



## NORTH ATLANTIC TREATY ORGANISATION



Supreme Allied Commander, Europe  
B-7010 SHAPE  
Belgium

Allied Command Transformation  
Staff Element Europe,  
Bld 104 – Room 120  
SHAPE, B-7010  
Belgium

ACT/SEE/LEG/Ser: NU-82-11

SUBJECT : 2011 NATO Legal Conference hosted by Allied Joint Forces Command Lisbon

DATE: 18 July 2011

1. Allied Joint Force Command Lisbon will host the 2011 NATO Legal Conference for legal personnel from NATO, NATO nations and partners from October 24 to 28, 2011. The conference will be held at the Hotel Riviera in Carcavelos, Portugal.
2. The theme of this year's conference is "Partners, Cooperation and Ad Hoc Relations", which is a description of the legal aspects of NATO's dynamic and varied relationships with nations, international organizations, non-governmental organizations and industry. Invitees include legal advisers and staff from all NATO Headquarters, Agencies and other NATO Bodies, as well as legal personnel from the Ministries of Foreign Affairs and Defence of many NATO and non-NATO partnership and contributing nations. Our conference's objective is to provide a forum where candid, solution-focused legal discussions may occur to consider the realities of the Alliance's many activities.
3. You will see in the attached conference schedule that Monday October 24, 2011 is reserved for NATO personnel only, i.e. people who are serving in NATO billets, centres of excellence, partnership for peace training centres or NATO-affiliated international military headquarters.  
All other participants are expected to join the conference in the morning of Tuesday October 25 but are highly encouraged to plan their arrival in Portugal during the day of Monday in order to participate in the ice-breaker which will take place from 19h00 to 21h00 that evening (please refer to 4.d).

#### 4. Administration

Conference participants are required to confirm their attendance by completing the Conference Registration Form **AND** the Accommodation and Travel Form which can be found at the following web page : <http://www.aco.nato.int/page388634514.aspx>  
Deadline to register is **Friday September 23, 2011.**

**a. Accommodation**

Two hotels are offered for your stay during the NATO Legal Conference: the Praia Mar Hotel and the Riviera Hotel which are located 200 meters apart from each other. Please note that reservations will be made on a first-come, first-served basis and will be handled by JFC Lisbon. A confirmation of your hotel booking will be sent to you by JFCLB. You will not need to provide your credit card information until check-in. Because of the special rate we received, **please do not contact the hotel directly.**

Hotel Praia Mar  
Rua do Gurué 16  
2775-581 Carcavelos  
Telephone +351 214 85 100  
[www.almeidahotels.com](http://www.almeidahotels.com)

Rate : 62 € single (garden view) per night – breakfast included and 74 € double (garden view) per night- breakfast included / 72 € single (sea view) per night – breakfast included and 84 € double (sea view) breakfast included.

Hotel Riviera  
Rua Bartolomeu Dias - Junqueiro  
2775-551 Carcavelos  
Telephone +351 214 586 600  
<http://www.rivierahotel.pt/>

Rate : 79 € single – breakfast included and 89 € double – breakfast included

In exceptional situations, should the costs of these two hotels exceed your travel budget or national allowance, we are able to accommodate a limited number of participants at :

IASFA (Instituto de Acção Social das Forças Armadas)  
Rua Piedade Franco Rodrigues, 1  
2780-383 Oeiras  
Telephone +351 214 540 700 /214 540 772 Fax +351 214 540 702  
<http://www.iasfa.pt/>

Rate : 25 € single or 30 € double per night – breakfast included

The IASFA is located 3.5 km from the Riviera Hotel where the conference will take place. A free daily shuttle will be available for the participants staying at the IASFA. Please contact CPO Christoph Schumacher (see details hereunder) in case you would like to stay at IASFA.

**b. In-processing**

In-processing for the NATO billets personnel is planned at the Hotel Riviera on Monday April 24 from 08h30 to 09h30 and for non-NATO billets personnel from 16h00 to 18h00.

**c. Conference fee**

The conference fee of 150 € for NATO staff and of 130 € for non-NATO staff will be collected during in-processing and should be paid in cash and in euros. The fee covers :

- Lecturers;
- Conference Materials;
- Lunches;
- Coffee Breaks in morning and afternoon;
- Ice-breaker on Monday October 24.

Conference participants must meet their own travel expenses. Lodging and meals, except for lunch on conference days as stated above, are the responsibility of each participant.

**d. Information on Professional and Social Events**

- An ice-breaker is scheduled at 19h00 on Monday October 24 at Headquarters Allied Joint Force Command Lisbon. This is an important event for our Conference that sets the tone for this week of professional dialogue and enhancement or establishment of working relationships. Attendance is specifically requested and encouraged.
- Our conference dinner will be held in the evening of Wednesday October 26. All conference attendees are invited; however, attendance is optional. In lieu of specific cultural activities, we look forward to a pleasant and memorable dinner of traditional Portuguese food. The cost of dinner is 25 € all inclusive : meal, wine, water, dessert and coffee. So that we can plan appropriately, please indicate in your Registration Form whether you will attend the dinner. Details about the menu and venue will be provided before the conference.

**e. Transportation from Lisbon Airport to Carcavelos/Oeiras**

- A 23 seat bus provided by JFC Lisbon will be at Lisbon airport/arrivals on the following dates and times :
  - On Sunday October 23, 2011 – from 13h00 to 17h00
  - On Monday October 24, 2011 – from 09h00 to 13h00

Please note that the bus will be used to maximum capacity and therefore there might be a short waiting period before it leaves the airport to take you to the hotel.

- Taxis are available in front of the airport and cost from airport to Carcavelos/Oeiras is estimated at 40 euros. The journey will take approximately 45 minutes, depending on traffic.
- Public Transportation is possible, but time-consuming : A city bus (aero bus) gets you from the airport/arrivals to the train station "Cais de Sodre" in Lisbon, at the cost of 3.50 euros. The ride takes 35 minutes; you will then take the train heading to Cascais and get off at Carcavelos, this will take another 20 minutes. From the Carcavelos station, there will be a 10 minute walk to get to the Praia Mar or Riviera hotel.

**f. Spouses**

Spouses are welcome to accompany the participants to the NATO Legal Conference in Lisbon. If there are enough spouses interested, a one day visit to Lisbon will be

organized on Wednesday October 26. A tourist guide will accompany the spouses on the train to Lisbon and show them the major attractions of the city. Please clearly indicate spouse participation in your Registration Form.

**g. Dress Code**

Please refer to the attached conference schedule.

5. For any questions regarding the conference, please do not hesitate to contact any of the POCs:

- Mr. Sherrod Lewis Bumgardner, [sherrod.bumgardner@shape.nato.int](mailto:sherrod.bumgardner@shape.nato.int) – NCN 254-5499 – COM : +32-65-44 5499
- Mrs. Dominique Palmer-De Greve, [Dominique.degreve@shape.nato.int](mailto:Dominique.degreve@shape.nato.int) – NCN 254-4388 - COM : +32-65-44 4388
- Mr. Andres Munoz-Mosquera, [andres.munoz@shape.nato.int](mailto:andres.munoz@shape.nato.int) – NCN 254- 5267 - COM : +32-65-44 5267
- Petty Officer Jessye Leforestier, [jessye.leforestier@shape.nato.int](mailto:jessye.leforestier@shape.nato.int) – NCN 254-4950 - COM : +32-65-44 4950

All questions pertaining to hotel reservations need to be addressed to :

- Chief Petty Officer Christoph Schumacher, [cschumacher@jhlb.nato.int](mailto:cschumacher@jhlb.nato.int) – NCN 529 4542 – COM: + 351 214 40 4542

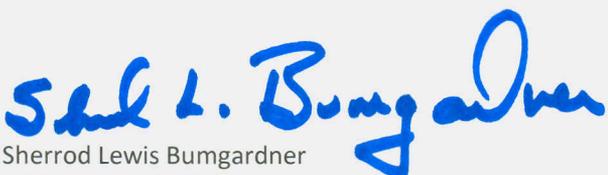
6. Travel and Health Insurance

It is required that all participants and spouses have their own travel and health insurances for the full duration of their journey and stay in Lisbon. The participant is personally responsible for any medical treatment he/she may require or for any damage to persons or things on the premises.

We are looking forward to your participation in a fruitful and substantive NATO Legal Conference in a beautiful city.



Andres Munoz-Mosquera  
SHAPE Assistant Legal Adviser



Sherrod Lewis Bumgardner  
ACT/SEE Legal Adviser