

InterNational Committee for Information Technology Standards
INCITS Secretariat, Information Technology Industry Council (ITI)
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M1/04-0083

Date: February 27, 2004

Logistics Package, Meeting Announcement and Schedule of INCITS M1 and M1 Task Group Meetings March 31 – April 2, 2004 – Gaithersburg, MD

It is recommended, if at all possible, that you attend the meetings in person because of the length and complexity of the agendas. (Because the meeting was not previously scheduled, the host will provide teleconference capabilities for M1 members that cannot attend in person. The phone numbers will be sent to the M1 email reflector before the meetings.)

Advance registration is required (see below)!

Meeting Location

NIST
Administration Building (building 101)
Lecture Rooms A & B
100 Bureau Drive
Gaithersburg, MD 20899

Hosting organization

NIST
www.nist.gov

Contact:
Fernando Podio
(301) 975-2947
fernando.podio@nist.gov

Meeting Rooms:

Two main meeting rooms are available. Each will be equipped with power for laptops and set up with an AV projector. A breakout room will be provided.

Location:

The **headquarters site** of the National Institute of Standards & Technology is located near Gaithersburg, Maryland, just off Interstate Route 270, about 25 miles (40 kilometers) from the center of Washington, D.C. NIST provides shuttle service from the Shady Grove Metro (subway) station until 5:30PM. For further information on transportation, food/dining, hotels/motels and more see the visitor information page: http://www.nist.gov/public_affairs/visitor/visitor.htm

Advance Registration Required:

The Gaithersburg, MD. campus of NIST is closed to the general public at this time. Official visitors must be pre-registered and present photo identification upon arrival. Visitors can access the Gaithersburg campus from the main gate at W. Diamond Ave. and Bureau Drive only. Visitors must wear a visitor badge at all times while on the NIST campus.

Advance registration is required to attend the M1/TG meetings. Please send the following information to Sara Caswell at sara.caswell@nist.gov **No later than Wednesday 17 March, 2004:**

- (a) First name, Middle name, Last name
- (b) Date(s) of Visit
- (c) Attending (e.g., M1, M1.2, M1.3, M1.4 and/or M1.5)
- (d) M1 member?
- (e) U.S. Citizen?
- (f) *if "No", specify*
- (f1) country of citizenship
- (f2) Title (e.g., CEO, Program Mgr.)
- (f3) Employer/Sponsor
- (f4) Address

Meeting Schedule:

The meeting agendas will address national projects that can be progressed to the next level such as the approval of dispositions of comments on the public reviews that will close before this meeting and the resolutions of comments from

the M1 letter ballots that closed before the meeting. They will also address SC37 international agenda items that are due before the M1/TG meetings scheduled for the week of May 3-7, 2004.

International agenda items will include: (a) US NB vote on NP/CD ballots; (b) US NB Comments on WDs; (c) US NB Technical Contributions; (d) US NB Positions on posted documents on SC37 and other SC/ISO TC on-going work; and (e) US NB Approval of technical experts to Rapporteur Groups

	Wednesday March 31	Thursday April 1	Friday April 2
Lecture Room A	M1.4 Biometric Profiles (8:30 AM – 2:00PM)	M1.3 Data Formats (8:30AM – 4:00PM) Presentation on Conformance Testing* (4:00PM – 5:00PM)	M1 (8:30AM – 6:00PM)
Lecture Room B	M1.5 Biometric Performance Testing (8:30AM – 6:00PM)	M1.2 Interfaces (8:30 AM – 2:00PM)	

(*) Lecture Room A: Thursday 1, 2004, 4:00 PM - 5:00 PM Special presentation: "How to Develop a Technically Sound Conformance Testing Methodology for Biometric Interchange and Data Interoperability Standards?" Martha M. Gray, NIST/ITL

Accommodations and Directions:

For further information on transportation, food/dining, hotels/motels and more see the visitor information page:

http://www.nist.gov/public_affairs/visitor/visitor.htm

NIST provides shuttle service from the Shady Grove Metro (subway) station (last shuttle to Shady Grove in the evening leaves NIST at 5:30PM).