



# E.F.E.O.

European Federation of Essential oils

## INVITATION

**EFEO Workshop – particularly for members of NCS Consortia – for the COREGISTRATION, together with Coordinators, Lead Registrants and Service Providers**

### **“How to get your (co)registrations done”**

**on 30. November 2017 – Hilton Amsterdam Airport Schiphol**

Dear all,

EFEO organizes a REACH Registration Workshop especially for members of the consortia who must complete their coregistrations before **the deadline of 31. MAY 2018**. The Workshop is a unique occasion to discuss the token and registration procedure and REACH IT issues with Lead Registrants and the Service Providers CEHTRA and RHDHV and solve the problems you may have experienced with the preparation of your company dossiers.

In addition we will present an update of the NCS portfolio for registration with a planning of the still outstanding NCS submission during the remaining six months

**For the preparation of the program of the Workshop we attach an inquiry, which we ask you to complete together with the registration form.** With the answers to the inquiry we can align the program with the needs the participants have expressed. The workshop shall be structured so it offers an optimal setting for discussions between coregistrants and experts with online demonstrations as appropriate.

At this stage of the planning we have the following agenda in mind:

#### **Thursday, 30. November 2017 – from 09:00 – 13:00 h**

- Welcome and Introduction
- 30. November 2017 Progress report
- Feedback on inquiry (plenary)
- Advise on feedback by CEHTRA and RHDHV
- Split up in sub-groups per common issues

#### **LUNCH BREAK**

#### **Thursday, 30. November 2017 – from 14:00 – 17:00 h**

- Continuation of sub-groups per common issue
- Plenary session with report of sub-groups
- Conclusions and planning 2018.



- Place:** Hilton Amsterdam Airport Schiphol  
Schiphol Boulevard 701, 1118 BN Schiphol/The Netherlands  
TEL: +31-20-7104000 FAX: +31-20-7104080  
<http://www3.hilton.com/en/hotels/netherlands/hilton-amsterdam-airport-schiphol-AMSAPHI/index.html>
- Transportation:** The hotel is in walking distance from Amsterdam Airport Schiphol – there is no shuttle bus needed
- Accommodation:** We have blocked a certain number of Rooms in the Hilton Amsterdam Airport Schiphol for the night 29.11. to 30.11.2017 – the rate (single occupancy) is EUR 229,00 per night including 6% VAT and breakfast, however excluding 6.05% city tax per night. Please use the enclosed hotel booking form. Important: booking is binding after 15. November 2017 – a "no show" charge etc. may occur. NB. there are other hotels around – in this case please use the respective internet booking systems.
- Participation fee:** EUR 200,00  
EUR 100,00 – for direct EFEO members
- Lead Registrants/Coordinators: One participant per company free !**

The invoices will be sent by separate email.

The final Agenda will be sent out in due time. In order to facilitate our further planning and organizing this event, please kindly return the registration form (next page), the ... and if applicable the hotel booking form to us.

Your prompt feedback to the EFEO secretariat ([efeo@wga-hh.de](mailto:efeo@wga-hh.de)) would be highly appreciated – deadline for registration (incl. hotel) is 15. November 2017.

Many thanks and best regards,

Jens-Achim Protzen

Co-Chairman – EFEO Technical Committee

Attachments:

1. Registration form
2. Hotel booking form
3. Inquiry for REACH co-registrants of NCS consortia



## REGISTRATION FORM

(one per participant)

**EFEO Workshop – particularly for members of NCS Consortia – for the COREGISTRATION,  
together with Coordinators, Lead Registrants and Service Providers**

### **“How to get your (co)registrations done”**

**on 30. November 2017 – Hilton Amsterdam Airport Schiphol**

We kindly ask you to return the completed form to below mentioned address as soon as possible **(but no later than 15. November 2017)**:

**EUROPEAN FEDERATION OF ESSENTIAL OILS (E.F.E.O.)**

**Email: [EFEO@wga-hh.de](mailto:EFEO@wga-hh.de) – Fax: ++49-40-23 60 16 10**

My company is (please tick):

- LR/Coordinators
- Direct E.F.E.O. member
- Non-E.F.E.O. member

#### **Contact Details:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**I will participate to the NCS workshop on 30. November 2017**

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature



## HOTEL BOOKING FORM

We kindly ask you to return the completed form to below mentioned address as soon as possible (**but no later than 15. November 2017**):

**EUROPEAN FEDERATION OF ESSENTIAL OILS (E.F.E.O.)**

**Email: EFEO@wga-hh.de – Fax: ++49-40-23 60 16 10**

**Room Rates :** EUR 229.00 per room per night (single occupancy)  
**Service and V.A.T. :** included  
**Breakfast :** included  
**Citytax (6.05%) :** excluded

Name : \_\_\_\_\_

Telephone number : \_\_\_\_\_

Email : \_\_\_\_\_

Arrival date : \_\_\_\_\_

Departure date : \_\_\_\_\_

Date, Signature : \_\_\_\_\_

Remarks : \_\_\_\_\_

The Hotel informs us:

**Check in / check out**

Our standard check-in time is 14.00 hours and check-out time 12.00 hours. Should your guests require a guaranteed early check-in, the room needs to be reserved one night prior to arrival. If your guests would like to arrange this, please leave a comment in the reservations. Should guests arrive before our standard check-in time we will charge a fee of EUR 40.00 per room. This fee can be charged either to the guests directly or to the master account. The early check-in fee will only be charged when the room is available and the early check-in is requested upon arrival.

**No Show**

In case of no-show of guests, Hilton is allowed to charge the room rate for the total envisaged period of residence. The reservation(s) for the entire stay shall be cancelled and released for resale by Hilton.

***AFTER 15. NOVEMBER 2017 THIS BOOKING IS BINDING - ALL CHANGES AND CANCELLATIONS AFTER THIS DATE MUST BE MADE DIRECTLY WITH THE HOTEL***