



## INVITATION TO JOINT COMMITTEE ON BIOSAFETY CABINETRY MEETING

TO: Joint Committee on Biosafety Cabinetry  
Members and Observers

FROM: Robert Powitz, Chairperson

DATE: March 20, 2024

SUBJECT: 2024 Joint Committee on Biosafety Cabinetry Meeting

The Joint Committee on Biosafety Cabinetry will be meeting on Wednesday, June 19 – Thursday, June 20, 2024 at NSF world headquarters, located at 789 N Dixboro Road, Ann Arbor, Michigan, 48105. **The meeting is tentatively scheduled from 12:00 pm to 5:00 pm (ET) on the 19<sup>th</sup> and 8:00 am to 2:00 pm (ET) on the 20<sup>th</sup>** (this will be confirmed once all proposed agenda items are received). An agenda and meeting package will be made available to attendees approximately 15 days prior to the meeting.

### For those unable to attend in person:

<u>To join via computer</u>	<u>To join via phone</u>
<p>Microsoft Teams meeting</p> <p>Join on your computer or mobile app</p> <p><a href="#">Click here to join the meeting</a></p>	<p>1) Dial: +1 248-434-3387,,656661505 # (United States, Pontiac)</p> <p>2) Enter Conference ID: 656 661 505 #</p>

### Instructions for all attendees:

***Due to capacity restrictions, an RSVP to this meeting is mandatory.***

Please record whether you plan to attend by **June 5, 2024** on the NSF Online Workspace straw ballot linked below:

[RSVP to the 2024 Biosafety Cabinetry Meeting](#)

***\*\*\* If you plan to send a proxy to this meeting, you must submit written authorization for the designated proxy to vote in your place by email to [arose@nsf.org](mailto:arose@nsf.org).***

### Additional instructions for Observers:

If you are not already listed on the JC roster as an observer and plan to attend, please email Allan Rose ([arose@nsf.org](mailto:arose@nsf.org)). Include in the email your name, company, and full contact information (email address, phone, mailing address, etc).



Hotel information:

DoubleTree by Hilton Ann Arbor North  
3600 Plymouth Road  
Ann Arbor, MI 48105  
734.769.9800 ext 6174

A room block has been created and is open for reservations. To reserve your room at the NSF discounted rate, please click the booking link below, or call the hotel at the number listed above. When making a reservation by phone, please tell them it is for the NSF Joint Committee on Biosafety Cabinetry, provide the date of the meeting, and verify that you are getting the agreed upon rate of \$152.00 per night before taxes. Please be advised of the cancellation policy. If you are having any further issues, contact the hotel and they can direct you to their reservations service. The hotel block deadline is **May 29, 2024**. After that date, you may not receive a room at the discounted rate.

Click the link for online booking: [NSF Biosafety Cabinetry Joint Committee Meeting](#)

Thank you in advance for your participation. We look forward to meeting with you!

Robert Powitz  
Chair, Joint Committee on Biosafety Cabinetry  
C/o, Allan Rose  
Joint Committee Secretariat  
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Email: [arose@nsf.org](mailto:arose@nsf.org)