



Ministry of Foreign Affairs  
of the Czech Republic



EU2022.CZ



Under the patronage of UNESCO

## **Protocol and Administrative Information Note**

### **GLOBAL FORUM ON THE ETHICS OF AI**

**Prague, Czech Republic**

**13<sup>th</sup> December 2022**

## **Introduction**

The **Global Forum on the Ethics of AI** is hosted by the Czech Republic under the Czech Presidency of the Council of the European Union and under the patronage of UNESCO.

The Global Forum will be a great occasion to discuss the potential role of the UNESCO Recommendation on the Ethics of AI – the first global normative instrument in this field – in guiding our domestic digital agenda, complementing the strong regulatory framework that is taking shape in the digital domain for the European internal market. The Recommendation, adopted in November 2021 by 193 Member States of UNESCO, is an ambitious, bold, and visionary document, offering a comprehensive framework for the ethical development and use of artificial intelligence.

The **Global Forum on the Ethics of AI** will take place **on 13<sup>th</sup> December 2022 in Prague**.

The focal point for administrative and logistical matters for this event is the Czech host team of the Global Forum, and can be reached via email at [okb@mzv.cz](mailto:okb@mzv.cz).

The event will take place **in physical and online format**.

For administrative and protocol information, please see the following sections:

1. Programme
2. Venue and catering
3. Accreditation and badges
4. Accommodation
5. Transport
6. Dietary requirements and wheelchair access
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## **1. Programme**

The event will start at 9:00 and end at 18:00. Registration will be opened from 8:00.

The programme will consist of the **Ministerial Session: Global Collaboration on the Implementation of UNESCO's Recommendation on the Ethics of AI** that will focus on perspectives on the ways to reinforce national regulatory frameworks and institutions for the ethical development and use of AI, in the context of the implementation of the UNESCO Recommendation and the emerging EU legal framework on AI. It will also explore the opportunities presented by AI technologies in non-European countries, and the challenges of building ethical safeguards to ensure their beneficial use.

In addition to the High-Level Ministerial Sessions, the Global Forum will also feature a **series of expert roundtables** to explore the state of AI from different angles such as gender equality, environmental protection, readiness and ethical impact assessment, and transparency and non-discrimination.

## **2. Venue and catering**

Ministry of Foreign Affairs of the Czech Republic  
Czernin Palace  
Loretánské náměstí 5, 118 00 Prague 1

High-level Ministerial Sessions: Large Hall  
Expert Roundtables: Large Hall  
Listening Room: Music Hall

Lunch and coffee will be served at the same venue.

## **3. Accreditation and badges**

To participate in the Global Forum, please kindly fill in a registration form [for virtual attendance](#) or registration form [for physical participation](#).

Participants may pick up their badges in the entrance hall of the Ministry of Foreign Affairs on Tuesday 13<sup>th</sup> December (8:00-9:00).

Only duly registered and accredited participants wearing the badge will be allowed to enter the venue.

#### **4. Accommodation**

The organizers will not cover any accommodation costs.

Delegations are recommended to use **three hotels** in the close vicinity of the Ministry of Foreign Affairs, but can use any other hotel in Prague. Delegations should book their rooms directly with the hotel of their choice. The organizers will make no pre-bookings.

List of hotels nearby the meeting venue, the first two options are recommended by us (please use the dedicated link to secure a special 30 % discount):

Lindner Hotel Prague Castle 4\*; Link: [Lindner Hotel Prague Castle 4\\*](#)

Strahovská 128

118 00 Prague 1

Vienna House Diplomat Prague 4\*; Link: [Vienna House Diplomat Prague](#)

Evropská 15

160 00 Prague 6

OREA Hotel Pyramida Praha 4\*; Link: [OREA Hotel Pyramida Praha](#)

Bělohorská 24

169 00 Prague 6

#### **5. Transport**

The organizers will not provide any transport service and will not meet any delegation at the airport or railway station, unless visit of the head of delegation has the status of an official visit. Delegations (and their embassies) are expected to arrange for their transport in Prague, including travel to and from the venue.

A limited number of parking places will be available in front of the Ministry of Foreign Affairs (based on the previous notice).

Delegations arriving by state aircraft are requested to duly notify the Diplomatic Protocol of the Ministry of Foreign Affairs.

#### **6. Dietary requirements and wheelchair access**

Any dietary requirements/allergies should be noted in the section “Dietary, Accessibility or Other Restrictions” of the accreditation form.

Wheelchair access is available.

#### **7. Webpage**

The official webpage of the Global Forum on the Ethics of AI is [www.globalforumai.cz](http://www.globalforumai.cz).

## **8. Press**

Journalists wishing to accredit for the event should contact Press Department (see Contacts).

## **9. Interpreting**

The organizers will provide interpretation services from and to English and French (including streaming).

## **10. Security**

Official delegations with ministerial level participation accompanied by security officers should contact the Protocol Department (see Contacts).

## **11. COVID-19 measures**

Since 9<sup>th</sup> April 2022, **there are no special requirements** for foreigners entering the Czech Republic.

For updates, please check:

<https://covid.gov.cz/en/situations/foreigners/possibilities-and-obligations-foreigners-when-entering-cz>

## **12. Contacts**

Accreditation and participation – [okb@mzv.cz](mailto:okb@mzv.cz)

Roundtables and programme – [okb@mzv.cz](mailto:okb@mzv.cz)

Press – [press@mzv.cz](mailto:press@mzv.cz)

Diplomat Protocol – [dp@mzv.cz](mailto:dp@mzv.cz)

General – [okb@mzv.cz](mailto:okb@mzv.cz)

## **13. Other**

**Resources about the Czech Republic:**

[Czech Republic – Czechia](#)