

## ADMINISTRATIVE DETAILS

### WORKSHOP VENUE

The workshop will take place at the Hotel Medena Trogir (Split)

Address: Seget Donji Riviera, Trogir HR-21220

Croatia,

tel: +385 21 555 949

fax: +385 21 880 019

[www.hotelmedena.com](http://www.hotelmedena.com)

### WORKSHOP DATES

There will be a welcome reception for all participants at the Hotel Medena on Wednesday, 20 May 2015 at 19:30h.

### WORKSHOP REGISTRATION

Please fill out the registration form and email it **by Tuesday, 22 April 2015 to:**

Contact person: **Ms Jelena Stajič, ITF**

Email: [Jelena.Stajic@itf-fund.si](mailto:Jelena.Stajic@itf-fund.si)

### POINTS OF CONTACT

For administrative and registration issues: **Ms Jelena Stajič, ITF**; Email: [Jelena.Stajic@itf-fund.si](mailto:Jelena.Stajic@itf-fund.si)

For program and agenda issues: **Ms. Ivica Nocka, RACVIAC - Center for Security Cooperation**; Email: [inocka@racviac.org](mailto:inocka@racviac.org)

For information on the RASR initiative and on previous workshops: [www.rasrinitiative.org](http://www.rasrinitiative.org).

### TRAVEL

Participants are responsible for arranging their travel to and from Hotel Medena, Split, Croatia and transportation from airport to the Hotel and back to the airport.

The participants are asked to put their arrival and departure time and the flight number on the registration form in order to facilitate organization for the accommodation.

### VISIT OF Trbounje

On Friday 22 May 2015, the RASR members/countries participants can take part in the optional visit **to the Trbounje facility**. The transport will be provided by ITF. The participants who want to visit the Trbounje facility should confirm their participation in registration form and send their copy of passport together with registration form.

### ACCOMMODATION

Accommodation will be provided at the Hotel Medena, 1, Seget Donji, Croatia. Hotel reservations will be done through ITF Enhancing Human Security when the registration forms are received.



Accommodation costs for a maximum of 2 government representatives from each member country of RASR will be provided by the U.S. Department of State/State's office of Weapons Removal and Abatement via ITF Enhancing Human Security.

**Rooms will only be funded if reservations are made before April 22, 2015.**

All other participants are responsible for their own lodging expenses. A block of rooms has been set aside at the Hotel Medena at a daily rate of **53 EUR** (single room), including breakfast.

#### **VISAS**

Participants are responsible for obtaining their own visas for entry into Croatia.

#### **INTERPRETATION**

The workshop presentations and discussions will be in English. The simultaneous translation will be provided to BCMS.

#### **DRESS CODE**

The dress code for the workshop is business attire (**no uniforms**) for all participants.

