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July 22, 2018

To: All IFATSEA AFFILIATES

Subject: Calling Notice IFATSEA 48th General Assembly,
Hammamet, Tunisia 5 to 9 Nov 2018

Dear Colleagues,

This is the official Calling Notice for the IFATSEA 48th General Assembly and sets out the procedures for this year. The Assembly will be held in the Hotel "The Russelior, BP 76, Yasmine Hammamet 8040, Tunisia", from 5 to 9 November 2018.

1) Credentials, Assembly Registration, Hotel Reservation and Visa

Article II, paragraph 7 of the IFATSEA Constitution requires each affiliated Association to appoint delegates to represent it at a General Assembly. One of these delegates shall be identified as the 'voting representative'. In addition, Article IV, paragraph 2(d) permits affiliates to have in attendance other representatives as advisors or committee members. All participants are required to send the Credentials for the General Assembly 2018 to the IFATSEA Executive Board (execsec@ifatsea.org) at least 30 days prior the opening day of the General Assembly 2018.

The registration will only be confirmed, if the Form of Credentials was sent to the Executive Board. Please download Credentials Forms via the IFATSEA E-Library:

<https://ifatsea.app.box.com/folder/51583263115>

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ATENA, the Tunisian Affiliate, is devoting many efforts for organizing a fruitful General Assembly. We encourage all affiliates to support the host and the Assembly sponsors.

Affiliates are kindly asked to monitor the Assembly website (www.ifatseaga2018.org) for registration, information and Hotel reservation details.

Affiliates requiring Visas should apply as soon as possible to get your Visa on time.

2) Agenda

The Draft Agenda for the Assembly, Regional Meeting's and Sub-Committee's will be published and updated on the Assembly website at least 60 days prior to the opening of the General Assembly. Final Agenda's will be published after approval by the General Assembly. Affiliates who wish to give presentations during the Assembly, should contact the Executive Board.

3) Constitutional Changes

As described by the IFATSEA constitution, Art VII and Article IV par 1(a) Amendment proposals to the constitution should be notified in writing to the Executive Secretary. The deadline for submission of constitutional change proposals is not later than 60 days before the first day of opening the General Assembly. Proposals must be signed by the principal officer of the Affiliate association and sent to IFATSEA by e-mail to the Executive Secretary (execsec@ifatsea.org).

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4) Elections

In line with the IFATSEA Constitution Article V paragraph 2, Elections for elected members of the Executive Board will be held during the General Assembly.

The Officers up for election are:

President
Executive Secretary
Regional Director Europe
Regional Director Asia Pacific

All nominations must be signed by the principal Officer of the appropriate association, who must be member in good standing, and shall be received by the Executive Secretary (execsec@ifatsea.org) not later than 60 days before the first day of opening the General Assembly.

Thank you for your cooperation and looking forward to meeting you in Hammamet, Tunisia.

Yours Sincerely,

Thorsten Wehe
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