



Admin Info

**CIMIC Key Leader Conference
27 -30 MAY 2019**

**Steering Committee Meeting
31 MAY 2019**

Ministry of Defence Tirana, Albania

GENERAL

By kind permission of ALB MOD, SHAPE J9 and the Civil-Military Cooperation Centre of Excellence (CCOE) will conduct CIMIC Key Leaders' Conference 2019 (CKLC19) from 27 to 30 May 2019 at the Albanian Ministry of Defence, Tirana, Albania. ACO CIMIC and CMI Steering Committee 19/1 (SC 19/1) will take place on 31 May 2019 at the same venue.

Conference schedule

The Schedule will be updated on a regular base and is available on the conference website:

<http://www.cimic-coe.org/cklc19>

ACCOMMODATION

Hotel booking is an individual responsibility. Recommended hotels are listed on conference website. Participants are encouraged to book their accommodation as soon as possible in order to secure availability and lower prices. Please note, conference hotel block only guaranteed until 01 April 2019 at The Plaza Tirana or until 10 April 2019 at Tirana International Hotel.

1. [The Plaza Tirana](#)
2. [Tirana International Hotel](#)

In order to have preferential rates at Tirana International Hotel, the participant should contact directly Reservation Department at this email address reservation@hoteltirana.com.al and confirm participation/booking with the promotion code **CKLC 2019**.

Hotel Room Typology	Public Rates	Special Offer
Standard Single Room	116 euro	85 euro
Standard Double Room	126 euro	95 euro
Deluxe Single Room	133 euro	99 euro
Deluxe Double Room	145 euro	109 euro
Executive Suite	200 euro	160 euro
Deluxe Suite	240 euro	200 euro
Included in the room price Breakfast / VAT / City Tax / Swimming Pool / Fitness Centre / Sauna / Parking / Wi-Fi internet access in the room as well as in the other public areas of the Hotel / Internet and computer usage in the Business Centre / Portage Service 24h / 30 TV Stations / Security and camera monitoring 24h/7		
Airport Shuttle Service	20 Euro	<u>Special Package:</u> 2ways (pick up & drop off) 35 Euro

MEALS and FACILITIES

The social Programme will consist of an ice-breaker, a hosted dinner for VIPs (by personal invitation only), and a non-hosted lunch during the cultural tour. Lunch will be available daily at the conference venue. All other meals will be taken in hotels or local restaurants as necessary.

DRESS

Service uniform Class "A"
Business Formal Attire

Conference Fee / Registration

A Conference Fee estimated at €80 will be charged to cover administrative costs. There will be no additional charges for the ice-breaker, lunch, and refreshments during the programme. The final conference fee will be confirmed in due course. Non-NATO speakers and facilitators will not be charged a fee.

Conference Location

CKLC19 will take place at the Albanian Ministry of Defence. Details regarding briefing facilities, CIS support, classification etc. will be provided in the CKLC19 Confirmatory Order (Address: Rruga e Dibrës, Tirana, Albania)

POINTS OF CONTACT

Please address any inquiries to the conference organisers:

SHAPE Action Officer:

MAJ Brian Meister

Phone +32 (0) 65 44 4332

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CCOE Action Officer:

SCPO Dennis Mueller,

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Tirana

Tirana is the capital city of the Republic of Albania.

Tirana is located in the center of Albania and is enclosed by mountains and hills, with Dajt on the east and a slight valley on the northwest overlooking the Adriatic Sea in the distance. Due to its location within the Plain of Tirana and the close proximity to the Mediterranean Sea, the city is particularly influenced by a Mediterranean seasonal climate. It is among the wettest and sunniest cities in Europe, with 2,544 hours of sun per year.

See also: <http://www.visit-tirana.com/>

TRAVEL ARRANGEMENTS

Individual HQs/organisations are responsible for all travel authorities and funding. Tirana International Airport Nënë Tereza is located approximately 30 minutes from hotel location in downtown Tirana. Booking of flights to and from CKLC19 is an individual responsibility. Participants are encouraged to book their travel as soon as possible in order to secure availability and lower prices. Once registered, a secondary correspondence will request flight and hotel details to facilitate airport transfers by the ALB MOD.

