



Shaping Tomorrow's  
Built Environment Today



# ASHRAE Distinguished Lecturer Program Guide

[www.ashrae.org/distinguishedlecturers](http://www.ashrae.org/distinguishedlecturers)

## ABOUT THE PROGRAM

The ASHRAE Distinguished Lecturers (DL) Program began 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 to hear outstanding speakers on the leading edge of technology without incurring huge costs.

## PLAN YOUR VISIT



### Chapter Responsibilities

- Go to <http://www.ashrae.org/distinguishedlecturers> for complete information on the DL Program.
- Contact your CTTC Regional Vice-Chair for allocation and availability.
- Find a DL on the DL webpage by Name, Region, and Topic to choose a program that best fits your needs.
- Contact the Lecturer by phone or email to confirm a speaking date, topic, reimbursement of local expenses, and payment of any honorarium requested by the DL.
- Request a copy of the DL's presentation and review to confirm that it complies with the ASHRAE Commercialism Policy. ([www.ashrae.org](http://www.ashrae.org))
- Confirm the lecturer's availability for additional activities during the visit.
- Complete the Participation Form and send it to your CTTC Regional Vice-Chair (RVC) with a copy of the lecturer's confirmation. The DL's transportation to and from your event will only be reimbursed by ASHRAE if the visit is approved by your CTTC RVC in advance.
- Forms are available at: [www.ashrae.org/distinguishedlecturers](http://www.ashrae.org/distinguishedlecturers).
- Save the confirmation email from ASHRAE Headquarters (HQ) which will include the speaking date and location, a media kit, instructions for host chapters, and evaluation forms for the event.
- Advertise the lecture via email, your chapter newsletter, chapter webpage, and local industry organizations. Use the media kit provided by HQ.
- Email the lecturer the advance meeting notice, a recap of the meeting details, and a detailed schedule before arrival. Apprise the lecturer of time limitations, including question and answer periods.
- Download the DL Program Introduction slides and have them ready on your AV equipment for the lecturer's presentation.



## PLAN YOUR VISIT (continued)



### DL Responsibilities

- Review visit date & topic with Chapter.
- Discuss your availability during the visit for additional activities.
- Discuss transportation expenses with chapter. Your transportation to and from the event will only be reimbursed by HQ if the visit is approved by the CTTC RVC in advance.
- Discuss arrangements for local transportation, hotel, meals, honorarium if needed, and miscellaneous expenses with chapter.
- Request written confirmation from chapter contact confirming visit date.
- Save written confirmation from HQ.
- Book transportation minimum 14-days in advance of travel date in accordance with the ASHRAE Travel Policy.
- Please check visa requirements well in advance at <http://travel.state.gov/visa>.
- Send itinerary to chapter. Send itinerary to HQ at [chapterprograms@ashrae.org](mailto:chapterprograms@ashrae.org) if the American Express account is used.

### ASHRAE HQ Responsibilities



- Send DL visit confirmation email to the host chapter, the lecturer, and the CTTC RVC. The email will include the speaking date and location, a media kit, instructions for host chapter chairs, and evaluation forms for the event.
- Send email reminders to Chapters, DL's, and RVC's two weeks prior to the visit.

## MEETING PRIORITIES



### Chapter Responsibilities

- Display the three DL Program Introduction slides on your AV equipment for the lecturer's presentation. Slides are available at: [www.ashrae.org/distinguishedlecturers](http://www.ashrae.org/distinguishedlecturers).
- After arrival, show the lecturer the auditorium or room where the lecture will be held.
- Double-check suitability of lighting, audio-visual equipment, etc. (See General Checklist)
- Ensure that the lecturer is aware of the time allocated for the speech and arrange a method of letting him/her know when they have three minutes remaining.
- Distribute DL Evaluation Form to your attendees and request that they submit them at the completion of the meeting.

## MEETING PRIORITIES (continued)



### DL Responsibilities

- Begin presentation with DL Program Introduction Slides. Slides are available at: [www.ashrae.org/distinguishedlecturers](http://www.ashrae.org/distinguishedlecturers).
- Remind chapters to complete Evaluation at the end of each visit.
- Stay positive and enthusiastic during your presentation.
- Smile and enjoy yourself!

## EVALUATE



### Chapter Responsibilities

- Distribute the DL Evaluation Form to all meeting attendees and provide a brief explanation on how to fill in the form.
- Collect evaluations at the conclusion of the meeting.
- Enter the average of all of the attendee ratings onto the Event Summary Critique Form.
- Send the completed Event Summary Critique to your CTTC RVC and HQ. CTTC needs chapter feedback to evaluate and improve the DL Program.
- Forms are available at: [www.ashrae.org/distinguishedlecturers](http://www.ashrae.org/distinguishedlecturers).



### DL Responsibilities

- Email completed DL Summary Report and evaluation of the chapter along with your transportation 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.

### ASHRAE HQ Responsibilities

- Process DL expense reports for reimbursement.
- Record the Chapter and Lecturer evaluation results.
- Follow-up for missing DL expense reports and evaluation forms.



# BENEFITS

## TECHNICAL EXPERTISE

Benefit from some of the industry's leading experts.

## VARIETY OF TIMELY, RELEVANT TOPICS

Pertinent information can take your business or career to the next level.

## INCREASED CHAPTER MEETING ATTENDANCE

Relevant information from industry leaders attracts a crowd.

## TECHNOLOGY TRANSFER

Learn about the latest industry research and emerging concepts.

# HOT TOPICS

Below are the most popular DL Topics requested by Chapters. For a complete list, please visit [www.ashrae.org/distinguishedlecturers](http://www.ashrae.org/distinguishedlecturers).

- HVAC Design and Refrigeration
- Standard 62.1
- Building Energy Performance
- Chilled Water Systems
- Standard 189.1
- High Performance Buildings
- Building Performance and ASHRAE 90.1
- Building Information Modeling (BIM)
- DOAS (Dedicated Outdoor Air Systems)
- Building Labeling
- Advance Energy Design Guides (AEDG)
- Commissioning



## CHAPTER TESTIMONIALS



*Very well presented. Speaker (**William Bahnfleth**) was extremely knowledgeable on the subject.*  
**Cincinnati Chapter**

*Victor (**Goldschmidt**) gave a thorough presentation on the energy capabilities of the world and SD. He has a terrific ability to captivate his audience and build intrigue with any topic!  
Victor is the best presenter I have ever seen!*  
**South Dakota Chapter**



*Mr. (**Mitchell**) Swann is an excellent speaker. The topic was well received and attendees enjoyed discussion*  
**Roanoke Chapter**

*Sheila (**Hayter**) is very knowledgeable on the topic and she had a great presentation.*  
**Inland Empire Chapter**



*Fantastic program! Without ASHRAE's help the local chapter could never have found nor brought the speaker (**Essam Khalil**) to our chapter meeting. Speaker and topic far exceeded our expectations.*  
**Spacecoast Chapter**

*Very well prepared presentation (**Jianlei Niu**), excellent time management.*  
**ASHRAE Pune Chapter**



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