

**A Short Course: What NIST Staff Should Know About
NIST's Role as the NMI and the Basics of Metrology,
Documentary Standards, and Conformity Assessment**

**Thursday, September 17, 2015
Heritage Room
9:00 am - 12:30 pm**

**Sponsored by:
NIST's Standards Coordination Office, Standards Services**

DRAFT AGENDA	
8:30 am	Registration
9:00 am to 9:15 am	Welcome Mr. Gordon Gillerman Director, Standards Coordination Office
	Opening Remarks Dr. Richard Cavanagh Acting Associate Director for Laboratory Programs; Director, Special Program Office
9:15 am to 9:45 am	The International System of Units and NIST's Role as the National Measurement Institute Dr. James Olthoff Director, Physical Measurement Laboratory
9:45 am to 10:45 am	Metrology 101 Dr. Robert Watters (<i>invited</i>) Associate Director of Measurement Services, Material Measurement Laboratory
	Legal Metrology 101 Ms. Carol Hockert Chief, Office of Weights and Measures, Physical Measurement Laboratory
10:45 am to 11:00 am	Break
11:00 am to 11:45 am	Fundamentals of Documentary Standards Ms. Ileana Martinez Senior International Affairs Advisor, Standards Coordination Office

11:45 am to 12:15 pm	Introduction to Conformity Assessment Mr. Warren Merkel Chief, Standards Services, Standards Coordination Office
12:15 pm to 12:30 pm	Q&A and Closing Remarks Mr. Gordon Gillerman