



## 7<sup>th</sup> Annual Meeting 2019 European Association of Peace Operations Training Centres

**16-18 April  
Belgrade, Serbia**

### **Practical information**

#### **1. Venue**

The meeting will take place at Hotel M (Bulevar Oslobođenja 56a, Belgrade, Serbia – <http://www.hotel-m.com>) from 16<sup>th</sup> to 18<sup>th</sup> of April, 2019.

Online application will be available from 01<sup>st</sup> January till 01<sup>st</sup> March 2019 at <https://www.confluxcenter.org/events/application-form/>

The "Ideas Bazaar" will be held in the Hotel M main reception hall on 16<sup>th</sup> April from 17:00-18:00. If you wish to reserve a table at the Bazaar to present your institution, please indicate your interest in the online application form. You will be provided with a sufficient time to set up your table.

The informal reception and dinner will take place at Hotel M main restaurant on the 16<sup>th</sup> of April at 18:30.

The official dinner with cultural program (no additional charge) will be held at 19:00 on the 17<sup>th</sup> of April, 2019, at a venue that will be announced later on. If you wish to participate, please indicate in the appropriate field in the online application form and an invitation card will be provided for you during registration. Please note that only transportation from Hotel M to a designated restaurant will be provided.

#### **2. Registration**

Registration of the participants and payment of the participation fee will take place at the designated desk in the lobby area at Hotel M on 16<sup>th</sup> April from 16:00-19:00 and on the 17<sup>th</sup> of April from 8:30-9:30. The participants will receive an accreditation card, welcome package and invitation card for official dinner (if applicable).

**The participation fee is 150€ and to be paid in cash during registration.**



### 3. Language

The meeting will be conducted in English. Translation is not provided.

### 4. Travel and accommodation

It is responsibility of each participant to organize their own travel and accommodation. For those who will stay at Hotel M, hotel will arrange pick up at the airport and transportation to the airport after the meeting.

Additionally, Hotel M is offering a special rate for the meeting participants (96€/day, all meals included). If you would like to stay at Hotel M, please contact directly the hotel ([office@hotel-m.com](mailto:office@hotel-m.com)) and emphasize that you are attending the EAPTC Meeting.

### 5. Transportation from and to the airport

If you are not staying in Hotel M, please be informed that taxis are available in front of the airport and can cost up to 20€ for the trip anywhere in Belgrade. Only accepted currency is Serbian Dinar (exchange rate is approximately 118,00 dinars to 1€). Credit cards are widely accepted, but check before use whether particular vendor accept certain type of cards.

### 6. Meals

Lunches and coffees will be provided for all the participants on 17<sup>th</sup> and 18<sup>th</sup> of April at Hotel M. Please specify any dietary requirements or food restriction in your application.

### 7. Dress code

The dress code for the meeting it is business attire or the best uniform (no class „A“ uniform is needed).

For the official dinner the dress code is business attire (no uniform).

### 8. Visa Requirements

It is the responsibility of each participant to ensure that she/he is in possession of all necessary visa and transit visa. Please check here whether you need a visa at this link: <http://www.mfa.gov.rs/en/consular-affairs/entry-serbia/visa-requirements>

### 9. Health insurance

We do not cover any health care expenses. Health insurance and medical requirements depends on where the participants are residing, in accordance to Serbian laws, and are the personal responsibility of each participant. All participants should have adequate insurance.



## 10. Contact Information

For all matters and questions **prior** to the meeting contact:

Tanja Strugar

Cell phone: +381 63 77 97 498

E-mail: [eaptc@confluxcenter.org](mailto:eaptc@confluxcenter.org)

In case of emergencies **during** the meeting contact:

Mirko Mrkic

Cell phone: +381 65 85 55 567

E-mail: [eaptc@confluxcenter.org](mailto:eaptc@confluxcenter.org)

## 11. Miscellaneous

- All materials that will be used during the meeting will be available at our website:  
[www.confluxcenter.org](http://www.confluxcenter.org)
- Free wireless internet access is available at the Hotel M.
- Please note that **Europlug electrical outlet** is used in Serbia. You can ask for an adaptor at the hotel upon your arrival or purchase it at airport or electric shops in Belgrade.

**For any additional questions or concerns please contact us at**  
**[eaptc@confluxcenter.org](mailto:eaptc@confluxcenter.org) or +381 63 779 7498.**