



INTERALLIED CONFEDERATION OF RESERVE OFFICERS
CONFÉDÉRATION INTERALLIÉE DES OFFICIERS DE RÉSERVE

CIOR Presidency Présidence CIOR
P B 908 Sentrum P B 908 Sentrum
N – 0140 OSLO N – 0140 OSLO

INVITATION – CIOR & CIOMR 2011 WINTER MEETING

General

1. The 2011 Winter Meeting will be held at NATO HQ in Brussels from Thursday 10 February to Saturday 12 February 2010.
2. DSACEUR and Chair COMED are confirmed speakers.
3. The Closing Dinner will be held at NATO HQ on Friday, 11 February 2011 to which spouses and other guests are welcome.
The registration documentation is enclosed.
4. **Venue:**
NATO Headquarter – Brussels, Belgium



(Photo: NATO HQ)

Address: Boulevard Léopold III, 1110 Brussels, Belgium

Registration

5. The registration has two distinct elements, each of which can be done independent of the other.
 - 4.1 The Meeting Registration Forms (includes the security Pass Registration) have to be sent to Major (R) Tony Fossum (POC see item # 16) by mail.
 - 4.2 The hotel reservation has to be done directly with the hotel. All forms are attached. Meeting Registration Form - Attached you find an excel sheet, with is to be filled in for the complete delegation by the one contact person of a country.

Hotel Registration: There are rooms block booked **TILL the 25th December 2010** at



HILTON BRUSSELS CITY

Place Rogier 20
1210 Brussels
Tel: +32 2 203 31 25
Fax: +32 2 203 43 31

Web:

http://www1.hilton.com/en_US/hi/hotel/BRUPMHI-Hilton-Brussels-City/index.do

Price breakfast included
€ 115 single room per night
€ 135 double room per night

You can book the Hilton by the following link:

http://www.hilton.com/en/hi/groups/personalized/B/BRUPMHI-GNATA-20110209/index.jhtml?WT.mc_id=POG



THON HOTEL BRUSSELS CITY CENTRE

Avenue du Boulevard 17
1210 Brussels
Tel: +32 2 205 15 11
Fax: +32 2 201 15 15

Web:

<http://www.thonhotels.com/hotels/countrys/belgium/brussels/thon-hotel-brussels-city-centre/>

Price breakfast included

€ 110 single room per night
€ 135 double room per night

You can book the THON HOTEL by the attached fax sheet and send it by e-mail or by fax directly to the hotel.



MERCURE HOTEL (near NATO HQ).

74 avenue Jules Bordet

1140 BRUSSELS

Tel: +32 2 726 73 35

Fax: +32 2 726 82 95

Web: <http://www.mercure.com/gb/hotel-0958-mercure-brussels-airport/index.shtml>

Price breakfast included

€ 134 single room per night (on 09 -10 Feb)

€ 90 single room per night (on 11- 12 Feb)
double room + 12 €

You can book the MERCURE HOTEL by the attached fax sheet and send it by e-mail or fax directly to the hotel

4. It is important that ASGs or their appointed delegates provide the above information as early as possible to ensure that we can effectively plan for the meeting. All registration information and payments must be submitted in accordance with the deadline detailed on the forms. All forms must be fully completed with accurate information ***before the 25th of December 2010.***

Payment

5. The registration fee is € 120 per registrant. This amount includes: the reception and lunches on Thursday, Friday and Saturday and the closing dinner. We strongly encourage delegations to pay in bulk, rather than by individual payment; this will save a significant amount of administration for our staff. All payment must be made in advance, and **not later than 15 January 2011.**

All payments that are made must be free of bank charges.

Cheques or post-assignment will not be accepted.

The necessary bank information for payment is below:

BANK ACCOUNT HOLDER:

CIOR Presidency, c/o NROF, PO BOX 908 Sentrum, N-0104 OSLO

BANK NAME / ADDRESS:

ING Brussels NATO, Boulevard Leopold III, 1110 Brussels, Belgium

IBAN CODE: BE69310192030178

SWIFT CODE: BBRUBEBB

6. **NOTE:** Registration will only be confirmed by payment. All payments later than 15 January 2011 will automatically increase with 50% surcharge.

Participation of Guests

7. Guests are welcome to participate at both the Thursday reception and the Closing Dinner. Fees for the reception are € 15.00 and for the closing dinner is € 45.00. Please put the guests in the registration form.

Transportation

8. The participants are required to make their own travel arrangements to and from Brussels.
9. The participants are required to make their own transportation to and from the Brussels airport and the hotels.
10. During the meeting a shuttle bus service to NATO HQ will be provided from HILTON and THON. On Thursday 10th February at 08.30 the first shuttle will ride from the hotels to NATO HQ.
11. Hotel MERCURE is within walking distance from NATO HQ and therefore there is no need for a shuttle bus service.

Working Agenda

12. The draft agenda will be distributed prior to Christmas.
13. All questions should be addressed to the Norwegian POC (see items # 16 & 17)

Language

14. Translations to English and French will be provided as usual.

Non-smoking policy

15. The conference area is a non-smoking area.

CIOR WINTER MEETING 2011 Point of Contact (POC)

16. For confirmation or any administrative questions, please contact the Norwegian POC :

Major (R) Tony Fossum
Assistant Secretary General
CIOR Secretary
Phone: +47 22 47 82 53

E-mail: tony.fossum@nrof.no

17. For any other questions regarding the meeting, please contact:

Colonel (R) Knut Jahr
Secretary General
Phone: +47 22 47 82 43

E-mail: knut.jahr@nrof.no

Best Regards

Knut JAHR
Col (R) NOA
Secretary General