ASD-STAN

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email of the EM

Status Quo, DD-MM-YYYY

 To the members/experts of

 ASD-STAN/D      /WG

 “title”

 **Calling notice for the xxmeeting of ASD-STAN/D xx/WG xx** “title”

 Dear Sir or Madam,

 You are kindly invited to attend the xxmeeting of ASD-STAN/D xx/WG xx “title” which will be held as follows:

 **On: 202x-mm-dd**

 **At:**

 **Time:**

 The draft agenda is available with document **N number**.

 We kindly ask you to inform us about your participation in this meeting by using [CEN Meetings](https://sd.cen.eu/meetings/all) by **date**.

 Please find enclosed a list of hotels near the meeting place and a map on how to get there.

 Should you have any further queries please do not hesitate to contact us.

 We look forward to seeing you in **city** and wish you a good journey.

 Yours sincerely

 Name

 Function

 **(Attachment)**

**Webex meeting information**

**Meeting link:**

**Meeting number:**

**Password:**

**More ways to join:**

*Disclaimer:*

*By joining this Webex, you accept to assign the exploitation rights to ASD-STAN and CEN in accordance with the Exploitation Rights Assignment Statement and agree to work in compliance with the ASD-STAN Copyright and IPR Policy, ASD-STAN Trademark Policy and the ASD-STAN Patent Policy at* [*https://www.asd-stan.org/asd-stan-rules-and-policy-documents/*](https://www.asd-stan.org/asd-stan-rules-and-policy-documents/)*.*

*Furthermore, you also accept to give your consent to store and process your personal data (Name/Surname and email address) according to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.*

 *For more information please follow this link:* [*https://www.asd-stan.org/asd-stan-rules-and-policy-documents/orhttps://www.asd-stan.org/wp-content/uploads/2.3025-ASD-STAN-GDPR-regulation.pdf*](https://www.asd-stan.org/asd-stan-rules-and-policy-documents/orhttps%3A//www.asd-stan.org/wp-content/uploads/2.3025-ASD-STAN-GDPR-regulation.pdf)