

December 7, 2018

To:  
IFAC Officials  
IFAC NMOs and Advisors

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## **2019 Council- and Related Meetings, Vienna, Austria**

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Friday, September 6 – Sunday, September 8, 2019

in conjunction with the  
11<sup>th</sup> IFAC Symposium on Nonlinear Control Systems (**NOLCOS 2019**) jointly with the  
8<sup>th</sup> IFAC Symposium on Mechatronic Systems (**MECHATRONICS 2019**)  
to be held in Vienna, Austria, September 4-6, 2019. <http://www.mechatronicsnolcos2019.org/>

Dear Friends and Colleagues,

To allow for timely planning, please find attached the first draft of the meeting schedule for the forthcoming **Council- and Related Meetings 2019 in Vienna, Austria**, in the framework of the NOLCOS and MECHATRONICS Symposia, (details see above), which will be held at the TU Wien, Austria's largest scientific-technical research and education institution. The conference will take place in lecture halls in the Freihaus Building of TU Wien.

For more details please see <http://www.mechatronicsnolcos2019.org/>.

The conference announcement (Call for papers) is available at:

[http://www.mechatronicsnolcos2019.org/wp-content/uploads/2018/11/call\\_for\\_papers\\_1.pdf](http://www.mechatronicsnolcos2019.org/wp-content/uploads/2018/11/call_for_papers_1.pdf)

Our Council- and Related Meetings are scheduled to take place at the **Fleming's Selection Hotel Wien City**.

Fleming's Selection Wien-City

<https://www.flemings-hotels.com/hotels-residences/wien/flemings-selection-hotel-wien-city/hotel>

Josefstädter Straße 10-12

1080 Vienna

Austria

Phone: (43) 1 20599-0

A contingent of hotel rooms has been blocked in Fleming's Selection Wien-City. To enable you to individually book your hotel room, please use the following link:

<https://www.myhotelreservation.net/b/haviefwc/HAVIEFWC/?rr=rooms&f=2019-09-03&t=2019-09-06&i=NOLCOS1&notrack=1#abe-hotel-nav-tab-anchor>

(scroll up at the top of the page to select the dates)

Please check to see what the requirements are to enter Austria, and allow sufficient time for your visa application <https://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa/>

## REPORTS

### Technical Committee- and Coordinating Committee Chairs

**TC chairs:**

Please send your annual activity report to the cognizant Coordinating Committee Chair (with a copy to the IFAC Secretariat) by

**March 01, 2019**

**CC Chairs (and ordinary TB members) to prepare a summary report by**

**March 11, 2019**

### Executive Board Members

**Publications, Policy, A&F, Awards, Secretary, Treasurer, Membership:**

Please send your respective annual activity report to the EB Chair (with a copy to the Secretariat) by

**March 11, 2019**

**The reports of the EB Chair, TB Chair, President, should reach the Secretariat by  
March 21, 2019**

The **reply form** is available on the IFAC webpage:

<https://www.ifac-control.org/AdminMeetingForm>

If you need an **additional meeting room** (TCs, journals, etc.) please inform the IFAC Secretariat as soon as possible and provide the proposed date, expected number of participants, and the estimated duration of your meeting. Those meetings can take place during the time frame September 6 to September 8.

Committee Chairs, Editors-in-Chief, etc. are asked to distribute this information to their respective members.

Further information on the forthcoming meetings will also be uploaded on the IFAC website (respective password-protected sections) and under documents.

Should you have forgotten your password or have any other problems in accessing the password protected section of the IFAC website, please do not hesitate to contact the Secretariat.

Sincerely yours



Kurt Schlacher  
IFAC Secretary

Attachments:

1<sup>st</sup> draft meeting schedule