**Supreme Headquarters Allied Powers Europe**

**PCS Request Information Sheet**

Please confirm this form to Protocol Visits Co-ordinator with **visitor’s biography** attached.

|  |  |
| --- | --- |
| PROPOSED VISIT WINDOW (w/ alternate dates) | 28-Mar-17 |
| VISITOR FIRST /”Go By”/ LAST NAME[[1]](#footnote-1) | LEIGH |
| VISITOR RANK / BRANCH OF SERVICE (A, AF, N)1 | COL |
| VISITOR ORGANIZATION | ISRAEL NATIONAL DEFENSE COLLEGE |
| VISITOR TITLE1 | STUDENT |
| NUMBER OF VISITS TO SHAPE (and date of former visit) | 1 |
| OTHER IN PARTY (ranks, first and last names, titles or number of visitors in case of a large group) | ATTACHED LIST |
| SPOUSE PARTICIPATION[[2]](#footnote-2) | **NO YES**  **First name:** Click here to enter text. |
|  |  |
| PURPOSE / OBJECTIVES OF THE VISIT | ISRAEL DEFENSE COLLEGE OFFICIAL VISIT |
| DESIRED OUTCOMES | - |
| KEY THEMES/MESSAGES | - |
| TOPICS REQUESTED FOR BRIEFINGS/DISCUSSIONS | INTRODUCTION TO SHAPE |
| BRIEFINGS/CONFERENCES TO BE DELIVERED BY THE VISITOR | NO |
| REQUESTED OFFICE CALLS2 | **SACEUR  DSACEUR  COS  VCOS**  **Other FOGOs:** Click here to enter text. |
|  |  |
| TRANSPORTATION TO SHAPE2 | **COMMERCIAL AIR  MILAIR  GOV VHL**  **RENTAL VHL** |
| PLACE OF ARRIVAL2 | **SHAPE  CHIEVRES AIRBASE**  **BRUSSELS ITL AIRPORT  Other** |
| COMING FROM (precise the previous activity if in BELGIUM) | NATO HEADQUARTERS |
| ARRIVAL / DATE / TIME / FLIGHT # | 26-Mar-17 |
| GOING TO (precise the next activity if in Belgium) | ISRAEL |
| DEPARTURE / DATE / TIME / FLIGHT # | 29-Mar-17 |
|  |  |
| DESIRED UNIFORM2 | **SERVICE DRESS WORKING DRESS**  **BUSINESS SUIT** |
| HOTEL ACCOMMODATION REQUIRED2 | **NO  YES** |
| GIFT EXCHANGE2 | **NONE  COMMAND  PERSONAL** |
| DIETARY RESTRICTIONS/PREFS | Click here to enter text. |
| CIRCLE APPLICABLE2 | **SMOKER  COFFEE  DECAF  TEA** |

1. Leader’s information in case of a group. [↑](#footnote-ref-1)
2. Select your option by deleting the others.

   POC NAME: Click here to enter text.PHONE: Click here to enter text. [↑](#footnote-ref-2)