EAPTC 5th Annual Meeting 2017, Helsinki, Finland

Administrative Information

Welcome to the European Association of Peace Operations Training Centers’ (EAPTC) 5th Annual Meeting organized by the Finnish Defence Forces International Centre (FINCENT) from 2 – 4 May 2017 at FINCENT, in Santahamina, Helsinki, Finland.

The following short administrative remarks aim to answer most questions you may have concerning attending the 5th EAPTC Annual Meeting. If you still have questions, please do not hesitate to contact our meeting organizers.

Registration

We have extended the pre-registration time until 17, March.

Registration is done in two phases: EXTENDED REGISTRATION TIME

1. Pre-registration:
   Please register via the link www.lyyti.in/EAPTC_2017_pre_registration (www.lyyti.in/EAPTC_2017_pre_registration) and fill in your personal information (including your passport details) by Friday 17 March 2017. Please save the confirmation email in case you need to edit your information.

2. Final registration: The applicants who are accepted to participate will receive a new registration link to the Annual Meeting by Friday 24 March 2017. Please ensure that you fill in all the information on the form by Friday 31 March 2017. Your participation in the Annual Meeting is approved only after you receive a confirmation email.

*Please note! You are able to edit your travel details until Monday 17 April 2017. We need your travel itinerary in order to organize group transportation from the airport to Hotel Scandic Paasi.
Meeting Venue

The 5th EAPTC Annual Meeting will take place at FINCENT (on the Santahamina campus, approximately 11 km from the Helsinki city center). Working Group Sessions will be held in the seminar rooms of the Santahamina Building.

Meeting Fee

The Meeting Fee is €100 and is to be paid in cash upon registration at Hotel Scandic Paasi, either on 2 May between 1200 – 1800, or at the Meeting Venue on 3 May (at FINCENT) between 0800 - 0830.

Market Place

Participating organizations are welcome to promote their activities during the Icebreaker event on 2 May. Each exhibitor will be provided with a small table. The number of exhibitors is limited, and therefore advance registration is required. You will find further details on this in the Final Registration.

IECEU- PROJECT - Policy Dialogue

During the EAPTC 2017 Meeting, there is also a possibility to participate in discussions related to the effectiveness of Common Security and Defence Policy (CSDP) crisis management operations. The session will be held on 2nd of May at 1500 – 1730 at Hotel Scandic Paasi and it is organized by IECEU-project members. The session is open to all the EAPTC Meeting participants. You will find further details on this in the Final Registration.

The IECEU-project researches new approaches and solutions to long-term peacebuilding in EU external actions, aiming at improving the effectiveness of the EU’s capabilities for conflict prevention and create more enduring impact on the ground. For more information about the project, please visit: http://www.ieceu-project.com/
Working Groups

The programme of the Meeting is built around the following three key themes: (1) Ethics in Peace Operations, (2) Protection of Civilians (POC) and (3) Comprehensive Approach (CA). These themes will be addressed comprehensively from various perspectives facilitated by a number of high-level subject matter experts. During the Meeting, participants will take part in all together four different working groups. Working group registration will take place in the Final Registration.

Call for Papers

The Meeting organizers invite volunteer contributors to provide content for the seminar publication. Anyone who is willing to share ideas, assessments, research interests or experiences relating to the seminar topics in the form of an essay is invited to contribute to the publication. The publication will be a collection of participants’, researchers’ and other subject matter experts’ views on these emerging topics dealing with crisis management and peace support, and it will be made available to the public.

In order to capture a multitude of perspectives and experiences, we encourage submissions from both practitioners and researchers.

Please indicate on the Pre-registration Form if you are interested in providing content for the publication. More details regarding essays and publication will be sent only to contributors.

Distance Learning Opportunity

Before the Meeting, registered participants are encouraged to complete the distance learning course ‘Protection of Civilians (POC)’, which is provided by the Peace Operations Training Institute (POTI). FINCENT offers the course free of charge to EACPT Meeting participants. Further information regarding the e-Learning platform and access to it will be provided after the Final Registration.

Security

Because FINCENT is located within a military area, Requests for Visits (RFV) are required for your visit.

- All civilian participants (civilian status):
- The Security Office will take care of your RFVs. You only need to fill in the information as requested on the registration form (LYYTI).

- **Foreign military participants who are in active duty (military status):**
  - In addition to your personal online registration (LYYTI), your respective command/HQ must send the following documents for your visit: “Request for Visit, RFV” and “Permit for a military person for entering Finnish territory” to the Finnish Defence Command (please see attachments).

Only registered participants have access to FINCENT’s premises. The name tag that you receive upon registration at Hotel Scandic Paasi or at FINCENT will give you access to all areas of the Meeting.

**Accommodation**

FINCENT has made a special group reservation for Annual Meeting participants at Hotel Scandic Paasi. All guests must book their rooms themselves using the booking code BMAA300417. Bookings should be made before 15 April 2017.

[www.scandichotels.com](http://www.scandichotels.com).

Prices: €116 / standard single room / day, €136 / standard double room / day.

For more information about Hotel Scandic Paasi, please visit the website [www.scandichotels.com/paasi](http://www.scandichotels.com/paasi).

It is also possible to reserve simple garrison-type accommodation from FINCENT’s course centre. Accommodation is free of charge but no services are included. More information about accommodation can be found in the FINCENT Handbook (fincent.fi -> Approved students).

**Dining**

FINCENT will host an Icebreaker on 2 May at Hotel Scandic Paasi. Lunch and coffee will be served at the Meeting Venue on 3 and 4 May. The Official Dinner will be organized on 3 May in the Helsinki city centre. The name tag given upon registration entitles you to hosted meals and coffee.
Transportation

FINCENT will provide transportation from/to the airport from/to Hotel Scandic Paasi on 2 May and 4 May.

During the Annual Meeting, daily transportation will be provided from/to Hotel Scandic Paasi to/from FINCENT.

Please note that we will provide transportation only from/to Hotel Scandic Paasi to/from FINCENT premises. Those staying at other hotels who wish to use FINCENT transportation must come to Hotel Scandic Paasi (Paasivuorenkatu 5 B). It is located near the Hakaniemi metro station (300 meters).

Dress Code

Service dress or equivalent for military and police personnel; business/smart casual for civilians. Jacket and tie for the Official Dinner.

Insurance

Participants are responsible for their own health and accident insurance.

Additional information

Please address questions to the organizers to: eaptc2017@fincent.fi

Meeting Staff

The Meeting Staff will be present throughout the Meeting.

- **General Arrangements**
  - LTC (ret.) Kari Sainio
- **EAPTC Coordinator**
  - MAJ Janne Pekkala
- **Communications and Administration, Meeting Registration**
  - Secretary Niina Kaltiainen, eaptc2017@fincent.fi
- **Conference Hostess (Social Programme, Market Place, Dining)**
  - Secretary Heidi Tuukkanen
- **Transportation and Accommodation**
  - Mr Timo Kaikkonen
• **Research Coordinator**
  o PhD Candidate Elisa Norvanto
• **Security**
  o 1LT Jari Chrons

**Santahamina Building (Annual Meeting Venue):**

Address: Santahaminantie 2, 00860 HELSINKI

**Hotel Scandic Paasi:** Tel. +358 09 2311700, [www.scandichotels.com](http://www.scandichotels.com)