Invitation letter to the ANUC (Analyst’s Notebook Users Course). (Monday 09-Friday 13 September 2019)
6. Details about the ANUC can be found in ANNEX A

7. If you have any questions, or is additional information needed, please contact Course Director Lieutenant Colonel (OF-4), Pedro Delgado Morillas (ESP-GC) (pdelgado@ciedcoe.org).

ANNEXES:
A. Details of the ANUC (Analyst’s Notebook® Users Course)
B. PAF (Personnel Application Form)
DISTRIBUTION LIST:

HQ NATO IS (ESCD)
HQ NATO (IMS INT)
NSO

ACT HQ
ACT COS
HQ ACT DCOS JFT
HQ ACT DCOS CAP DEV
ACT SEE
HQ ACT C-IED (for distribution to): ACT National Liaison Representatives
SHAPE DCOS OPI
SHAPE NMRs
SHAPE J2, J3, J5, J7 via SHAPE Registry
ACO SHAPE 7NNN Nations

JFC BS J3, J3S, OPS, C-IED (Joint Force Command Brunssum)
JFC NP J3, J3S, DCOS OPS, C-IED (Joint Force Command Naples)
HQ LANDCOM (Allied Land Command)
HQ MARCOM (Allied Maritime Command)
HQ AIRCOM (Allied Air Command)
HQ ARRRC (Allied Rapid Reaction Corps), GBR
HQ RRC (Rapid Reaction Corps), FRA
HQ NRDC (NATO Rapid Deployable Corps), ESP
HQ NRDC (NATO Rapid Deployable Corps), ITA
HQ NRDC (NATO Rapid Deployable Corps), GRC
HQ NRDC (NATO Rapid Deployable Corps), TUR
HQ 1st GNC (German-Netherlands Corps), DEU
HQ MNC NE (Multinational Corps Northeast), POL
HQ MNC SE (Multinational Corps Northeast), ROU

NATO JWC
NATOJFTC
NMIOTC
JALLC
EUROPOL, NLD
INTERPOL, FRA
GUARDIA CIVIL, ESP
POLICÍA NACIONAL (Comisaría Gral. Información), ESP
CIFAS, ESP
CNI, ESP
BKA, GER
NETHERLANDS DEC CIED (Single point of contact for NLD NAT POLICE)
FBI

USCENTCOM
USAEUR
USEUCOM
USAFRICOM
USPACOM
US ARMY TRADOC
US JILIS
US JCSFA
US APCFC
US CALL
USJIDO
UNMAS

Canada
Czech Republic
France
Germany
Great Britain
GBR MoD
GBR C-IED External Coordination MoD PoC
GBR MoD Military Strategic Effects
GBR IDSF (Institute for Defence & Security Forces)
Hungary

Irish MoD
Portugal
Romania
Spain
Sweden
CoE C-IED Sponsoring Nations Represent.
CoE C-IED Steering Committee Represent.
**Annex A to**
**OR:**
**Date: 15-July-2019**

**Details of the ANUC**
*(Analyst’s Notebook® Users Course)*

1. **Aim and situation**

The NATO C-IED CoE will conduct an ANUC (Analyst’s Notebook® Users Course) from Monday 22 to Friday 26 April 2019, both included, at its premises in Hoyo de Manzanares (Madrid, Spain).

The aim of the Course is to provide attendees with the theoretical and practical knowledge about the Analyst’s Notebook® software.

The course will cover the following topic areas, according to these basic contents:

<table>
<thead>
<tr>
<th>1. Introduction to visual investigative analysis.</th>
<th>11. Automatic generation of timeline charts:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ Flow charts (for telephone and accounts analysis)</td>
</tr>
<tr>
<td></td>
<td>▪ Events charts (Analysis of incidents, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Chart creation. Basic information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Entities</td>
</tr>
<tr>
<td>▪ Links</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Advanced features of Analyst’s Notebook®:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Attributes</td>
</tr>
<tr>
<td>▪ Connections</td>
</tr>
</tbody>
</table>

| 4. Working techniques for large volumes of information. |

| 5. Introduction and formatting of text files and Excel work-sheets. |

| 6. Importing data files to create links Charts. |

<table>
<thead>
<tr>
<th>7. Import exercises. Various types of analysis:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Phone</td>
</tr>
<tr>
<td>▪ Accounts</td>
</tr>
<tr>
<td>▪ People, companies...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Analyst’s Notebook® analysis functionalities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Clusters</td>
</tr>
<tr>
<td>▪ Matching entities</td>
</tr>
<tr>
<td>▪ Visual search</td>
</tr>
</tbody>
</table>

|----------------------------|

| 10. Introduction to Analyst’s Notebook® timeline charts. |


| 13. Chart designs. |


| 15. Filters and histograms. |

| 16. Social Network Analysis. SNA (Centralities). |

| 17. Mapping with Google Earth (valid for other GIS) |

<table>
<thead>
<tr>
<th>18. Customizing the Analyst’s Notebook®:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Creation of entities</td>
</tr>
<tr>
<td>▪ Links</td>
</tr>
<tr>
<td>▪ Templates</td>
</tr>
</tbody>
</table>

| 19. Explanation of and practice C-IED add-on. |

---

*Invitation letter to the ANUC (Analyst’s Notebook Users Course). (Monday 09-Friday 13 September 2019)*
2. Learning Objectives (LO) and Enabling Objectives (EO)

On course completion, each student should meet the following course objectives using the skills, techniques and practical lessons learned during the course:

**LO 1:** Use Analyst’s Notebook® as a tool for analyzing and searching data:

**EO 1.1 Basic Tools (Entities, attributes and links):**
- Name the seven entity representations;
- Describe the four differences in default behavior for any of these representations;
- Name the four attributes types available in the software;
- List three different link types that are available;
- Add dates/time and cards to an entity;
- Create a chart to match a given example.

**EO 1.2 Introduction to the scenario & creating charts:**
- Create charts from given data to include entities, links and attributes;
- Add cards, date & time and descriptions.

**EO 1.3 Search and Analyse:**
- Find items using three different search functions;
- Find links and connections between items and detect and merge duplicate information;
- Importing to create charts; search and analyse;
- Import data from documents provided to allow analysis of the associations and events.

**EO 1.4 Creating a template:**
- Create and name a new entity type;
- Link type and attribute class;
- Change the settings for four different chart properties;
- Save everything to a local template;
- Open a new chart using a created template.

**EO 1.5 Additional importing:**
- Import information to ensure consistency using the Column Actions function;
- Import information and represent it as attributes;
- Identify key information through applying at least two different layouts through the use of the visual search function.
EO 1.6 Conditional formatting:
- Create conditional specifications to use as filters on their chart.

EO 1.7 Filters and histograms:
- Use filters to highlight entities;
- Use histograms to highlight entities and time zones;
- Use Heat Matrix to highlight entities and time zones by mixing different entities characteristics.

EO 1.8 SNA (Social Network Analysis) - (Centralities):
- Understand SNA centralities;
- Create its own ponderation file, and other ponderation options;
- Use SNA attributes on a chart.

LO 2: Apply Data Visualization function and its different layout designs:

EO 2.1 Mapping with Google Earth (valid for other GIS):
- Add geo-reference data to entities to place them on a map;
- Add other location data to Entities to place them on a map;
- Export Geo-referenced data to a KML or KMZ file for third party GIS use.

EO 2.2 Additional functionality:
- Use analysis attributes to identify key information from a chart;
- Combine two attribute values into one;
- Combine an analysis attribute;
- Add and search a hyperlink;
- Use the list linked items to identify key entities on a chart;
- Use the list items function to filter information for analysis purposes.

EO 2.3 Charts for Dissemination:
- Arrange and change the styles of items on a chart to ensure maximum understanding;
- Use snapshots as a presentation tool and insert charts and excel spreadsheets into word document.

3. Training audience & application for the Course
The course is intended to train Military and Law Enforcement personnel involved in the network analysis processes in their respective Units, Headquarters and Organisations.
Applicants wishing to get one of the seats available, are requested to send their PAF (Annex B of this Letter) to the managers of the course laid down in the aforementioned page 2 of 18 of this Invitation letter, sending the PAF to the Course Director copying the Course Secretary in the same e-mail.

"Applicant’s contact details" data & "Logistic details" data of the PAF, have to be completely filled in, otherwise, the application can be rejected.

If all the requested information is not available when applying for the Course, applicants are requested to fill out the PAF with the available information at that time and update it afterwards informing immediately to the abovementioned Course Director and Secretary.

Applications missing the deadline will not be accepted as the course applicants list will be closed on Thursday 08-08-2019.

The applicants finally selected as students to the course, will be confirmed personally on Thursday 15-8-2019 by the Course Director in order to allow them to arrange their appropriate travel tickets and booking accommodation, so applicants should not make any travel arrangements prior to that confirmation.

No shows to the course without early cancellation will officially be reported to the respective authorities, such as their National Liaison Representative at HQ SACT or the appropriate ones.

4. Seat allocation
Set allocation will be prioritized according to operational needs based on the applicants’ position and their possible deployment within 6 (six) months after the course completion.
Authority for allocations is the NATO C-IED CoE Director.
For this September’19 edition of the course, there will be 10 (ten) seats available.

5. Security classification
The course is not classified, so no Security Clearance is required. Nevertheless, all the attendees are strongly requested to carry their personal ID card to access the CoE facilities.

6. Language proficiency
An adequate understanding of written and spoken English is required. In accordance with STANAG 6001, a level of 3232 and the civilian equivalent, is highly recommended for students as the minimum requirement to attend and successfully fulfilled this course.
7. Personal devices
A briefing on the use of non C-IED CoE equipment will be provided to the students on arrival. They aren’t allowed to use non-authorized mobile telephones, laptops, CD/DVD-ROMs, pen drives, flash disks nor any other electronic personal devices at Classified Areas (Class I & Class II) according to the NATO C-IED CoE regulations. GSM telephones neither permitted inside Class II Security Area.

8. In-processing and course fee
There is NO course fee. Nevertheless, according to Paragraphs 11 (Lodging) and 12 (Meals) and last page of the Annex B ("PAF"-Personnel Administration Form), the feeding money (breakfasts and/or lunches and/or dinners), as well as the money of the CoE lodging, will be collected during the in-processing. Be aware it is not possible to pay electronically so, it is highly recommended to bring enough cash. Nevertheless, there is an ATM (Automatic Teller Machine) available at the Military Academy to withdraw money.

9. Dress code
Military: BDU (Battle Dress Uniform) or Working Uniform.
Civilian: Casual open neck or business suit.

10. Dates and duty hours
Monday 09 - Thursday 12: 08.30 h. – 16.45 h.
Friday 13: 08.30 h. – 13.45 h.

The final day of the course will end promptly at 13.30 h. and on that Friday 13, NO STUDENTS SHOULD PLAN TO DEPART THE CoE PRIOR TO 13.30 h.

It is essential that all students comply with these timings, as personnel arriving late or leaving early will have a detrimental effect on the course and on the host nation support, as well as those students will not be provided with their Certificate of Compliance at the end of the course.

11. Lodging
The NATO C-IED CoE has its own lodging facility with a sufficient number of rooms. This new accommodation without Reception Desk service, is located inside the Military Base where the CoE has its facilities in (Academia de Ingenieros del Ejército de Tierra - Army Engineer’s Academy), 2 kms. away from Hoyo de Manzanares village.

The price for the students is 15 € per day and person (no meals included).
The students can request the complete information about this CoE Residence and make their own reservation directly to the following PoCs below, always copying in their e-mails the Course Director (pdelgado@ciedcoe.org) and the Course Secretary (ofernandez@ciedcoe.org):

**The due date for booking is on Tuesday 03 SEP 2019**

- **CoE Residence:**
  - Public Servant, Mrs. Ana Bravo López (ESP-CIV)
  - E-mail: billeting@ciedcoe.org
  - Telephone office: 00 34 91/856-10-10
  - Mobile telephone: 00 34 616/68-47-61
  - Telephone CoE switchboard: 00 34 91/856-10-48
  - CoE Fax: 00 34 91/856-23-90

Students who request their accommodation in the CoE Residence, will personally receive 2 (two) booking confirmation e-mails on time, with the instructions and relevant information required for their accommodation.

It is not mandatory to stay in the CoE Residence in fact, students can also stay in any other accommodation of their personal choice. However, daily transportation will not be provided from hotels to the CoE & vice versa. In case of accommodation in Madrid, attendees should also be aware of Madrid very dense traffic and traffic jams in the rush hours.

If the students’ choice is the closest hotel to the CoE ("Hotel PAX Torrelodones", 10 kms. far away from the CoE), they have to book directly to the hotel by the telephone number or e-mail address listed below. The students will pay their own accommodation at the hotel:

_Hotel “Pax Torrelodones”_
C/ Sama de Langreo, S/N
Torrelodones - 28.250 (Madrid, Spain)
Telephone: 00 34 91/840-66-06
E-mail: reservas@paxtorrelodones.com (ONLY for BOOKING)
Web page: http://torrelodones.paxhoteles.com (ONLY for INFORMATION)
12. Meals
Breakfasts and dinners for the CoE lodging facility guests, are available in several options: at the CoE lodging vending machines, at the Academy Mess Hall and at the Academy Cafeteria.

Lunches for all the students are offered at the Academy Mess Hall.

The schedule and prices at the Academy Mess Hall, are the following:

- 07.15 – 08.00 h. Breakfast: €1.77 (From Tuesday to Friday, both incl.)
- 13.30 – 14.30 h. Lunch: €5.30 (From Monday to Thursday, b.i.)
- 21.00 – 21.30 h. Dinner: €3.53 (From Monday to Thursday, b.i.)
- Three daily meals per day: €10.60 (From Tuesday to Thursday, b.i.)

It’s compulsory for the applicants to the course to fill in, in their PAFs (Personnel Application Form) - Annex B - , their intent regarding the feeding support described above.

13. Transportation
Transportation cannot be provided from/to the “Madrid-Barajas” Airport, “Chamartín” Train Station and “Atocha” Train Station to/from the CoE, the CoE residence and the hotels chosen.

13.1 From the Airport:
“Madrid-Barajas” airport is the only one in Madrid, located to its northeast area and 12 kms. away from Madrid city centre: [http://www.aeropuertomadrid-barajas.com/eng](http://www.aeropuertomadrid-barajas.com/eng)


Madrid city centre transfer: The public means of transportation to get to the centre are the Underground (“Metro” ), the Commute/Local train (“Cercanías” ), and buses. You also have Private transfer services, Rental car service and taxis, available at the airport:

- **Taxi:** The price from the airport to the CoE is about 60-70 €. To any area of Madrid city is an official flat rate of 30 €.

- **VTCs (Vehículos de Transporte con Conductor - Transport Vehicles with Driver):** Uber & Cabify transportation services are completely legal in Madrid and run perfectly according to the terms & conditions of the applications installed in the mobile smart-telephones.
• **Rental car service:** Europcar, Avis, Hertz, Enterprise, Budget, Sixt and Gold car rental. [http://www.aeropuertomadrid-barajas.com/transportation/car-rental-madrid-airport.htm](http://www.aeropuertomadrid-barajas.com/transportation/car-rental-madrid-airport.htm)

• **Underground:** At the airport, go to the “Metro” and get on both in the station called “Aeropuerto T1-T2-T3” (located in Terminals 1, 2 & 3) or in the station called “Aeropuerto T4” (located in Terminal 4). “Aeropuerto T4” is the last/first station of Line 8 (pink colour). [http://www.aeropuertomadrid-barajas.com/transportation/madrid-airport-bymetro.htm](http://www.aeropuertomadrid-barajas.com/transportation/madrid-airport-bymetro.htm)

  Underground map: [https://www.metromadrid.es/export/sites/metro/comun/documentos/planos/Planobase_cartografica.pdf](https://www.metromadrid.es/export/sites/metro/comun/documentos/planos/Planobase_cartografica.pdf)

Transfer at “Nuevos Ministerios” station to Line 6 (grey colour) and get off at “Moncloa” station. Then, in the same “Intercambiador de Transportes” (Intermodal Transportation Hub), go out from the Metro area and proceed to the Bus Station at “Nivel -1” (Level -1), “Isla 2”, (Island 2) where:

- From “**Dársena 28**” (Platform 28), departs bus 613 line directly to the Hotel “Pax Torrelodones” (stop near to the hotel and to the hospital in Torrelodones village, 30 kms. away from Madrid). It takes about 30 minutes. The single ticket is 3 €.

- From “**Dársena 29**” (Platform 29), depart buses 611 or 611A lines directly to the “Academia de Ingenieros del Ejército de Tierra” (Army Engineer’s Academy) in Hoyo de Manzanares village (40 kms. away from Madrid), which is the last stop of both bus lines (611 and 611A) just in front of the Academy. It takes about 45 minutes. The single ticket is 4 €.


NATO UNCLASSIFIED RELEASABLE TO PFP

NATO COUNTER IMPROVISED EXPLOSIVE DEVICES
CENTRE OF EXCELLENCE

Ctra.M-618 (Colmenar Viejo - Torrelodones), Km.14
Hoyo de Manzanares - 28.240
(MADRID - SPAIN)
Telephone: 00 34 91/856-10-48 // Fax: 00 34 91/856-23-90
E-mail: info@ciedcoe.org / ciedcoeregistry@ciedcoe.org

- **Commute/Local train ("Cercanías")**: The Spanish railway company RENFE connects Madrid-Barajas airport with the city, through the Local/Commute train network service called "Cercanías". The only Commute train station at the airport, called "Aeropuerto T4", is at Terminal T4, floor -1, C1 line (light-blue colour). The single ticket is 2’60 €.
  ![Image](http://www.aeropuertomadrid-barajas.com/transportation/madrid-airport-bytrain.htm)

To move among Terminals, use the free of charge shuttle bus service connecting the 4 Terminals. (Click on the link shown on the previous page).

Commute train map:
  ![Image](http://www.crtm.es/media/146559/serie_1b_cercanias_plano_es.pdf)

- **Buses**: There is a list of urban and intercity bus lines leaving from Madrid-Barajas airport in direction to the city centre, surroundings, Intermodal transport hubs ("Intercambiadores de Transporte") and neighbouring towns and other provincial capitals (long-distance buses). There are bus stops at all airport Terminals but not all the lines stop at all Terminals.
  ![Image](http://www.aeropuertomadrid-barajas.com/transportation/madrid-airport-bybus.htm)

The fastest bus to Madrid centre is the Airport Express Bus ("Aeropuerto exprés"), belonging to the Madrid Municipal Transport Company ("EMT"."Empresa Municipal de Transportes"
  ![Image](http://www.crtm.es/datos_lineas/horarios/6527H2.pdf)

13.2 **From "Chamartín Train Station"**: Either both arriving on AVE ("Alta Velocidad Española"- Spanish High Speed Train) or on Long-distance train, transfer to the Underground ("Metro") area and take Line 1 (light-blue colour), transfer at "Nuevos Ministerios" station to Line 6 (grey colour) and get off at "Moncloa" station. Then, in the same Intermodal Transportation Hub, proceed in the same way as explained before.

13.3 **From "Atocha Train Station"**: Either arriving on AVE ("Alta Velocidad Española"- Spanish High Speed Train) or on Long-distance train, transfer to the Underground ("Metro") area and take Line 1 (light-blue colour), transfer at "Sol" station to Line 3 (yellow colour) and get off at "Moncloa" station. Then, in the same Intermodal Transportation Hub, proceed in the same way as explained before.
WARNING: From 1 November 2017, no more paper tickets of the Underground are sold. The system changed and now when using the Underground, it’s compulsory to buy (only for the first time), together with the ticket, a prepaid, non-personal and multi-person public transport card, running for 10 years, containing the number and fare tickets purchased. The transport card price is 2'50 € apart from every ticket price. They are sold (card + tickets) at the automatic machines located in the concourses of the Underground stations and also in the tobacco shops ("Estancos"). In case of loss and theft, none money will be reimbursed and another card + tickets have to be purchased. When requesting from the Ticket Inspectors, the card has to be shown to them. All the detailed information is available in the English language in this link: http://www.crtm.es/billetes-y-tarifas/tarjeta-multi.aspx?lang=en

14. Legal regulations

NATO Status Agreements define the status afforded to NATO International Military Headquarters and to their staffs:

- the NATO SOFA (Status of Forces Agreement; 19-6-1951);
- the Status of NATO, National Representatives and International Personnel Agreement (Ottawa Agreement, 20-9-1951);
- the Status of International Military HQ Agreement set up pursuant to the NAT (North Atlantic Treaty) (Paris Protocol, 28-8-1952);
- the PfP SOFA (Partnership for Peace) +Additional Protocol to the PfP SOFA (19-6-1995);
- the Further Additional Protocol to the PfP SOFA (19-12-1997).

Therefore, the status of participants from Nations party to the NATO SOFA and to the PfP SOFA, is defined under these Agreements unless other arrangements are made. This is recalled in regard to national ID and waiver of immigration and Visa requirements for military personnel traveling on travel orders, as well as jurisdiction claims granted under those status agreements.

Students from countries other than NATO or the EU ones, where a Visa to access Spain is mandatory, will have to take the appropriate action through their own national authorities.

Information regarding the requirements to enter into Spain, is detailed in this link: http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx
15. NATO C-IED CoE location

The Centre is located at the northwestern part of Madrid Region, 2 kms. away from Hoyo de Manzanares village, just by the Highway A-6 which connects Madrid with the west and northwest of Spain.

The ones driving to the CoE have to take Exit 27 of the Highway A-6 direction Torrelodones and Hoyo de Manzanares villages, pass through Torrelodones and proceed to Hoyo de Manzanares village by Road M-618.

The Army Engineer’s Academy, within which the NATO C-IED CoE is located in, is easily seen on the left of the road, 2 kms. far away from Hoyo de Manzanares village. The main entrance to the Academy is the 3rd one the left.

Address:

Ctra. M-618 (Torrelodones - Colmenar Viejo), Km 14
Hoyo de Manzanares - 28.240
Madrid
Spain
40° 37’ 56.86” N
03° 52’ 36.81” W

Invitation letter to the ANUC (Analyst’s Notebook Users Course). (Monday 09-Friday 13 September 2019)
To be sent NLT Thursday 08-August-2019

E-mail to: pdelgado@ciedcoe.org [Copy to: ofernandez@ciedcoe.org]
Or fax to: 00 34 91/856-23-90

<table>
<thead>
<tr>
<th>Applicant's contact details:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td><strong>Surname:</strong></td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
</tr>
<tr>
<td><strong>Nationality:</strong></td>
</tr>
<tr>
<td><strong>National ID Number:</strong></td>
</tr>
<tr>
<td><strong>Military Rank &amp; NATO Grade:</strong></td>
</tr>
<tr>
<td><strong>Civilian title (In case of none Military rank):</strong></td>
</tr>
<tr>
<td><strong>Service (Navy/Army/Air Force/ Marine, Joint Corps):</strong></td>
</tr>
<tr>
<td><strong>Specialist Branch (Infantry, Engineer, EOD, etc ...)</strong></td>
</tr>
<tr>
<td><strong>Unit, HQ or Organization:</strong></td>
</tr>
<tr>
<td><strong>Duty Title (Specify the relationship with Analyst’s Notebook as a necessary or recommended tool for your work):</strong></td>
</tr>
<tr>
<td><strong>Telephone (s):</strong></td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
</tr>
<tr>
<td><strong>E-mail address(es):</strong></td>
</tr>
<tr>
<td>• Professional:</td>
</tr>
<tr>
<td>• Civilian:</td>
</tr>
<tr>
<td>Are you due to deploy to an operational mission within next 5 months?</td>
</tr>
<tr>
<td>Estimated length of tour (   months) from   until</td>
</tr>
</tbody>
</table>

Invitation letter to the ANUC (Analyst’s Notebook Users Course). (Monday 09-Friday 13 September 2019)
Arrival **to** Madrid, Torrelodones, Hoyo de Manzanares...

Arrival **from**:

Date and estimated time of arrival:

Means of transport:

---

Departure **from** Madrid, Torrelodones, Hoyo de Manzanares...

Departure **to**:

Date and estimated time of departure:

Means of transport:

---

Do you require accommodation at the NATO C-IED CoE Residence?:

Hotel in Madrid/Torrelodones (Name of the hotel):

Car make, model and colour:

Plate number:

---

Feeding request at the Army Engineer’s Academy Mess Hall

*(Mark YES or NO in each option)*:

<table>
<thead>
<tr>
<th>Option</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only breakfasts</td>
<td>(4 days: Tuesday 10-Friday 13)</td>
</tr>
<tr>
<td>(Monday 9, no breakfast available)</td>
<td></td>
</tr>
<tr>
<td>Only lunches</td>
<td>(4 days: Monday 9-Thursday 12)</td>
</tr>
<tr>
<td>(Friday 13, no lunch available)</td>
<td></td>
</tr>
<tr>
<td>Only dinners</td>
<td>(4 days: Monday 9-Thursday 12)</td>
</tr>
<tr>
<td>(Friday 13, no dinner available)</td>
<td></td>
</tr>
<tr>
<td>Package of full board (4 days)</td>
<td></td>
</tr>
</tbody>
</table>