



# Welcome to ASTM International

100 Barr Harbor Drive  
P.O. Box C700  
West Conshohocken, PA  
19428-2959, USA  
Telephone: +1.610.832.9500  
Website: go.astm.org

Visitors must sign in at the reception desk in the lobby to receive a visitors badge before proceeding to meetings. Meeting registration is also available in the lobby. Please wear your badge for the duration of the meeting.

## CONFERENCE ROOMS

### 3rd Floor (Room 300)

Turn left when exiting the elevator and make the first right; Conference Room 300 is on the right side.

### Room 340 and 360

Make the first left; Conference Room 340 will be on your left hand side. Conference Room 360 will be at the end of the hall to your left.

### 4th Floor Conference Center

Audio/Visual equipment, Coatroom, Complimentary Coffee and Water Restrooms

## DEPARTMENTS

### 3rd Floor

- Certification
- Communications
- Editorial
- IT Operations
- Meetings
- Proficiency Testing
- Publications
- Rights & Permissions, Symposia
- Technical Committee Operations
- Technical Professional Training

### 4th Floor

- Accounting & Financial Services
- Business Development
- Global Cooperation
- HR
- ISS
- Legal/General Counsel, President's office

## REFRESHMENTS & RESTAURANTS

### 1st Floor Avenue C Micro Market

Located in the ASTM Staff Lounge, Avenue C offers a variety of products, including soup, salads, sandwiches, microwavable meals, breakfast items, and an assortment of beverages. All credit/debit cards accepted.

### 4th Floor Conference Center Coffee Station

Located in the Members Area.

### Walking Distance

Aroma on Ford	610.710.0101	\$\$
Gypsy Saloon	610.828.8494	\$\$
Legends (Marriott)	610.260.9400	\$\$\$
McDonald's	610.825.8955	\$
Victorino's Pizza & Catering	610.825.5600	\$
Wawa	610.825.0424	\$

### 5-Minute Drive (Suggested)/15-Minute Walk

Akina Sushi	610.783.3988	\$\$
Brunch	610.832.5708	\$
Chiangmai	610.397.1757	\$
Couch Tomato	484.243.6053	\$\$
Donnie Mac's Deli	610.828.8518	\$
Eat Greek	610.941.1200	\$
El Limón	610.567.0120	\$
Flanagan's Boat House	610.828.2628	\$
The Great American Pub	610.940.0540	\$\$
Guppy's Good Times	610.828.0300	\$\$
Hook and Ladder Sky Bar	484.351.6522	\$\$\$\$
Masala Symphony	717.431.9429	\$\$
Neo's Americana & Cafe	610.941.4652	\$\$
Nudy's Cafe	484.368.3079	\$\$
Pop's Steaks	610.897.8404	\$
Saigon Noodle Kitchen	484.845.7190	\$\$
Salt & Stone	610.897.8396	\$\$\$
Southern Cross Kitchen	484.344.5668	\$\$
Tony & Joe's Pizzeria	610.825.1160	\$

### 10-15 Minute Drive

Autograph Brasserie	610.964.2588	\$\$\$
Cracker Barrel	610.828.2221	\$\$
Daisy's Tavern	484.533.323	\$\$
Franzone's Pizzeria	610.825.0323	\$
Giant Super Market	610.940.2231	
Outback Steakhouse	610.828.8931	\$\$
P. F. Chang's	610.567.0226	\$\$
Panera Bread	484.530.5070	\$
Pepperoncini	610.941.7783	\$\$
Pizza Time Saloon	610.825.8777	\$
Primo Hoagies	610.828.3075	\$
Saladworks	610.825.5211	\$
Starbucks	610.834.9324	\$
Stone Rose	484.532.7300	\$\$\$
Tony Roni's	610.825.4700	\$\$
Trattoria Totaro	610.828.7050	\$\$\$
Triple Crown	610.632.5000	\$\$\$



**NO SMOKING** in the building; the designated smoking area is located outside the first floor staff lounge.



**DIAL 0** in case of emergency. Contact your staff manager/assistant or Samantha Sample (9513) for copies or any other meeting needs.

**Your safety and security are important.** When leaving the building, remove your registration badge as it identifies you as a visitor to the city. Walk with a group or take a taxi when outside of your hotel. Never open your hotel room door unless you know the person knocking, and always check for the nearest fire exit.



We recycle. Please see the guide posted in each meeting room.

## PARKING

To avoid towing, please be sure to park on the ASTM side of the parking garage (signs indicate designated ASTM spaces).

After your meeting, return your visitor badge and exit the elevator in the lobby. Press the down button again for separate elevator service to the parking garage. This is necessary to secure proper security within the building..

## WIFI

### How to Connect

Your laptop, PDA, etc. must have a wireless network interface device.

- Turn on your system. ASTM's Access Point: **astmguest** should be automatically detected (note: other access points may be detected from other local organizations. They do not belong to ASTM; please refrain from using them.)
- Enter the network key **meetings101** (required) in your system's appropriate place.
- Network authentication type: **WPA-Personal (PSK)**.

Your connection should now be enabled.

### Having difficulty?

Please call ASTM's technology help desk at #2002 from any Headquarters telephone.

## TRANSPORTATION

Ace Limo	888.477.2113
Door-to-door private service; reservations required.	
Main Line Taxi	610.272.1000

## HOTELS

Alloy King of Prussia	610.337.1200
Courtyard Philadelphia City Ave	215.477.0200
Crown Plaza King of Prussia	610.265.7500
Doubletree Guest Suites Plymouth Meeting	610.834.8300
Fairfield Inn Valley Forge/King of Prussia	610.337.0700
Hampton Inn Plymouth Meeting	610.567.0900
Hotel West & Main Conshohocken	610.825.1190
Hyatt House Plymouth Meeting	610.313.9990
Philadelphia Marriott West	610.941.5600
Residence Inn by Marriott Conshohocken	610.828.8800

## AIRLINES

American Airlines	800.433.7300
Amtrak	800.872.7245
Delta Airlines	800.221.1212
Southwest Airlines	800.435.9792
United Airlines	800.864.8331

## EVACUATION PROCEDURES FOR 4TH FLOOR CONFERENCE CENTER

### If the alarm is activated

- Follow the instructions from your meetings/staff manager
- Unless otherwise instructed, proceed to the nearest stairwell, and move without delay
- Descend the stairs in a quick and orderly manner and staying to the right side
- Proceed to the designated assembly area as directed
- Inform the meetings/staff manager if you need assistance
- Those who need assistance, should remain in the stairwell (unless directed otherwise) to wait for fire/emergency rescue assistance
- **DO NOT** re-enter the building without an "all clear" announcement by fire department or Police
- **DO NOT USE THE ELEVATORS**

### Non-Fire Related Emergencies

In the event of a non-fire related emergency, please wait for instruction from ASTM management that will be relayed as quickly as possible through the fire emergency public address system.

