

## **WELCOME**

To the ILAC/IAF conference 2008, Oct 10-22 in Stockholm. The conference will be hosted by SWEDAC (The Swedish Board for Accreditation and Conformity Assessment).

The conference will contain the international organisations' general assemblies as well as committee meetings covering most aspects of accreditation of laboratories, inspection bodies and certification bodies. A large number of experts, representing accreditation bodies and various stakeholders, will meet at the conference to exchange ideas, discuss international co-operation, accreditation and different topics concerning conformity assessment.

The venue for the conference is the Clarion Hotel Stockholm, centrally situated in the southern part of Stockholm city. This modern hotel will offer a comfortable stay and efficient meeting facilities. Its central situation will give opportunities to get to know Sweden's capital Stockholm, with a history that goes back to the 13th century.

Please watch this website as the programme for the conference and all details about it will be updated as the conference date draws closer.



## **SOCIAL PROGRAMME**

### **Welcome Reception at the City Hall**

Monday Oct 13, 18.00 - 20.00

Welcome Reception

Dress: semiformal

The reception will take place at the City Hall of Stockholm. It is a beautiful and well known building, used for the yearly Nobel Banquet. The City Hall is known for its hospitality, its unique art treasures, magnificent banquettes and an intriguing history attracting close to 400,000 visitors a year.

From the City Hall, the City of Stockholm is governed. Around 200 politicians and

civil servants have their offices in this building.

### **Swedish Dinner at the Vasa Museum**

Friday Oct 17, 19.00 - 22.00

Swedish Dinner

Dress: semiformal

This evening we will enjoy a 'Swedish' dinner at the Vasa Museum. The Vasa is the world's only surviving 17th-century ship and one of the foremost tourist sights in the world. The ship is displayed in the purpose-built museum. We will have a guided tour of the ship and its history before the dinner.

### **Banquet with Signing Ceremony at the Clarion Hotel Stockholm**

Monday Oct 20, 19.30

Dress: semiformal

The banquet with the signing ceremony will take place at the banquet hall at the Clarion Hotel Stockholm.

## **LOCATION**

The venue for the conference is the Clarion Hotel, Stockholm. The Clarion Hotel Stockholm offers 532 rooms and luxurious suites, conference venues for 2 to 500 delegates, banqueting facilities for 800 persons, gardens, à la carte restaurant, live music lobby café, bars, contemporary art, relaxation and a neighbourhood worth exploring.

The hotel is located in Södermalm, the heart of Stockholm less than 10 minutes from the central station. The hotel is easily reached by underground, bus or taxi, see [transportation](#). Offering a modern, international atmosphere the hotel will also be the perfect setting for the meetings.

For delegates to the conference the most convenient will be to stay at the Clarion, as all meetings and some of the social events will take place there. The secretariats for ILAC, IAF and the conference secretariat will also be situated there.

## **ACCOMODATION**

Accommodation has been reserved for conference delegates at the official conference hotel: the Clarion Hotel Stockholm. This will be the most convenient accommodation and the rooms are at a special rate including taxes, breakfast and eight hours internet connection per day at the hotel room. The rate is

Standard double room for single use - 1765 SEK

Standard double room for two - 1980 SEK

Alternative accommodation at other hotels will be offered.

[Make your bookings on the registration form here.](#)



## **ABOUT STOCKHOLM**

Stockholm is the capital of SWEDEN with a history that goes back to the 13th century. The mediaeval Old City (Gamla Stan) is still the centre of Stockholm. Today Stockholm has about one million inhabitants.

Stockholm is one of the world's most beautiful capitals as it is originally built on a number of islands between Lake Mälaren and the Baltic Sea. The different areas of Stockholm have their own characteristics which you may discover when touring around the city or taking a walk. The Clarion Hotel Stockholm is situated in the southern part of the city: Södermalm, which is built on a number of hills. From some points you may have a panorama view over Stockholm.

Stockholm offers a large number of museums, theatres, restaurants, sights and various events for all different interests: concerts, opera, ballet, art exhibitions etc. There are several attractions like the Royal Palace with the changing of the guards and the Vasa museum that are within walking distance from the Clarion Hotel Stockholm - or easily reached by the underground or city buses. You may plan your sightseeing, by visiting [www.stockholmtown.com](http://www.stockholmtown.com) and download brochures etc. Here you will also find updated information on what is going on during your stay in Stockholm.

You will also find information on sightseeing tours at your hotel or at the conference secretariat.

## **EATING OUT AND ENTERTAINMENT**

### **Restaurants & Nightlife**

There are a variety of restaurants, coffee shops and bars in Stockholm. You may choose to try the traditional Swedish food, like fish and seafood, or the international cuisine. For more information on where to go, visit [www.stockholmtown.com](http://www.stockholmtown.com). The hotel may also help you with advice on restaurants in the neighbourhood.

### **Tipping**

At restaurants, taxes and a service charge are included in the bill, but a small gratuity is expected for evening meals (approx. 7-10%).

### **Entertainment**

For theatre, cinema, entertainment etc. please visit the website above or ask at your hotel.

### **How to Get to Stockholm**

There are four airports in the area of Stockholm: Stockholm Arlanda Airport, Bromma Airport, Skavsta Airport and Västerås Airport.

#### **Stockholm Arlanda Airport**

The main airport with international and national flight connections.

Transfers: The Arlanda Express Train operates from Arlanda Airport to Stockholm Central Station every 15 minutes (every 30 min on Saturdays)

Journey time: 20 min.

For timetable and fares: [www.arlandaexpress.com](http://www.arlandaexpress.com)

Transfers:

Airport buses to the City Terminal (close to the Central Station) every 10 minutes from 4.50 a.m. to 11.45 p.m. (from 6.45 a.m. at weekends). From 11.05 p.m. buses also operate through the night in connection with flights. Buses depart from the City Terminal from 4.00 a.m. to 10.00 p.m. daily.

Journey time: 45 minutes

For timetable and fares: [www.flygbussarna.se](http://www.flygbussarna.se)

Transfers: Taxi

Journey time varies due to traffic, about 40 min.

Fare: A number of taxi companies operate in Stockholm and their rates may vary. We recommend you to use the companies offering a fixed price which should be Taxi Stockholm, Taxi 020, Taxi Kurir, Freys hyrverk, Flygtaxi.

#### **Bromma Airport**

The airport closest to Stockholm City.

Transfers: Buses from Bromma to the City Terminal connect with incoming flights.

Journey time: 20 min

For timetable and fares: [www.flygbussarna.se](http://www.flygbussarna.se)

#### **Skavsta Airport**

(100 km from Stockholm)

Transfers: Airport buses link all Ryanair arrivals/departures at Skavsta Airport with the Stockholm City Terminal.

Journey time: 1 hr 20 min.

For timetable and fares: [www.flygbussarna.se](http://www.flygbussarna.se)

#### **Västerås Airport**

(106 km from Stockholm) Airport buses link all Ryanair arrivals/departures at Västerås Airport with the Stockholm City Terminal. Journey time: 1 hr 15 min. For timetable and fares: [www.flygbussarna.se](http://www.flygbussarna.se)

#### **From the Central Station**

there are underground/metro connections to the Clarion Hotel Stockholm. The nearest stop is Skanstull. For a full description of the hotel and how to get there, visit

[www.clarionstockholm.se](http://www.clarionstockholm.se)

For all underground/metro connections, [www.sl.se](http://www.sl.se)

## **Shopping**

In Stockholm city, department stores remain open until 7.00 p.m. or longer Monday - Saturday. Some are also open on Sundays between 12 noon and 4.00 p.m. Shops generally close early the day before a public holiday.

## **Tax-free shopping**

In Sweden, value-added tax (VAT) is always included in the purchase price. If you reside outside the European Union (EU), you are entitled to a tax refund on your purchases. In Sweden, as in most European countries, Value Added Tax is included in the sales price on the tag.

Tax Free Shopping by Global Refund is a simple system that puts cash in your hand when you leave the EU. You get refunds of up to 15-18% on your purchases. The minimum purchase is SEK 200.

## **Global Refund Holdings AB**

Box 10004  
SE-434 21 Kungsbacka  
Ph. +46 300 554 00  
Fax +46 300 127 66  
Email: [taxfree@se.globalrefund.com](mailto:taxfree@se.globalrefund.com)

## **Shopping Areas**

The biggest shopping areas stretch from Hötorget to Gamla Stan, via Drottninggatan, and from Hamngatan, Kungsgatan, and Biblioteksgatan down to Stureplan. Normal business hours are 10 a.m. to 6 a.m. Monday-Friday and around 10 a.m. to 3 p.m. on Saturdays. Many stores are also open on Sundays. If you want to buy a lot and are short on time, go to the big department stores, Gallerian or Sturegallerian. They stay open 7 days a week, with longer hours during the week than on weekends.

<http://www.stockholmtown.com>

## **Sightseeing**

Stockholm is one of the world's most beautiful capitals. Built on 14 islands around one of Europe's largest and best-preserved mediaeval city centres. The city is also interesting because each neighbourhood has its own unique 'personality', so a short promenade sometimes turns into a long walking tour.

The heights of Söder and Gamla Stan, dating from the Middle Ages, are very different from Djurgården's fantastic woods and the shopping areas in the City.

Stockholm offers a wealth of museums, theatres, sights, attractions and events. You will always find something to do whether your interest lies in history, art, opera, modern dance, traditional handicraft, contemporary design or anything else.

There are about a hundred museums, many centrally situated like the Royal Palace and the Vasa Museum. By walking around you can do both shopping and sightseeing in the neighbourhood of the Clarion Hotel Stockholm.

You may plan your sightseeing, by visiting [www.stockholmtown.com](http://www.stockholmtown.com) and download brochures etc.



## **GENERAL INFORMATION**

### **Sweden, Facts and Figures**

Sweden is a constitutional monarchy, in which King Carl XVI Gustaf is Head of the nation, but royal power has long been limited to official and ceremonial functions.

The nation's legislature is the Swedish Parliament (Riksdag), with 349 members. Parliamentary elections are held every four years. The government is appointed by the Riksdag. The prime minister is the chairman of the Moderates, Mr Fredrik Reinfeldt.

#### **Facts**

- . Area: 450,000 km<sup>2</sup> (174,000 sq. mi.), third largest country in Western Europe
- . Longest north-south distance: 1,574 km (978 mi.)
- . Capital: Stockholm, about 1 million inhabitants
- . Population: 9 million inhabitants
- . Languages: Swedish; recognized minority languages: Sami, Finnish, Meänkieli (Tornedalen Finnish), Yiddish, Romani Chib.

#### **Weather**



The average temperature in Stockholm in October will be about +10 degrees Celsius. Evenings and nights will be colder. It may be useful to bring an umbrella or raincoat.

More information about Sweden, [www.visitsweden.com](http://www.visitsweden.com)



## **Currency and Prices**

The Swedish currency is Swedish Kronor, SEK. 1 Krona = 100 Öre. There is no limit to the amount of Swedish and foreign currencies taken into Sweden. For exchange rates to different currencies, visit [www.xe.com](http://www.xe.com) or your bank office.

## **Credit Cards**

Major credit cards are widely accepted throughout Sweden at banks, hotels, stores, restaurants, taxis etc. In many cases your identity card will be required for paying with a credit card. You may withdraw cash from your Visa, MasterCard, Maestro, Cirrus or American Express Card at any "Bankomat" or "Minuten - ATM".

## **Traveller's Checks**

Traveller's checks are generally accepted as payment throughout Sweden. Change will be given in Swedish Kronor. Please note that a fee is charged when using the checks as payment.

## **Electricity**

### **Electric Current**

The normal electric current in Sweden is 220 volts AC in 50 cycles and plugs and sockets may differ from those in other parts of the world. Travellers should bring adapters or transformers. The hotel may supply adapters.

### **Electronic Equipment**

Laptop computers that are made to work on both 110 and 220 volts can be used in Sweden with an adapter. For laptop computers working on 110 volts only, transformers are also necessary.

## **Phone and Internet**

### **Telephones/cards**

When calling Sweden from abroad use the code +46 for SWEDEN and 8 for

Stockholm. When calling abroad from Sweden: dial 00 plus the country code, followed by the area code and phone number.

There are two types of payphone, using prepaid phone cards or credit cards. Phone cards are available almost everywhere. Credit-card phones (indicated by "CCC") are also widely available. Wireless phones are widely used in Sweden. You can link up to the Telia mobile, Tele2 or Vodaphone GSM networks (900 & 1800 Mhz).

### **Emergency call, dial 112**

#### **The Internet**

The conference facilities have wireless internet connection. To use this you will need a laptop with wireless connection or an adapter for this. The network will function with Windows and the most common operating systems. Delegates staying at the Clarion Hotel Stockholm have 8 hours/day free access to the internet included in the room price.

### **Transportation**

Public transport is easily found in Stockholm. For information on underground, buses or commuter trains, maps, fares, time tables etc. visit Stockholm Transport's (SL) website [www.sl.se](http://www.sl.se)

Close to the Clarion Hotel Stockholm there is an underground/metro stop called 'Skanstull'. The sign to look for is T. As in the Swedish word for underground 'Tunnelbana'. The northbound green or red lines will take you in about five minutes to the stop 'T-Centralen' where they connect to all other underground lines, the commuter trains, the Central Station with the Arlanda Express Train or Airport buses. From here you are in walking distance from the main department stores and shopping areas.

To connect from other hotels to the Clarion Hotel Stockholm you can use the underground. For on-line information and to use the journey planner, visit [www.sl.se](http://www.sl.se)

#### **Fares**

You may buy a ticket for a single trip or for an unlimited number of trips for one, three, seven or 30 days. These travel cards are not restricted to one person, so it is possible to share them with a colleague.

#### **Taxi**

We recommend you to use taxis connected to the big taxi companies, whose cars you may identify by signs on the cars. The drivers should also show their identity cards in connection to the instrument panel. Most taxis take credit cards for payment.

Taxi Stockholm tel 8 15 00 00

Taxi Kurir tel 8 30 00 00

Taxi 020 tel 20 20 20 20

#### **Taxi drivers**

are not entitled to tipping. They may be given a few extra kronor. A good rule may be to round up the fare shown on the meter.

### **SWEDAC IN BRIEF**

SWEDAC, the Swedish Board for Accreditation and Conformity Assessment is a



Swedish governmental authority under the Ministry for Foreign Affairs and the Ministry of Enterprise, Energy and Communications. It is the national accreditation body assessing laboratories, inspection and certification bodies.

SWEDAC is also responsible for legal metrology, precious metals and for the coordination of market surveillance in Sweden. SWEDAC assesses the bodies notified to the European Commission for performing testing and certification according to EC-directives.

The staff are about 110 people, of whom 70 at the head office in Borås and 40 at the Stockholm office. SWEDAC has 2 600 accredited bodies. The annual turnover is 120 million SEK. For more facts about SWEDAC, please visit the website

[www.swedac.se](http://www.swedac.se)



## REGISTRATION FORM

Registration fees and dates:

Early registration fee: SEK 13500 before 30 June 2008

Normal registration fee: SEK 15500 between 1 July - 1 August 2008

Late registration fee: SEK 17500 from 2 August 2008 until start of conference

1 day only: SEK 2000.00

2 days (consecutive): SEK 4000

3 days (consecutive): SEK 6000

4 days (consecutive): SEK 8000

## Contact

The organizing committee for the ILAC/IAF 2008 meeting consists of

Ms Merih Malmqvist, SWEDAC, tel. +46 33 17 77 33

Ms Maria Oldegård, SWEDAC, tel. +46 8 406 83 36

[ilaciaf2008@swedac.se](mailto:ilaciaf2008@swedac.se)

For questions concerning hotel accommodation, transports etc. please contact

Ms Eva Ljungkvist, SKD Euroconf AB, tel. +46 8 705 80 80

[ilaciaf2008@konferens.se](mailto:ilaciaf2008@konferens.se)

## PROGRAMME

Colour key			
<b>ILAC</b>	<b>IAF</b>	<b>Joint</b>	<b>Social</b>

DATE 2008	2008 MEETING	TIME
<b>DAY1</b>		
Friday 10 October	Workshop - Evaluators of Reg. Cooperations_(participants have been contacted)	08:30-17:00
	PAC Executive Committee	08:30-17:00
	IAF WG on ISO/IEC 17024	08:30-17:00
<b>DAY 2</b>		
Saturday 11 October	Joint Working Group for Maintenance of A series	08:30-17:00
	PAC Executive Committee	08:30-17:00
	IAF WG on ISO/IEC 17024	08:30-17:00
	IAF TF on Reengineering Accreditation	08:30-17:00
	ILAC Accreditation Issues Committee	08:30-17:00
	IAF TF on competence of assessors	18:00-21:00
	IAF MLA Procedures Sub-Committee	18:00-21:00
	ILAC Arrangement Management Committee (Closed)	18:00-21:00
<b>DAY 3</b>		
Sunday 12 October	IAF MLA Management Committee (Closed)	08:30-17:00
	ILAC Accreditation Issues Committee	08:30-17:00
	IAF WG on PEFC	08:30-17:00
	IAF WG on ISO 13485	08:30-17:00
	IAF WG on APG/AAPG	08:30-17:00

	Joint Working Group for Training	18:00-21:00
	Joint Session of IAF MLA MC and ILAC AMC (Closed)	18:00-21:00
	IAF TF on TC Liaisons	18:00-21:00
DAY 4		
Monday 13 October	IAF WG on ISO/IEC 20000	08:00-17:00
	ILAC Executive Committee (CLOSED)	08:00-17:00
	IAF WG on ISO/IEC 13485	08:30-17:00
	IAF Executive Committee (CLOSED)	08:30-17:00
	IAF WG on Product Certification/GFSI	08:30-17:00
	Welcome Reception - Stadshuset	17:30-20:00
DAY 5		
Tuesday 14 October	IAF MLA Group	08:30-09:30
	Joint Inspection Group	08:30-17:00
	ILAC Proficiency Testing Consultative Group	08:30-17:00
	ILAC Marketing and Communications Committee (MCC)	08:30-17:00
	JWG on ISO/IEC 17011	08:30-17:00
	IAF Multilateral Arrangement Committee	09:30-17:00
	IAF Communications and Marketing Committee (CMC)	18:00-21:00
	IAF/MCAA Members Meeting (CLOSED)	18:00-21:00
DAY 6		
Wednesday 15 October	ILAC Arrangement Committee	08:30-17:00
	IAF Technical Committee	08:30-17:00
	IAF Workshop for accreditation	18:00-21:00

	assessors	
DAY 7		
Thursday 16 October	ILAC Arrangement Committee	08:30-17:00
	IAF Technical Committee	08:30-17:00
	ILAC Laboratory Committee	13:30-17:00
	ILAC Executive Committee (CLOSED)	17:30-19:00
DAY 8		
Friday 17 October	Seminar on organic food and food safety (SWEDAC in cooperation with JDSC)	08:30-12:00
	ILAC Laboratory Committee	08:30-17:00
	PAC MLA Management Committee	08:30-17:00
	IAF TF on ISO 14065	08:30-17:00
	IAF End user committee (UAC)	08:30-17:00
	EA Meeting (EA members only)	13:30-15:00
	Joint Development Support Committee	13:30-17:00
	APLAC BOM	09:00-12:00
	Dinner at the Vasa museum	18:00-23:45
DAY 9		
Saturday 18 October	Joint Committee for Closer Cooperation	08:00-13:00
	IAF TF on ISO 14065	08:30-17:00
	Joint Open Forum	14:00-17:00
	IAAC Meeting (IAAC members only)	18:00-21:00
	Joint Committee for Closer Cooperation_(if required)	17:30-19:30
DAY 10		
Sunday 19 October	IAF General Assembly	08:30-12:00

	<b>ILAC General Assembly</b>	<b>13:30-16:00</b>
	<b>ILAC Arrangement Council</b>	<b>16:00-17:30</b>
<b>DAY 11</b>		
<b>Monday 20 October</b>	<b>ILAC - IAF Joint General Assembly</b>	<b>08:30-17:00</b>
	<b>Gala Dinner</b>	<b>20:00-01:00</b>
<b>DAY 12</b>		
<b>Tuesday 21 October</b>	<b>IAF General Assembly</b>	<b>8.30 - 12.00</b>
	<b>ILAC General Assembly</b>	<b>13.30 - 17.00</b>
	<b>IAF Board (CLOSED)</b>	<b>13:30-17:00</b>