# Administration Questionnaire

EDL Saaremaa District and Gotland Home Guard meeting, Kuressaare

To finalise the arrangements for the EDL Saaremaa District and Gotland Home Guard meeting 17. -18. April 2024 in Kuressaare, Estonia you are kindly requested to complete this questionnaire for your Head of Delegation and all accompanying delegates and return to CDR Arto Reinmaa (POC for this meeting) **NLT Friday 29 March 2024 (Presentation NLT 12 April 2024** [No CDs, Memory sticks]**)** via email at arto.reinmaa@kaitseliit.ee

# PERSONAL / DELEGATION INFORMATION

# Country / Organisation: Sweden / Gotland Home Guard

# Head of Delegation (HoD)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country | Rank | Last Name | First Name | Document ID No |
|  |  |  |  |  |
| Day of Birth / Country | Duty/Position | Telephone | Email address |
|  |  |  |  |

# HoD’s Representative Point-of-Contact details prior to arrival in country and whilst in Estonia (if HoD and POC is same please leave it emty)

|  |  |  |
| --- | --- | --- |
| Rank | Last Name | First Name |
|  |  |  |
| Telephone | Email address |
|  |  |

**Accompanying Officers**

Please note that organisation’s delegation has been considered of the HoD and up to **two** accompanying Officers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country/Navy | Rank | Last Name | First Name | Document ID No |
|  |  |  |  |  |
| Day of Birth / Country | Duty/Position | Telephone | Email address |
|  |  |  |  |
| Country/Navy | Rank | Last Name | First Name | Document ID No |
|  |  |  |  |  |
| Day of Birth / Country | Duty/Position | Telephone | Email address |
|  |  |  |  |

\*\* **Information requested because** of access to Estonian Defence League / Saaremaa District staff territory (ID with photo required).

Classification level during the meeting: UNCLASSIFIED / FOR OFFICIAL USE ONLY

1. **ACCOMMODATION ARRANGEMENTS**

Proposed hotels or your own choice:

<https://www.gospa.ee/>

<https://grandrose.ee/>

<https://johan.ee/>

Attendees are requested to complete their Hotel booking by their own.

|  |
| --- |
| **Accommodation (self-booked by delegation)** |
| Hotel Name |  |
| Hotel Address |  |  |  |

1. **TRAVEL INFORMATION**

Please complete the appropriate block

**Air:**

Please note that the nearest international airport is Lennart Meri Tallinn Airport.

|  |
| --- |
| **Arrival in EST** |
| Airline | Flight # | From | To | Date & ETA |
|  |  |  |  |  |
| **Departure from EST** |
| Airline | Flight # | From | To | Date & ETD |
|  |  |  |  |  |

Remarks (e.g. service / charter / connection or military flight):

**Car:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Car registration nr | Make | Model | Colour | ETA / ETD |
| 1 |  |  |  |  |  |

1. **DRESS**

Dress for the meeting is Combat uniform. Dress for dinner is Business Casual / Jacket No Tie.

1. **MISCELLANEOUS**

Please indicate any special food allergies/ restrictions or health conditions to be taken into consideration or any other comments/ requests you may wish to add in order to assist the meeting team in helping you: …………………………………………………………………………………………………………

Religious necessities: ………………………………………………………………………………

Additional comments: ………………………………………………………………………………

\*\*\* No official gift exchange

If you have any questions please contact:

POC CDR Arto Reinmaa, EDL Saaremaa District

Telephone: +372 717 9451 Cell: +372 5333 1699 E-mail: arto.reinmaa@kaitseliit.ee