



**ASHRAE
DISTINGUISHED LECTURERS PROGRAM**



**INSTRUCTIONS TO HOST CHAPTER TECHNOLOGY TRANSFER CHAIR (HCTTC)
(Revised 4/24/18)**

2018-19 Regional Distinguished Lecturer Allocations

The allocation of Distinguished Lecturer visits for 2018-19 is outlined below.

Region	Allocated Visits
I	16
II	12
III	14
IV	10
V	12
VI	14
VII	12
VIII	14
IX	13
X	15
XI	13
XII	13
XIII	12
XIV	10
RAL	15
TOTAL	195

The Regional Vice-Chair for Chapter Technology Transfer must approve Chapters that will host a Distinguished Lecturer. **In the event a Chapter makes arrangements for a Distinguished Lecturer without RVC approval, the Chapter will be responsible for all expenses associated with the lecturer’s visit.** If visits are arranged outside of the Distinguished Lecturers Program, the Chapter is responsible for paying the expenses that would normally be reimbursed by the Society and the Chapters for such a visit. Please refer to the Distinguished Lecturers Program Expense Reimbursement Policy for complete details.

Regional Vice-Chairs will maximize the usage of Distinguished Lecturers by scheduling back-to-back visits for each allocation whenever possible. In an effort to contain DL expenses, multi-chapter DL visits scheduled back-to-back will count as one allocation for the Region.

Please note, once the CTTC RVC approves a DL visit, no additional Chapters or stops to the visit can be added. Once a visit has been approved, it cannot be changed to be a multi-chapter visit nor can additional Chapters be added to an already approved multi-chapter visit. These guidelines have been set by CTTC and the DL Subcommittee. If additional Chapters are added to a previously approved visit, the Chapter is responsible for paying the additional expenses that would normally be reimbursed by Society.

The selection of Chapters to receive Distinguished Lecturer visits may be based on the following criteria, at the discretion of the Regional Vice-Chair for Chapter Technology Transfer.

- To help Chapters who are experiencing difficulty in the Chapter Programs area
- To encourage joint participation of Chapters within the same geographical area
- To encourage joint participation of other organizations (an excellent marketing tool to promote ASHRAE to non-members)
- To broaden an area of interest within the local Chapter (i.e., refrigeration, consulting engineering, management, etc.)
- To reward Chapters who have performed with excellence in the area of Chapter Programs (i.e., early planning and quality programs)

Any undesignated slots available after November 30 will return to a common pool available through Society for use by any Region on a first come, first served basis.

Note: Lecturer presentations and/or opinions do not necessarily reflect the policies or position of ASHRAE.

Host Chapter Procedures

1. Contact the Lecturer

After approval has been given to a Chapter to host a Distinguished Lecturer, the HCTTC (Host Chapter Technology Transfer Chair) should contact the lecturer by telephone to confirm a speaking date and coordinate details. To increase the effectiveness of the program, the HCTTC is urged to contact other ASHRAE Chapters and organizations to arrange joint sponsorship or coordinated visits of a single lecturer prior to submitting a Participation Form. Please understand that ASHRAE Distinguished Lecturers may have competing professional obligations; therefore, to maximize the possibility of securing the lecturer of your choice, arrangements should be made as early as possible.

2. Submit Participation Form

The HCTTC should then confirm this information, both by letter to the lecturer, and by completing and submitting the *Distinguished Lecturers Program Participation Form* to ASHRAE Headquarters. The Chapter Technology Transfer Regional Vice-Chair must approve and sign the Participation Form before it is forwarded to ASHRAE Headquarters. A copy of the confirmation letter to the lecturer should also accompany the Participation Form.

3. Receive Confirmation Letter

Upon receipt of the Participation Form, ASHRAE Headquarters will send written confirmation to the HCTTC and to the confirmed lecturer.

The written confirmation to the HCTTC will include the following materials:

- **Program Information.** This is a set of guidelines and suggestions for holding a successful lecture. A convenient checklist of activities is included.
- **Customized Media Kit.** The Media Kit contains a photograph of the selected lecturer, sample news release, and Bio-sketch and presentation abstracts. For maximum use of the kit, the Participation Form should be submitted to ASHRAE Headquarters well in advance of the lecture date. Placement of announcements in local media is successful only if considerable advance notice is given.
- **Distinguished Lecturer Evaluation Form and Event Summary Critique Form (use is REQUIRED).** The Evaluation Form should be distributed to all attendees and collected at the conclusion of the lecture. The HCTTC should compile all the Evaluation Forms and complete the Event Summary Critique Form, which should be forwarded to ASHRAE headquarters immediately after the lecture. The HCTTC should send a letter of appreciation to the lecturer and attach a copy of the letter to the Event Summary Critique Form, which is returned to ASHRAE headquarters.

4. Visit Cancellations

It is the desire of CTTC to give Chapters every opportunity to utilize their DL allocation once a Participation Form has been submitted and accepted. Should a DL be forced to cancel a previously arranged DL visit, the Chapter will be given *three weeks* to indicate whether they intend to attempt to secure a replacement DL for that meeting or a future meeting (in the current Society year), or whether they would prefer to release their allocation to the Region or the common pool. ASHRAE Staff will be given the flexibility to continue working with the Chapter after the three week period, if the Chapter is having difficulty securing a replacement DL.

5. More Important Host Chapter Responsibilities

- The HCTTC should offer or assist in making all local arrangements, including transportation, lodging and meals, for the lecturer. The local arrangements must be accomplished in a timely manner and coordinated with the Distinguished Lecturer. The lecturer's transportation expense to and from the city of the meeting will be paid by ASHRAE's Distinguished Lecturers Program budget and reimbursement will be sent directly to the lecturer. **However, the Chapter or Region is responsible for the local expenses incurred by the lecturer such as housing, meals, ground transportation, and miscellaneous expenses.** The local Chapter may also give the lecturer additional compensation in the form of an honorarium paid directly to the lecturer. **Please note, it is the Chapter's responsibility to make arrangements with the lecturer regarding expenses when**

confirming the speaking engagement so there is no confusion. Please carefully review the Expense Reimbursement Policy for the Distinguished Lecturers Program for complete details.

- When making local arrangements, match the size of the room with the size of the audience. If the lecture is at a banquet, make sure that the seating arrangement will accommodate the lecturer.
- Offer to assist the lecturer in confirming airline reservations and/or related travel arrangements. Inform the lecturer if a member of the Chapter will provide transportation to and from the airport. **The lecturer should be considered as a special guest of the Chapter and treated as one.**
- Shortly after arrival, the lecturer should be shown the auditorium or room where the lecture will be held. Double-check suitability of lighting, audio-visual equipment, etc. (see General Checklist for CTT Chair). It may be wise to have a back-up projector if a projector is essential to the lecture. Ask the lecturer if a lapel microphone will be required (if he/she will be moving away from the lectern).
- Mail the lecturer the advance meeting notice and a detailed schedule before arrival. Apprise the lecturer of time limitations, including question and answer periods.
- Make an effort to advertise the lecture locally. Use the Publicity Kit provided by ASHRAE Headquarters.
- Give consideration to the "total program." In addition to the lecture, confirm the lecturer's availability for additional activities, plan informal meetings with colleagues and/or students, with Chapter Officers, or provide a tour of facilities. Maximize the use and time of the Distinguished Lecturer.
- Provide the lecturer with the names and correct pronunciation of officers or other individuals that he/she may wish to thank publicly or privately.