



INTERNATIONAL COMMAND SENIOR ENLISTED LEADER CONFERENCE (ICC) SHAPE, 07-11 SEPTEMBER 2020

We are delighted to confirm your participation in the 17th Annual International Command Senior Enlisted Leader Conference (ICC) to be held at Supreme Headquarters Allied Powers Europe (SHAPE) in Casteau, Belgium from Monday the 07th of September to Friday the 11th of September 2020.

This letter of instruction provides detailed information on the Conference-please review it carefully.

Background

The International Command Senior Enlisted Leader Conference (ICC) is a collaborative effort between the Command Senior Enlisted Leaders (CSEL) of NATO and United States European Command (USEUCOM). This event has been successfully conducted for sixteen years at the George C. Marshall European Center for Security Studies in Garmisch-Partenkirchen, Germany and will finally be brought to Supreme Headquarters Allied Powers Europe (SHAPE), the ideal location to connect NATO and Partner Nation's Chief of Defense (CHoD) level CSELs.

As NATO's and USEUCOMs flagship senior enlisted conference, ICC seeks to achieve multiple objectives. The conference broadens the professional skills of participants and enhances their ability to serve at the highest levels of national military command structures and, equally important, as CSELs in support of senior NATO commanders. This conference also updates participants on topics impacting the Non-Commissioned Officer (NCO) corps within NATO, its partner nations and key contact nations. ICC also serves as a forum for senior enlisted leaders representing NATO and partner nations to assemble, establish relationships, and engage in discussions and working groups relevant to contemporary issues collectively affecting our troops serving in ongoing exercise, training, and operations, and garrison locations. Finally, ICC will increase each participant's understanding of strategic and operational issues within the NATO and USEUCOM area of responsibility.

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Administrative Instructions

ICC 2020 will be hosted at Supreme Headquarters Allied Powers Europe (SHAPE), in the Eisenhower Conference Centre (ECC), Building 101, Room H219. SHAPE is located in the Belgian town of CASTEAU (near MONS/BERGEN).

1. Virtual Participant Information:

Virtual Participation will be facilitated through Polycom Real Presence Desktop. Participants will be issued a temporary NATO Unclassified PAN account after providing registration details which will allow them access to download the application. This application can be downloaded from a NATO Unclassified workstation or a personal laptop, tablet, or smartphone. **Please register no later than 14 August 2020 to facilitate the processing of your account.**

a. Once participants register for the conference online through the ICC registration link, we will provide a temporary NATO unclassified account. It is the participant's responsibility to coordinate the hardware (workstation, laptop, tablet, or smartphone) to download Polycom Real Presence Desktop to participate in the conference.

b. Refer to the NCI Agency Network Services & IT Infrastructure Service Line VTC USER GUIDE for required software/hardware, download, and log-in instructions.

c. In case of network interruption, time zone or work conflicts, or for future reference; ICC session briefings will be loaded onto the registration website for viewing.

d. There is no conference fee for virtual attendance.

e. Follow the for VTC participation times.

Resident Participant Information

2. Transportation:

The recommended airport for arrivals and departures is Brussels International Airport (BRU). **Please arrive no later than 1800 on Monday, 07 September 2020.** Transportation from the Airport to the Hotel and back is the participant's responsibility. Therefore, participants must utilize train/car/taxi for transportation between the airport and their hotel. No dedicated transportation will be provided by SHAPE from/to airport. Please send your flight itinerary to us at Jason.crepin@lc.nato.int and SAGCSEL@shape.nato.int no later than **30 August**.

We highly recommend using the train when you arrive at BRU Airport. To find your way from the arrival gate to the railway, please refer to Appendix 1, Annex A-1-2.

a. Train:

Your final destination will be **MONS/BERGEN**. The updated timetable railway from/to BRU is available on website: www.belgiantrain.be. The cost for a one way ticket is 14 Euros. There is also a smartphone app called SNCB.

b. Taxi:

Taxis are available at the Airport. A taxi to/from BRU will cost at between 130-150 Euros each way.

c. During conference days only (08-11 September), a shuttle bus will provide transportation between SHAPE and hotel.

d. **The conference will conclude at 1200 hours on Friday 11 September. Be mindful of this and schedule return transportation accordingly.**

3. Accommodation:

Participants are responsible for making their own hotel booking arrangements. Note: transportation to and from SHAPE HQ on conference days will only be provided from Hotel Van der Valk Mons Congres and the Hotel & Aparthotel Casteau Resort Mons.

We have blocked rooms at Van der Valk Hotel Mons Congres and Hotel & Aparthotel Casteau Resort Mons. **You have to have to book your room no later than 07. August 2020.**

a. **Van der Valk Hotel Mons Congres**

- (1) Cost: €114.50 (Breakfast and tax included)
- (2) Registration Code: CHM-GF7148
- (2) Address: Avenue Melina Mercouri 7, 7000 Mons
- (3) Phone: (+32) 65 39 02 07
- (4) Email: hotelmons@valk.com
- (5) Website: www.hotelmons.eu

b. **Hotel & Aparthotel Casteau Resort Mons**

- (1) Cost: €86.15 (Breakfast and tax included)
- (2) Registration Code: COMCSEL
- (3) Address: Chauss'e de Bruxelles 38, 7061 Mons
- (4) Phone: (+32) 65 32 04 00
- (5) Email: info@casteauresort.be
- (6) Website: <http://www.hotelcasteauresortmons.be/nl/>

4. Meals:

All meals during ICC are pay as you go. Food and beverage services can be found at various Morale & Welfare establishments throughout the SHAPE Campus. Only Euros and credit cards can be used at these establishments. There is one ATM in the main shopping area on SHAPE and another upstairs in the main entrance of the SHAPE HQ (building 102). Specific services can be found as follows:

a. **Silver Spoon:** Bldg. 102 (254-5114) (100 Area on map)

Breakfast 0730-1000, Lunch 1130-1400, Coffee Bar 0900-1630 Mon-Thu & 0900-1530 Fri. Coffee service for conferences is available. This is the closest and main dining facility located within SHAPE HQ (building 102) and approximately at 5 minute walk from the conference room.

b. **SHAPE Club:** Bldg. 903 (254-4133) (900 Area on map)

Business Dining: 1130-1330 Mon-Fri; Daily Special available for 9.50€.
Blue Moon Pub: 1130-2100 Mon-Thu & 1130-2200 Fri.

- c. **Pizza Bowl:** Bldg. 502 (254-5697) (500 Area on map)

Food available: 1130-2100 Mon-Thu & 1130-2130 Fri-Sat & 1200-1900 Sun.
Bar available: 1130-2300 Mon-Thu & 1130-2330 Fri-Sat & 1200-1900 Sun.

- d. **Rendezvous:** Bldg. 505 (254-5220) (500 Area on map)

0900-1800 Mon-Fri & 0900-1600 Sat.
Coffee bar, beverages, pastries, sandwiches (hot & cold), pasta & salads.

- e. **Continental Mess:** Bldg. 311 (254-4741) (300 Area on map)

Breakfast 0700-0900, Lunch 1130-1330 Mon-Fri.

5. In-processing

- a. **Access to SHAPE (07-11 September 2020)**

When you arrive at your hotel you will be welcomed by our executive support team. Participants are requested to have in their possession their NATO/National Military ID, Security Clearance and Passport, which may be subject to inspection by the security guard at the entrance to SHAPE.

- b. **SHAPE general Information**

Information can be found on the internet at the following link:

<http://www.shape2day.com>

6. Dress Code:

a. The Dress Code for the conference is Battle Dress Uniform (BDU)/Combat Uniform, which is the normal work dress in accordance with national rules during duty hours.

- b. The Dress Code for travel is civilian attire.

c. We will host numerous social events during ICC. The dress code for the no host social on arrival day is casual civilian attire. The dress code for all other social events is BDU/Combat uniform or casual civilian attire; refer to the agenda for specific dress code.

7. Conference Fee:

a. The conference fee is €30, which covers the coffee and snack breaks during the conference. The registration fee must be paid in cash during in-processing.

8. Security

a. All resident participants must have a valid NATO SECRET (NS) or equivalent. For this reason all resident participants need to send their NATO Security Clearance Certificate (NSCC) or equivalent with the PAF during the electronic registration but also have to have a hard copy of the NSCC in their possession when in-processing. Resident

participants with insufficient Security Clearance will not be authorized to access to SHAPE Class I/II areas or participate in the NS portion of the conference.

b. Due to the security regulation, the files of Briefings/Documentation to be used during the conference cannot be uploaded from a USB stick in SHAPE. If needed, the participants are therefore requested to send the presentations/documents they will use during the conference to the SAGCSEL@shape.nato.int via Unclassified network or NATO SECRET Network in accordance with the security classification of their documents.

c. Weapons and ammunitions are strictly prohibited.

d. If possible, limit your electronic devices that you bring. Unauthorized electronic devices cannot be taken to the HQ. Portable computing and mobile communication devices or storage devices (e.g. laptops/notebooks, photo/video cameras, mobile phones, smart watches, CD players, USB Sticks, CDs, etc.), private or official, are not permitted in the Class I/II areas. Limited storage lockers for mobile phones and large lockers for laptops will be available at the main entrance/guard desk of Bldg. 102.

e. Random checks on private and duty luggage and regular checks of passes will be conducted on entry and on exit from the Security Areas. These checks are intended to deter unauthorized removal of classified information or materials, the introduction of prohibited items, the use of cell phones and unauthorized access to the Class I/II Areas.

f. The guards inside the SHAPE campus are to ensure the integrity of the Class I/II Areas and NATO classified information. The guards will comply with ACO Directive 70-1, and any Host Nation or National Laws that are applicable.

9. Medical Support

a. Medical support in SHAPE needs to be addressed by normal peacetime procedures (National Support Elements/local hospitals, etc.). The local emergency telephone number is 112. Therefore, in Case of First Aid Emergency call Commercial 112 and immediately after alert SHAPE Military Police (IMP) at 423-3343 or +32 (0) 65 44 33 43. If you need emergency assistance in French, call IMP.

b. Visitors to SHAPE are kindly requested to handle all routine medical issues prior to participating in the conference. This includes filling of necessary prescriptions prior to one's arrival in Belgium.

c. Ensure to check with your airline, rail station, rental agency, and taxi company to stay up to date on COVID-19 restrictions.

d. **Facemasks are required in all business establishments and shops in Belgium and on SHAPE. It is the participant's responsibility to be ready and equipped for the entire week.**

10. Administrative POCs

OCSEL ACO:

MSG Roman BRKOVIC (DEU ARMY),

OPS NCOIC, DSN: (314) 423-6563, CIV: +32 65 44 6563, Mobile: +32 491 72 6664

NS: roman.brkovic@ns.shape.nato.int

NU: roman.brkovic@shape.nato.int

SSG Adam FROISLAND (USA ARMY),

EXECUTIVE ASST., DSN: (314) 423-5066, CIV: +32 65 44 5066, Mobile: +32 478 90 0518

NS: adam.froisland@shape.nato.int

NU: adam.froisland@ns.shape.nato.int

OCSEL ACT:

SMSgt Vanessa REEVES (USA Air Force)

EXECUTIVE ASST., COMM: +1 (757) 747-3501, CELL: +1 (757) 901-8839

Email: vanessa.reeves@act.nato.int

OCSEL EUCOM:

SMSgt Henitra BARFIELD (USA Air Force)

EXECUTIVE ASST., DSN: 324-412-3196, COMM: +49 (0)711-7080-3196, CELL: +49 (0)172-965-6265

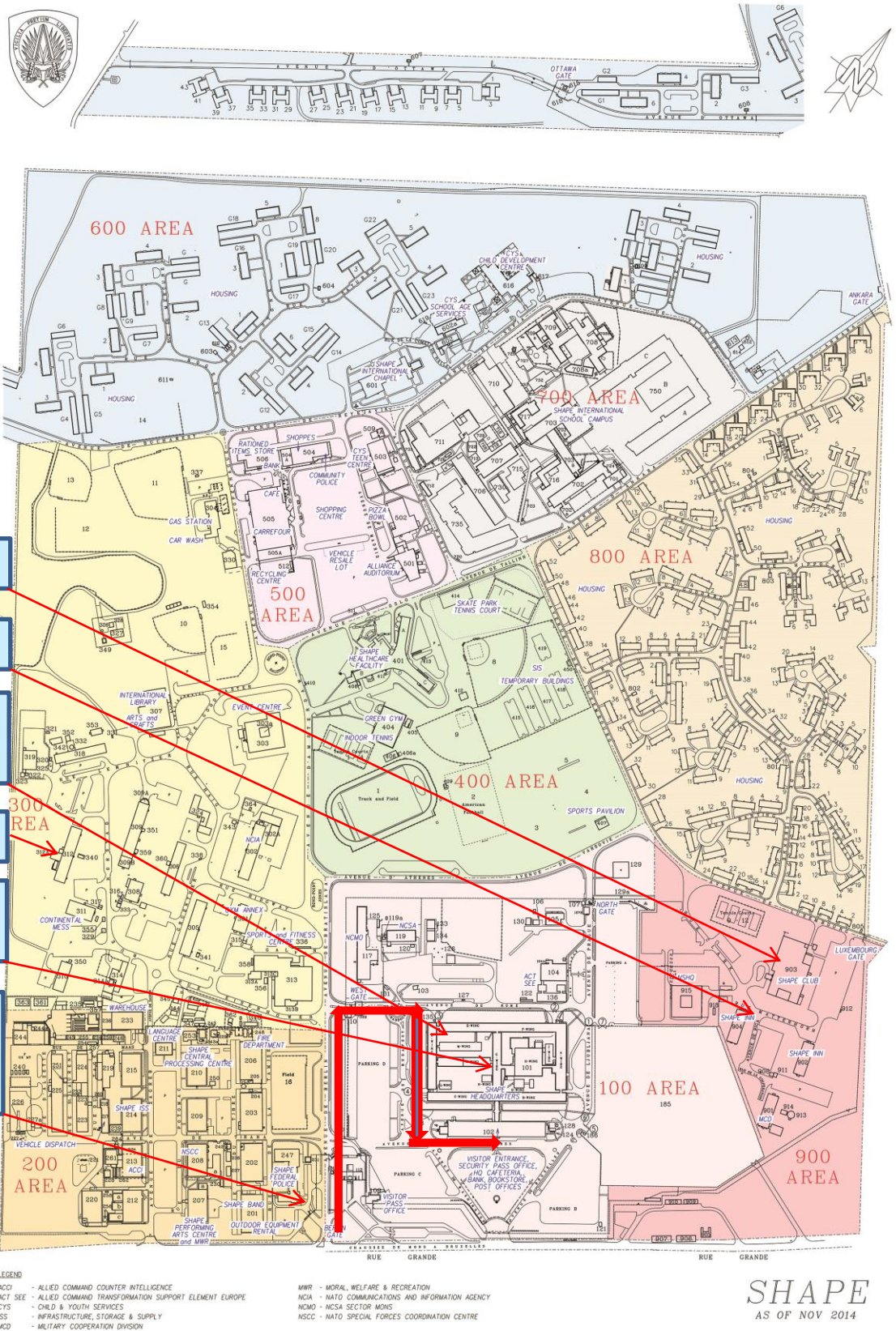
NIPR: henitra.c.barfield.mil@mail.mil

SIPR: henitra.c.barfield.mil@mail.smil.mil

APPENDIX:

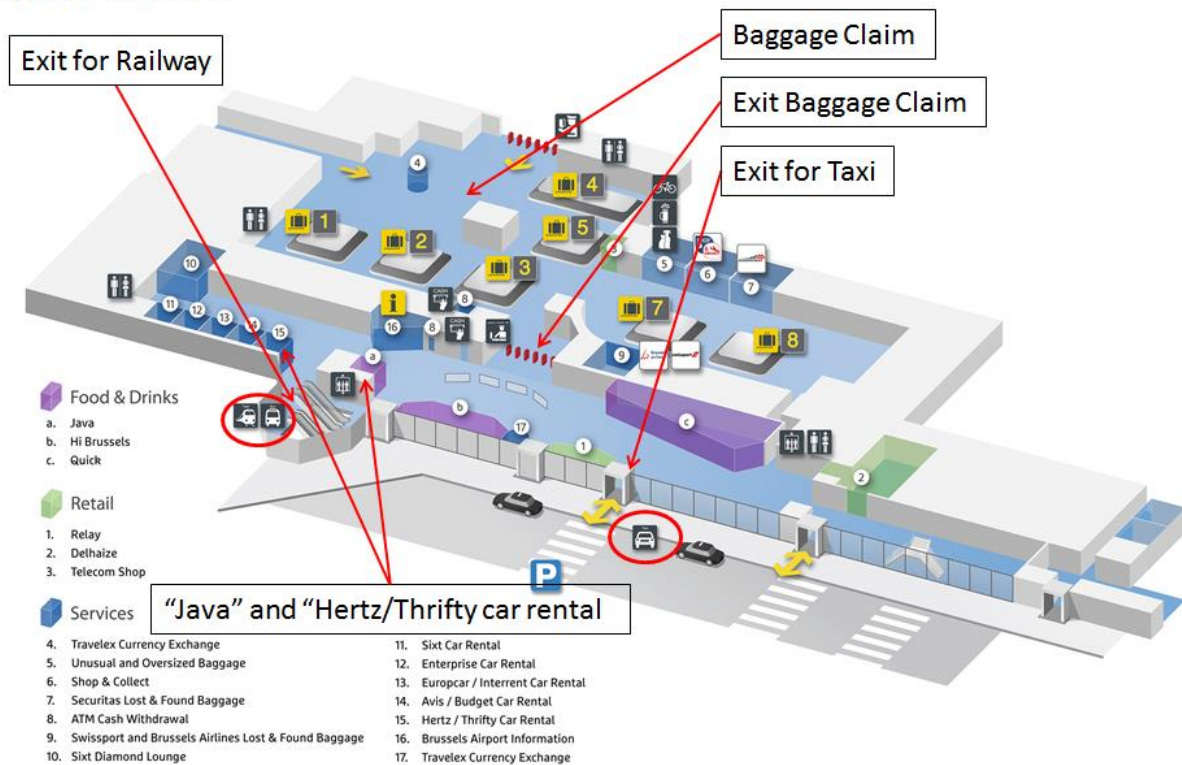
1. APPENDIX 1 ANNEX A-1-1:
SHAPE CAMPUS MAP
2. APPENDIX 1 ANNEX A-1-2:
Brussels Airport Public Transportation Map
3. APPENDIX 1 ANNEX A-1-3:
Mons Railway & Hotel Overview

SHAPE CAMPUS MAP



BRUSSELS AIRPORT PUBLIC TRANSPORTATION MAP

Appendix 1 Annex A-1-3



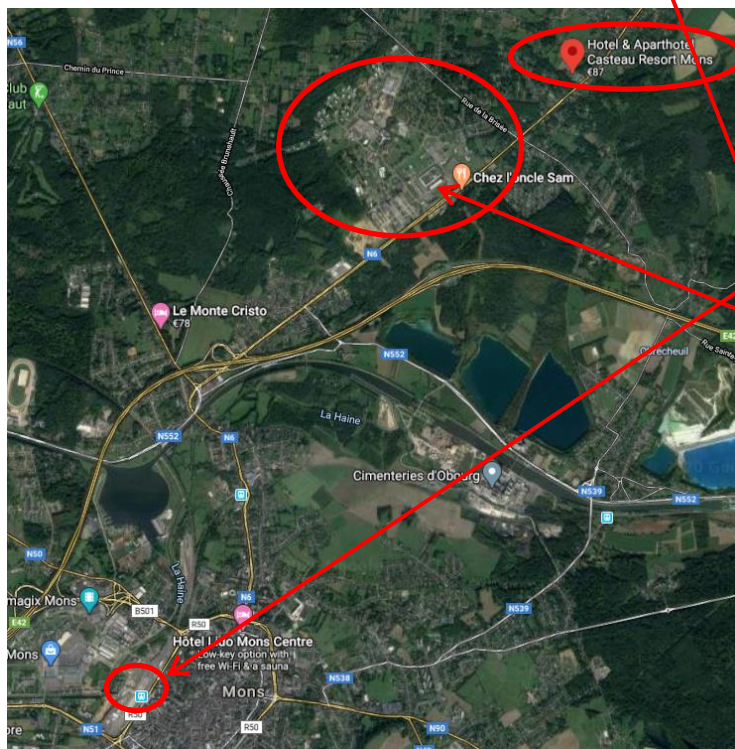
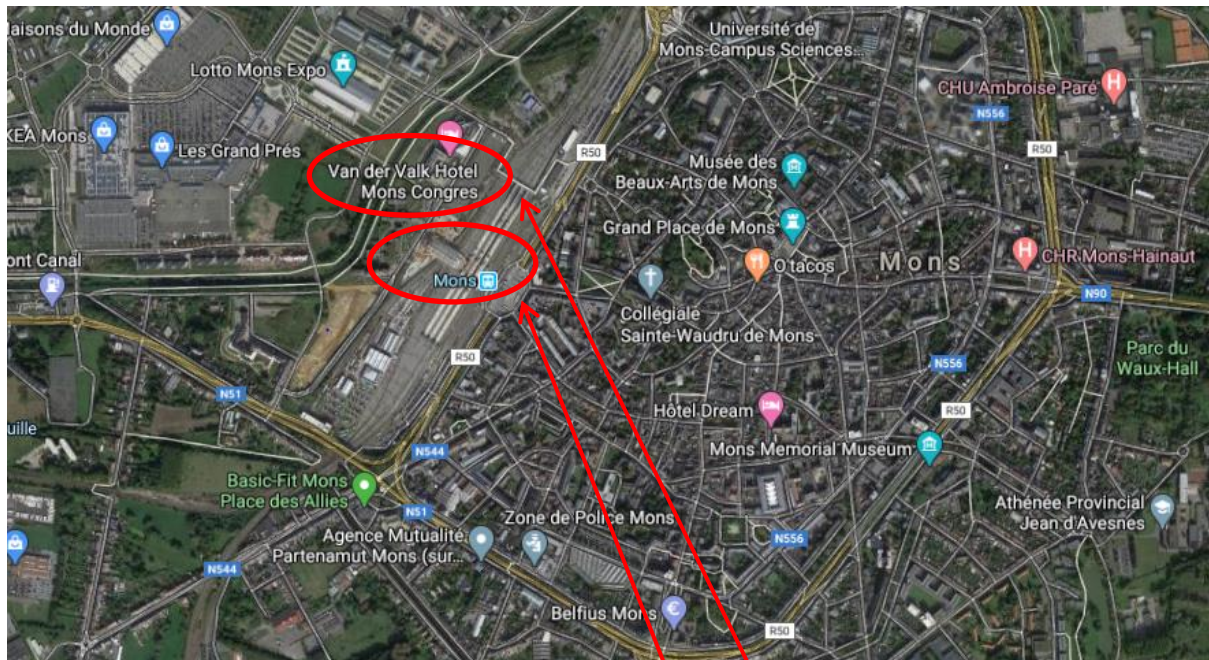
Rail Transportation (Recommended)

- Exit the Baggage Claim and turn right.
- Look/walk toward the "Java".
- Turn left between the "Java" and the "Hertz/Thrifty car rental".
- Go downstairs to level -1 to the Train Station.

Taxi

- Exit the Baggage Claim and turn left.
- Find any door on the right and exit.
- Taxis are located on the same level of the baggage claim.

MONS RAILWAY & HOTEL OVERVIEW



Van der Valk Hotel Mons Congres
(Recommended)

Hotel & Aparthotel Casteau Resort
Mons

Rail Station, Mons/Bergen

SHAPE

Note:

*Transportation **will** be provided
between SHAPE and Hotels during
the conference.

*Transportation **will not** be
provided between the rail station
and/or airport and hotels on travel
days.