



**CENTRE FOR SECURITY COOPERATION  
(RACVIAC)**

**Stari Hrast 53, Rakitje  
10437 Bestovje/Croatia**

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**ADMINISTRATIVE INFORMATION**

Chemical Weapons Convention Seminar  
co-organized with  
Organization for Prohibition of Chemical Weapons (OPCW)

**15 - 19 February 2010**

*The following information should assist you in the administrative arrangements during the seminar*

**POINT OF CONTACT (POC) for the Seminar:**

Assistant Activity Coordinator

**Lieutenant Colonel Konstantinos ALEXOPOULOS (HA)**

tel. +385 1 333 0822

fax. +385 1 333 0839

email: [kalexopoulos@racviac.org](mailto:kalexopoulos@racviac.org)

**Application Procedure**

In order to have smooth administration of the entire event, participants are kindly requested to complete the provided registration form and e-mail (recommended) or fax it to the designated point of contact. Please return completed registration form **not later than February 5<sup>th</sup> 2010.**

**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**

Transport of the participants from Zagreb Airport/Train Station to the Hotel, and at the end of the meeting, back to Zagreb Airport/Train Station will be provided by RACVIAC.

**Accommodation**

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

**Meals**

During the seminar, RACVIAC will provide meals (lunch, dinner) and coffee for all participants and lecturers in RACVIAC. Lunch and dinner will be provided also in barracks' restaurant according to the program, if not otherwise specified.

## **Seminar**

The Seminar will be held in the seminar room No 310 in the Training Building.

## **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.

## **Administrative Services**

RACVIAC will provide all necessary administrative services. Any additional documents and updated information will be timely distributed to all nominated participants, including the final course Agenda.

## **Visas**

The participants from Albania and Moldova having ordinary passports require visa for Croatia. In order to facilitate the issuing of visas at Zagreb International Airport, the representatives from the above-mentioned countries should submit the copies of their passports along with the completed registration forms.

## **Reimbursement**

Finance cell will reimburse the travel costs as follows:

### **• Lecturers,**

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- flight ticket economy class
- railway ticket 1<sup>st</sup> class
- when using private car 0,30 € / km
- other costs (for example visas)

### **• Participants**

- Admin&Finance will reimburse all proved costs (*flight ticket economy class or railway ticket 1<sup>st</sup> class or when using the private car 0,30 € / km including other costs*) only for participants from AL, BA, MK, MD, RS, ME.

If more than one participant used a private car, **only one** person will be reimbursed.

## **Medical Emergencies**

In the case of medical emergencies, cost should be covered by the participant's medical insurance provided by the originating country.

## **Other costs**

Necessary expenses during the duty trip such as **pay tolls, luggage costs** will be reimbursed by Admin & Finance after handing over the original receipts or written explanations (see Annex 1).

All the tickets and fare documents have to be shown in **original** to Admin&Finance.

For administrative reason, you will be kindly requested to fill in the payment travel expenses form (the tickets and other bills should be given to the Assistant Activity Coordinator first day of Seminar, before start or during first break).

During lunchtime, please be present at "Finance Office", RACVIAC main building, room no 112-114 to reimburse travel expenses.

**Internet access**

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

**Gym usage**

After the working hours, the participants have access to gym, room no. 8 (T&V Div. building). Key can be picked up at RACVIAC Hotel reception.

**For more info please visit RACVIAC at [www.racviac.org](http://www.racviac.org)**