



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



5000 NSC-53/Ser.: NU:56

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR NMIOTC COURSE 17000 “TRAIN THE TRAINERS - TECHNICAL INSTRUCTOR” (ETE-IT-34432), 12 - 23 Oct 2026**

DATE: 28 Apr 2026

REFERENCES: A. NMIOTC Program of Work (NPOW) 2026.
B. NMIOTC DIR 60-1 CHANGE 13 - Cost of NMIOTC Training (Tuition Fees).

1. Taking into account the NPOW 2026 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, in Souda Bay, Chania, Greece, from Monday **12 October to Friday 23 Oct 2026**, in a **blended form (Distance Learning & Resident)**, (**12 to 16 Oct 2025 Distance Learning section** and **19 to 23 Oct 2026 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 in military authorities and other governmental, international agencies and organizations who are involved in providing training, are 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:

- a. Listening- Professional (3),
- b. Speaking- Functional (2),
- c. Reading- Professional (3),
- d. Writing- Functional (2) (STANAG 6001, ed 5).
- e. 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 “Releasable to PfP (except Belarus and Russia), MD, ICI, PatG (except Afghanistan)”. 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. Module 17010—Special teaching subjects (syllabus creation, lesson plan analysis)
- b. Module 17020 – Teaching & presentation techniques
- c. Module 17030 - Applications of technology in education (intro to distance learning)
- d. Module 17040 – Instructional methods
- e. Module 17050 – Blooms taxonomy
- f. Module 17060 – Educational psychology – class management
- g. Module 17070 – Micro-teaching phase I (syndicate work, demonstration)
- h. Module 17080 – Micro-teaching phase II (presentation preparation, self-study)
- i. 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 the Subject Matter Expert (SME).

8. The course will be delivered by the 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 12 Oct 26 and end on Friday 23 Oct 26**. 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, 11 Sep 2026**). Candidates from Non-NATO Entities not participating in PfP, MD, ICI or PatG frameworks must register **NLT Friday, 12 Jun 2026**, 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:** SCPO Holger Wahl GER (N)
Phone: (+30) 28210 85727, Fax: (+30) 28210 85702
E-mail: wahlh@nmioct.nato.int
- b. **Registration POC:** MSGT Ioanna Stamataki GRC(N)
Phone: (+30) 28210 85710, Fax: (+30) 28210 85702
e-mail: stamatakii@nmioct.nato.int, studentadmin@nmioct.nato.int



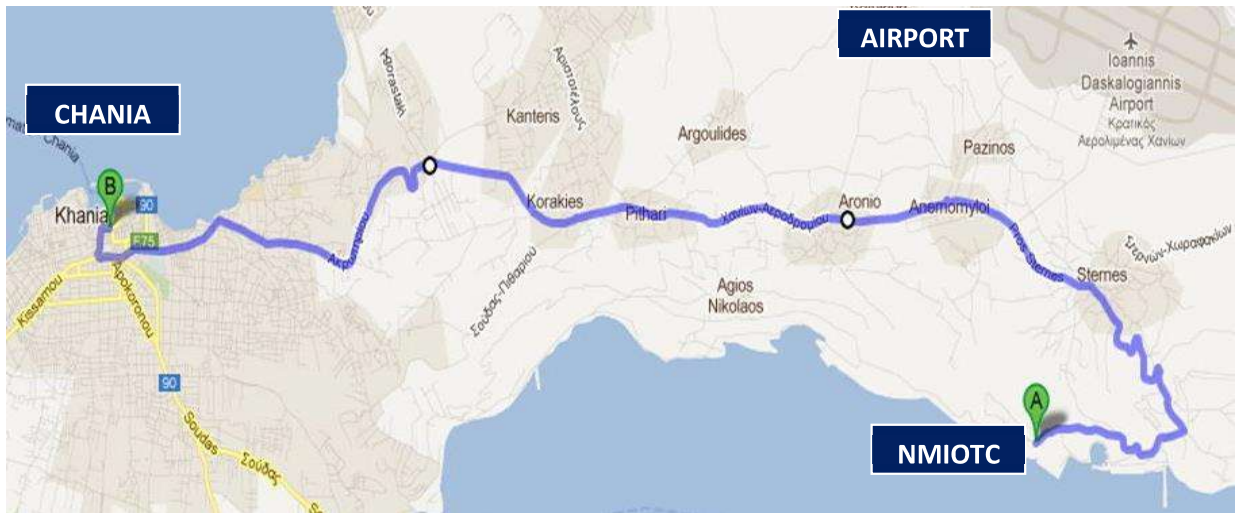
Commodore Pavlos Angelopoulos GRC-N
Commandant

ENCLOSURES:

1. Administrative Instructions
2. Draft Schedule of Event

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 papadakisst@nmiotc.nato.int and cc mitsoulie@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 papadakisst@nmiotc.nato.int and cc mitsoulie@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. **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, including breakfast and internet connection, is as follows:

THE CHANIA HOTEL 5* hotel (booking via e-mail: info@thechaniahotel.com with reference to NMIOTC). Tel. +30 28210 90002). The hotel offers a 20% discount for car rental at letsdrive.gr.

HILTON Garden Inn 5* (Booking via email: reservations@hgichania.com & Dionysis.makastaridis@hilton.com with reference to NMIOTC).

KYDON 4* hotel, 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, samariahotel.gr (promotional code "NMIOTC" via hotel's online booking platform). E-mail: reservations@samariahotel.gr Tel.: (+30) [28210 38600](tel:+302821038600).

AKALI 4* hotel, akali-hotel.gr (promotional code "NMIOTC" via hotel's online booking platform or via e-mail: info@akali-hotel.gr with reference to NMIOTC). Tel: (+30) [28210 92872](tel:+302821092872).

ARKADI 3* hotel arkadi-hotel.gr (promotional code "NMIOTC" via hotel's online booking platform. Email info@arkadi-hotel.gr, tel: (+30) [28210 90181](tel:+302821090181). The hotel offers a 20% discount for car rentier at letsdrive.gr.

KRITI 3* hotel, kriti-hotel.gr (promotional code "NMIOTC26" via hotel's online booking platform or via e-mail: info@kriti-hotel.gr, with reference to NMIOTC). Tel. +30 28210 51881.

PORTO VENEZIANO 3* hotel, portoveneziano.gr (booking via e-mail: hotel@portoveneziano.gr, with reference to NMIOTC), 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

b. By taxi from the airport directly to Chania city center, 24/7, approx. 35.00€

9. **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).

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

11. **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.

12. **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.

ENCLOSURE 2 TO:
 5000 NSC-53/Ser.:NU:56
 Dated, 28 Apr 2026

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 I	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