



SANA  MALHOA
★★★★ Excellence Concept Hotel

Dear Affiliates:

On behalf of Sindicato dos Técnicos de Manutenção de Aeronaves (SITEMA) and Aircraft Engineers International (AEI), I am honoured to welcome you, your family, and your fellow delegates to the 45th AEI Annual Congress. This year's Congress is hosted by SITEMA and is to be held at SANA Malhoa Hotel, Lisbon, Portugal from Tuesday, October 31st - Friday, November 3rd, 2017

Please find the attached documents necessary to book your hotel room and register to attend the Annual Congress for 2017. We would like to emphasize that individual delegates will be responsible for making their own hotel and congress reservations no later than **August 30, 2017**. Reservations can be made by filling out the reservation form and sending it to the mentioned contacts at the bottom of the sheet. Please note that the guestroom prices will be significantly higher if you book after the cut-off date.

In addition, the Registration Form must be completed and submitted via email to director@sitema.pt. The Registration Form and wire transfer for Delegate Package(s) is also due by August 30, 2017; details for payment by wire transfer are included on the Registration Form.

Finally, and for the affiliates needing a visa, you will find in the attached documents, a letter of recommendation. Present it to any Portuguese representation worldwide, to obtain authorization of entry in Portugal.

We look forward to welcoming our fellow Affiliates to Lisbon, Portugal. If you have any questions, please do not hesitate to contact us at the number or email listed below - We will do our best to assist you.

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On behalf of SITEMA


Simão Alves
Secretary of the Board

