

# 18th EURAMET General Assembly Week Programme and Information



3 June – 7 June 2024  
NPL, Teddington (UK)

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### 1. Time schedule (all times in BST (local time) UTC+1)

Time	Monday 3 June 2024	Tuesday 4 June 2024	Wednesday 5 June 2024	Thursday 6 June 2024	Friday 7 June 2024
8h00			Registration 8:30	Registration 8:30	
9h00		Partnership Committee	GA Plenary Session	GA Plenary Session	TC Chairs & EMN Workshop Start 9:00
10h00		Start 9:00	Start 9:00	Start 9:00	Coffee
11h00		Coffee 11:00	Coffee 11:00 - 11:30	Coffee 11:00 - 11:30	Until 12:00
12h00		Partnership Committee	GA Plenary Session	GA Plenary Session	Lunch 12:00 - 13:00
13h00	13:00 Registration & lunch (EPM)	13:00 Registration & lunch (Delegates)	Lunch 13:00 - 14:15 Family photo	Lunch 13:00 - 14:00	
14h00	Partnership Committee	GA Delegates Only	GA Plenary Session	GA Plenary Session	
15h00	Start 14:00	Start 14:00	Until 15:45	Start 14:15	
16h00	Tea 16:00	Tea 16:00	Tea 15:45 - 16:15	Tea 15:45 - 16:15	
17h00	Partnership Committee	GA Delegates Only	Research Council	GA Plenary S. Until 17:15	
18h00	Until 18:30	Until 18:30	Until 18:00		
19h00	Dinner Partnership Committee	Welcome Reception Start 18:30	Departure for Visiting Tour 17:15		
20h00	Start 19:00		Dinner Start 20:00		
21h00					
22h00					

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## 2. Participants in the meetings

	General Assembly Working Session 'Delegates Only' <sup>1)</sup>	General Assembly Plenary Sessions	Joint Workshop TC Chairs & EMN Chairs	Partnership Committee Meeting	Research Council Meeting
<b>BoD Members</b>	x	x	x		
<b>Delegates</b>	x	x			
<b>DI Representatives</b>		x			
<b>TC Chairs</b>		x	x		
<b>EMN Chairs</b>		x	x		
<b>WG Convenors</b>		x			
<b>Partnership Committee</b>				x	
<b>Research Council Members</b>		x			x
<b>Invited Guests</b>		x			
• Liaison Organisations		x			
• Advisors to Delegates		x			
• Guests					

<sup>1)</sup>Only 1 Representative per country (registered Delegate or Alternate).

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## 3. Venue and events

The meetings will take place at NPL, in the Atrium of the Advanced Quantum Metrology Laboratories (AQML) and Bushy House. Both buildings are accessed through our Queens Road Gate, TW11 0EB entrance to the NPL Teddington site. Full directions are given in the visitor guide.

The dinners on Monday 3 June and Wednesday 5 June will take place in Teddington. Both venues will be less than a 25-minute walk away from NPL and/or accessible by bus.

The Welcome Reception on Tuesday 4 June will take place at NPL.

The lab visits on Tuesday 4 June and Friday 6 June will provide an opportunity for you to see some of the cutting-edge research being undertaken at NPL (and LGC.) The selection for which labs you would like to visit will be made on the day.

The visiting tour on Wednesday 5 June will include a trip to Hampton Court Palace. A coach will pick delegates up from NPL around 17:15. There will be a tour of the palace from 18:00 – 19:30 and then the delegates will be coached back to Teddington for dinner.

## 4. Participation fee & payment methods

### Participation fee

1 day: 120 € (incl. VAT)  
2 days: 240 € (incl. VAT)  
3 days: 360 € (incl. VAT)  
4 days: 480 € (incl. VAT)  
5 days: 600 € (incl. VAT)

Note: if you would like to attend on Tuesday 4 June 2024, only the Welcome Reception, then you do not need to pay the fee for the whole day.

### Payment methods

Payment for the event will be made using Eventbrite which has a secure payment portal. Participants will receive information and the Eventbrite link after registration.

Payment types include credit or debit card, PayPal, Google Pay and by invoice. If paying by invoice instructions will be provided.

For any questions about the participation fee, please contact the local host (see 8. Contact us)

## 5. Accommodation

Hotel reservations must be made directly with the hotels.

For details, please see document 'Visitors Guide – EURAMET GA'.

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### 6. Registration deadline

Registrations should be made as soon as possible, but latest on 6 May 2024.

### 7. Visa & invitation letters

If you need an invitation letter, e.g. for visa, please contact Jutta Bender (see Contact, below).

### 8. Contact

For further information, please contact:

#### **Programme & Registration, Invitation Letters**

Jutta Bender  
EURAMET Secretariat  
Phone: +49 531 592 1960  
[registration@euramet.org](mailto:registration@euramet.org)

#### **Hosting Organisation for logistics, location, travel**

NPL events team  
[events@npl.co.uk](mailto:events@npl.co.uk)