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
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