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CODES & STANDARDS

November 15, 2011

To : **All Members of the Bioprocessing Equipment Committee**

Subject:: **Meeting Notice and Hotel Information**

Dear Members:

The next ASME Bioprocessing Equipment Committee meetings are scheduled for January 16-19, 2012 at the Caribe Hilton in San Juan, PR. The address is as follows:

**Caribe Hilton
1 San Geronimo Street
San Juan, PR 00901
(888) 722-1273
(787) 721-0303**

A block of rooms have been reserved at the Caribe Hilton at a rate of \$189.00 per night (inclusive of resort fee and high speed internet access). Sleeping room reservations must be made by calling the hotel directly at the above phone number. Be sure to mention **ASME Bioprocessing Equipment Standards Committee** when making your reservations in order to get the contracted rate.

Please make your reservations as soon as possible. The cut-off date is December 23, 2011.

The schedule of meetings will be sent at a future time.

Please complete the Attendance Form, also attached, indicating whether or not you plan on being at this meeting.

An agenda will be mailed approximately two weeks before the meeting.

Sincerely,

Paul D. Stumpf
Secretary, BPE
212-591-8536
stumpfpa@asme.org

Attendance Form
BPE Committee Meetings
January 16-19, 2012
Caribe Hilton
San Juan, PR

- () I will be attending
- () I will not be attending because of the following reason (if you plan on sending a representative to this meeting please indicate who the person is and what company they are affiliated with):

Print Name: _____ Date: _____

Company Name: _____

E-mail: _____

Return the form to or call **no later than January 9, 2012:**

P. D. Stumpf
Secretary, BPE Standards Committee
ASME, M/S 20S2
3 Park Ave.
New York, NY. 10016
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	Monday 16-Jan-2012				Tuesday 17-Jan-2012				Wednesday 18-Jan-2012				Thursday 19-Jan-2012	
8:00 AM	Lyophilizers	Single Use (PM)	Glass Washer (SD)	SC Leadership	C&S Connect Training	Material Joining	Dimensions & Tolerances	Seals	C&S Connect Training	Polymers & Elastomers	Metallic Materials	Process Instrumentation	C&S Connect Training	BPE Standards Committee (7:30 am)
9:00 AM														
10:00 AM	Vendor Document Requirements (VDR)	Extractables & Leachables (PM)	PI Task Groups											
11:00 AM														
12:00 PM														
1:00 PM	General Requirements		PI Task Groups		C&S Connect Training		Surface Finish	Design	C&S Connect Training	Design			C&S Connect Training	
2:00 PM														
3:00 PM														
4:00 PM		Polymeric Hygienic Unions									Material Joining			
5:00 PM	BPE SC Leadership/Exec Committee								Reception			BPE Executive Committee		
6:00 PM														
7:00 PM														

Task Group
Subcommittee
Workshops

Check the hotel information board for any last minute changes