



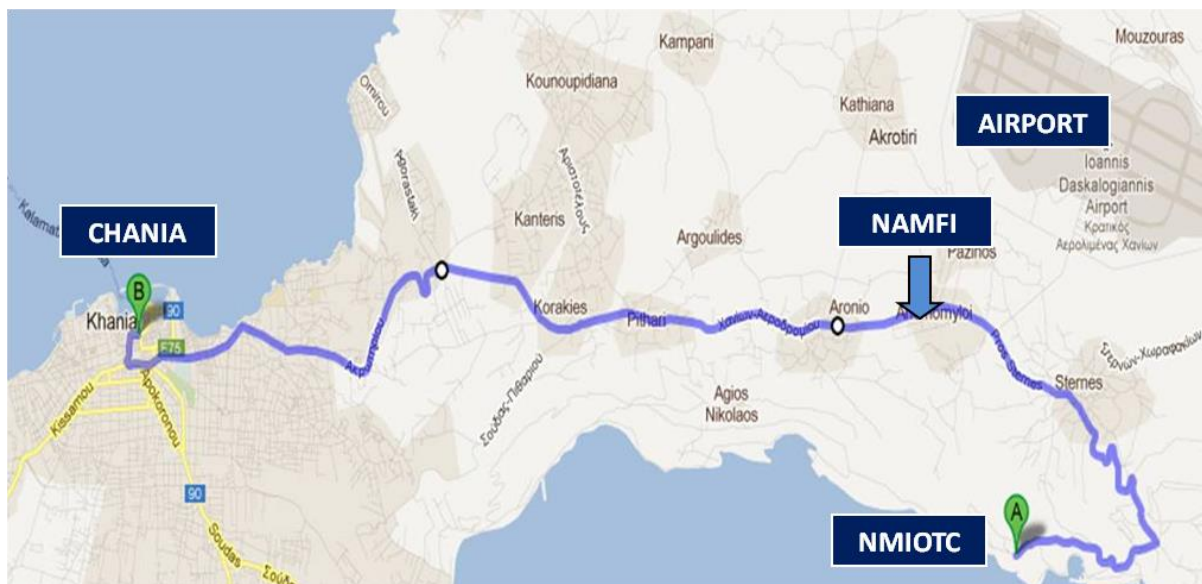
COMMITTEE OF THE CHIEFS
OF MILITARY MEDICAL SERVICES IN NATO
MILITARY MEDICAL TRAINING WORKING GROUP
&
NATO MARITIME INTERDICTION OPERATIONAL
TRAINING CENTRE
SOUDA BAY
73200 CHANIA, GREECE



19-23 April 2021, Souda Bay, Chania, Greece

ADMINISTRATIVE INSTRUCTIONS

Location: NMIOTC is located in the northern region of Souda Bay, near the city of Chania, at the north-west part of Crete. The destination airport is Chania International airport “Ioannis Daskalogiannis” (airport code: CHQ). The distance from Chania city to NMIOTC is 20 km and from the airport to NMIOTC it is 9 km. Chania is a picturesque, unique medieval city bearing a rich and long history and culture. The following map provides orientation and driving directions from Chania City to NMIOTC.



Registration: You are kindly requested to submit your Personnel Administration Form (PAF) through NMIOTC official web site www.nmiotc.nato.int (click register → Conference/Workshop/Pilot Courses → complete the required fields to the respective application form) prior to 02 April 2021. Applications submitted after the specified deadlines may not be accepted. All applicants will receive an instant confirmation message. However, the final confirmation will be provided after the process and acceptance of the application. It is advised not to proceed to travel arrangements before the final confirmation.

Visa Requirement: Participants or their national authorities are responsible for visa arrangements. Participants are advised to contact well in advance, proper diplomatic agencies for up to date information. It is an individual’s responsibility to apply and obtain their visa and to have the proper travel / medical documentation. Hellenic Ministry of Foreign Affairs website (www.mfa.gr) provides relevant VISA information requirements.

Conference Fee: The conference fee is 210 Euro for those attending ADC and MMT WG (5 days). For those only attending MMT WG (up to 4 days), the conference fee is 150 Euro. The conference fee includes daily transportation from listed pick up points to NMIOTC and vice versa, classroom facilities with IT support, daily hosted lunch, morning coffee breaks, and icebreaker hosted by NMIOTC.

Full payment will be made to NMIOTC's Financial Officer upon arrival at NMIOTC during the in-processing procedure in cash or by credit/debit card (American Express excluded) or by bank deposit to NMIOTC bank account with the following data:

- a. IBAN Number: GR 38 0110 4940 0000 4945 4001 048
- b. Swift BIC: ETHN GRAA
- c. Bank Name: National Bank of Greece

Note: Bank deposit has to be finalized not later than 3 working days before the start date of the event. The relevant document has to be forwarded to Budget & Finance officer through an e-mail: kladosa@nmiotc.nato.int. Hosting Authorities do not hold any cancellation reimbursement obligations to applicants if a confirmation email for participation acceptance was not sent by the NMIOTC Admin Office or the cancellation was made by the applicant.

Cultural Event: There will be a cultural event scheduled for Wednesday afternoon. Details will be provided closer to the event date. The event will last approximately four hours. Cost: 70 Euro.

For the participants wishing to attend the cultural event they are kindly asked to include the sentence "participation to the cultural event" to their application form in the COMMENTS/REMARKS section.

Arrival and Departure: It is advised the participants to plan their arrival to CHQ (Chania international airport) no later than Sunday, 18th of April 2021 (Monday, 19 April if only attending MMT WG) and departure no earlier than 17:00 on Friday, 23rd of April 2021.

Dress Code: Recommended attire is business casual. Casual attire for the icebreaker and cultural event.

Accommodation: There are no accommodation facilities at NMIOTC. Therefore, participants are responsible to arrange their own accommodation. NMIOTC can provide guidance / assistance if requested. Hotels near the Chania city centre are highly recommended for transportation purposes. A list of recommended hotels around Chania city centre is as follows (special prices apply to participants only for direct booking with each hotel manager by e-mail including breakfast and internet connection. The negotiated prices are referred to specific room type for each hotel and can be different according to each hotel's pricing policy):

- a. **AKALI** 4* hotel www.akali-hotel.gr, E-mail: info@akali-hotel.gr Tel: +3028210 92872
- b. **KYDON** 4* hotel www.kydon-hotel.com (promotional code "NMIOTC 20"), E-mail: info@kydon-hotel.gr Tel.: +30 28210 52280.
- c. **SAMARIA** 4* hotel www.samariahhotel.gr (promotional code "NMIOTC 20"), E-mail: reservations@samariahhotel.gr Tel.: +30 2821038600
- d. **ARKADI** 3* hotel www.arkadi-hotel.gr, E-mail: info@arkadi-hotel.gr Tel: +30 28210 90191.

- e. **HALEPA** 3* hotel www.halepa.com, E-mail: hotel@halepa.com, Tel. +30 28210 28440
- f. **KRITI** 3* hotel (www.kriti-hotel.gr/), E-mail: info@kriti-hotel.gr , Tel. +302821051881
- g. **ROYAL SUN** 3* hotel www.royalsunhotel.com, The hotel provides free transportation to the city centre. E-mail: hotelroyalsun@gmail.com Tel: +30 28210 46363.
- h. **AVRA CITY** 3* hotel www.avracityhotel.gr., E-mail: kperraki@avracityhotel.gr Tel.: +30 28210 27970
- i. **NAMFI Military Barracks** (www.namfi.gr) is located close to NMIOTC (approx. 6 Km) on the road from NMIOTC to Chania (see attached map). The installation itself is in very good condition and offers several facilities. There is availability for breakfast / lunch / dinner at low cost. E-mail: info@namfi.gr, Tel: +30 28210 26800 or +30 28210 26759.

Transportation: Transportation will be provided during the days of the conference from Chania city centre pick-up points (1st pickup point AKALI at 07:40, 2nd pickup point SAMARIA at 07:50, 3rd pickup point KYDON at 07:55, 4th pickup point Royal Sun hotel at 08:05 and 5th pickup point NAMFI barracks at 08:15). Participants are responsible for their transportation from the airport to their hotel and vice versa. The available transportation options from Chania airport to Chania city centre are as follows:

1. By Bus: The bus stop is outside the terminal and the cost is 2,30€. For further information and detailed timetables you can check the below link: <http://www.bus-servicecrete-tel.com/timetabledet.php?line=32&lq=2>.
2. By taxi from the airport directly to Chania city centre, 24/7 and the cost is 25,00 € (approx).
3. There are several car rental agencies at the airport. Rental car agencies that have offered special prices for NMIOTC guests are as follows:

Gelasakis Car Rental: E-mail cars@stc.gr, www.rentacar-chania.gr, tel. +30 28210 89065

Spa Tours & Cars Enterprises: E-mail info@spatours.gr, www.spatours.gr, tel. +30 28210 57444

Medical service: Trainees are required to have a valid health insurance according to their respective national standards. Trainees from the EU Member States are required to possess a valid European Health Insurance Card. NMIOTC ensures first aid during training, providing emergency transportation to the Naval Hospital of Crete when needed. The Naval Hospital of Crete will provide diagnosis, first aid and treatment and when necessary, the military doctors may arrange with the Prefectural Hospital of Chania for further diagnosis or specialist treatment if required. NMIOTC is not covering trainees' expenses for additional medical treatments and the settlement of medical bills is a patient/national responsibility.

Security: NMIOTC applies security procedures according to the NATO standards. The overall classification of the conference is NATO UNCLASSIFIED.

Badging process: There is a strict access control at Marathi main gate and NMIOTC main building. You will be required to carry your passport and/or your national identification card during your presence at NMIOTC. A security badge will be delivered to you during the first day upon registration. This security badge is to be carried throughout the event.

COVID-19 PANDEMIC AWARENESS

Please take under consideration that due to the current COVID-19 situation and the undertaken preventive and protective measures, the conduct of the event is considered, feasible. Furthermore, NMIOTC is ready to welcome participants to NMIOTC's events according to current travel rules as described in details in the Hellenic Republic Ministry of Foreign Affairs web page:

<https://www.mfa.gr/en/index.html> (welcome to Greece announcements) and <https://travel.gov.gr/#/> (protocol for arrivals in Greece) as well as the latest instructions uploaded to the NMIOTC site <https://nmiotc.nato.int/general-information-on-coronavirus-covid-19/> which are to be followed at its latest update.

Note: The COVID-19 is a highly dynamic and evolving situation, and all relevant measures are under continuous review. It is advised participants consider any further travel restrictions and rules from intermediate countries that they will travel through and due to unforeseen travel restrictions, it is highly recommended any travel bookings to be refundable.

Basic Protective Measures Against the Coronavirus (COVID 19)

You can reduce your chances of being infected or spreading COVID-19 by taking some simple precautions:

- a. Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- b. Maintain at least 1,5-meter (4 feet) distance between yourself and others. Why? When someone coughs, sneezes, or speaks they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person has the disease.
- c. **Always wear Non-Medical Mask during the transportation with military vehicles and inside the building of NMIOTC.**
- d. Avoid going to crowded places. Why? Where people come together in crowds, you are more likely to come into close contact with someone that has COVID-19 and it is more difficult to maintain physical distance of 1,5 meter (4 feet).
- e. Avoid touching eyes, nose and mouth. Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and infect you.
- f. Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands. Why? Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.
- g. Stay home and self-isolate even with minor symptoms such as cough, headache, mild fever, until you recover. Have someone bring you supplies. If you need to leave your house, wear a mask to avoid infecting others. Why? Avoiding contact with others will protect them from possible COVID-19 and other viruses.
- h. If you have a fever, cough and difficulty breathing, seek medical attention, but call by telephone in advance if possible and follow the directions of your local health authority. Why? National and local authorities will have the most up to date information on the situation in your area. Calling in

advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

i. Keep up to date on the latest information from trusted sources, such as WHO or your local and national health authorities. Why? Local and national authorities are best placed to advise on what people in your area should be doing to protect themselves.

j. If you develop fever and/or respiratory symptoms such as shortness of breath or cough it is recommended that you stay indoors and immediately seek medical attention mentioning your recent trip/contacts and contact the OPR of your Course/Conference for instructions.