



our date
9 July 2018

our reference
IFAN 2018

**45th IFAN Members' Assembly,
Geneva, Switzerland, 25 SEPTEMBER, 2018**

Dear Colleague,

I am pleased to invite you to attend the Open Session of the 45th IFAN Members' Assembly:

Meeting Place IEC Central Office
3, rue de Varembe,
CH-1211 Geneva 20
Switzerland
Phone: +41 22 919 02 11
More information on the IEC and a location map can be found here:
<http://www.iec.ch/about/locations/iec-co/welcome.htm>

Registration Please could you fill in and return the registration form by
24 August 2018 [attached].

Agenda The Members' Assembly will start at 9.00am with an Open Session and the
formal part of the agenda will take place in the afternoon.
The Agenda will be available in mid-August and will be sent to those who
have registered.

Board and Working Group Meetings In addition the following IFAN Groups will be holding meetings:

- Monday 24 September, IFAN Board Meeting, at ISO [Board members only]
- Wednesday 26 September, Meeting of IFAN WG16, at ISO
- Thursday 27 September, Meeting of IFAN WG1, at ISO

Other Activities TBC

ABS/09072018

I N T E R N A T I O N A L F E D E R A T I O N O F S T A N D A R D S U S E R S

c/o 22 Avenue De-Luserna
CH-1203 Genève
Switzerland

E-mail: ifan@ifan.org
Web: www.ifan.org

Accommodation In accordance with usual practice, delegates are asked **to make their own hotel reservations** directly or contact their travel agent.

You will find attached a list of hotels in Geneva recommended by IEC:
<http://www.iec.ch/about/locations/iec-co/hotels.htm>

Mid-September being extremely popular with several international fairs, as well as the ISO GA so it is recommended that hotel reservations be made well in advance.

Finance Travel, hotel accommodation and per diem allowances are at participants' expense.

Visas Delegates requiring a visa for entering Switzerland are kindly requested to make the necessary applications, through the nearest embassy or consulate of Switzerland.

Should you require an invitation letter for your visa, please contact Mrs Linda Zaech at ISO: zaech@iso.org

Please indicate the **full names and positions/titles** of the relevant delegates, and accompanying persons, if any, together with **their passport numbers and validity date and dates of birth.**

Embassies are usually keen on having the travel and hotel reservations made before signing the visas.

I look forward to seeing you in Geneva in September

Kind Regards,



Ross Wraight
President of IFAN

Enclosures

1. Attendance form for the 45th Members' Assembly
2. Draft Agenda