



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



5000 NSC-30/Ser: NU 40

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR NMIOTC COURSE 17000 "TRAIN THE TRAINERS - TECHNICAL INSTRUCTOR" (ETE-IT-34432), 14 - 25 Oct 2024**

DATE: 15 Apr 2024

REFERENCES: A. NMIOTC Program of Work (NPOW) 2024.
B. NMIOTC DIR 60-1 CHANGE 12 Amend 1 - Cost of NMIOTC Training (Tuition Fees).

1. Taking into account the NPOW 2024 (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 **14th October to Friday 25th Oct 2024** (10 working days), in a **blended form (Distance Learning & Resident)**, (**14th to 18th Oct 2024 Distance Learning section** and **21st to 25th Oct 2024 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:

- (1) Listening- Professional (3),
- (2) Speaking- Functional (2),
- (3) Reading- Professional (3),
- (4) Writing- Functional (2) (STANAG 6001, ed 5).
- (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:

- (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 SME).

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

9. The tuition fee for Course 17000 is **770 €** per person and includes transportation to and from the designated hotels and inside NMIOTC premises. Comprehensive payment instructions can be found in Enclosure 1.

10. The course will start on **Monday 14 Oct 24 and will end on Friday 25 Oct 24**. 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 "2". 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, 14 Sep 2024**. Candidates from Non-NATO Entities not participating in PfP, MD, ICI or PatG frameworks must register **NLT Friday, 14 Jun 2024**, so that adequate time is provided for NATO approval procedures. Registration should be made on NMIOTC's official web site www.nmiotc.nato.int.

12. Event details can be found on the NMIOTC official web site 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
- b. **Registration POC:** Cdr Konstantinos Papanastasis GRC (N)
Phone: (+30) 28210 85710, Fax: (+30) 28210 85702
E-mail: papanastasisk@nmioct.nato.int, studentadmin@nmioct.nato.int



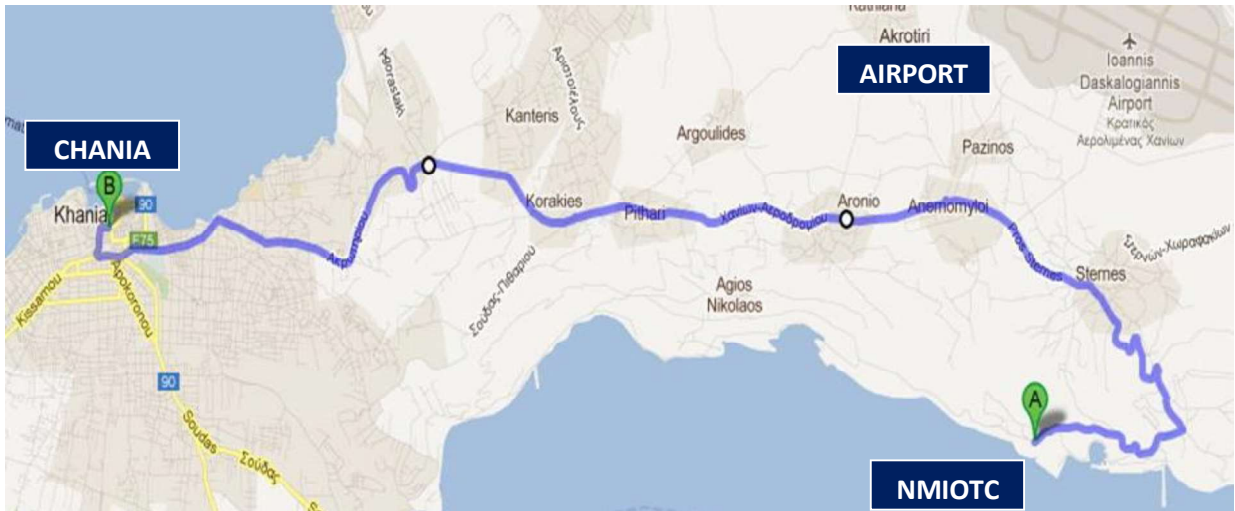
Efstathios Kyriakidis
Commodore GRC(N)
Commandant NMIOTC

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 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) provides relevant visa information requirements. NMIOTC will provide a Visa Support Letter, if requested.

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

A.BEFORE THE MEETING/EVENT	INFORMATION	REMARKS
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 <u>2 working days before the start date of the event</u> , bank charges are not covered by NMIOTC. The receipt should be sent by email to kleinakisd@nmiotc.nato.int and cc lafkasm@nmiotc.nato.int
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 kleinakisd@nmiotc.nato.int and cc lafkasm@nmiotc.nato.int for receiving the link for the credit/debit card payment
B. ON THE FIRST DAY OF THE MEETING/EVENT	INFORMATION	REMARKS
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. **Cancellation Policy:** A late cancellation of a confirmed course significantly impacts NMIOTC's ability to maximize training opportunities for the Alliance and results in a financial loss for NMIOTC. Upon receipt of written confirmation from NMIOTC that your course has been placed on the NMIOTC calendar, our cancellation fees apply as follows:

- a. Cancellation between 30 to 15 days from course start date: 10% of student tuition due;
- b. Cancellation between 14 to 8 days from course start date: 25% of student tuition due;
- c. Cancellation inside of 1 week from course start date: 50% of student tuition due.

6. **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.

7. **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.

8. **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") and including breakfast and internet connection, is as follows:

AKALI 4* hotel www.akali-hotel.gr. (promotional code "NMIOTC" via hotel's online booking platform)

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

KYDON 4* hotel www.kydon-hotel.com (promotional code "NMIOTC" via hotel's online booking platform) E-mail: info@kydon-hotel.gr Tel.: (+30) 28210 52280.

SAMARIA 4* hotel www.samariahhotel.gr (promotional code "NMIOTC" via hotel's online booking platform)")

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

ARKADI 3* hotel www.arkadi-hotel.gr Promo code: "NMIOTC Guest" via mailing to hotel's e-mail address. E-mail: info@arkadi-hotel.gr Tel: (+30) 28210 90181.

KRITI 3* hotel, www.kriti-hotel.gr Promo code: "NMIOTC Guest" via mailing to hotel's e-mail address. E-mail: info@kriti-hotel.gr, Tel. +302821051881

PORTO VENEZIANO 3* hotel www.portoveneziano.gr. Promo code: "NMIOTC Guest" via mailing to hotel's e-mail address. E-mail: hotel@portoveneziano.gr Tel: +30 28210 27100.

9. **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
- 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, www.rentacar-chania.gr, tel.+30 28210 89065.

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

10. **Transportation:** Transportation will be provided on a daily basis from the following Chania city centre pick-up points to NMIOTC: AKALI hotel, SAMARIA hotel (ARKADI hotel is asked to use SAMARIA pick-up point), KYDON hotel and KRITI hotel (PORTO VENEZZIANO hotel is asked to use KRITI pick-up point).

11. **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.

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".

ENCLOSURE 2 TO:
 5000 NSC-30/SER.:NU 40
 Dated:15 Apr 2024

DRAFT SCHEDULE OF EVENTS

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

Week 2 (Resident)				
Day 6	Day 7	Day 8	Day 9	Day 10
08:45 – 09:30 Welcome Brief – Admin Brief – Student intro – Schedule Analysis	08:45 – 10:15 17040 – Instructional Methods	08:45 – 10:15 17070 - Micro-teaching Phase I (Demonstration) (in class)	08:30 – 10:00 17090 - Micro-teaching Phase III (2 micro teachings)	08:30 – 10:00 17090 - Micro-teaching Phase III (2 micro teachings)
09:30 – 09:50 Group photo				
09:50 – 10:15 17020 – Teaching and Presentation Techniques	10:15 – 10:30 Break	10:15 – 10:30 Break	10:00 – 10:15 Break	10:15 – 10:30 Break
10:30 – 12:00 17020 – Teaching and Presentation Techniques	10:30 – 12:00 17070 - Micro-teaching Phase I (Demonstration) (in class)	10:30 – 12:00 17060 – Educational psychology – Class management (in class)	10:15 – 11:45 17090 - Micro-teaching Phase III (2 microteachings)	10:15 – 11:45 17090 - Micro-teaching Phase III (2 microteachings)
12:00 – 12:30 Snack Break	12:00 – 12:30 Snack Break	12:00 – 12:30 Snack Break	11:45 – 12:00 Snack Break	12:00 – 12:30 Snack Break
12:30 – 13:30 17020 – Teaching and Presentation Techniques	12:30 – 13:30 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	12:30 – 13:30 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	12:00 – 13:30 17090 - Micro-teaching Phase III (2 microteachings)	12:00 – 13:30 17090 - Micro-teaching Phase III (2 microteachings)
13:30 – 13:45 Break	13:30 – 13:45 Break	13:30 – 13:45 Break	13:30 – 13:45 Break	13:30 – 13:45 Break
13:45 – 14:45 17020 – Teaching and Presentation Techniques	13:45 – 14:45 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	13:45 – 14:45 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	13:45 – 14:45 17090 - Micro-teaching Phase III (1 microteaching)	Graduation