**ANNEX 1**

**PRELIMINARY AGREEMENT**

To be returned before **1st June 2016:**

|  |  |
| --- | --- |
| **To:****Latvian Delegation to CISM**Krustabaznicas street 9, Riga, LATVIALV- 1006Tel.: +371 67556952Fax.: +371 67556952E-mail: vents.graudins@mil.lv; indra.cavare@mil.lv | **Copy:****CISM European Liaison Office**Joint Support Service CommandArmed Forces Training DepartmentFontainengraben 150D-53123 BonnGermanyFax: (+49) 22855042714Email: cismeurope@bundeswehr.org  |

**NATION:**

NO

YES

**PARTICIPATION:**

|  |
| --- |
| **Participants** |
| **Chief of Delegation** | **Total numbers** |  |
| **Delegates** |  |
| **Spouses** |  |
| **Total number of participants** |  |
| **Means of transport** | Air Train Car |

DATE:

RANK – NAME – SIGNATURE OF CHIEF OF DELEGATION

|  |  |  |
| --- | --- | --- |
| **Your contact** | **Rank/Name** |  |
| **Phone** |  |
| **Fax** |  |
| **E-Mail** |  |

**ANNEX 2a**

**FINAL ENTRY**

To be returned before **29th August 2016**

|  |  |
| --- | --- |
| **To:****Latvian Delegation to CISM**Krustabaznicas street 9, Riga, LATVIALV- 1006Tel.: +371 67556952Fax.: +371 67556952E-mail: vents.graudins@mil.lv; indra.cavare@mil.lv | **Copy:****CISM European Liaison Office**Joint Support Service CommandArmed Forces Training DepartmentFontainengraben 150D-53123 BonnGermanyFax: (+49) 22855042714Email: cismeurope@bundeswehr.org  |

**NATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PLACE** | **DATE** | **FLIGHT Nr.****TRAIN Nr.** | **TIME** |
| **ARRIVAL** |  |  |  |  |
| **DEPARTURE** |  |  |  |  |

MEANS OF TRANSPORT:

DATE:

RANK – NAME – SIGNATURE OF CHIEF OF DELEGATION

|  |  |  |
| --- | --- | --- |
| **Your contact** | **Rank/Name** |  |
| **Phone** |  |
| **Fax** |  |
| **E-Mail** |  |

**ANNEX 2b**

**FINAL ENTRY – COMPOSITION OF THE DELEGATION**

To be returned before **29th August 2016**

|  |  |
| --- | --- |
| **To:****Latvian Delegation to CISM**Krustabaznicas street 9, Riga, LATVIALV- 1006Tel.: +371 67556952Fax.: +371 67556952E-mail: vents.graudins@mil.lv; indra.cavare@mil.lv | **Copy:****CISM European Liaison Office**Joint Support Service CommandArmed Forces Training DepartmentFontainengraben 150D-53123 BonnGermanyFax: (+49) 22855042714Email: cismeurope@bundeswehr.org  |

**NATION:**

|  |  |  |
| --- | --- | --- |
|  | ***Participants*** | ***Accommodations*** |
| A/N | CoD/Delegates*(Rank, Name, Surname)* | Function | Accompanying / Spouses | Single room | Double room |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |

***1 CoD, 2 Delegates, maximum 3 spouses, at all max. 6 persons***

DATE:

RANK – NAME – SIGNATURE OF CHIEF OF DELEGATION

**ANNEX 3**

**HOTEL RESERVATION APPLICATION FORM**

NATION:

|  |  |  |
| --- | --- | --- |
|  | ***Participants*** | ***Accommodations*** |
| A/N | CoD/Delegates*(Rank, Name, Surname)* | Function | Accompanying / Spouses | Single room | Double room |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |

|  |  |
| --- | --- |
| ***Credit card type*** | ***Card information*** |
| ***VISA*** | ***MASTER*** | ***AMERICAN EXPRESS*** | Number |  |
|  |  |  | Expiration |  |

* *7 days before arrival money from the credit card will be charged for hotel services 100%.
 It will be non-refundable.
 For any changes (date, cancellation) it must be done no later than 7 days before arrival.*

**ARRIVAL DATE: DEPARTURE DATE:**

|  |  |  |
| --- | --- | --- |
| **Your contact** | **Rank/Name** |  |
| **Phone** |  |
| **Fax** |  |
| **E-Mail** |  |

DATE:

RANK – NAME – SIGNATURE OF CHIEF OF DELEGATION

**Baltic Beach Hotel**

Juras street 23/25

Jurmala, LV-2015, LATVIA

Tel: +371 67771400

Fax: +371 67771420

E-booking: res@balticbeach.lv

Web: [www.balticbeach.lv](http://www.balticbeach.lv)

**MAPS – DIRECTIONS**

By air: Riga International Airport – Baltic Beach Hotel (~18 km by car)



By train or bus: Riga International train station – Baltic Beach Hotel (25 km by car)

Riga Old town