

Lodging and Meeting Room Criteria

ASME Certification and Accreditation Applicants are requested to identify preferred lodging for the ASME Team during their stay for their assigned activities. In most cases, the applicant will also be requested to arrange for a meeting room to be used by the Team while reviewing the quality program description. In an effort to assure the ASME activities are productive and efficient, ASME requests the Applicant to please consider the following criteria when making lodging and meeting room arrangements.

If either the lodging or meeting room facilities does not meet one or more of the below noted criteria, then please notify ASME Conformity Assessment Staff and present the best options available while noting the criteria not available at each option. The ASME, in consultation with the assigned Team Leader, will advise the Applicant of which option should be utilized.

Question or comments: CA@asme.org

Lodging should be a Business style Hotel and;

- Located in a safe and secure neighborhood close to applicant's offices/plant but no more than a sixty (60) minute drive from the Applicants location,
- Where the Staff speaks English,
- Restaurant in the Hotel or in close proximity (500 meters) to the hotel,
- Makes available printing and copy service,
- Sleeping rooms are designated nonsmoking unless otherwise requested by ASME for specific ASME Team Members,
- Provides high speed internet service in sleeping room,
- In room working desk and chair with electric utility outlets with adequate lighting,
- Adequate climate controls for sleeping room comfort,
- In room bath/shower and WC facilities, and
- If sleeping or meeting rooms are more than one floor above ground, provide lift (elevator).

Team Manual Review Meeting Rooms should;

- Be Located within the lodging facility (hotel),
- Be of a size to accommodate all Team members and observers/trainees,
- Be located in an environment absent of interruptions and distractions,
- Include access to high speed internet,
- Include a table of working height with comfortable chairs,
- Table area must provide at least 10 ft² (1 m²) per person,
- Adequate lighting (500 --- 1000 Lumens per square meter (LUX)),
- Power Strip or Electric outlets, minimum one outlet per person, and
- Coffee, Tea and bottled water service provided.