

## Administrative Paper

The following points should clarify the administrative issues for the international Military Academic Forum 2021 (iMAF 2021). Should you have any questions, please do not hesitate to contact the POC for the event:

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### 1) Participants

- Each institution is invited to participate with 2 members of staff and 2 cadets.
- Each participant (staff and cadets) is requested to fill out one Application Form and to send it to [erasmus@academiamilitar.pt](mailto:erasmus@academiamilitar.pt) **NLT 30 July 2021**.

### 2) iMAF Venue

iMAF will take place at Academia Militar, in Amadora.



### 3) Hotel Accommodation

- iMAF participants are requested to book accommodation at their responsibility and expenses.
- We recommend **Moxy Lisbon City** hotel
  - (<https://www.marriott.com/hotels/travel/lisop-moxy-lisbon-city/>) for reservations, send an e-mail to [Fo@moxylisboncity.com](mailto:Fo@moxylisboncity.com)
    - Single room **81€** (breakfast included)
    - Double room **87€** (breakfast included)
    - City tax 2€ per night
  - When booking at this hotel, please **refer to iMAF 2021** in your e-mails.
- Participants who book accommodation at **Moxy Lisbon City** hotel will have transport to and from the Military Academy for the iMAF 2021.

### 3) Meals

- The ice-breaker dinner, on 20 September, will be at the participants' expenses.
- The Military Academy will host lunch on 21 and 22 September and dinner on 22 September.
- Participants with food restrictions should specify them in the Application Form.

### 4) Dress Code

- Ice-breaker: Smart casual
- iMAF: Service dress uniform
- iMAF hosted dinner: Smart casual

### 5) Transport

- Transport will be provided by the Military Academy from Moxy Lisbon City hotel to iMAF and back on both days of the event.
- Participants who are not staying at Moxy Lisbon City hotel will be provided transportation from and to Moxy Lisbon City hotel only.
- Participants who arrive with their vehicles will receive further details after returning the Application Form.
- Transport from and to the airport will be the participants' responsibility.

### 6) Application Form

- Participants are asked to download this form from the EMILYO homepage (as a Word document), fill it electronically, and return it to us.
- For download, please use: <http://www.emilyo.eu/node/878>
- Please, return the Application Form **NLT 30 July 2021** to [erasmus@academiamilitar.pt](mailto:erasmus@academiamilitar.pt)
- Data protection: Participants' data will be used for internal administrative procedures only. The name/institution/position/e-mail address will be included in a list issued only to iMAF 2021 participants. Participants who do not agree to this should inform the POC of the event.

## **7) COVID-19 Current National Health Measures**

- Wearing a face mask and maintaining social distance is mandatory everywhere in Portugal.
- For further and updated information regarding this topic, please check the following links:
  - <https://www.visitportugal.com/en/content/covid-19-measures-implemented-portugal>
  - <https://reopen.europa.eu/en/>
  - <https://www.iatatravelcentre.com/world.php>