



March 1st, 2019

MEMORANDUM FOR: RMAP Participants and Directors

From: Georgia L. Harris, Val Miller, Isabel Chavez, Laboratory Metrology Program,
Office of Weights and Measures

Subjects: 2019 Combined Regional Measurement Assurance Programs (RMAP) Training

2019 Combined Regional Measurement Assurance Program (C-RMAP) Training

This is the notice for the 2019 Combined Regional Measurement Assurance Program training session.

State Weights and Measures Laboratories

Annual attendance at the Regional Measurement Assurance Program training events is required for ongoing laboratory Recognition of State Weights and Measures laboratories. Handbook 143, Program Handbook details the requirements for attendance as well as criteria used for OWM Laboratory Recognition. In addition, participation in ongoing RMAP proficiency tests (PTs) requires completion of training requirements to the designated level and attendance at the annual RMAP training sessions. OWM encourages you to send as many metrology staff members as possible to ensure full coverage during concurrent sessions and enabling maximum impact for your laboratory. Sessions are duplicated as possible, but one person will *not* be able to attend all sessions.

The 3-day tutorial sessions prior to the C-RMAP have a separate registration fee – for all participants. This is unique training that normally is offered at conferences such as the Measurement Science Conference or NCSL International and costs several hundred dollars in registration fees. These tutorials are priced to break even on costs for the extra instructors, materials, and meeting space.

Non-Weights and Measures Participants

Participation in the training sessions at this event is open to everyone who is registered. If you are a regular attendee of the RMAP training sessions *and* have completed training at the requisite levels, you may participate in the national and regional proficiency tests coordinated by the NIST Office of Weights and Measures. Additional NIST laboratory metrology training opportunities are posted here:

<http://www.nist.gov/pml/wmd/labmetrology/training.cfm>.

Agenda at a Glance: see the technical topics and schedule overview with this attachment.

Detailed Training Agenda: descriptions of each session including title, instructor(s), abstract, and learning objectives are provided.

The 2019 training events have been scheduled as noted in the attached Schedule at a Glance. Training topics (see attached detailed agenda and abstracts) have been selected based on observed and requested training needs, observations from laboratory assessments, and annual reviews of submitted data and proficiency testing results.

The Combined RMAP sessions are generally held with breakout sessions for each regional group and the technical sessions are held concurrently (at the same time) so you will need to select the sessions and times that are most applicable for your laboratory. Most of the sessions will be a general session for all attendees or will be held multiple times to enable attendance.

Hotel:

Registration, all training sessions, and associated events will be held at the Marriott Hotel in Lake Mary, Florida. We have arranged for government per diem for all training session attendees. There is also complimentary in room wireless and complimentary parking. The group rate (\$94 + tax) is available until April 30, 2019 (subject to availability). Advise Georgia Harris as soon as possible regarding any concerns related to reservation difficulties.

MARRIOTT HOTELS

Orlando Marriott Lake Mary
1501 International Parkway, Lake Mary, FL 32746
P 407.995.7016 | F 407.995.1101 | marriott.com

Here is the hotel reservation link (https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=C-RMAP%5EMCOML%60MAPMAPA%6094%60USD%60false%604%605/30/19%606/8/19%604/30/19&app=resvlink&stop_mobi=yes)

Registration:

Registration will have more than one step and may have several steps depending on what you plan to attend.

Step 1: OWM Registration REQUEST for Training. Mandatory for everyone.

OWM Contacts System at: <https://tsapps.nist.gov/WMD/default.aspx>

Register for C-RMAP or C-RMAP and **one** tutorial using the Office of Weights and Measures Contact System. Database users must first establish an account by going to the link listed above. You must register in the OWM Contact System to participate in the training. Follow the instructions to create an account unless you are already a registered user. New requests for accounts will be processed within one business day and then you will be sent a password so that you may begin to use the system. If you have any questions, please contact Yvonne Branden at (301) 975-3272 or yvonne.branden@nist.gov.

You can register for ONE of the 3-day tutorials *and* the C-RMAP, ONE 3-day tutorial, or the C-RMAP only. All tutorials and the C-RMAP have separate class codes for registration.

Class	Session(s)
5547	C-RMAP (Full Session)
5579	Tutorial 1: Balance and Scale Calibration and Uncertainty
5580	Tutorial 2: Selection, Calibration, and Use of Thermometers
5581	Tutorial 3: Hands-on Workshop on Assessing and Reporting Measurement Uncertainty
5582	Tutorial 4: Certified Calibration Technician Preparation Seminar

OWM Registration includes: training materials, training certificates, ongoing accessibility of transcripts, and participation in NIST OWM proficiency testing (if a regular RMAP attendee).

Step 2: 3-day Tutorial PAYMENTS (\$200). Attendance at tutorials is recommended for anyone with the specific topics on your laboratory Scope. Payments for tutorials are required for *all* participants attending a tutorial. If requesting a tutorial, you will receive a confirmation letter and payment link from Yvonne Branden. You must pre-pay to participate in any of the 3-day Tutorials. On-site payments will not be permitted.

Step 3: C-RMAP Registration PAYMENTS to the Southern Weights and Measures Association (\$XXX). This payment is applicable to everyone attending the C-RMAP sessions.

Payment link: <https://swma.wildapricot.org/event-3279834>

Participant Registration:

U.S. or State Government: \$450

Non-U.S. or State Government: \$550

Guest participation in Reception and Dinner: \$50

Exhibitor Registration: \$600 includes 6-foot table top exhibit space from June 2, Noon to June 6 at 5 pm. If power or shipping/handling services are needed, they must be coordinated directly with the hotel. Registration includes access to all technical sessions for one person, the Sunday reception, and the Thursday dinner.

Deadlines:

OWM Requests for training sessions: April 22, 2019

Hotel Registrations: April 26, 2019

OWM Payment for tutorials: May 12, 2019

Payment for C-RMAP to Southern Weights and Measures Association: May 12, 2019