



## CIOR-CIOMR MID-WINTER MEETING 2020

### 1. Introduction

We have the pleasure of inviting you to the CIOR-CIOMR Mid-Winter Meeting 2020 (MWM) to be held at the NATO HQ in Brussels from Wednesday 19 February to Friday 21 February 2020.

CIOMR will hold a Medical Workshop on Tuesday 18 January 2020 and a Scientific Day on Thursday 20 February 2020.

A joint opening session on Wednesday 19 February 2020 will be closed by a guest speaker and will be followed by a National Tables lunch.

The Closing Dinner will be held at NATO HQ on Thursday 20 February 2020,

The registration document is enclosed

**Venue:**

NATO Headquarter – Brussels, Belgium



(Photo: NATO HQ)

Address: Boulevard Léopold III, 1110 Brussels, Belgium



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### 2. Programme

Monday 17 February 2020	CIOMR arrive
Tuesday 18 February 2020	CIOMR Medical Workshop CIOR arrive
Wednesday 19 February 2020	Opening General Council CIOR-CIOMR Guest speaker (TBD) National Table lunch CIOR Working Day CIOMR Working Day
Thursday 20 February 2020	CIOR Working Day CIOMR Scientific Day Closing Dinner (Informal)
Friday 21 February 2020	Working Morning followed by General Council MWM 2020 closes with lunch at 1400hrs



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### 3. Security at the NATO HQ

Security at NATO HQ is strict. Only those who register by **05 February 2020** using the CIOR Registration documents will be able to gain access to the 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.

Mobile phones, photo cameras and laptops will be allowed in the NATO HQ but it's not allowed taking pictures of NATO Staff personnel.

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.

On Friday all delegates will return to the hotel after lunch, no one will be permitted to bring luggage into the HQ.

### 4. Registration

The registration has two distinct elements :

#### 4.1. Meeting Registration Form :

Delegation registrations

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

The registration form in excel has to be send ASAP to :

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



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Individual registrations

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.

Google doc link : <https://forms.gle/z2L5UbxXfXUsj1KdA>

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

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

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

Mobile : 00 32 475- 318.317

The Registration Form has to be send ASAP to Lt Col (R ) B. JONCKERS by

**e-mail: [coir.permrep@gmail.com](mailto:coir.permrep@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 NATO HQ.

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

Hotel guests are invited to use the shuttle service from the airport to the hotel. Shuttle information attached in annex.

There are rooms block booked from Monday 17 February until Saturday 22 February 2020 at the Holiday Inn Brussels Airport.



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### **HOLIDAY INN BRUSSELS AIRPORT**

Airport shuttle & breakfast included  
€ 135,00 single room per night or  
€ 145,00 twin room per night  
+ city tax 5,00 € per room per night is  
not included.

USE THE BOOKING FORM !

### **5. Payment**

It's important that ASG's or appointed delegates provide the above information as early as possible to ensure that we can plan entrance and meetings.

All registration information and payments must be submitted in accordance with the deadline Wednesday 05 February 2020 23.00hrs.

A penalty will be applied.

The registration fee is € 275 per delegate for a full registration. This amount includes: the lunches on Wednesday, Thursday and Friday, two hotel drink vouchers, the informal dinner on Thursday evening, administration items and transportation costs.

Delegation registrations need to be paid in bulk.

All payments must be made in advance, free of bank charges and no later than 05 February 2020.

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 Léopold III, 1110 Brussels, Belgium

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



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

All payments later than 05 February 2020 will automatically be increased with a surcharge and there is a risk not to receive entrance to the NATO HQ.

### **6. Guests and spouses**

Guests and spouses are welcome to participate in the Informal Dinner on Thursday.

Fee for the reception is € 75. Please put the correct information on the registration form in order to provide transport from the hotel.

### **7. TRAVEL TO AND FROM BRUSSELS AND TRANSPORTATION TO NATO HQ**

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

From the airport and back 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. An information desk in the hotel will clarify the time shuttle details.

### **8. Working agenda**

The draft agenda will be distributed for CIOR and for CIOMR by 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.

### **11. Mid-Winter Meeting 2020 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



## CIOR-CIOMR MID-WINTER MEETING 2020

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