



CENTRE FOR SECURITY COOPERATION

ADMINISTRATIVE INFORMATION

Vienna Document 2011 – Compliance and Verification Course

12 – 16 March 2012

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

POINT OF CONTACT (POC) for the Symposium:

Sulo MUSTAFARAJ
Major AL Air Force
Subject Matter Expert

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Accommodation costs will be paid by RACVIAC.

Name Badge

For security reasons and in order to be identified as a participant of the Course, you are kindly requested to wear your name badge for its entire duration.

Arrivals and Departures

The participants are expected to arrive in Zagreb on Monday, 12 March, and to depart on Friday morning, 16 March 2012. RACVIAC will arrange transportation from the Zagreb airport/train station to the Hotel "Rakitje" and back. A driver with a sign "RACVIAC" will be waiting for you at the exit.

If you are arriving by car, exit the highway at Rakitje or Sveta Nedelja and follow the signs "RACVIAC", which are placed along the road.

VISA arrangements

The participants are responsible for obtaining their own visas to the Republic of Croatia. RACVIAC will provide an official letter of invitation to the participants if requested.

Accommodation

Room reservation will be made at the Hotel "Rakitje" in the barracks. Breakfast will be provided in the restaurant starting at 07.00.

Meals

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

Language

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

Reimbursement of travel expenses to/from Zagreb

RACVIAC will cover transportation costs from Zagreb to their countries and vice versa for the representatives of the RACVIAC supported countries (AL, BA, ME, MK, RS) and lecturers according to individual agreement. They will be reimbursed at their arrival to RACVIAC at the Finance Office. They will be kindly requested to fill in the travel expenses form and to deliver it to the Course Officer.

Social activities and attire

A Welcome Dinner will commence at 19.00 on Tuesday, 13 March 2012. Attire is jacket and tie or equivalent for ladies.

Attire for course activities

During the Course activities office uniform or field uniform is recommended.

Internet access

The participants will be able to use the Internet room in RACVIAC during the breaks or after the official programme. In this regard, three computers will be available in the library room (the building in which the seminar is taking place). The key can be collected at the RACVIAC Hotel “Rakitje” reception.

Gym usage

After the working hours, the participants may use the gym, room no. 8, ground floor of the building in which the seminar is taking place. The key can be collected at the RACVIAC “Rakitje” Hotel reception.

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