



NORTH ATLANTIC TREATY ORGANISATION



Supreme Allied Commander, Europe
B-7010 SHAPE
Belgium

Allied Command Transformation
Staff Element Europe,
Bld 104 – Room 120
SHAPE, B-7010
Belgium

ACT/SEE/LEG/Ser: NU-92-11

SUBJECT : 2011 NATO Legal Conference

DATE: 17 October 2011

Dear Participants to the NATO Legal Conference,

Thank you for your interest in the NATO Legal Conference.

Below you will find the latest information pertaining to your attendance to the Conference which will be hosted by Allied Joint Force Command Lisbon from October 24 to 27, 2011. The conference will be held at the Hotel Riviera, Rua Bartolomeu Dias – Junqueiro, 2775-551 Carcavelos, Portugal (tel +351 214 586 600) in the Safira Conference Room.

1. Transportation

Participants arriving at Lisbon Airport: A bus shuttle service will provide transportation from the airport to your respective hotels. The timetable is based on the flight arrival times of participants and will be as follows:

- On Sunday October 23 : from 08h30 to 16h00 and from 18h30 to 19h30
- On Monday October 24 : from 10h30 to 15h00 and from 21h00 to 22h00

The busses will be located at the front of the arrivals entrance to Lisbon airport; a JFCLB staff member will be present in the arrival hall with a NATO LEGAL CONFERENCE sign. He or she will direct you to the shuttle bus area for your no-cost transportation to our conference hotels.

Please note that the busses will be used to maximum capacity and therefore there might be a short waiting period before they leave the airport to take you to the hotels.

Participants who arrive on a different day than those mentioned above or at different times should take a taxi to our conference hotels. Taxis are available in

front of the airport and cost is estimated at 40 euros. Depending on traffic, the journey will take approximately 45 minutes.

Public transportation is also possible. The aero bus gets you from the airport to the train station Cais de Sodre in Lisbon and the cost is 3.5 euros. You then take the train heading to Cascais and get off at Carcavelos; cost is approximately 2 euros. From the Carcavelos station, there will be a 10 minute walk to get to the Praia Mar or the Riviera hotels. For planning purposes, expect a travel time of about 2 hours if you use the public travel option.

A no-cost shuttle bus service will also be provided on Friday October 28 to take participants back to Lisbon airport. The exact timetable will be provided during the conference.

2. Hotel Reservation

You should have now received confirmation of reservation at the hotel of your choice; for any questions pertaining to reservations, please contact CPO Schumacher at +351 214 404542 or c.schumacher@jhlb.nato.int).

3. In-processing

In-processing for NATO participants will take place on Monday October 24 from 08h00 to 09h30 at the Riviera hotel (Safira Conference Room); in-processing for all other participants will occur on Monday October 24 from 16h00 to 18h00 at the Riviera hotel (Safira C.R.).

Participants who will not be able to register on Monday October 24 due to late arrival will in-process in the morning of Tuesday October 25 from 08h00 to 08h45.

For security reasons, each person will have to show formal identification when in-processing. Name badges will be issued to each attendee; the conference badge will give access to the various conference activities. Participants must wear the conference badges at all times for security reasons.

During in-processing a welcome package will be handed over; conference fees, charge for Wednesday dinner and if applicable cost for the spouse program will be collected at that time. As a reminder, the conference fee is 150 euros for NATO billets staff and 120 euros for non-NATO participants. **ONLY CASH CAN BE ACCEPTED.** The conference fee includes lunches, coffee breaks, conference material and speakers support. A detailed receipt for the costs included in the conference fee will be provided to all conference participants.

Please note that during the conference military attendees may wear either working dress or civilian business suit. NATO participants in the NATO Personnel-only roundtable on Monday October 24 may wear "Smart casual" attire (no tie, no jeans).

4. Professional Social Events

- Ice-breaker on Monday October 24 from 19h00 to 21h00 at JFC Lisbon Headquarters. All conference participants are encouraged to enjoy the ice-breaker which immediately follows the time for in-processing for non-NATO attendees. Transportation from the Riviera Hotel to the Headquarters will be provided. Busses will depart from the hotel at 18h30; no private car will be allowed to enter the JFC Lisbon compound.
- A no-host dinner will be organized on Wednesday October 26 at 19h30 at the Torremar Restaurant located in Oeiras. The suggested menu is attached.

5. Spouse Program

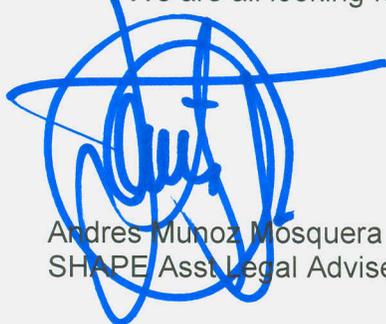
There will be a spouse program on Wednesday October 26. A one-day visit to Lisbon will be organized. The spouses of the Allied Joint Force Command Lisbon Legal Branch will accompany the spouses on the train to Lisbon and show them the major attractions of the city. Cost will be 20 euro. Please note that lunch will have to be covered by the spouses. The tour will depart from the Riviera hotel at 09h00 and expected return will be around 15h30. A detailed program will be issued during in-processing.

6. Points of Contact

If you have any questions about these administrative instructions or the NATO Conference, please contact any of the persons listed hereunder:

- Lewis Bumgardner: office : +32(0)65 445499 cell: +32(0)491 351476
- Dominique Palmer-De Greve: office: +32(0)65 444388 cell : +32(0) 478 942969
- Andres Munoz: office: +32(0)65 445267 cell:+32(0)477 541138
- Jessye Leforestier: office:+32(0)65 444950 cell: +32(0)491 164338

We are all looking forward to seeing you in Lisbon and to a successful conference !



Andres Munoz Mosquera
SHAPE Asst Legal Adviser



Sherrod Lewis Bumgardner
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Enclosures

Schedule
Dinner Menu