



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



5000 NSC-30/Ser: NU 48

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR NMIOTC COURSE 17000 “TRAIN THE TRAINERS - TECHNICAL INSTRUCTOR” (ETE-IT-34432), 9 - 20 Oct 2023**

DATE: 07 Apr 2023

REFERENCES: A. NMIOTC Program of Work (NPOW) 2023.  
B. NMIOTC DIR 60-1 CHANGE 12 - Cost of NMIOTC Training (Tuition Fees).

1. Taking into account the NPOW 2023 (Ref. A) NMIOTC is pleased to invite NATO, NATO partners and Non-NATO Entities (NNE) to participate in this training, which will take place at the Centre's premises in Souda Bay, Chania, Greece, from Monday **9<sup>th</sup> October to Friday 20<sup>th</sup> Oct 2023** (10 working days), in a **blended form (Distance Learning & Resident), (9<sup>th</sup> to 13<sup>th</sup> Oct 2023 Distance Learning section and 16<sup>th</sup> to 20<sup>th</sup> Oct 2023 Resident section).**

2. The aim of the course is to provide a comprehensive training package that includes theoretical and practical implementation of pedagogical knowledge and enhancement of the participants' presentation and speaking skills. After the completion of the course, participants will be able to:

a. Deconstruct the instructional method framework to better plan and design a tailored training solution.

b. Develop the educational and supportive material in order to provide a 360° training solution to a performance gap.

c. Implement the proper educational strategy by maximizing the transferred knowledge and by enhancing the training experience.

3. 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-2 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.

4. The course is conducted in English. Translation to/from other languages is not provided. The following proficiency standards in English are required to attend:

Listening- Professional (3),

Speaking- Functional (2),

Reading- Professional (3),

Writing- Functional (2) (STANAG 6001, ed 5).

Basic skills in a Graphical User Interface (GUI) Operating System, as well as basic skills in Word processing and PowerPoint Presentation are required.

5. The course is marked as “NATO Unclassified / Releasable to: PFP, MD, ICI, PatG”. NMIOTC applies security arrangements and regulations according to NATO standards.

6. The curriculum of Course 17000 will include the following theoretical and practical modules:

**a. Course 17000**

(1) Module 17010 – Special teaching subjects (syllabus creation, lesson plan analysis)

(2) Module 17020 – Teaching & presentation techniques

(3) Module 17030 - Applications of technology in education (intro to distance learning)

(4) Module 17040 – Instructional methods

(5) Module 17050 – Blooms taxonomy

(6) Module 17060 – Educational psychology – class management

(7) Module 17070 – Micro-teaching phase I (syndicate work, demonstration)

(8) Module 17080 – micro-teaching phase II (presentation preparation, self-study)

(9) Module 17090 – micro-teaching phase III (trainees 20’ presentation – evaluation)

**NOTE:** A detailed agenda will be included in the Joining Instructions, which will be released two weeks before the course start date.

7. In order to pass the courses and acquire the relevant certificate, the participants must attend at least 85% of the modules of the courses. (Assessment of trainee performance will be accomplished during the practical training. Trainees will demonstrate skills during practical drills and scenarios and will be assessed by SMEs).

8. The course will be delivered by NMIOTC instructors in their respective areas of expertise with the support of Subject Matter Experts (SME), who are trained and experienced instructors with proper certifications and accumulated experience as educators.

9. The tuition fee for Course 17000 is **700 €** per person and includes transportation to and from the designated hotels and inside NMIOTC premises.

10. The course will start on **Monday 09 Oct 23 and will end on Friday 20 Oct 23**. Training periods for the **Resident** section are from 08:30 to 14:45 including time for a lunch/snack break. Comprehensive administrative instructions are provided as per Enclosure "1". The **ADL** section of the course will include both synchronous and asynchronous sessions during which participants should be placed to a **no duty / limited duty status**. More detailed instructions, including the enrolment procedure, to be issued with the **Joining Instructions** in due time.

11. For organizational purposes, candidates are kindly requested to register (**NLT**) **Friday, 4 Sep 2023**. Candidates from Non-NATO Entities not participating in PfP, MD, ICI or PatG frameworks must register **NLT Friday, 12 Jun 2023**, so that adequate time is provided for NATO approval procedures. Registration should be made on NMIOTC's official web site [www.nmiotc.nato.int](http://www.nmiotc.nato.int).

12. Event details can be found on the NMIOTC official web site [www.nmiotc.nato.int](http://www.nmiotc.nato.int), in the Education and Training Opportunities Catalogue (ETOC) at <https://e-itep.act.nato.int/Guest/ETOCindex.aspx>.

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

- a. **Course Director:** Lcdr Cleantin Spică ROU (N)  
Phone: (+30) 28210 85727, Fax: (+30) 28210 85702  
E-mail: [spicac@nmioct.nato.int](mailto:spicac@nmioct.nato.int)
- b. **Registration POC:** Cdr Konstantinos Papanastasis GRC (N)  
Phone: (+30) 28210 85710, Fax: (+30) 28210 85702  
E-mail: [papanastasisk@nmioct.nato.int](mailto:papanastasisk@nmioct.nato.int), [studentadmin@nmioct.nato.int](mailto:studentadmin@nmioct.nato.int)



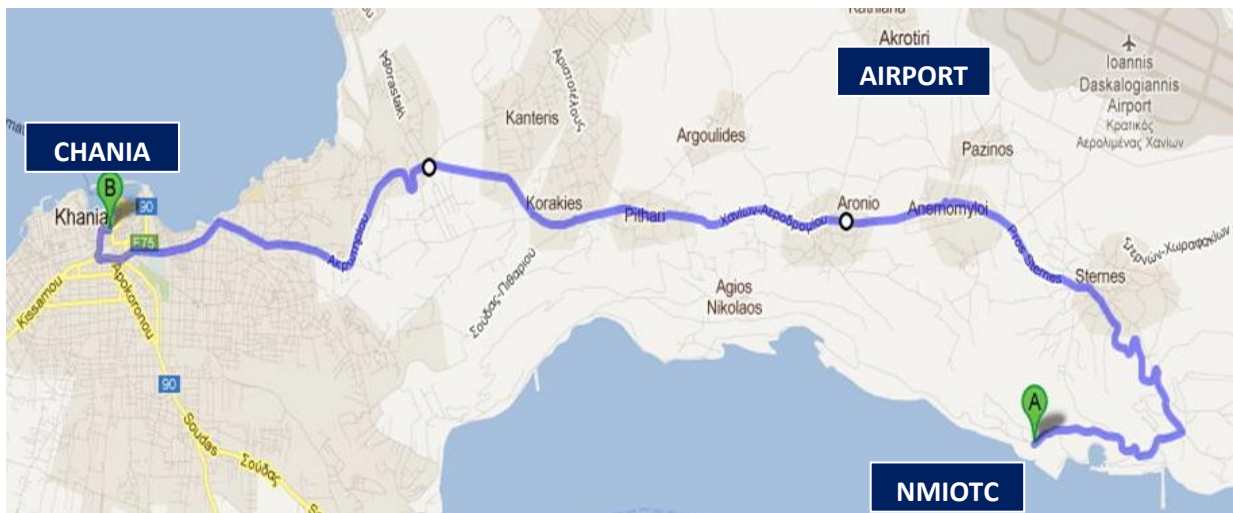
Themistoklis Papadimitriou  
Commodore GRC(N)  
Commandant NMIOTC

ENCLOSURES:

1. Administrative Instructions
2. Draft Schedule of Events

## **ADMINISTRATIVE INSTRUCTIONS**

1. **Location:** NMIOTC is located on the Akrotiri peninsula near the city of Chania in the north-western part of Crete. The destination airport is Chania International Airport “Ioannis Daskalogiannis” (airport code: CHQ). The distance from the city of Chania to NMIOTC is 20 km and from the airport to NMIOTC is 9 km. The following map provides orientation and general driving directions from the city of Chania to NMIOTC.



2. **Registration:** Participants are requested to sign up to NMIOTC registration portal found in NMIOTC website <https://nmiotc.nato.int> or using directly the link <https://nmiotc.classter.com/Actions/Registration> . A signup confirmation message will be received to the email provided during the sign up process, along with the respective credentials. Login to <https://nmiotc.classter.com> and submit your application to the respective course/event by using the “Application Management” function at the top left corner of the portal main page. You will receive a relevant message after the process of your application and your application will be “ACCEPTED”. You can update your personal and participation information (accommodation, travel days, etc) until your registration status become “REGISTERED”, approximately 10 days before the event. Registration status can be verified within the portal. If you encounter any problem during registration process, please contact [studentadmin@nmiotc.nato.int](mailto:studentadmin@nmiotc.nato.int) or NMIOTC PoCs.

3. **Visa Requirement:** The participants or their national authorities are responsible for visa arrangements. The participants are advised to contact the proper diplomatic authorities for up to date information, well in advance. It is the individual’s responsibility to obtain his/her visa and to have the proper travel and medical documentation. Hellenic Ministry of Foreign Affairs website ([www.mfa.gr](http://www.mfa.gr)) provides relevant visa information requirements. NMIOTC will provide a Visa Support Letter, if requested.

4. **Tuition/Participation Fee and Methods of Payment:**

<b>A. BEFORE THE MEETING/EVENT</b>	<b>INFORMATION</b>	<b>REMARKS</b>
1. By Bank Deposit	NATIONAL BANK OF GREECE, NMIOTC BANK ACCOUNT 494/540010-48  SWIFT BIC: ETHN GRAA  IBAN: GR3801104940000049454001048	Bank deposits should be completed not later than <b>2 <u>working days before the start date of the event</u></b> , bank charges are not covered by NMIOTC. The receipt should be sent by email to <a href="mailto:kleinakisd@nmiotc.nato.int">kleinakisd@nmiotc.nato.int</a> and cc <a href="mailto:lafkasm@nmiotc.nato.int">lafkasm@nmiotc.nato.int</a>
2. By Debit/Credit Card	Upon notification from the participant, the direct link for credit/debit card payment will be sent to the designated-by the participant-email address.	The participant should send an email to <a href="mailto:kleinakisd@nmiotc.nato.int">kleinakisd@nmiotc.nato.int</a> and cc <a href="mailto:lafkasm@nmiotc.nato.int">lafkasm@nmiotc.nato.int</a> for receiving the link for the credit/debit card payment
<b>B. ON THE FIRST DAY OF THE MEETING/EVENT</b>	<b>INFORMATION</b>	<b>REMARKS</b>
3. By Debit/Credit card	A valid credit/debit card should be presented on the first day of the event.	The fee is always paid in euros [the credit/debit card may provide the option to pay in another currency (other than euro) and therefore the 'euro' currency option must be chosen].
4. By Cash	-	The fee is always paid in euros.

5. **Dress Code:** Participants are strongly recommended to wear Daily Service/ Battle Dress Uniforms or National Equivalent for the whole training as well as for the Graduation Ceremony.

6. **Meals:** A small canteen is available within the NMIOTC main building and provides snacks for a nominal cost. Participants who would like to have lunch while at NMIOTC must make their own arrangements as NMIOTC does not provide this service.

7. **Accommodation:** The participants are responsible to arrange their own accommodation as there is no accommodation facilities on the Centre's premises. NMIOTC can provide guidance / assistance, if requested. Hotels near Chania city centre are highly recommended for transportation purposes. The list of recommended hotels in Chania offering special prices (for participants who book directly with each

hotel by e-mail using the code “NMIOTC Guest”) and including breakfast and internet connection, is as follows:

AKALI 4\* hotel [www.akali-hotel.gr](http://www.akali-hotel.gr). (promotional code “NMIOTC23” via hotel’s online booking platform)

E-mail: [info@akali-hotel.gr](mailto:info@akali-hotel.gr) Tel: (+30) 28210 92872.

KYDON 4\* hotel [www.kydon-hotel.com](http://www.kydon-hotel.com) (promotional code “NMIOTC23” via hotel’s online booking platform) E-mail: [info@kydon-hotel.gr](mailto:info@kydon-hotel.gr) Tel.: (+30) 28210 52280.

SAMARIA 4\* hotel [www.samariahhotel.gr](http://www.samariahhotel.gr) (promotional code “NMIOTC23” via hotel’s online booking platform)”)

E-mail: [reservations@samariahhotel.gr](mailto:reservations@samariahhotel.gr) Tel.: (+30) 28210 38600.

ARKADI 3\* hotel [www.arkadi-hotel.gr](http://www.arkadi-hotel.gr)

E-mail: [info@arkadi-hotel.gr](mailto:info@arkadi-hotel.gr) Tel: (+30) 28210 90181.

KRITI 3\* hotel, [www.kriti-hotel.gr](http://www.kriti-hotel.gr) , E-mail: [info@kriti-hotel.gr](mailto:info@kriti-hotel.gr), Tel. +302821051881

PORTO VENEZIANO 3\* hotel [www.portoveneziano.gr](http://www.portoveneziano.gr).

E-mail: [hotel@portoveneziano.gr](mailto:hotel@portoveneziano.gr) Tel: +30 28210 27100.

8. **Arrival and Departure:** The participants should book a flight to Chania International airport (airport code: CHQ) and are responsible for their own transportation from / to the Airport during arrival / departure. Transportation from Chania Airport to the city centre is available as follows:

- a. By bus: The bus stop is located outside the terminal and the ticket cost is 2.50€. For further information and detailed timetables, visit the following link: [www.e-ktel.com/en/services/dromologia](http://www.e-ktel.com/en/services/dromologia)
- b. By taxi from the airport directly to Chania city center, 24/7, approx. 25.00€
- c. Additionally, there are several rental car agencies at the airport. Rental car agencies that have offered special prices for NMIOTC guests are as follows:
  - i. Gelasakis Car Rental: E-mail: [cars@stc.gr](mailto:cars@stc.gr), [www.rentacar-chania.gr](http://www.rentacar-chania.gr), tel.+30 28210 89065.
  - ii. Spa Tours & Cars Enterprises: E-mail [info@spatours.gr](mailto:info@spatours.gr), [www.spatours.gr](http://www.spatours.gr), tel. +30 28210 57444.

9. **Transportation:** Transportation will be provided on a daily basis from Chania city centre pick-up points (Akali, Samaria (Arkadi is asked to use the Samaria stop as well), Kydon, Kriti (Porto Veneziano is asked to use the Kriti stop as well) to NMIOTC and vice-versa, during the course.

10. **Medical service:** The trainees are required to have a valid health insurance according to their respective national standards. The trainees from the EU Member States are required to possess a valid European Health Insurance Card. NMIOTC ensures first aid during training, providing emergency transportation to the Naval Hospital of Crete if needed. The Naval Hospital of Crete can provide diagnosis, first aid and treatment, while the Prefectural Hospital of Chania can provide further diagnosis or specialist treatment if required. NMIOTC do not cover trainees' expenses for additional medical treatments and the settlement of medical bills is a patient/national responsibility.

11. **COVID-19 awareness:** Taking into account the current COVID-19 situation, due to the Greek de-escalation plan and the preventive and protective measures that have been implemented, it has been determined that it is possible to execute this course. The situation will be re-evaluated upon completion of the registration process. Delegates who are registered will be updated by e-mail regarding any measures towards COVID-19 that must be undertaken, which may include cancellation of the course. Furthermore, NMIOTC is ready to welcome participants to NMIOTC's events according to the new travel rules as described in details in the governmental site <https://travel.gov.gr/#/> (protocol for arrivals in Greece).

12. **Security:** NMIOTC adheres to NATO security standards. There is a strict access control procedure for entrance into the Marathi main gate and NMIOTC main building. You will be required to provide your passport or your national identification during in-processing and whenever you enter the premises. The overall security classification of presentations/discussions is up to "NATO Unclassified/Releasable to PfP (except Russia)/MD/ICI/PatG".

**DRAFT SCHEDULE OF EVENTS**

<b>Week 1 (Distance Learning)</b>				
<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
<b>Asynchronous training</b>  17030/1 – Introduction to the training platform  17010/2 – Lesson Plan Analysis	<b>Asynchronous training</b>  17010/1 – Syllabus creation 17060/2 – Learning theories 17050 – Blooms taxonomy – Application to lesson plan 17010/3 – Practical research	<b>Asynchronous training</b>  17030/2 – Educational technologies for use in class	<b>Asynchronous training</b>  17030/2 – Educational technologies for use in class  17030/3 – PowerPoint tutorial	<b>Asynchronous training</b>  17030/2 – Educational technologies for use in class  17060/3 – Evaluation of training outcomes
<b>TBD (UTC)</b>  Synchronous session	<b>TBD (UTC)</b>  Synchronous session	<b>TBD (UTC)</b>  Synchronous session	<b>TBD (UTC)</b>  Synchronous session	



<b>Week 2 (Resident)</b>				
<b>Day 6</b>	<b>Day 7</b>	<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>
<b>08:45 – 09:30</b> Welcome Brief – Admin Brief – Student intro – Schedule Analysis	<b>08:45 – 10:15</b> 17040 – Instructional Methods	<b>08:45 – 10:15</b> 17070 - Micro-teaching Phase I (Demonstration) (in class)	<b>08:30 – 10:00</b> 17090 - Micro-teaching Phase III (2 micro teachings)	<b>08:30 – 10:00</b> 17090 - Micro-teaching Phase III (2 micro teachings)
<b>09:30 – 09:50</b> Group photo				
<b>09:50 – 10:15</b> 17020 – Teaching and Presentation Techniques				
<b>10:15 – 10:30</b> Break	<b>10:15 – 10:30</b> Break	<b>10:15 – 10:30</b> Break	<b>10:00 – 10:15</b> Break	<b>10:15 – 10:30</b> Break
<b>10:30 – 12:00</b> 17020 – Teaching and Presentation Techniques	<b>10:30 – 12:00</b> 17070 - Micro-teaching Phase I (Demonstration) (in class)	<b>10:30 – 12:00</b> 17060 – Educational psychology – Class management (in class)	<b>10:15 – 11:45</b> 17090 - Micro-teaching Phase III (2 microteachings)	<b>10:15 – 11:45</b> 17090 - Micro-teaching Phase III (2 microteachings)
12:00 – 12:30	12:00 – 12:30	12:00 – 12:30	11:45 – 12:00	12:00 – 12:30

Snack Break	Snack Break	Snack Break	Snack Break	Snack Break
<b>12:30 – 13:30</b> 17020 – Teaching and Presentation Techniques	<b>12:30 – 13:30</b> 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	<b>12:30 – 13:30</b> 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	<b>12:00 – 13:30</b> 17090 - Micro-teaching Phase III (2 microteachings)	<b>12:00 – 13:30</b> 17090 - Micro-teaching Phase III (2 microteachings)
<b>13:30 – 13:45</b> Break	<b>13:30 – 13:45</b> Break	<b>13:30 – 13:45</b> Break	<b>13:30 – 13:45</b> Break	<b>13:30 – 13:45</b> Break
<b>13:45 – 14:45</b> 17020 – Teaching and Presentation Techniques	<b>13:45 – 14:45</b> 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	<b>13:45 – 14:45</b> 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	<b>13:45 – 14:45</b> 17090 - Micro-teaching Phase III (1 microteaching)	Graduation