



## ISOT Guidance Note 004 – Hosting a Meeting in the U.S.

Does your U.S. TAG want to host an ISO meeting in the U.S.? Is your ISO Committee requesting a meeting in the U.S.?

The [ISO Directives](#) state (in Annex SF) that “For technical committee or subcommittee meetings, the ISO member body in the country shall be the host and its pre-approval of the meeting is required.” ANSI, as the U.S. National Member Body (NMB) to ISO, extends the official offer to host ISO Committee meetings in the U.S. ANSI’s ISO Team (ISOT) will issue an invitation letter to the ISO Committee Manager after the U.S. TAG Secretary provides the following required information:

- Exact dates of proposed meeting,
- Location / Venue,
- Which committees are meeting (sometimes the TCs and SCs will meet at the same time),
- Meeting host/sponsor(s) (While ANSI is considered, under the ISO Directives, the official host for all ISO meetings held in the U.S., ANSI does not provide financial support for ISO meetings held in the U.S. Therefore, U.S. TAGs and/or other entities organizing ISO committee meetings in the U.S. must agree to take full financial responsibility for the meeting),
- Meeting coordinator’s contact information (this is the U.S. person who will work directly with the ISO Committee Manager to coordinate meeting arrangements).

Many ISO Committees have meeting calendars that are set far in advance. In other cases, meeting hosts may be solicited during a plenary meeting. In any case where a U.S. delegation wishes to make an offer at an ISO Committee meeting that has not been pre-approved by the U.S. TAG, the offer shall be considered tentative until confirmed by ANSI.

One of the most important reasons to plan meetings far in advance is to allow delegates ample time to make travel arrangements. Many people travelling to the U.S. from other countries will require visas to enter the U.S. The visa process for some countries can take up to 6 months. When the U.S. is hosting a meeting, early notification affords delegates time to make proper travel arrangements.

Please note that Working Group (WG) meetings operate differently. U.S. WG experts can offer to host a meeting in the U.S. by directly communicating the offer to the WG Convenor. It is then the responsibility of that Convenor, rather than the NMB, to issue a meeting invitation. ISO also asks that the NMB in the host country be informed

of WG meetings taking place in their country. For WG meetings located in the U.S., ISOT asks that the U.S. TAG Secretary email us providing the dates and locations of the WG meetings. If necessary, ISOT can assist international delegates that require an invitation letter in order to obtain an entry visa.

Finally, whether your U.S. TAG is hosting a meeting or you are a Committee Manager of an ISO committee arranging a meeting in the U.S., here are some things to consider:

Location:

- Is the meeting location in the U.S.? For example, the U.S. cannot host a meeting in Canada.<sup>1</sup>
- What are the current travel restrictions in the U.S.? The ISO Directives state no restrictions can be “imposed by its country to the entry of representatives of any P-member of the technical committee or subcommittee for the purpose of attending the meeting.”
- Does the meeting location have additional security requirements? Some buildings restrict foreign nationals from certain countries on their premises.
- Is the meeting location near an international airport?
- Are there hotels nearby?
- Is there adequate transportation to the meeting from the airport / hotel?

Logistics / Meeting Requirements:

- How many days will the committee meet?
- How many delegates are anticipated?
- How many rooms are required / are different meetings taking place simultaneously?
- What are the audio/visual needs?
- What are the onsite requirements (printing, internet etc.)?

Optional:

- Will a social event be hosted?
- Will meals / breaks be included?

**What this means to you as an ISO Committee Manager:**

Official offers to host ISO meetings in the U.S. are issued by ANSI. When you receive an offer to meet in the U.S., it is also important that you ensure that holding a meeting in the U.S. complies with ISO Directives, Annex SF. If you have questions with regard to U.S. regulations concerning entry to the U.S., please review the U.S. State Department’s website for further information: <https://travel.state.gov/content/travel/en/us-visas.html>

Also as the Committee Manager, you will probably receive questions from delegates requiring invitation letters for the visa appointments. These should be handled by ISOT. While the ISO Directives only require a 4 month meeting notice, we suggest that you issue an initial notice to the committee as soon as you have confirmation from ANSI. This will provide potential delegates additional time to make their travel arrangements and complete the visa process.

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<sup>1</sup> If necessary, ANSI can discuss the possibility of the US hosting a meeting in another country with the NSB.

### **What this means to you as a U.S. TAG Secretary:**

Hosting meetings is one of the responsibilities of the committee's P-members, but we understand that this is a significant undertaking as the U.S. TAG or a sponsoring organization is responsible for the funding of the ISO meeting.

Often U.S. TAG's host meetings in conjunction with annual conferences or other events, where either some delegates may already be attending or meeting space is available at a discounted rate. ISO has rules related to signage, logos, fees etc.; the ISO Directives' Annex SF provides specific guidance on these matters.

For more information on meetings, please review the following documents:

[Annex SF in the ISO Directives Part 1](#)

[Section 1.4 in the ANSI International Procedures](#)

## **About the ANSI ISO Team (ISOT)**

The American National Standards Institute (ANSI) is the U.S. member body to the International Organization for Standardization (ISO). To ensure a strong and effective U.S. voice in international standardization, the ANSI ISO Team (ISOT) acts as the primary interface for U.S. Stakeholders—between ANSI-accredited U.S. Technical Advisory Groups (U.S. TAGs) and their related ISO Committees, and as the main contact for ANSI-delegated U.S. held ISO secretariats.

ISOT daily operations include monitoring and recording of ISO documents, processing votes on behalf of U.S. TAGs, accrediting delegates to attend international meetings, nominating experts to participate on working groups, coordination with key group such as the ANSI ISO Forum (AIF), ANSI ISO Council (AIC), and the ISO Technical Management Board (TMB), administering ANSI Virtual Technical Advisory Groups (VTAGs), facilitating training programs, among many other functions. In addition to daily responsibilities, ISOT is available to assist with any committee specific issues U.S. TAGs or U.S. held secretariats may be facing. ISOT staff is well versed in the ISO procedures, ANSI International Procedures, and has experience in all aspects of the ISO process.

For organizations that are new to ISO or want additional support with ISO related activities, ANSI's ISOT staff provides hands-on, practical guidance on all aspects of administration of U.S. TAGs or ISO Secretariats through its fee-based Enhanced Services program. For more information, contact [isot@ansi.org](mailto:isot@ansi.org).

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[ISOT FAQs](#)

| Additional resources can be found on ISOT's SharePoint site (<https://share.ansi.org/isot>).