



## International Tungsten Industry Association

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### MEMORANDUM

To: Prospective ITIA AGM Delegates

From: Burghard Zeiler

Re: ITIA's 35th Annual General Meeting, 17-20 October, Brussels, Belgium

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Attached are:

- the Provisional AGM Programme
- the AGM registration form, to be returned to the ITIA Secretariat ([info@itia.info](mailto:info@itia.info)) no later than **16 September**. After this date there will be a surcharge of US\$500 for late registration. Name and contact details will only be included on the Attendance List after receipt of payment, at which time Registration Cards will be issued.
- Booking notes for reservation at Radisson Collection Hotel Grand Place Brussels. Rooms within ITIA's block booking at the Radisson Collection Hotel Grand Place will be allocated on a 'first come, first served' basis and the Hotel will send confirmation direct. Please note cancellation and modification terms. **Only registered delegates may take advantage of ITIA's block booking.**

Notes:

- All delegates should check online or consult a travel agent or their local Belgian Consulate to confirm if they need visas to enter Belgium. Delegates who need to apply for a visa should supply passport details as requested on the registration form and a visa invitation letter will be provided. Visa applications should be made as soon as possible as the process normally takes time.
- If there is sufficient demand, a spouse programme will be organised between 08:30 and 16:00 on Wednesday 19 October. Details will follow.
- Agenda for the various meetings will be circulated nearer the time.
- The Attendance List will be circulated by 18 September.

*Please circulate this information within your company and externally to prospective delegates. AGM details and paperwork are also available via "[Next ITIA AGM](#)" on the ITIA website.*

Burghard Zeiler  
*Secretary-General*

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