

ADVANCED PROFESSIONAL TRAININGS ON HUMANITARIAN LAW AND POLICY

*Cambridge (MA), USA
14-18 June 2010*

LOGISTICS INFORMATION

HPCR INTERNATIONAL CONTACT

For questions or concerns, please contact Eileen Tufay, HPCR International Project Coordinator, at +32 2 790 88 40 (office) or by email at pdptrainings@hpcr.org.

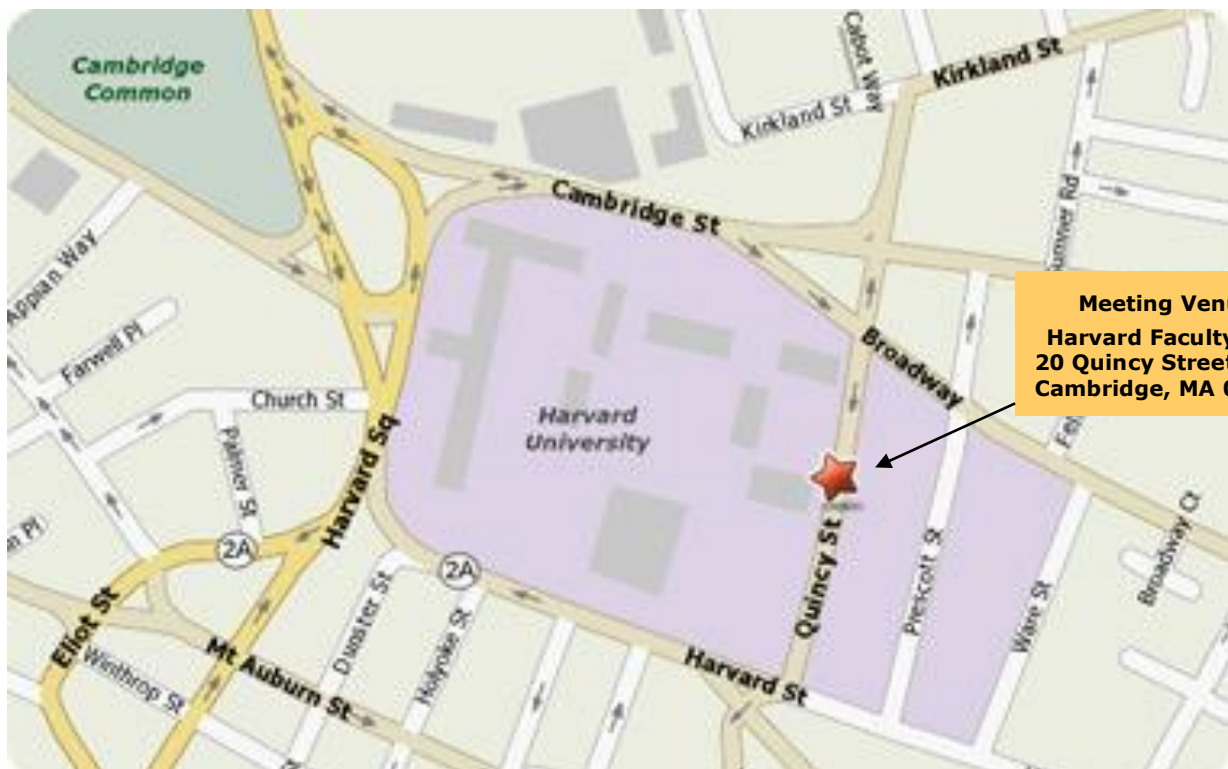
TRAINING VENUE

CORE PROFESSIONAL TRAINING ON HUMANITARIAN LAW AND POLICY, 14-16 JUNE

The Cambridge Core Professional Training will take place within the premises of the **Harvard Faculty Club**, at the following address:



20 Quincy Street
Cambridge, MA 02138
www.hfc.harvard.edu



For a comprehensive view of Cambridge and the Harvard Faculty Club, visit the following URL: www.hfc.harvard.edu/downloads/parking_map.pdf

**THEMATIC WORKSHOP ON HUMAN RIGHTS, COUNTERTERRORISM AND ARMED CONFLICT,
17-18 JUNE**

The Thematic Workshop will take place within the premises of the **Radcliff College**, at the following address:

10 Garden Street
Cambridge, MA 02138
www.radcliffe.edu
Meeting Room: **Fay Sheerr Room**



Both the Harvard Faculty Club and Radcliffe College are located just a few minutes away from Harvard Square in Cambridge.

Harvard Square is a busy commercial and service centre that features numerous stores, restaurants, bars, and movie theatres as well as several banks and pharmacies.

ACCOMMODATIONS

ON CAMPUS ACCOMMODATIONS

The course fee *does not* cover accommodations during the Advanced Professional Trainings. Participants are responsible for reserving their own accommodations.

However, HPCR International has blocked a limited number of rooms in the **Harvard Law School apartment** building in Cambridge. All rooms have a bathroom and kitchenette; however, no kitchen utensils are provided. Some of the rooms have their own bathroom and kitchen areas, whereas others are pads with two bedrooms that share a bathroom and kitchenette. Participants have the option to book a room at this venue, at a preferential rate.

Address:

Harvard Law School Apartments:
1637 Massachusetts Avenue
Cambridge, MA 02138
Website: <http://tinyurl.com/cnpbr5>

The on-campus accommodations are located within three minutes walking distance from the training venues and ten minutes from Harvard Square, which features banks, restaurants, pharmacies, coffee shops, etc.

Room Rates:

- **US\$100/night** (tax included) between June 13 (arrival date) to June 19 (departure date) (up to 6 nights total). Because these on-campus accommodations are also reserved by other groups, reservations cannot be extended before or after the Advanced Professional Trainings week.
- An **additional US\$5** will be charged for one set of linens per stay. Kindly note that housekeeping services are not provided during your stay.

Payment Information:

Payments for Harvard campus accommodations are to be made in US Dollars and need to be made separately from the course fee. The preferred method of payment is via check or PayPal. Participants will receive an invoice based on their booking.

In order for us to confirm your reservations on the Harvard Law School campus, we require that payment be remitted no later than Monday, 7 June 2010.

Reservation Form:

On-campus accommodations must be reserved through HPCR International, by completing the Online Logistics & Reservation Form available by clicking [here](#) (*press "Ctrl" if the link does not open*). Unfortunately, room preferences cannot be guaranteed.

Amenities at the Harvard Law School apartment building:

The on-campus accommodations offer the following amenities:

- ✓ Single, furnished, non-smoking rooms with private bathrooms
- ✓ A set of linens, blanket, pillows and towels for \$5 per person
- ✓ Wireless and Wired Internet Access
- ✓ Individual Control of Air-Conditioning
- ✓ Laundry room
- ✓ Fully-equipped kitchen

Note: The on-campus accommodations do not offer telephones or televisions on the premises. Only a limited number of rooms are available on campus, and will be assigned on a first come first serve basis. We therefore strongly recommend booking early.

OFF CAMPUS ACCOMMODATIONS

Participants can elect to stay in local hotels and Guest Houses/ Bed & Breakfasts. In an effort to assist participants who choose this alternative, a list of accommodations in the Harvard Square area is outlined below. We encourage participants to book early to ensure availability.

Hotels

HARVARD SQUARE HOTEL

110 Mt. Auburn Street
Cambridge, MA 02138
Phone: 617-864-5200
www.harvardsquarehotel.com
Rates start at \$199/night + 12.45% tax

INN AT HARVARD

1201 Massachusetts Avenue
Cambridge, MA 02138
Phone: 617-491-2222
www.theinnatharvard.com
Rates start at \$279/night + 12.45% tax

SHERATON COMMANDER

16 Garden Street
Cambridge, MA 02138
Phone: 617-547-4800
www.starwoodhotels.com
Rates start at \$219/night + 12.45% tax

CHARLES HOTEL

1 Bennett Street
Cambridge, MA 02138
Phone: 617-864-1200
www.charleshotel.com
Rates start at \$359/night + 12.45% tax

Guest Houses / Bed & Breakfasts**A FRIENDLY INN**

1673 Cambridge Street
Cambridge, MA 02138
Phone: +1 617-547-7851
www.afinow.com/afi/
Rates start at \$127/night + 12.45% tax

Rates start at \$199/night + 12.45% tax
(\$135 + tax for shared bathroom)

IRVING HOUSE

24 Irving Street
Cambridge, MA 02138
Phone: +1 617-547-4600
www.cambridgeinns.com
Rates start at \$215/night + 12.45% tax
(\$135 + tax for shared bathroom)

MARY PRENTISS INN

6 Prentiss Street
Cambridge, MA 021340
Phone: +1 617-661-2929
www.maryprentissinn.com
Rates start at \$199/night + 12.45% tax

CAMBRIDGE BED & MUFFIN

267 Putnam Avenue
Cambridge, MA 02138
Phone: +1 617-576-3166
www.bedandmuffin.com
Rates start at \$100/night

HARDING HOUSE

288 Harvard Street
Cambridge, MA 02138
Phone: +1 617-876-2888
www.cambridgeinns.com

TRANSPORTATION

Transportation is not included in the training course fee. The training organizers do not organize hotel-airport transfers, but have provided you with the transportation information below.

By Taxi

Upon arrival to Boston, you can take a taxi directly to the Harvard Faculty Club in Cambridge (see address above).

From the airport, a taxi to Harvard Square will take anywhere from 20 to 40 minutes depending on traffic, and may cost as much as \$45 (+ 15% gratuity).

By Subway

Both the training venue and on-campus accommodations at the Harvard Law School are accessible by public transportation. The nearest subway station (known as the "T" in Boston) to both venues is the "Harvard" stop on the Red line. Both venues are approximately 10 minutes walk from the subway station.

From the airport, public transportation to the Harvard Faculty Club can take up to 45 minutes.

For detailed directions to the Harvard Faculty Club by car or public transportation, please see www.hfc.harvard.edu/directions.html.

By Car

If driving, please be advised that parking in Cambridge is extremely limited. On-campus parking requires a parking permit and cannot be guaranteed near the training venue. A limited number of temporary parking permits are available at an extra cost and **MUST** be requested at least 3 weeks in advance.

ENTRY VISA REQUIREMENTS

Please note that the indicative visa information below may have changed since the time of publishing of this document. **Make sure to refer to the US consulate/embassy in your country of residence for more information on visa requirements** and to ensure you have all the necessary papers for travel.

Travellers coming to the US for tourism or business for 90 days or less from qualified countries may be eligible to visit the US without a visa if they meet the **visa waiver program** requirements. Select [Visa Waiver Program](#) to learn more, and find out if you meet the visa waiver requirements.

Applicants for visitor visas should apply to the US Embassy or Consulate with jurisdiction over their place of permanent residence. Certain nationalities require an entry visa to be obtained prior to travel. Visa applications are now subject to a greater degree of review than in the past so it is important to apply for your visa well in advance of your travel departure date. Some countries have limited or no visa services provided by the U.S. Embassy. For more information regarding those countries, select [Limited or No Visa Services](#).

COURSE FEES

The cost of the Core Professional Training on Humanitarian Law and Policy is 900 Euros, and 600 Euros for the Thematic Workshop. These fees cover all meals provided during the trainings (see 'Meals' section below) as well as tuition and course materials.

Please be reminded that the course fees do not include accommodation (see accommodation details above) or travel expenses.

Payment of the course fee must be received by 17 May 2010 otherwise your participation may be forfeited to applicants on our waiting list. For additional information on payments, please visit our website at www.hpcr.org/core_trainings_payment.html or email us at pdptrainings@hpcr.org.

CANCELLATION POLICY

In case of cancellation *prior* to the payment deadline (17 May 2010), applicants may opt to participate in an alternative training session at a later date (availability permitting) or to receive a refund of their course fee, minus any associated bank transfer fees.

No refund will be provided should a cancellation be made after the payment deadline.

MEALS

Lunches

All lunches will be provided for and will be held close to or at the training venue. They are served in open buffet style.

Opening Dinner on Monday 14 June

A formal opening dinner will be served at the end of the first day of the Core training, and is included in the course fee. All participants are encouraged to attend. *Registration to the dinner can be made via a logistics form available [here](#).* If there is valid reason for cancellation at the last minute, please inform us so that the necessary arrangements can be made. Dinner venue to be communicated at training.

Light Dinner on Tuesday 15 June

A light dinner will be served before the screening of the movie this day.

Thematic Workshop Dinner on Thursday 17 June

A (less formal) dinner will be held for the workshop participants and is included in the workshop fee. All participants are encouraged to attend. *Registration to the dinner can be made via a logistics form available [here](#).* If there is valid reason for cancellation at the last minute, please inform us so that the necessary arrangements can be made. Dinner venue to be communicated at training.

OTHER INFORMATION

Internet & Computer Access

Participants will have free access to two Internet-connected computers at the training venue, available only during breaks.

Should you wish to bring your own laptop computer, wireless Internet access will be available in the plenary room.

Schedule

Please refer to the general schedule on the last page of this document. Note that no events have been arranged on some evenings (i.e. Wednesday 16 and Friday 18 June), allowing participants free time to visit Cambridge.

Climate

The climate in late September is quite pleasant in New England. Average high temperature is approximately 73°F (23°C) and the average low is 57°F (14°C) with occasional rain showers. We advise packing a sweater or lightweight jacket to ensure your comfort in air-conditioned venues and for cooler evenings.

Attire

Casual dress is appropriate for all seminar activities. However, more formal attire (no jeans or T-shirt) is recommended for the dinners.

GENERAL SCHEDULE

ADVANCED PROFESSIONAL TRAININGS ON HUMANITARIAN LAW AND POLICY

*Cambridge (MA), USA
June 14-18, 2010*

Core Professional Training on Humanitarian Law and Policy

Monday, June 14

8:15 – 9:00 Breakfast and Registration
9:00 – 17:00 Sessions Day One
18:30 Formal Opening Dinner

Tuesday, June 15

8:30 – 9:00 Breakfast
9:00 – 17:00 Sessions Day Two
17:15 Light Dinner & Film Screening

Wednesday, June 16

8:30 – 9:00 Breakfast
9:00 – 17:00 Sessions Day Three
17:00 Optional Core Training Exam & Event Closing

Thematic Workshop on Human Rights, Counterterrorism and Armed Conflict

Thursday, June 17

8:15 – 9:00 Breakfast and Registration
9:00 – 17:00 Sessions Day Four
18:00 Dinner

Friday, June 18

8:30 – 9:00 Breakfast
9:00 – 17:00 Sessions Day Five
17:00 Event Closing

A detailed agenda is available on HPCR International's website.