place with a statue of Master Jan Hus resembling the medieval layout of the original college and calling to mind the atmosphere of significant assemblies in the history of the University. Recent interesting events include an open-air concert of the Kühn Children's Choir, The World Press Photo vernissage or the Children's Day at Charles University on the occasion of the 700th anniversary of the birth of Charles IV with demonstrations of traditional crafts.



Reception Halls on the Ground Floor

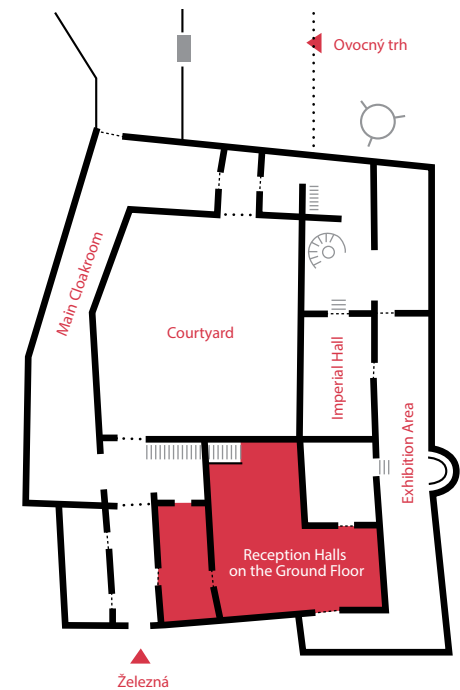


Two rooms reserved for banquets and vernissages are the remainder of the original patrician palace. Gothic arched ceilings give a majestic appearance to the premises.

Ground floor

250 

banquet



Rector's Club



A place comprising of two interconnected rooms and a stylish bar is situated in the gothic basement in the oldest part of the palace dating back to the 14th century.

Basement

Brief description:

- 2 rooms
 - bar
-

30 

Variable arrangement



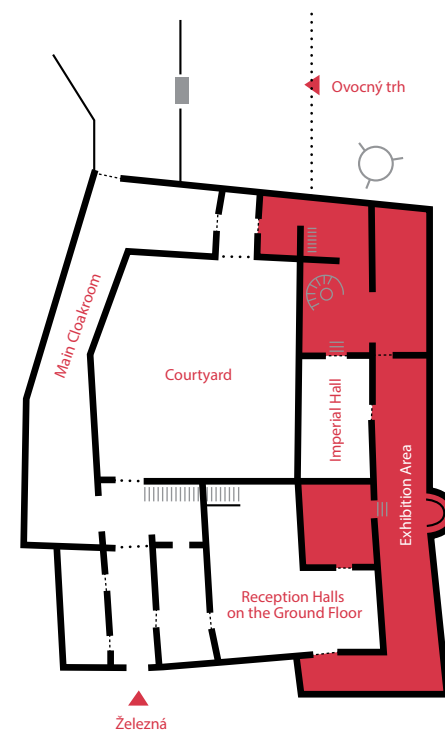
Exhibition Area

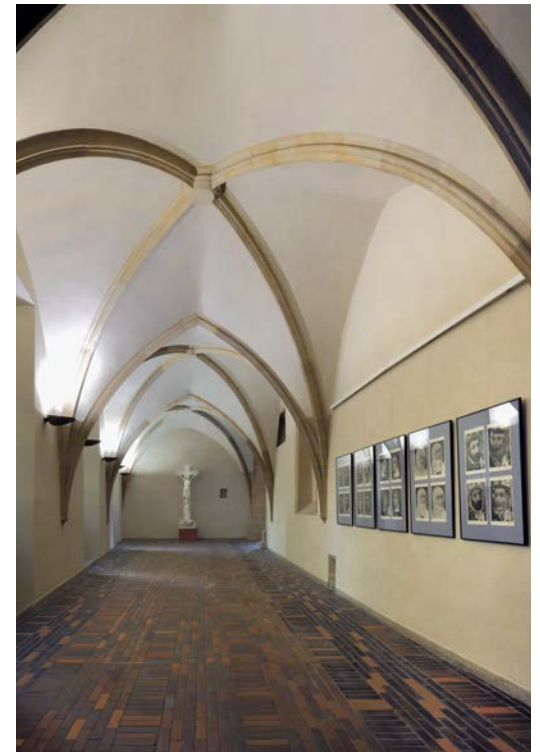
Ground floor

The exhibition area is located in a part of the former Cloister. At the head of the corridor, there is a crucifix made of karelian marble, a work by sculptor Emanuel Max dating back to 1870. The premises are equipped with a special suspension system on the walls.

A number of events take place in this area of 400 m² every year. A significant exhibition organizer is the University itself, which prepares thematic displays dedicated to significant anniversaries associated with the academia almost every year. In recent years, these were, for example, exhibitions dedicated to the anniversary of the events of 17th November, burning of Master Jan Hus or the 700th anniversary of birth of the King and Emperor Charles IV, the University founder.

In its exhibition hall, the University hosts very popular events, including but not limited to the World Press Photo exhibition. The selection of projects to be implemented is supervised by the Historical Committee of the University, which approves all proposals submitted.





Charles University Conference Centre

Celetná 20, Prague 1



Blue Lecture Hall

2nd floor

250 ♀

The conference centre is situated in close vicinity of the Carolinum, connected to it by an inner yard. The main building entrance is situated at Celetná ulice 20. Technically equipped premises provide a proper background for holding a wide range of events. The lecture halls are fitted with data interconnection.



Green Lecture Hall

1st floor

40 ♀



Entrance Hall C16

Ground floor

Cloakroom for Lecture Halls

Ground floor





University Club

Basement

Technical Equipment

Carolinum

- sound distribution system (Soundcraft mixing console, AKG microphones, hand microphones)
- data projection (screens 180×180 cm to 300×400 cm)
- Benq and ACER data projectors
- side view monitor
- overhead projector
- audio-recording function
- Wi-Fi connection
- flipchart
- CD player
- video-conferencing
- audio connection for television staff
- navigation system

Blue Lecture Hall

- sound distribution system
- audio-recording function
- screen 16:9 (500×600 cm)
- data projection (SONY 10000 Ansi projector)
- digital film projection
- computer
- Wi-Fi connection
- chart board
- flipchart

Green Lecture Hall

- sound distribution system
- screen (300×400 cm)
- data projection (3500 Ansi projector)
- computer
- Wi-Fi connection
- chart board
- flipchart

**Other technical services
to be outsourced:**

- interpreting equipment
- streaming
- video-recording including processing
- conference microphones
- voting equipment



University Catering

The university catering offers catering services and banquets at conferences, symposia and various social events in the form of high-quality Czech and international cuisine. Based on your requirements, they will prepare a comprehensive offer for you.

The Charles University refectory has provided catering services for major events, including but not limited to:

- Vernissage on the occasion of the events of 17th November with the participation of the Presidents of the Visegrad Group and Germany
- Catering service during celebrations of the 700th anniversary of the birth of Charles IV at Charles University
- Ceremonial banquet on the occasion of the 20th anniversary of the Czech-German Declaration held for the Ministry of Foreign Affairs of the Czech Republic
- Banquet for the Embassy of the United Kingdom of Great Britain and Northern Ireland
- Comprehensive catering for participants of the ECPR general conference Prague 2016

The university catering arranges for refreshment for prominent guests visiting Charles University, press conferences and ceremonial assemblies of the academia.

Charles University Refectory

Catering Services
Tel.: (+420) 605 220 090
E-mail: catering@kam.cuni.cz



Café U Rotlevů

Charles University has built a café in a historical house that is, in contemporary resources, remembered as the “U Bílého kamzíka” or “U Tří panen” house, the history of which dates back to the 13th century. Over the course of centuries, the house underwent a number of reconstructions. Following the major classicist reconstruction, two fluted Doric columns survived in the interior. At the turn of the 19th and 20th centuries, the house did not have a good reputation, as the preserved records indicate that it was a brothel that prominent personalities frequented.

The café offers seating in the interior, as well as in the garden, decorated with the “Leave-taking” statue 1323 by Karel Bureš. You may try hamburgers, sandwiches, salads, pancakes, desserts or ice-cream. You will also find a wide offer of drinks here including homemade lemonades and top quality Moravian wines. The premises can also be used for private parties with refreshments to be prepared by request including complete catering.

Café U Rotlevů

Kamzíkova 4, Prague 1
Czech Republic
Tel.: (+420) 224 491 569, 224 491 154
Open daily
10.00 AM – 10.00 PM



Opitz House



Charles University Accommodation Facility – Opitz House

**Celetná 14
116 36 Prague 1
Czech Republic**

**Booking: (+420) 224 491 252,
organiz@ruk.cuni.cz**

**Reception: (+420) 224 491 256,
recepce@ruk.cuni.cz**



Furnishings and services:

- 24-hour reception service
 - breakfast (7.30 – 9.30 AM)
 - Wi-Fi connection
 - parking in the building yard upon agreement
 - sanitary facilities in each room
 - room furnishing: telephone, TV set, refrigerator, vault, hair dryer
 - a crib for a fee
-

The university hotel is situated in the historical “Opitz House” which the University obtained along with others in this location after 1957. A number of baroque and rococo details have been preserved in the interior; in particular, the painted plank ceilings above the staircase and in some rooms deserve special attention. The last reconstruction performed according to arch. Tomáš Šantavý’s project was finished in 2001.

The hotel has 16 rooms with the total capacity of 29 beds (room types: suite, double room, single room). The hotel provides short-term accommodation for prices at the daily rates depending on the room type.

Permanent Exhibition of Charles University History

The premises of the Carolinum gothic basement house a permanent exhibition dedicated to the history of Charles University. The exhibition broadly introduces the history of Charles University including prominent personalities in five thematic blocks – General Study of Prague, Utraquist University, Charles-Ferdinand University, Path towards Czech University, and Charles University. They also commemorate its social, cultural and political importance.

The exhibition presents a number of unique exhibits, some of which are on display for the first time. Besides many others, one can see the capitular specimen of the Foundation Charter of the Prague University issued in 1348 by Charles IV for the Archbishop of Prague and its first Chancellor Arnošt of Pardubice and the seal of the university community of Prague dating back to the 14th century, illustrating Charles IV handing over the University Foundation Charter to the protection of Saint Wenceslas, which is also the logo of the contemporary Charles University.

Another extraordinarily significant exhibit is the notarized copy of the Decree of Kutná Hora of 1409, and the metal renaissance university treasury dating back to the turn of the 16th and 17th centuries is remarkable. Other unique exhibits include the Union Decree of Emperor Ferdinand III of 1654, establishing the Charles-Ferdinand

Permanent Exhibition of Charles University History

Ovocný trh 3
116 36 Prague 1
Czech Republic
<http://muzeum.cuni.cz/MUZ-26.html>



University, and the university notable's chain with a medal dating back to the 17th century. Distinguished sacral tokens, the ornamental cross of Saints Cosmas and Damian, Patron Saints of the Faculty of Medicine, a cross with remains from Saint John of Nepomuk and a chalice from a chapel situated in the Carolinum window bay date back to the first half of the 18th century.

It also displays the original mace of the Charles University rector dating back to 1883 (originally the mace of the rector of the Czech Charles-Ferdinand University), a set of authentic weapons used by the Prague university students in the battles of 1848 and the diploma and medals of the Nobel Prize winner for chemistry Jaroslav Heyrovský of 1959. An entirely unique exhibit, situated at the end of the exhibition, is the death mask of Jan Palach, a Charles University student, made by sculptor Olbram Zoubek in 1969.

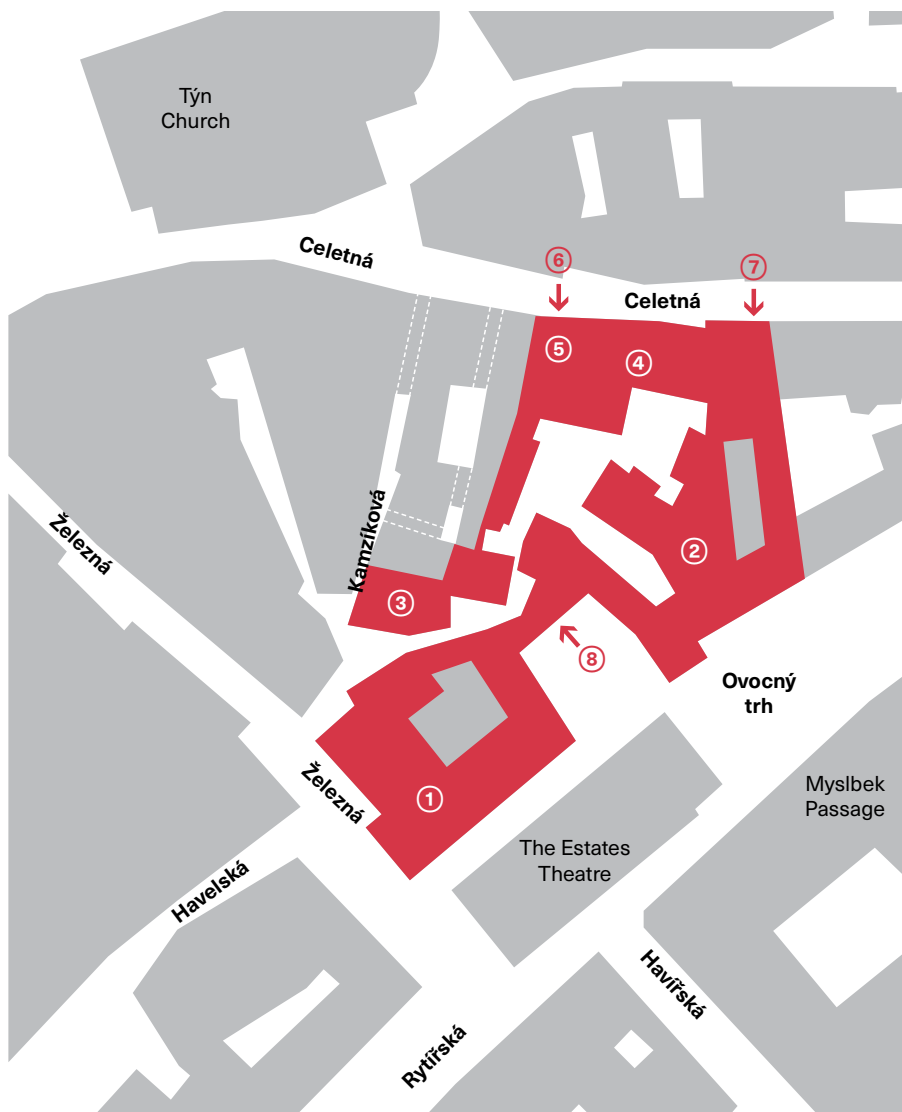


Carolinum

Floor	Name	Arrangement	Max. Capacity	Size (m ²)	Barrier-Free Access
-1	Rector's Club	variable	30	124	no
0	Carolinum Cloakroom	—	—	235	yes
0	Imperial Hall	U	30	91	yes
0	Reception Halls	banquet	250	256	yes
0	Exhibition Area	exhibition	—	459	yes
0	Courtyard	—	250	400	yes
1	Great Hall	theatre	405	463	yes
1	Professors' Cloakroom	—	—	75	yes
1	Rectors' Cloakroom	—	—	60	yes
1	Small Hall	U	75	115	yes
1	Hall of Patriots	theatre/U	120	189	yes
1	Forehalls	—	120	162	yes
2	Small Conference Room	I	20	69	no
2	Large Conference Room	U	40	110	no

Conference Centre

Floor	Name	Arrangement	Max. Capacity	Size (m ²)	Barrier-Free Access
0	University Club	banquet	50	98	no
1	Entrance Hall C16	—	—	115	yes
1	Cloakroom for Lecture Halls	—	—	48	no
1	Green Lecture Hall	school	45	96	yes
2	Blue Lecture Hall	school	250	287	yes



Contact:

Charles University

Organizational department

Ovocný trh 5
116 36 Prague 1
Czech Republic

www.cuni.cz
E-mail: organiz@ruk.cuni.cz
Phone: (+420) 224 491 250-252

Carolinum

Ovocný trh 3, Prague 1
Czech Republic

Charles University Conference Centre

Celetná 20, Prague 1
Czech Republic

- | | |
|---------------------|--------------------------|
| ① Carolinum | ⑤ Accommodation Facility |
| ② Rectorate | ⑥ Entrance Celetná 14 |
| ③ Café U Rotlevů | ⑦ Entrance Celetná 20 |
| ④ Conference Centre | ⑧ Entrance Ovocný trh 3 |