



## CIOR PRESIDENCY

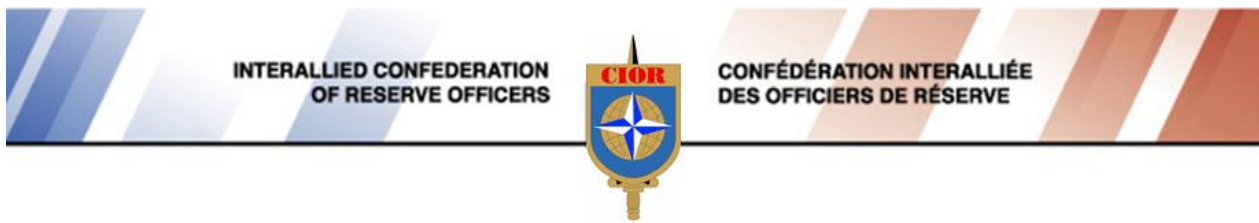
### INVITATION TO THE CIOR IBM IN BODØ, NORWAY

20<sup>th</sup> - 22<sup>nd</sup> October 2011

#### Note by the CIOR Presidency

1. CIOR IBM will be held in Bodø, Norway from 20<sup>th</sup> to 22<sup>nd</sup> October 2011.
2. Please find enclosed the provisional programme (Annex 1), preliminary Administrative information (Annex 2), Seminar Registration Form (Annex 3) and Accommodation information (Annex 4)
3. Participants are advised to arrive in Bodø on 20<sup>th</sup> October before 1600 hrs. The CIOR IBM meeting is planned to end at approximately 1500 hrs on 22<sup>nd</sup> October 2011.
4. Welcome to an interesting and hopefully fruitful CIOR IBM in Bodø.

Jon Erling Tenvik  
Capt. (N)  
President CIOR



ANNEX 1

**2011 CIOR IBM  
BODØ, NORWAY 20<sup>th</sup> – 22<sup>nd</sup> October 2011**

**PROGRAMME (DRAFT)**

**Thursday 20<sup>th</sup> October**

0900-1600	Participants arrive
1600-1800	Registration at the Radisson Blu Hotel Bodø (incl. payment of registration fee if not done).
1900-2230	Icebreaker

**Friday 21<sup>st</sup> October**

0830-0900	Registration at the Radisson Blu Hotel Bodø for late arrivals
0900-0930	Welcoming and opening remarks by CIOR President Capt (N) Jon Erling Tenvik
0930-1330	Working Session
1330-1430	Lunch at the Radisson Blu Hotel Bodø
1430-1700	Working Session
1830 1900-2300	Transportation to the President's Dinner Dinner at the Bremnes Fortress
2315	Transportation to the hotel

**Saturday 22<sup>nd</sup> October**

0900-1345	Working session presentations
1345-1400	Closing remarks
1400-1500	Lunch at the Radisson Blu Hotel Bodø

This draft programme is intended to give participants a general overview of the seminar timelines. A detailed and final programme will be distributed separately when completed.

**PRELIMINARY ADMINISTRATIVE INFORMATION CIOR IBM  
BODØ, 20<sup>th</sup> – 22<sup>nd</sup> October 2011**

**Venues**



The CIOR IBM will take place at the Radisson Blu Hotel Bodø, situated in Bodø - north of the Arctic Circle in Norway.



ANNEX 2



## The CIOR President's dinner will be arranged at Bremnes Fortress



Photo: Bremnes Fortress 1968 – Norwegian Air force

The CIOR President's dinner will be arranged at Bremnes Fortress which is just outside Bodø.



## ANNEX 2

### Registration

Participants are requested to confirm their attendance at the Meeting, the Icebreaker event and the IBM Dinner. Participants are requested to complete the Registration form **no later than 06<sup>th</sup> October 2011**. Please use the registration form attached (Annex 3).

A registration desk will be set up at the Radisson Blu Hotel Bodø on Thursday 20<sup>th</sup> October between 1600 and 1800 hrs. Upon registration, participants will receive a CIOR badge, which must be used. There will be an opportunity for late arrivals to register on Friday morning between 0830 and 0900 hrs at the Radisson Blu Hotel Bodø.

### Hotel accommodation

Block accommodation reservations have been made at Radisson Blu Hotel Bodø and Thon Hotel Nordlys, all located at the centre of Bodø. The block reservations will only be valid **until 06<sup>th</sup> October 2011**. **Delegates are responsible for booking their own hotel accommodation** (Annexes 4)

There will not be any possibility for the fixed prices after 06<sup>th</sup> October 2011.

### Transport

Seminar participants are required to make their own travel arrangements to and from Bodø (Airport code: BOO). The airport busses from Bodø Airport - approx. 10 minutes to the Bodø centre and the airport busses stop outside the door of Radisson Blu Hotel Bodø.

There will be no organized transport to and from the Bodø Airport (**Airport code: BOO**)

### Social events

- 20<sup>th</sup> April Icebreaker 1900 – 2230 hrs.
- 21<sup>th</sup> April Dinner 1900 – 2300 hrs.

There will be no programme for spouses or family. They are however welcome to attend these two events.

### CIOR President's dinner

A dinner for all participants and spouses is scheduled to take place at Bremnes Fortress at 1900 hrs on 21<sup>th</sup> October 2011



## ANNEX 2

### **Conference Fee**

All expenses related to the Icebreaker on 20<sup>th</sup> October, the dinner on 21<sup>st</sup> October and the lunches on 21<sup>st</sup> and 22<sup>nd</sup> October are included in the conference fee. There will be a conference fee of € 240 per participant (€ 50 discount if paid by bank not later than 6<sup>th</sup> October) and € 100 for spouses.

The conference fee must be paid to the CIOR Presidency's account mentioned under, or in cash (euro) at registration.

If paid by bank after 15<sup>th</sup> October, please bring the bank receipt.

Bulk payments for all delegates from the same country are preferred,

Bank information:

Owner of account:

CIOR Presidency

Address: c/o NROF, Box 908 Sentrum, NO- 0104 OSLO, Norway

Account number....:310-01920301-78

Name of bank.....: ING Belgium, Brussels NATO

Bank address.....: Boulevard Leopold III, 1110 Brussels, Belgium

IBAN.....: BE69 3101 9203 0178

SWIFT Code.....: BBRUBEBB

### **Conference fee:**

**190 Euro if paid within 06<sup>th</sup> October 2011**

**240 Euro for payments after 06<sup>th</sup> October 2011 or in cash upon arrival**

**100 Euro for spouses (includes Icebreaker and Presidents dinner)**

**All payments must be free of bank charges for the CIOR account.**

### **Cancellation:**

**Within 13<sup>th</sup> October 2011: 50% refund**

**After 13<sup>th</sup> October 2011: No refund**

### **Currency information**

As of 26<sup>th</sup> August 2011, 1 euro (EUR) equals 7.80 Norwegian kroner (NOK).

### **Visa Requirement**

Participants are requested to make the necessary arrangements with the Norwegian Embassy in their respective capitals if they require a visa to enter Norway. To allow the timely delivery of visas, such requests should be made as early as possible. Further



## ANNEX 2

guidance can be obtained from the nearest Norwegian Embassy or from the web site: <http://www.udi.no>. The Presidency will provide invitation letters as needed,

### Language

The IBM Meeting will be held in English. No translation will be provided.

### Non-smoking policy

The venues areas are a non-smoking area.

### Security Requirements

Individual name tags/badges will be distributed at the registration, upon arrival. These should be worn to comply with identification, security and access procedures.

### 2011 CIOR In Between Meeting - Bodø - Point of Contact (POC)

Participants are kindly asked to confirm their participation by completing and sending the registration form (Annex 3) to the POC listed below no later than **06<sup>th</sup> October 2011**.

For confirmation or for any administrative questions, please contact the Norwegian POC below.

Major (R) Tony Fossum  
Assistant Secretary General  
CIOR Secretary  
Tel. + 47 22 47 82 53

e-mail: [tony.fossum@nrof.no](mailto:tony.fossum@nrof.no)

Address:  
CIOR Presidency  
Pb. 908 Sentrum  
NO-0104 Oslo, NORWAY

For any other questions regarding the meetings, please contact:

Colonel (R) Knut Jahr  
Secretary General  
Tel: +47 22 47 82 43  
E-mail: [knut.jahr@nrof.no](mailto:knut.jahr@nrof.no)

**REGISTRATION FORM  
CIOR IBM IN BODØ, NORWAY  
20<sup>th</sup>- 22<sup>nd</sup> October 2011**

To be completed and returned by email, no later than 06<sup>th</sup> October 2011 to:  
Major (R) Tony Fossum, email: [tony.fossum@nrnf.no](mailto:tony.fossum@nrnf.no)

<b>Family Name:</b>			
<b>First Name:</b>			
<b>Country:</b>			
<b>Rank/title:</b>			
<b>Organization:</b>			
<b>Phone:</b>			
<b>E-mail address:</b>			
<b>Hotel:</b>			
<b>Arrival:</b>	<b>Time (day/month/year)</b>	<b>Flight Number</b>	
<b>Departure:</b>	<b>Time (day/month/year)</b>	<b>Flight number</b>	
<b>Special dietary requirements</b>			
	<b>I will attend alone</b>	<b>I will attend and I will be accompanied</b>	<b>I will not attend</b>
<b>Icebreaker 20<sup>th</sup> October</b>			
<b>IBM Lunch 21<sup>th</sup> October</b>			
<b>IBM Dinner 21<sup>th</sup> October</b>			
<b>IBM Lunch 22<sup>nd</sup> October</b>			

Conference fees as mentioned in Annex 2.

**HOTEL ACCOMMODATION**

Block accommodation reservations have been made. Delegates are responsible for booking their own accommodation. Please find below information about the two hotels available during the seminar.

**Please use the reference at the hotel information, when booking your room.**

### 1. Radisson Blu Hotel Bodø

The hotel is in the heart of the city centre, close to shopping, restaurants and attractions. Bodø is the second-largest city in northern Norway and is north of the Arctic Circle. Charming shops and a popular marina with restaurants and bars grace the city streets. From the hotel's rooms, guests enjoy views of Bodø, the dramatic Mount Rønvik and beautiful sea. The landscape is breathtakingly beautiful with high mountains and a spectacular coastline.

**Address:**

Radisson Blu Hotel, Bodø  
Storgata 2  
P.O. Box 371  
8001 Bodø Norway

**Telephone:** +47 75 51 90 00

**Fax:** +47 75 51 90 01

Please find more information on their website:

<http://www.radissonblu.com/hotel-bodo>

Price standard single room: NOK 995, - (incl. Breakfast).

Price standard double room: NOK 1195, - (incl. Breakfast)

**Booking nr:** Promotional code: **CIOR11** (Valid until 06<sup>th</sup> October 2011)

For online booking, please use following link:

[http://www.radissonblu.com/cs/Satellite?pagename=pb/Page/pb-listHotels&language=en&hotelcode=boozh&arrival=20/10/2011&departure=22/10/2011&rooms=1&adults\\_room1=1&children\\_room1=0&paccode=CIOR11&skin=radisson&brand=RA](http://www.radissonblu.com/cs/Satellite?pagename=pb/Page/pb-listHotels&language=en&hotelcode=boozh&arrival=20/10/2011&departure=22/10/2011&rooms=1&adults_room1=1&children_room1=0&paccode=CIOR11&skin=radisson&brand=RA)  
[D](#)



## ANNEX 3

### 2. Thon Hotel Nordlys

It is a walking distance approx. 150 meter to Radisson Blu Hotel Bodø, which is the conference venue.

**Address:**

Moloveien 14  
NO - 8003 Bodø  
Norway

**Telephone:** +47 75 53 19 00

Please find more information on their website:

<http://www.thonhotels.no/hoteller/land/norge/bodo/thon-hotel-nordlys--/>

Price standard single room: NOK 950, - (incl. Breakfast)

Price Superior room NOK 1.025, - (Incl. Breakfast)

**Booking nr: 24 80 930**

(Valid until 06<sup>th</sup> October 2011)