



17th IAPTC Annual Conference 2011
PKSOI Carlisle, Pennsylvania USA

International Association of Peacekeeping Training Centres



"dedicated to the achievement of excellence"

November 14th - November 18th 2011

**17th INTERNATIONAL ASSOCIATION OF PEACEKEEPING TRAINING CENTRES
ANNUAL CONFERENCE – CARLISLE BARRACKS, PENNSYLVANIA, USA
14-18 November 2011**

Annual Conference Meeting Administrative Information

General: The United States Army Peacekeeping and Stability Operations Institute (PKSOI) in conjunction with the United States Army War College (USAWC) and the Center for Civil-Military Relations (CCMR) will co-host the 17th International Association of Peacekeeping Training Centers (IAPTC) annual conference from 14-18 November, 2011, at the U.S. Army War College in Carlisle, Pennsylvania.

Participants are encouraged to arrive on 14 November, into the Harrisburg International Airport or the Harrisburg Amtrak train station, and depart from these same locations on 19 November. A draft construct can be found on the IAPTC conference website at <http://pksoi.army.mil/iaptc/registration.cfm>. Welcome packets with additional information will be available at the Crowne Plaza Hotel IAPTC reception desk, adjacent to the hotel registration desk. All participants are encouraged to stay at the Crowne Plaza Hotel in Harrisburg (see lodging below).

Registration: Delegates are requested to fill out the registration form on the IAPTC conference website at <http://pksoi.army.mil/iaptc/registration.cfm> **No Later than 16 September, 2011.** During registration, please fill out all fields to include travel itinerary and participation in the conference social, cultural events and Ideas Bazaar.

If you are having problems registering online, there is a link on the registration page of the website to download the registration form. Please submit the completed registration form via email to: carl_iaptc@conus.army.mil or fax 717-245-4243. **NOTE – U.S. Federal employees must encrypt the form if emailing to PKSOI.**

Note: Participation in this year's conference is expected to surpass previous years and may exceed the capacity of the selected venues. For this reason, participation may need to be limited to one or two representatives per organization. To assist with accommodating everyone, we request participants register and make their hotel reservations early.

Conference Fee: The conference fee for this year's IAPTC is \$150. Due to fiscal year end budgeting limitations, registrants will not be able to pay the conference fee prior to 1 October, 2011. Registration is still required at this time, and a reminder email with appropriate information for paying the conference fee will be forwarded on 1 October, 2011.

Arrival: Delegates traveling by air will be met by a representative at the Harrisburg International Airport in the baggage claim area, and then directed to a hotel shuttle bus. Delegates traveling by train will be met in the Harrisburg Amtrak train station lobby, and escorted to the hotel.

Hotel Arrival: Upon arrival at the Crowne Plaza Hotel on 14 November, participants will sign for their room at the hotel registration desk, and then proceed to the IAPTC reception desk to receive a welcome packet, schedule updates, and validate their registration data, to include departure itinerary.

The IAPTC Reception/Information desk at the hotel will be staffed all day on the 14th and 19th of November and mornings and late afternoons, the 15th thru the 18th of November.

Day Attendees: If you will be attending from the local area and not staying at the hotel, there will be a reception desk set-up in the lobby of Bliss Hall at the U.S. Army War College for registration and welcome packets the 15th thru the 17th of November.

Departures: November 19, 2011 is the official travel day for this conference. The Crowne Plaza Hotel will be assisting IAPTC delegates' airport/train departures on Saturday, November 19, 2011. Please remember to indicate your travel dates and pertinent information on the registration form found on the IAPTC website. You may access your registration at a later date to update or edit your information.

Transportation: The conference hosts will coordinate travel between the [Harrisburg International Airport / Amtrak train station](#) and the [Crowne Plaza Hotel Harrisburg-Hershey](#) for arrivals on 14 November and departures on 19 November and monitor expected arrival times, so please notify us immediately (using contact information provided below) if you will be delayed by more than 15 minutes. The conference hosts will provide bus transportation between the Crowne Plaza Hotel and the Carlisle Barracks from 15-17 November, as well as between the Crowne Plaza Hotel and Gettysburg Battlefield on 18 November.

Directions to Carlisle Barracks: If driving, there are several main highways that lead to Carlisle, including Interstate 81 and Interstate 76 (PA Turnpike). For an interactive map of Carlisle Barracks and additional directions, please visit the U.S. Army War College web site at: <http://www.carlisle.army.mil/usawc/about/directions.cfm>

Parking: If driving, parking at the Crowne Plaza Hotel is complimentary. Parking on Carlisle Barracks is extremely limited; you must contact carl_iaptc@conus.army.mil to coordinate an authorized parking space.

Lodging: Conference organizers have reserved 175 rooms at the [Crowne Plaza Hotel Harrisburg-Hershey in Harrisburg, PA](#) at a group discounted rate of \$91.00 per night, which includes a hot breakfast buffet. Delegates are required to make their own reservations via online or by telephone. All reservations must be made and secured with a credit card **No later than 17 October 2011**. Reservations must be cancelled 24 hours in advance, if you will be unable to attend.

Online registration: To make reservations online, click the link below and fill out the information. Please ensure that the Rate Preference at the bottom of the Travel Dates and traveler Information indicates "**PSO**"

[\(Peacekeeping and Stability Operations Institute Lodging\)](#)

Telephone registration: To make reservations via telephone, call the hotel directly: 717-234-5021 or toll free number 1-800-2CROWNE (1-800-227-6963), and provide the group name: Peacekeeping and Stability Operations Institute to receive the group discounted rate.

Amenities: Rooms are equipped with satellite TV, coffee/tea maker, hair dryer, iron and iron board, and free wireless/high speed internet. The hotel also offers a same-day dry cleaning service, fitness center, heated pool and business center.

Meals: Conference organizers have arranged for a varied menu with the Crowne Plaza Hotel, Carlisle Barracks and Gettysburg.

Breakfast: A hot breakfast will be provided 15-19 November in the Crowne Plaza Grand Ballroom from 0700-0800.

Lunch: Lunch will be provided at the Letort View Community Center (LVCC) at the Carlisle Barracks, Carlisle PA from 15-17 November.

Dinner: A hosted dinner is planned for 16 November at LVCC. Spouses and non-participants are welcome at this event for a nominal charge. Please annotate on your registration whether someone will accompany you to the hosted dinner.

No-Host Social: Light hors d'oeuvres and a cash bar will be offered at the ice breaker held at the Crowne Plaza Hotel on 14 November, 7:30-9:30 pm.

Ideas Bazaar: Heavy hors d'oeuvres will be offered at the Ideas Bazaar, which will be held at the U.S. Army Heritage and Education Center, Carlisle PA on 15 November.

Cultural tour: There will be opportunities for participants to purchase lunch and dinner during the cultural tour, 18 November. Please see below for more details regarding the cultural event to the Gettysburg National Military Park and Visitors Center.

Dietary considerations: If you require specific dietary considerations, please indicate this on the registration form and we will do our best to accommodate your needs.

Security Information: Carlisle Barracks, like most military installations, requires all visitors and guests to comply with specific security measures:

Everyone: All participants must present photo identification to gain access to Carlisle Barracks. Foreign nationals must present a passport and an additional photo Identification.

Drivers: All drivers must be prepared to present a valid driver's license, vehicle registration and proof of insurance or documentation provided by your rental car company.

All vehicles entering and exiting are subject to inspection.

Classification: This is an unclassified event.

Dress Attire: Dress attire during the conference and the hosted dinner will be business attire (coat and tie for gentlemen and comparable attire for ladies). Members of the military & police are encouraged to wear their class A / ceremonial uniform (without medals) during the opening ceremony, group photo and hosted dinner.

Conference Internet Access/Laptops/Cell Phones: The conference hosts are offering complimentary internet access for the conference venue. We intend to provide a small business center with access to computers for your convenience. Use of laptop computers and other

portable devices is authorized in the USAWC conference halls and meeting rooms and the Army Heritage and Education Center, however these devices cannot be connected to U.S. Army War College network. Use of USB drives in U.S. Government computers is prohibited by the U.S. Department of Defense.

Presentations: If you have a presentation(s) for the annual conference, we request that you email them to carl_iaptc@conus.army.mil **No later than 7 November** and bring a back-up copy on a Compact Disc (CD). Ensure the briefs are properly titled, so they can be organized into the appropriate location on the agenda. Use of USB drives in U.S. Government computers is prohibited by the U.S. Department of Defense – you must have an alternate means of backup for your presentation(s).

Language: The official language of the United States, and therefore the conference, is in English.

Cultural Tour: A guided tour of the [Gettysburg National Military Park and Visitors Center](#) is scheduled for Friday, 18 November, 2011. This exciting opportunity will give you an overview of the most critical battle of our United States Civil War. Our subject matter experts will take you through the battlefield and explain the significance of the Battle of Gettysburg. Join us as we walk the fields these soldiers fought so bravely on during the first three days of July 1863.

Be sure to wear appropriate weather attire and shoes. You will have the opportunity to purchase lunch that day.

Afterwards, you will be afforded some time to shop at [The Outlet Shops at Gettysburg](#) as well as purchase dinner at one of the restaurants at the outlet center.

Buses will transport you between the Crowne Plaza, Gettysburg Battlefield and the outlets.

Additional useful information for your trip to Central Pennsylvania and the United States of America

Local Time in Pennsylvania: Pennsylvania is located at GMT-5 in the Eastern Standard Time zone from 2 am local time on 6 November 2011 to 12 March 2012, and GMT -4 until 2 AM local time on 6 November 2011.

Tipping: Tipping is a common custom in the United States and is usually 15 to 20 percent of the cost of your meal before taxes. Bellman at hotels and taxi cab drivers usually receive about 2.00 U.S. Dollars as a tip.

Sales Tax: Pennsylvania imposes a 6% state sales tax on taxable goods and services, including food, clothing, and pharmaceutical drugs.

Electricity: The electrical current in Pennsylvania is 120 volts, AC 60 Hz, and requires a Type-A electrical plug, or flat blade attachment plug, uses two flat parallel pins or blades.

Weather: Temperatures are relatively cool during mid-November ranging from a high of 60 degrees Fahrenheit to lows of 32 (15-0 degrees Celsius) with 3-5 inches (7-12 CM) of rain. Humidity is low with dew in the morning. Snow occurs on occasion with a limited accumulation of

1-2 (2-5 CM) inches. Please bring appropriate warm weather clothing and rain gear or umbrellas.

Smoking: Smoking **is not** permitted inside most public buildings, restaurants and offices, although the Crowne Plaza Hotel does offer designated smoking hotel rooms. Be sure to indicate your room preference when making your reservation. There are also restrictions on smoking in some public outdoor areas, so look for signs for the designated smoking areas.

Point of Contacts: You may contact us by email at carl_iaptc@conus.army.mil or by phone at 717-245-3506 or 717-245-4828.

We thank you for your interest in the IAPTC, the USAWC, PKSOI and CCMR and look forward to hosting you during the 17th Annual IAPTC conference this November.