

**20<sup>th</sup> Annual Workshop  
of the National Reference Laboratories for Fish Diseases  
31<sup>st</sup> May -1<sup>st</sup> June 2016  
National Veterinary Institute  
Technical University of Denmark  
*Bülowsvej 27, 1870 Frederiksberg*  
Copenhagen, Denmark**

Dear colleagues,

We are pleased to announce that the **20<sup>th</sup> Annual Workshop of the National Reference Laboratories for Fish Diseases** will be held June 31<sup>st</sup> -1<sup>st</sup> 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 the responsibility of the 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 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 by 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.

In order to complete the registration please access Conference Manager at the following link and fill in all the information required, you will receive an automatic email for confirmation:

<http://www.conferencemanager.dk/EURL2016>

Please consider that

- If you take part in the Workshop as invited speaker, NRL representative of Member State (one for each member state) or NRL representative of an associate Member State (one for each associated country) select the corresponding type of registration when signing up. In these cases:
  - o you will have to arrange your hotel reservation with the forms attached to this letter and specify that EURL at DTU-VET will cover the related expenses in the form.
  - o you will have to reserve and pay your flight ticket (it will be reimbursed afterwards)
  - o you **WILL NOT** have to transfer money related to the banquet dinner, lunches or coffees.
  - o 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, please select “other” when you are in the process to sign up. 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 through the online system using credit card.

**NB: DEADLINE FOR REGISTRATION IS April 30<sup>th</sup>**

**Hotel reservation:**

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

We have pre-booked rooms for all participants in two different hotels.

- 1) Hotel Astoria, Banegaardspladsen 4, Copenhagen, Denmark  
Single room including breakfast DKK 1155 DKK pr. Night (approx.155 euros)
- 2) Hotel Danmark, Vester Voldgade 89, 1552 Copenhagen V  
Single room including breakfast DKK 1155 DKK pr. Night (approx.155 euros)

**NB: We can guarantee the reservation up to 1 month before the Meeting, thereby the deadline to reserve your room is April 30<sup>th</sup> 2016. We cannot guarantee that there will be available rooms after that date.**

Both hotels are centrally located, in the proximity of both hotels it is possible to take bus 2A which stops close to the Veterinary Institute (the bus runs every 5 min)

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

**Banquet Dinner:**

On the 31<sup>st</sup> there will be a banquet dinner. We are still in the process of selecting the location and will inform you about it soon!

**Scientific Program and presentations**

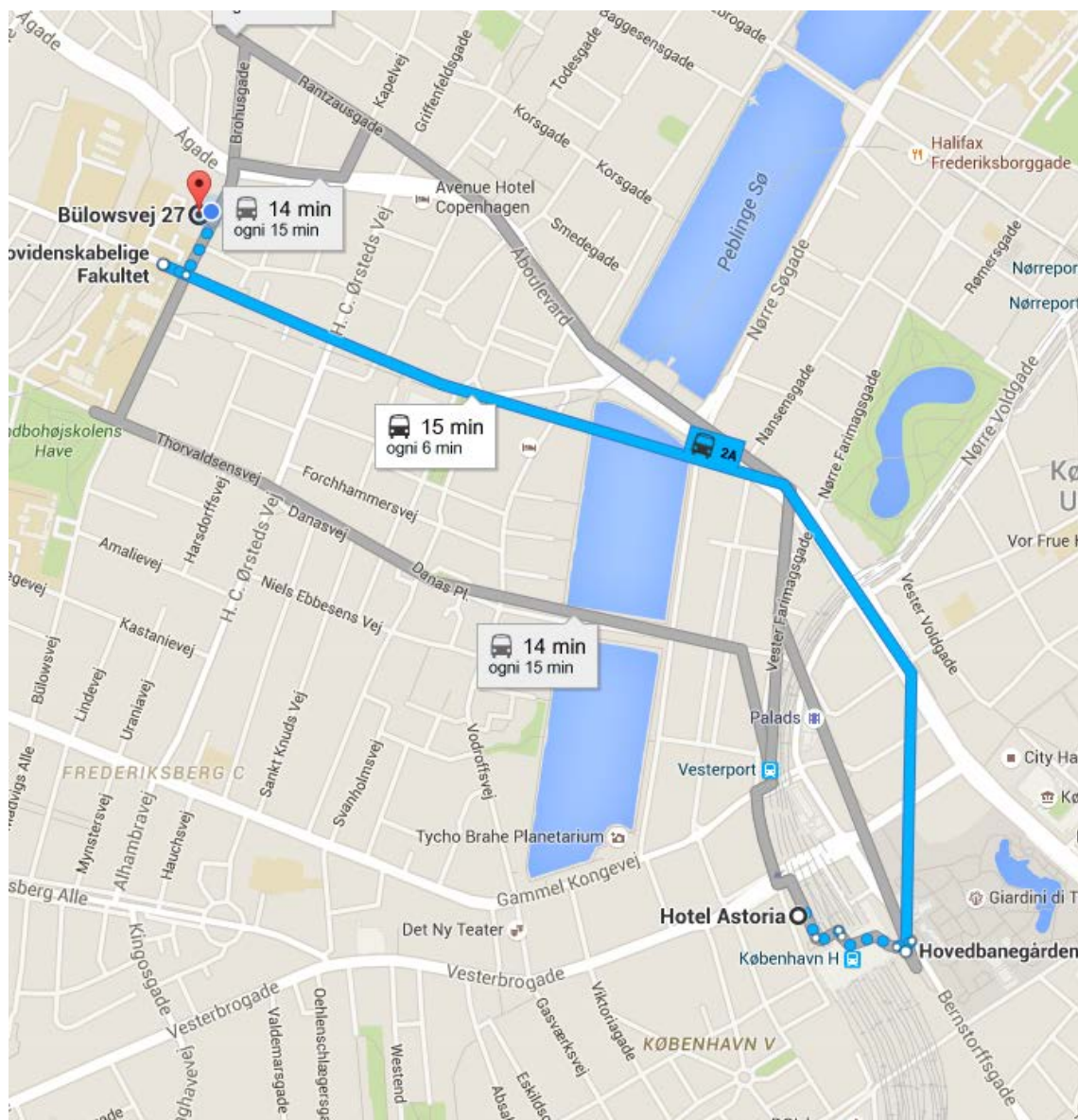
We would like to remark that **proposals for contributions for the Annual Workshop sessions are very much encouraged and welcome.**

We are looking forward to seeing you in Copenhagen

Sincerely yours,

Teena Vendel Klinge, Niccoló Vendramin and Niels Jørgen Olesen

## 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, Gavhusvej 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**

Technical University of Denmark

**National Veterinary Institute**

Bülowsvej 27

DK-1870 Frederiksberg C

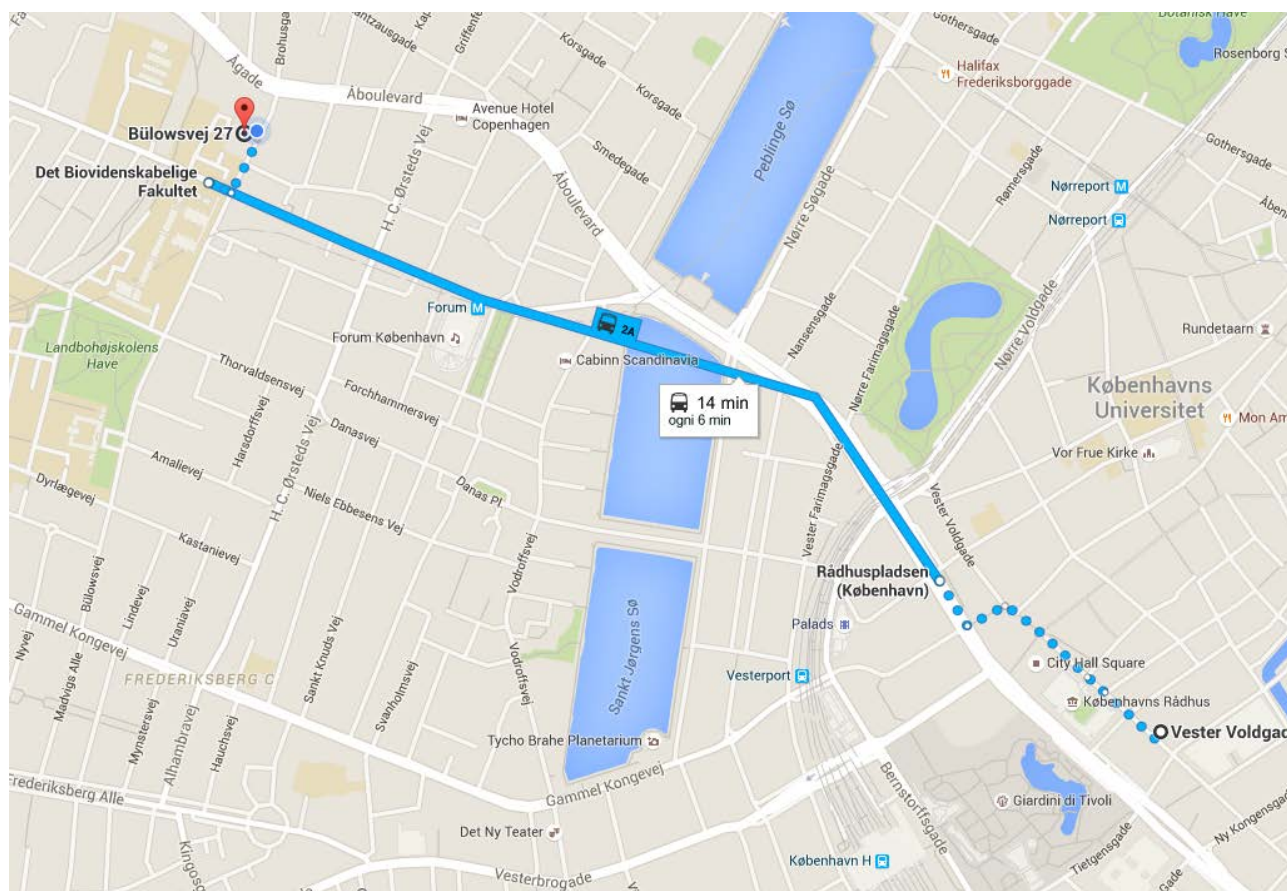
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### How to reach the institute from the Hotel:

Distance is 2,2 km, approx. 30 minutes walking. You can also take Bus 2A from Rådhuspladsen (H.C. Andersens Boulevard) directed to Tingbjerg, Gavhusvej 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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National Veterinary Institute

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