



International Institute of Humanitarian Law
Institut International de Droit Humanitaire
Istituto Internazionale di Diritto Umanitario

www.iihl.org

Course Name **Course for Directors**
Course Dates **29 November – 3 December 2021**

Military Department Director: **Colonel Mark DAKERS (British Army)**

Course Administrator: **Patrizia Di Pietro** **Telephone:** +39 0184 541848 ext.200
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Thank you for registering for this course. Please find below the Administrative requirements and more details regarding your stay in Sanremo. If you have any queries or need help with your booking please contact the Course Secretary who will be able to assist you.

Detailed Course Information

Venue

The Course will be held at the International Institute of Humanitarian Law, Corso Cavallotti 113, 18038 SANREMO Italy.

Tel: +39 0184 541848 Fax: +39 0184 573982

You will be provided with a map and instructions on how to reach the Institute from your hotel in your welcome pack.

Course Timetable

The Course will commence at 09.00 on 29th November 2021 and finish at 12.15 on 3rd December 2021. The course working hours will be from 08.30 to 12.15 and from 13.30 to 16.00. There is a coffee break each morning and afternoon.

Please ensure that your travel plans enable you to arrive in time to attend the course opening session at 09.00 on Monday 29th November 2021. On your arrival at your hotel you will be given full details of the course agenda and schedule of activities in your welcome pack.

Departures

The course finishes on Friday 3rd December at 12.15 and it is requested that participants depart after the closing ceremony. Transport is provided, on a consolidated shuttle basis, from the Institute or your hotel to Nice Airport from 12.30. Participants should allow at least 3 hours from pick up to the departure time of their flight.

Dress Code

See attached document for the Dress Code.

Course Diploma

All participants who have fully attended all lectures and seminars throughout the course and respect the schedule indicated in the course programme will be given a Course Diploma. Respect of these rules will determine whether or not a Course Diploma is granted at the end of the Course.



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Course Materials

All course materials and documents required during the course will be provided by the Institute. The Institute has a library on the first floor with over 4,000 volumes (texts, monographs, reports, journals reference materials, CDs and videos) mainly in English, French, Italian, Spanish, Arabic and Russian. Photocopying facilities are also available for participants. If, however, you have any specific background materials you will need to support your understanding please bring them with you.

Pre-reading

A pre-reading list will be issued for the course to ensure that all participants are able to start the course at the right level of understanding of the subject. Pre-reading is the responsibility of the participant, and it is expected that all participants will have read the relevant documents. The course cannot be expected to cover gaps in knowledge if this pre-reading is not completed as this would be of detriment to other participants.

Language

Participants must have a good command of the English Language in order to participate. Participants without English skills may not be able to contribute, and thus will gain very little from the course and may disrupt the learning of other students. A participant may be refused entry to the course or may not be awarded a Course Diploma if they cannot participate due to their lack of knowledge of English. Should this be the case, no refund of Course Registration Fee will be given.

Administration Requirements

Registration Fee: € 1.000

Your registration fee must be paid to the Institute before the start of the course, either by Bank Remittance to the Institute's bank account or by Cash, Cheque or Credit Card (Visa/Master) on your arrival.

If paying by Bank Remittance Note the Institute's Account details are:

INTESA SANPAOLO Piazza Ferrari 10, 20121 Milano, Italy

IBAN: IT53 R030 6909 6061 000 00012 348

BIC: BCITITMM

Please ensure that the Name of Participant, Course Name and Bank Used listed on the bank transfer. Please make cheques payable to: International Institute of Humanitarian Law

Registration Fee

Your Course registration fee covers the following expenses:

- Course Materials
- Transport from/to Nice Airport
- Lunches and Coffee Breaks on working days
- Reception drinks and Course dinner
- IHL plaque, course photo and Course Diploma

The Registration Fee does not cover any additional or sundry expenses incurred by participants such as



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hotel laundry or telephone calls nor any other per diem incidentals. Participants must ensure that they bring with them sufficient funds to cover their additional needs for the duration of the course, or have access to funds in Sanremo via their bank.

Cancellation policy

Candidate participants whose cancellation request is received in excess of 14 days prior to the start date of the training activity will incur no liabilities except for bank charges.

Candidate participants whose cancellation request is received within 8 to 14 days prior to the start date of the training activity will incur an administration fee equal to 50% of the fee.

Candidate participants whose cancellation request is received within 7 days prior to the start date or after the commencement of the training activity will incur an administration fee equal to 100% of the fee.

Travel and Health Insurances

It is required that all participants have their own Travel and Health Insurances for the full duration of their journey and stay in Sanremo. The Institute is not responsible for any medical treatment any participant may require, nor for any damage to 3rd parties or premises. EU citizens should bring their European Social Security / Health Insurance Card.

Accommodation and Travel

Accommodation

Attached we have provided a list of recommended hotels with special rates for participants of our courses. The rates are in Euro, per person, per night. We are able to make the hotel reservation for you if indicated on your Acceptance Form (attached). Please indicate clearly the Hotel Name, Room and Type of Board you require.

Lodging and meals, except for lunch on working days, must be paid for by the participant.

Travel

Participants must meet their own travel expenses.

How to reach Sanremo

Sanremo is located in the North Western part of Italy, about 140km west of Genoa and 60km east of Nice, France. The nearest airport is in Nice, about 1 hour drive from Sanremo. Sanremo has a train station on the line between Genoa and Ventimiglia.

Airlines

Most major international airlines and airline alliances serve Nice Côte d'Azur International Airport either by direct flights or via major European hubs. Please check their websites for the most up to date timetables.

Additional Travel Information

Nice Airport: www.nice.aeroport.fr



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www.iihl.org

Train information France: www.sncf.com

Train information – Italy: www.trenitalia.it/en

Motorway/Autostrada: www.autostradadeifiori.it

Transport from Nice Airport to Sanremo

A consolidated shuttle service from Nice Côte d’Azur International Airport will be organised by the Institute on 28 November 2021 for those course participants who request it. We shall confirm exact arrangements to you nearer the time.

Please ensure that you inform us of your arrival time well in advance of travel so that you can be included in the shuttle transfer list. A return shuttle service to Nice Airport from Sanremo will be organised at the close of the course on Friday 3 and Saturday 4 December 2021. **Please note that in order to minimise the cost of transfers, participants may have to wait for a period whilst participants are consolidated from a number of arriving/departing flights.**

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