INTERACTIVE INFORMATION SESSION

ATTENDANCE by VIDEO CONFERENCE

Test call and system details

In line with section 1.10 of the tender specifications an interactive information session is planned, at EASAs headquarters in Cologne, Germany, in order to facilitate the tenderers understanding of the tender process and contract EASA will host an interactive information session.

Those participants interested to attend the info session remotely (video conference), are kindly requested to send with the registration form (to the email address tenders@easa.europa.eu) the following information:

- Your IP address
- Your Phone Number
- Name of the equipment to be used during the teleconference

All interested will be contacted back in order to schedule a short test call, which should be performed on the 18/02/2016 (Thursday), at the time convened between EASA technicians and the participant.

Those who have already submitted a request will be contacted shortly to proceed with the test scheduling and provision of the information indicated above.

The characteristics of EASA’s system are indicated here below:

EASA’s VC equipment: Cisco

EASA’s IP-address(es): VCCGN2@vc.easa.europa.eu or 7773@80.150.5.188

Telephone No: +49221 899907773

ATTENDANCE by AUDIO CONFERENCE

IMPORTANT NOTE to all participants whose test call failed or who do not have the required equipment to attend the info session by video conference

An audio conference system is available to ensure everyone’s attendance.

Registered participants shall dial the following phone number +49 899 90 9073 to join the Meeting.

The conference line will be open from 9:30, participants may therefore start joining as of that time.
### Date & time:
**19.02.2016, 10:00 (Cologne Local Time)**

### Location:
Ottoplatz 1, 50679 Cologne, Germany

### Who can participate:
Maximum two representatives per participating tenderer may attend the interactive information session.

### How to participate:
In order to participate please complete the registration form in Annex VII to the tender specifications and submit to EASA, at least 2 working days prior to the information session, per email at: tenders@easa.europa.eu