

OBSERVATION PROGRAMME FOR EXERCISE TRIDENT JUNCTURE 18
LIVEX EXECUTION PHASE
ADMINISTRATION INSTRUCTIONS

INTRODUCTION

1. The Joint Forces Command Naples have the pleasure to welcome you to the Observation Programme for Exercise Trident Juncture 18 LIVEX Execution Phase, Norway 3-4 November 2018. This Administration Instruction provides key information for all those attending to enable their successful participation in the Observation Programme. All the activities will be conducted at a security classification level not exceeding NATO UNCLASSIFIED Releasable to TRJE2018.

ARRIVAL AND DEPARTURE

2. All delegates are responsible for their own transport arrangements to Oslo. Transport will be provided to move delegates to and from the airport to the selected hotels on their day of arrival and departure. There will be just one bus for all the delegations (timing to be determined).

3. Internal transportation will be provided to all participants in accordance with the following schedule:

- 02NOV18. Oslo International Airport to Scandic Lillehammer Hotel. (Time: TBD)
- 03NOV18: Scandic Lillehammer Hotel to 1GNC HQ (Joerstandmoen) (Time:TBD)
- 03NOV18: 1GNC HQ (Joerstandmoen) to Scandic Elgstua Hotel (Elverum) (Time:TBD)
- 04NOV18: Scandic Elgstua Hotel (Elverum) to Camp ROSMOEN Training Area RENA (Time:TBD) and back to Scandic Elgstua Hotel (Elverum)
- 05NOV18: Scandic Elgstua Hotel (Elverum) to Oslo International Airport (Time:TBD)

Other movements additional to those listed above will be the individual's responsibility.

HOTEL ACCOMMODATION

4. Several hotels can be found in the area of Lillehammer and Elverum with different price ranges. The prices can change depending on the booking website used and the time of booking. Early booking of hotel rooms is highly recommended.

5. Scandic Lillehammer Hotel offers pre-reserved rooms on a 1090NOK rate (breakfast included) for participants (breakfast included) - use booking reference: **46659928** and email to meeting.innlandet@scandichotels.com. Note that these rooms will be held by the Hotel against the booking reference until one month prior to the Observation Programme.

6. Scandic Elgstua Hotel offers pre-reserved rooms on a 1390NOK rate (breakfast included) for participants (breakfast included) - use booking reference: **46688436** and email to

meeting.elgstua@scandichotels.com. Note that these rooms will be held by the Hotel against the booking reference until 1st September.

7. It is an individual responsibility to book accommodation in accordance with any direction issued by respective headquarters or national 'Per Diem' rules. There is no military accommodation available for delegates. Transport will not be provided between other hotels different to Scandic Lillehammer and Scandic Elgstua.

EVENT ADMINISTRATION

8. **Conference Fee.** There will be no conference fee for the events
9. **Dress.** The Dress code is battle dress uniform (BDU) for all participants.
10. **Meals.** These are an individual responsibility. During the visits lunch will be organized by 1GNC (payment: to be determined)
11. **Identification.** All attendees are to be in possession of a National ID Card and a hard copy of a valid NATO security clearance.
12. **Electronic Equipment / GSM Telephones.** Electronic equipment such as laptops, tablet computers or smart phones will not be allowed during meetings and presentations.
13. **Medical care.** For urgent medical emergency call civilian emergency services 113.

POINTS OF CONTACT

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