

11th EURAMET General Assembly Week Programme and Information



15 to 19 May 2017
Tres Cantos and Madrid, Spain

CONTENT

1. Time Schedule
2. Participants in the Meetings
3. Venue & Transportation
4. Participation Fee & Payment Methods
5. Accommodation
6. Visa & Invitation Letters
7. Contact Us

1. Time schedule

Time	Monday 15 May (Tres Cantos)	Tuesday 16 May (Madrid)	Wednesday 17 May (Madrid)	Thursday 18 May Tres Cantos	Friday 19 May Tres Cantos
8h		Registration	Registration	Bus transfer Registration	Bus transfer
9h		GA Plenary Session Start 9h00	GA Plenary Session Start 9h00	Symposium Start 9h00	EMPIR Committee Start 9h00
10h					
11h		Coffee	Coffee	Coffee	Coffee
12h	12h30 Bus transfer Madrid to Tres Cantos	GA Plenary Session	GA Plenary Session	Symposium	EMPIR Committee
13h	13h00 Registration and snacks	Lunch: 13h00	Lunch: 13h00	Lunch: 13h15	Lunch: 13h00
14h	GA Delegates Only Start 14h00	GA Plenary Session Start 14h15	Research Council Start 14h15	TCC Workshop Start 14h15	Lab visits a) LCOE b) INTA
15h				EMPIR Committee Start 14h30	Lab visits CEM
16h	Tea	Tea	Tea	Tea	
17h	GA Delegates Only	GA Plenary Session	Research Council	TCC workshop	EMPIR Committee
18h	Bus transfer Tres Cantos to Madrid			Bus transfer	
19h					
20h	Welcome reception at Hotel Tryp Madrid Atocha Start 20h00		Dinner Start 20h30		
21h					
22h					

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2. Participants in the Meetings

	TC Chairs Workshop	GA Working Session Delegates Only ¹⁾	GA Plenary Sessions	Symposium	EMPIR Committee Meeting	Research Council Meeting
BoD Members	x	x	x	x		
Delegates		x	x	x		
TC Chairs	x		x	x		
EMPIR Committee Members				x	x	
Research Council Members			x	x		x
Invited Guests						
• Liaison Organisations			x	x		
• Advisors to Delegates			x	x		
• Guests			x	x		

¹⁾ Only 1 Representative per country (registered Delegate or Alternate).

3. Venue and Transportation

The meetings will take place on:

- Monday, 15 May at CEM in Tres Cantos
- Tuesday, 16 May at Hotel Tryp Madrid Atocha in Madrid
- Wednesday, 17 May at Hotel Tryp Madrid Atocha in Madrid
- Thursday, 18 May at CEM in Tres Cantos
- Friday, 19 May at CEM in Tres Cantos

Various shuttle services will be arranged by the local host from Hotel Tryp Madrid Atocha (Madrid) and Hotel Quo Fierro (Tres Cantos). For details please see *11th General Assembly: Information from Host*.

The venue for the Welcome Reception: will be announced in due time.

4. Participation Fee & Payment

Participation Fee

1 day: €90,00
2 days: €180,00
3 days: €270,00
4 days: €360,00
5 days: €450,00

Please note: There is no fee for the Welcome Reception on Monday, 15 May 2017.

Payment

Payment has to be made in Euros.

Pro-forma invoices will be made out by the local host, CEM, and will be send to participants after the registration deadline at latest.

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For any questions about the participation fee please contact the local host (see 7. Contact Us)

5. Accommodation

Hotel reservations have to be made directly with the Hotels.

Prereservations have been arranged with the following hotels:

- Madrid: Hotel Tryp Atocha Madrid (conference hotel for General Assembly meetings on Tuesday, 16 May and Wednesday, 17 May)
- Tres Cantos: Hotel Quo Fierro

For details and reservation codes please see document *11th General Assembly: Information from Host*.

6. Visa & Invitation Letters

For formal invitation letters , e.g. for visa, please contact Jutta Bender (see Contact Us, below).

7. Contact Us

For further information, please contact:

Programme & Registration,
Invitation Letters

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