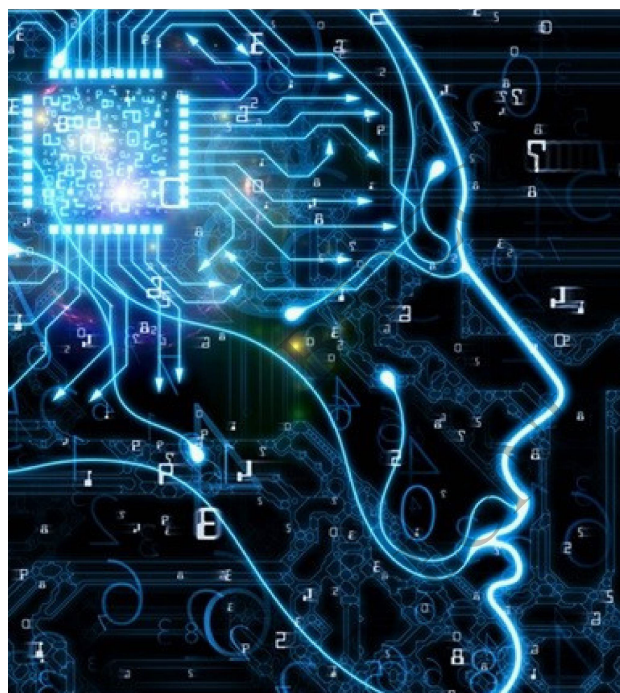




Preliminary Programme



54th NATO Conference of **Commandants**

**“Artificial Intelligence (AI) in
Higher Military Education”**

Tuesday 13 May

Participants' Programme

10:00 – 17:00

Registration – Hotel Foyer

19:00 – 21:00

Ice Breaker – Marriott Hotel Rooftop



Preliminary Programme



Wednesday 14 May

09:00 - 12:30

Keynote Speaker & Panel Discussion

"Understanding AI and its Current Role in Military Education"

12:30 - 14:00

Lunch

14:00 - 16:30

Breakout Sessions (with coffee break)

16:30 - 17:00

Back Brief and Closure of Day

20:00 - 22:30

NDC Hosted Dinner - Royal Olympic Hotel Rooftop



Preliminary Programme



Thursday 15 May

09:00 - 12:30

Keynote Speaker & Panel Discussion

"The Future of AI in Military Education"

12:30 - 13:30

Lunch (including a Commandants-only lunch)

13:30 - 15:00

Breakout Sessions (with coffee break)

15:00 - 15:45

Back Brief and Closure of Event

17:00 - 20:00

HNDC Hosted Cultural Event - Acropolis Rock and Acropolis Museum

20:30 - 22:30

HNDC Hosted Dinner



Preliminary Programme



Friday 16 May

Cultural Day sponsored by the HNDC

08:00 - 12:30

Guided Tour - Mykinae and Palamidi Fortress

12:45 - 14:45

Lunch

15:15 - 18:30

Guided Tour - Epidavros

18:30 - 20:30

Return to Hotel



Wednesday 14 May

Preliminary Spouse Programme

08:45 - 09:15

En Route to National Gallery

09:15 - 11:30

Guided Tour of National Gallery (with coffee break)

11:30 - 12:00

En Route to Plaka District

12:00 - 13:45

Shopping in Plaka

13:45 - 15:00

Lunch

15:00 - 16:30

Guided Tour of Plaka



Thursday 15 May

Preliminary Spouse Programme

08:30 - 10:00

En Route to Cape Sounio

10:00 - 11:00

Guided Tour of Poseidon's Temple

11:15 - 12:15

En Route to Designer Outlet Athens

12:30 - 14:00

Lunch

14:00 - 16:30

Shopping at Designer Outlet

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CoC 2025 ADMINISTRATIVE INSTRUCTIONS FOR SUBSIDIZED PARTICIPANTS**1. REGISTRATION**

Each invitee (or delegate), and his/her accompanying staff are requested to register for the event via Salesforce through the following link:

[Login](#)

Complete registrations must be received by **Thursday 10 April 2025.**
For logistical reasons, we ask that each delegation be limited to two participants only.

2. FINANCIAL GUIDELINES FOR SUBSIDIZED PARTICIPANTS

The NATO Defense College will financially support the participation of **two** attendees from eligible countries, in accordance with a defined percentage based on the Gross National Income (GNI).

Subsidization covers:

- Transportation (the cheapest available **economy class** round-trip air ticket, and incidental expenses such as taxi/train to/from airports. Should national regulations allow business class travel, the price difference between the two classes shall be covered by the sending nation).
Please make sure you buy the flight ticket and upload it on the registration platform by the deadline.
- Hotel accommodation for 4 nights, from the first day of the Conference (Tuesday 13 May) to the day after (Saturday 17 May). Travel outside of these dates must be fully justified (e.g. lack of transportation options on the aforementioned dates) and **needs prior approval from the NDC.**
Additional services such as the use of the minibar, telephone calls, or the difference for double occupancy are not covered and must be settled by the participant upon check-out.
- Meals.
- Conference fee.
- Visa fee. However, travel expenses necessary to obtain visas shall not be reimbursed and are the responsibility of the sending nation.

Accommodation and the Conference fee will be paid for by the NDC directly. Meals are either included in the Conference fee, hosted, or covered by NATO's per diem in accordance with extant regulations.

In order to be reimbursed, each subsidized participant must **complete the Financial Assistance Request Form (FARF) in full and upload it during the online registration** through a dedicated box, together with the receipts of the electronic ticket indicating the price, and any receipts related to the issuance of a visa.

All expenses will be reimbursed solely by bank transfer to the bank account mentioned in the FARF, within 3 weeks after the Conference.

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Special attention should be given to banking details: banking information must contain the beneficiary name/bank account holder, the IBAN number, as well as the BIC/SWIFT sorting code. Incomplete bank information shall result in late or no payment.

Miscellaneous receipts (e.g. taxi/train receipts) can be handed in to the NDC Financial Officer during the Conference.

3. ACCOMMODATION AND CONFERENCE VENUE

A block booking reservation has been made at the Athens Marriott Hotel, which will also serve as conference venue. Please check it out at [Athens Marriott Hotel - 5-Star Hotel Near Syngrou Avenue](#).

The College will liaise with the hotel directly to confirm the booking and settle the bill. The room rate includes breakfast, the use of sport facilities, and wireless internet access, while all incidental expenses are the participant's responsibility.

Should the participant's spouse wish to attend, please note that the difference for a double room occupancy (EUR 20 per night, before taxes) must be paid by the participant upon check-out.

4. INTERPRETATION

The Conference will be conducted in English with French interpretation only. As such, a proficiency of NATO STANAG 6001 (3333) or equivalent in one of the two NATO languages is required.

Interpretation in other languages will not be provided and is not allowed.

5. MEALS

Coffees, teas, and lunches will be served during breaks throughout the Conference. On Thursday 15 May, all Commandants are invited to attend a separate lunch in a dedicated room.

6. SOCIAL ACTIVITIES

Social activities will be an integral part of the programme and, as such, Conference participants are strongly encouraged to attend them.

- **Ice Breaker reception**, on Tuesday 13 May (19:00hrs – 21:00hrs) on the rooftop of the Athens Marriott Hotel.
- **NDC-hosted dinner**, on Wednesday 14 May (20:00hrs – 22:30hrs) at the Royal Olympic Hotel.
- **HNDC-hosted cultural programme**, on Thursday 15 May at the Acropolis Rock and Museum, followed by a **dinner** (location TBC, 17:00hrs – 22:30hrs).
- **HNDC-hosted cultural day**, on Friday 16 May (08:00hrs – 20:30hrs) to Mykinae, Nafplion, and Epidavros.

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- **Spouse Programme.** Spouses are not allowed to attend the Conference but are welcome to join in the above social activities. If you are planning to bring your spouse, please ensure you also provide his/her details during the registration process and sign him/her up to the above social activities free of charges.

In addition, a two-day optional tailored programme will be organized for them on a fee-paying basis. Participation in the Spouse Programme should also be notified during the registration process online and a fee of EUR 50 must be paid in advance by credit card during registration.

7. TRANSPORTATION

The HNDC will organize collective transportation upon arrival/departure for the route from the airport to the Athens Marriott Hotel and back. Please note that transportation will be provided as follows:

➤ **Airport to Athens Marriott Hotel**

Monday 12 May 2025

Departures at **12:00, 14:00, 16:00, 18:00, 20:00, 22:00**

Tuesday 13 May 2025

Departures at **08:00, 10:00, 12:00, 14:00, 16:00**

The bus stop will be located at the Coach/Bus Parking, a two-minute walk on the right from **Exit 5** of the airport.

An escort officer will be waiting at Exit 5 to welcome and walk participants to the bus.

➤ **Athens Marriott Hotel to Airport**

Friday 16 May 2025

Departures at **08:00, 10:00, 12:00, 14:00, 16:00, 18:00**

Saturday 17 May 2025

Departures at **08:00, 10:00, 12:00**

Collective transportation will also be made available to reach the venues of the hosted events, according to the times in the final agenda.

8. CONFERENCE BADGES AND INFORMATION

CoC 2025 will be a paperless event. All Conference information, including the latest agenda, read-ahead, biographies and administrative information will be made available on the NDC Academic Portal prior to the event and included in the QR code printed on the Conference badges, which will be distributed upon arrival.

Credentials to access the Portal will be sent upon completion of the registration.

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9. DRESS CODE

- Conference sessions: Service Dress for military (class-A/jacket and tie), Business Casual for civilians (jacket and tie, two colours possible);
- Ice Breaker reception: Business Casual (jacket and tie, two colours possible);
- NDC-hosted dinner: Business Casual (jacket, no tie, two colours possible);
- HNDC-hosted event: Business Casual (jacket, no tie, two colours possible);
- Cultural day: Relaxed Casual.

10. VISA

Compliance with Schengen visa entry requirements is an individual responsibility. The NDC will issue official visa support letters upon request, please contact coc@ndc.nato.int with the relevant details.

11. EMERGENCY NUMBERS

In case of emergency call: 112

In addition, a Point of Contact and a Medical Team will be present at all time at the conference venue and will escort the group during the social activities to provide first-aid medical support.

12. POINTS OF CONTACTAt the NATO Defense College:

Mr Zsolt Mikusi, Officer of Primary Responsibility, coc@ndc.nato.int,

+39 06 50 525 228;

Mr Davide Bergantin, Financial Officer, d.bergantin@ndc.nato.int, +39 06 50 525 400;

Mr Francesco Varvara, Financial Assistant, f.varvara@ndc.nato.int,

+39 06 50 525 404;

Technical issues with Salesforce platform: ndc.salesforce@ndc.nato.int.

At the Hellenic National Defense College:

Col Georgios Chatzigeorgiou, HNDC Staff Officer, studies@hndc.mil.gr

+306944527351.

At the Hellenic National Defense General Staff:

Col Georgios Liampas, IOCCS Director, director.ioccs@hndgs.mil.gr,

+30 69 83 499 021.

LtCdr (N) Petros Michalakelis, IOCCS Transportation Officer,

transportation.ioccs@hndgs.mil.gr, +30 69 43 484 747.

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FINANCIAL ASSISTANCE REQUEST FORM

Must be completed in full and uploaded during registration on Salesforce

ACTIVITY IDENTIFICATION

Activity	54th NATO Conference of Commandants
Date	13-16 May 2025
Place	Athens, Greece

PARTICIPANT IDENTIFICATION

Partner Nation	
Last Name	
First Name	
Rank/Service	
ID/Number	
Official Address	
Telephone Number	
E-mail Address	

ESTIMATE OF EXPENDITURE

Type of expenditure	Amount	Currency
Travel		
Visa		
Others		
Total		

BANK IDENTIFICATION FOR REIMBURSEMENT

Beneficiary (1)	
Bank name	
Bank branch name & code	
IBAN code	
BIC/SWIFT code	

PERCENTAGE OF SUBSIDIZATION REQUESTED:

%

PARTNER NATION AUTHORIZATION

Position	
Name	
Date	
Signature	

(1) Official name of the Bank Account Holder, e.g. Ministry of Defence, Ministry of Finance, or personal bank account.

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