



**RACVIAC-Centre for security cooperation**

**- ADMINISTRATIVE INFORMATION -**

|   |   |
|---|---|
| <b>Event Title</b>                          | <b>"Chemical Weapons Convention Seminar "</b>   |
| <b>Classification and Type of the Event</b> | <b>CSE-02-S/2012</b><br>Seminar   |
| <b>Dates</b>                                | <b>21 February - 23 February 2012 (working days 21 and 22 February 2012)</b>  |
| <b>Application Procedure</b>                | In order to have a problem-free administration of the entire event, participants are kindly requested to timely complete conference registration form and e-mail (recommended) or fax it to the designated points of contact. Please return a completed registration form <b>not later than Friday, 3 February 2012.</b>  |
| <b>Transportation</b>                       | Participants are expected to arrive to Zagreb, Republic of Croatia, on Monday 20 February 2012. RACVIAC will provide all local transportation, so each participant will be awaited at Zagreb Airport / Main Railway Station / Main Bus Station (in accordance with the travel data contained in the submitted registration form) and transported to the hotel. The same will be applied in case of departures. The working part of the seminar is expected to be concluded on Wednesday 22 February 2012, by 17:00 hours.   |
| <b>Accommodation</b>                        | All Seminar participants will be accommodated at the Hotel Rakitje, Stari Hrast 53, 10437 Bestovje. RACVIAC will book hotel rooms in advance for all nominated participants. For this reason, <b>it is very important for all the participants to timely and correctly complete and submit registration forms.</b>  |
| <b>Meals</b>                                | During the working period of the Seminar, all participants will have their meals provided at the Rakitje Restaurant. Special dietary food due to religious or medical reasons can be provided at the hotel if it is timely requested in the registration form. Participants should note that the welcome dinner is scheduled for 19:00 on Tuesday 21 February 2012, at a restaurant in Zagreb Centre. You will be timely informed regarding the time of departure from the hotel for the welcome dinner purposes.   |
| <b>Name Badge</b>                           | For security reasons and in order to be identified as a participant of the Seminar, you are kindly requested to wear your name badge during the entire event.   |
| <b>Finances</b>                             | In accordance with RACVIAC regulations, only representatives of "supported countries" which are core members of RACVIAC are entitled to the reimbursement of the international travel costs. Please mind that RACVIAC will cover international travel costs only for the transportation from/to the eligible participant's country capital city to/from Zagreb (Republic of Croatia). When applying for the travel cost reimbursement, the eligible participant must display the original ticket or invoice as the travel evidence. RACVIAC will execute international travel cost reimbursement procedures in accordance with its own policy.<br>Admin&Finance will reimburse all justified costs (economy class flight ticket, 1 <sup>st</sup> class railway ticket or, when using the private car, 0,30 € / km including other costs). If more than one participant used a private car, <b>only one</b> person will be reimbursed.<br>Necessary expenses during the duty trip such as pay tolls and luggage costs will be reimbursed by Admin & Finance after handing over the original receipts or written explanations.<br>RACVIAC provides already described local transportation, which means that participants should not have local transportation costs of their own.<br>RACVIAC will cover all accommodation costs for all participants respectively for the entire duration of the Seminar.<br>RACVIAC will cover all meal costs for all participants respectively for the entire Seminar.<br>In the case of medical emergencies, costs 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 event program.<br>For administrative reasons, 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 on the first day of the Seminar, either before the start or during the first break). During lunchtime, please be present at "Finance Office", RACVIAC's main building, room no. 112-114 for the reimbursement of travel expenses.  |



### **RACVIAC-Centre for security cooperation**

- 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.
- Internet Access** The participants can use the Internet Room during the breaks or after the working day. Three computers are available in the Library at the Training Building. The key can be collected at RACVIAC Hotel reception.
- Gym** After the working hours, the participants have access to the gym, room no. 8 (T&V Div. building). The key can be picked up at the Rakitje Hotel reception.

---

**Visas** Participants from the Republic of Albania with ordinary passports are required to have a visa to enter the Republic of Croatia. In the case of the diplomatic/official passport, the visa is not required.  
Croatian Embassy in the Republic of Albania  
Tirana  
Rruga A. Toptani "Torre Drin" Building, Tirana, Albania  
Tel: 00 355 4 256 948  
Fax: 00 355 4 230 578

---

|                         |  |  |
|-------------------------|--|--|
| <b>Point of Contact</b> | Primary Admin Point of Contact:<br>Lt Col Konstantinos ALEXOPOULOS, Activity coordinator<br>RACVIAC - Centre for Security Cooperation<br>Tel.: +385 1 3330 822<br>Fax: +385 1 3330 829<br>E-mail Address: <a href="mailto:kalexopoulos@racviac.org">kalexopoulos@racviac.org</a> | Second Admin Point of Contact:<br>Captain Sulo MUSTAFARAJ, Assistant Coordinator<br>RACVIAC - Centre for Security Cooperation<br>Tel.: +385 1 3330 825<br>Fax: +385 1 3330 829<br>E-mail Address: <a href="mailto:smustafaraj@racviac.org">smustafaraj@racviac.org</a> |
|-------------------------|--|--|

For any additional information please visit our web site:  
RACVIAC on Internet: [www.racviac.org](http://www.racviac.org)

---