



“ACT – IMPROVING TODAY, SHAPING TOMORROW, BRIDGING THE TWO”

Administrative Instructions
Framework for Future Alliance Operations Workshop
NATO Defence College, Rome (Italy), 28-30 March 2017

VENUE

The HQ SACT’s FFAO Workshop will be held in the NATO Defence College (NDC), Rome (Italy). The NDC is a NATO military facility approximately 15km south of the city centre.

Address: NATO Defence College
Via Giorgio Pelosi, 1
00143 Roma – Italy

REGISTRATION

For the registration you will be directed to a dedicated internet website where you will have to provide some personal details. For transportation coordination you will be asked in which hotel you will stay. If you do not stay in one of the listed hotels, but still want to use the shuttle bus, please provide that information at the dedicated field.

After you have provided your details for the registration, please take some minutes to answer the questions of the survey. The results from the survey will help us shape the discussion.

An event manager will check your data and send you a confirmation of your successful registration. If you do not receive a confirmation within 5 working days, please contact one of the event coordinators.

Please click [here](#) to register / take the survey.

AGENDA

In-processing will commence in the lobby of the NDC building between 08:00 and 09:30 (local time) on Tuesday 28 March. The Workshop will begin at 09:30 in the plenary room (Auditorium) on the second floor. It will conclude at 17:00 on Thursday 30 March. A detailed agenda can be found as a separate annex to the invitation letter.

SECURITY / ENTRY TO THE NDC

The workshop will be conducted at the “UNCLASSIFIED” level.

The NDC Rome is a military facility, therefore you will need a photo ID (NATO or national military ID / Passport) to access the facility. Additionally, a list with the participants’ names and nationalities will be sent to the NDC security officer not later than 15 March 2017. Please ensure we have your personal details by registering in time (NLT 10 March 2017 – see Annex A). All participants will receive a name tag for the workshop during in-processing.

Note: The current Force Protection level in Rome is BRAVO+ (Medium). If Force Protection levels rise, all attendees will be notified in the most expedient manner.

INTERNET

Free Wi-Fi internet access is provided throughout the NDC Building. The required password will be provided during in-processing.

DRESS

Business Casual (trousers, open necked shirt - or female equivalent. Jacket and tie are not required).

LUNCH

Lunch is at own expense. Participants may use the NDC Lunch facility (Buffet) where a three-course meal will cost approx. €8,-. Items are also sold separately. Alternatively the NDC Cafeteria offers a small variety of sandwiches and sweets.

There are no other on-site food outlets, but participants may choose to leave the compound for lunch.

REFRESHMENTS

SACT is pleased to offer complimentary coffee/tea/water and small snacks during the scheduled mid-morning and mid-afternoon breaks. Other refreshments are offered at the Cafeteria for a reasonable price at own cost.

ACCOMMODATION

Rome offers a wide variety of accommodations from which you may want to choose, depending on your preference. When choosing for a hotel in the city centre, please take into consideration that the commute time during rush hours can easily exceed 60 minutes.

For your convenience we have selected a few hotels that offer a NDC negotiated rate and balance proximity to the city centre and to the venue. These hotels are within 30 minutes from both NDC and the city centre, either by bus/metro or by foot. We will provide a bus shuttle between the NDC and these (and only these!) hotels.

[Note: Before using the NDC rate, first check the website from the hotel – some hotels may offer better deals via their own reservation system depending on occupancy rate.]

Hotels **H10 Roma Citta** and **Lungotevere Suite** have offered block reservations for participants until 15 March 2017 on a 'first come – first served' basis. Block reservations are made for the period 27 – 31 March 2017 (4 nights). If you choose to arrive earlier or depart later, you will have to negotiate with the hotel for an individual arrangement. They may offer the NDC rate also for an extended stay.

Hotels **Aran Mantegna** and **Aventino** (which includes hotels 'Aventino', 'San Pio' and 'Anselmo') can only be booked upon availability.

You are responsible for contacting the hotel of your choice and confirming your reservation and paying all fees directly to the hotel.

Prices (single use (SU) or double use (DB)) are including breakfast but excluding City Tax (€4-6 pppn).

Hotel	How to make a reservation (mention: "NDC rate")	# of rooms	Price per night (NDC rate)
H10 Roma Citta Via Amedeo Avogadro, 35 00146-Quartiere Marconi-Rome Phone +39 06 556 5215	Send reservation form Annex A to: h10.roma.citta@h10hotels.com	20	€126,50 SU €148,50 DU
Aran Mantegna Via Andrea Mantegna, 130 00147 Rome Phone +39 06 989521	Booking via hotel website: aranmantegna@barcelo.com	Up to 60	€119 SU €131 DU

Aventino Via Di San Domenico, 10 00153 Rome Phone: +39 06 570057	Booking via hotel website: http://www.aventinohotels.com/ha/en/hotel.htm	Up to 30	Aventino: €105 SU €120 DU San Pio: €135 SU €150 DU Anselmo: €160 SU €180 DU
Lungotevere Suite Lungotevere degli Artigiani, 20 00153 - Rome Phone +39 06 945 18330	Send personal details incl. Credit Card number to info@lungoteveresuite.com copy to emanuela.cianchetti@hotelplayers.it	15 (incl. 10 apartments)	€125 apartm €105 SU/DU

TRAVEL and TRANSPORTATION to/in ROME

AIR - Participants travelling by air should plan to fly to either “Fiumicino – Leonardo da Vinci International Airport” or to “Ciampino – G.B. Pastine International Airport”. These airports have several connections per day to major hubs in the US and most countries in Europe. Both airports are connected to the centre of Rome by train, bus or taxi.

TRAIN - The train from Fiumicino Airport to the Termini central railway station in the city centre of Rome runs every 15 minutes*. Transportation takes about 30 minutes and costs approx. €14,-. Tickets can be purchased at the entry of the railway station (automated machines with menu in different languages). The nearest train station to the Ciampino Airport is in the town of Ciampino, connected to the airport by buses every 30 minutes (5 minutes’ drive / €1,- on-board purchase). From there, a light rail service will bring you to the Termini central railway station in approx. 15 minutes.

For more information see: <http://www.adr.it/web/aeroporti-di-roma-en-/pax-fco-travel-information>

* depending on the time of the day; weekdays only – otherwise at a 30 minute interval

BUS - There are a number of buses that connect the airports with the city centre. Tickets can be purchased at authorized sales points or, with a surcharge, on-board the bus. It takes up to 1 hour from the airport to the city centre and will cost approx. €6,-. Rome offers an extended network of bus routes in the inner city. In combination with the Metro, all historic places in Rome can be reached easily. A single trip ticket costs €1,50. Other options include multiple day tickets (valid for both bus and metro). For more info see <http://www.atac.roma.it/?lingua=ENG>

TAXI - Taxis are plentiful, metered and some will accept card payment. The fare from the airport to the city centre is about €50,- .

METRO - The Rome Metro consist of a limited network of 3 lines and is very crowded during rush hours. Line B connects the southern part of Rome (location of NDC and majority of the recommended hotels) with the City Centre (< 30 min.). A 3-day ticket for both metro and bus cost €18,-. For more info see <http://www.atac.roma.it/?lingua=ENG>

DIRECTIONS TO NDC

BUS SHUTTLE - only from/to the hotels listed above!!! - SACT will offer a free daily bus shuttle to the workshop venue at 08:00 on Tuesday, Wednesday and Thursday. It will return at the end of the scheduled day. No other transport will be provided by ACT or NDC.

PUBLIC TRANSPORTATION - Metro Line B connects the City Centre with the southern part of Rome where the NDC is located. Take Line B to Laurentina Metro Station. Leave the Metro station and cross Via

Laurentina to Piazzale Douhet. In front of the American Palace Hotel, take bus 761, 763 or 768 to Cecchignola. Get off the bus at the stop in front of the entry checkpoint, from which it is only a short walk to Via Giorgio Pelosi on the right.

ROAD - If you choose to arrive by car, access to the NDC parking lot will only be allowed if you have informed the NDC (through workshop organization) in advance of the details of your car (Licence Plate number).

ASSISTANCE

For administrative assistance, please contact one of the workshop organizers. Our details before and during the event are listed below:

Name	Phone Number		Email
	Prior to the event	During the event	
Rik Pleijsant	+1 757 747 3268	+1 913 680 8195 (Mobile)	richard.pleijsant@act.nato.int
Paul Austin	+1 757 747 3651	+1 757 to follow (Mobile)	paul.austin@act.nato.int

MISCELLANEOUS

For more information about the venue and useful links, see <http://www.ndc.nato.int/>

For tourist information, see <http://www.turismoroma.it/?lang=en> or <http://www.rome.info/>

WHAT NEXT?

Please follow the [link to register](#) to the FFAO workshop and complete the survey **no later than 10 Mar 17**

We look forward to seeing you in Rome!

Annexes:

- A. Registration form Hotel H10
- B. Map



**ANNEX A TO
FFAO WORKSHOP ADMIN INSTRUCTIONS**

For reservations at **Hotel H10 Città**

Please print the next page, fill it in and send it to the hotel.

H10 roma città

NATO Defence College (NDC) MARCH 2017

ACCOMMODATION BOOKING FORM

Please fax the completed form directly to the Hotel H10 Roma Città

FAX. N° 39-065593263 TEL. N°. 39-065595215

Att: MS. Alessandra Ecce -Reservations Department

Reservations.hrc@h10hotels.com; h10.roma.citta@h10hotels.com

LASTNAME:..... FIRSTNAME:

COMPANY:.....

ADDRESS:.....

CITY:..... COUNTRY:.....

ZIP CODE: E-MAIL:

TELEPHONE:..... FAX:.....

ACCOMMODATION

Please check your needs for accommodation:

ROOM TYPE

Double for single use
Double room

115 € / room / night
135 € / room / night

Smoking

Non Smoking

- ✓ Buffet breakfast included
- ✓ 10 % taxes NOT included

SPECIAL NOTES:

TRAVEL INFORMATION

Arrival Date:.....Estimated arrival time:

Departure Date:.....Estimated departure time:

Check in: from 3 p.m.

Check out: until 12 a.m.

RESERVATION MUST BE GUARANTEED WITH A CREDIT CARD NUMBER.

Credit Card Name and Number:.....

Expiry Date.....

Credit Card Holder:.....

THE FINAL CUT-OFF DATE FOR BOOKING IS **15/03/2017**
FOLLOWING THIS DATE ALL BOOKINGS WILL BE SUBJECTED TO AVAILABILITY.

72 HOURS CANCELLATIONS OR NO SHOWS WILL BE CHARGED FULL STAY TO THE ABOVE CREDIT CARD. ALL CHANGES AND CANCELLATIONS MUST BE IN WRITING.

HOTEL USE ONLY

Reservation number:

Booking confirmed by:.....





**ANNEX B TO
FFAO WORKSHOP ADMIN INSTRUCTIONS**

NDC Rome Map

Termini Central Railway Station

Hotel Lungotevere Suite

Hotel Aventino

Hotel H10 Citta

Hotel Aran Mantegna

Metro Station Laurentina

