

## General Conference Information

### Introduction

This document contains the Board of Directors and Standing Committee agendas for the **Interim Meeting of the National Conference on Weights and Measures, Inc.**, (NCWM) scheduled for January 27 - 30, 2008, at the Hyatt Regency Albuquerque, Albuquerque, New Mexico. To reserve a room, call the hotel directly at (800) 233-1234 or (505) 842-1234 and ask for the National Conference on Weights and Measures meeting rate of \$107 single or double. The reservation cut-off date is December 21, 2007.

Agenda items to be addressed by the Standing Committees are assigned Reference Key numbers as follows:

<b>Committee</b>	<b>Reference Key</b>
Board of Directors	100 series
Laws and Regulations	200 series
Specifications and Tolerances	300 series
Professional Development Committee	400 series
National Type Evaluation Program Committee	500 series

The subject matter listed on each Standing Committee's agenda will be open for discussion as noted. Each committee may also take up routine or miscellaneous items brought to its attention after the preparation of this document. At its discretion, each committee may decide to accept items for discussion that are not listed in this document.

The agendas:

1. Include items brought to the attention of the Standing Committees prior to the submission deadline of November 1, 2007, and approved for inclusion in their agendas by the Committees, and
2. Serve as the basis for the Standing Committee Interim Reports (to be printed in the Program and Committee Reports of the National Conference on Weights and Measures 93<sup>rd</sup> Annual Meeting, NCWM Publication 16). The final reports of the committees will be published in the NIST Special Publication Report of the 93<sup>rd</sup> Annual Meeting of the NCWM, following the Annual Meeting in 2008, scheduled for July 13 - 17 at the Sheraton Burlington Hotel and Conference Center, Burlington, Vermont.

The Committees have not determined whether the items presented will be voting or informational in nature; these determinations will result from their deliberations at the Interim Meeting.

### Special Meetings

Several Annual Committees and other organizations are conducting meetings concurrently with the Standing Committees of the Conference.

### Joint Meetings for All Committees

A joint meeting for all committees will be held on Sunday, January 27, and Wednesday, January 30, 2008. Each Standing Committee will highlight the major decisions made during the week, and the Nominating Committee will present its report.

## Participation

Sunday meetings are scheduled for Committee members to review their agendas (see the particular committee agenda for details). Although the sessions are open to all delegates, participation in discussions during agenda reviews is normally limited to Committee members. Comments and input are welcome when specific topics are scheduled in the Committee agendas.

All sessions of NCWM meetings are normally open to members of the Conference. If a Committee chairman recognizes a special situation involving a proprietary issue (e.g., NTEP appeals) or sensitive issue or other substantive need, that portion of the session dealing with the special issue may be closed, provided that: (1) the Conference chairman (or in his absence, the chairman-elect) approves, and (2) announcement of the closed meeting is posted on or near the door to the meeting session and on the announcement board at the registration desk. If at all possible, the posting will be done at least a day prior to the planned closed session. Please note that the one-day notice will not always be possible if a closed meeting is called on Sunday. Since Sunday is a day for agenda reviews and participants may make their travel reservations in order to observe these agenda reviews, if a closed meeting becomes necessary on Sunday, every effort will be made to limit such a meeting to only part of the day.

To request an appearance with a Standing Committee, contact the appropriate technical advisor by December 31, 2007:

Board of Directors	Carol Hockert	(301) 975-4004
Laws and Regulations Committee	Kenneth Butcher or Lisa Warfield	(301) 975-4859 (301) 975-3308
Specifications & Tolerances Committee	Steve Cook or Richard Suiter	(301) 975-4003 (301) 975-4406
Professional Development Committee	Agatha Shields	(614) 462-7380
National Type Evaluation Program Committee	Don Onwiler	(402) 471-4292

You may also contact the Executive Secretary at the following address and telephone number:

Weights and Measures Division  
National Institute of Standards and Technology  
100 Bureau Drive, STOP 2600  
Gaithersburg, MD 20899-2600  
Telephone: (301) 975-4004

## Contact for More Information

If you have questions about the program, registration, lodging, or meeting arrangements, contact NCWM Headquarters at the following address and telephone number:

National Conference on Weights and Measures  
15245 Shady Grove Road, Suite 130  
Rockville, MD 20850  
Telephone: (240) 632-9454

## Reports

There will **not** be a transcript made of the proceedings of the Interim Meetings. Each committee will prepare its report to the NCWM containing its recommendations based upon the presentations, discussions, and deliberations on all matters on its agenda that were addressed during the Interim Meetings. These reports will be published in the Committee Reports for the 93<sup>rd</sup> Annual Meeting, NCWM Publication 16, to be mailed to the NCWM membership in May 2008.

### **93<sup>rd</sup> Annual Meeting of the National Conference on Weights and Measures**

The National Conference on Weights and Measures 93<sup>rd</sup> Annual Meeting will be held at the Sheraton Burlington Hotel and Conference Center, Burlington, Vermont, from July 13 - 17, 2008. The room rate for the Annual Meeting will be \$109 per night, single or double, plus tax. For reservations, please call the hotel at (800) 325-3535 or (802) 862-6600. The reservation cut-off date is Friday, June 13, 2008.

### **Units of Measurement**

In keeping with the provisions of the Omnibus Trade and Competitiveness Act of 1988, which establishes the metric system as the preferred system of measurement for commerce and trade, units of the metric system have been used in this document, except where industry has not yet converted from the inch-pound system. In some instances, proposals are quoted in the Committee agendas; they may appear in inch-pound units only.

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