



INSTRUCTIONS NOMINATION FORM ASHRAE DISTINGUISHED LECTURER PROGRAM

Revised February 29, 2012

Distinguished Lecturer Nominations are due at ASHRAE Headquarters **December 1** for review by the Chapter Technology Transfer Committee at the Society Winter Conference or **May 1** for CTTC review at the Society Annual Conference.

The ASHRAE Distinguished Lecturer Nomination Form, a current resume or ASHRAE Biographical Record, an abstract (brief synopsis) of the candidate's proposed presentation(s), and a digital photo of the candidate must be provided by in **Adobe pdf format** to tcatchings@ashrae.org.

Program Information

The ASHRAE Distinguished Lecturers (DL) Program was established in Society year 1996-97. The purpose of the program is to provide ASHRAE chapters with lecturers equipped to speak on relevant subjects of interest to ASHRAE members and guests. The program provides local ASHRAE chapters, student branches, neighboring universities and colleges, and other organizations the opportunity to collaborate and hear outstanding speakers on the leading edge of technology.

DL candidates must be recommended by an ASHRAE member, or ASHRAE staff, using the Distinguished Lecturer Nomination Form. The candidate must be an effective presenter who will appeal to a mixed audience of technical and non-technical people having interest in current and emerging issues of technical and societal importance. It is presumed that candidates will have expertise in their particular field (as demonstrated through years of experience and speaking and/or publishing on a particular topic).

Distinguished Lecturers shall commit to a two-year, renewable term and agree to at least two speaking engagements per year, if requested to speak. Lecturer reimbursement will be in accordance with the Expense Reimbursement Policy for the Distinguished Lecturers Program in effect for the current fiscal year. A speaker's honorarium, if any, will be the responsibility of the local ASHRAE chapter.

Criteria for the selection of Distinguished Lecturers include the following:

- Does not have to be an ASHRAE member
- Must present timely, relevant topics of interest to ASHRAE members and guests
- Other considerations include recognition such as ASHRAE Fellow, Ph.D., books authored, peer recognition, excellent presentation skills, etc.
- Must be recommended by an ASHRAE member or ASHRAE staff using the Lecturer Nomination Form
- Must submit a current ASRAE biographical Record or resume with pertinent data on education, experience, publications, etc.
- Must submit written abstract (brief synopsis) of proposed presentations
- Must agree to serve for a two-year term and speak at a minimum of two chapter meetings per year

Nomination Checklist

- Is the Distinguished Lecturer Nomination Form complete?
- Is the candidate's current ASHRAE Biographical Record or resume attached?
- Is an abstract (brief synopsis) of the candidate's proposed presentation (s) attached?
- Is a digital photo of the candidate attached?
- Nomination submitted by the **December 1** deadline?
- Or**
- Nomination submitted by the **May 1** deadline?