

GENERAL ADMINISTRATIVE REMARKS

Dear participants,

On behalf of the Atlantic Council of Montenegro, we want to thank you for your participation at the ninth 2BS FORUM under the title: "**Legacy of today's transformative frameworks**"

DATE: MAY 30 – JUNE 01, 2019

FORUM VENUE: SPLENDID HOTEL CONFERENCE AND SPA RESORT*****

All panel discussions will be held in the **Conference Hall BALŠIĆ**, which is located at the 3rd floor.

DRESS CODE: during the official opening and all main sessions dress code is formal (suit/official uniform).

REGISTRATION PROCESS:

Registration desk will be open on:

THURSDAY, MAY 30, 16:00 – 20:00 - REGISTRATION DESK – 4th floor, main Hotel entrance

FRIDAY, MAY 31, 08:00 – 20:00 - REGISTRATION DESK – 4th floor, main Hotel entrance

SATURDAY, JUNE 01, 08:00 – 17:00 - REGISTRATION DESK – 4th floor, main Hotel entrance

IMPORTANT NOTE:

*Please take your seats in the conference room **no later than 09:30**.*

RECEPTIONS:

WELCOMING RECEPTION - THURSDAY, MAY 30, 19:30 – 21:00

Venue: Hotel Splendid, Pool Area

Hosted by: Srđan Darmanović, Minister of Foreign Affairs of Montenegro and
Slobodan Filipović, State Secretary, Ministry of Defence of Montenegro

Dress Code: Formal (dark suit/uniform)

RECEPTION – FRIDAY, MAY 31, 19:30 – 21:00

Venue: Hotel Mogren

Hosted by: Savo Kentera, President of the Atlantic Council of Montenegro

Dress Code: Formal (dark suit/uniform)

ACCOMODATION

Contact point for accomodation inquiries – Marina Radojicic +38267341764 (SMS, Viber, WhatsApp).

For those covering their own accommodation (and booked through registration form of Congress Travel Agency) please note that **all payments for accommodation should be handled with Congress Travel agency representative**, not with hotel reception. *Congress Travel agency representatives will be at your disposal for any info, at the registration desk.*

BREAKFAST / LUNCHES / RECEPTIONS:

Breakfast will be served in hotel in which you are accommodated.

On May 31, 2019 lunch will be served in the Splendid Hotel Restaurant on the 2nd floor.

On June 1, 2019 late brunch will be served in the Splendid Hotel on the 3rd floor.

Receptions will be served as buffet dinner.

SPA & WELLNESS CENTER

If accommodated in hotel Splendid, you will be provided with free of charge entry to the Spa & Wellness Center at the Splendid Hotel.

INTERNET:

Wi-Fi is available in all premises of the Splendid Hotel, and it is free of charge.

PERSONAL EXPENSES:

Any other personal expenses, such as phone calls, mini-bar etc. will be charged upon your checking out.

TRANSPORTATION:

For all participants coming from abroad, transportation will be organized from the airports in Montenegro (Airport Podgorica / Tivat) to the hotel and vice versa. Transportation will be provided according to your flight schedule.

For those arriving by car and accommodated in Splendid Hotel, parking place will be provided at the garage of the Splendid Hotel, free of charge.

Shuttle-typed car service will be provided by the Atlantic Council of Montenegro. 2BS stand boot will be at the airports (Podgorica and Tivat) where our personnel will direct you to your transportation. **Please do not leave the airport before contacting 2BS staff on this stand.**

DEPARTURE:

All participants will receive the information concerning their departure at the registration desk where the departure list will be available.

**CHECK OUT IN HOTEL SPLENDID IS AT 12:00AM.
LATE CHECK OUT MUST BE ANNOUNCED IN ADVANCE.**

LOCAL CURRENCY: Euro (€)

WEATHER CONDITIONS: We ask all participants to look at the weather forecast two days before beginning of the Forum.

2BS REGISTRATION/INFORMATION DESK

Our colleagues are at your disposal at the **2BS Registration/Information Desk** which is located at the 4rd floor of the Hotel and will be happy to help you with any question you might have.

**PLEASE NOTE THAT FOR SECURITY REASONS IT IS IMPORTANT TO KEEP YOUR FORUM ID CARD VISIBLE AT ALL TIME WHILE ATTENDING 2BS FORUM, EVEN DURING RECEPTIONS.
YOU WILL NOT BE ABLE TO ENTER THE RECEPTIONS OR ANY OTHER EVENT WITHOUT ID CARDS.**

CONTACT POINT FOR PANELISTS:

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CONTACT POINT FOR HOTEL AND TRANSPORTATION:

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