



## CHECKLIST FOR DISTINGUISHED LECTURERS

### Before visit:

- Review the following with the Chapter:
  - Visit Date: \_\_\_\_\_
  - Topic: \_\_\_\_\_
- Request received from Chapter to speak, topic is chosen, and date is set.
  - Chapter Contact's Name: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
- Discuss transportation expenses with Chapter to determine if visit is to be paid for by the  Society DL Program or by  Chapter.
- Discuss your availability during the visit for additional activities, i.e., lectures at additional Chapters or student branches, informal meeting with colleagues and/or students, tours of local business facilities.
- Discuss arrangements for local transportation, hotels, meals, honorarium (if needed), and miscellaneous expenses with the Chapter. It is best to discuss these additional expenses with the Chapter **before** the visit, so that it is clear what the Chapter plans to reimburse.
- Request written confirmation from Chapter contact confirming visit date, how expenses will be covered, and additional activities during visit.
- Email confirmation is received from ASHRAE HQ.
- After email confirmation from ASHRAE HQ is received, book transportation and hotel.
- Purchase visa if needed.
- Send itinerary to Chapter.
- Confirm final arrangements with Chapter at least two weeks before traveling. An Outlook reminder may be set two weeks prior to your visit.

### During visit:

- Begin presentation with DL Introduction Slides (available at [www.ashrae.org/distinguishedlecturers](http://www.ashrae.org/distinguishedlecturers)).
- Remind Chapters to complete Evaluation at the end of each visit.

### Within 14 days following visit:

- Email completed DL Summary Report with receipts submitted to [chapterprograms@ashrae.org](mailto:chapterprograms@ashrae.org). Send your request with receipts to Chapter to request reimbursement for local transportation, hotel, meals, parking, etc.

### Comments:

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