

## **INVITATION –20<sup>th</sup> session of the IWG on ACSF**

Dear delegates,

Please be invited to the 20<sup>th</sup> session of the IWG on ACSF.

### **Dates an venue:**

**CP meeting** will start on Tuesday, **November 6th at noon (12 A.M.) at and end at 5 P.M.**

**Venue:** Jury's Inn Hotel in Liverpool. More details about the venue and accommodation see document ACSF-20-02 on the ACSF website.

**ACSF IWG meeting** for all members will start on Wednesday, **November 7th at 10 A.M and end on Friday, November 9th at 5 P.M.**

**Venue:** Jury's Inn Hotel in Liverpool. More details about the venue and accommodation see document ACSF-20-02 on the ACSF website.

**Remark: The Hotel offers rooms for delegates for a reduced rate. The deadline to book these rooms is at present **Monday 24<sup>th</sup> of September**. I'll try to postpone this deadline.**

The provisional agenda will be distributed as soon as possible.

**The meeting room at Jury's Inn Hotel Liverpool is strictly limited to 45 participants.**

Due to this fact, the Chairmen, Mr. Morimomto and Mr. Theis, decided a distribution of seats for participants as follows:

CPs:	23 seats
Industry:	12 seats
Other NGOs:	10 seats

10 seats from the other NGOs like CITA, IMMA, Transport Canada, SAE, VSCC as well as all 23 CP seats might not entirely be needed. After the deadline for the registration these "left over seats" could be distributed to industry.

Furthermore the chairmen ask industry to organize themselves and send the secretary a list of their representatives attending. Applies for

registration of industry representatives to the secretary will not be considered.

Please send your registration not later than **5<sup>th</sup> of October 2018** to give a chance to distribute “left over seats” in time and to enable participants with “left over seats” to organize their travel:

**Mr. Rudolf Gerlach** ([gerlach@de.tuv.com](mailto:gerlach@de.tuv.com))

In the case, we have more than 33 registrations from CPs and other NGO, we have to limit the participation to delegates, which have participated in the previous sessions on a regular basis.

Please consider this **before** you book your travel!

If your registration cannot be considered, you will be informed latest 8<sup>th</sup> of October 2018.

Registrations done later than 5<sup>th</sup> of October 2018 will not be considered.

***Please do not forget to provide the documents for the meeting not later than 19<sup>th</sup> of October 2018 to me***

With kind regards

Rudolf Gerlach

Secretary of the IWG on ACSF