



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 1, 2023

Subject: Next Meeting of the NWGLDE
Francis Marion Hotel
387 King Street
Charleston, South Carolina
November 1-3, 2023

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 Wednesday morning November 2, 2023 at the Francis Marion Hotel (Poinsette Room) from 8:00 a.m. to 12:00 p.m. 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).

In order to accommodate as many presentation requests as possible, the Work Group makes four 30-minute time slots available. These time slots allow 20 minutes for the presentation and 10 minutes for questions, comments, and discussion concerning the presentation. The last 30 minutes of the meeting are made available for general discussion of subjects related to the Work Group's mission (not specific evaluations or listings).

Vendors and evaluators who wish to make a presentation 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.

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 ONE WEEK 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 NWLGDE 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) 309-1599 or at 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.

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