

**18th Annual Workshop
of the National Reference Laboratories for Fish Diseases
3rd -4th June 2014
National Veterinary Institute
Technical University of Denmark
Bülowsvej 27, 1870 Frederiksberg
Copenhagen, Denmark**

Dear colleagues,

We are pleased to announce that the **18th Annual Workshop of the National Reference Laboratories for Fish Diseases** will be held June 3rd and 4th at the premises of the National Veterinary Institute in Copenhagen, Denmark.

The National Veterinary Institute (DTU-VET) is located near the centre of Copenhagen with easy access to most of the city. Please see the enclosed map and instructions for guidance.

This year no official invitation will be sent from the Commission to the CVO of your country and it will be our responsibilities as NRL's to assure the participation of the right colleagues.

The Commission will cover travel and hotel expenses as well as meals for one participant from each Member State; in addition also one person from non-Member but associated countries can be refunded. For practical reasons (limited space), if more than one participant from each country wishes to participate, it should be arranged with the organisers.

The cost for holding the workshop is now funded directly to the EURL and budget restrictions imposes us to keep within that defined amount, therefore we kindly ask you to reserve your flight ticket as soon as possible and take advantage of "early bird" reservations in order to keep expenses as low as possible.

Please fill out the form available on our website at the following link to register for the 18th Annual Workshop:

<http://www.eurl-fish.eu/Activities/annual-meetings>

The form must be filled out in Adobe Acrobat and **not** Adobe Reader. If you do not have access to Adobe Acrobat we would kindly ask you to fill the form, print it, scan it and send it to our colleague Maria Gerner-Rasmussen: mage@vet.dtu.dk

Please consider that

- If you take part in the Workshop as invited speaker, NRL representative of Member State, or NRL representative of an associate Member State:
 - you will have to arrange your hotel reservation with the forms attached to this letter
 - you will have to reserve and pay your flight ticket (it will be reimbursed afterwards)
 - you **DO NOT** have to transfer money related to the banquet dinner, lunches or coffees.
 - you will have to scan and send us flight boarding cards, invoices/receipts with factual paid amount for travel expenses and other costs incurred in connection with

your travel (meals, metro, parking, etc. but no taxi fares will be refunded) and hotel receipts. You will then be reimbursed as quickly as possible.

- If you take part in the workshop and you do not belong to one of the categories mentioned above the participation in the workshop is free while travel expenses and accommodation are not included. You will also have to transfer the related amount of money to cover expenses for banquet dinner, lunches and coffees. An invoice will be provided by our Economical department.

NB: DEADLINE FOR REGISTRATION IS MAY 1st

Hotel reservation:

Remember: you have to book the hotel on your own.

This year we managed to book rooms for all participants in one single hotel. We have chosen Hotel Astoria at a favourable price in the Center of Copenhagen just a few meters from the Central Train Station. With bus 2A it is fast and easy to reach the Veterinary Institute (the bus is running every 5 min). There are 45 rooms at the hotel:

- 1) Hotel Astoria, *Banegaardspladsen 4, Copenhagen, Denmark*
Single room including breakfast DKK 745,00 (approx. EUR 100)

NB: We can guarantee the reservation up to 1 month before the Meeting, thereby the deadline to reserve your room is 1st of May 2014. We cannot guarantee that there will be available rooms after that date.

A form for the hotel is attached, and we ask you kindly to fill it in and mail it to the hotel.

Banquet Dinner:

On 3rd of June there will be a banquet dinner at [Restaurant Maven in Nicolai Kirke](#), which we hope you all will attend.

Scientific Program and presentations

We would like to remark that **proposals for contributions for the Annual Workshop sessions are very much encouraged and welcome.**

We are looking forward to seeing you in Copenhagen

Sincerely yours,

Niels Jørgen Olesen, Niccoló Vendramin and Anemone Ojala

LOCATION of ANNUAL WORKSHOP and HOTEL



How to reach the institute from the Hotel:

Distance is 2,1 km, approx. 20 minutes walking. You can also take Bus 2A from central station directed to Tingbjerg, Gavlhusvej and stop at “Det Biovidenskabelige Fakultet” on Rolighedsvej 150 mt from the institute. Bus 2A runs every 5 minutes and it takes approximately 10 minutes from the station to the final bus stop.

EUROPEAN UNION REFERENCE LABORATORY FOR FISH DISEASES

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