



MULTINATIONAL CIMIC GROUP HQ

Motta di Livenza – Italy
www.multinationalcivicgroup.org



18TH CIMIC UNITS COMMANDERS' CONFERENCE ADMINISTRATIVE DETAILS

1. General

a. The 18th edition of CUCC will take place in the city of **Venice, ITALY, from the 04th to 06th of June 2025 (traveling days are 03rd and 07th)**, in the Hampton by Hilton Venice Isola Nuova Hotel (Isola Nova del Tronchetto, 17, 30135, Venezia (VE), Italy).

b. In order to give the participants the chance to meet informally, the introduction to the event will start on the 03rd of June, 19:45 hrs at the Italian Navy NCO Club Calle Seconda de la Fava, 2179, 30122 Venezia (VE) for an **“Ice Breaker”**.

c. The conference will begin in the morning of the 04th of June, at **the Hampton by Hilton Venice Isola Nuova Hotel**.

d. In the evening of the same day, MNCG Commander will host an **“Official dinner”** at Hotel Principe Restaurant (Rio Terrà Lista di Spagna, 146, 30121 Venezia).

e. The guests that decide to be lodged at the venue place hotel, will find their **welcome packages** at the reception. Guests that will choose to be accommodated in another place will receive the welcome package during the in-processing phase.

f. The conference will continue on the 05th of June. In the evening of the same day, the participants will have the opportunity to attend a **guided cultural tour** in Venice (optional).

g. In the afternoon of the 05th of June, at the conference location, CIMIC Unit Commanders or one National Representative from each country will be invited to attend an unclassified session of presentations.

h. In the morning of Friday, the 06th of June, the last part of the conference program will be conducted at the Veneto Region Palace (Fondamenta Santa Lucia, 30121 Venezia) and it is planned to end at 13:00 hrs. The departure of participants will start in the afternoon of the 06th of June and will continue in the morning of the 07th of June.

2. **Registration.** Registration period is set from **25th of March until 23th of May 2025 (CoB)**. Registration will be made online, in two steps:

a. **Step 1:** Enter the Multinational CIMIC Group web page and click on the 18th CUCC Registration icon (<https://cimicgroup.organizzo.io/evento/351/18th-cimic-units-commanders-conference>). Accessing the received link, will allow you to complete the registration form, in which you will choose/provide all the administrative details. Please complete this step by filling in the requested data and submitting the form.

b. **Step 2:** Submitted registration forms will be processed by MNCG and a confirmation mail with a link will be sent back. After clicking on the link, the registration process is closed and completed.

c. Please take into consideration that due to the location of the venue, sitting places are limited to approximately 100 seats. The rule of “first come, first served” will apply. Also, note that in case you miss the registration, you will have to contact the MNCG POCs.

3. **Accommodation.**

a. The accommodation in the hotels is individual responsibility. In order to book a room, each individual has to independently contact the hotels. The information regarding the lodging was provided in the “Save the date” letter.

b. **Hampton by Hilton Venice Isola Nuova Hotel**

(1) **Special rate link:** <https://www.hilton.com/en/attend-my-event/vceinhx-cmc-2b47dedf-4198-4b63-959d-525cca42936a/>;

(2) **Type of rooms and price/ night:** Standard King Room: 193.00 €;

(3) **Rate is NET and include:** Complimentary Breakfast Buffet, Complimentary Wi-Fi, VAT, Fitness zone access 24/7;

(4) **Rate does NOT include:** Venice City Tax, which is 3.50 € per day per person, applied for a maximum of 5 consecutive nights;

(5) **Parking:** Limited parking lots for hotel’s guests only are available at the rate of 25.00 € per day. Attendees lodged outside of the hotel should make individual parking arrangements. Please contact one of the OPR’s if you will be in this situation, in order to coordinate transfer aspects.

(6) **Cancelation policy:**

(a) no charge, until 30 days prior to arrival;

(b) **pre-payment by credit card booking, later than 29 days prior to arrival.**

4. **Transportation.**

a. Transportation from airports/railway station to the suggested hotel and vice versa will be provided by MNCG. In order to have access to such transportation

you are invited to let MNCG know your arrival/departure schedule through the Registration procedure.

b. Shuttle bus service will be provided by MNCG from/to VENICE "MARCO POLO" International Airport (VCE), Treviso Airport "A. CANOVA" (TSF) and Venice Mestre Train station as follows:

(1) **Arrival on 03rd of June 2025:**

(a) From Venice "Marco Polo" Airport (VCE) the Pick-up point in Venice Airport (MARCO POLO) will be in front of the number 4 exit door. There will be an MNCG roll up near the vehicles.

(b) From Treviso A. Canova (TSF) the pick-up point in Treviso Airport (A CANOVA) will be the parking lot in front of the airport. Reference point on Google Maps: Park A. A person dressed in BDU will be next to the car.

(c) From Venice Mestre Train Station the pick-up point in Venice Mestre (TRAIN STATION) will be in the parking lot near the right exit from the station (Uscita P. le Favretti). Reference point on Google maps: Automated Machine – Public Transportation Tickets. A person dressed in BDU will be next to the car.

(2) **Departure on 06th of June 2025:** shuttle buses from the conference venue to Airports/Railway Station will depart after the end of the conference (around 13:00 hrs). Please be aware that for those who will depart on the 06th of June, they have to check-out from the Hotel early in the morning. More detailed schedule will be provided during the conference.

(3) **Departure on 07th of June 2025:** shuttle buses will be provided from the Hotel to Airports/Railway Station starting from 08:00 hrs. More detailed schedule will be provided during the conference.

(4) **Internal transportation:** Internal transportation during the conference to the social events' locations will be provided by boat. Please take into consideration that individual arrangements for transportation can be difficult, due to the specificities of the city.

5. **Participation Fee – Meals Payment.**

a. The conference participation fee is **150.00 €** and must be paid through bank transfer. It is related to administrative expenses, no expenses for food and beverages are included.

b. Participants have the possibility to book in advance a Standing Lunch on the 04th and 05th of June, only through the registration form by checking in the appropriate box. Please be aware that lunch booking will not be possible during the conference. The lunch will be held at the conference premises. Price per each lunch will be 35.00 €. The guests that decide to be lodged at the venue place hotel, will pay for the lunches at the check-out, along with the lodging bill. Guests that will chose to be accommodated in another place than the conference location will pay for the lunches during in-processing, on the 04th of June, directly to the hotel representatives.

c. Spouses/partners are welcome to attend the social events. The prices for attending are as follows: Ice Breaker 35.00 €, Official Dinner 55.00 €, and the payment will be possible at the events' locations and time, by card only.

d. The CUCC's fee should be paid through bank transfer to MNCG bank account NLT the 23th of May. Payment by card will be accepted in very special circumstances during the "in processing" procedure, on the 4th of June. Please use the description "Participation fee for 18th CUCC". Bank account as follows:

- (1) BANK: UNICREDIT
- (2) ADDRESS: Piazza Luzzatti, 6 Motta di Livenza (TV)
- (3) IBAN: IT 50 Y 02008 61840 000040199129
- (4) BIC/SWIFT CODE: UNCRITM1A48
- (5) Bank charges at your expense

e. A payment confirmation for the conference fee will be provided during the "in-processing", on the 04th of June only.

6. **In processing.** It will take place on the 04th of June, near the conference room, between 08:00hrs - 08:30hrs. During this period the participants lodged outside the venue place will receive a welcome package containing updated information regarding the conference as well as useful touristic information.

7. **Dress code.**

a. **The first day of the conference:** Class A uniform for military personnel and business suit with tie for civilians;

b. **The second and third day of the conference:** Class A uniform or business suit with tie for military personnel and business suit with tie for civilians;

c. **Social events/ other activities:**

- (1) Ice Breaker: Different color slacks and jackets - Open Collar/No tie;
- (2) Official Dinner: Lounge/ business suit with tie, one color;
- (3) Cultural tour: Casual. Please, take into consideration that some locations may require a specific dress code. You are kindly advised to avoid short pants and/or sleeveless shirts. It is recommended to bring a large foulard.

8. **Cultural event.** For all participants that would like to join, MNCG will organize a 2 hours guided tour in Venice. The approximate price will be no more than 20.00 € per person. During the on-line registration you can select your preference.

9. **Security.** The Security Classification of the Conference is “NON-CLASSIFIED INFORMATION INTENDED FOR PUBLIC DISSEMINATION”. Based on the information received during the registration procedure, access badges will be provided to all participants. These badges are to be worn at all time during the Conference.

10. **MNCG POCs.** For any further details/info requests related to the administrative issues, please contact:

- a. OF-4 Dimitrios LIARAKOS, +39 0422 280 132 (NCN 424 1132), Dimitrios.LIARAKOS@cimicgs.nato.int
- b. A-3 Ingrid STROPNIK LETNIK, +39 0422 280 396 (NCN 424 1396), Ingrid.STROPNIKLETNIK@cimicgs.nato.int
- c. OF-2 Cornel-George ANDRIU, +39 0422 280 172 (NCN 424 1172), Cornel-George.ANDRIU@cimicgs.nato.int
- d. For any further details/info requests related to the lodging and other administrative issue, please contact: OF-4 Enrico MOMENTÈ, +39 0422 280 343 (NCN 424 1343), enrico.momente@cimicgs.nato.int