



International CIOR Presidency Présidence CIOR Internationale
PRAHA PRAGUE
CZECH REPUBLIC CZECH REPUBLIC

INVITATION - CIOR & CIOMR 2018 MIDWINTER MEETING

General

The move of NATO HQ is still not done, but we will have the opportunity to organize the next Midwinter Meeting 2018 in the actual (old) buildings of NATO headquarters. We can expect to organize the MWM 2019 in the new NATO HQ.

1. The 2018 **CIOR & CIOMR** Winter Meeting will be held at NATO HQ in Brussels from Thursday 08 February to Saturday 10 February 2018.
2. We invited the Honorable Rose E.GOTTEMOELLER, Deputy Secretary General of NATO as guest speaker (TBC) to the opening session followed by “ The National Tables Lunch “ in the Salons des Ambassadeurs.
3. A **70th Anniversary reception** of our organizations will be held on Thursday, 08 February 2018 at 06.00 p.m. in the War Museum, Cinquantenaire in Brussels.
4. The Closing Dinner will be held at NATO HQ on Friday, 09 February 2018 to which spouses and other guests are welcome.
The registration documentation is enclosed.
5. **CIOMR** organize a **MEDICAL WORKSHOP** on the **7th Feb** in the Military Hospital HMRA in Neder-over-Heembeek (detail in separate flyer)
6. Note that the CIOR Seminar will start in Bonn on Monday 05 February 2018 (one day lather than in the past). That means that all participants on the seminar will arrive in Brussels by bus late in the evening.

7. **Venue:**
NATO Headquarter – Brussels, Belgium



(Photo: NATO HQ)

Address: Boulevard Léopold III, 1110 Brussels, Belgium

Registration

8. The registration has two distinct elements, each of which can be done independently.
- 8.1. Meeting Registration Form :
Attached you find an excel sheet, with is to be filled in for the complete delegation by the one contact person of a country.
The MWM Registration Forms (includes the security Pass Registration) have to be sent to 1 Lt Jaroslav HAJECEK **CIOR Secretary General**
(POC see *item # 21*) by **e-mail: secgen@cior.net** and copied as requested
(see *item # 22*)
- 8.2. **HOTEL :**
*To limit the hours of transport from the hotel to NATO HQ and back, we conclude a negotiated bulk reservation agreement- on the same prices as in the past years in Brussels and Gent but nearer to the meeting location - with **HOLIDAY INN HOTEL BRUSSELS AIRPORT** situated on approximately 10 min walking distance to NATO HQ.*
A collective bus transport will also be provided. See transport shuttle information on transport desk in the hotel.

Hotel Registration :

There are rooms block booked **TILL the 10th January 2018** at



HOLIDAY INN BRUSSELS AIRPORT

Price breakfast included
€ 115,00 single guest room per night
€ 130,00 double guest room per night
+ city tax 6,00 € per room per night is
not included.

You can book the Holiday Inn Brussels Airport with the individual booking form in attachment.

- 8.3. It is important that ASGs or their appointed delegates provide the above information as early as possible to ensure that we can effectively plan for the meeting. All registration information and payments must be submitted in accordance with the deadline detailed on the forms. All forms must be **fully completed** with accurate information (*date of birth is very important*) **before the 25th of December 2017**

Payment

9. The registration fee is **€ 225 per registrant for a full registration**. This amount includes: the reception, lunches on Thursday, Friday and Saturday, the closing dinner, administration items and transportation costs. We strongly encourage delegations to pay in bulk, rather than by individual payment; this will save a significant amount of administration for our staff. All payment must be made in advance, and **not later than 20 January 2018**. Please send a detailed list with the names of the participants to POC in case of payment in bulk. All payments that are made must be free of bank charges. Cheques or post-assignment will not be accepted.

The necessary bank information for payment is below:

BANK ACCOUNT HOLDER:

CIOR Presidency, c/o Présidence de la CIOR,
Boulevard Léopold III, 1110 Brussels, Belgium

BANK NAME / ADDRESS:

ING Brussels NATO, Boulevard Leopold III, 1110 Brussels, Belgium

IBAN CODE: BE69 310 192 030 178 **SWIFT CODE:** BBRUBEBB

10. Registration will only be confirmed by payment.
All payments later than 20 January 2018 will automatically increased with 50% surcharge.

Participation of Guests

11. Guests are welcome to participate at both the Thursday reception in the War Museum and the Closing Dinner. Fees for the reception is € 25.00 and for the closing dinner is € 75.00. Please put the guests in the registration form.

Transportation

12. The participants are required to make their own travel arrangements to and from Brussels.
13. The participants are required to make their own transportation to and from the Brussels airport and the hotels.
14. During the meeting a shuttle bus service to NATO HQ will be provided from the hotel. An information desk in the hotel will clarify the time shuttle details.

Working Agenda

15. The draft agenda will be distributed prior to the 15th of January 2018
16. All questions should be addressed to the Czech POC (**see items 21 & 22**)

Language

17. Translations to English and French will be provided as usual.

Non-smoking policy

18. The conference area is a non-smoking area.

Security restrictions for the NATO HQ

19. Your individual security access badge will be available in your hotel in case of registration on time. Late arrivals are welcome at the registration desk outside the NATO HQ in the visitors desk in front of the main entrance of the NATO HQ.
20. Photo cameras (even in your mobile phone) are not allowed in the NATO HQ. You have to leave your camera and mobile phone at the security gate.

CIOR WINTER MEETING 2018 Point of Contact (POC)

21. For confirmation or any administrative questions regarding Council and committees issues please contact the Czech POC :

1Lt Jaroslav HAJECEK (R)
CIOR Secretary General
e-mail: secgen@cior.net

Cell UAE : +971 56 219 2813
Cell CZ : + 420 739 603 777

22. For any other questions regarding the organization of the Midwinter meeting in NATO HQ building, please contact:

Permanent Representative : Maj (R) Ben JONCKERS
Secretary: IMS P & C Div 02 707 5466
schmidt.katalin@hq.nato.int
cior.permrep@telenet.be AND jonckers.ben@gmail.com

Jaroslav HAJECEK
1 Lt (R)
Secretary General

Ben JONCKERS
Maj (R)
Permanent Representative at NATO

Annexes :

- registration form
- reservation form HOLIDAY INN BRUSSES AIRPORT Hotel
- CIOR Programme