

2026 ANNUAL MEETING PRAGUE

July 4 - 9



HOTEL AND GENERAL MEETING INFORMATION

HOTEL INFORMATION

The IADC will use both the Prague Marriott Hotel and the NH Collection Prague Carlo IV to host its Annual Meeting. The hotels, located centrally near Old Town Square and other legendary attractions, make it the perfect base to start your adventures through the city. Door-to-door, the walk between both properties takes five minutes (or less).

RESERVATIONS AND CANCELLATION POLICY

To make your hotel reservation, you must first register for the meeting with the IADC. Once registered, the IADC will send you a link to the hotels' secured reservation websites along with your registration confirmation that will allow you to secure a room at either hotel. **Please note that rooms within IADC's contracted room block are for registered attendees only.** Reservations must be received **on or before May 31, 2026**. A credit card is required to hold the reservation. Availability of rooms at the group rate is subject to the IADC room block and for reservations made on or before May 31 when all unused rooms will be released. Reservation requests received after the room block has been fully reserved or after the release of unused rooms on May 31 will be accepted only on a space available basis at the group rate.

PLEASE NOTE:

A portion of unreserved rooms in the contracted blocks will be released for general sale after May 1, with *all* unused rooms released after May 31. To guarantee that you will be able to reserve a room in your preferred hotel, please make your reservation early.

WHICH HOTEL IS RIGHT FOR YOU?

A quick guide to help select your hotel.

	Marriott	Carlo IV
Primary Events	Opening Session, CLEs, business meetings, departure point for offsite events	Welcome Reception, other various receptions, Speed-Networking, Family Games
Room Flexibility	Suites and connecting rooms (great for families traveling with younger kids) Up to 3 or 4 occupants per room <i>(deluxe guest or family suite)</i>	No connecting rooms Maximum of 3 occupants per room <i>(deluxe guest or triple guest)</i>
Amenities	Breakfast and internet Fitness center, pool, sauna, steam	Breakfast and internet Fitness center and full-service spa (treatments, pool, sauna, steam)
Overall Feel	Modern, convenient hub	Historic, elevated, boutique





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PRAGUE MARRIOTT HOTEL

www.marriott.com/en-us/hotels/prgdt-prague-marriott-hotel/overview/

V Celnici 8
110 00 Prague
Czech Republic
+420.222.888.888

IADC has its larger room block at the Prague Marriott Hotel and this property will host the majority of IADC's educational and business events. Our group room rate is below, and reservations can only be made after registering for the meeting with the IADC. Hotel contact information will be included in your registration confirmation email from the IADC.

Deluxe Guest Room: (maximum occupancy is 3 – *rollaway availability*)

6,500 CZK single occupancy/6,850 CZK double occupancy

\$305 single occupancy/\$325 double occupancy (Approximate conversion only – exchange rates fluctuate)

€265 single occupancy/€280 double occupancy (Approximate conversion only – exchange rates fluctuate)

Family Suite: (maximum occupancy is 4 – *King Bed and Sofa Bed – both 3rd and 4th persons are required to be 12 years or younger*)

9,500 CZK single occupancy/9,850 CZK double occupancy

(Double Occupancy rate is approximately \$465 USD or €400 Euro. Exchange rates do fluctuate, so these listed amounts in USD and Euro are only approximate.)

- Group room rate is subject to current taxes and VAT.
- Group room rate includes daily buffet breakfast at the Prague Marriott and internet access.
- Children (12 years and younger) sharing a room's existing bedding with their parents are not required to pay the supplemental room charge.
- The third person (13 years and older) using rollaway bedding will be charged 850 CZK per person, per night which includes daily breakfast.
- Children (6-12 years) using rollaway bedding receive a 50% discount on the daily charge (850 CZK).
- Children (5 years and younger) using rollaway bedding are not required to pay the supplemental room charge.
- There are a limited number of rooms in each category that allow up to 3 or 4 occupants.
- **Connecting rooms are available**, and requests are based on the hotel's availability at the time of reservation.
- Special 50% off room rate for children staying in adjoining room to parents.
- The group room rate is available three days before and after the meeting, based on availability.
- Check-in time is 3:00 p.m. and check-out time is 12:00 p.m. Late check-out requests are based on availability and a late charge may be assessed.
- Individual guest room reservations can be cancelled without penalty up to 48 hours prior to arrival. Cancellations made within 48 hours of check-in will be charged a cancellation fee equal to 100% of the full reservation charges.





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DINING AND FITNESS CENTER AT PRAGUE MARRIOTT

At the Prague Marriott, onsite [dining options](#) include:

- Artisan Restaurant (*breakfast, lunch, dinner*)
- Artisan Bar
- Coffee Corner
- In-Room Dining

Breakfast is included in your hotel room rate. Breakfast at the Prague Marriott is open daily from 6:30 a.m. to 11:00 a.m.

Enjoy complimentary access to an onsite fitness center, steam room, sauna, and indoor swimming pool. The fitness center is accessible to hotel guests 24 hours a day. The steam room, sauna, and swimming pool are open daily from 6:00 a.m. to 9:00 p.m.

The Prague Marriott does not have a spa onsite.





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NH COLLECTION PRAGUE CARLO IV HOTEL

www.nh-collection.com/en/hotel/nh-collection-prague-carlo-iv

Senovážné náměstí 991/13
110 00 Prague
Czech Republic
+420.224.593.111

IADC has its second room block at NH Collection Prague Carlo IV Hotel and this property will host IADC's onsite social events. Our group room rate

is below, and reservations can only be made after registering for the meeting with the IADC. Hotel contact information will be included in your registration confirmation email from the IADC.

Deluxe Guest Room: (maximum occupancy is 3 – based on rollaway availability)

245 Euro single occupancy/263 Euro double occupancy

\$285 single occupancy/\$305 double occupancy (Approximate conversion only – exchange rates fluctuate)
6,000 CZK single occupancy/6,450 CZK double occupancy (Approximate conversion only – exchange rates fluctuate)

Triple Guest Room: (maximum occupancy is 3 – 1 Double/1 Single – rollaway not permitted)

245 Euro single occupancy/263 Euro double occupancy/281 Euro triple occupancy

\$325 triple occupancy (Approximate conversion only – exchange rates fluctuate)
6,850 CZK triple occupancy (Approximate conversion only – exchange rates fluctuate)

- Group room rate is subject to current taxes.
- Group room rate includes VAT, daily buffet breakfast at the Prague Carlo IV, and internet access.
- The third person (12 years and older) using rollaway bedding will be charged €48 per person, per night which includes daily breakfast.
- The third person (11 years or younger) using rollaway bedding will have the supplemental room charge waived, and breakfast will be charged at 50% of the adult rate.
- Children (11 years and younger) sharing a room's existing bedding with their parents will be charged 50% of the adult breakfast rate.
- There are a limited number of triple rooms available.
- Connecting rooms are not available at this hotel.
- The group room rate is available three days before and after the meeting, based on availability.
- Check-in time is 3:00 p.m. and check-out time is 12:00 p.m. Late check-out requests are based on availability and a late charge may be assessed.
- Individual guest room reservations can be cancelled without penalty up to 48 hours prior to arrival. Cancellations made within 48 hours of check-in will be charged a cancellation fee equal to 100% of the full reservation charges.





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DINING, FITNESS CENTER, AND SPA AT PRAGUE CARLO IV

At the Prague Carlo IV, onsite [dining options](#) include:

- 1890 Restaurant (*breakfast, lunch, dinner*)
- 1890 Bar

Breakfast is included in your hotel room rate. Hours for breakfast at the Prague Carlo IV are:

Monday to Friday: 7:00 a.m. - 10:30 a.m.

Saturday: 7:00 a.m. - 11:00 a.m.

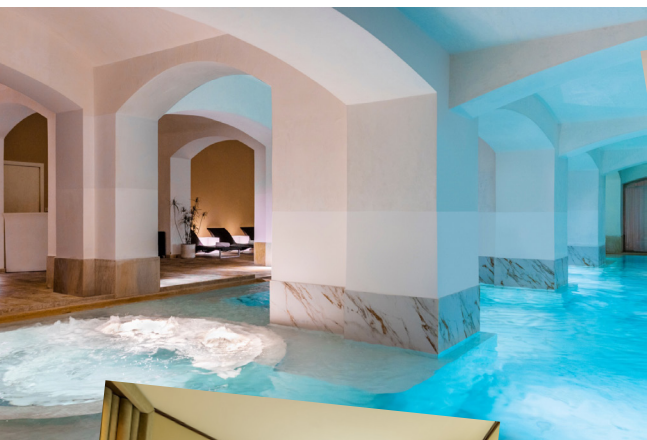
Sunday: 7:00 a.m. - 12:00 p.m.

Enjoy complimentary access to an [onsite fitness center](#) that is well-equipped with a range of cardio machines and free weights. The fitness center is accessible 24 hours a day to hotel guests over 18 years old.

The [Carlo IV Wellness and Spa](#) offers a full range of treatments including massage, facials, and body scrubs.

The spa features a 20-meter indoor heated pool, whirlpool, steam room, and sauna. Reservations are subject to availability, and it is strongly recommended that you schedule your spa treatment/services in advance. A 24-hour cancellation notice is required to avoid penalty fees for any scheduled services. Please email spa.nhcollectionpraguecarloiv@nh-hotels.com to book directly with the spa. The Spa is open from 8:00 a.m. to 9:00 p.m. daily (*with the exception of 9:00 a.m. on Mondays*). IADC attendees receive a 20% discount on all published spa services.

Children 14 years and younger can enjoy the Wellness and Spa until 4:00 p.m. Children 16 years and younger need to be supervised by an adult at all times.





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AIRPORT

The [Vaclav Havel International Airport \(PRG\)](#) offers direct flights into Prague from more than 160 destinations worldwide. The airport is approximately a 30-minute drive from both the Prague Marriott and Prague Carlo IV hotels.

TRAVEL INFORMATION

All meeting attendees will need a passport to enter the Czech Republic for this meeting. It is advised that your passport be valid for at least six months after you enter a country. If your passport expiration date falls within that window, we encourage you to go through the process of renewing your passport. For information on passport and visa requirements for travel from the U.S., [click here](#).

As of October 2025, there is a new requirement for entry into the Schengen region of Europe.

The Entry/Exit System (EES) is a new EU system that records the time and place of entry and exit for non-EU/non-Schengen short-stay travelers. It replaces manual passport stamping with a digital record and biometric checks (face image and fingerprints).

During your first arrival into an EU country, all inbound non-EU/non-Schengen nationals are requested to register at any of the EES self-service kiosks available in the arrival area before approaching the border control. This initial registration will increase the time it will take you at border control upon entry, so please plan for this when considering connecting flight times.

You are not required to complete any paperwork in advance of travel for the EES system. The complete registration will take place onsite at your arrival airport.

If you have already traveled to and from the EU since October 2025, you will not need to register again.

For full information on the requirements for the EES system, please visit [the EES website](#).

An option for US citizens and nationals:

The [Smart Traveler Enrollment Program \(STEP\)](#) is a free service that allows you to enroll your trip abroad so the US Department of State can send you email updates and alerts from U.S. embassies and consulates abroad, based on your specific travel details and locations. If you would like to register your trip, please follow the steps on the STEP website.





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RENTAL CARS, TAXIS, AND RIDESHARES

The official taxi service at Vaclav Havel International Airport is Uber Airport. You can book your ride using the Uber app, self-service kiosks onsite, or service counters. If you are using a self-service kiosk, you are only able to pay by credit card. The Vaclav Havel International Airport is serviced by many major rental car companies (*Car Rental Czechocar represents Enterprise, National, and Alamo brands*), however as Prague is extremely walkable and rideshare services are very convenient, you may find that you do not require a rental car.

A prearranged car service is also a great option after a long flight or when traveling with family. If you would like to book a transfer in advance, one optional service is [A.D.O. Services](#). They can be contacted by either email at info@adoprague.com or by phone at +420-603-100-170. This is only one recommendation for a car service company. Please reach out to others to compare rates if you prefer.

PARKING

Onsite parking is available at the Prague Marriott at an hourly rate of 60 CZK or daily rate of 720 CZK.

Onsite parking is available at the Prague Carlo IV at an hourly rate of 100 CZK or daily rate of 990 CZK. There is limited capacity, and parking must be booked in advance. Please contact the hotel to arrange.

WEATHER

The average July temperatures in Prague range from a high of 75° F/24° C and low of 55° F/13° C. Weather can be unpredictable, so we suggest checking the forecast as the meeting gets closer.

ATTIRE

Resort casual (slacks, shorts, golf shirt, button down/blouse, skirt) is appropriate for Committee meetings and CLE programs. The *Hello, Praha! Welcome to the City of a Hundred Spires* Welcome Reception and other receptions call for comfortable and casual dress. For the *Prague Festival of Lights: Get Your Glow On!* Theme Party, dress is casual, but we encourage people to embrace the theme and wear darker clothing with lights and accessories that glow. For the final night's *Gala in the Golden City*, black tie is suggested.

CHILDCARE AND BABYSITTING SERVICE

A recommended local babysitting service is [Beebi](#). To inquire about availability and rates, please contact Jana Jez at info@beebi.cz. Alternatively, you can also email the Marriott hotel concierge at mhrs.prgdt.concierge@marriotthotels.com and they will be able to assist in connecting you with Beebi. If your older IADC child is interested in babysitting, the IADC will keep a list as well. Please send their name and contact information to Leeza Abramovich, Meetings Coordinator, at labramovich@iadclaw.org.





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MEETING REGISTRATION FEES

Register on or before **May 1** to take advantage of discounted registration fees!

2026 ANNUAL MEETING REGISTRATION		
REGISTRATION CATEGORY	EARLY REGISTRATION FEES For registrations received on/ before May 1.	REGULAR REGISTRATION FEES For registrations received on/ after May 2.
Member/Invited Non-Member*	\$2,195.00 USD	\$2,250.00 USD
Emeritus Member	\$975.00 USD	\$1,025.00 USD
Spouse/Significant Other/Adult Guest**	\$745.00 USD	\$795.00 USD
Corporate Counsel/Insurance Executive (Full Meeting)	\$975.00 USD	\$1,025.00 USD
Corporate Counsel/Insurance Executive (Two-Day Meeting)	\$495.00 USD	\$545.00 USD
Corporate Counsel/Insurance Executive Spouse/ Significant Other/Adult Guest (Two-Day Meeting)	\$225.00 USD	\$275.00 USD
Adult Child (18+ years)	\$745.00 USD	\$745.00 USD
Senior Child (13 - 17 years)	\$175.00 USD	\$175.00 USD
Junior Child (5 - 12 years)	\$125.00 USD	\$125.00 USD
Child Under 5	Complimentary	Complimentary

*Non-Members are only allowed to register if they have been invited.

**Spouse/Adult Guests who would like to receive CLE credit must register as an Invited Non-Member.

Member/Invited Non-Member, Emeritus Member, Corporate Counsel/Insurance Executive (registered for the FULL MEETING), Spouse/Significant Other/Adult Guest and Adult Child:

Registration fee includes the Welcome Reception, Theme Party, Closing Gala, various receptions, Committee meetings/CLE programs, and meeting materials.

Two-Day Corporate Counsel/Insurance Executive and Spouse/Significant Other Packages:

Registration fee includes Committee meetings/CLE programs and social events on any two consecutive days of your choosing.

Senior and Junior Children: Registration fee includes the Welcome Reception and Theme Party.

- Significant others and adult guests who would like to receive CLE credit **must** register as an invited Non-Member.
- Non-Members are only allowed to register if they have been invited.
- Registration fees are required for the three oldest senior and junior children; additional senior and junior children, and children under 5, are free.
- Registration fees are required for **all** adult children.

SPECIAL NEEDS

If you have any special needs during the meeting (i.e. diet or accessibility), please email Melisa Maisel Vanis, Director of Meetings and Professional Development, at mmaisel@iadclaw.org in advance of the meeting.





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HEALTH AND SAFETY

The IADC is committed to providing a safe and healthy environment for meeting attendees and will follow all local requirements regarding COVID-19. At present, that does not require attendees to be tested for COVID-19 before attending the meeting nor are masks required in any public spaces. However, we support everyone doing what makes them feel comfortable regarding mask wearing, shaking hands, or hugging, and we ask attendees to respect the choices of others. If you are not feeling well, please refrain from attending IADC events, and we encourage you to bring and utilize COVID-19 rapid tests if you are symptomatic.

DATA PRIVACY AND COLLECTION

Data is collected on attendees through registration for the purposes of executing the meeting and communicating with attendees about the meeting. Meeting sponsors have access to the registration list provided to all attendees. If any attendee has questions on data use and privacy, please contact Mary Beth Kurzak, Executive Director and CEO, at mkurzak@iadclaw.org.

EASY PAYMENT OPTIONS

For your convenience, all registration and activity fees may be paid by check, wire transfer, Visa, MasterCard, or American Express. If paying by check, please make sure it is in U.S. currency and mail it to the International Association of Defense Counsel, 303 West Madison, Suite 925, Chicago, IL 60606. If paying by wire transfer, please contact Mary Huang, Staff Accountant and Business Analyst, at mhuang@iadclaw.org for wire transfer details.

IADC CANCELLATION POLICY

A CASH REFUND, less a \$150 processing fee, will be made if a written notice of cancellation is received by the IADC office more than thirty (30) days prior to the first day of the meeting. No reason for the cancellation need be provided for a timely notice of cancellation.

NO CASH REFUND will be made if notice of cancellation is received by the IADC office thirty (30) days or less prior to the first day of the meeting. However, if special circumstances arise before the meeting which prevents attendance, a member may request a future meeting credit. The request needs to be in writing and submitted to the IADC office. It should be directed to the Finance Committee's attention and note the special circumstances which caused the cancellation. The credit request can only apply to meeting registration fees (not air, hotel, activity, tour, or special event fees) and, if approved, will be valid for use toward any IADC meeting for one (1) year from the date of the meeting for which credit is requested. A \$150 processing fee will be deducted from the total future meeting credit.

All future meeting credit requests will be considered by the Finance Committee and the decision of that Committee will be final.

QUESTIONS?

For questions on registration, please contact Leeza Abramovich, Meetings Coordinator, at labramovich@iadclaw.org. For all other meeting questions, please contact Melisa Maisel Vanis, Director of Meetings and Professional Development, at mmaisel@iadclaw.org.

PHOTOS COURTESY OF THE PRAGUE MARRIOTT HOTEL AND THE NH COLLECTION PRAGUE CARLO IV HOTEL.

