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EFRA General Secretary

Willy Wuyts

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Belgium

Heist op den Berg, 30 September 2018

Dear Sir/Madam,

On behalf of the Executive Committee, I send to you and your National Federation colleagues, some information for attending the 2018 EFRA Annual General Meeting.

As agreed last year, the meeting will be held over the weekend of 3-4th of November 2018, in Brussels, Belgium, at the Hotel Van der Valk. <https://www.hotelbrusselsairport.com/en>

The informal reception on Friday evening will begin at 20.00 PM.

The meeting will start 9.00 AM on Saturday morning and will hopefully be finished at Sunday midday.

A complete timetable will be send later.

We have managed to negotiate suitable rates for our members on the voucher.

**Note that you have to arrange your entire hotel booking only with our treasurer! Please let us know your time of arrival, and flightnumber, on the voucher. Please respect the deadline for booking and payment as mentioned on the registration voucher.**

In addition to the details concerning the AGM, you will also find the attached forms relating to the administration aspects of the meeting.

The attached form "**Voting authorisation for all meetings**", should be sent to me as soon as possible, **latest October 31<sup>st</sup>**.

On the Document "**Nominations for referee an timekeepers**", please inform us to keep our database up to date. Return this document by e-mail **no later than the 10th of January**.

Should there be any aspect of the arrangements or content that you have questions on, please do not hesitate to contact me.

Also I would like to thank you all for the co-operation during the last year.

Regards,

Willy Wuyts

EFRA General Secretary

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