



## MEMORANDUM

To: All Vendors and Evaluators of Leak Detection Equipment

From: Don Taylor, Chair of National Work Group on Leak Detection Evaluations (NWGLDE)

Date: September 12, 2019

**Subject: Next Meeting of the NWGLDE**  
Renaissance Seattle Hotel  
515 Madison Street  
Seattle, Washington 98104

October 23-25, 2019

The NWGLDE would like to invite all vendors and evaluators of leak detection equipment to attend the open portion of our next meeting. The open portion of the meeting will be held on Thursday morning October 24 at the Renaissance Seattle Hotel from 8:00 a.m. to 12:00 p.m. in the North Room (3<sup>rd</sup> floor). Vendors and evaluators may attend the meeting and/or may wish to make a presentation to the NWGLDE at the meeting on a subject that is related to the Work Group's mission (which can be found at [www.nwglde.org](http://www.nwglde.org)).

In order to accommodate as many presentation requests as possible, the Work Group makes up to four time slots available depending on subject matter and length of presentations being made. These time slots will allow time for the presentation and additional time as needed for questions, comments, and discussion concerning the presentation. A portion of the meeting is available for general discussion of subjects related to the Work Group's mission (not specific evaluations or listings). At the same time there will also be breakout sessions for vendors to meet individually with NWGLDE team members to discuss specific issues related to the subject matter.

Vendors and evaluators who wish to make a presentation or schedule a breakout session meeting with a NWGLDE team must first obtain approval from the Work Group. The vendor or evaluator should e-mail the following information concerning the presentation to me at [Don.Taylor@tn.gov](mailto:Don.Taylor@tn.gov).

1. The subject of the discussion,
2. An outline of the main topics, and
3. An explanation of why it is important for this information to be presented to the work group.

**Only information sent by e-mail will be accepted.** Since there may be more requests for presentations than time will allow, requests will be considered on a first-come, first-serve basis. **ALL REQUESTS NEED TO BE RECEIVED AT LEAST TWO WEEKS PRIOR TO THE MEETING OR THE REQUEST MAY NOT BE CONSIDERED.** Once there are five approved presentations scheduled for this meeting, other presentations will be put on a waiting list in case a cancellation occurs prior to the meeting.

After a presentation is approved by the Work Group, it will be assigned a time slot and the vendor or evaluator will be notified of the presentation schedule. Please be aware that this portion of the NWGLDE meeting will be open to anyone wishing to attend and therefore other vendors, evaluators, regulators, etc. will be present in the meeting room during these presentations.

In the rare case that there are no vendor/evaluator presentation requests two weeks prior to the meeting, the open portion of the meeting will be cancelled. A notice of cancellation will be placed on the NWGLDE website, and those who regularly attend the open portion of NWGLDE meetings will be notified by e-mail approximately two weeks before the meeting.

If you are interested in attending this meeting or if you have any questions about the meeting, please contact me at (423) 854-5391 or at [Don.Taylor@tn.gov](mailto:Don.Taylor@tn.gov).

An agenda for the entire meeting is posted on our web site and will be updated as need prior to the meeting: [www.nwglde.org/news\\_and\\_events.html](http://www.nwglde.org/news_and_events.html).

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