

Accommodation

Hotel rooms have been pre-booked in different hotels in Lerici (near La Spezia). Please choose a hotel from the list below and make your own reservation with the hotel directly. The room prices (all including breakfast) indicated below are special offers for the conference only, and are available until the 15th of AUG 2012. After this date hotels cannot guarantee these prices. So please make sure you'll make your booking ASAP. For all bookings please use booking code: NURC PACONF.

Hotel	Single room	Double room	Internet access	Group code
Doria Park Hotel Tel: + 39 0187 967124 E-mail: info@doriaparkhotel.it http://www.doriahotels.com/doria/ita/	€90,00	€130,00	5 € per day	NURC PACONF
Shelley delle Palme Hotel Tel: +39 0187 968204 E-mail: info@hotelshelley.it http://www.hotelshelley.it/	€100,00	€125,00	free	NURC PACONF
Hotel Florida Tel: + 39 0187 967332 E-mail: florida@hotelflorida.it http://www.hotelflorida.it/it/Default.aspx	€100,00	€125,00	free	NURC PACONF
Hotel Venere Azzurra Tel: + 39 0187 965334 E-mail: info@hotelvenereazzurra.com http://www.hotelvenereazzurra.com/	€100,00	€125,00	free	NURC PACONF
Hotel del Golfo Tel: + 39 0187 967400 E-mail: info@hoteldelgolfo.com http://www.hoteldelgolfo-lerici.com	€90,00	€120,00	free	NURC PACONF
Europa Hotel Tel: +39 0187 967124 E-mail: info@europahotel.it http://www.doriahotels.com/europa/ita/	€90,00	€130,00	5 € per day	NURC PACONF
Hotel Italia Lerici Tel: + 39 0187 967192 E-mail: info@hotelitalialerici.it http://www.hotelitalialerici.it/	N/A	€120,00	free	NURC PACONF

All hotels are within walking distance from the centre of Lerici (please note that Europa Hotel and Hotel Italia are located a little further on the hillside).

For daily transportation buses will pick up and drop off attendees at the centre of Lerici, so participants are welcome to do their own bookings also in other hotels than cited above.

Transportation

- a. The NATO Public Affairs Conference will take place at NATO Center for Maritime Research & Experimentation (CMRE), Viale San Bartolomeo 400, 19126 La Spezia, Italy.
- b. Transportation from/to Pisa Airport/Lerici will be provided upon request. Please send your travel details to dariusz.kacperczyk@shape.nato.int by 5 SEP 2012. Attendees using other airports are responsible for arranging their own travel to Lerici.
- c. Daily transportation to and from the hotels (centre of Lerici) to La Spezia (CMRE) will be provided.
- d. Further details on how to get to CMRE are available at <http://www.cmre.nato.int/index.php/about-cmre/visitor-information>

Cultural Tour

An optional sightseeing tour is planned for conference participants on 28 SEP 2012 (all day) to visit Firenze (Florence) and Pisa by bus. The final cost of the tour is dependent upon the number of participants, but the individual cost is estimated to be around 40 EUR. Please indicate your interest in the tour when completing the Registration Form. Participants will pay in cash for the tour during in-processing. If you participate, please plan your departure date accordingly.

Language

The conference will be unclassified and will be presented in English. There will be no translation services available during the conference.

Dress Code

The dress code during the conference will be National daily duty uniform or civilian business casual.

Documents

Participants are requested to send their up-filled "PA Conference Visit Request Form" (to be received from SHAPE PAO) in due time. This is the security document which will allow you to enter to CMRE. It is also requested to bring two photo ID with you.

Meals

- a. **Lunch:** Daily lunch will be available at the self-service dining facility of CMRE at your own expense. Prices differ according to your choice of meals.
Important: only cash is accepted!
- b. **Refreshments:** Daily refreshments will be provided during the conference for no additional costs. For Italian coffee service, participants can buy tickets (to be used in the cafeteria at CMRE) during in-processing. 11 tickets cost 10 EUR (1 single coffee= 1 ticket, 1 cappuccino= 2 tickets).

Social events

- a. **Ice-breaker.** The Ice-breaker will be held on 24 September (Monday), in Lerici (exact location TBD). The cost for the Ice-breaker will be 25 EUR, to be paid in cash during in-processing. Please indicate in the Registration form if you are attending or not.
- b. **Conference Dinner.** The conference dinner will take place on 26 September (Wednesday) at Golfo dei Poeti Restaurant in Lerici. The cost of the dinner is 30 EUR (including meals and drinks) and will be paid in cash during in-processing. Please indicate in the Registration form if you are attending or not.

Conference fee

The conference fee is 30 EUR and will be collected in cash during in-processing.

In-processing

In-processing will take place at CMRE upon arrival in the morning of 24 SEP (Monday) and 25 SEP (Tuesday). Participants will receive their badges and welcome packages. Also all the fees will be collected in cash (30 EUR conference fee is mandatory, all the other fees are optional: 25 EUR for ice-breaker, 30 EUR for conference dinner, 40 EUR (not yet final) for the cultural tour on 28 SEP (Friday)).

A receipt for the Conference Fee will be provided. If you'll need a receipt also for other fees, please indicate during in-processing. ***Please note, that after in-processing reimbursement won't be available, neither we can accept further applications for the optional programs.***

Daily transportation

A bus will take participants from the hotels to the conference every morning, and back to the hotels every afternoon. A bus schedule will be sent to all registered participants by e-mail prior the start of the conference (the schedule will be also found in the welcome package during in-processing).

Important: *there will be some bus stops in Lerici where participants can hop on the bus. At these locations the bus can only stop for embarking, and cannot wait longer. For this reason, it is very important to be there at the time indicated in the schedule. If you miss the bus, there is public transportation available to get to CMRE (more information about this will be available in the welcome package).*