

Invitation to the 5th MC and WG meetings of COST270, 26 – 29 June 2002 at Royal Institute of Technology, in Kista/Stockholm, Sweden

On behalf of The Management Committee of COST 270, it is my pleasure to invite You, the management committee members and participants of COST270, to **the 5th Management Committee and Working Group meetings of COST270** to be arranged at The Royal Institute of Technology, in Kista Sweden, during 26 – 29 June 2002. The meeting will take place at KTH, Laboratory of Communications Networks, address: Isafjordsgatan 39 (Forum), in Kista, Sweden.

Meeting Schedule for SG, WG, PGM and MC meetings:

- **See the attached Schedule, Annex 2**

Reimbursement for travelling expenses (i.e. flight, train and bus tickets + daily allowance):

- can be applied at the meeting by the management committee members of COST270. The travelling tickets (flight, bus, train) shall be of the low fair (coach, tourist etc.) class. Taxi-cab costs are not reimbursed. For further information see Confirmation Form, Annex 1 and contact secretary Tarja Volotinen (kirje.laatikko@ofcon.se).

Confirmation of attendance:

- Please confirm Your attendance in advance for all WG, SG and MC meetings by sending the confirmation form, Annex 1, to secretary Tarja Volotinen by email (kirje.laatikko@ofcon.se), or by telefax +46 650 75355 latest by 23th June.

Meeting Agendas and presentations :

- Meeting agendas, including schedules for presentations, will be made by the respective meeting chairperson/contact person in the beginning of each SG, WG and MC meeting.
- Please, send the title of Your talk to the respective chairperson. **MC:** Hans (hans.limberger@epfl.ch), **WG1:** Lena (lana@it.kth.se), **WG2:** Francis .(fberghma@sckcen.be), **SG1:** Peter Krausse: (p.krausse@gmx.de), **SG2:** Frédérique: (ffornel@u-bourgogne.fr) and **SG3:** Hans (hans.limberger@epfl.ch).

Travelling Instructions:

- See separate pdf file.

Welcome to The 5th MC and WG meetings of COST270!

Sincerely

Dr. Hans G. Limberger,
Chairman of COST 270

Contact persons:

- Dr. Tarja Volotinen, COST270 secretary: Tel: +46 (0)650 753 50 or +46 (0)70 6917633 (mobile) Fax: +46 (0)650 753 55, Email: kirje.laatikko@ofcon.se.
- Prof. Lena Wosinska, local contact person, Tel.+46 (0)8 790 4252, Fax :+ 46 (0)8 751 1793. Email: (lana@it.kth.se)

ANNEX 1. Confirmation form

OBS. Deadline: 15th of June 2002

Telefax/Email message to COST 270 Secretary Dr. Tarja Volotinen, OFCON AB

COST270 Meeting Attendance Confirmation

I, Dr./Mr./Ms. _____ from the company/
University/Institution _____
hereby confirm my attendance to the 5th Management Committee and Working Group
Meetings of COST 270, 26 – 29 June 2002 at Royal Institute of Technology, Lab. of Comm.
Networks, in Kista, Sweden.

Mail (post) address: _____
Country: _____
Phone numbers: + _____ and + _____
Telefax number : + _____
E-mail Address: _____@_____

1. I

- * _____ will / _____ will not attend the above mentioned meeting.
- * _____ will / _____ will not apply for reimbursement of travel expenses.

Please, note that confirmations received after 15th June 2002 may not be considered for reimbursement.

COST270 Participants: Please, note that it is only possible to reimburse the travel expenses and daily allowances for up to two MC members per EC Country, which has signed the MoU and for a maximum of three management meetings per year. For the application form, please, bring with You: copies of Your tickets, the bank account number and bank address for the account holder of the institute/company/person for the payment of the reimbursement. It is highly advisable to photocopy your completed reimbursement form and travel documents, and to give the original application together with the ticket copies to the secretary, before she leaves the meeting.

2. I plan to present the following talk/s at the COST 270 MC ___ / WG1 ___ / WG2 ____, SG1 ____, SG2 ____, SG3 ____, PGM ___ Meeting. (Send this information also to the respective chairman of MC/WG/SG/PG.)

Title/s: _____

Other messages and information regarding the Action and meeting arrangements:

Signature: _____

Send this to Tarja by Telefax to: **+46 650 753 55, or** by e-mail: kirje.laatikko@ofcon.se

Best Regards
Tarja

ANNEX 2:

Meeting schedule for the 5th MC meeting COST 270

		WG1	WG2			MC	PCM
			WG2 (incl. High Power)	SG1	SG2	SG3	
26.6.2002, Wednesday afternoon, 14.00 – 17.30	3h30	X					
27.6.2002, Thursday morning 9:00-12:30	3h30	X					
27.6.2002 Thursday afternoon 14:00 to 17:30	3h30	X					
28.6.2002, Friday morning 9:00-12:30	3h30	X		X	X	X	
28.6.2002 Friday afternoon 14:00 to 17:30	3h30	X	X				
29.6.2002 Saturday morning: 9:00 to 12h30	3h30					X	
Saturday afternoon: 14:00 – 16:00	2h						X
Total working time		17h30	4h	3h30	3h30	3h30	2h

PCM: Program committee meeting (Brugge workshop)

- SG1: connectors
- SG2: fibers
- SG3: Bragg gratings