

ADMINISTRATIVE INSTRUCTIONS

5th Mountain Warfare Congress

02 – 06 OCTOBER 2023

1. **Location:** Elegans Hotel Brdo, Predoslje 39, 4000 Kranj, Slovenia.
2. **Registration:**
Detailed information on Congress and registration instructions are available in the link: <https://events.mwcoe.org/event/17/>
Participants are kindly requested to submit the registration no later than **20 September 2023**. In response, the confirmation of registration will be sent to the provided e-mail.
3. **Admin fee:**
For attendance at the Congress, participants are kindly asked to pay a fee in the amount of 150.00 EUR by bank transfer on the NATO MW COE bank account, using following references:

Bank Name: SKB banka d.d.
Account Holder: NATO MW COE, Poljče 27, 4275 Begunje na Gorenjskem
IBAN: SI56 0310 0100 3166 049
SWIFT (BIC code): SKBASI2X
Reference: Participant's Name and Surname - MW Congress 2023

Participants are requested to transfer a fee not later than: 20 September 2023.

Please be aware that should the sending bank charge the attendee with potential transfer and/or service fees, they cannot be debited to the NATO MW COE. For further questions concerning payment, a contact with the NATO MW COE BUDFIN Cell is finance@mwcoe.org. On-site cash payment is also possible during the in-processing, however is not recommended.

4. **Dress code:**
 - a. BDU (military) and smart casual (civilian).
 - b. BDU (military) and outdoor clothes (civilian) for Field Demonstrations (03 and 04 October afternoon).
5. **Accommodation:**
Recommended option is the **Elegans Hotel Brdo**, where the Congress will take place.

The participants are kindly asked to book their accommodation directly to the hotel via the link, using the code.

<https://brdo.si/en/objekti/elegans-hotel-brdo/>

CODE: NATOMWCOE2023

We would like to inform you that the guaranteed price reservation quota for the rooms is valid only until 20 September 2023. The costs of accommodation will be covered by the participants themselves.

Elegans Hotel Brdo****

Predoslje 39, 4000 Kranj
Telephone: +386 (0)4 260 10 00
E-mail: repcija@brdo.si

Single room (incl. breakfast): 120.00 EUR
+ Tourist tax

6. Transportation:

Transfers during the event will be organized by the NATO MW COE. In addition, transportation from the airport to the hotel and back, can be provided on request (see Registration). For those travelling by car, parking is available next to the hotel.

7. Security instructions:

NATO MW COE applies security procedures according to the NATO standards. The security classification for the Mountain Warfare Congress is UNCLASSIFIED.

8. Social or cultural events:

Ice-breaker on 02 October 2023 and Dinner on 05 October 2023 will be hosted by the NATO MW COE Director.

REGISTRATION FORM
5th MOUNTAIN WARFARE CONGRESS
02 – 06 OCTOBER 2023

PERSONAL INFORMATION¹					
First Name*					
Last Name*					
Nationality *					
Military Rank/Title for Civilians*					
Organization/Branch/Service*					
Date of Birth*					
ID No/Passport No*					
Home Postal Address (for Congress book delivery)					
Phone*					
Official E-mail*					
TRAVELLING INFORMATION					
Travel Mode to Destination (plane, car, etc.)*					
Arrival Date and Time*					
Departure Date and Time*					
ADDITIONAL INFORMATION					
Ice breaker, 02OCT23, 19:00 YES / NO*					
Dietary restrictions*					
Meals provided free of charge by the NATO MW COE	Meals	02OCT	03OCT	04OCT	05OCT
	Ice breaker	X			
	Lunch		X	X	X
	Dinner				X
Accommodation Place & Hotel Name*					
COMMENTS / REMARKS					
In case you need transportation from airport to the hotel and/or back, please make your request here:					

¹ Information marked as * is mandatory. If information on a field is not applicable or not yet determined it can be filled with N/A or TBD respectively and will be determined later. This form must be completed in capital letters and submitted to the OPR e-mail tomaz.pavlic@mwcoe.org no later than 20 September 2023.