

Stockholm, 11 December 2024

ECDC Ref: CS0002782



## Subject: Invitation to the ECDC's National Focal Points for Communication Meeting – 12-13 February 2025

Dear colleague,

The European Centre for Disease Prevention and Control (ECDC) kindly invites you to participate in the above-mentioned meeting taking place as hybrid (in-person and virtual) event on 12 – 13 February 2025 in Sweden, at ECDC premises in Gustav III's Boulevard 40, Solna, Sweden.

The meeting starts on **12 February at 09.00** and finishes on **13 February 2025 at 13.00** with a takeaway lunch.

The main purpose of the meeting is to provide an opportunity for an exchange with the network members on issues related to communication. Plans, priorities and information about upcoming communication activities will be shared among participants. Closer to the meeting date full agenda and any background materials will be distributed to participants.

ECDC will organise and cover the costs of your flight (including travel insurance) and accommodation according to the meeting agenda and provide you with meals. You will also be entitled to claim the daily subsistence allowance and public transportation to/from the airport after attending the meeting, in line with the [Rules for reimbursement of expenses incurred by guests invited by ECDC](#)<sup>1</sup>.

To confirm only for in-person participation and to proceed with the travel arrangements, **please register at the following link by 15 January 2025**. Prior approval from ECDC should be sought if you wish to make your own arrangements.

Should you not be able to attend in person and wish to attend the meeting virtually kindly send an email to [communication@ecdc.europa.eu](mailto:communication@ecdc.europa.eu). Connection details will be provided upon confirmation of participation.

If you are unable to attend, we would appreciate if you could appoint an alternate from your organisation. We kindly request that each country nominates one participant for the meeting.

Should you have any questions please don't hesitate to contact [communication@ecdc.europa.eu](mailto:communication@ecdc.europa.eu).

We look forward to receiving confirmation of your participation and welcoming you in Stockholm!

Yours sincerely,

Piotr Kramarz  
ECDC Chief Scientist

Encl.: Draft Agenda  
ECDC Travel Insurance Information  
Privacy Statement

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<sup>1</sup> <https://ecdc.europa.eu/en/publications-data/rules-reimbursement-expenses-incurred-invitees-invited-ecdc>