



TO: NATO School Points of Contact

February 2011

SUBJECT: 2011 Scheduler Conference

1. The NATO School will host a Scheduler Conference on **30 March 2011**. This is an annual working level conference held to benefit those officers, NCOs and civilians who coordinate with the NATO School on a regular basis. 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 for bidding, allocating and turning back student allocations.
- b. Review procedures for joining report submission.
- c. Review the 2012 Academic Calendar.
- d. Review procedures for student billeting.
- 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 as follows:

Tuesday, 29 March 2011

1500-1700 In-processing

Wednesday, 30 March 2011

0800-0830	In-processing and morning coffee
0830-0845	Welcome and Administration Brief (SQL BRUNT, GBR-AF)
0845-0915	NATO School Command Brief (COL WOODCOCK, USA-AF)
0915-0945	2012 Academic Program (SQL BRUNT, GBR-AF)
0945-1015	Student Allocations (Ms VOS, BEL-CIV)
1015-1045	Break
1045-1115	Student Administration (WO LANE, CAN-A)
1115-1130	Security at the NATO School / Intelligence & Information Sharing with NON NATO Nations (CPT LAU, DEU-A)
1130-1145	Clearances and Release Policy (ADJ JANSEN, NLD-A)
1145-1215	Budget and Finance (Ms HAEGE, DEU-CIV)
1215-1300	History of the NATO School/-Compound tour (SM Veerman; NLD (AF)
1300-1415	Lunch
1415-1430	Lodging at the NATO School (Mr Langenfeld, USA-CIV)
1430-1445	Cyberspace Security Course Presentation (CDR Michaud, USA-CIV)
1445-1510	Break
1510-1630	ACT Funding Policy (LTC Mellin, SWE-A)

NATO School
Am Rainenbichl 54, 82487 Oberammergau, Germany

Internet: www.natoschool.nato.int

1630-1600 Questions and Answers/Discussion
1800 Informal Murnau Cultural Tour

Thursday;31 March 2011

1000 Bus departure to Munich Airport

3. Conference administration:

- a. Nations, HQs and agencies wishing to send representatives to the conference should inform the NATO School via fax or e-mail no later than 01 March 2011 using the standard Joining Report Format. The subject line of the Joining Report should be titled "2011 NATO School Scheduler Conference". Conference attendees will be sent a confirmation message from NATO School upon receipt of the Joining 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 subsidization of their travel, lodging, and food costs.

4. Additional Distribution: ACT is requested to coordinate this invitation with ACT subordinated HQs/Staff Elements/Centers 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). 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.

6. If you have any questions, please contact the NATO School STAR at:

Phone +49-8822-9481-1304

Fax +49-8822-9171-1304 or +49-8822-9481-1396

E-mail star@natoschool.nato.int.

7. 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



Enclosure 1

CONFERENCE DESCRIPTION

1. **Conference Title:** Schedulers Conference
2. **Purpose:** To provide information for NATO School POCs to serve effectively in this role.
3. **Conference Director:** Vos Veerle BEL-CIV
4. **Conference Language:** English
5. **Additional Information:**

- a. The point-of-contact for all questions relating to the conference is:

CD NAME: Vos Veerle BEL-CIV
DEPT: Current Operations Department
Phone: +49 (0)8822 - 9481 1304
FAX: +49 (0)8822 - 9171 1304 or +49-8822-9481-1396
E-mail: vos.veerle@natoschool.nato.int
Website: www.natoschool.nato.int

- b. For administrative and/or billeting matters please contact the following:

Student Administration:

Phone: +49 (0)8822 - 9481 4477
FAX: +49 (0)8822 - 9481 1394
E-mail: studentadmin@natoschool.nato.int

Central Billeting/NATO School Lodge

Phone: +49 (0)8822 - 9481 6286
FAX: +49 (0)8822 - 9171 6286
E-mail: billeting@natoschool.nato.int

- c. The standard dress for NS conferences is your normal daily uniform (work dress or field uniform). 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.

Enclosure 2

TRAVEL ADVICE

1. FOR THOSE TRAVELLING BY RAIL

a. If arriving from the South, leave the train at Garmisch-Partenkirchen – there is no direct onward rail connection to Oberammergau. Cross the street to the bus and taxi station on your right and board a civilian bus (RVO) to Oberammergau. The last bus from Garmisch to Oberammergau departs at 1910. If you have too much luggage, arrive too late for a bus, or do not want to wait, taxis are available on a 24 hour basis.

b. If arriving from the North, proceed to Munich's main train station (München Hauptbahnhof), change trains and proceed to Murnau. At Murnau, change to a train (or bus) to Oberammergau. **NOTE:** The last two trains to Murnau out of Munich with connections to Oberammergau depart Munich at 2000 (connects to last train) and 2200 (connects to last bus).

c. The Oberammergau train/bus station is approximately two kilometres from the NATO School complex. You may use a commercial taxi for this short ride by telephoning 94294 (Taxi Richter) or 94440 (Taxi Götz), which will cost between EUR 6 and EUR 7.

2. FOR THOSE TRAVELLING BY AIR: Fly to Munich. If using the Train, take the city train (S1 or S8) from Munich Airport to Munich's main train station (München Hauptbahnhof) and make connections to Oberammergau (see guidance at paragraph 1.b above). If using a rental car, follow the directions and special winter advice below.

3. FOR THOSE TRAVELLING BY CAR *

a. Oberammergau is located in the Bavarian Alps (at an altitude of approx. 875m/2875 ft above sea level) about 100 kilometres South of Munich on main (Federal) Route (Bundesstrasse) 23.

b. From Munich: take Highway (Autobahn) A95 towards Garmisch-Partenkirchen. Just after the end of the autobahn, in the village of Oberau, turn right towards Augsburg on Route 23. Oberammergau is 10 kilometres from Oberau, up a steep mountain road (which can be difficult in bad weather conditions).

c. From the South: travel to Garmisch-Partenkirchen and follow directions to Munich. In the village of Oberau, turn left towards Augsburg on Route 23. Oberammergau is 10 kilometres from Oberau, up a steep mountain road (which can be difficult in bad weather conditions).

d. Leave the village by-pass at the first exit you see and enter the village of Oberammergau, following signs to the NATO School - [NATO Schule]. The School is located within the German Barracks (Bundeswehrverwaltungsschule Kaserne) on a street named Am Rainenbichl at number 54. Please follow the signs for In-processing, held at the NATO School.

4. *NOTE: Please be aware that car tires must be appropriate for the weather and road conditions. In the mountain village of Oberammergau, residents normally change to winter (mud & snow) tires in early October, and keep them on until April. Studded tires are not permitted in Germany, but tire chains are routinely carried, in case conditions require it. If you intend driving to the School during this period, you are advised to ensure that your vehicle is suitably equipped.

5. FOR THOSE WHO NEED OTHER TRANSPORTATION SUPPORT

If you cannot use one of the above mentioned methods to travel to Oberammergau, please inform us as soon as possible and we will try to help.

NATO UNCLASSIFIED releasable to PfP

NATO School

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