



CENTRE FOR SECURITY COOPERATION



CENTRE FOR EUROPEAN SECURITY STUDIES

## ADMINISTRATIVE INFORMATION

<b>Event Title</b>	<b>Security System Reform and Euro-Atlantic Integration: "STARLINK" Advanced Course for South East Europe 22 - 25 March 2010, Zagreb, Croatia</b>
<b>Classification and Type of the Event</b>	<b>SSR-01-C</b> Course
<b>Application Procedure</b>	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 <b>not later than March 05<sup>th</sup> 2010.</b>
<b>Transportation</b>	The participants are expected to arrive to Zagreb, Croatia, on Sunday 21 <sup>st</sup> March 2010. RACVIAC provides all local transportation, which means that every participant will be awaited at the Zagreb Airport / Main Railway Station / Main Bus Station (in accordance with the data contained in the submitted registration form) and transported to the course venue.
<b>Accommodation</b>	All course participants will be accommodated at the Hotel "Rakitje", Stari hrast 53, Rakitje 10437 Bestovje, Zagreb (Croatia). RACVIAC will book hotel rooms for all nominated participants in advance. For this reason, it is very important that all participants timely and correctly complete and submit registration forms.
<b>Meals</b>	Meals will be provided in accordance with the course Agenda. Any dietary preferences should be clearly indicated in the registration form.
<b>Finances</b>	In accordance with RACVIAC regulations, only participants from "supported countries" are entitled to reimbursement of the international travel costs. RACVIAC will cover international travel costs only for the transportation from/to the eligible participant's country capital city to/from Zagreb (Croatia). When applying for the travel cost reimbursement, participant must display original ticket or invoice as the travel evidence. RACVIAC provides already described local transportation, which means that participants should not have local transportation costs of their own. In the case of medical emergencies, cost should be covered by the participant's medical insurance provided by the originating country.
<b>Administrative Services</b>	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.
<b>Visas</b>	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 shall submit the copies of their passports along with the completed registration forms.
<b>Point of Contact</b>	LtC Sergiu RAILEAN, Subject Matter Expert Tel.: + 385-(0) 1-3330 870 Fax.: + 385-(0) 1-3330 834 E-mail: <a href="mailto:srailean@racviac.org">srailean@racviac.org</a>  For any additional information please visit our web site RACVIAC on Internet: <a href="http://www.racviac.org">www.racviac.org</a>