



CENTRE FOR SECURITY COOPERATION

- RACVIAC ADMINISTRATIVE INFORMATION -

Annex D

Event Title	Round Table: Gender and SSR: Implenetation of the Security Council Resolution 1325 and 1820 20-22 March 2012, Rakitje-Bestovje, HR & SAF, DDETC ("Kadetnica"), Maribor, SI	
Classification and Type of the Event	SSR-08-RT Round table	
Application Procedure	In order to ensure problem-free administration of the entire event, participants are kindly requested to timely and fully complete the " Registration form " contained in the Annex C and e-mail it to the <u>designated point of contact</u> . Please return completed registration form/s NLT 9th March 2012 .	
Transportation	The participants are expected to <u>arrive to Zagreb, Croatia on Tuesday 20th March 2012</u> . RACVIAC will provide transportation from/to Zagreb airport and the Main bus/railway station. A driver with the RACVIAC sign will be waiting for the participants at the exit. The above services will be provided in accordance with the data contained in the submitted Registration forms.	
Accommodation	All participants will be accommodated in the Hotel 'Rakitje', Rakitje-Bestovje, Croatia. One night (21/22 March 2012) participants will be accommodated in the hotel "Bau" in Maribor, SI.	
Meals	During the event RACVIAC and MoD of Republic of Slovenia will provide meals (breakfast, lunch, dinner) and coffee breaks for all participants and lecturers free of charge. <u>The restaurant can provide special dietary food due to religious or medical reasons if it is timely requested for in the Registration form.</u> <u>Participants should note that:</u> <ul style="list-style-type: none">- The Registration/Ice breaker will commence on Tuesday, 20th March 2012 in the "Barbara club" Rakitje, Bestovje, HR, at 1930 Hrs,- Welcome dinner will commence on Wednesday, 21st March 2012 in the restaurant (TBD), Maribor, SI, at 1900 Hrs.	
Finances	Reimbursement of <u>international travel costs from/to respective country to Zagreb for RACVIAC supported countries (AL, BA, ME, MK, RS)</u> will be covered as per individually submitted travel tickets. The participants from those countries are kindly requested that during Registration/Ice breaker session fill-in the " Payment travel expenses " form and deliver it to the RACVIAC staff personnel responsible for the Seminar. In case of <u>medical emergencies</u> , costs should be covered by the participant's medical insurance provided by the originating country.	
Administrative Services	Regular administrative services will be provided by RACVIAC. Any additional administrative requirements must be arranged prior to arrival.	
Visas	For all information regarding visa requirements for Republic of Croatia and Republic of Slovenia, please visit Croatian Ministry of Foreign Affairs and European Integration official web site www.mfa.hr and Slovenian Ministry of Foreign Affairs web site www.mzz.gov.si .	
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