

Copenhagen 8<sup>th</sup> March 2017

**Subject: BSAC Executive Committee and General Assembly Thursday 11<sup>th</sup> May 2017**

Dear BSAC members and observers,

I am pleased to invite to you the forthcoming BSAC Executive Committee and General Assembly on Thursday 11<sup>th</sup> May 2017. Thanks to the kind hospitality of the Ministry of Enterprise and Innovation, the meetings will be in Stockholm at the meeting room Brunkhuvudet, on Malm Morgsgatan 3, 111 51 Stockholm.

The draft agendas for both meetings are being finalised and will be sent as soon as they are ready. The relevant documents for the meetings will also be sent in good time according to the deadlines in the BSAC rules of procedure.

The Executive Committee will start at promptly at 09.00 and finish at 12.00. The General Assembly will start at 12.55 and end at 16.00 at the latest. Please arrive at the venue in good time to ensure efficient entry into the building. We will be strict on the timing in order to ensure that we get through the agendas. A buffet lunch will be served at the venue, kindly provided by the ministry.

Travel expenses (economy class) and hotel costs if necessary (one night) will be reimbursed to members of the BSAC only (1 person only from each organisation). The Secretariat has been unable to secure a group booking for a hotel in Stockholm, which will be very popular and very busy at that time of year. So please book your journey and hotel as soon as you can. All information on the meetings and venue, including travel and hotel information, are here:

<http://www.bsac.dk/Meetings/BSAC-meetings/BSAC-Executive-Committee-General-Assembly>

Kindly confirm to the Secretariat [sc@bsac.dk](mailto:sc@bsac.dk) your participation at these meetings (both or either) **no later than Thursday 27<sup>th</sup> April 2017.**

If you have any questions about the meetings or travel, please contact the Secretariat.

Kind regards,



Reine J. Johansson  
BSAC Executive Committee chair