



our date  
9 July 2018

our reference  
IFAN 2018

**45<sup>th</sup> IFAN Members' Assembly,  
Geneva, Switzerland, 25 SEPTEMBER, 2018**

Dear Colleague,

I am pleased to invite you to attend the Open Session of the 45<sup>th</sup> 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

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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

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Web: [www.ifan.org](http://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](mailto: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 45<sup>th</sup> Members' Assembly
2. Draft Agenda