

## Information to Sim-Serv Working Group Members

Dear Member,

First of all we would like to thank you for your interest and wish you warmly welcomed to contribute to the Sim-Serv Working Groups!

The purpose of the working groups is to increase collaboration between organizations working in simulation field and European industry. The working groups aim at development of common RTD projects, better interoperability of software and implementation and take-up of simulation technology by industry.

The working groups are organised by the Chairman of the group with help of Sim-Serv.

SIM-SERV has the possibility to support the working groups by refunding the travelling costs incurred when participating in working group meetings. The travelling costs will be refunded subject to prior written acceptance from Sim-Serv. Sim-Serv will not fund any labour, equipment costs or consumables.

The organisations developing or supplying simulation software or services or doing research should be Sim-Serv members before the first meeting in order get travelling expenses refund. Please contact undersigned for further details of seeking membership. Manufacturers and organisations that can be seen as users of simulation services do not need formal membership agreement in order to get costs refunded. They are encouraged to join Sim-Serv as user members later during the operation of the group.

### **Before attending a working group meeting submit to Sim-Serv**

- Travelling expenses estimate (Appendix 1)
- An informal written documentation of your intended presentation at the working group meeting or written problem statement that you are going to bring in the working group.

In return Sim-Serv will fax you a written acceptance letter.

### **After a meeting submit to Sim-Serv**

- Travelling expenses invoice (Appendix 2) and copies of receipts.

### **Submit all documents to:**

Karri Honkoila  
VTT Industrial Systems  
P.O.Box 1301, FIN-02044 VTT  
Finland  
Fax. +358 9 456 6752  
E-mail Karri.Honkoila@vtt.fi

In case of further questions please contact the Chairman of your working group or Sim-Serv Technology Co-ordinator Karri Honkoila, Tel. +358 9 456 6769.

Yours sincerely,

Karri Honkoila

**APPENDICES:**

1. Travelling Expenses Estimate Form
2. Travelling Expenses Invoice Form