



## **BUREAU FOR INTERNATIONAL LANGUAGE COORDINATION**

June 2009

**To:** BILC Steering Committee, Permanent Observers and NATO Offices

**References:** a. 2009 BILC Conference Steering Committee Minutes

b. For PfP: ACT.212.2

c. For MD: PO (2005) 0102

**Subject:** *Invitation to BILC Professional Seminar 2009 in Copenhagen*

---

- 1. Location and Date:** The 2009 BILC Professional Seminar will be held at Eigtveds Pakhus (Warehouse) in Copenhagen, Denmark, from 4 October to 8 October 2009.

**Theme:**

**"The 21st Century Classroom: Keeping up with the Times!"**

- 2. Joining Instructions:** Please see enclosure for detailed information from the Danish Organising Committee, on arrivals, departures, hotel costs and a required seminar fee. As you will gather from the information provided, thanks to our hosts, the seminar fee is relatively low. We hope that this will enable a large number of participants to attend.
- 3. Delegation Size:** As per the BILC RoP, generally, national delegations should be limited to one delegation head plus two delegation members, including a presenter.
- 4. Partners and Mediterranean Dialogue** members wishing to participate in the 2009 BILC Professional Seminar may receive financial support from NATO in accordance with the effective NATO/ PfP/ MD Funding Policy. The application form for funding is included in the joining instructions.

***PLEASE NOTE:***

Seminar attendees are required to pay all fees/hotel bills in person. The Partner and MD subsidy procedures explained in the enclosures must be followed by applying to the Military Cooperation Division (MCD); the BILC, the NTG, the PCC and the Danish Organizing Committee **will not pay hotel bills or any other fees directly.**

5. **Visas:** Delegations are responsible to determine any possible visa requirements for entry into Denmark.
6. **Points of Contact:** Please see the enclosed Joining Instructions.
7. **The MCD** is kindly asked to distribute this invitation to Partner and MD Liaison Offices and to coordinate subsidy requests.
8. **Deadlines for subsidies: 10 August 2009.**
9. **Registration forms and presentation applications deadline:** by 1 September 2009.

.....  
Julie J. Dubeau  
BILC Secretary  
*For the Chairman*

Enclosures:

- Joining Instructions (pages 3-5)
- Draft Programme (pages 6-8)
- Partner/MD Funding Procedures (page 11)
- Financial Assistance Request Form (page 12)
- Financial Reimbursement Form (page 13)

# BUREAU FOR INTERNATIONAL LANGUAGE COORDINATION



June 2009  
Copenhagen  
DENMARK

## **BILC PROFESSIONAL SEMINAR - JOINING INSTRUCTIONS**

The Seminar Registration and Presentation Forms should be submitted no later than **1 September 2009**.

### **1. Location and Date**

The 2009 BILC Professional Seminar will be held at Eigtveds Pakhus (Warehouse) in Copenhagen, Denmark, from 4 October to 8 October 2009. Participants will be accommodated at the Copenhagen Strand Hotel.

Eigtveds Pakhus is the meeting, conference and reception rooms of the Danish Government. It is located next to the Ministry of Foreign Affairs within walking distance of the Copenhagen Strand Hotel. The address is Asiatisk Plads 2 G, 1448 Copenhagen K.

### **2. Theme**

The theme of this year's Professional Seminar is:

**"The 21st Century Classroom: Keeping up with the Times!"**

Some sample topics for presentation are:

- Technology and methodology (What are the new tools? How do we use them?)
- The pedagogical relevance of the new technologies
- Integrating technology into the language classroom
- The effective management of technology in the language classroom
- The changing roles of the teacher and the student (How are these roles affected by new technology?)
- Motivation (Does the new technology affect the motivation of the students and the teacher?)
- The effects of technology on learning styles (multiple intelligences)
- Adaptation and resistance to technology
- Computer based language learning programmes (self-directed learning)
- The use of the Internet in the language classroom
- The use of the language laboratory
- The digital library
- Paper textbooks versus digital curricula

- Striking the balance between “old” and “new” technologies
- Advantages/ disadvantages of the digital classroom
- The digital classroom of the future (virtual world)

### **3. Accommodation**

Participants will be accommodated at the **Copenhagen Strand Hotel**.

Address: Havnegade 37  
1058 Copenhagen K, Denmark  
Website: [www.copenhagenstrand.com](http://www.copenhagenstrand.com)  
E-Mail: [copenhagenstrand@arp-hansen.dk](mailto:copenhagenstrand@arp-hansen.dk)  
Tel.: +45 3348 9900  
FAX: +45 3348 9901

The Copenhagen Strand Hotel is located at the harbour front close to the historical centre of Copenhagen and within walking distance of the conference venue at Eigtveds Pakhus

- Prices:
 

|                       |                            |
|-----------------------|----------------------------|
| Standard Single room: | DKK 1055,- (Approx. € 141) |
| Standard Double room: | DKK 1240,- (Approx. € 166) |
- Breakfast is included in the room rate.
- All rooms have a mini-bar, television, free high speed internet access and a hair dryer.
- The hotel does not have a garage or a private parking lot.
- All major credit cards are accepted. *Maestro* cards are not accepted.

Participants are kindly asked not to contact the hotel directly. Hotel bookings are to be made only through the registration website at <https://www.danishdefence.dk/bilc>. Changes made less than 30 days prior to the arrival date will be subjected to a fee and cancellations will be charged to your credit card.

Registrations that include accommodation **without** credit card details will not be accepted.

If you have questions regarding accommodation, please contact Ms. Christella Rosenstrøm at InTouch Scandinavia A/S on phone +45, 30 67 31 05 or by mail: [christella@intouch.dk](mailto:christella@intouch.dk).

#### **Tourist Information**

[www.visitcopenhagen.dk/tourist](http://www.visitcopenhagen.dk/tourist)  
[www.aok.dk/section/english](http://www.aok.dk/section/english)

### **4. Arrival and Transportation to the Hotel**

Participants are expected to arrive on **Sunday, 4 October 2009**, and depart on **Friday, 9 October 2009**. There will be an Ice Breaker at the Copenhagen Citadel between 18:30 and 20:30 hrs on Sunday, 4 October 2009. Transportation back and forth will be organized.

There will be **no shuttle service** from Copenhagen International Airport to the hotel on 4 October as the metro train service to the city centre is both fast and convenient.

Taxis (*to be shared by three persons*) are, of course, also available. There will be a host nation representative with a BILC sign at the airport to advise you on transportation details and provide you with metro tickets or taxi vouchers according to your preference (tickets and vouchers are covered by the conference fee). If you arrive on another day there will be no arrangements. The taxi fare to the hotel is approximately 200 DKK (*Approx. € 27; tips not required*).

## **5. Seminar Fee**

All participants (delegates and spouses/ partners) will be charged a seminar fee of € 170. The exact amount should be paid in cash (Euros or DKK, no coins) to the Seminar secretariat at Eigtveds Pakhus on Mon 05 October 2009. The fee covers seminar activities, seminar coffees and lunches as well as the BILC dinners, BILC excursions, entrance fees etc.

**Please note that the Seminar fees do not include dinner or any expense incurred on the free evenings.**

## **6. Programme**

An outline programme for the Seminar is attached. The programme may be subject to change as details are finalized.

A special sightseeing excursion for spouses to the castles of North Zealand (lunch included) will be arranged on Tuesday 6 October if there is a minimum of ten participants.

## **7. Presentations**

Those interested in giving a presentation (maximum 30 minutes, questions included) should include this information on the Registration Form on the BILC Professional Seminar website (<https://www.danishdefence.dk/bilc>) (In case you do not have access to the Internet, please, contact Host Nation Point of Contact). Presentations should be consistent with the seminar theme. Please, ensure that your presentation is ready for loading into the seminar computer upon your arrival, preferably via flash drive (memory stick).

A projector, VCR and laptop computer with MS Office 2003 (and Power Point) will be available in the seminar room.

## **8. Registration**

Delegates are requested to register directly on the Danish Defence - BILC Professional Seminar website (<https://www.danishdefence.dk/bilc>). An auto-generated confirmation of your registration will be emailed to the address you have listed. However, the BILC Secretariat will check all registrations, and unsolicited applicants will ultimately receive a refusal.

Registrations should be made no later than **1 September 2009**.

In case you do not have access to the Internet or in case of other questions, please, contact the Host Nation Point of Contact.

**BILC Secretariat**

Tel: +001-819-994-2070

Fax: +001-819-994-2170

Julie Dubeau - Secretary

Jana Vasilj-Begovic – Deputy Secretary E-mail: [bilc@forces.gc.ca](mailto:bilc@forces.gc.ca)

**Host Nation Point of Contact:**

Lene T. Schacke – Senior Lecturer

Royal Danish Defence College

Tel. +45 39151422

E-mail: [ISP-25@fak.dk](mailto:ISP-25@fak.dk)

## BILC PROFESSIONAL SEMINAR

COPENHAGEN 04 – 08 October 2009

### PROGRAMME OUTLINE

Edition 020609

#### SUNDAY 04 OCTOBER

|           |   |   |
|-----------|---|---|
| Whole day | Arrival   | There will be <b>no shuttle service</b> from Copenhagen International Airport to the hotel.<br><br>A host nation representative at the airport will provide you with metro tickets or taxi vouchers. Taxis are to be shared by three persons.<br><br>Taxi (20-30 minutes) or metrotrain (12 minutes) followed by a 10 minutes walk. |
| 1815      | Departure by bus from hotel to Copenhagen Citadel |   |
| 1830-2030 | Ice breaker                                       | Drinks and a light meal at Copenhagen Citadel<br>Casual dress   |
| 2030      | Departure by bus from Copenhagen Citadel to hotel | End of program  |

#### MONDAY 05 OCTOBER

|                    |  |  |
|--------------------|--|--|
| No later than 0830 | Departure on foot for conference           | Individual walk from hotel to conference venue at Eigtveds Pakhus (Eigtved's Warehouse)  |
| 0900-1000          | Opening of conference                      | Chairman, host nation  |
| 1000-1045          | Key Note Address<br>(Related to Subject A) | Associate Professor, PhD,<br>Bente Meyer, Department of Curriculum Research, Danish School of Education/<br>University of Aarhus |
| 1045-1105          | Coffee break                               |  |
| 1105-1205          | Subject A: 1, 2                            |  |
| 1205-1230          | Group photo                                |  |
| 1230-1330          | Lunch                                      |  |
| 1330-1430          | Subject A: 3, 4                            |  |
| 1430-1450          | Coffee break                               |  |
| 1450-1550          | Subject A: Discussion                      |  |
| 1550-1900          | Free time                                  |  |

|                    |                              |   |
|--------------------|------------------------------|---|
| No later than 1900 | Departure on foot from hotel | Individual walk from hotel to restaurant                                    |
| 1930-2130          | Informal dinner              | Dinner at restaurant of New Drama Theatre<br>Casual dress<br>End of program |

### **TUESDAY 06 OCTOBER**

|                    |                                  |   |
|--------------------|----------------------------------|---|
| No later than 0830 | Departure on foot for conference | Individual walk from hotel to conference venue at Eigtveds Pakhus |
| 0900-1000          | Subject B: 1, 2                  |   |
| 1000-1100          | Subject B: 3, 4                  |   |
| 1100-1120          | Coffee break                     |   |
| 1120-1220          | Subject B: 5, 6                  |   |
| 1230-1330          | Lunch                            |   |
| 1330-1430          | Subject B: 7, 8                  |   |
| 1430-1450          | Coffee break                     |   |
| 1450-1550          | Subject B: Discussion            | End of program. Free evening                                      |

### **WEDNESDAY 07 OCTOBER**

|                    |  |   |
|--------------------|--|---|
| No later than 0830 | Departure on foot for conference                           | Individual walk from hotel to conference venue at Eigtveds Pakhus |
| 0900-1000          | Subject C: 1, 2  |   |
| 1000-1100          | Subject C: 3, 4  |   |
| 1100-1120          | Coffee break   |   |
| 1120-1220          | Subject C: 5, 6  |   |
| 1230-1300          | Subject C: Discussion                                      |   |
| 1300-1400          | Lunch  |   |
| 1400-1700          | Departure by bus from conference venue<br>Sightseeing tour | Rosenborg Castle (Crown jewels), bus tour of Copenhagen           |
| 1700               | Arrival at hotel   | End of program. Free evening                                      |

### **THURSDAY 08 OCTOBER**

|                    |                                     |  |
|--------------------|-------------------------------------|--|
| No later than 0830 | Departure on foot for conference    | Individual walk from hotel to conference venue at Eigtveds Pakhus                                |
| 0900-1000          | Subject D: 1, 2                     |  |
| 1000-1100          | Subject D: 3, 4                     |  |
| 1100-1120          | Coffee break                        |  |
| 1120-1220          | Subject D: 5, 6                     |  |
| 1230-1330          | Lunch                               |  |
| 1330-1430          | Subject D: Discussion               |  |
| 1430-1450          | Coffee break                        |  |
| 1450-1550          | Chairman's Corner & Closing Remarks | To include presentations by Turkey and Bulgaria of the 2010 Conference and Seminar respectively. |
| 1550-1800          | Free time                           |  |



|           |  |   |
|-----------|--|---|
| 1800      | Departure on foot from hotel to boat                     | Group walk from hotel to boat pier close by                   |
| 1815      | Boat departure   | Boat tour of CPH (Inner) Harbour and canals                   |
| 1900-2300 | Arrival at Naval Officers' Club by boat<br>Formal dinner | Conference dinner at the Naval Officers' Club<br>Formal dress |
| 2300      | Departure by bus to hotel                                | End of program  |

### **FRIDAY 09 OCTOBER**

|   |                                    |   |
|---|------------------------------------|---|
| Time depending on departure of participants | Departure by buses for CPH Airport | There will be one bus departure during the day. All other transportation from the hotel to CPH airport will be at the participants' own arrangement: Taxi (20-30 minutes/25 Euro) or metrotrain (12 minutes/4 Euros). |
|---|------------------------------------|---|

## **PARTNER and MEDITERRANEAN DIALOG FUNDING PROCEDURES**

1. Partners and MD countries wishing to participate in the Bureau for International Language Coordination Professional Seminar may receive financial support from NATO in accordance with the existing NATO/PfP Funding Policy.
2. Request forms should be submitted to the Military Cooperation Division (MCD) at least 8 weeks in advance of the event. (10 August 2009).

LTC (ESP A) Enrique GAITAN  
Activity Coordination SO2  
Military Cooperation Division - SHAPE

Commercial phone 0032 (0) 6544 5637  
IVSN 254 5637  
Commercial Fax: 0032 (0) 6544 5768  
IVSN Fax: 254 5768

Email : [Enrique.Gaitan@mcd.pims.org](mailto:Enrique.Gaitan@mcd.pims.org)

## FINANCIAL ASSISTANCE REQUEST FORM

(to be attached by a Partner Nation to the official request for financial assistance)

### ACTIVITY IDENTIFICATION

|                    |                           |
|--------------------|---------------------------|
| Activity           | BILC Professional Seminar |
| PWP/MDWP Reference |                           |
| Date               | October 4-8, 2009         |
| Place              | Copenhagen, Denmark       |

### PARTICIPANT IDENTIFICATION

|                  |  |
|------------------|--|
| Partner Nation   |  |
| Name             |  |
| First Name       |  |
| Rank/Service     |  |
| ID/Number        |  |
| Official address |  |
| Telephone Number |  |
| Fax Number       |  |

### ESTIMATE OF EXPENDITURE

|                    |  |
|--------------------|--|
| Travel             |  |
| Accommodation      |  |
| Meals              |  |
| Others             |  |
| <b>Total</b>       |  |
| Beneficiary*       |  |
| Currency requested |  |

### PARTNER NATION AUTHORISATION

|           |  |
|-----------|--|
| Position  |  |
| Name      |  |
| Date      |  |
| Signature |  |

### NTG AUTHORISATION\*\*

|                        |  |                       |  |
|------------------------|--|-----------------------|--|
| Authorisation Number   |  | Action officer`s name |  |
| Level of subsidisation |  | Signature             |  |

\* Name of the organisation responsible for the visit and holder of the bank account to be credited.

\*\* This table to be completed by the SO NTG FSG (for PfP and MD Partners). When submitting the Financial Reimbursement Request Form, please refer to this Authorisation Number.

## FINANCIAL REIMBURSEMENT REQUEST FORM

(to be attached by a Partner Nation to the official request for reimbursement)

### ACTIVITY AND PARTICIPANT IDENTIFICATION

|  |  |
|--|--|
| Activity                                   |  |
| PWP/MDWP Reference                         |  |
| Date                                       |  |
| Place                                      |  |
| Partner Nation                             |  |
| Financial Assistance Authorisation Number* |  |

### BANK IDENTIFICATION FOR REIMBURSEMENT

|                      |  |
|----------------------|--|
| Beneficiary**        |  |
| Bank                 |  |
| Account Number       |  |
| Currency for Payment |  |

### COSTS AND JUSTIFICATION DOCUMENTS (documents - to be attached)

|                                      |  |                             |
|--------------------------------------|--|-----------------------------|
| Travel                               |  | Travel ticket(s) – original |
| Accommodation                        |  | Bills - original            |
| Meals                                |  | Bills - original            |
| Others                               |  | Bills - original            |
| <b>Combined total costs incurred</b> |  |                             |

### PARTNER NATION AUTHORISATION

|           |  |
|-----------|--|
| Position  |  |
| Name      |  |
| Date      |  |
| Signature |  |

### COSTS REIMBURSED\*\*\*

| ITEM          | VALUE | Exchange Rate | Value (payment currency) | SUBSIDY | TOTAL |
|---------------|-------|---------------|--------------------------|---------|-------|
| Travel        |       |               |                          | 80%     |       |
| Meals         |       |               |                          | 80%     |       |
| Accommodation |       |               |                          | 80%     |       |
| Others        |       |               |                          | 80%     |       |
| Total         |       |               |                          | 80%     |       |

|                       |                    |
|-----------------------|--------------------|
| Action officer's name | LTC Marek Adamczyk |
| Signature             |                    |
| Date                  |                    |

\*This number is given to the Financial Assistance Request by the SO NTG FSG (for PfP and MD Partners), after approval of the request.

\*\* Name of the organisation responsible for the visit and holder of the bank account to be credited.

\*\*\* This table to be completed by the SO NTG FSG (for PfP and MD Partners).