ADMINISTRATIVE PROCEDURES

It is our pleasure to let you know that the NATO Advanced Research Workshop "Managing Terrorism Threats to Critical Infrastructure – Challenges for South Eastern Europe" which will be held on 12 – 15 May, 2014 in Belgrade, Serbia, is close to its starting point.

CONTACT
FOR MATTERS OF CONTENT AND ORGANIZATION:
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WELCOME
We are very happy to welcome you to Belgrade, Serbia, to our NATO ARW and wish you an enjoyable stay with us. We will do our best to make your stay a pleasant one. The next few pages contain some basic information that you might find useful.

ACCOMMODATION
The accommodation will be provided in ZIRA Hotel in Belgrade (www.zirahotels.com). The accommodation and meals will be provided by the organizers during the workshop only.

CONFERENCE DETAILS
The conference will take place at the conference hall of ZIRA hotel. The address of the conference venue: HOTEL ZIRA BELGRADE
Ruzveltova 35, 11000 Belgrade, Serbia

Official part of the Conference will start on Tuesday, 13 May 2014. The working language at the conference will be English.

“According to the rules of ARW NATO the participants should stay in conference during the whole program.”

TRANSPORT
The driver will wait for the invited participants who travel with a plane on the exit of terminal Belgrade Airport and transport you to the hotel ZIRA. He will carry a big sign “ICS ARW BELGRADE”.
The Speakers, who decided to travel to Belgrade by car, please be advised that any reimbursements will only be possible upon submission of the original fuel and toll receipts. In this case, parking will be provided in the hotel Zira garage. We will refund travel cost on last day of the conference.

INTERNET ACCESS
All conference participants will have free access to the Internet in the hotel where the international conference will take place.

MEALS AND REFRESHMENTS
The meals will be provided by the organizers during the workshop only. Please let us know should you have any special dietary requirements. During breaks, coffee, milk, tea and soft drinks will be offered.

SOCIAL EVENTS
It gives us great pleasure to invite you to a welcome reception (Ice breaker) which will take place on 12 May 2014 between 19.00 and 21.00 (hotel terrace on second floor) in the ZIRA Hotel. On Wednesday, 14 May 2014 after dinner a Belgrade guided tour will be organized.

CONFERENCE FEE
There is no conference fee for the invited participants whose participation has been co-financed from the NATO SPS - Science for Peace and Security Programme.

CONFERENCE DRESS CODE
The dress code for the official part of the conference is as follows:

✓ for military persons: type A service uniform or a jacket and a tie (or equivalent for ladies),
✓ for civil representatives: a jacket and a tie (or equivalent for ladies).

At the welcome reception hosted by Conference Directors, the dress code for all participants is “business casual”, i.e. a jacket without a tie (or equivalent for ladies).

For the sight-seeing of Belgrade comfortable civilian clothes are recommended, appropriate for the weather conditions.

Looking forward to meeting you in Beograd.

Sincerely yours,

Denis Čaleta and Vesela Radović, Co-directors of the NATO ARW