

Logistical Note

Training of Trainers

The Hague, January 26th-February 1st 2019

TIMING AND AGENDA OF THE COURSE

The Training will start on Tuesday 26 February at 09.00hrs with the registration of the participants and will finish on Friday 1 March at 17.00hrs. Classes will be normally held from 9.30 to 17.00. Participants are expected to arrive in The Hague on Monday February 25.

COURSE VENUE

The training will be held at the Clingendael Institute of International Relations in The Hague

ACCOMMODATION

ENTRi will offer full board hotel accommodation in single rooms free of charge with arrival on 25 February and checkout on 1 March.

Any extra night and all extra costs such as phone, drinks, laundry etc. will not be covered by ENTRi and will be at the expense of the participants. Participants are themselves responsible for booking extra nights of accommodation.

LUNCH AND DINNER

Lunch will be provided free of charge to all the participants on course days. A daily per diem for course days will be paid to participants to cover dinner.

TRANSPORTATION LOGISTICS

The course will start on 26 February and therefore participants are expected to arrive in The Hague the day before. Please take in any case into consideration that *we cannot accept participants who arrive after the start of the programme or who would like to depart before its ends.*

Participants are responsible for transportation from the airport to the hotel on arrival, as well as for transportation back to the airport at the end of the course.

IMMIGRATION AND VISA

Please note that the international travel, visa and all the related expenses are the responsibility of each participants.

Please make sure to have all required travel documents (valid passport, with visa if applicable) at hand when you arrive and pass the immigration control. In case you plan to stay in the region as tourist after the end of the programme, please make sure that you have already made

necessary arrangements (bookings, visa that also covers the additional time you want to spend in this country etc.)

INSURANCE & LIABILITY – MEDICAL ISSUES

Clingendael cannot provide any insurance coverage and declares explicitly that both participation in the course as well as the necessary stay at the training facilities are at the own risk of the participants.

Please make sure to organise medical insurance for your stay in The Hague as medical emergencies and treatment will not be covered by Clingendael. Furthermore, please make sure to take all your personal and specific medications you might need with you.

CLIMATE AND DRESS CODE

Weather in The Hague in February can vary from 10° to -5° C with cold nights. During the course we expect dress code smart casual. Informal and comfortable clothing is suggested outside of class hours.

CONTACT

If you have any questions, please do not hesitate to contact:

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