
Organizational Office

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Carolinum and Conference Centre of Charles University

The Organisational Department manages the historical part of the Carolinum and the Conference Centre of the Charles University and organises events organised by the University authorities. Information on the availability of the premises can be found in the [Carolinum reservation system](#) . An [information brochure in English](#) with a detailed overview of the halls, audiovisual equipment and rental options is available at the Conference Facilities website. You can get a comprehensive idea of the location of the halls on each floor with the interactive [3D tour](#) , which also offers labels and a length measurement function.

Catering services are provided by [Culina Carolina University Catering](#) .
Contact person: [Bc. Markéta Widimská](#)

Exhibition area

The exhibition area on the ground floor of the Carolinum covers 459 m². The University Historical Commission oversees the selection of projects and approves all submitted plans. The University itself is also an important organiser of exhibitions, preparing thematic exhibitions dedicated to important anniversaries associated with the university. Information about the current exhibition can be found on a [separate website](#) (in Czech only).

Contact person: [Ing. Jana Poláková](#)

Permanent exhibition of Charles University History and guided tours of the historic building Carolinum

The permanent exhibition dedicated to the history of Charles University is open in the Gothic cellars of the Carolinum. Details and information about opening hours can be found on the [separate website](#) (in Czech only). Guided tours of the museum and the Carolinum for groups can be booked at marketa.sedlmayerova@ruk.cuni.cz

Contact person: [Mgr. Markéta Sedlmayerová](#)

Graduation and matriculation ceremonies

The Organization Department organizes matriculation and graduation ceremonies in the Great Hall of the Carolinum and in the Graduation Hall at Malostranské náměstí. The schedule of currently scheduled dates can be found in the [graduation calendar in SIS](#) . Photographic services during the ceremonies are provided by the contractual partner [Foto Real](#) .

Contact person: [Mgr. Markéta Sedlmayerová](#)

Accommodation - Opitz House

Accommodation for the guests of the university is provided in the university hotel Opitz House (Celetná 14, Prague 1). Detailed information including the services provided can be found on the [UK guest accommodation page](#) .

Contact person: [Bc. Jana Jasanová](#)