



To the members of

- the Administrative Committee
- the Technical Committee
- the Member Assembly

To the auditors
and to the members of the
Standing Commission for their
information

CH-8053 Zurich, August 2, 1984

Meetings from September 23 - 30, 1984,
in Bern (Switzerland)

Dear colleagues,

We are pleased to invite you to the announced meetings as
follows:

- Standing Commission: Saturday, September 22, 1984, 6 pm
- Technical Delegates: Sunday, September 23, 1984, 7 pm
- Auditors: Wednesday, September 26, 1984, 4 pm
- Official Delegates: Wednesday, September 26, 1984, 6 pm

The staggered schedule is designed to allow with all pending
business efficiently.

Adresse:

Daniel Sommer
Postfach 360
CH-8053 Zürich

Telex 815 804 ibw ch
Tel 1-53 91 31 (Deutsch/français)
Tel 24-61 23 45 (English/français)

Bank:

Schweizerische Bankgesellschaft
Zürich-Witikon: Nr. 880.311.01 U

Place: We will meet at the times indicated at the

AMBASSADOR Hotel
Seftigenstrasse 97
CH-3007 Bern, Switzerland

Telephone: +41 31/45 44 11 Telex: 32 333

Accommodations:

Reserved in the above hotel.

Meetings:

Monday and Tuesday: at the hotel, Thursday and Friday at the SMUV Administration Building, Saturday: subject to a later announcement.

Schedule:

The enclosed revised general working schedule deliberately leaves certain details open. Allow yourself to be surprised.

Ladies:

Ladies are most welcome. A ladies' program has been planned for Thursday/Friday, and the option exists to extend it to the remaining days.

Agenda:

Enclosed you will find the agenda of concern to you. Items received on short notice will be announced at the meetings. We ask for your understanding in this regard. The revised draft of the bylaws will be mailed to the Administrative Committee in August. The annual statement for 1983 and the budget for 1985 will be available at the meeting, after it is approved by the Permanent Commission and the auditors.

Travel:

Bern is located $1\frac{1}{4}$ train hours from both Geneva or Kloten (Zurich) Airport. A train leaves every hour. Take the train directly from Kloten airport. In Geneva a bus service operates between airport and the railroad terminal.

We would be pleased to meet you personally at the Bern train station at the illuminated "Treffpunkt - Rendez-vous" sign. Failing this, the hotel may be reached by taxi from the train station in 5 - 7 minutes, or by taking the no. 9 streetcar to Schoenegg station.

Expenses:

Except beverages, all expenses of your stay are included at SF 148.00 per person per day. A banker's check for the total amount may be sent to the secretary general.

May we ask you to:

- return the registration form to the secretary general prior to August 16, 1984, and
- to tell us the approximate number of candidates and participants you expect for Osaka.

Enclosures:

- Registration form
- Agenda
- Brochure
- Excerpt, train schedule

We wish you a good trip and are looking forward to welcoming you in Bern. We would be pleased to receive your suggestions concerning our agenda.

With our best regards,

p.o. Erika Mates

Daniel Sommer,
secretary general

Please return before August 16, 1984

Mr. Daniel Sommer

P.O.B. 360

CH-8053 Z ü r i c h

Switzerland

Meetings scheduled in Bern, Switzerland, September 23 - 30, 1984

I intend to participate in the meetings planned for me as a

- .. member of the Permanent Commission
- .. member of the Technical Committee
- .. guest
- .. member of the Administration Committee
- .. observer
- .. honorary member

Name..... First name.....

Country.....

.. My wife will accompany me

./..

Arrival

Date.....flight no. in.....

Arrival in Bern by train atam/pm

Departure

Date.....flight no. from.....

Departure from Bern by train atam/pm

Required accommodations

.. One single room

.. One double room

Remarks:

City, date, Signature.....