

**Subject: NATO C2COE Annual Seminar 2022  
Administration Information**



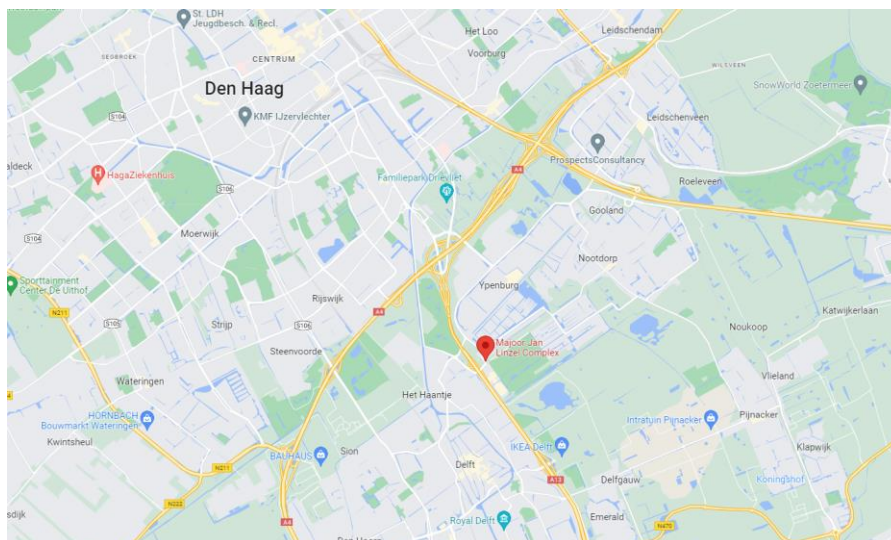
Command and Control  
Centre of Excellence

Kromhout Barracks  
P.O. Box 90004  
3509 AA Utrecht  
The Netherlands  
Phone +31 6 3024 1446  
[www.c2coe.org](http://www.c2coe.org)

### 1. Meeting Location

The seminar will be hosted from 8 to 10 November 2022 in The Hague, the Netherlands, at the Majoor Jan Linzel Complex (MJLC), Brasserskade 227A, 2497 NX The Hague, +31 (0)889 566 422.

<https://goo.gl/maps/rtLepQcEgJLNDFOz9>



### 2. Schedule

An updated agenda and speaker list will be published on

[www.c2coe.org/seminar](http://www.c2coe.org/seminar).

- On Tuesday 8th November 2022 from 18.00 - 20.00 a hosted icebreaker (social event) will be organized at the MJLC.
- The seminar days are the 9th and the 10th of November, 2022 with a daily program 08:30 until 16:30. Hosted lunches (included in the conference fee) will be served at the restaurant on the MJLC from approximately 12.30 up to 13.30. Small refreshments will be served during breaks.

### 3. Travel Arrangement

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

- Rotterdam The Hague Airport,  
Airportplein 60, 3045 AP Rotterdam (NLD),  
[www.rotterdamthehagueairport.nl](http://www.rotterdamthehagueairport.nl),  
<https://goo.gl/maps/7z69vaiYhKrHcX1j8>
- Amsterdam Schiphol Airport  
AMS Location: Amsterdam, Evert van de Beekstraat 202, 1118 CP Schiphol (NLD),  
[www.schiphol.nl](http://www.schiphol.nl), <https://goo.gl/maps/Qt9MWSY1AdasmesW6>



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**Public transport:**

From both Rotterdam the Hague Airport and Schiphol, take the train to Delft trainstation. From here you can take EBS bus nr 60 (Nootdorp) to busstop Defensie and walk (4 minutes) to the Complex. For general information, timetable and booking a train tickets, please visit the following website: [www.ns.nl](http://www.ns.nl)

**Arriving by car.**

We suggest you to use Google maps or any other navigation service for optimal route suggestions.

Navigation address: Brasserskade 227a, 2497 NX Den Haag. There is free parking at the Majoor Jan Linzel Complex, although parking spaces are limited. The Riva Hotel has on-site parking lots which guests can use free of charge.

**4. Hotel Accommodation**

For hotel accommodation the NATO C2COE recommends Riva Hotel, just opposite the street.

Riva hotel, Brasserskade 221, 2497 NX The Hague, tel. +31 (0)70 891 886, [www.rivahotel.nl](http://www.rivahotel.nl), <https://g.page/rivahotel>

Cost indication: € 102,= - € 224,= excluding breakfast.

Participants are requested to make their own reservations. Booking and payment of 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.

Should there occur any booking problems or any questions, please notify one of our POC's as mentioned at the end of these instructions. Participants are free to choose another hotel.

For Dutch military participants there is also accommodation at the MLJC. Bookings can be done via the DUTCH MOD-systems.



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## 5. Seminar fee

The participants fee is set at € 175,=. The fee will cover lunch on both days and refreshments during the breaks. The seminar fee must be credited in advance by the participant or his/her Unit/Organization to the NATO C2COE bank account, NLT 25 October 2022, by bank transfer, using the following references:

- Bank name : ABN AMRO
- IBAN : NL82 ABNA 0615904270
- BIC/SWIFT : ABNANL2A
- Beneficiary : NATO Command and Control Centre of Excellence

It must include the following information:

- Full participant name
- Nationality
- Name of the event (2022 NATO C2COE seminar)

Payment by card at the event itself is possible. If you would like to use this method of payment, please inform us by sending an email to [seminar@c2coe.org](mailto:seminar@c2coe.org) NLT 25 October 2022.

## 6. Dress code

Dress code for the seminar is Service Dress (military) or business (civilian). For the icebreaker - smart casual is appropriate.

## 7. Language

English will be the working language of the seminar. Interpretation service will not be provided.

## 8. Spouses and Partners

The NATO C2COE will not arrange any program for accompanying spouses and partners. Neither will the centre 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.

## 9. Medical Support

No specific medical support is foreseen during the seminar.



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## Security

Please be aware that security measures during the seminar are as follows:

- Photography is not allowed on the MJLC, please check with any of the POCs when there is a need to take a photo. Official photo's, including the group photo, will be published on [www.c2coe.org](http://www.c2coe.org) afterwards.
- During the in-processing, you will receive a seminar badge. The badge must be worn visible at all times during the seminar and the icebreaker. You have to carry a national ID card or passport at all times, as obliged by national law.
- No supporting materials (e.g. presentations, documents etc.) which you intend to use during the meeting should be exceeding the level of "NATO UNCLASSIFIED". We would also like to stress that this event is rubricated as such, meaning the discussions remain on the level of NATO UNCLASSIFIED. If needed, a NATO SECRET meeting room is available.

## 10. Deadline for registration

Participants are requested to register through the registration form on the website [c2coe.org/seminar](http://c2coe.org/seminar). To be registered to the NATO C2COE website is a prerequisite to access the event page. 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.

## 11. Point of Contacts

Points of contact for seminar related issues and registration.

Any questions and/or request for information can be forwarded to the POCs:

- LTC Paul Serné (NLD A), +31 (0) 6 3024 1446, [pa.serne@mindef.nl](mailto:pa.serne@mindef.nl)
- MAJ Bert Bouchier, (NLD AF): +31 (0)30 6 2330 6266, [hj.bouchier@mindef.nl](mailto:hj.bouchier@mindef.nl)