



## 2016 SUMMER CONGRESS GENERAL RULES

### 1.- CONGRESS ORGANIZATION.

CIOR-CIOMR 2016 Summer Congress is currently being organized by the Federation of Reserve Organizations of Spain (FORE) with the support of the Department of Defense of the Kingdom of Spain, providing its cooperation specially for the usage of its facilities for this event.

FORE is a non-profit organization that unites the majority of the Spanish Reserve Associations and holds the representation of Spanish Reservists before CIOR-CIOMR without interruption since 1.992.

Congress Organization Committee is directed by Lt. (Reserve) Luis Placencia, FORE President, and is composed by the members of his board and others reservists willing to assist.

### 2.- PARTICIPANTS.

There are different categories of participants to the congress:

- **CIOR & CIOMR COMMITTEES:** Members of the delegations of the different countries that belong to any of the committees of the CIOR and CIOMR.
- **CIOR COUNCIL:** The council is composed by the CIOR Presidency and the Vice Presidents, each one representing each country member and Chiefs of the Delegations of each associate country.
- **MILCOMP:** Participants in the military competitions to be held in parallel to the congress.
- **YROW:** Young Reserve Officers that will participate in workshops to be held during the congress.
- **SYMPOSIUM:** An academic meeting day open to the general public during the congress and which debates upon security and defense matters with international and national speakers.
- **CIMEX:** CIMIC Exercises that are being held in the previous days to the official ones of the congress.



- **CIOMR WORKSHOP:** An academic meeting day open to the general public during the congress and which debates upon medical matters with international and national speakers.
- **DAL:** Members of the delegations of countries that do not belong to any committee and who participate in all doings of the congress.
- **ACCOMPANYING PERSONS:** Accompanying persons of participants of the congress for whom FORE organizes a general programme of events to which they can assist and which includes every social event of the congress.
- **INVITED:** Accompanying persons of participants not registered to the general programme of the congress who can assist to certain social events purchasing an invitation.

### 3.- DATES OF CONGRESS.

2016 CIOR-CIOMR Summer Congress will officially initiate its activities on August 2<sup>nd</sup>, 2016 with the Opening Ceremony and will close its activities on August 6<sup>th</sup> with the Gala Dinner.

Training for the Military Competitions (MILCOMP) will start on July 29<sup>th</sup>, and the official competition will be held from August 3<sup>rd</sup> - 6<sup>th</sup>.

CIOMR workshop will be held on August 1<sup>st</sup> and the CIOMR committees will have working sessions on Tuesday August, 2<sup>nd</sup>.

On Monday, August 1<sup>st</sup>, Presidential Dinner will be run under a strict invitations policy and the CIOR Council will have working sessions on Tuesday August 2<sup>nd</sup>.

CIMIX Exercises (CIMEX) will be held from Saturday July 30<sup>th</sup> until Tuesday August 2<sup>nd</sup>; its participants will thereafter continue their activities within the main body of the congress.

The Symposium, to which every assistant of the congress will attend except MILCOMP, will be held Wednesday, August 3<sup>rd</sup> from 09:00h until 18:00h.

Young Reserve Officers Workshop (YROW) will be held from Monday, August 1<sup>st</sup> until Friday, August 5<sup>th</sup>.



#### 4.- LOCATION OF EVENTS.

2016 CIOR-CIOMR Summer Congress, CIOMR Workshop and YROW will be held in the National Defense Superior Studies Center, "*Centro Superior de Estudios de la Defensa Nacional*" (CESEDEN), located in the Paseo de la Castellana, 61, 28046 Madrid.

Military competitions will be held in the Base "Príncipe", facilities of the Parachutist Brigade "Almogávares VI" (BRIPAC), located in Route M-108, km, 4.4, 28860 Paracuellos de Jarama (Madrid).

Symposium and Closing Ceremony will be held in Auditorium of the Hotel "Meliá Castilla", located in 43Capitán Haya St., 28020 Madrid.

CIMEX Exercises will take place at the Engineer Military Academy in Hoyo de Manzanares, located in Route M-618, Carretera de Torrelodones to Colmenar Viejo, km. 14.

#### 5.- ACCOMMODATIONS

Accommodations managed for all assistants by the Organization Committee, including MILCOMP (when the military competitions conclude), will be the Hotel "Meliá Castilla", located in 43Capitán Haya St., 28020 Madrid, where the Symposium and the Closing Ceremony will also be held.

The Organization will also manage accommodations for MILCOMP in the Army's Engineering Academy, "*Academia de Ingenieros del Ejército*" (ACING), during training and military competitions and also for the CIMEX whose location has yet to be determined.

Accommodations managed by the Organization are not compulsory; any participant may take care of its own accommodation with the exception of those included in the congress' fee for CIMEX and MILCOMP during training and military competition.

All displacements to the different activities will depart from the collection points established from accommodations managed by the Organization (Hotel Meliá Castilla and ACING); therefore, participants that are not be quartered in these should promptly close up to the collection point.



Accommodations in the Hotel “Meliá Castilla” includes breakfast but does not include other meals. Minibar usage, phone calls, parking and others costs will be at guest’s expense. Consequently, during the registration process in the hotel, the guests should provide a credit card as to guarantee payment for any extra cost incurred.

Planned accommodation in the Hotel “Meliá Castilla” for the CIOR-CIOMR-DAL assistants is of five (5) nights in bed and breakfast regime, consistent with the official dates of the congress, checking-in Tuesday August 2<sup>nd</sup> from 15:00 PM, and checking-out Sunday August 7<sup>th</sup> before noon (12:00 AM).

Accompanying persons of the CIOR-CIOMR-DAL participants should register with participant and are able to book shared accommodations in Hotel “Meliá Castilla” and register in the general programme or selected individual events.

Planned accommodation in Hotel “Meliá Castilla” for YROW is of seven (7) nights in bed and breakfast regime, checking-in Sunday July 31<sup>st</sup> from 15:00 PM, and checking-out Sunday August 7<sup>th</sup> before noon (12:00 AM).

Accompanying persons of the YROW participants who would wish to book accommodations in the Hotel “Meliá Castilla” during these 7 nights should register with the participant and shall honour associate fees to YROW which include for them the Accompanying Program.

Participants who will attend work sessions (CIOR, CIOMR and DAL) or activities (CIMEX and CIOMR WORKSHOP) or wish to arrive before the official starting dates of the congress will be able to book those extra days of accommodations, with or without accompanying persons, for the same daily price as for the congress duration. The same hotel deals apply for the dates booked afterwards the end dates of the congress.

Accommodations for competitors (MILCOMP) and for the Organization, during training and the military competition will be in the Army Engineering Academy, “*Academia de Ingenieros del Ejército*” (ACING), located in Route M-618, Carretera de Torrelodones to Colmenar Viejo, km 14; 28240 Hoyo de Manzanares (Madrid).

Accommodations of MILCOMP in ACING includes all rations, meaning: breakfast, lunch (who may be substituted by lunch boxes, ration packs or MRE when held activities require it), and supper on days that will not have any other programmed activities.

CIMEX Exercises will take place at the Engineer Military Academy in Hoyo de Manzanares, located in Route M-618, Carretera de Torrelodones to Colmenar Viejo,



km. 14. CIMEX accommodations will include all rations, meaning: breakfast, lunch, supper, as well as an icebreakers and coffees in stand easies.

For any other not foreseen cases please consult Organization.

#### 6.- CONGRESS REGISTRATION.

The registration period will be from March 15<sup>th</sup> until July 31<sup>st</sup>, 2016 for CIOR-CIOMR and until July 20<sup>th</sup> for MILCOMP, CIMEX and YROW. Registration and accommodations booking will be done throughout congress webpage until July 20<sup>th</sup>. After this date, booking should be done directly with the hotel, as rooms availability cannot be guaranteed.

Registration will only be considered firm when the corresponding fees payment will be received by the Organization. Payment may be made during the registration process or by international bank transfer to FORE, and must be received in its account ten (10) days since the guest registration.

Unpaid registrations during this period of time will be automatically cancelled, once the ten (10) days payment period has ended. Deadline for payment by international bank transfer will be on July 20<sup>th</sup> as a general rule and on July 10<sup>th</sup> for MILCOMP; after these dates, only payment throughout major credit cards will be accepted.

Associations that require registration of participants to be done exclusively throughout their means will agree with the Organization a specific procedure as to complete this, and members of their delegations will only be able to register themselves in the webpage as to record their personal data and to recieve their password.

Associations that would like to register their delegations as a whole for the congress or only for MILCOMP should contact the Organization and refer as soon as possible the participants list with all necessary information for registration no later than July 20<sup>th</sup>.

All registrations will depend of previous authorization or ratification from the VP or Chief of Delegation for each country member or associated or of association to which the registered participant may belong. Registration implies fully acceptance of congress rules and full payment of the fees that may apply.



Upon their arrival to the congress, all participants will register formally in the congress registration desk located in the hotel entrance, or in the MILCOMP office, signing their acceptance of the congress rules, and not being able to participate in any activities until then.

It will be an essential requirement for the validation of the formal registration to have paid the corresponding fees. A proof of payment will be sent at the time of payment. If payment receipt is not received for a determined registration, the Organization should be contacted as soon as possible.

Accompanying persons who do not fall under the general programme of Accompanying Program can only participate in specific activities for which they have purchased an invitation.

Registration for the CIOMR workshop is yet to be determined.

#### 7.- REFUND POLICY.

In case of a registration cancellation, a 90% of the total amount of congress and accommodations fees will be refunded for the applications received before the 00:00h of May 31<sup>st</sup>; an 80% of the amount of the total fees for the applications received before 00:00h of June 30<sup>th</sup>, and a 50% for the applications received before 00:00h of July 31<sup>st</sup>.

For registered participants whose arrival is earlier (MILCOM, CIMEX and YROW) and for the additional nights, the last refund period will expire two days before the activity expected arrival date (July 25<sup>th</sup> for MILCOMP, July 27<sup>th</sup>, for CIMEX and July 29<sup>th</sup>, for YROW).

From these dates on, no monies will be refunded regardless of the reason for cancellation.

In case of an injury, associations may request the replacement of a registered MILCOMP competitor without canceling its booking. This does not entail a discount of any sort nor any additional fee will have to be paid by the substitute to which the transfer registration is bestowed.



#### 8.- INCLUDED ACTIVITIES.

Activities included in congress fees for participants are detailed on each category schedule and will be indicated hereafter.

All breakfasts are included in the schedule for organizational reasons; the only ones included in the fees as indicated heretofore are for CIMEX and MILCOMP (days of training and during military competitions); and for the rest of participants exclusively for those who have booked accommodations managed by the Organization at the Hotel "Meliá Castilla".

All participants registered (CIOR, CIOMR, MILCOMP, YROW and DAL) will attend during the official days of the congress work sessions and common events; lunches and scheduled stand easies will be included in their fees:

- Opening Ceremony and Reception on Tuesday, August 2<sup>nd</sup>;
- Symposium, Wreath Laying Ceremony and Spanish Wine on Wednesday, August 3<sup>rd</sup>;
- Spanish Evening on Friday, August 5<sup>th</sup>;
- Closing Ceremony and Gala Dinner, on August 6<sup>th</sup>.

Specialties by category:

- **CIOR Council:** Includes Presidential Dinner on August 1<sup>st</sup>, exclusively under invitation, working sessions of August 2<sup>nd</sup> with food and coffee and working sessions on August 6<sup>th</sup> with coffee.
- **CIOMR:** Includes working sessions of August 2<sup>nd</sup>, with food and coffee, and the working sessions on August 6<sup>th</sup> with coffee.
- **CIOR COMMITTEES:** Includes working sessions of August 2<sup>nd</sup>, with food and coffee for the requesting committees, but not August 6<sup>th</sup>.
- **DAL:** Will attend work sessions of the congress but they do not have August 2<sup>nd</sup> and August 6<sup>th</sup> sessions.
- **CIOMR Workshop:** To be determined.
- **MILCOMP:** Includes the visit and they do not assist to the Symposium.
- **CIMEX:** Includes Icebreaker and the visit.
- **YROW:** Includes Icebreaker and the working sessions of August 1<sup>st</sup> and 2<sup>nd</sup> days, with food and coffee, but they they do not have August 6<sup>th</sup> sessions.



- **ACCOMPANYING PERSONS:** Those who are registered in the general programme will attend the Opening Ceremony, and the Reception held on Tuesday, August 2<sup>nd</sup>; this includes an alternative visit instead of assistance to the Symposium, Wreath Laying Ceremony and Spanish Wine on Wednesday, August 3<sup>rd</sup>, Spanish Evening on Friday, August 5<sup>th</sup>, and Closing Ceremony, lunch and Gala Dinner on Saturday, August 6<sup>th</sup>.

YROW accompanying persons will participate in the Accompanying Programme and will have their cost included in the corresponding fee.

- **INVITED:** Registered accompanying persons not included in the Accompanying Programme will only be allowed to assist as invited to the Symposium or the alternative visit, Spanish Evening, and Gala Dinner by paying the respective fee.

Additionally, optional excursions will be scheduled (subject to a minimum of participants) on August 4<sup>th</sup> and 5<sup>th</sup>, whose cost is not included in the overall program fee; these excursions may be attended by accompanying persons and invited guests.

#### 9.- IDENTIFICATION BADGES.

Upon arrival to the congress, and registration at the congress desk or in the MILCOMP office, participants will receive a complimentary bag of the congress with all needed documentation, an identification badge with their personal data and invitations for the various events.

Every participant must carry the identification badge in a visible manner, and it shall be shown at the request of the Organization together with the invitations to access the various activities.

Accompanying persons not registered in the general programme generally will not receive any identification badge, and will receive only invitations for the specific events booked.

The color of accreditation may vary depending on the category of registration:

- CIMEX – BURGONDY
- MILCOMP – RED
- CIOR COUNCIL– ORANGE



- CIOR – YELLOW
- CIOMR – LIGHT GREEN
- YROW – DARK GREEN
- DAL – LIGHT BLUE
- ACCOMPANYING PARTICIPANTS – BLUE
- ORGANIZATION - BLACK

#### 10.- TRANSPORTATION.

The Organization will pick-up participants at the Madrid-Barajas airport thus establishing two meeting points that will be properly identified: One in Terminal 1 and the other in the Terminal 4.

Transportation to the Hotel “Meliá Castilla” or to MILCOMP accommodations and CIMEX will be done in buses whose departure delays, depending on arrival times, are not expected to be over one hour.

For organizational reasons, MILCOMP and CIMEX participants will be concentrated in the Hotel “Meliá Castilla” until their final transportation to their places of accommodation.

Transportation from the airport is included for all categories fees; for registered accompanying persons (even if not registered in the Accompanying Programme). Transportation will only be done on scheduled days; therefore, those not arriving in those days must take care of their own means of transportation.

All transfers to the various events and activities that are the responsibility of the Organization will be duly scheduled and announced; their cost is included in the congress fees. No alternative means of transportation will be arranged for those participants who will fail to be at the designed collection points on due time.

#### 11.- INSURANCE.

Each participant will be the sole responsible for its valuables; the Organization declines any responsibility for theft or for damages. Notwithstanding the insurance that the Organization may hire, each participant has to be insured. Therefore, an accident and



travel insurance is highly recommended. Healthcare insurance for MILCOMP competitors is mandatory, as they must deliver a copy to the Organization at the time of their formal registration in Spain.

#### 12.- PAYMENTS AND RECEIPTS.

All payments shall be made in Euros to the bank account of the Organization via international bank transfer, and shall cover all expenses and be free of commissions of any kind. Payments can also be done by any major credit card through the congress website. Payments in cash will not be accepted except for the tours of the Accompanying Programme.

The bank details are:

Holder: FORE (Federación de Organizaciones de Reservistas de España)

Banco Sabadell

C/ Miguel Ángel, 23

28010 Madrid

IBAN:ES72 0081 0569 8900 0226 1829

BIC: BSAB ESBB

#### 13.- UNIFORMS.

Uniforms for all events of the congress will be Daily Service Dress with short sleeves with the exceptions of the Spanish Evening, Casual Sport, and for the Gala Dinner, Mess Dress.

MILCOMP and CIMEX uniformity will be the same for the visits and for common events, and combat uniforms for training and competitions.

Any change related to uniformity will be communicated with enough time in advance.



#### 14.- LANGUAGES.

Official languages for the congress are English and French, Spanish will be used by the Organization for internal communication. Simultaneous translation in both languages will be offered for the CIOR and CIOMR Council meetings and for the Symposium. For this event, Spanish translation will also be provided.