



European Union Reference Laboratory for Fish Diseases

National Institute of Aquatic Resources, Technical University of Denmark

**Invitation to the 22nd Annual Workshop
of the National Reference Laboratories for Fish Diseases
30th - 31st May 2018
Technical University of Denmark
Anker Engelunds Vej 1, building 101 (room S09)
2800 Kgs. Lyngby, Denmark**

Dear colleagues,

We are pleased to announce that the **22nd Annual Workshop of the National Reference Laboratories for Fish Diseases** will be held in May 30th - 31st at the premises of the Technical University of Denmark in Kgs. Lyngby, Denmark. Please see the enclosed map and instructions for guidance.

Please note that no official invitation will be sent from the Commission to the CVO of your country and it will be our responsibility as NRL to assure the participation of the right colleagues.

The cost for holding the workshop is funded by the European Commission through the EURL and the Commission Regulation allows us to cover travel and hotel expenses as well as meals for one participant from each EU Member State. In addition, one person from non-Member, but associated countries, is allowed reimbursement. For practical reasons (limited space); if more than one participant from each country wishes to participate, it should be arranged with the organisers. Due to budget restrictions, 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/EURL2018>

Please consider that:

- If you take part in the Workshop as invited speaker, NRL representative of an EU 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 form attached to this letter and specify that DTU 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.



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If you take part in the workshop and you do not belong to one of the categories mentioned above, please select "Other" when signing 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 the banquet dinner, lunches and coffees through the online system using a credit card.

NB: Deadline for registration is April 26th

Hotel reservation

Remember, you have to book the hotel on your own. We have pre-booked rooms from 29th to 31st May for all participants at:

CABINN City
Mitchellsgade 14
1568 København V
E-mail: city@cabinn.com
Phone: (+45) 33 46 16 16

Single room including breakfast is 639 DKK. per night (approx. 85 EUR). Please reserve a room from the 29th of May as it will not be possible to attend the workshop in Lyngby at 9 a.m. if you arrive on the 30th.

NB: We can guarantee the reservation up to one month before the meeting; thereby the deadline to reserve your room is April 26th 2018. We cannot guarantee that there will be available rooms after that date. A form for the hotel is attached, and we kindly ask you to fill it in and mail it to the hotel.

Bus service from hotel Cabinn City

We have organized free bus service for all participants from hotel Cabinn City to DTU building 101 in the morning of the 30th and 31st May. Departure time will be announced later.

Banquet dinner

On the 30th there will be a banquet dinner. We are still in the process of selecting the location and will soon inform you about it.

Scientific programme 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 our facilities at Kgs. Lyngby, Denmark.

Sincerely yours,

Nikolaj Reducha Andersen, Teena Vendel Klinge and Niels Jørgen Olesen

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National Institute of Aquatic
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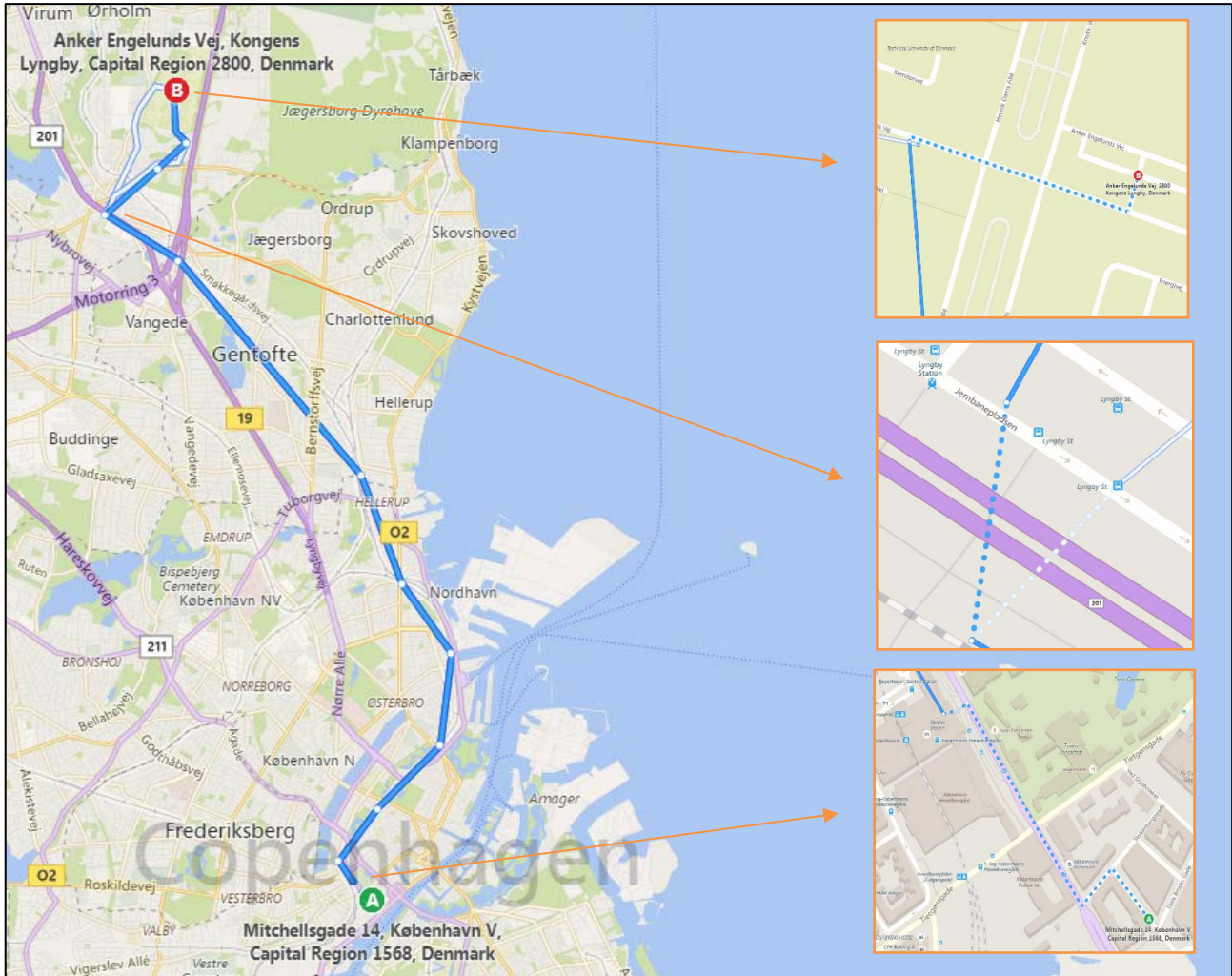
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Location of the 22nd Annual Workshop and hotel



A Mitchellsgade 14, København V, Capital Region 1568, Denmark

Walk: From Source Location to København H
0.5 km, about 8 min

Inter-city Rail: Take E - Hillerød St.
Depart: København H

Arrive: Lyngby St.
Previous stop is Jægersborg St.
If you reach Holte St., you've gone too far

Walk: From Lyngby St. to Lyngby St.
65 m, about 1 min
5 minutes to make the connection

Bus: Take 300S - Gl. Holte Øverødvej
Depart: Lyngby St.

Arrive: DTU (Anker Engelunds Vej)
Previous stop is Lyngby Handelsskole Knord (Anker Engelunds Vej)
If you reach Rævehøjvej, DTU (Lundtoftegårdsvej), you've gone too far

Walk: From DTU (Anker Engelunds Vej) to Destination Location
59 m, about 1 min

B Anker Engelunds Vej, Kongens Lyngby, Capital Region 2800, Denmark

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