

**INFORMATION SHEET**  
**NATO PsyOps Working Group (26-28 Oct 2011) & NATO Joint**  
**Senior PsyOps Conference (31 Oct-3 Nov)**  
**Orlando, Florida, USA**  
**(Updated 2 Aug 2011)**

**1. Venue.**

Both events will be held at the Shades of Green on Walt Disney® World Resort, Post Office Box 22789, Buena Vista, Florida, USA. Please see <http://www.shadesofgreen.org/> or call +1-888-593-2242 for more detailed information on the venue.



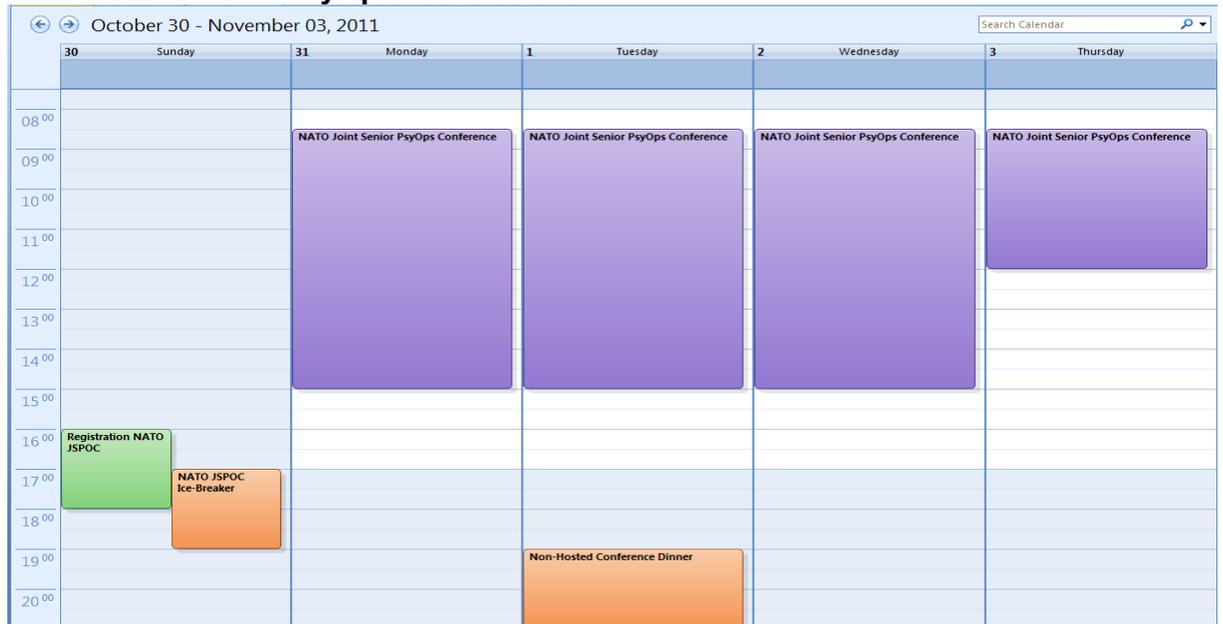
**2. General Sequence of Events.**

**a. NATO PsyOps Working Group:**

October 25 - 28, 2011				
	25 Tuesday	26 Wednesday	27 Thursday	28 Friday
08:00				
09:00		NATO PsyOps Working Group	NATO PsyOps Working Group	NATO PsyOps Working Group
10:00				
11:00				
12:00				
13:00	Registration NPWG		Personal Time	
14:00				
15:00				
16:00				
17:00				
18:00				
19:00	NPWG Ice-Breaker			
20:00				
21:00				

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### b. NATO Joint Senior PsyOps Conference



### 3. Joining Reports.

Please register electronically NLT 15 September 2011 for the events at this URL: <http://www.aco.nato.int/PsyOpsFall2011.aspx> Should you be unable to do so, the SHAPE POC can provide you with a format on request.

### 4. Travel.

#### a. Arrival times.

- i. NPWG attendees are requested to arrive no later than Tuesday, 25 October, in order to register for the WG and to attend the hosted NPWG icebreaker, starting at 1900.
- ii. JSPOC attendees are requested to arrive no later than Sunday, 30 October, in order to register for the WG and to attend the hosted JSPOC icebreaker, starting at 1700.

**b. Point of Entry.** The hosts recommends Orlando International Airport (MCO) as the best entry point to Florida.

**c. Airport to Hotel Transport.** Mears Transportation Group, offers an on-call, commercial airport shuttle service with one-way trips priced at approximately USD \$21 per adult (approximately a 35 min ride). Tickets can be bought over the phone at +1-407-423-5566 or online at <http://www.mearstransportation.com/>. Although taxis are available, prices are likely to be much higher.

**d. Car Rental.** Rental cars are not necessary as Walt Disney® World Resort provides transportation to all Disney® attractions, events, and shopping. Once at Shades of Green, if you realize you want a car, the hotel provides a Hertz rental car office on the property for your convenience. You can reserve a rental car online at <http://www.hertz.com/> or contact the Hertz office at Shades at +1-

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888-593-2242. Orlando International Airport also offers 11 different rental car agencies. There is a parking fee of USD \$5 per night.

- e. **Driving Directions.** If you do intend on renting a car at the airport, the following directions will get you to the hotel: From the airport, take Central Florida Parkway (417) south toward Kissimmee (toll road) to Exit 6. Continue straight off of the exit onto Route 536. Follow signs to Magic Kingdom. *At the Magic Kingdom Toll Plaza, go to the far right toll gate that is open for resort guests.* Once through the gate, follow the GREEN line straight. Turn left at the first traffic signal (Seven Seas Drive). At the end, turn right onto Floridian Way and Shades of Green will be on your left. Shades of Green Resort is adjacent to the Walt Disney® World Polynesian Resort.
- 5. Accommodation.** Please contact Shades of Green on Walt Disney® World Resort online at <http://www.shadesofgreen.org/reservations.htm>, or +1-888-593-2242 to reserve your stay prior to 15 September 2011, in order to qualify for the negotiated rates of USD \$104/night. Reservations made after this date will be subject to room availability. Room rates are based on double occupancy, meaning up to two adults and three children are allowed. Each room typically includes two queen size beds, a single sleeper sofa, coffeemaker, refrigerator, in-room safe, and either a private balcony or patio. The Shades of Green fitness center features a 24-hour basic assortment of weight machines, steppers, and treadmills. Additionally, the property contains a mile-long jogging path from Shades of Green to the Disney® Polynesian and Disney® Grand Floridian resorts. Conference participants will be able to use any of the facilities offered on the property, including the tax-free ticket sales office of all Walt Disney® World Resort and other recreation activities offered in Florida. During the reservation process, be sure to mention the Group Code: **1110NATJSO**, in order to receive the special conference rate. For detailed information on booking, please see the attached "Shades of Green® on WALT DISNEY WORLD® Resort Group Booking Procedures"
- 6. Spouses.** Spouses are encouraged to accompany the attendees to the icebreakers, and to the non-hosted JSPOC Conference dinner. There is no official spouse program for the events.
- 7. Welcome Package.** A conference package containing conference and local area information will be available at the reception upon arrival. The SHAPE points of contact will strive to populate the website, <http://www.aco.nato.int/PsyOpsFall2011.aspx> with updated information, including agendas.
- 8. Dress.** Civilian coat and tie is the preferred dress for the events. Dress for the Ice-Breaker is casual. There are no requirements for any type of military uniform.
- 9. Conference fees.** The fee for each of the events will be approximately USD \$50 for the NPWG and \$60 for the JSPOC. Fees are to be paid in cash during registration. Receipts will be issued.

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- 10. Meals.** All meals will be offered on a pay-as-you-go basis. Shades of Green offers several dining options on-site for every meal, and there is a wide variety of restaurants on the Disney property and in the local area. Attendees with special dietary requirements should inform the host in advance.
- 11. Transportation.** There will be no organized transport made by the host, so participants need to make their own transport arrangements between their point of entry and the hotel on the days of arrival and departure. Please see the contact information for transportation services listed in paragraph 4.c.
- 12. Security.** The host will produce conference name tags for use by attendees during the events. Shades of Green also offers in-room and hotel managed storage facilities for use. The resort may require participants to show a valid ID card or passport upon entering the resort.
- 13. Delegate Social Activities.** There will be a no-host ice-breaker on Tuesday evening at 1900, at Shades of Green for the NPWG, and an ice-breaker on Sunday evening for the JSPOC. A non-hosted conference dinner is planned for Tuesday 1 November for the JSPOC. Personal time is allotted on the agendas for sightseeing, however it is at the discretion of the participants.
- 14. Internet.** Internet is available for guest use in the reception area. Internet services are offered throughout the resort, at a daily cost of USD \$6.95 for standard service, and \$8.95 for high-speed service.
- 15. Medical and Dental.** For any emergency needs, the conference cadre will be able to help coordinate travel to local emergency care clinics or a doctor.
- 16. Weather.** The average temperatures for Orlando this time of year are: 82°F / 28°C for the high, and 65°F / 18°C for the low.
- 17. Further Information.** Should you have any queries regarding the conference, please contact one of the following individuals:
  - a.** at SHAPE: LTC Gunnar Sivertsen, [gunnar.sivertsen@shape.nato.int](mailto:gunnar.sivertsen@shape.nato.int), tel. +32(0)65443035
  - b.** at the U.S. Joint Staff: LTC Jim Mishina, [james.mishina@js.pentagon.mil](mailto:james.mishina@js.pentagon.mil), tel. +17036955080 (NPWG only)
  - c.** at JSOU: Mr Frank Reidy, [francis.reidy@socom.mil](mailto:francis.reidy@socom.mil), tel. +18138263667 (JSPOC only)

**Shades of Green® on WALT DISNEY WORLD® Resort  
Group Booking Procedures**

Group Name: NATO/JSOU Conferences  
Group Block: 1110NATJSO  
Group Arrival Date: 10-25-2011  
Group Departure Date: 11-04-2011  
Reservations must be made by: 08-29-2011

**Booking Online**

1. Visit the Shades of Green website at [www.shadesofgreen.org](http://www.shadesofgreen.org).
2. Click on “**Reservations**” in the menu bar at the top of the page.
3. Scroll down to the bottom of the page and click on “**Make a Reservation**”.
4. Enter your **Arrival** and **Departure** dates. *(Please note: The dates you request must be within the group dates noted above. If you choose to enter dates outside this range, your reservation request will be declined by the system.)*
5. Select the number of **Adults** and **Children** for this reservation. Number of rooms will always be “1”.
6. Type in the **Group Code 1110NATJSO**. The group code is case sensitive and must be entered exactly how you see it here. ***Do NOT choose a military grade/civilian grade***; the system will not accept both and will decline your reservation request.
7. Click on “**Check Availability**”.

Page 1:

Search Availability

Enter an Arrival & Departure date

1 Departure  [Calendar](#)

Dates should be entered as mm/dd/yyyy.  
(eg. 12/01/2000 = December 1, 2000)

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Specify Room, Adults and Children  
(Only one room may be booked at a time.  
Multiple rooms must be booked individually.)

2 # of Rooms

# of Adults

# of Children (under 18)

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Enter ONLY one of the following, either  
Military Grade or Group Code

**3**

Military Grade / Civilian Grade

Group Code

**#6 (above).  
Use group  
code only.**

8. If rooms are available within your block, a screen asking you to “Select a Rate Amount Below” will appear. Click on the **Rate Amount** (highlighted in green and underlined) for your requested room type.

Page 2:

You searched for

Hotel Shades of Green, Orlando  
Dates Friday January 27, 2006 - Sunday January 29, 2006  
Group Code 0601173DAI  
Rate Plans Searched Negotiated Group Rate 1

Change your search [Display/Hide Search Panel](#)

Property Availability

Shades of Green, Orlando Phone 407-824-3400  
Post Office Box 22789 Fax 407-824-3665  
Lake Buena Vista, Fl 32830 Email reservations@shadesofgreen.org  
UNITED STATES Check In Time 15:00  
Check Out Time 11:00

To continue - please select a rate amount below.

Room Type Standard Room With 2 Queen Beds And A Sleeper Sofa

The following rate plans are available for this room type.

Rate Plan	Rate Amount	Rate Information
Negotiated Group Rate 1	<u>87.00</u>	US Dollar DAILY Group Rate (includes 1 breakfast per room per day) (please note rate rules indicated in red)

**#8 (above).  
Click on  
rate to  
continue**

Army MWR Security & Privacy Notice

9. The next page will ask for your guest information. Fill in all requested information to include title, name, address, phone number, credit card information, etc. Once completed, click on the box confirming you have read and understood the booking requirements. Click on “**Confirm Reservation**”. Please Note: A credit card is required to hold your reservation; a deposit equal

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to one nights' room rate will be taken at time of booking. For TDY reservations your credit card will not be charged.

10. Your next screen will be a hotel confirmation letter. Please make sure to keep this information for your records.

*If you are experiencing difficulties booking your reservation online, please contact the Shades of Green Reservations office.*

**Booking by Fax**

Please complete the fax form provided and fax to Shades of Green Reservations at **(407) 824-3665**.

**Booking by Phone**

1. Contact the Shades of Green Reservations office at **(407) 824-6483**.
2. Be sure to have your Group Block Code **1110NATJSO** handy to speed up the reservations process.
3. A Reservations Agent will be happy to assist you with booking your reservation.

*The Shades of Green Reservations office is open Monday through Friday from 0830 to 1700 hours, and Saturday from 0800-1530 hours Eastern Time. The office is closed Sundays, and all Federal holidays.*

**Shades of Green Group Reservation Form**

Please fax to **(407) 824-3665**

*no later than 08-29-2011*

Group Name: **NATO/JSOU Conferences**  
**1110NATJSO**

Group Code:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address:

\_\_\_\_\_

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City/State/Zip:

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Daytime Phone Number: \_\_\_\_\_ Fax Number\*:

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Point of Contact: \_\_\_\_\_

E-Mail (if available):

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**\* Make sure to provide a fax number so that we may fax your confirmation once the reservation has been booked.**

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ No. of  
Nights: \_\_\_\_\_

Number of Adults (18 and over): \_\_\_\_\_

Number of Children (age 3-9): \_\_\_\_\_

Number of Infants (under 3): \_\_\_\_\_

Credit Card Type (Circle One): Visa          Mastercard          Discover

American Express          Diner's Club

Credit Card Number: \_\_\_\_\_ Exp Date:

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**\* Please Note: Shades of Green has a 30 day cancellation policy; if you need to cancel within 30 days, documentation will be requested (i.e. change of orders, doctor's note, etc.). Your credit card will be charged a deposit equivalent to one night's stay. If traveling with a vehicle, Shades of Green charges a \$5 per day self-parking fee; \$10 per day valet.**

The Shades of Green Reservations office is open Monday through Friday  
from 0830 to 1700 hours, and Saturday from 0800-1530 hours Eastern Standard Time.

The office is closed Sundays, and all Federal holidays.

Please allow 1 to 2 business days for a response.