



NORTH ATLANTIC TREATY ORGANISATION
NATO MARITIME INTERDICTION OPERATIONAL
TRAINING CENTRE
NMIOTC
SOUDA BAY
73200 CHANIA
GREECE



5000 NSC-28/Ser.: NU 156

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR NMIOTC COURSE 17000 “TRAIN THE TRAINERS - TECHNICAL INSTRUCTOR” (30 MAR - 10 APR 2020)**

DATE: 21 Oct 2019

REFERENCES: A. NMIOTC Program of Work (NPOW) 2020.
B. NMIOTC 3000 NSC-28/SER.: NU16, dated 05 Feb 2019 (AAR).
C. Bi-SC DIR 075-007 (Education and Individual Training Directive), dated 10 Sep 15.

1. Following the successful execution of the “Train the Trainers – Technical Instructor” Course, dated 14 – 25 Jan 19 in favor of twelve (12) multinational trainees, NMIOTC is pleased to invite NATO and partners to participate to the subject Course, from **30 March to 10 April 2020** (10 working days).

2. The effort to ensure the high quality of the deliverable training products must be an ongoing process which begins with the initial orientation and continuously evolves throughout the instructors’ career. A continuous learning culture supports additional professional development and maintains instructors’ expertise. In this direction, NMIOTC creates opportunities for instructors and trainers to enhance their individual presentation and instructional skills as well as how to manage their instructional strategy / setting by delivering the Course 17000 “**TRAIN THE TRAINERS - TECHNICAL INSTRUCTOR**”, with the support of GRC Navy Training Centre “PALASKAS”. Thus, Course 17000 is considered of a great value in the light of maintaining / improving quality of training and raising the level of educational standards.

3. The **aim** of the course is to provide a comprehensive training package which includes theoretical and practical implementation, in the field of acquiring the overall general familiarity by transmitting and certifying pedagogical knowledge and enhancing participants’ presentation and speaking skills. After the completion of the Course, participants will:

- a. Receive a significant amount of educational material (course organization, teaching schedules – techniques).
- b. Enhance their capability to embed educational technology in the training modules.
- c. Receive specific examples of how to present content while simultaneously highlighting the need for interactive training by encouraging active participation.

- d. Use the Learning Management System.
- e. Present educational material by using appropriate presentation and body language techniques as well as by using audio visuals and multimedia targeting in attracting trainee's interest.
- f. Exploit class management techniques and utilize appropriate methods to deal with disruptive audience.

4. **Target audience** for this course is personnel from NATO Education and Training Facilities (NETFs), Centers of Excellence (COEs), Partnership Training and Education Centers (PTECs) and other national training institutions. In particular, officers ranging from OF-1 to OF-4 and NCOs (OR-6 to OR-9), as well as equivalent civilian personnel serving also in military authorities and other governmental, international agencies and organizations who are involved in providing training are also eligible to participate.

5. The Course will be conducted in English. Translation to / from other languages will **not** be provided. Attendees should meet the following standards of proficiency in English (as described in STANAG 6001/SLP 3232): Listening – Good (3), Speaking – Fair (2), Reading – Good (3) and Writing – Fair (2). Basic skills in a Graphical User Interface (GUI) Operating System, as well as basic skills in Word processing and PowerPoint Presentation are required.

6. The Course is marked as “NATO Unclassified / Releasable to: PFP (except Russia), MD, ICI, PatG”. NMIOTC applies security arrangements and regulations according to NATO standards.

7. The Course will start on **Monday 30 Mar and will end on Friday 10 Apr 20**, training periods are from 08:30 to 14:45. Comprehensive administrative instructions are provided as per Enclosure “2”.

8. A draft agenda for this event is hereby attached as Enclosure “1”. The final agenda will be included in the Joining Instructions document for this course.

9. **Subject Matter Experts (SMEs)**: All trainers and augmenters are trained and experienced instructors with proper certifications and accumulated experience as educators.

10. The administrative cost (tuition fees) for the subject course is **600,00 €**. Comprehensive administrative instructions are provided in Enclosure “2”.

11. Registration should be made on NMIOTC's official web site dedicated registration area, <http://nmiotc.nato.int/join-us/trainee-joining-form/>, before the relevant dead lines:

- a. Candidates from **non-NATO countries** (not participating in the Partnership for Peace (PfP), Mediterranean Dialogue (MD), Istanbul Cooperation Initiative (ICI), or Partners across the Globe (PatG) frameworks) no later than **(NLT) Friday 29 Nov 19 so as to process the request through NAC approval**.

b. Candidates from **partners' countries** PfP, MD, ICI and PatG no later than **(NLT) Friday 21 Feb 20**, in order for all the necessary NATO procedures for approval to be facilitated.

c. Candidates from **NATO countries, NLT Friday 28 Feb 20**.

12. Event details can be found in the Education and Training Opportunities Catalogue (ETOC) at <https://e-itep.act.nato.int/Guest/ETOCindex.aspx>, Course Code: MED-MS-35537 or through the NMIOTC official web site www.nmiotc.nato.int.

13. NMIOTC Points of Contact (POCs): For further information or clarifications please contact:

a. **Course Director:** Cpt Eleftherios Gavalas GRC (A)
Phone: +30 28210 85730, NCN: 498-5730, Fax: +30 28210 85702
E-mail: gavalase@nmioct.nato.int

b. **Registration POC:** Lt Cdr Konstantinos Papanastasis GRC (N)
Phone: +30 28210 85710, NCN: 498-5710, Fax: +30 28210 85702
E-mail: papanastasisk@nmioct.nato.int



Stelios Kostalas
Commodore GRC (N)
Commandant NMIOTC

ENCLOSURES:

1. Draft Schedule of Events – Course 17000 “Train the Trainers – Technical Instructor”
2. Administrative Instructions

DISTRIBUTION

External:

Action:

SHAPE NMR – GRC (NSWAN: NMRGRC@shape.nato.int)
(Please pass to NATO NMRs)
SHAPE REG (NSWAN: usershaperegistry@shape.nato.int)
HQ SACT NLR GRC (NSWAN: Konstantinos.karampatzakis@act.nato.int)
(Please pass to NATO NLRs)
HQ SACT PSE (NSWAN: Valerii.churkin@act.nato.int)
(Please pass to PfP (except Russia), MD, ICI, PatG NMRs)
HNDGS/E4 (NSWAN: geetha-dpos-f2@mod.grc.nato.int)
(Please pass to NATO and Partner Defence/Naval Attaches in Athens)
HQ NATO HEL MILREP (NSWAN: GR.milrep@hq.nato.int)
(Please pass to NATO and Partners' MILREPS)

Information:

IMS REG (NSWAN: imscentralregistry@hq.nato.int)
HQ SACT DCOS JFD (NSWAN: giuliano.venditti@act.nato.int)
JFD/JETE/ETEE P&P BH (NSWAN: Dieter.kohl@act.nato.int)
JFD Discipline POC (NSWAN: Bradley.white4@act.nato.int)
HQ SACT JFD EIT BRANCH HEAD (NSWAN: Luca.Massimi@act.nato.int)
HQ SACT JFD ETEE (NSWAN: Georgios.Fragkiadakis@act.nato.int)
SHAPE COS (NSWAN: COM.COS@shape.nato.int)
SHAPE/J3 (NU: Nicolas.GonzalezChamorro@shape.nato.int)
SHAPE PD MIC COE (NU: Paola.Pasini@shape.nato.int,
Kesea.SILVERMAN@shape.nato.int)
HQ JFC Naples (NSWAN: Vincent.Alexandre@JFCnp.nato.int)
HQ JFC BS CG REG (NSWAN: cgregistry@infCBS.nato.int,
jfcnpncsregistryco@jfcnp.nato.int)
MARCOM DCOS OPS (NSWAN: recordscentre@mc.nato.int)
NATO Military Liaison Officer to UN (NU: stenvert.maarten@hq.nato.int)
CSW COE (NU: info@coecsw.org, dh.marops@coecsw.org)
NSO (NU: HillBrian@natoschoolnato.int,
ristow.stefan@natoschoolnato.int)
JFTC (NU: JFTC@jftc.nato.int)
JWC (NU: pao@jwc.nato.int)
JALLC (NU: jallc@jallc.nato.int)
C-IED COE (NU: ciedcoeregistry@ciedcoe.org)
MILENG COE (NU: TEDev@MilEngCOE.org)
JCBRN COE (NU: helpdesk@jcbrncoe.cz)
EOD COE (NU: info@eodcoe.org)
HUMINT COE (NU: registry@natohcoe.org)
CASPOA COE (NU: studentoffice@caspoa.org)
CIMIC COE (NU: info@cimic-coe.org)
CJOS COE (NU: usff.cjos.coe@navy.mil)
C2 COE (NU: c2coe@c2coe.org)
ENSEC COE (NU: info@enseccoe.org)
CCD COE (NU: ccdcoe@ccdcoe.org)
MILMED COE (NU: info@coemed.org)
MP COE (NU: MPCOECentralRegistry@mpcoe.org)
MW/NMW COE (NU: nmw-coe@mil.be)
STRATCOM COE (NU: et@stratcomcoe.org)
NSP COE (NU: webmaster@nspcoe.org)
MS COE (NU: mscoe.director@mscoe.org)
CMDR COE (NU: registry@cmdrcoe.org)

NATO PTECs (NU: ptec_poc@act.nato.int)
 AUTINT PTEC (NU: presse@bmlvs.gv.at)
 PSOTC PTEC (NU: info@mod.gov.ba)
 FLD PTEC (NU: p.petkov@nvu.bg)
 FINCENT PTEC (NU: fincent@fincent.fi)
 MPSOTC PTEC (NU: mpsotc@hndgs.mil.gr)
 IIHL PTEC (NU: sanremo@iihl.org)
 CMMOD PTEC (NU: cmcom@unap.ro)
 DRESMARA PTEC (NU: contact@crmra.ro)
 CTC PTEC (NU: mihail.buclis@army.md)
 Armed Forces Academy of Slovak Republic PTEC (NU: verejnost@aos.sk)
 Slovenian Armed Forces PTEC (NU: glavna.pisarna.gssv@mors.si)
 BHR CG Training Branch (NU: ni.alshaikh@interior.gov.bh,
mh.zainaldeen@interior.gov.bh)
 SWEDINT PTEC (NU: exp-hkv@mil.se)
 GCSP PTEC (NU: info@gcsp.ch)
 PSO TC SWISSINT PTEC (NU: info.swisspsp@vtg.admin.ch)
 IPSC PTEC (NU: mail@asv.gov.ua)
 HNDGS/B2 (GRC MOD HNDGS COMM CEN please pass to
 HNDGS/B2) (NSWAN: dkladospd1@mod.grc.nato.int)
 HNDGS/D4 (GRC MOD HNDGS COMM CEN please pass to HAGS/TRAINING)
 HAGS/TRAINING (NSWAN: genetdir@mod.grc.nato.int)
 HNGS/B2 (NSWAN: genetdir@mod.grc.nato.int)
 HELLENIC COASTGUARD HQ/TRAINING DIRECTORATE (NU: dek@hcg.gr)
 HELLENIC POLICE HQs/TRAINING DIVISION (NU: trainingdiv2@astynomia.gr)
 US NSA SOUDA BAY
 NAMFI

Internal:

Action:

DIR E&T
SAA

Information:

DCOM
 COS
 DOSO
 DIR TS
 DIR S (for B&F Officer)

Draft Schedule of Events – Course 17000 “Train the Trainers – Technical Instructor”

1 st Week									
Monday 30 Mar 20 - Day 1		Tuesday 31 Mar 20 - Day 2		Wednesday 01 Apr 20 - Day 3		Thursday 02 Apr 20 – Day 4		Friday 03 Apr 20 - Day 5	
0845 1000	Welcome Brief Admin Brief Student intro – Schedule Analysis Auditorium	0845 1100	Introduction to Distance Learning Platform Module 17030 Classroom 2-1-L	0845 1100	Applications of Technology in education Module 17030 Classroom 2-1-L	0845 1100	Applications of Technology in education Module 17030 Classroom 2-1-L	0845 1200	Applications of Technology in education Module 17030 Classroom 2-1-L
1000 1020	Group Photo Main Entrance	1100 1230	Teaching Techniques Module 17020 Classroom 2-1-L	1100 1315	Blooms Taxonomy Module 17050 Classroom 2-1-L	1100 1230	Lesson Plan Analysis Module 17010 Classroom 2-1-L	1200 1230	Snack Break
1020 1230	Instructional Methods Module 17040 Classroom 2-1-L								
1230 1300	Snack Break	1230 1300	Snack Break	1315 1345	Snack Break	1230 1300	Snack Break	1230 1445	Microteaching Phase I Module 17070 Classroom 2-1-L
1300 1445	Instructional Methods Module 17040 Classroom 2-1-L	1300 1445	Blooms Taxonomy Module 17050 Classroom 2-1-L	1345 1445	Syllabus Creation Module 17010 Classroom 2-1-L	1300 1445	Microteaching Phase I Module 17070 Classroom 2-1-L		
1900 2000	Ice Breaker TBD (Hosted by NMIOTC)								

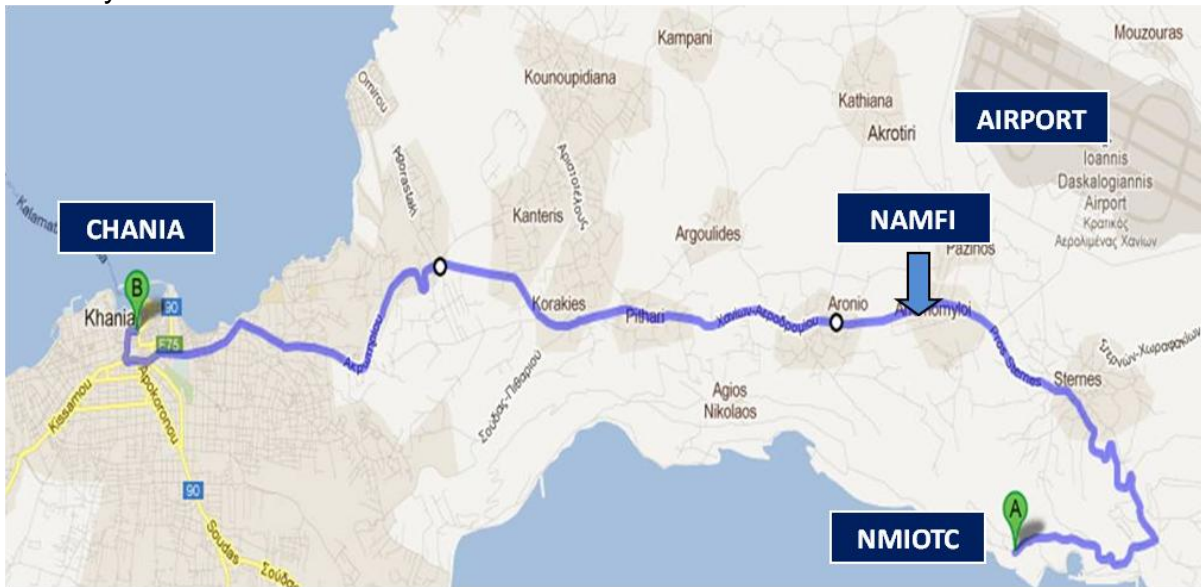
2 nd Week									
Monday 06 Apr 20 - Day 6		Tuesday 07 Apr 20 - Day 7		Wednesday 08 Apr 20 - Day 8		Thursday 09 Apr 20 - Day 9		Friday 10 Apr 20 - Day 10	
0845 1145	Applications of Technology in education Module 17030 Classroom 2-1-L	0845 1145	Microteaching Phase II (Project Preparation) Module 17080 Classroom 2-1-L	0845 1100	Educational Psychology – Class Management Module 17060 Classroom 2-1-L	0845 1230	20' Microteaching Phase III - Project Presentation (Peer Learning) Module 17090 Classroom 2-1-L	0845 1230	20' Microteaching Phase III - Project Presentation (Peer Learning) Module 17090 Classroom 2-1-L
1145 1215	Snack Break	1145 1215	Snack Break	1100 1145	Microteaching Phase II (Project Preparation) Module 17080 Classroom 2-1-L			1230 1300	Snack Break
				1145 1215	Snack Break	1230 1300	Snack Break		
1215 1445	Microteaching Phase II (Project Preparation) Module 17080 Classroom 2-1-L	1215 1445	Microteaching Phase II (Project Preparation) Module 17080 Classroom 2-1-L	1215 1445	20' Microteaching Phase III - Project Presentation (Peer Learning) Module 17090 Classroom 2-1-L	1300 1445	20' Microteaching Phase III - Project Presentation (Peer Learning) Module 17090 Classroom 2-1-L	1300 1330	Course Debrief Graduation Ceremony Auditorium

Cdr Ioannis Rogdakis GRC (N)
Director Education & Training

Cpt Eleftherios Gavalas GRC (A)
Course Director

ADMINISTRATIVE INSTRUCTIONS

1. **Location:** NMIOTC is located in the northern region of Souda Bay, near the city of Chania, at the north-west part of Crete. The destination airport is Chania International airport “Ioannis Daskalogiannis” (airport code: CHQ). The distance from Chania city to NMIOTC is 20 km and from the airport to NMIOTC it is 9 km. Chania is a picturesque, unique medieval city bearing a rich and long history and culture. The following map provides orientation and driving directions from Chania City to NMIOTC.



2. **Registration:** You are kindly requested to submit your Personnel Administration Form (PAF) through NMIOTC official web site www.nmiotc.nato.int within the given deadlines. Applications submitted after the specified deadlines may not be accepted. All applicants will receive an instant confirmation message. However the final confirmation will be provided after the process and acceptance of the application. It is advised not to proceed to travel arrangements before the final confirmation.

Note: A maximum number of sixteen (16) trainees will be accepted on a first come first served basis.

3. **Visa Requirement:** Participants or their national authorities are responsible for visa arrangements. Participants are advised to contact well in advance, proper diplomatic agencies for up to date information. It is an individual’s responsibility to apply and obtain their visa and to have the proper travel / medical documentation. Hellenic Ministry of Foreign Affairs website (www.mfa.gr) provides relevant VISA information requirements.

4. **Administrative cost:** The administrative cost mentioned includes daily transportation from Chania city centre to NMIOTC and vice versa, classroom facilities with IT support, supportive courseware and participation to a social event hosted by NMIOTC. Full payment will be made to NMIOTC’s Financial Officer upon arrival at NMIOTC during the in-processing procedure in cash or by credit/debit card (American Express excluded) or by bank deposit to NMIOTC bank account with the following data:

- a. IBAN Number: GR 38 0110 4940 0000 4945 4001 048
- b. Swift BIC: ETHN GRAA
- c. Bank Name: National Bank of Greece

Note: Bank deposit has to be finalized not later than 3 working days before the start date of the event. The relevant document has to be forwarded to Budget & Finance officer through an e-mail: kladosa@nmiotc.nato.int. Hosting Authorities do not hold any cancellation reimbursement obligations to applicants if a confirmation email for participation acceptance was not sent by the NMIOTC Admin Office or the cancellation was made by the applicant.

5. **Arrival and Departure:** It is advised the participants to plan their arrival to CHQ (Chania international airport) no later than Sunday, 29th of March 2020 and departure no earlier than 17:00 on Friday, 10th of April 2020.

6. **Dress Code:** Participants are strongly recommended to wear Battle Dress Uniforms and/or daily service uniform (equivalent civilian attire) for the whole theoretical training as well as for the Graduation Ceremony.

7. **Meals:** Participants will have their meals outside NMIOTC, on their own responsibility and at their own discretion. A variety of options are available at Chania city. Nevertheless, a **30 minutes** snack break is arranged at noon, on a daily basis. A canteen is available within the NMIOTC main building that will provide snacks and beverages for a nominal cost.

8. **Accommodation:** There are no accommodation facilities at NMIOTC. Therefore, participants are responsible to arrange their own accommodation. NMIOTC can provide guidance / assistance if requested. Hotels near the Chania city centre are highly recommended for transportation purposes. A list of recommended hotels around Chania city centre is as follows (special prices apply to participants only for direct booking with each hotel manager by e-mail including breakfast and internet connection. The negotiated on the occasionally promotion prices are referred to specific room type for each hotel and can be different according to each hotel's pricing policy):

- a. AKALI 4* hotel www.akali-hotel.gr.
E-mail: info@akali-hotel.gr Tel: +3028210 92872
- b. KYDON 4* hotel www.kydon-hotel.com (promotional code "NMIOTC 20")
E-mail: info@kydon-hotel.gr Tel.: +30 28210 52280.
- c. SAMARIA 4* hotel www.samariahhotel.gr (promotional code "NMIOTC 20")
E-mail: reservations@samariahhotel.gr Tel.: +30 2821038600
- d. ARKADI 3* hotel www.arkadi-hotel.gr
E-mail: info@arkadi-hotel.gr Tel: +30 28210 90191.
- e. HALEPA 3* hotel www.halepa.com
E-mail: hotel@halepa.com, Tel. +30 28210 28440
- f. PORTO VENEZIANO 3* hotel www.portoveneziano.gr
E-mail: hotel@portoveneziano.gr Tel: (+30) 28210 27100.
- g. ROYAL SUN 3* hotel www.royalsunhotel.com. The hotel provides free transportation to the city centre. E-mail: hotelroyalsun@gmail.com Tel: +30 28210 46363.

h. AVRA CITY 3* hotel www.avracityhotel.gr. E-mail: kperraki@avracityhotel.gr Tel.: +30 28210 27970

i. NAMFI Military Barracks (www.namfi.gr) is located close to NMIOTC (approx. 6 Km) on the road from NMIOTC to Chania (see attached map). The installation itself is in very good condition and offers several facilities. There is availability for breakfast / lunch / dinner at low cost. E-mail: info@namfi.gr, Tel: +30 28210 26800 or +30 28210 26759.

9. **Transportation:** Transportation will be provided during the days of the course from Chania city centre pick-up points (1st pickup point AKALI at 07:40, 2nd pickup point SAMARIA at 07:50, 3rd pickup point KYDON at 07:55, 4th pickup point Royal Sun hotel at 08:05 and 5th pickup point NAMFI barracks at 08:15). Participants are responsible for their transportation from the airport to their hotel and vice versa. The available transportation options from Chania airport to Chania city centre are as follows:

a. By Bus: The bus stop is outside the terminal and the cost is 2,30€. For further information and detailed timetables you can check the below link:

<http://www.bus-servicecrete-ktel.com/timetabledet.php?line=32&lq=2>.

b. By taxi from the airport directly to Chania city centre, 24/7 and the cost is 25,00 € (approx).

c. There are several car rental agencies at the airport. Rental car agencies that have offered special prices for NMIOTC guests are as follows:

(1) Gelasakis Car Rental: E-mail cars@stc.gr, www.rentacar-chania.gr, tel. +30 28210 89065

(2) Spa Tours & Cars Enterprises: E-mail info@spatours.gr, www.spatours.gr, tel. +30 28210 57444

10. **Medical service:** First aid and emergency medical support is offered by NMIOTC paramedic personnel and the Naval Hospital of Crete. However, for all other cases, medical expenses must be paid by the individuals or their health insurance agencies. All participants are strongly advised to have appropriate medical insurance.

11. **Security:** NMIOTC applies security procedures according to the NATO standards. The overall classification of the course is NATO UNCLASSIFIED.

12. **Badging process:** There is a strict access control at Marathi main gate and NMIOTC main building. You will be required to carry your passport and/or your national identification card during your presence at NMIOTC. A security badge will be delivered to you during the first day upon registration. This security badge is to be carried throughout the training.

Cdr Ioannis Rogdakis GRC (N)
Director of Education & Training

Cpt Eleftherios Gavalas GRC (A)
Officer of Primary Responsibility