

MSPC 23 –ARRIVAL AIDE MEMOIRE

BOARDING YOUR FLIGHT TO DOHA

- Reminder that in order to board a flight into Doha you must have your Visa (if required – provided by Maj Morris no later than 6 March 2023), hotel confirmation number and proof of medical insurance available to present to the airline. Some airlines and locations are more stringent than others are. Be warned!
- All NATO Military and Civilians should also be in possession of your NATO Travel Order
- Reminder do not have any alcohol, or pornographic material in your luggage, both checked and carry on. Duty Free Alcohol is prohibited as well.
- Note Qatar uses a standard UK plug (Type G three prong), ensure you bring an adaptor for your electronics. The conference staff will not be able to supply them outside of the Exhibition.

WHEN YOU ARRIVE IN DOHA

- Head to baggage claim and customs.
- At Customs, when asked, indicate clearly that you are there for a NATO conference as a guest of the Qatar Armed Forces. Those who are authorized VISA waivers, your VISA waiver will already be in the computer system for your entry.
- They will take your photo and digital finger prints. This is a normal practice for entry.
- Once you leave the customs agent, you will go through a scanner that is looking for alcohol and other prohibited substances.
- Claim your baggage at the Carousel indicated on the board.
- Head through customs baggage screening and outside of the screening look for a signs that read” MSPC23 Hilton Doha” or “MSPC23 City Centre Rotana”.
- There will be QAF personnel there in civilian clothes to direct you to the buses to the hotel. This service will be open for all major flights IF YOU HAVE SUPPLIED MSPCSupport with your flight details.
- If there is no one there take a cab to your hotel (approximately 20min). Cabs generally take either cash (QAD) or card. Be sure to stress HILTON DOHA WESTBAY or CITY CENTER ROTANA, as there is more than one Hilton, and more than one Rotana in Doha.

YOU ARRIVE AT YOUR HOTEL

- Hotel’s all have scanners at the front door. They will scan your bags for prohibited items to include alcohol.
- Check into your hotel. Double-check your check-in and checkout dates.
- At the HILTON DOHA WESTBAY Conference Registration will be open, in the conference hallway, from:

| Date | Open | Closes |
|--------|---------|---------|
| 12-Mar | 1200hrs | 1600hrs |
| | 1900hrs | 2130hrs |
| 13-Mar | 0800hrs | 0955hrs |

- At Conference Registration you will be required to pay the conference fee of **85 € in Cash** to the conference staff. Please ensure that you arrive with this sum, as the bank machines will only give you QAD.

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- At the time of registration, you will be required to pick one of the three discussion panels you wish to participate. Participation is first come, first served bases. Topics to choose from are:
 - NATO Advisory and Assistance support for Partners. The way ahead.
 - NATO Education and Training and Partners. How do we improve access and tailoring of programs to meet mutual needs? OR
 - Developing Resilience within the Partnership world
- At the CITY CENTER ROTANA: your preferred registration time is Monday 13 March in the morning; however you are free to walk over to the HILTON to register at any of our other open times. Distance is ~700 meters or 10 min walk.

TRANSPORT IN DOHA

- Transport in Doha to be provided by the QAF between the airport and your hotel for your arrival (opening 12 March) and departure times (closing on 18 March).
- Transport will be provided to and from the CITY CENTER ROTANA (CCR) and the HILTON DOHA WESTBAY (HDW) on the following schedule:

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| Date | Departure | Arrival |
|--------|-----------|----------|
| 13-Mar | CCR 0745 | HDW 0800 |
| | HDW 1800 | CCR 1815 |
| | CCR 1845 | HDW 1900 |
| | HDW 2130 | CCR 2145 |
| 14-Mar | CCR 0745 | HDW 0800 |
| | HDW 1715 | CCR 1730 |
| 15-Mar | CCR 0730 | HDW 0745 |
| | HDW 2100 | CCR 2115 |
| 16-Mar | CCR 0730 | HDW 0745 |
| | HDW 1715 | CCR 1730 |
| 17-Mar | CCR 0730 | HDW 0745 |
| | HDW 1230 | CCR 1245 |

- VIP Transport for all OF-07 or above must be coordinated through the VIP support cell located just inside the doors to the conference facility. For MAs your transport needs will not be met, without confirmation from the VIP Cell.

FIRST MORNING OF CONFERENCE

- You will be unable to enter the conference site without your conference ID Badge.
- Entrance to the conference is through the HILTON DOHA WESTBAY lobby and then to the RIGHT into the conference centre.
- The Registration Desk daily will post UPDATES to the Agenda that will be provided in your welcome packages, on the Electronic Board by 0800.