



## CIOR-CIOMR MID-WINTER MEETING 2019



### 1. Introduction

We have the pleasure of inviting you to the CIOR-CIOMR Mid-Winter Meeting 2019 (MWM) to be held at the new NATO HQ in Brussels from Wednesday 30 January to Friday 1 February 2019.

Please note that there are a number of changes compared to previous meetings as a result of moving to the new HQ. Participants must make themselves familiar with these arrangements.

CIOMR will hold a Medical Workshop on Tuesday 29 January 2019 and a Scientific Day on Thursday 31 January 2019.

The Vice Chief of Staff Supreme Headquarters Allied Powers in Europe (SHAPE) Lt General Olivier RITTIMANN is, in accordance with National Reserve Forces Committee (NRFC), invited as our guest speaker for the opening session on Wednesday 30 January 2019. The session is followed by a lunch with NRFC.

A welcome reception will be held on Wednesday 30 January 2019 at 17.00hrs in the new NATO HQ, spouses and other guests are welcome.

The Closing Dinner will be held at NATO HQ on Thursday 31 January 2019.

The registration document is enclosed.

#### **Venue:**

New NATO Headquarter – Brussels, Belgium



(Photo: NATO HQ)

Address: Boulevard Léopold III, 1110 Brussels, Belgium



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### 2. Programme

Monday 28 January 2019	CIOMR arrive
Tuesday 29 January 2019	CIOMR Medical Workshop (separate flyer) CIOR arrive
Wednesday 30 January 2019	Opening Guest speaker Vice Chief of Staff SHAPE CIOR / NRFC Joint Working Day CIOMR Working Day Evening Drinks Reception in new HQ
Thursday 31 January 2019	CIOR Working Day NRFC/ CIOR Summing Up CIOMR Scientific Day Evening Informal Dinner in new HQ
Friday 1 February 2019	Working Morning followed by General Council MWM 2019 closes with lunch at 1400hrs



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### 3. Security in the new NATO HQ

Security in the new NATO HQ is stricter, those who register by 10 January 2019 using the CIOR Registration documents will be able to gain access to the new HQ.

There will be no late registrations.

Your individual security access badge will be available only at the HOLIDAY INN BRUSSELS AIRPORT. A registration desk can be found near the entrance of the hotel and is opened Tuesday from 18.00hrs-21.00hrs and on Wednesday from 08.00hrs-10.30hrs.

Photo cameras (even on your mobile phone) are not allowed in the new NATO HQ. You have to leave your camera and mobile phone at the security gate.

In view of the security requirements, the meeting has been reshaped so we will work long days on Wednesday and Thursday, returning to the hotel by shuttle bus after the Drinks Reception and Informal Dinner respectively. On Friday all delegates will return to the hotel after lunch.

No one is permitted to bring luggage into the new HQ.

### 4. Registration

The registration has two distinct elements :

#### 4.1. Meeting Registration Form :

In annex you will find an excel sheet is to be filled in for the complete delegation by the one contact person of a country in case of a delegation booking.

For individual registrations you can use the following link to a google doc form.

For DAL's or guests use the same google doc document for individual registrations.

Google doc link : <https://goo.gl/forms/O2KgStCJLUpviLRo1>

All forms must be **fully completed** with accurate information



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For any queries contact the Permanent Representative Lt Col (R ) B. JONCKERS

Email : [cior.permrep@gmail.com](mailto:cior.permrep@gmail.com) or [jonckers.ben@gmail.com](mailto:jonckers.ben@gmail.com)

Mobile : 0032 475/ 318.317

The Registration Form in excel has to be send ASAP to

Email : [nato.mwm@gmail.com](mailto:nato.mwm@gmail.com)

### 4.2. Hotel

To limit the hours of transport from the hotel to NATO HQ and back, we have negotiated a bulk reservation agreement with **HOLIDAY INN HOTEL BRUSSELS AIRPORT** situated near the new NATO HQ.

A collective bus service to NATO HQ will be provided. The transport shuttle information will be available in the hotel.

The rooms are block booked until the 10th January 2019 at the Holiday Inn Brussels Airport. Rooms are available from 28/01/19 until 03/02/19.



#### **HOLIDAY INN BRUSSELS AIRPORT**

Price breakfast included

€ 119,00 single guest room per night

€ 134,00 twin bedroom per night

+ city tax 5,00 € per room per night is not included.

**use the individual booking form !**



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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 10th of January 2018.

### 5. Payment

The registration fee is € 275 per delegate for a full registration. This amount includes: the lunches on Wednesday, Thursday and Friday, the drinks reception on Wednesday evening (no dinner will be provided), the informal dinner on Thursday evening, administration 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 payments must be made in advance, and no later than 10 January 2019. 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,  
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**

**Registration will only be confirmed by payment.**

All payments later than 10 January 2019 will automatically be increased with a surcharge. There is a risk not to receive entrance to NATO HQ.



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### **6. Spouses & guests**

Spouses and guests are welcome to participate at both the Wednesday Reception and Thursday Informal Dinner. Fees for the reception is € 25 and for the closing dinner is € 75 Please put the correct information on the registration form.

Note : Transport from the hotel will be organized for guests on both Wednesday and Thursday evening.

### **7. Travel to and from Brussels and transport to NATO HQ**

All delegates are required to make their own travel arrangements to and from Brussels.

From the airport a shuttle service will be provided by the HOLIDAY INN BRUSSELS AIRPORT.

During the meeting a shuttle bus service to NATO HQ will be provided from the hotel. The timetable of the shuttle service can be found at the information desk at the hotel.

### **8. Agenda**

The draft agenda will be distributed for CIOR, CIOMR and for the Joint Meeting NRFC-CIOR prior to the 10th of January 2019. All questions should be addressed to the Secretaries General of the respective Confederations.

### **9. Language**

Translations to English and French will be provided as usual.

### **10. Dress**

Dress will be working service uniform throughout the meeting, mess kit will not be required for the Informal Dinner on Thursday night.



## CIOR-CIOMR MID-WINTER MEETING 2019



### 11. Mid-Winter Meeting 2019 Points of Contact

For confirmation or any administrative questions regarding CIOR Council and Committee issues please contact the Secretary General CIOR :

Colonel Adrian Walton [ciorsecgencoladrianwalton@gmail.com](mailto:ciorsecgencoladrianwalton@gmail.com)

Mobile : 00 44 7774 412540

For confirmation or any administrative questions regarding CIOMR Council and Activities please contact the Secretary General CIOR :

Colonel Francois Martelet [francoismartelet@yahoo.com](mailto:francoismartelet@yahoo.com)

Mobile : 00 44 7823 350826