



CENTRE FOR SECURITY COOPERATION



REPUBLIC OF CROATIA
Ministry of Foreign Affairs
and European Integration

ADMINISTRATIVE INFORMATION

AFTER OSLO 2008: SEMINAR ON CLUSTER MUNITIONS

Zagreb, 8th – 11th February 2010

The following information should assist you with the administrative arrangements during the seminar

POINTS OF CONTACT (POC) for the Seminar:

Zoltan Volgyi
Lieutenant Colonel HUN Army
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Name Badge

For security reasons and in order to be identified as a participant of the Seminar, you are kindly requested to permanently wear your name badge.

Transportation

RACVIAC will arrange transportation service from the Zagreb airport/train station to the Hotel *Rakitje* and vice versa. A driver with a sign "RACVIAC" will be waiting for you at the exit.

VISA arrangements

The participants are responsible for obtaining their own visas. RACVIAC will provide an official letter of invitation to the participants who need to obtain visa for Croatia. Should you have any problems or questions in that respect you can address them to the POC.

Accommodation

Room reservation will be made at the Hotel *Rakitje* in the barracks. Breakfast will be provided in the restaurant starting at 07.00. Accommodation in the Hotel *Rakitje* will be provided and paid by RACVIAC.

Meals

During the seminar, RACVIAC will provide meals (breakfast, lunch and dinner) and coffee for all participants in RACVIAC (free of charge).

Seminar

The seminar will be held in the main seminar room 310 in the seminar building.

Language

The working language of the course will be English. **No translation** will be provided.

Supported Countries

RACVIAC will cover all the necessary costs of lodging and meals of the participants and lecturers as well as transportation costs for the representatives of the RACVIAC supported countries (AL, BA, ME, MK, MD, RS) and lecturers during their engagement. They will be reimbursed at their arrival to RACVIAC at the Finance Office. At your arrival you will be kindly requested to fill the payment

travel expenses form and to deliver it to the Seminar Officer.

Social activities

A welcome dinner will take place on the 9th February 2010 at 19.00 at the Barbara Club in RACVIAC. The bar will be open at 18.00. During the welcome dinner suite and tie or dress is recommended.

A free visit of downtown of Zagreb is planed to be on the 10th February 2010 from 14.30 till 18.30.

Attire

Smart casual is acceptable during the seminar. Participants may want to wear a suit and tie (men) and a dress or business suit (women) for the welcome dinner. Military or service uniforms are also appropriate.

Arrivals by car

Exit the highway at Sveta Nedelja and follow the signs “RACVIAC”, which are placed along the road.

Internet access

The participants can use the Internet room during the breaks or after the working day. Three computers are available in Library at CSE pillar building. The key can be collected at RACVIAC Hotel reception.

Gym usage

After the working hours, the participants may use the gym at the CSE pillar building, ground floor, room No. 8. The key can be collected at RACVIAC Hotel reception.

For more info please visit RACVIAC at www.racviac.org