



64th Annual Conference and Seminar of Anciens
19 – 20 October 2017

USEFUL INFORMATION TO FILL IN THE ENROLMENT FORM – 2017

DRESS CODE

- Thursday reception: **Civilian Informal** (Lounge suit – one colour)
- Friday activities: **Civilian Informal** (Lounge suit – one colour)
- Saturday activities (optional events): **Civilian informal**

ON-LINE ENROLMENT (only if you wish to attend)

In the following days you will receive an e-mail informing you about the on-line enrolment being available. In the meanwhile, save the date and please consult the documents to help you prepare for the upcoming Seminar.

You may also complete and submit the attached Enrolment Form (see invitation e-mail) which you can also find in the Portal and return it by e-mail (assistant.anciens@ndc.nato.int), fax (+39.06.50.525.786) or by regular postal service to Members' Section as indicated in the form.

The Enrolment Form should be returned as soon as possible and in any case no later than **Friday 29 September 2017**.

In the Portal you will also find updated information about the programme, hotels, transport and more, so please check it on a regular basis.

N.B. Once at the College, you will need to register. Registration takes place **AT THE COLLEGE** and is **MANDATORY** (see paragraph below).

REGISTRATION AT THE COLLEGE (College Main Entrance)

Please choose and indicate in your Enrolment Form (*Point 3: Registration at the College*) your registration date out of the selected options:

- Wednesday 18 October, 14.00 - 16.00
- Thursday 19 October, 10.00 - 16.00
- Friday 20 October, 08.30 - 09.40

PAYMENT

All **non-hosted activities** for which you have signed up can be paid for by **online payment** (see details below) **OR** in **cash / credit card at the registration desk at the College**.

Because of financial constraints, any changes to your hotel booking, or to your participation in the Anciens' Reception on Thursday evening, the Friday Seminar, the Friday lunch and the Cultural Programme for spouses and the Saturday Cultural Programme (optional event) must be notified in writing to Members' Section **no later than Friday 6 October 2017**. **No cancellation or changes will be accepted after this deadline or during the registration**. You will be billed for the activities selected on your questionnaire if not cancelled before the deadline, **Friday 6 October 2017**. You are therefore requested to select your activities carefully when completing the questionnaire.

ONLINE PAYMENT: you can pay in advance by bank transfer for the selected **non-hosted activities**, to the following bank account:



64th Annual Conference and Seminar of Anciens
19 – 20 October 2017

USEFUL INFORMATION TO FILL IN THE ENROLMENT FORM – 2017

NATO DEFENSE COLLEGE ANCIENS' FUND

IBAN: IT 04 P 01030 03383 000010000358

SWIFT: PASCITMA52

Purpose [your name] – 64th ANNUAL ANCIENS' SEMINAR

DO NOT FORGET TO PUT YOUR NAME ON THE TRANSFER

Non-hosted activities:

- Thursday reception: 35.00 EUR per person (Anciens & spouse/partner or guest – maximum two persons including Ancien)
- Friday Lunch: 15 EUR per person (Ancien only)
- Spouses' cultural programme: 50 EUR per person (spouse/partner or guest only)
- Saturday cultural programme: 15 EUR per person (Ancien & spouse/partner or guest)

After Friday 6 October, no more bank transfers will be accepted. A confirmation will be sent to you. **Online payment will not allow for any changes or cancellations after the 6 of October. No refund for any cancellation or changes will be made.**

SPOUSES' CULTURAL PROGRAMME and SATURDAY CULTURAL PROGRAMME
(both OPTIONAL)

Spouses Cultural Programme: Guided tour of Saint Cecilia's Basilica and walk through Tiber Island. Meeting point: 10.15 hrs at Piazza Giovanni Belli.

Saturday Cultural Programme: Guided walk in Baroque Rome. Meeting point: 10.15hrs at Largo Argentina – Theatre.

For both activities, there will be no College transport and further details will be provided upon your arrival at the College for registration.

TRANSPORT & PICK-UP-POINTS (PUPs)

Transport is provided by the College for the daily Ancien Seminar activities from/to the selected hotels on our list. Should you prefer a hotel which is **not** on our list, we regret that we **cannot** provide transport from/to this hotel, nor can we guarantee reduced prices.

However, two **additional pick-up points: Piazzale Douhet** (taxi area) – across the road from Laurentina metro station - **OR** the **car park on Piazza Bocca della Verità** - at the junction of Via dei Cerchi and Via Petroselli (Circo Massimo area) are available for those who have not booked one of the hotels offered by the College, but who wish to avail themselves of daily transport.

Should you take public transport, please note that, due to ongoing security measures, bus lines 763 and 789 will **NOT** be stopping within the Cecchignola military compound and passengers will need to get off before the green gate which is the entrance to the military compound, and walk (approx. 400m) to the NDC on Via Giorgio Pelosi, 1 on the right.



64th Annual Conference and Seminar of Anciens
19 – 20 October 2017

USEFUL INFORMATION TO FILL IN THE ENROLMENT FORM – 2017

HOTELS

We will book you into one of the selected hotel listed below, provided that your request reaches us **no later than Friday 29 September 2017**. We will do our best to book you into your 1st or 2nd choice; however, please understand that this is subject to hotel availability.

In order to benefit from NATO rates, Anciens who wish to be booked into the hotels proposed by the College must do so **through Members' Section only**. No telephone bookings will be accepted – you will need to specify your request in your enrolment form which you will send to Members' Section online or by letter, fax or email.

Hotel rooms which have been reserved must be **confirmed, or cancelled by Friday 6 October 2017 at the latest**.

ZONE	HOTEL	ADDRESS	DOUBL E	DUS (DOUBLE SINGLE USE)	SINGLE
------	-------	---------	------------	----------------------------------	--------

IMPORTANT INFORMATION

The City of Rome applies an overnight accommodation tax for hotel guests – for foreigners and Italians who are not resident in Rome. Each guest is required to pay this tax (from 1€ to 6€ per night: see below), in cash, to the hotel before checking out.

IN THE CENTRE	HOTEL VENETO PALACE **** e-mail: info@hotelveneto.com website: www.hotelveneto.com	Via Piemonte, 63– 00187 Roma Tel. (+39) 06 48 78 01 Fax. (+39) 06 203 63 24	140.00€	110.00€ <i>Accommodation tax : 6€</i>	N/A
	<p><u>Cancellation Policy :</u> Cancellation is possible without penalty up to 10 days prior to the date of arrival. In case of late cancellation or no –show, you will be charged the cost of the first night.</p> <p><u>To the College:</u> Walk 250 m to the Quintino Stella bus stop. Take line 910 (every 12') towards Termini train station, for 2 stops. Get off at <i>Piazza dei Cinquecento</i> and take the Metro Line B (direction Laurentina) at Termini train station. Get off at "Laurentina" (last stop). Leave the Metro station and cross Via Laurentina to <i>Piazzale Douhet</i>. From in front of the American Palace Hotel, take bus 763 and get off at "Arditi/Esercito" bus stop. Alternatively, get off at Eur Fermi metro station (line B), take bus 789 on <i>Viale America</i> and get off at "Esercito/Mitraglieri" bus stop. Buses 763 and 789 will NOT be stopping within the Cecchignola military compound and passengers will need to get off before the green gate, which is the entrance to the military compound, and walk (approx. 400 m) to the NDC on Via Giorgio Pelosi, 1 on the right.</p>				
AVENTINO	HOTEL S. ANSELMO**** e-mail: info@aventinohotels.com website : www.aventinohotels.com	Piazza S. Anselmo, 2 Tel. (+39) 06570057 Fax. (+39) 065741112	180.00€	160.00€ <i>Accommodation tax : 6€</i>	N/A
	VILLA S. PIO*** e-mail: info@aventinohotels.com website : www.aventinohotels.com	Via S. Melania, 19 Tel. (+39) 06570057 Fax. (+39) 065741112	150.00€	135.00€ <i>Accommodation tax/6€</i>	N/A



64th Annual Conference and Seminar of Anciens
19 – 20 October 2017

USEFUL INFORMATION TO FILL IN THE ENROLMENT FORM – 2017

Cancellation Policy:

Cancellation is possible without penalty no later than 48h prior to arrival. In case of late cancellation or no-show you will be charged the cost of the first night.

To the College: Take the Metro Line B (direction Laurentina) either at Circo Massimo (750m walking distance from the hotel) or at Piramide (800m) (same indications as for Hotel Aventino). Get off at “Laurentina” (last stop). Leave the Metro station and cross Via Laurentina to Piazzale Douhet. From in front of the American Palace Hotel, take bus 763 and get off at “Arditi/Esercito” bus stop. Alternatively get off at Eur Fermi Metro station (line B) and take bus 789 on *Viale America* and get off at “Esercito/Mitraglieri” bus stop. Buses 763 and 789 will NOT be stopping within the Cecchignola military compound and passengers will need to get off before the green gate which is the entrance to the military compound, and walk (approx. 400 m) to the NDC on Via Giorgio Pelosi, 1 on the right.

HOTEL AVENTINO***

e-mail : info@aventinohotels.com
website : www.aventinohotels.com

Via S. Domenico, 10
Tel. (+39) 06570057
Fax. (+39) 065741112

120.00€

105.00€

N/A

Accommodation tax : 4€

Cancellation Policy:

Cancellation is possible without penalty no later than 48h prior to arrival. In case of late cancellation or no-show you will be charged the cost of the first night.

To the College: Take Metro Line B (direction Laurentina) either at Circo Massimo (850m from the hotel) or at Piramide (1km from the hotel). Get off at “Laurentina” (last stop). Leave the Metro station and cross Via Laurentina to Piazzale Douhet. From in front of the American Palace Hotel, take bus 763 and get off at “Arditi/Esercito” bus stop. Alternatively get off at Eur Fermi Metro station (line B) and take bus 789 on *Viale America* and get off at “Esercito/Mitraglieri” bus stop. Buses 763 and 789 will NOT be stopping within the Cecchignola military compound and passengers will need to get off before the green gate which is the entrance to the military compound, and walk (approx. 400 m) to the NDC on Via Giorgio Pelosi, 1 on the right.

EUR

HOTEL AMERICAN PALACE ****

e-mail: info@americanpalace.it
website :
www.gruppoloan.it/ape/en/default.html

Via Via Laurentina,
554
Tel. (+39) 06 5913552
Fax. (+39) 065911740

115.00

95.00€

N/A

Accommodation tax : 6€

Cancellation Policy:

Cancellation is possible without penalty no later than 48h prior to arrival. In case of late cancellation or no-show you will be charged the cost of the first night.

To the College: Take bus 763 from via Laurentina, in front of the American Palace Hotel, direction Cecchignola, and get off at “Arditi/Esercito” bus stop. Bus 763 will NOT be stopping within the Cecchignola military compound and passengers will need to get off before the green gate which is the entrance to the military compound, and walk (approx. 400 m) to the NDC on Via Giorgio Pelosi, 1 on the right.

N.B.: All hotels include breakfast