

# EXTRACT FROM THE EXERCISE INSTRUCTIONS FOR OBSERVERS – EXERCISE GEORGIA - 2012



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## **1. General**

1.1. The name of the Consequence Management Field Exercise is GEORGIA - 2012. The exercise will be held from 22 to 28 September 2012 in Georgia.

1.2. GEORGIA – 2012 is a field exercise organized by the Euro-Atlantic Disaster Response Coordination Centre (EADRCC) in co-operation with the host nation Georgia. The field exercise will be preceded by a training programme, a Table Top Exercise and a Command Post Exercise with the aim to train and exercise procedures for the Local Emergency Management Authority (LEMA), the UN model On-site Operation Co-ordination Centre (OSOCC) and liaison officers, as well as team leaders of participating consequence management teams.

1.3. The consequence management activities on the ground will be based on a severe earthquake scenario which will also affect critical infrastructure in the exercise area.

1.4. The scenario for the field exercise comprises an earthquake, flooding and subsequent chemical and radiological incidents, as well as transportation accidents, compounded by complex hazards affecting critical infrastructures in the area of Tbilisi. The lead-in scenario is attached to this Appendix.

## **2. Exercise format**

2.1. The exercise will consist of three phases:

2.1.1. Phase one (22 – 24 September) – arrival of the teams to the host country, preparations and training, including a table top exercise (TTX) and a command post exercise (CPX);

2.1.2. Phase two (25 – 26 September) – field exercise (FTX), the core part of the exercise;

2.1.3. Phase three (27 September) – hot-wash meeting, demonstrations and static display.

## **3. Exercise location and Period**

3.1. The field exercise will be conducted in five main sites (with different subsites), all located in the vicinity of the city of Rustavi. Observers should arrive on Tuesday, 25 September 2012. Departure should be planned for 28 September 2012. Date and hours mentioned in these exercise instructions are in local time (UTC/GMT +3 hours), unless stated otherwise.

3.2. The exercise sites will be named as follows:

3.2.1. Urban area;

3.2.2. Hospital;

3.2.3. Lake;

3.2.4. Railway incident site;

3.2.5. Road incident site.

#### **4. Exercise participation**

4.1. Participants in the field exercise are:

4.1.1. The Emergency Management Department of the Ministry of Internal Affairs of Georgia (LEMA) relief/rescue simulation teams;

4.1.2. EADRCC;

4.1.3. NATO Liaison Office Georgia;

4.1.4. NATO Military Authorities with units of the Combined Joint CBRN Defence Task Force (CJ-CBRND-TF);

4.1.5. UN-OCHA;

4.1.6. National experts working in the exercise's command elements;

4.1.7. Various international, regional and national civil or military consequence management teams of NATO and partner nations to be deployed as an EADRU;

4.1.8. Non Governmental Organizations (NGOs).

#### **5. The Overall Aim of the Exercise**

5.1. The overall aim of the exercise is to exercise cooperation and contribute to enhancing national capabilities of NATO/EAPC, MD, ICI countries and Partners across the Globe in the CEP area.

#### **6. Exercise Main Objectives**

6.1. To practice EADRCC procedures and EADRU capabilities in order to improve cooperation of nations during a consequence management operation, including response to chemical, biological or radiological incidents;

6.2. To strengthen Georgia's capabilities to receive international assistance and effectively organise and co-ordinate consequence management operations involving international rescue teams;

6.3. To facilitate cross-border co-operation among neighbouring countries;

6.4. To practice, as appropriate, co-ordination and co-operation between International Organisations;

6.5. To conduct a "Virtual Exercise" and, as appropriate, exercise the use of the CBRN Inventory, and

6.6. To practice internationally agreed guidelines, including the INSARAG guidelines for urban search and rescue teams (USAR).

## **LEAD – IN SCENARIO**

7. At 14:20 hrs, on 20 September 2012, an earthquake hit the central part of Georgia. The epicentre was located in Kvemo Kartli Region 35 km South of Tbilisi. The magnitude is estimated to have been 6,8 on the Magnitude Moment Scale. Tremors were felt in the capital Tbilisi and minor damages were observed. In accordance with the situation the Emergency Management Department (EMD) of the Ministry of Internal Affairs (MoIA) was put on alert. In accordance with existing plans, first responders were put to work at the scene. The EMD has sent teams of experts to all affected areas for assessment and coordination.

8. The closest town to the epicentre and the most densely populated urban area is Rustavi with a population of over 110.000 people. Of most concern is the fact that chemical plants and steel manufacturing factories are located in the town. Additionally, an oil pipeline, railway and a major motorway are located in the vicinity.

9. A preliminary assessment of the extent of damage incurred, generated by the simulation software employed by the EMD, reports that a complicated situation has arisen. At present the EMD is still awaiting detailed reports from the local authorities and first responders as well as from the assessment teams to give a clearer picture and to ascertain the precise impact. Personnel presently deployed at the scene consist of fire fighters, rescuers, medics and police.

10. First reports indicate severe destruction around the epicentre, 45 fatalities and over 530 injured with large areas still not assessed. The Rustavi chemical plant is damaged and a risk of fire and release of chemicals exists. According to information from LLC Georgian Railway; the Georgia-Armenia electrified railway line is interrupted. In addition to confirmed damage to the motorway eyewitnesses report high waves on the lake with unknown effects.

11. Municipal services have established a LEMA, which is in contact with the central authorities. According to initial information from the LEMA, due to severe damage to buildings and threat of aftershocks, it is necessary to relocate the population to temporary shelters and to provide tents, blankets, sleeping bags and drinking water. Municipal services of Rustavi report damage to the hospital, a major power failure, large disruption of communication and people from the surrounding areas seeking assistance. In accordance with a request from the LEMA additional response forces as well as requested items are being sent to the impacted areas.

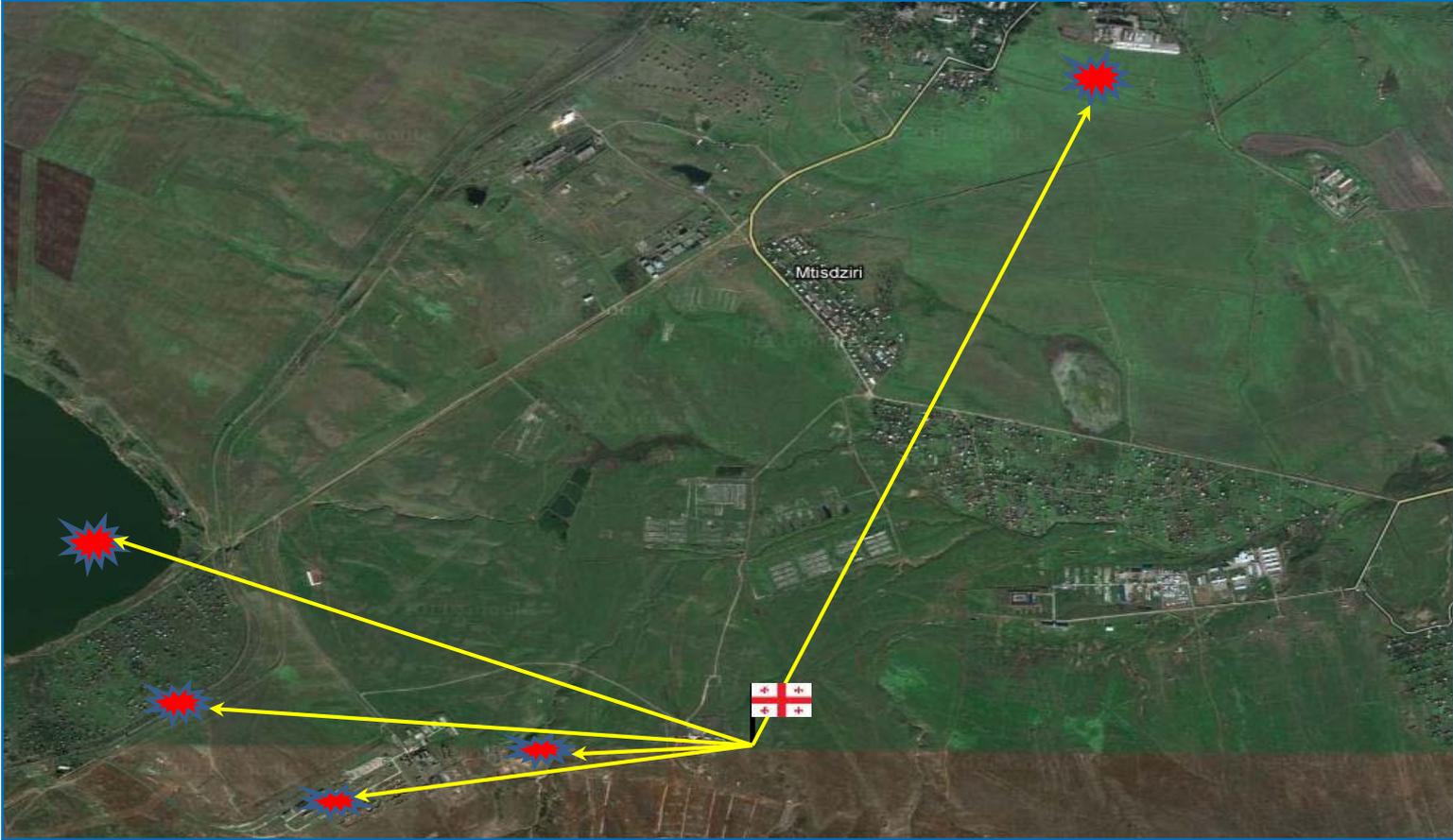
12. Despite the efforts undertaken, the population has not returned to stable buildings due to fear of aftershocks. The need for tents has exhausted the available stocks and reserves. The weather is rainy.

13. EMD rescue forces together with municipal and regional rescue services have started relief operations such as: erecting tents, evacuating people, providing household items and psychological support. However, considering the scale of the affected area and the strain on reserves, more resources are needed to cope with the disaster. The State Interministerial Commission of Georgia has tasked the Emergency Management

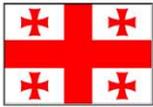
Department of the MoI to initiate the process of requesting international assistance through the EADRCC and UN OCHA.

14. Humanitarian assistance that is most required; various rescue teams, assessment teams, medical and infrastructure experts, tents, sleeping bags and blankets etc.

MAP OF THE EXERCISE AREA



SKETCH OF THE BASE OF OPERATION



EXERCISE „Georgia- 2012”



## EXERCISE FRAMEWORK Programme

### Saturday, 22 September – Arrival

07:00 – 20:00 Reception and Departure Centres (RDC) open  
09:00 – 18:00 Arrival of LEMA, OSOCC, DISTAFF, ASSESSORS and Teams.

### Sunday, 23 September – Training day 1

Time	Event	Comments
10.00 – 10.40	Briefings in the Base Camp	Meeting for all participants
	Opening and welcoming remarks by Director of the Emergency Management Department of the Ministry of Internal Affairs and Head of the EADRCC	
	Command and Control The roles and tasks of DISTAFF	
	Functions and tasks of the LEMA	
	Functions and tasks of the UNDAC/OSOCC Role of the liaison officers	
	Functions of the Assessors Team	
	Function of the Occupational Safety Group	
	Training Programmes	
	Administrative announcements (meals, transportation, financial issues, etc.)	
	Safety and Security	
	Medical Plan	
10.45 – 12.30	Organising the work of the staff elements	For DISTAFF, Assessors, OSOCC and LEMA
<i>(Plenary session)</i>	Distribution of communications equipment and vests	Georgia, Austria
<i>(Group sessions)</i>	Communication procedures and training	For DISTAFF, Assessors, OSOCC and LEMA
<i>(Group sessions)</i>	IT equipment	For DISTAFF, Assessors, OSOCC and LEMA
<i>(Group sessions)</i>	Structure and duty assignments	For DISTAFF, Assessors, OSOCC and LEMA

<b>Mandatory trainings in parallel sessions</b>		
10.45 – 12.30	CBRN Training (theoretical) for teams from: - Armenia, Azerbaijan, Georgia, Kazakhstan, Moldova, NATO, Poland, US -On Site Commanders for CBRN incidents -Mobile Medical Teams -Head/Deputy Head of LEMA (The three last groups only to attend the lecture on Command and Control)	In Base Camp Organised by NBG group
<b>12.00 – 14.00</b>	<b>Lunch</b>	
13.30 – 16.00	Preparation and determination of sites by LEMA and DISTAFF (On-site)	
16.00 – 17.30	Training for SIMPRESS players (occupational safety included)	Media Sub WG/ Occupational Safety Sub WG
13.30 – 17.30 (continued)	CBRN Training (theoretical) for teams from : Armenia, Azerbaijan, Georgia, Kazakhstan, Moldova, NATO, Poland, US	In Base Camp Organised by NBG group
<b>Monday, 24 September – Training day 2</b>		
<b>Training in parallel sessions</b>		
10.00 – 11.30	CBRN training (practical) for 3 selected CBRN teams.	Chemical Laboratory Organised by NBG group
10.00 – 11.30	Preparation of sites (On-Site DISTAFF)	
10.00 – 11.30	Training for LEMA staff	Georgia
10.00 – 11.30	Training for UNDAC/OSOCC staff	UN-OCHA
11.30 – 12.00	Working effectively with the media (for team leaders)	Media Sub WG
12.00 - 12.20	Occupational Safety (for team leaders)	Occup. Safety WG
<b>12.00 – 14.00</b>	<b>Lunch</b>	
13.00 – 14.30	Situational briefing by Head of DISTAFF immediately followed by a Table Top Exercise	DISTAFF, LEMA, Team Leaders, OSOCC
14.30 – 17.00	Command Post Exercise (Participants: Core DISTAFF, LEMA, OSOCC, Liaison Officers, Team Commanders)	EADRCC
17.00	Situational briefing for Liaison Officers	OSOCC
<b>Tuesday, 25 September – Exercise day 1</b>		
Before	Occupational safety brief for role players	Occup. Safety WG
08:00 – 20:00	Exercise activities ( <i>DISTAFF starts injects, teams leave the Base Camp, work at the EX sites and return to the Base camp</i> )	All teams should be back in the Base of Operation before 20:00
21:00	De-briefing with Team Leaders, Liaison Officers and DISTAFF	Base Camp

<b>Observers' Programme</b>		
18.00	Registration	Hotel Holiday Inn
18.30-20.00	Briefing, Welcoming Reception	Informal, refreshments
<b>Wednesday, 26 September – Exercise day 2</b>		
08:00 – 20:00	Exercise activities ( <i>DISTAFF starts injects, teams leave the Base Camp, work at the EX sites and return to the Base camp</i> )	All teams should be back in the Base of Operation before 20:00
21:00	Hot-wash for Team Leaders, DISTAFF and Assessors	Base Camp
<b>Observers' Programme</b>		
08.00	Buses depart from the hotels	
09.00	Seminar/Panel Discussion in the MoIA	MoIA
12.30 – 13:30	<b>Lunch</b>	
13.30	Departure for the exercise sites (occupational safety briefing in the busses by Occup. Safety WG)	
	Observation of the exercise at the sites	
15:30	Social event offered by Georgia	
Approx 19.00	Transfer to hotels	
<b>Thursday, 27 September – Exercise day 3</b>		
08.00	Buses depart from the hotels (for observers)	Hotel
09.00 – 10.00	Demonstration of team skills	Demo site
11.00 – 11.30	Static Display (exhibition)	Base Camp
11.30 – 12.30	Closing Ceremony	
12.30 – 13.00	Press Conference	Base Camp
13.00 – 14.30	Lunch	
16:00 – 22:00	Reception offered by Georgia	Base Camp
After reception	Transfer to the hotel	

**Friday, 28 September – Departure day**

## HOST NATION SUPPORT

15. Georgia will provide comprehensive support for participants in the Exercise GEORGIA – 2012 concerning visas, border crossings, customs control, transport, medical services, security, tele-communications, accommodation and food.

### 16. Visa support

16.1. It is of particular importance for participants who will need a visa to enter Georgia to indicate this on their registration forms. The Ministry of Foreign Affairs and Ministry of Internal Affairs of Georgia will make the necessary arrangements to facilitate the issuance of visas.

16.2. Citizens of countries that need visa for Georgia are listed at Appendix 6.

16.3. Additional information about the procedure to obtain a visa and Georgia's Embassies, permanent representations, diplomatic missions, consulates and consulates general abroad can be found at : [www.mfa.gov.ge](http://www.mfa.gov.ge) or [www.police.ge](http://www.police.ge)

### 17. Points of Entry

17.1. Participants arriving by road / railroad are recommended to use the official Border Crossing Points:

Georgia – Turkey border: road - Sarpi; Vale

Georgia – Armenia border: road - Sameba; Guguti; Akhkerpi; Sadakhlo  
railroad – Sadakhlo

Georgia – Azerbaijan border: road – Tsiteli Khidi (Red Bridge) Vaghtankisi;  
Samtatskaro; Tsodna  
railroad – Gardabani railway

Georgia – Russia border: road – Dariali.

17.2. Participants arriving by air are advised to arrive at the Tbilisi International Airport.

17.3. Participants arriving by sea are advised to arrive at: Poti Sea Port or Batumi Sea Port.

### 18. Customs controls

18.1. Participant should follow the Georgian customs regulation (more information are available at [www.rs.ge](http://www.rs.ge).)

18.2. In accordance with the “Oslo Guidelines”, civil and military personnel participating in this exercise will not carry arms.

18.3. All vehicles transiting and entering Georgia should have a valid insurance (GREEN CARD) or a comparable document confirming owner's liability for any damages.

18.4. A maximum amount of 30 000 GEL (approx. equiv. 15 000 Euros or 18 000 USD) in cash can be imported into Georgia without a special customs declaration.

**19. Transportation within territory of Georgia.**

19.1. The MoIA's Emergency Management Department will organise transport for observers.

**20. Accommodation**

20.1. Teams will be accommodated at the Base Camp which is located in the vicinity of the city of Rustavi.

20.2. Observers will be accommodated in hotels in Tbilisi. Transportation to and from the hotels to the exercise area will be provided by Georgia.

**21. Payments**

21.1. At the Base of Operation all payments can only be made in Georgian currency in cash. Money exchange service as well as a cash machine (ATM) will be available at the Base of Operation (US dollars, Euro as well as the currencies of the neighbouring states to Georgia will be accepted). Exchange rates can be found here: <http://libertybank.ge/index.php?action=valuta&lang=eng>

**22. Medical**

22.1. At the Base of Operation a medical post will be established, and free emergency service will be provided if necessary. Additionally, ambulances with a doctor and a nurse will be designated to all exercise sites.

**23. Language requirements and Interpretation.**

23.1. The working language of the exercise is English. The host nation will provide for Georgian-English interpretation. NATO will provide English-Russian interpretation. Sufficient interpretation capabilities will be available at the exercise sites.

**24. Safety and Security**

24.1. All participants regardless of their mode of travel (plane, train, or vehicle) will be met at the state border by a Georgian representative.

24.2. Police will be responsible for the security and protection of exercise participants.

24.3. Should any questions arise, please contact the Georgian POC: Mr. Giorgi Charkviani, Tel: + 995 577 211636; fax: + 995 32 2752161; email: cepgeorgia@mia.gov.ge

**EXERCISE GEORGIA 2012**  
**LIST OF COUNTRIES THAT NEED AN ENTRY VISA TO GEORGIA**

<b>Country</b>	
1. Afghanistan	6. Morocco
2. Algeria	7. Pakistan
3. Egypt	8. Serbia
4. Jordan	9. The former Yugoslav Republic of Macedonia*
5. Mauritania	10. Tunisia

\* Turkey recognises Macedonia with its constitutional name

The visa can be obtained at all Border Crossing Points (land, air, sea) or online <http://police.ge/visa/?lang=en> for the fee of 50 GEL (25 EUR approx).

**NOTE:**

Citizens of the EU member states and Turkey are allowed to enter Georgia by presenting the national ID card.

## INFORMATION FOR OBSERVERS

25. For the exercise GEORGIA – 2012 , the Georgia authorities in close cooperation with the EADRCC, have developed an Observers' Programme, from 25 to 27 September 2012. The detailed programme for the Observers is part of this Appendix. Casual clothing is recommended for all events of the observers' programme.
26. Participants in the programme will have the opportunity to see Euro-Atlantic Disaster Response Units (EADRU) from participating nations working together in the field.
27. Transportation to the field exercise sites will be provided by the host nation. For the visit to the exercise sites observers are advised to wear sturdy yet comfortable shoes and to carry sun protection.
28. A seminar will be held on 26 September 2012 in the Ministry of Internal Affairs on "Protection of Cultural Heritage in Natural and Man-made Disasters".
29. Maximum two Observers per nations are invited to participate in the programme. Observers should register using the registration forms at Appendix 9 and 10, not later than **27 July 2012**.
30. Due to limited funds availability only one observer per eligible partner nation can be funded by NATO. The reimbursement will be calculated in accordance with the following policy:
- 30.1. In line with applicable NATO policy, and subject to funds availability, partner country's travel and accommodation costs will be reimbursed on the basis of actual expenses upon presentation of relevant invoices.
- 30.2. Reimbursement of participation costs will cover up to 100% of travel expenses and accommodation costs, specifically:
- 30.2.1. Travel costs will cover land or air (APEX economy) transportation to and from the location of the event.
- 30.2.2. Accommodation costs will cover the price of a single room in Hotel Holiday Inn (including taxes) and breakfast for the duration of the event plus two days for travel (one before and one after the event to allow appropriate transport connections).
- 30.3. All other expenses (including per diem, meals, transportation to and from airport or train station, incidentals, etc.) will not be reimbursed.
31. Inquiries for financial support should be addressed by fax or e-mail not later than **27 July 2012** to NATO/CMPS, Ms. Concetta Trupia. Tel.: +32-2-707.4515, Fax: +32-2-707.7900, E-mail: trupia.concetta@hq.nato.int.
32. Requests for financial assistance should contain dates and times of departure and return and the anticipated travel costs.
33. It cannot be guaranteed that NATO will be able to process requests received after the above-mentioned deadline.

**OBSERVERS' PROGRAMME****25 - 27 September 2012,**

<b>Tuesday 25 September 2012</b>	
	Arrivals
18:00	Registration. Hotel Holiday Inn
18:30 - 20:00	Briefing, welcoming Reception, informal Holiday Inn
<b>Wednesday 26 September 2012</b>	
08:00	Buses depart from the hotels
09:00	Seminar Ministry of Internal Affairs
12:30	Lunch
13:30	Departure for the exercise sites (Occupational Safety Briefing in buses)
14:00 – 15:30	Observation of the Exercise at selected Sites
15:30 - 19:00	Social event offered by Georgia
Approx 19:00	Transportation to the Hotels
<b>Thursday 27 September 2012</b>	
08:00	Buses depart from the hotels
09:00 - 10:00	Demonstration of team skills
10:00 - 11:00	Visit Camp and National Teams
11:00 - 11:30	Static Display (exhibition)
11:30 - 12.30	Closing ceremony
12:30 – 13:30	Lunch
13:30	Transportation to the hotels/Airport
16:00 – 22:00	Reception offered by Georgia (optional) Base Camp

## **INFORMATION ON PANEL DISCUSSION FOR OBSERVERS ON PROTECTION OF CULTURAL HERITAGE IN NATURAL AND MAN- MADE DISASTERS**

### **BACKGROUND**

The Civil Protection Group (CPG), as a part of its broad mandate, addresses the overall ability to protect populations from hazards, and serves to assist nations in all phases of the emergency cycle (mitigation – preparedness – response – and recovery). It is in the CPG's remit thus to identify and address, where possible, common concerns.

As part of the Exercise GEORGIA 2012, the Civil Protection Group (CPG) will organise a panel discussion for observers to be held on 26 September 2012. The topic of the panel discussion will be "Protection of cultural heritage in natural and man-made disasters".

### **OBJECTIVES**

The objectives of the panel discussion will be to exchange information and best practices concerning protection of cultural heritage in natural and man-made disasters during national and international disaster response.

The panel discussion will focus on the following issues in the preparedness and response phase:

- Cooperation between civil protection authorities and institutions responsible for cultural heritage, including their respective roles
- Capacity building
- Awareness raising and training of civil responders.
- Lessons learned and best practices concerning handling and coordinating protection of cultural heritage during natural and man-made disasters.

### **PROCEEDINGS**

- The panel discussion will consist of lead-in briefings followed by discussions / Q&A between panellists and the audience. A moderator will lead the discussion.
- Main issues and possible recommendations will be summed up and inserted in the Exercise Report. As appropriate, recommendations will also be shared with other NATO bodies and international organizations.
- The conclusions and recommendations would guide further work of the CPG.

### **TIME AND VENUE**

The panel discussion will take place on 26 September 2012, from 0900 hrs – 1230 hrs, at the premises of the Georgian Ministry of Internal Affairs in Tbilisi.

### **ATTENDANCE**

The target audience should be composed of:

- National Representatives.
- Representatives of NATO bodies and entities.
- Representatives from CPG and other CEP groups.
- NATO civil experts.
- Representatives of the participating International Organisation in the exercise.
- NATO Military Authorities.

**PROGRAMME**

**Panel Discussion**

**'Protection of cultural heritage in natural and man-made disasters'**

**Location: Georgian Ministry of Internal Affairs, Tbilisi**

**26 September 2012, 0900 - 1230 hrs**

***WEDNESDAY, September 26, 2012***

08h15	Departure from hotels to venue
09h00 – 09h05	Welcome address Mr. Ragnar Bøe, Chairman Civil Protection Group
09h05 – 09h15	Introduction to the Seminar Ms. Mascia Toussaint, Moderator Director OCMC European Affairs - NL
09h15 - 09h45	Protection of cultural heritage in Georgia Mr. Besik Matsaberidze - Georgia
09h45 – 10h15	Experiences of training on the protection of cultural heritage Mr. Krzysztof Kociotek - Poland
10h15 - 10h45	The necessity of creating networks: the example of the German networks of disaster prevention and management Dr. Sebastian Barteleit - Germany
10h45 – 11h00	Coffee break
11h00 – 11h30	Lessons learned from natural disasters in the US Mr. John Ketchum - US
11h30 – 12h20	Panel Discussion: all speakers, lead by moderator
12h20 – 12h30	Closing remarks Mr. Ragnar Bøe, Chairman CPG

**REGISTRATION FORM  
OBSERVERS' PROGRAMME  
Exercise GEORGIA – 2012**

Family name	:	_____	First name	:	_____			
Mr. / Mrs. / Ms.	:	_____	Date of Birth	:	_____			
Nationality	:	_____	Place of Birth	:	_____			
Organization	:	_____	Passport No.	:	_____			
Function	:	_____	Valid until	:	_____			
<table border="1"> <tr> <td>Needs a Visa</td><td>Yes</td><td>No</td></tr> </table>			Needs a Visa	Yes	No	Passport type	:	_____
Needs a Visa	Yes	No						
<table border="1"> <tr> <td>Invitation required</td><td>Yes</td><td>No</td></tr> </table>			Invitation required	Yes	No	Country of residence	:	_____
Invitation required	Yes	No						
Mailing address	Street	_____						
	City and Postal code	_____						
	Country	_____						
Telephone	:	_____	Fax	:	_____			
E-mail	:	_____						

will participate in the observers' programme of the exercise "Georgia - 2012"

Arrival and departure

Mode of travel (car, train, plane) \_\_\_\_\_

Date, time airport or station of arrival \_\_\_\_\_

Date, time airport or station of departure \_\_\_\_\_

Transportation is requested?

Yes	No
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Any special dietary requirements:

To register, fax or e-mail this registration form to both:

EADRCC

NATO Headquarters

1110 Brussels

Belgium

Tel.: +32-2-707.2674

Fax.: +32-2-707.2677

e-mail: [eadrcc@hq.nato.int](mailto:eadrcc@hq.nato.int)

POC: Mr. Przemyslaw Florczyk

Emergency Management Department of the  
Ministry of Internal Affairs of Georgia, Tbilisi,  
Georgia

Tel.: + 995 577 211636

Fax.: + 995 32 2752161

e-mail: [cepgeorgia@mia.gov.ge](mailto:cepgeorgia@mia.gov.ge)

POC : Mr. Giorgi Charkviani

Deadline for registration: **27 July 2012**

**EXERCISE GEORGIA - 2012  
HOTEL RESERVATION FORM – OBSERVERS**  
**has to be sent not later than 27 July 2012**

Directly to the POC in the Emergency Management Department  
of the Ministry of Internal Affairs of Georgia Mr. Giorgi Charkviani  
either **by fax +995 32 2752161** or **by e-mail: [cepgeorgia@mia.gov.ge](mailto:cepgeorgia@mia.gov.ge)**

**E-mail** copy to the EADRCC, Point of Contact: Mr. Przemyslaw Florczyk  
**E-mail: [eadrcc@hq.nato.int](mailto:eadrcc@hq.nato.int)**

Mr. / Mrs. FIRST NAME: .....

LAST NAME (FAMILY NAME) : .....

**ADDRESS:**

**STREET:** ..... **CITY:** .....

**COUNTRY:** ..... **POST CODE:** .....

**TEL. NO:** ..... **FAX NO:** .....

**ARRIVAL DATE/TIME:** ..... / .....  
*Check-in:*

**DEPARTURE DATE/TIME:** ..... / .....  
*Check-out:*

<input type="checkbox"/> Hotel Holiday Inn – 80 USD	<input type="checkbox"/> Hotel Radisson Blue – 150 USD
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I will make my own reservation.

**CREDIT CARD TYPE:** .....  
*To guarantee your reservation, the hotel only accepts reservations guaranteed with a credit card number and expiry date*

**CREDIT CARD NO:** ..... **EXPIRY DATE** .....

**DATE:** ..... **SIGNATURE:** .....