

National Conference on Weights and Measures/ National Type Evaluation Program  
**Annual Meeting**



**Organization:** National Conference on Weights & Measures (NCWM)

**Event:** NCWM Annual Meeting

**Dates:** Second, third or fourth week in July (Meetings begins on Saturday, closes Thursday at noon)

**Event Contact:**

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**Considerations for Selection:**

- Room rates at or below federal per diem (requirement)
- Flight availability and historical airfare costs
- Surrounding food and entertainment options
- Ability to locate exhibit space (5-10 tabletops) and coffee service in the registration area
- Special concessions such as:
  - Complimentary meeting space
  - Complimentary internet (meeting space and guest rooms)
  - Complimentary Chair Suite
  - Complimentary or reduced staff room rates (7)
  - Complimentary exhibit tables
  - Discounting on A/V and food and beverage
  - Shipping and Handling hotel charges waived for 20 small boxes and 5 crates
  - The 3 offices must each include 5 complimentary keys

**Food and Beverage:**

- Sunday evening Chairman's Reception to include food and cash bar
- Breakfast and lunch for BOD meeting on Saturday, breakfast on Sunday
- Light breakfast/coffee Monday-Thursday, coffee service only on Sunday

**Room Block Based on Expectations:**

	Fri	Sat	Sun	Mon	Tue	Wed	Thurs	Totals
Run of House	20	130	195	215	195	170	15	940
Staff Rooms	2	7	7	7	7	7	0	37
Chairman's Suite	1	1	1	1	1	1	0	6
<b>Total Rooms</b>	<b>23</b>	<b>138</b>	<b>203</b>	<b>223</b>	<b>203</b>	<b>178</b>	<b>15</b>	<b>983</b>

**Five Year History:**

Room Block Total	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Pre/Post	Totals
*2015 Philadelphia, PA	19	128	210	219	207	190	37	14	1,024
2016 Denver, CO	22	126	179	179	162	146	24	9	847
2017 Pittsburgh, PA	21	115	171	173	166	149	21	3	819
2018 Tulsa, OK	18	121	181	183	175	157	12	0	847
2019 Milwaukee, WI	16	126	183	180	165	152	9	2	833
<b>Average:</b>	<b>19</b>	<b>123</b>	<b>185</b>	<b>187</b>	<b>175</b>	<b>159</b>	<b>21</b>	<b>6</b>	<b>874</b>

\*2015 numbers are higher than normal due to 100<sup>th</sup> anniversary meeting

## Function Space:

Friday-Thursday	Office space for NCWM Office space for NIST Office space for exhibitors	Work table for 5, storage for equipment, requires 5 keys Work table for 6, storage for equipment, requires 5 keys Empty room, requires 5 keys
Saturday 7 am – 8 pm Sunday 7 am – 8 pm	Board of Directors	Hollow square for 20, 5 additional seats around perimeter
Saturday 5:30 pm – 6:30 pm	Leadership Reception	Reception for 50 people, light hors d'oeuvres, hosted wine/beer/soda
Sunday-Thursday 7 am – 8 pm (Thurs only til Noon)	Exhibits Registration	4-8 exhibitors, skirted table, two chairs, electrical outlets 3 skirted tables, four chairs, internet access, electrical outlets
Sunday-Thursday 7:30-9:00 am	Coffee Service/Breakfast	Sunday coffee service only, in registration area
Sunday 7 am – 7 pm	Joint Meeting	Head table on risers for 16, classroom seating for 200 Plus theatre style for 20 around perimeter (same room as General Session)
Sunday 7 am – 8 pm	Laws & Regulations Specifications & Tolerances PDC Committee Board of Directors	U-shape for 10 with additional seating of 50 theatre style U-shape for 10 with additional seating of 40 theatre style U-shape for 10 with additional seating of 25 theatre style U-shape for 20 with additional seating of 30 theatre style
Sunday 5:30-7:00	Chairman's Reception	Reception for 200-250
Monday-Wednesday 7 am – 8 pm	Laws & Regulations Specifications & Tolerances PDC Committee Board of Directors General Session	U-shape for 10 with additional seating of 50 theatre style U-shape for 10 with additional seating of 40 theatre style U-shape for 10 with additional seating of 25 theatre style U-shape for 20 with additional seating of 30 theatre style Head table on risers for 16, classroom seating for 200 Plus theatre style for 20
Wednesday 7 am – 8 pm (can use above breakouts for this)	Western Association Southern Association Central Association North Eastern Association	Head table for 4, theatre style seating for 50 Head table for 4, theatre style seating for 50 Head table for 4, theatre style seating for 50 Head table for 4, theatre style seating for 50
Wednesday 7 am – 8 pm Thursday 7 am – Noon	Voting Session	Head table on risers and seating as per diagram to be provided (same room as General Session)
Thursday 8 am – 9 am	Board of Directors	U-shape for 20 with additional seating of 30 theater style

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