



INVITATION TO THE 2012 A2LA TECHNICAL FORUM AND ANNUAL MEETING

A2LA ASSESSORS, ACCREDITATION COUNCIL MEMBERS, CRITERIA COUNCIL MEMBERS, TECHNICAL ADVISORY COMMITTEE MEMBERS, BOARD OF DIRECTORS, ASSOCIATION MEMBERS, ACCREDITED ORGANIZATIONS, and INVITED GUESTS: We invite you to join us for the 2012 A2LA Technical Forum and Annual Meeting to be held from:

Monday morning, March 19, 2012, if you are attending the Assessor Orientation course (*by special invitation only coming in a separate email*), through Sunday March 25, 2012. We try to honor a request from assessors to conduct the A2LA Technical Forum over the weekend so that we don't impact on their work week time. All attendees are also welcome to attend the Annual Meeting of the Members on the afternoon of Sunday March 25th.

LODGING: Sheraton Columbia Hotel, 10207 Wincopin Circle, Columbia, MD. Tel: 410 730 3900

To Make Reservations call toll free: 1 888 627 8318 and mention the 2012 A2LA Technical Forum or go to the following website: <https://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1105254212&key=4EEC5> to make your reservation.

We have secured a room rate of \$129.00 per night for single or double occupancy (high speed internet included) valid for lodging between March 18th and March 26th. If you require lodging outside of these dates, please call the hotel directly and ask for In-house reservations. Make your reservation by **Friday February 24, 2012** to secure the \$129 room rate.

REGISTRATION FEE:

- All A2LA Assessors - \$250 (*Not applicable to assessors (contracted or potential) attending the ISO/IEC 17025 or ISO 15189 Assessor Orientation Courses. Please note assessors will not be charged the \$250 fee up front; it will be deducted from their reimbursement after the event.*)
- Non-Assessors - \$150
- A2LA Members - \$100
- Significant other - \$75

This nominal fee can be paid by credit card during the on-line registration process and helps offset the cost to A2LA for the venue.

MEALS: A2LA has arranged for certain meals to be served as appropriate for some events during this Technical Forum. Please plan to attend these meals, which will be identified on your name badge included with your registration package.

AIR TRAVEL: The Sheraton Columbia Hotel is only 20 minutes from Baltimore-Washington International Thurgood Marshall Airport (BWI).

There is an Airport Shuttle available between the BWI airport and the Sheraton Columbia Hotel at the discount 1st person fare of \$27 - \$5 off = **\$22.00 each way**. Each additional person in your party will be charged at a rate of \$9.00 as long as you reserve with *The Airport Shuttle* by phone (1 800 776 0323) and say "My profile number is 127083". You can pay on board by cash or credit card.

Taxi service is also available.

SCHEDULE OF EVENTS FOR THE 2012 A2LA TECHNICAL FORUM AND ANNUAL MEETING

Unless noted as a *special invitation* meeting or *closed meeting*, these meetings are open to any A2LA accredited or applicant organization representative, assessors, association members, visitors and board or committee members who have an interest in the topics under discussion. The responsible A2LA Staff person for each meeting is identified below.

The ISO/IEC 17025 Assessor Orientation Course is meant for new assessors, and seasoned assessors who may need some brushing up on interpretation of requirements and conducting a testing and/or calibration assessment or have not participated in other A2LA-suggested training courses. A continental breakfast and lunch will be offered each day. You need a *special invitation* from A2LA to attend this training course. Trace McInturff, Director of Operations (301 644 3223; tmcinturff@A2LA.org)

This year's ISO 15189 Assessor Orientation Course is meant for potential and contracted assessors who will receive training (or refresher training) on the ISO 15189 standard and on conducting a A2LA *medical* assessment. A continental breakfast and lunch will be offered each day. You need a *special invitation* from A2LA to attend this training course. Roxanne Robinson, Vice President/COO (301 644 3208; rrobinson@A2LA.org)

The ISO/IEC 17020 Assessor Orientation Course is meant for potential assessors, new assessors, and seasoned assessors who may need some brushing up on interpretation of ISO/IEC 17020 requirements and conducting an assessment of an Inspection Body or have not participated in other A2LA-suggested training courses. A continental breakfast and lunch will be offered each day. You need a *special invitation* from A2LA to attend this training course. Beth Carbonella, Senior Accreditation Officer (301 644 3219; ecarbonella@A2LA.org)

The ISO Guide 65 Assessor Orientation Course is meant for new assessors and seasoned assessors who may need some brushing up on interpretation of ISO Guide 65 requirements and conducting an assessment of a Product Certification Body or have not participated in other A2LA-suggested training courses. A continental breakfast and lunch will be offered. You need a *special invitation* from A2LA to attend this training course. Rob Miller, Accreditation Manager (301 644 3239; rmiller@A2LA.org)

The Forensic Examination Advisory Committee (FEAC) meeting is meant for forensic testing and inspection (crime scene) facilities, association members, council or committee members, visitors and assessors with interest in the Forensics arena. Karin Athanas, Senior Accreditation Officer (301 644 3236; kathanas@A2LA.org)

The Reference Material Producers Advisory Committee (RMPAC) meeting is meant for RMPs, association members, council members, visitors and assessors with interest in Reference materials and the further development and success of this accreditation program. Randy Querry, Accreditation Manager (301 644 3221; rquerry@A2LA.org)

The Product Certification Advisory Committee (PCAC) meeting is meant for Product Certifiers, association members, council or committee members, visitors and assessors with interest in Product Certification and the further development and success of this accreditation program. Mike Buzard, Accreditation Officer II (240 575 7484; mbuzard@A2LA.org)

The ENERGY STAR Program meeting is meant for association members, council or committee members, visitors and assessors with interest in the ENERGY STAR requirements. Mike Buzard, Accreditation Officer II (240 575 7484; mbuzard@A2LA.org)

The Proficiency Testing Provider Advisory Committee (PTPAC) meeting is meant for PTPs, association members, council members, visitors and assessors with interest in proficiency testing and the further development and success of this accreditation program. Rob Knake, Senior Accreditation Officer (301 644 3218; rknake@A2LA.org)

The Life Sciences Advisory Committee (LSAC) meeting is meant for association members, council or committee members, visitors and assessors with interest in the analytical chemistry and biology sciences relating to environmental matrices, food, gases, petroleum etc. Chris Gunning, Senior Accreditation Officer (240 575 7481; cgunning@A2LA.org)

The Materials Testing Advisory Committee (MTAC) meeting is meant for association members, council or committee members, visitors and assessors with interest in physical chemistry, mechanical and nondestructive sciences relating to metals, polymers, automotive materials, etc. Karin Athanas, Senior Accreditation Officer (301 644 3236; kathanas@A2LA.org)

The Electro-Mechanical Advisory Committee (EMAC) meeting is meant for association members, council or committee members, visitors and assessors with interest in electrical and telecommunication sciences relating to the automotive, telecom industries, etc. Adam Gouker, EMC Program Manager (301 644 3217; agouker@A2LA.org)

The Measurement Advisory Committee (MAC) meeting is meant for association members, council members, visitors and assessors with interest in calibration, metrology and dimensional testing. Ashly Bowers, Senior Accreditation Officer (301 644 3238; abowers@A2LA.org)

The Construction Materials/Geotechnical Assessor meeting is meant for association members, council or committee members, visitors and assessors with interest in testing related to building and paving products, soil, putting greens, etc. Mike Hart, Program Manager (301 644 3237; mhart@A2LA.org)

The Medical Testing Technical Advisory Committee (MedTAC) meeting is meant for association members, council members, visitors and contracted and potential assessors with interest in medical/clinical issues and supporting the growth of this accreditation program. Roxanne Robinson, Vice President/COO (301 644 3208; rrobinson@A2LA.org)

The Criteria Council (CC) meeting is a *closed meeting* and is meant for A2LA Criteria Council members to discuss A2LA policies, procedures and criteria. Teresa Barnett, Director of Quality (301 644 3202; tbarnett@A2LA.org)

The Accreditation Council (AC) meeting is meant for Accreditation Council members and anyone interested in joining the Accreditation Council to discuss AC related matters and potential changes in the A2LA Accreditation programs. Trace McInturff, Director of Operations (301 644 3223; tmcinturff@A2LA.org)

The Assessor Committee meeting is a *closed meeting* for A2LA Assessors only. Trace McInturff, Director of Operations (301 644 3223; tmcinturff@A2LA.org)

The Conformity Assessment Body (CAB) Technical Session and meeting is an open meeting for all A2LA stakeholders with an interest in providing feedback to A2LA. Larnell Simpson, Director of Marketing (301 644 3231; lsimpson@A2LA.org)

There will be a morning and afternoon refreshment break each day of the forum, close to the 10:00 am and 3:00 pm timeframes. Daytime dress is business casual; evening is smart business casual.

Please contact the listed A2LA staff person with any questions and/or agenda suggestions.

A future A2LA Technical Forum and Annual Meeting email will include more specific training course information and agendas for each committee or meeting. If you have any issues that you would like to have included as agenda items to any of the meetings, please submit them to A2LA by **Friday, February 18, 2012**.

REGISTER ON LINE!

Please register on-line using the web-link provided in the email you received with this invitation and notify us of the meetings you will attend. This web-link is tailored specifically for each individual receiving the email invitation and will take you to your own dedicated A2LA webpage.

If you wish to attend any of the meetings in association with the Technical Forum but have not received the email notification, please contact Wendy Wagner via email at wwagner@A2LA.org. Please include your full name, company (if applicable), full address and phone number in the email. Once received, we will respond with your new personalized registration link.

Please adhere to and respect the constraints of those meetings noted as *invitation only*. Please register on line by **FRIDAY FEBRUARY 18, 2012**. It is critical that you accurately register in a timely manner.

If you have any questions please contact Trace McInturff (tel: 301 644 3223; tmcinturff@A2LA.org) or Wendy Wagner (tel: 301 644 3248, email wwagner@A2LA.org)

We look forward to seeing you at the 2012 A2LA Technical Forum and Annual Meeting.

2012 A2LA TECHNICAL FORUM AND ANNUAL MEETING

GENERAL AGENDA

All events at the Columbia Sheraton

MONDAY, MARCH 19th THROUGH FRIDAY, MARCH 23rd	
ISO/IEC 17025 Assessor Orientation Course - <i>By invitation only</i> - 9:00 am to 5:00 pm each day	
ISO 15189 Assessor Orientation Course - <i>By invitation only</i> - 9:00 am to 5:00 pm each day	
THURSDAY, MARCH 22nd	
ISO Guide 65 Assessor Orientation Course - <i>By invitation only</i> - 9:00 am to 5:00 pm	
THURSDAY, MARCH 22nd AND FRIDAY, MARCH 23rd	
ISO/IEC 17020 Assessor Orientation Course - <i>By invitation only</i> - 9:00 am to 5:00 pm each day	
FRIDAY, MARCH 23rd	
Product Certification Advisory Committee Exploratory meeting - 9:00 am to noon	
ENERGY STAR Program meeting - 1:00 pm to 4:00 pm	
Reference Materials Producer Advisory Committee (RMPAC) meeting - 1:00 pm to 3:00 pm	
Forensic Examination Advisory Committee meeting - 3:00 pm to 5:00 pm	
Proficiency Testing Provider Advisory Committee (PTPAC) meeting - 3:00 pm to 5:00 pm	
Friday Night Social (<i>invitation only</i>) - 6:00 pm to 7:00 pm	
SATURDAY, MARCH 24th	
Life Sciences Advisory Committee (LSAC) meeting - 8:00 am to 5:00 pm	
Materials Testing Advisory Committee (MTAC) meeting - 8:00 am to 5:00 pm	
Electro-Mechanical Advisory Committee (EMAC) meeting - 8:00 am to 5:00 pm	
Measurement Advisory Committee (MAC) meeting - 8:00 am to 5:00 pm	
CMT/Geotechnical Assessors Breakout meeting - 8:00 am to 5:00 pm	
Medical Testing Advisory Committee (MedTAC) meeting - 8:00 am to 5:00 pm	
SATURDAY NIGHT Dinner and Awards	
Cocktail Hour ☿ 6:30 pm (cash bar)	Dinner 🍷 7:30 pm
SUNDAY, MARCH 25th	
CAB Technical Session and meeting - 8:00 am to 12:00 pm	
Assessor Breakout Session(s) (<i>invitation only</i>) - 8:00 am to 10:00 am	
Criteria Council (CC) meeting - 10:00 am to 12:00 pm	
Accreditation Council (AC) meeting - 10:00 am to 12:00 pm	
Assessors Committee meeting - 12:00 pm to 2:00 pm (<i>first hour Assessors only, working lunch; remaining time Assessors and A2LA staff only</i>)	
A2LA Plenary - 2:00 pm to 3:30 pm	
Annual Meeting of the Members - 4:00 pm to 5:30 pm	