



NATO Lessons Learned Spring Week 2018
at NATO Defense College and NATO M&S Centre of Excellence
Rome, Italy, 21-24 May 2018

TRAVEL, ACCOMMODATION AND GENERAL INFORMATION



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ADMINISTRATIVE INSTRUCTIONS

Meeting location

The event will take place in four different groups:

| GROUP | TIMEFRAME | FACILITY |
|---|----------------|----------------------|
| NATO Command Structure LL Working Group (NCS LL WG) | 21-22 May 2018 | NATO Defence College |
| NATO LL Force Structure Workshop (NFS LL WS) | 23-24 May 2018 | NATO Defence College |
| NATO LL COEs Workshop (COE LL WS) | 23-24 May 2018 | NATO Defence College |
| NATO LL Steering Group (LL SG) | 23-24 May 2018 | NATO M&S COE |

Facilities addresses:

NATO Defence College

Via Giorgio Pelosi, 1,
00143 Rome RM, Italy

NATO M&S COE

Caserma "De Cicco",
Piazza R. Villorosi, 1 –
00143 Rome RM, Italy

The distance between the two facilities, that have their own entrance and Guard Posts is about 5 min. walking

Travel to Rome

Rome by Plane

Fiumicino International Airport is Rome's main air terminal. From there, regular connections to downtown Rome are available.

Connections from/to Fiumicino airport to Rome

a. By train

- i. In case you made a reservation for **Hotel in EUR/Laurentina Area**, take a train on the **FR1 line Fiumicino - Fara Sabina/Orte (NOT to Rome Termini)** and get off at **OSTIENSE Station** (fare 8,00 €). Then there is a five-minute walk to the **Metro (Subway) B Line - PIRAMIDE station** where you take a subway train directed to **Metro Station Laurentina** (fare 1,50 Euro -100 min from ticket validation).
- ii. In case you made a reservation for a Hotel downtown, take a train on the **Leonardo Express line to Rome Termini** (no intermediate stops, fare 14,00 €). This service is provided every 31 minutes and the timetable is available at: <http://www.trenitalia.com/>.



Tickets must be purchased in advance from ticket desks at the stations, railway ticket desks, travel agencies, enabled ticket offices and vending machines and must always be validated using the appropriate stamping machines before starting every journey.

b. By Bus

There are several bus lines in service to/from Rome.

- i. In case you made a reservation for **Hotel in EUR/Laurentina Area**, you can take a bus towards **Metro (Subway) B Line - OSTIENSE station**, between 06.10 AM and 9.45 PM (Journey time 40 minutes, fare around 5.00 € one way). When there, take a subway train directed to **Laurentina** (fare 1,50 Euro - 100 min from ticket validation) and get off at **Metro Station Laurentina** station.
- ii. In case you made a reservation for a hotel downtown, you can take a bus towards **Metro (Subway) A Line - Roma Termini Station**, from 5.10 AM to 8.10 PM (Journey time 75 to 90 minutes, around 5.00 € one way).

Public transportation Tickets must be purchased in advance from Tabacchi shops, newsstands, bars, or vending machines at metro stations and major bus stops. Tickets can also be purchased directly on the bus, however in this case the cost is 7.00 €.

c. By Taxi

Taxis are available from the airport (around 48,00 €).

Should you need a TAXI during your stay in Rome, try to book it at the hotel reception.

Should you need to call it directly within Rome, dial +39.06.3570, +39.06.4994,

+39.06.6645, or +39.06.8822. Again, booking through the Hotel reception is normally safer and faster.

In Rome taxis are white.



d. By Car Rental

Several rental car companies can be found at the airport.

Find below the links to the pages of the major car rental companies in Rome:

- <https://www.hertz.it/rentacar/reservation/>
- <http://www.avisautonoleggio.it/default.aspx>
- <http://www.maggiore.it/index.php?lingua=gb>
- <https://www.nationalcar.com/>
- <http://www.sixt.it/it/auto/>

Public Transportation in Rome

Rome has a good underground railway system that will take you close by to most tourist destinations. The Roman Metro has three lines - A, B and C.

The combination of A and B lines is X-shaped; the two lines cross at the city's central railway station, which is called ROMA TERMINI

Rome Bus, Tram & Metro Tickets must be purchased in advance from Tabacchi shops, newsstands, bars, or vending machines at metro stations and major bus stops. Ticket options are the following:

B.I.T. € 1.50. Standard ticket, valid for one Metro ride or 100 minutes on all buses;

ROMA 24H HOUR TICKET € 7.00: Valid for 24 hours from first validation for unlimited journeys within the city of Rome;

ROMA 48H HOUR TICKET €12.50: Valid for 48 hours from first validation for unlimited journeys within the city of Rome;

ROMA 72H HOUR TICKET €18.00: Valid for 72 hours from first validation for unlimited journeys within the city of Rome;

ROMA MONTHLY PERSONAL TICKET €35.00: Valid for unlimited journeys within the city of Rome during the charged calendar month;

BIT REGENERATION LIMITED EDITION € 14,00 the 10 BIT pack;

Additional information is available at the following links:

<http://www.atac.roma.it/index.asp?lingua=ENG>

<http://www.agenziamobilita.roma.it/en/metropolitane-a-b-e-b1-gli-orari-di-servizio.html>

The 'Roma Pass' is another option; it costs €36.00 and gives you 3 days of free bus and Metro travel plus free and discounted museum/monument admissions.

Alternatively, there is also a 'Roma Pass 48 hours' for €28.00. <http://www.romapass.it/>

Hotel CONGRESSI ***

Address: Viale Shakespeare, 29 - 00144 Rome, Italy.
 Telephone: +39 06 5926021 and Fax: +39 06 5911903.
 Email: info@hoteldeicongressiroma.com
 Website: <http://www.hoteldeicongressiroma.com/en/>

Hotel TRE FONTANE

Address: Via del Serafico, 51 - 00142 ROME
 Telephone: +39 06 51956556 Fax: +39 06 51955419
 Email: info@hoteltrefontane.it
 Website: <http://www.hoteltrefontane.it/en/index.php>

*Feel free to look at other hotels nearby according to your needs, taking into consideration that in Rome you can find several types of hotels as well as different prices.
 In case you want book any other hotel, please be aware of the way to reach the M&S COE location/pick up point.*

Transportation from Pick Up Point to Events' Facilities

A complimentary military shuttle bus will be provided from/to the pick up point to the NATO Defence College and the M&S COE location.

Pick up point Piazzale Douhet (American Palace Hotel) /Laurentina metro station

| Day | Pick up Time | Return Time | Stop |
|--------------------------------------|--|--|------------------------------------|
| Day 1 21st May | 11:00 | 18:00 Departure of buses | pick up point |
| Day 2 22nd May | 08:00 | 17:00 Departure of buses | pick up point |
| Day 3 23rd May | 07:45 Bus 1 for NFS LL WS 08:10 Bus 2 for COE LL WS + LL SG | 18:00 Departure of buses | pick up point |
| Day 4 24th May | 07:45 Bus 1 for NFS LL WS 08:10 Bus 2 for COE LL WS + LL SG | 13:30 Departure of buses n. 1 and n. 2 with NFS LL WS and COE LL WS attendees 17:00 Departure of bus n. 2 with NATO LL SG and FOGOs | pick up point pick up point |

DAILY SCHEDULE

| DATE | TIME | ACTIVITY |
|--|---|---|
| Day 1 21st May | 11:00 11:30 – 12:30 12:30 – 13:30 13:30 – 16:45 17:00 18:00 | Transportation (Designated Pick up Point) Arrival at NDC and beginning of registration activities Lunch break NCS LL WG Activity Ice-breaker Departure of buses to Pick up point |
| Day 2 22nd May | 08:00 08:30 12:30 – 13:30 13:30 – 16:45 17:00 | Transportation (Designated Pick up Point) Arrival at NDC and beginning of daily activities Lunch break NCS LL WG Activity Departure of buses to Pick up point |
| Day 3 23rd May | 07:45 08:10 08:30- 09:30 09:30 – 12:30 12:30 – 13:30 13:30 – 16:45 17:00 18:00 | Transportation Bus 1 NFS LL WS (Designated Pick up Point) Transportation bus 2 -COE LL WS + LL SG (Designated Pick up Point) Arrival at NDC and beginning of registration activities NFS LL WS, COE LL WS and LL SG daily activities according to the meeting locations Lunch break (Every workgroup and workshop member will have lunch in the facility (NDC/NATO M&S COE) where they will be working) NFS LL WS, COE LL WS and LL SG daily activities according to the meeting locations Ice-breaker (will take place at NATO Defence College) Departure of buses to Pick up point |
| Day 4 24th May | 07:45 08:10 08:30 – 12:30 12:30 – 13:30 13:30 – 17:00 13:30 17:00 | Transportation Bus 1 - NFS LL WS (Designated Pick up Point) Transportation bus 2 -COE LL WS + LL SG (Designated Pick up Point) NFS LL WS, COE LL WS and LL SG daily activities according to the meeting locations Lunch break (Every workgroup and workshop member will have lunch in the facility (NDC/NATO M&S COE) where they will be working) LL SG FOGO level Departure of buses n. 1 and n. 2 with NFS LL WS and COE LL WS attendees Departure of bus n. 2 with NATO LL SG and FOGOs |

All suggested hotels stand close to **Laurentina** Metro station / Bus terminal (see map).

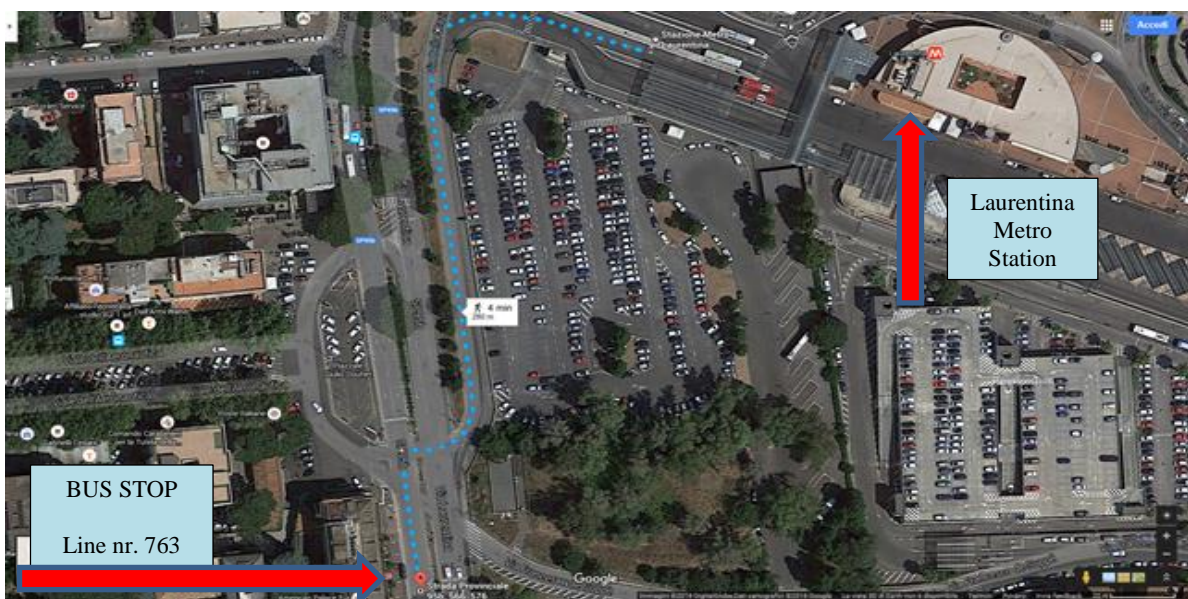
PIAZZALE DOUHET

LAURENTINA METRO STATION



Public Transportation to the M&S COE can be easily used, in case shuttle is not available for any reason.

From Laurentina Metro Station reach **Laurentina Africa** bus stop (picture 1)



Picture 1

and take the **Bus line nr."763"** direction **"Castello Della Cecchignola"**(picture 2).



Picture 2

Get off at **Cecchignola Viale degli Arditi** bus stop (picture 3)



Picture 3

Proceed to Città Militare Cecchignola Main Gate (Picture 4 and 5) and pass the check point, then go straight for a further 300mt. and turn right to Piazza R. Villoresi nr. 1, where the M&S COE is located.



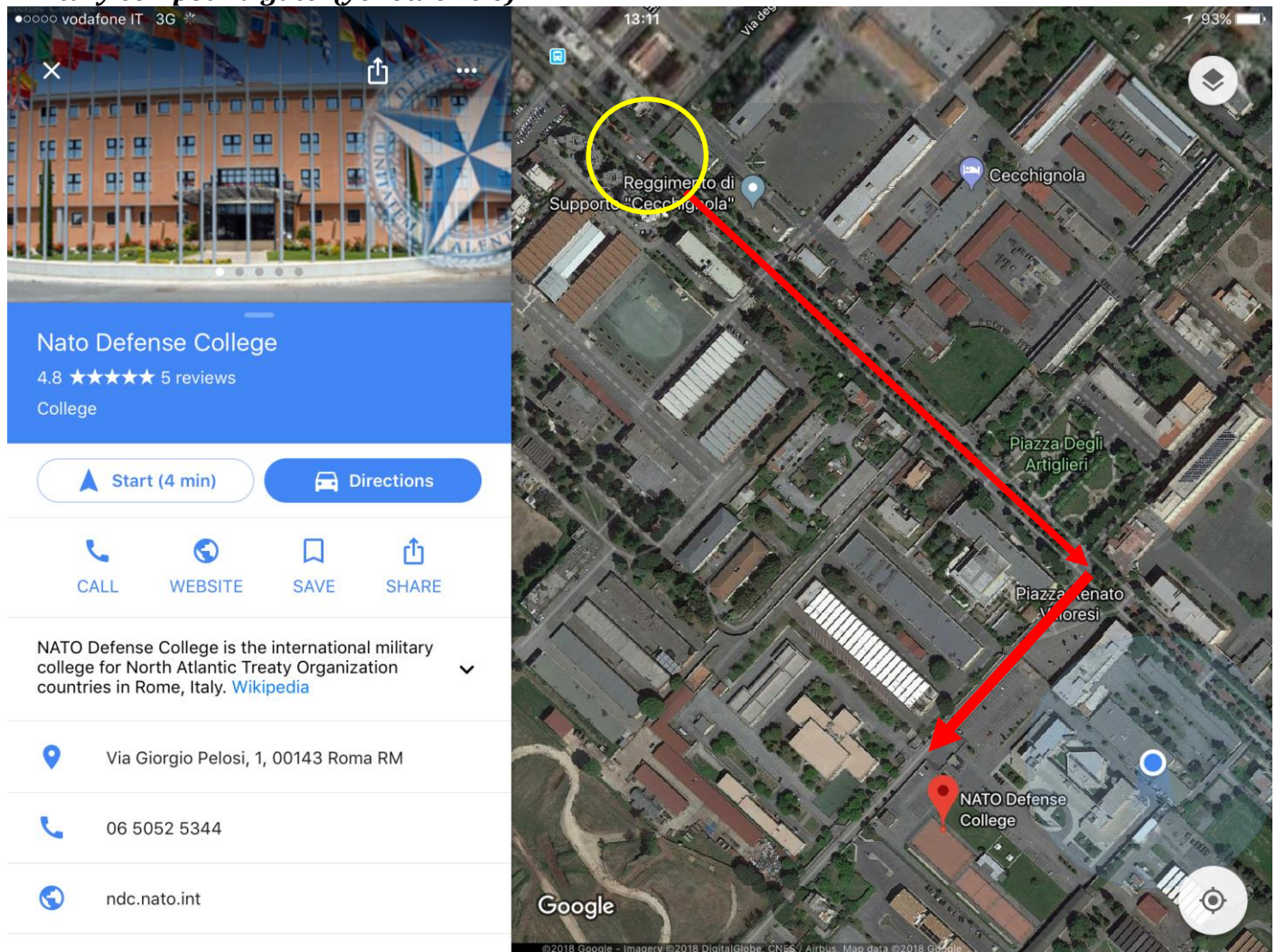
Picture 4

Please take into due account that **Città Militare Cecchignola**, where the NATO M&S COE and the NATO Defence College stand, is a military compound and access is handled by military personnel and regulations. Civilian vehicles can enter upon authorization of the Base Military Authorities, therefore Drivers and Pedestrian have to provide their ID Card and to declare the reason of visit i.e. meeting/courses/workshop/temporary duty at “Caserma A. De Cicco” in order to get a temporary Pass for vehicle.



Picture 5

The following map shows how to reach the M&S COE and the NATO Defense College from the military compound gate. (yellow circle).



ENROLLMENT, REGISTRATION & FEE

In order to enroll at the event, please visit the M&S COE website www.mscoe.org and fill the online form.

Only in case you have trouble registering online from the web site, please submit:

- a **Personal Administration Form (PAF)** no later than **20 April 2018** to the NATO M&S COE POC listed below. Additional information will be emailed, on request, to attendees upon receipt of the registration form.

Points of Contact at NATO M&S COE:

Lt. Col. ITA A Walter DAVID, M&S COE
Chief of Analysis & LL Section
 NU-Email: mscoe.cde08@smd.difesa.it
 NCN: 202- 4350
 Comm: +39-064691-4350

Lt. Col. ITA AF Michele LA GROTTA, M&S COE
Chief of the Support Branch
NU-Email: mscoe.sp01@smd.difesa.it
NCN: 202- 4365
Comm: +39-064691-4365

Other documents required for in-processing:

- a. NATO HQ/Military ID Card.
- b. National Passport

At the event, the Registration Desk will be located in the NATO DEFENCE COLLEGE main hall. Only for the LL SG attendees, the registration desk will be located in the conference room in the “De Cicco” Barracks.

Conference Fee: € 70 (payment only cash) per participants attending two days

Conference Fee: € 100 (payment only cash) per participants attending more than two days.

When boarding the military buses at the Pick Up Point, attendees will have to show their event identification badge or confirm their Passport/ID against the attendee roster. Event identification badges will be issued on the bus no the first day of each event. Other attendees that will not use the military buses will get their event personal identification badge during the in-processing: All participants will be requested to wear it at all times when inside the two facilities (De Cicco Barracks. and NATO Defence College).

IAW Italian regulations, smoking is not allowed within the premises, with exception for outdoor areas in the barracks courtyard.

In case of further and additional request concerning security, please report to the Conference PoCs.

Dress code

Business attire (jacket and tie) for gentlemen or service uniform, equivalent for ladies.

Lunch and coffee break

Lunch will be available at the mess halls of the two facilities.

Every workgroup and workshop member will have lunch in the facility (NDC/NATO M&S COE) where they will be working.

Coffee break, will be available in the nearby of the meeting areas.

Coffee, other drinks and snacks will be available in the nearby bar located in locations a very reasonable price.

Social Event

There will be an ice breaker for the NATO LL NCS Workgroup at the end of Day 1, Monday 21 May 2018 at 1700hrs.

There will also be an ice breaker for all attendees at the end of Day 3, Wednesday 23 May 2018 at 1700hrs.

Both events will take place at NATO Defence College.

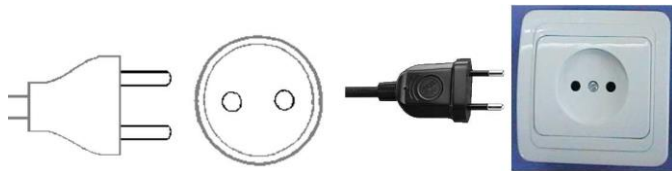
Internet Access

In the NATO Defence College and in M&S COE there will be wi-fi.

Miscellaneous

Electricity (220 V)

PLUG C : this is the most commonly used. Both plug and socket are shown below. CEE 7/16.



Plug F, known as CEE 7/4, below . This kind of socket is not the most popular in Italy, but is normally available almost everywhere.



PLUG C : This two-wire plug is ungrounded and has two round prongs. It is popularly known as the europlug which is described in CEE 7/16.

Telephone

The European Cell phone system (GSM Dual Band) operates at 900 and 1800 MHz. The international access code from regular phones is '00'. The country code for Italy is '+39'.

Pre-paid cellphone voice and data SIM cards (for unlocked phones) can be purchased at providers' shops (Vodafone, TIM, etc..) in "Termini" Railway Station (central train station in Rome).

Emergency Numbers

The emergency telephone numbers for Italy, which you can dial from anywhere in the country:

- **112** - emergency telephone number
- **116** - A.C.I. (Italian Automobile Club) road assistance.

On anything else you may need for your stay in Rome, you can contact the official help line of the Minister of Tourism 039.039.039. From Monday to Sunday, from 09h00-22h00, in seven languages, seven days a week.

Post Offices

The Post Offices are usually open between 09h00-14h30 from Monday to Friday and between 09h30-13h00 on Saturdays. Stamps can be bought at tobacconists that either carry the blue and white "Tabacchi" sign or are simply marked "T".

Pharmacies

Rome pharmacies have alternating opening hours during weekends and nights. At most pharmacies, you will find a list of addresses for 24-hour pharmacies. Pharmacists can likely recommend the appropriate medicine or alternative if you describe your symptoms and many pharmacists in tourist areas can speak English.

<http://www.paginegialle.it/farmacie-turno/Roma> to find out which pharmacy is open.

LESSONS LEARNED SPRING WEEK

REGISTRATION FORM

Please return NLT 20th APRIL 2018

1. PERSONAL DATA

| | |
|--|--|
| RANK | |
| FIRST NAME | |
| LAST NAME | |
| PASSPORT/ID NO. | |
| COUNTRY | |
| ORGANISATION: | |
| DUTY POSITION: | |
| TELEPHONE NUMBER: | |
| MOBILE NUMBER: | |
| FAX NUMBER: | |
| E-MAIL ADDRESS | |
| Specify the event you will attend: NCS LL WG NFS LL WS NATO COEs WS NATO LL SG | |

2. ACCOMMODATION INFORMATION

| HOTEL | CHECK IN | CHECK OUT |
|-------|----------|-----------|
| | | |

3. TRANSPORTATION INFORMATION

| | |
|--|--|
| I would like to have complimentary transportation from Duhet/Laurentina Pick up Point to NATO DEFENSE COLLEGE / NATO M&S COE | |
|--|--|

4. MEALS

| | |
|---|--|
| I would like to have lunch at the mess hall of NATO DEFENCE COLLEGE / NATO M&S COE (please specify if you have any specific food regime). | |
|---|--|

5. ADDITIONAL ASSISTANCE REQUIRED INFORMATION OR REMARKS (FOOD ETC).

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Only in case you have trouble registering online from the NATO M&S COE www.mscoe.org web site, please E-MAIL your completed registration FORM to ACT OPR - andreas.scarabotto@act.nato.int, dietmar.teufel@act.nato.int, M&S COE OPR – mscoe.cde08@smd.difesa.it .