



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 distinguished speakers will find their **welcome packages** at the reception of their lodging facilities. Distinguished speakers 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 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://civicgroup.organizzo.io/evento/354/18th-cimic-units-commanders-conference-guests-speakers>). 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.

3. **Accommodation.**

a. The accommodation for speakers that do not work in military structures (NATO or national) will be provided by the MNCG at the Italian Army guest house, Riva degli Schiavoni, 4142, 30122 Venezia (VE), in accordance with the preliminary correspondence with the conference organizers.

b. The accommodation for speakers that work in the military structures (NATO or national) 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.

c. **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:** Parking is available for the guest of the hotel at a rate of 25.00 € per day. Attendees lodged outside of the hotel should make individual parking arrangements. Please take in to consideration that parking in the area is limited. 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 will be organized by MNCG in accordance with your arrival and departure days. 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) **On arrival day**, MNCG shuttle buses from Airports/Railway Station to the Hotels:

(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 time according to your travel plan:** shuttle buses from the conference venue to Airports/Railway Station after the conference. 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 time 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. Distinguished speakers do not pay the conference participation fee for the 18th CUCC's.

b. Guest speakers 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. Lunches are hosted for the distinguished speakers.

c. Spouses/partners are welcome to attend the social events. If you will be accompanied by your spouse/partner, please contact the OPRs to coordinate this aspect. Be aware that costs for social events for spouses/partners are a personal responsibility.

d. The prices for the spouses/partners attending the social events are as follows: Ice Breaker 35.00 €, Official Dinner 55.00 €, and the payment will be possible at the event location and time, by card only.

6. **In processing.** It will take place on the arrival day, 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