



NATO School Points of Contact



01/NS/CO/12

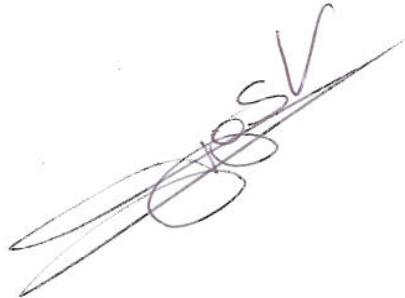
Oberammergau, 28.11.2011

Subject : 2012 Scheduler Conference

1. The NATO School will host a Scheduler Conference on **22 February 2012**. This is an annual working level Conference held to benefit those Officers, NCOs, and Civilians who coordinate with the NATO School on a regular bases. All NATO School Points of Contact (including Liaison Officers from NATO Partner, Mediterranean Dialogue and Cooperation Countries) are invited to attend. The purpose of the conference is as follows:
 - a. Review procedures Student Allocations
 - b. Review procedures for Joining Report submission.
 - c. Review procedures for Student Billeting
 - d. Review the 2012 Academic Calendar.
 - e. Review Security, Financial and other administrative procedures
 - f. Discuss new initiatives by the NATO School to aid supported units
 - g. Receive recommendations/feedback from supported units to improve NATO School support procedures
2. The draft agenda for the Conference is attached as well.
3. Conference administration:
 - a. Nations, HQ's and agencies wishing to send representatives to the conference should submit the attached standard Conference Registration Report.
The Subject line of the CRR should be titled '2012 NATO School Schedulers Conference'. Conference attendees will be sent a confirmation message from NATO School upon receipt of the Conference Report.
 - b. Sending units are responsible for funding conference attendee transportation, billeting and meals. There is no Conference fee. Funding is available for NATO partners that normally request NATO subsidisation of their travel, lodging, and food costs.

4. Additional Distribution: ACT is requested to coordinate this invitation with ACT subordinated HQs/Staff Elements/Centres and to NATO Partner, Mediterranean Dialogue and Cooperation Countries.
5. The standard dress for NS Conferences is your normal daily uniform (work dress or field uniform)
6. The NS also has a 'NO hat/NO salute' policy within the fenced compound. National policies on saluting apply in all other areas. Sports facilities are available.
7. If you have any questions please contact the undersigned or NSO STAR at:
Phone +49-8822-9481-1304
+49-8822-94811303
Fax: +49-8822-9171-1304 or +49-8822-9481-1396
E-mail star@natoschool.nato.int
8. If you need help making billeting arrangements in Oberammergau, please contact the NATO School lodge at :
Phone +49-8822-9481-6286
Fax +49-8822-9171-6286
E-mail billeting@natoschool.nato.int or
On the Web at www.natoschool.nato.int

Veerle Vos BEL-CIV
Chief Student Allocations

A handwritten signature in blue ink, appearing to read 'V. Vos', is written over a diagonal line that extends from the bottom left towards the top right.