



Responsible AI in the Military domain **Summit**

The Hague
The Netherlands 2023

February 15-16

Co-hosted by the Republic of Korea

Information Note

For Ministers, Delegates and

Participants

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A word of welcome

The REAIM organization welcomes you to the Responsible AI in the military domain summit. We strive to make your stay at the conference convenient. In this document we would like to inform you about logistical and practical arrangements.

We recommend that you read this note carefully.

We look forward to see you in The Hague on February 15 and 16, 2023

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1 CONFERENCE OVERVIEW



1.1 Dates and times

The Responsible AI in the military domain summit (REAIM 2023) will be held on Wednesday, 15 February 2023 (09:00 am – 06:00 pm CET) and Thursday, 16 February 2023 (09:00 am – 05:00 pm CET).

On 14 February 2023 from 07:00 pm – 09:00 pm the Government of the Netherlands, the Republic of South Korea and the Municipality of The Hague will host a reception at The Hague city hall. All registered participants are invited to attend this event. Please note that registration for REAIM is required (see 4.1) and that you need an entry badge.

1.2 Conference Venue

The site for REAIM is the World Forum Convention Center in The Hague, the Netherlands.

Address of the venue: Churchillplein 10, 2517 JW, The Hague

Website: <https://worldforum.nl/en>

1.3 Language

The working language of the REAIM summit is English. Only at the plenary sessions translation is available in French and Spanish. Delegations will not be allowed to bring their own interpreters.

2 CONFERENCE PROGRAMME

2.1 Programme

The conference will be hosted by the Minister of Foreign Affairs of the Netherlands, Wopke Hoekstra.

For the latest version of the programme, visit the [REAIM website](#)

REAIM 2023 aims to:

- put the topic of responsible AI in the military domain higher on the political agenda;
- mobilise and activate a wide group of stakeholders to contribute to concrete next steps;
- foster and increase knowledge by sharing experiences, best practices and solutions.

REAIM 2023 will be organised along the following themes:

- Mythbusting AI: breaking down the characteristics of AI – what do we need to know about the technical aspects of AI to understand how it can be applied responsibly in a military context?
- Responsible deployment and use of AI – what do military applications of AI mean in practice? What are the main benefits and vulnerabilities?
- Governance frameworks – which frameworks exist to ensure AI is applied responsibly in the military domain? What additional instruments and tools could strengthen governance frameworks, and how can stakeholders contribute?

2.2 Bilateral Meetings

2.2.1 *Bilateral meetings with Dutch Ministers*

A request from a participating Minister for a bilateral meeting with the Dutch Minister of Foreign Affairs or one of the other Ministers of the Dutch Cabinet can be sent directly to REAIM2023@minbuza.nl.

Please note, we cannot guarantee that your request for a bilateral meeting with Dutch Ministers can be granted. Meetings will be planned based on availability and priority.

2.2.2 *Bilateral meeting rooms*

Bilateral meeting rooms are available inside the World Forum to participating delegates for bilateral meetings with counterparts and by reservation only.

Bilateral rooms have a boardroom-style setup with a total capacity of 10 to 14 persons.

2.2.3 *Reservation of bilateral meeting rooms*

During the conference, bilateral rooms can be booked at the 'Bilateral Desk' at the main Information Desk on ground floor level or prior to the conference at REAIM-Logistics@minbuza.nl.

Please note that reservations for a bilateral meeting room can be confirmed only after receiving a request from at least two participating delegations with the names and e-mail addresses of the contact persons of both delegations, number of attendees and time of the bilateral meeting.

2.3 Meals and refreshments/food safety

On February 15 and 16 there will be refreshments and light snacks available in the lounge areas. Lunch will be served on both days between 12:00 am - 02:00 pm.

The food at the conference is halal certified. Also, a large portion of the food offered will be vegetarian. Special attention is paid to food safety during the conference. The Netherlands Food and Consumer Product Safety Authority supervises all aspects of food preparation, transport and serving. All measures are in line with European legislation.

3 ARRIVAL, STAY AND DEPARTURE

3.1 Arrival in and departure from the Netherlands

3.1.1 Ministers

After analyzing the security risk level of participating ministers, the NCTV (National Coordinator for Counterterrorism and Security) determines if a delegation is eligible for secured transportation by the DKDB (Diplomatic Security Services) and possible motor police escort. The embassy is informed on the protection the minister receives in The Netherlands.

The decision of the NCTV for DKDB and motor police escort services is binding and may differ from regular procedures.

3.1.1.1 Minister with Dutch protection

At the airport (Amsterdam or Rotterdam) an appointed Protocol Officer or Liaison Officer welcomes the minister. The minister +1 are escorted via the VIP-lounge where a designated vehicle is awaiting for transfer to the hotel or (depending of the ETA) to the conference venue.

For a swift transfer from the airport, the embassy collects the checked-in luggage of the minister and accompanying delegate.

During the conference, transfers between the hotel and the venue will be executed according to arrangements made with the Protocol or Liaison Officer.

3.1.1.2 Minister without Dutch protection

The REAIM organisation will offer the use of the VIP-lounge for participating ministers +2 upon their arrival and departure at Schiphol Airport. No more than two greeters from the Embassy are allowed to welcome their minister at the VIP-room. For the departure, no more than two employees from the Embassy are allowed to accompany their minister at the VIP-room till the flight has departed.

The REAIM organisation won't arrange transport from the airport to the hotel or conference venue as well as during the conference.

Prior to the conference a Liaison Information Officer (LIO) will get in contact with the contact person of the delegation to gather the (flight) information needed to arrange the VIP-lounge at Schiphol Airport. Changes in flight schedules and travel plans need to be exchanged instantly with the LIO.

3.1.2 Participants

For all participants, additional staff or delegates (>2) the regular handling, incl. customs, is applicable. Transportation is not offered by the REAIM-organization.

3.2 Hotels

3.2.1 Ministers

For participating Ministers, the REAIM organization offers paid accommodation. The embassy makes the reservation for their minister (up to junior suite) and informs the organization, through the appointed Protocol Officer or Liaison Officer, about the details of the hotel, after which the organization contacts the hotel for the billing procedure.

3.2.2 Participants

There are no block bookings or prices negotiated with hotels by the REAIM organisation for this conference. Recommended hotels for your stay in The Hague are:

- [Marriott hotel \(at walking distance of the World Forum\)](#)
- [Leonardo Royal hotel \(at walking distance of the World Forum\)](#)
- [Grand hotel Amrâth Kurhaus](#)
- [Hilton hotel](#)
- [Hotel Des Indes](#)
- [Carlton Ambassador hotel](#)

The organisation of REAIM 2023 is not responsible for booking and/or payment of any kind of accommodation.

3.3 Getting to the conference venue

3.3.1 Ministers

Ministers and accompanying delegation members are expected to use the VIP-entrance on the roadside of the World Forum (next to the Novotel entrance). For access to the VIP-entrance, the license plate(s) of the car(s) transporting the Minister and official delegation, need to be registered. After registration, a vignette for the car(s) will be supplied. The vignette together with the pin for the Minister and badges for delegation members need to be collected in advance.

3.3.2 Participants

3.3.2.1 By car

There will be a designated drop-off zone at the World Forum. Due to the possibility of increased security measurements, procedures may change. Participants will be informed accordingly.

Paid parking at or in the vicinity of the World Forum is possible.

3.3.2.2 By public transport

The World Forum is easily accessible by public transport. Within walking distance are various tram/bus stops.

From the Hague Central Station (CS):

Take bus no. 28 direction Scheveningen Zuiderstrand. You get off at the World Forum. The walk is roughly 5 minutes to the World Forum.

From The Hague Hollands Spoor (HS):

Take tram no. 1 direction Scheveningen Noord. You get off at the World Forum stop. The walk is roughly 5 minutes to World Forum.

Plan your journey to World Forum: <https://9292.nl/en>

See also paragraph [Public Transport in general](#).

3.4 Arrival times at the airport before departing

The following arrival times at the airport prior to flight departure apply:

Schiphol Airport

- 2 hours for departures via VIP-lounge
- 3 hours for departures to Schengen area countries
- 4 hours for departures to non-Schengen area countries

Rotterdam Airport

- 2 hours for departures of all flights

Due to personnel shortages, airports are unable to facilitate a 'fast-track' lane for delegations attending the REAIM.

For departures from the Jet Aviation Centers (for private aircrafts) at Amsterdam Schiphol-Oost and Rotterdam, passengers should arrive at least 15 minutes before scheduled departure time.

4 CONFERENCE ACCESS AND CREDENTIALS

Attending the conference is by confirmed registration only. Wearing a conference badge or pin (for ministers) within the venue is mandatory for each delegate, participant or visitor of the REAIM.

4.1 Registration

4.1.1 Open registration

The organization of the REAIM Summit 2023 strives for a balanced admission policy to allow for participation of the various sectors and stakeholder groups from all regions. Representatives in the AI domain from the industry, academia, knowledge institutions, civil society, government and intergovernmental organizations can register at the [registration portal](#).

After registration, the REAIM organization will confirm admission based on region, sector, field of interest. If admission is granted, the participant will receive confirmation by e-mail.



4.1.2 Registration of Ministerial delegations by invitation

Ministers are invited by formal invitation. After confirmation of the minister's attendance, the REAIM-Registration team will get in touch with the contact person of the ministerial delegation. Using a web-link with personalized login credentials, the contact person can register the minister and delegates who attend the conference. The minister and up to 5 delegates can register as part of the official delegation. If more people are interested to join, they are able to register via the 'open registration'.



4.1.3 Registration support

In case you encounter a problem during the registration process, please send a detailed message explaining the problem (preferable including a 'print screen') to the Registration Support team: REAIM-registration@minbuza.nl. The team will get in touch with you a.s.a.p.

4.2 Pin for the Minister

The minister receives a pin instead of a badge, allowing access to all areas at the conference center for the duration of the conference.

4.3 Badges

REAIM will be implementing a badge system throughout the conference and related events. REAIM organizers will provide color-coded, personalized badges for all conference participants incl delegation members, support staff, vendors, suppliers and media. **These credentials are non-transferable.**

Ministerial delegations receive two floater badges, allowing access to all areas, incl. the VIP-lounge.

4.4 Photo on badge



The badge contains a photo of the participant to identify the owner of the badge during the REAIM within the venue. A photo must be uploaded during the online registration process. You will be able to crop the picture if necessary.

4.5 Badge Collection

To avoid lines and for your own convenience, we advise you to collect your badge prior to the conference. The registration desk at the conference venue 'World Forum' is open on (time slots subject to change, download the latest version of the Information Note for the accurate times, all times are in CET)

Monday, 13 February from 02:00 PM – 06:00 PM

Tuesday, 14 February from 02:00 PM – 04:00 PM

Tuesday, 14 February from 06:00 PM – 08:00 PM (City Hall, The Hague)

Wednesday, 15 February from 07:00 AM - 05:00 PM

Thursday, 16 February from 07:00 AM – 02:00 PM

Please have your valid ID and the personalized message "How and where to collect your badge" ready to collect your badge, this prevents queuing for you and the other participants. You will be asked to show ID at the registration desk.

Badges for Ministerial Delegations can also be collected by an employee of the embassy with a letter indicated that he/she has been assigned by the embassy to collect the badges of the whole delegation. After collecting, the embassy is responsible to hand over the badges (and pin for minister) to the delegation.

Attendees do NOT need to check-in at the registration desk each day; the REAIM badge is valid throughout the conference.

5 SECURITY ARRANGEMENTS

5.1 Security policy

The government of The Netherlands will be responsible for the safety and security of the delegates participating in the conference.

Security measures will be taken based on the latest threat levels and/or risk analyses.

5.2 Security Officers

A maximum of 2 security officers can be registered per delegation. To register security officers, please send a request to: REAIM-registration@minbuza.nl.

5.3 Firearms and security equipment

The NCTV (National Coordinator on Counter Terrorism and Security) is the appropriate authority to make decisions regarding firearms requests from a minister's security officer. Request must be done according to the regular process by sending a Note Verbale to DPG@minbuza.nl. They will forward the request to the NCTV. The NCTV's decision regarding the request will be sent to the National Police (DBB), who will hand the permission over to the minister's close protection team upon arrival. If a close protection team accompanies a Minister of Foreign Affairs, it is the NCTV's policy to grant permission for no more than two firearms. For all other requests, the number of allowed firearms depends on the evaluated threat against the protected person.

5.4 Background screening

To ensure the safety and security of the conference, a background check may be part of the accreditation process of staff, press and other suppliers. Background checks will be conducted by the National Police.

6 TELECOMMUNICATIONS

6.1 Internet

High-quality wireless internet will be available at the World Forum. The connection is free to use and grants unrestricted access to the World Wide Web. The network facilities of the Convention Centre will be used. Access to the wireless network will be provided at the conference location.

Although measurements have been made, the REAIM Project Organization cannot give full guarantee about the network security. Therefore we strongly recommend you use your own, safe connection for trusted or confidential information. It is strongly recommended to use safety precautions (e.g. VPN, anti-virus, firewall) on your devices that apply the use of the internet facilities at the Convention Centre.

6.2 Telephone

The conference is taking place in a populated area near the city center of The Hague. High-density, multi-carrier cellular (mobile) coverage is widely available in the area around the conference venue. Cellular (mobile) coverage will also be available inside the conference venue through a distributed antenna system. Depending on your cellular (mobile) phone plan, you can roam with several Dutch providers and have access to a high-speed data service. Please note that roaming rates can apply to (non-EU) subscriptions.

6.3 Radio communication

To prevent harmful interference with vital radio communications, most types of frequencies, such as wireless video or audio connections, are subject to licensing requirements by the Radiocommunications Agency Netherlands. Please refer to the links below for license applications.

<http://www.agentschaptelecom.nl/sites/default/files/nieuwsbrief-wireless-communication-during-events.pdf>

<http://www.agentschaptelecom.nl/sites/default/files/application-form-events.pdf>

6.4 IT Service Desk

An IT service desk will be located at the ground floor. All questions regarding IT service and the internet can be addressed to service desk employees. Because the conference aims to be

paperless for environmental reasons, printing is not encouraged. However, for your convenience, a multi-functional printer is available at the service desk.

7 HEALTH INFORMATION

7.1 Medical services

In the event of emergencies or medical needs of the participants, appropriate medical services will be provided. These include emergency medical care and ambulance transport to designated local hospitals. Medical services are available on site. If you require immediate emergency assistance contact a member of the REAIM staff or the service desk.

You can also call : +31 6 46085651

7.2 Health Insurance

Should a delegate require a referral to a doctor or a hospital, the costs will be borne by the delegate. It is recommended that, before travelling, all participants obtain appropriate health insurance to cover medical expenses in the Netherlands.

7.3 Vaccination

A (Covid-19) vaccination certificate is not required for entry into the Netherlands.

8 GENERAL TRAVEL INFORMATION

8.1 Visa

The Netherlands is part of the Schengen Area, which consists of a group of 26 European countries that have abolished passport and immigration controls at their common borders. The following website shows which passport holders need to apply for a Schengen visa and provides information about the application process:

[Short-stay Schengen visa \(90 days or less\) | Netherlands Worldwide](#)

8.2 Airport Process

All persons arriving at the initial airport (or "Port of Entry") are subject to inspection by Dutch customs enforcement personnel. They will conduct the passport control, customs, and agricultural components of the international arrival process.

Please have the following items in-hand when you approach the customs enforcement officer:

- Your passport, which has at least 6 months remaining before expiration, and has the appropriate visa if applicable.
- Hard copy of your REAIM invitation or other documents that state your participation.

8.3 Further Details on Customs Rules

Please note that the importation of commercial goods may be subject to duties. Customs officials carry out checks to determine whether travelers and businesses are required to pay taxes when importing goods. Details can be found at:

<https://www.government.nl/topics/export-import-and-customs>

When arriving in the Netherlands from outside the EU, you cannot bring any dairy or meat products with you. This is to prevent serious animal diseases from being brought into the EU. You are, however, allowed to bring in powdered infant milk, baby food and foods required for medical reasons - subject to some restrictions. You are also allowed to bring in limited

quantities - for personal consumption - of other animal products including fish products, snails, and honey. Other prohibited or restricted items may include other agricultural products or products made from animal or plant material. Restricted items are subject to confiscation and may result in monetary penalty.

If you are coming from outside the EU, you may bring into or take out of the Netherlands as much money as you wish. However, if it is more than €10,000, you will need to report it to the customs officials. "Money" means monetary instruments and includes European or foreign coins currently in circulation, currency, obligations, travelers' checks, money orders, and negotiable instruments or investments securities in bearer form. You do not have to pay taxes on money over €10,000, but you must report it.

8.4 Airports

A large part of the participants is expected to arrive at Amsterdam Schiphol Airport, where most international flights arrive. Amsterdam Schiphol Airport is about 60 minutes away from the venue in The Hague. Information booths are located throughout the terminals. Computerized kiosks with information on ground transportation, airport facilities and services, airlines, and rental cars are available 24 hours a day. All staff at Schiphol speak English.

Amsterdam Schiphol Airport is not the only airport in the Netherlands; some low-cost carriers moved their flights from Amsterdam Airport Schiphol to the nearby Rotterdam/The Hague Airport (0,5 hr. drive to The Hague) or Eindhoven Airport (1,5 hr. drive to The Hague).

8.4.1 ATMs and Currency Exchange

Several currency exchange offices and automated currency exchange machines are located throughout the entire airport. Additionally, ATMs are readily available throughout all terminals.

8.4.2 Disability Assistance

If you need wheelchair assistance at the airport, you are strongly encouraged to advise your air carrier at least 24 hours before departure that assistance is requested. Wheelchair service is managed by the airlines.

8.4.3 Luggage Issues

Lost or damaged luggage should be reported to the airline as soon as possible after arrival. It also should be noted that air carriers into and out of Amsterdam Schiphol Airport are very strict about weight and size limits, on both carry-on articles as well as checked luggage. We strongly recommend you consult your air carrier's website for restrictions.

9 PRACTICAL INFORMATION

9.1 About The Hague

The Hague is the international city of peace and justice. It is the city of the cosmopolitan and the beach; new styles and old Dutch masters; shops and royal palaces; exotic cuisines and Dutch fishing harbors; and international jurisdiction and street savvy. The Hague will captivate you with its modern skyline combined with beautiful historical and royal buildings in the city center. For more information about what the city has to offer, please check the website www.denhaag.com/en.

9.2 Climate

During the conference, the average temperature in The Hague, the Netherlands is around 4 degrees Celsius/39 degrees Fahrenheit, but temperatures can go down to below freezing temperatures. However, weather can vary, and it may rain or snow. The Hague has a mild sea climate, but with a wind chill factor in February, the temperatures may feel lower.

9.3 Local time

The time zone for The Hague, the Netherlands is Central European Time and during summer saving time two hour later than Greenwich Mean Time (GMT +2:00).

9.4 Currency

The currency is the Euro (EUR), and most local establishments accept a variety of electronic credit/debit cards. There is no ATM at the Venue World Forum; however, one is available in proximity.

9.5 Electricity

Standard electricity service in the Netherlands is 220 volts. Power sockets are Type C. Electrical converters are not provided, so please bring any items accordingly.



9.6 Smoking Restrictions

European and Dutch law prohibits smoking in all indoor public places including restaurants, bars, theaters, concert halls, educational facilities, hotels and airports. In addition, the conference venue is completely smoke-free. It is allowed to smoke outside the venue. Waste must be deposited in the designated bins.

9.7 Driving licenses

Visitors from outside the EU are entitled to drive in the Netherlands on their foreign license for a period up to 185 days per calendar year. EU licenses are accepted year-round. You will need to show a valid driving license when hiring a car in the Netherlands. An international driving permit (IDP) is not needed.

9.8 Personal Security and Safety of Participants

Personal security is an individual's responsibility.

9.9 Force Majeure / Unavoidable accident

REAIM 2023 organizers are not liable for any claims for damages and/or losses if the entire conference has to be cancelled due to a force majeure incident.

9.10 Public Transport in general

The OV-chip card is the payment system for public transport in the Netherlands. You load credit in Euros onto the card or add a travel product such as a monthly pass for commuting or a season ticket. At the start of your journey, you check in and at the end, you check out again holding your card against the display of the card readers. The display will show the cost of your journey and how much credit is left on your card. You need to have sufficient credit on your card at the start of your journey.

<https://www.ov-chipkaart.nl/everything-about-travelling.htm>

You can also purchase single tickets online or at the ticketing booths at stations or in the trams and buses. The single tickets are mostly more expensive than travelling with the OV-chip card.

For more information, we refer to the following links concerning public transport in the Netherlands and The Hague in particular:

- <https://9292.nl/en>
- <https://www.ns.nl/en>
- <https://www.htm.nl>

9.11 Taxis

You can travel safely by registered taxis, recognizable by the blue license plates.

From Amsterdam Schiphol Airport to the center of The Hague the costs are around €115.

From Rotterdam/The Hague Airport it will cost around €70.

9.12 Disclaimer

REAIM organizers are not liable for damages and/or losses of any kind which may be incurred by the participants or by any other individual(s) accompanying them, both during the conference as well as going to/from the conference. Participants and delegates are responsible for their own safety and belongings.