

ADMINISTRATIVE INFORMATION

Date: 23th -25th of June 2020
Location: Lindner Hotel Gallery Central
Bratislava
Slovak Republic
Subject: **NATO C2COE Annual Seminar (2020)**
“Multi-Domain Operations – Keys to master complexity”

ADMINISTRATIVE INFORMATION

1. Meeting location and weather.

- a. Location: The seminar will be hosted from the 23rd till the 25th of June 2020 in Bratislava, Slovakia, at the Lindner Hotel Gallery Central, Metodova 4, 82108 Bratislava.
- b. Weather: The average temperature in Bratislava in June is generally quite nice at 24°C. The current weather forecast for Bratislava can be found on:
<https://www.bbc.com/weather/3060972>

2. Schedule. The agenda will be published on www.c2coe.org. Nevertheless, basics are as follows (all timings are local):

- a. The main working days are the 23rd till the 25th of June, with the 22nd and the 25th of June as travel days.
- b. The event will start with the registration at 17.00 on Monday, June 22nd 2020 at the Lindner Hotel Gallery Central, Metodova 4, 82108 Bratislava.
- c. On Monday, June 22nd 2020 from 19.00 hrs until 21.00 hrs a hosted icebreaker will be organised at the Lindner Hotel Gallery Central.
- d. Daily working sessions start at 09.00. The meeting will take place in the conference room of the Lindner Hotel Gallery Central.
- e. Hosted lunches will be served in the hotel close to the conference room from approximately 12.30 up to 13.30.
- f. Small refreshments will be served during breaks.



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Date: 6th of February 2020

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- g. The working days are scheduled to end at approximately 16.00.
- h. On Tuesday, June 23th 2020 from 18.00 until 21.00 a hosted diner for all participants will be served in the restaurant “Central Club”, Křížna 4928/64, Bratislava (a few steps from the conference hotel).
- i. On Wednesday, June 24th 2020 from 16.00 until 18.00 a guided walk in the old city of Bratislava will be organised.

3. Travel Arrangements. Travel arrangements to and from Bratislava and the booking of hotel accommodation are the individual responsibility of each participant. If traveling by air, the recommended airports for arrival are:

- a. **Vienna Airport (50 minutes from the hotel by car)**
Location: Schwechat, Austria, viennaairport.com
- b. **Bratislava Airport (10 minutes from hotel by car)**
Location: Ivanská Cesta, Slovakia, bts.aero

4. Arriving by car. We suggest you to use Google maps or any other navigation service for the route suggestions. Free parking is available at the hotel.

5. Hotel Accommodation. The NATO C2COE has pre-booked a number of rooms at the Lindner Hotel Gallery Central for the period of 22nd – 25th of June 2020 with fixed prices (breakfast and WI-FI Internet access included). Participants are requested to make their reservations by filling out the reservation form (attached). Booking and paying for the rooms is the responsibility of each participant. **The NATO C2COE cannot guarantee the availability of rooms and rate after the number of reserved rooms has been reached.**



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In case you encounter any booking problems or have any questions, please notify one of our POC's as mentioned at the end of these instructions. Participants are not obliged to use the pre-booked hotel. However, if you decide to choose another hotel be aware that there will be no organised transportation provided.

- 6. Transportation.** The hotel provides a shuttle service (charged individually) to and from both Airports (Bratislava and Vienna) for participants staying at the Lindner Hotel Gallery Central. Please contact the hotel reception for requests on timings and locations.
- 7. Seminar fee.** The participants fee is set at €120. The fee will cover lunch on all days and refreshments during the coffee-breaks. The seminar fee must be credited in advance by the participant or his\her Unit\Organization to the NATO C2COE bank account, **NLT 12th of June 2020**, by bank transfer, using the following references:

Bank name: ABN AMRO

IBAN: **NL82 ABNA 0615904270**

BIC/SWIFT Code: ABNANL2A

Beneficiary: NATO Command and Control Centre of Excellence

It must include the following information:

- a. Full participant name
- b. Nationality
- c. Name of the event (2020 NATO C2COE seminar)



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- 8. Dress code.** Dress code for the seminar is business. For the icebreaker, hosted diner and guided tour - smart casual is appropriate.
- 9. Language.** English will be the working language of the seminar. Interpretation will not be provided.
- 10.Events.** All participants are kindly invited to the hosted ice-breaker on the 22nd of June 2020 from 19.00 to 21.00 and to the hosted diner on the 23rd of June 2020 from 18.00 to 21.00. On Wednesday, June 24th 2020 from 16.00 until 18.00, a guided walk in old city of Bratislava will be organised (details to be announced prior the tour).
- 11.Spouses and Partners.** The NATO C2COE will not arrange any program for accompanying spouses and partners. Neither will the COE provide any transportation or other logistical support to accompanying spouses and partners, nor will the Centre bear the costs associated with their attendance at possible social events.
- 12.Medical Support.** No specific medical support is foreseen during the seminar. Civilian medical assistance can be obtained locally through the hotel reception.
- 13.Security.** Please be aware that security measures during the seminar are as follows:



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- a. If you want to take a photo as a memory, please check with any of the POCs. Official photo's, including the group photo, will be published on www.c2coe.org afterwards;
- b. During the in-processing, you will receive a seminar badge. The badge must be worn visible at all times during the seminar program and the icebreaker.

Under Slovak law each individual is obliged to carry a national ID card or passport at all times.

- c. No supporting materials (e.g. presentations, documents etc.) which you intend to use during the meeting should be over the level of “NATO UNCLASSIFIED”.

14. Deadline for registration. Participants are requested to register by **Friday, 12th of June 2020**, through the [registration form](#). While registering to the website, participants are required to use official (duty-/company-) email address only. In case of any inconvenience in registration, participants are kindly asked to contact the NATO C2COE POCs.

15. Points of contact for seminar related issues and registration. Any questions and/or request for information can be forwarded to the POCs:

- a. [MJR František Bartko \(OF3, SVK A\)](#)
Phone: +31 (0)6 107 108 47
- b. [CAPT \(OF2\) Nurettin Kavas, \(OF2, TUR AF\)](#)
Phone: +31 (0)6 129 70 901
- c. seminar@c2coe.org



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