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|  **NORTH ATLANTIC TREATY ORGANIZATION** **ORGANISATION DU TRAITÉ DE L’ATLANTIQUE NORD**HEADQUARTERS, SUPREME ALLIED COMMANDER TRANSFORMATION CRISIS MANAGEMENT AND DISASTER RESPONSE CENTRE OF EXCELLENCE |

**ADMINISTRATIVE INFORMATION**

**3rd NATO CENTERS OF EXELLENCE**

**FINANCIAL CONTROLLERS CONFERENCE 2017**

1. **EVENT**

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|  Headquarters, Supreme Allied Commander Transformation (HQ SACT) in cooperation with the Crisis management and disaster response Centre of Excellence (CMDR COE) will host the 3rd Annual COE Financial Controllers Conference from 15 to 18 May 2017 at the SWISS - BELHOTEL Varna, in Bulgaria. 1. **GOAL**

The Conference is organized as an annual forum to foster interoperability, exchange best practices and share lessons learned regarding financial aspects related to the administration and operation of COEs. The anticipated outcome of the Conference is to create a common understanding of the challenges of COE finances and to discuss practical common solutions to those challenges. One of the key areas of work at the Conference will be to improve a common template for the “Financial Administration Procedures” (FAPs).  |

**3.** **TIMETABLE**

The event will start with the Conference registration at 17:00 on 15th of May 2017. The main events will take place from 16 to 18 May 2017. No spouse-program will be provided.

**4. PARTICIPATION**

All COEs and institutions invited are encouraged to send up to two people to the conference. A conference fee in the amount of 100 EUR per person will be collected, against receipt, on the first day of the Conference. Participants should ensure to bring the conference fee in cash (EUR) as it will not be possible to accept payment by credit card.

**5. LOCATION**

The Conference will take place at SWISS - BELHOTEL Varna, 111 Knyaz Boris the 1st Blvd., Varna 9002, Bulgaria (<http://www.swiss-belhotel.com/en-gb/swiss-belhotel-varna> ). The CMDR COE will pre-book a number of rooms at the above mentioned hotel for the period from 15 to 18 May 2017. For any other different booking dates please inform CMDR COE POCs (at the end of this Enclosure) NLT 31 March 2017. The costs of accommodation will be covered by the participants themselves. The hotel rate is: Single room 110 BGN (approx. 56 EUR) VAT included per person per night (breakfast, internet, indoor swimming pool, thermal and spa zone, gym, safe deposit box in the room, parking place, city tax included).

**6. REGISTRATION**

Participants are requested to **register NLT 31 March 2017** on CMDR COE web-page:

[www.cmdrcoe.org](http://www.cmdrcoe.org)

After this date, the organizers cannot guarantee rooms’ availability and discounted rates.

In case of any inconvenience in registration in the CMDR COE web page participants are kindly asked to contact with the CMDR COE POCs.

**7. DRESS CODE**

Smart casual (coat, no tie).

**8. SECURITY REQUIREMENTS**

The Conference is NATO UNCLASSIFIED – no NATO/National Security Clearance Certificates are required.

**9. TRANSPORTATION**

The transportation from/to Varna airport will be provided upon request. The transportation schedule will be finalized according to the data of the arrivals/departures.

Participants are kindly requested to make their own travel arrangements to/from Bulgaria and include this information completing their Registration Form.

1. Arriving by train: all information related to train connections and schedules can be found at <http://www.bdz.bg/en/> . Proposed end station is Varna. The travel time from the train station to the hotel is approx. 10 min by taxi and approx. 30 min on foot.
2. Arriving by car: recommend using navigational system.

Address: SWISS – BELHOTEL and spa

111 Knyaz Boris 1st Blvd., Varna 9002

GPS position: Latitude: 27.928630

 Longitude: 43.209902

1. Recommended taxi companies in Varna:

The taxi services in Varna are reliable but there is a small percentage of frauds, however check the price before you enter the cab to avoid misunderstandings. The taxi service should not cost more than 25 BGN for a ride to the hotel. The payment should be made in Bulgarian currency only. You can change a small amount of money at the airport or use the ATM. All taxies are colored in yellow and operate by meter – it’s worth checking if the meter is on. The reputable companies are: TRIUMF Taxi and OK TRANS Taxi. The hotel provides shuttle services on request.

1. The travel time from the airport to the hotel is 20 to 40 minutes depends on the traffic.
2. All conference related movements within Varna will be provided by CMDR COE to conference participants.

**10. EVENTS**

All participants are kindly invited to a hosted ice-breaker on 15th of May 2017 from 19:00 to 21:00 and to a conference dinner on 17th of May 2017 from 19:00 to 21:00.

**11. MEALS**

For the participants, there is a possibility of having lunch at SWISS - BELHOTEL Varna, at their own expenses for 25 BGN, approximately 13 EUR on a lunch buffet basis. The minimum required number of guests for this price is 20. Information regarding the lunch meals is required during the registration for the event at the hotel.

**12. COFFEE BREAKS**

Small refreshments will be provided during the coffee breaks.

**13. LANGUAGE**

English will be the working language of the meeting. Interpretation will not be provided.

**14. TIME ZONE:**

The Bulgaria time zone is GMT+2.

**15. CURRENCY:**

Currency in Bulgaria is Leva. Approximately 2 leva = 1 EUR.

**16. WEATHER:**

The daytime temperature in May varies between 15-25 degrees Celsius.

**17. EMERGENCY PHONE:** 112.

**POINT OF CONTACTS (POCs)**

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