

SOUTH EAST EUROPE
REGIONAL APPROACH TO STOCKPILE REDUCTION (RASR)
OF CONVENTIONAL WEAPONS AND MUNITIONS, 4TH WORKSHOP
May 23 - 25, 2011, Ljubljana, Slovenia

ADMINISTRATIVE DETAILS

WORKSHOP VENUE

The workshop will take place at the M-Hotel
Address: Derčeva 4, Ljubljana 1000, Slovenia
Telephone: ++386 1 513 70 00; ++386 1 513 70 21
Fax: ++386 1 513 70 90
Web: <http://www.m-hotel.si>

WORKSHOP DATES

There will be a welcome reception at the M-Hotel on Monday, 23th May 2011.

The workshop will run from 9:00am to 5:00pm on Tuesday, May 24th and Wednesday, May 25th.

WORKSHOP REGISTRATION

Please fill out the registration form and fax or email it **by Monday, May 9th** to:
Inês Alves; NATO Maintenance and Supply Agency
Tel: ++352 3063 6261
Fax: ++352 3063 6660
Email: ialves@namsa.nato.int

POINTS OF CONTACT

For administrative and registration issues: Inês Alves, as listed above.

For program and agenda issues:
Scott WILLASON, NATO Maintenance and Supply Agency
Tel: ++352 3063 6777
Fax: ++352 3063 6660
Email: swillason@namsa.nato.int

For information on the RASR initiative and on previous workshops: www.rasrinitiative.org

TRAVEL

Participants are responsible for arranging their travel to and from Ljubljana.

The organizers will not provide transportation for the participants to the hotel.

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ACCOMODATION

Participants should make their own hotel reservations directly with the M-Hotel.

Tel: ++386 1 513 70 00; ++386 1 513 70 21

Fax: ++386 1 513 70 90

Email: sanela.durakovic@m-hotel.si

Accommodation costs for government representatives will be provided by the U.S. Government.

- **Rooms will only be funded if reservations are made before May 13th, 2011.**
- **When making reservations please indicate that you will attend the “RASR Workshop” and identify your government.**

All other participants are responsible for their own lodging expenses. A block of rooms has been set aside at the M Hotel at a daily rate of **85, 00 EUR** (single bed), **120, 00 EUR** (double/twin) including breakfast.

MEALS

The United States will host lunches as well as morning and afternoon coffee breaks on May 24th and 25th. In addition, the United States will host a welcome reception on the evening of May 23rd, 2011.

Breakfasts are included in the cost of accommodation for participants staying at the M-Hotel.

Dinner on May 24th and 25th is an individual responsibility.

VISAS

Participants are responsible for obtaining their own visas for entry into Slovenia.

INTERPRETATION

The workshop presentations and discussions will be in English.

Simultaneous interpretation will be provided if you indicate that you need it.

DRESS CODE

The dress code for the workshop is business attire for civilians and service uniform for military.