free public transportation passes for congress delegates:

how to apply

eligibility criteria

To qualify for free-of-charge public transport tickets, the event must meet all of the following:

- **Organised by a non-profit association (foundation, institution etc.),**
- **Minimum 500 registered delegates, with at least 20 % residing outside the Czech Republic,**
- **Conference must take place in Prague for at least 3 days, with at least one official activity per day available to all registered participants; short time registrations are not included.**

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step 1: submit your application

Organisers must submit the following documents 3 months before the event:

1. Completed and signed **APPLICATION FORM**

Please do not change the print area of the file – the comments column should remain hidden

2. Proof of non-profit status:
    - Copy of association's statutes/bylaws (or other document of governance)
    - Up-to-date entry in the official registry (issued 6 or less months before the event)
3. Conference programme documenting eligible 3-day agenda (document or URL)
4. When applying via third party (e.g. PCO, DMC) additional documents are required:
    - Signed authorization form (see **template**)
    - Third party's up-to-date business registry extract.

Fill in "Organiser" field in the Application Form (row 11).

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step 2: submit delegates list

When an application is approved by the Prague Public Transportation Company, and no later than 7 working days before their event, the organiser will be prompted to deliver a filled-in delegates list using the official **CSV UTF-8 template** (semicolon-separated):

- Required fields: First name, Last name, Country, Email
- Optional: If you decide to fill in the column for your internal personal registration codes (PRNs), please, make sure they contain at least 6 alphanumeric characters, and that they're unique for each delegate.
- You can use your email address instead of the participants'. In that case, type "TRUE" in at least one cell of the last column to receive a single email notification (see **template**) with all the codes and the necessary instructions, which you will need to deliver to the recipients.

Avoid special characters such as brackets, hyphens, slash signs, quotation or similar marks.
Make sure the CSV file original formatting with semicolons and the UTF 8 coding are preserved.
Do not change the order of the columns or delete any.

Use the **official online validator** to check your CSV file before sending it.

prague convention bureau
Rytířská 26
CZ 100 00 Praha 1 — Staré Město
pragueconvention.cz

data protection requirements

Organisers must inform all delegates that their personal data will be used for the purpose of public transport passes. This must be delivered together with the delegate list, at the latest.

- Suggested form: screenshot of event website or email template including this information

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step 3: ticket distribution and usage

- 2 working days before the event, Prague Public Transport Company emails instructions on how to download the app, enter the codes and activate the passes (see **template**).
- Tickets are valid only in the **PID Lítačka mobile app**.

Alternative delivery options:

- If using PRNs and organiser email, the organisers are responsible for delivering the instructions and personal codes to participants.

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important notes

- The passes are valid from the beginning (0:00 a.m.) of the day preceding the conference to the end (11:59 p.m.) of the day following the conference on all municipal public transportation means (trams, metro, buses, trolleybuses and ferries); the details will be specified in information email.
- The programme is operated by municipal organisation (ROPID) with no exceptions to eligibility criteria permitted.
- Do not apply if your event does not meet all requirements.

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alternative: 50 % discount tickets

If your event:

- Has fewer than 500 participants
- Or does not meet the other eligibility criteria

you can apply for discounted tickets (50 %). The discounted passes are currently available only as paper tickets. Applications can be processed only by the Prague Public Transportation Company; for details contact **kudrnovan@dpp.cz**.

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contact information

Please submit all required documents to Prague Convention Bureau: **transport@pragueconvention.cz**

For additional details and recommendations, please refer to the **FAQ below**.

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frequently asked questions

1. What to do with last-minute / onsite registrations (after the delegate list has been submitted)?

Once the delegate list is submitted (no later than 7 working days before the event), it cannot be updated or supplemented. The Prague Public Transport Company does not support any late additions. Organisers must plan accordingly and ensure the list includes all eligible delegates by the deadline. It is recommended to include also local co-workers and/or potential registrees in the list.

2. Is it possible to provide paper tickets (for all or only some delegates)?

Only electronic tickets are available, generated and redeemed via PID Lítačka mobile app. There is no option of free paper tickets, not even for a limited group of delegates.

3. Is there a guarantee that personal data will only be used for issuing transport passes (and not for post-event contact)?

Yes. The Prague Public Transport Company is a municipal organisation and strictly abides by GDPR. The delegates' personal data is used solely for the purpose of generating and distributing the public transport passes, and will not be used for any further communication or shared with third parties.

4. Is it possible to provide anonymous tickets?

The system requires full name, country of residence, and email address (their or organiser's) of each delegate to generate codes and ensure the passes are distributed to eligible passengers – conference participants, although the personal data are not displayed in the mobile app. Issueing anonymous passes is not possible, and the transport company makes no exceptions to this rule.

5. Is it possible to request free tickets for a small group meeting before the main conference (e.g. committees, board meetings, pre-congress workshops)?

The free tickets programme is only available for events with a minimum of 500 registered delegates. The passes validity has been extended to include 1 day before and 1 day after the event. Smaller pre-conference meetings do not qualify, even if they are related to the main event. If the satellite event meets all the eligibility criteria, organiser can submit a separate application for its' participants.

6. When are the codes deleivered to delegates?

The Prague Public Transport Company distribute e-mails with individual ticket codes and activation instructions to delegates 2 days before the start of the conference (1 day before the validity date) or earlier.

If the organisers prefer to receive all codes collectively (e.g. using PRNs or organiser emails), they will receive all codes in a single e-mail, and they must deliver them with instructions to participants.