

## **If A Speaker Cancels. . .**

**If a Chapter speaker cancels at the last minute due to weather, transportation, or personal reasons, the Chapter should have a contingency plan. Below are suggestions to ensure a smooth replacement of the scheduled program.**

1. Prior to the start of the Society year, develop a list of local speakers who are willing to serve as back-up. Your list can include Distinguished Lecturers in your area, Chapter members, faculty at area schools, etc. You can also contact your CTTC RVC for a Regional Speakers List.
2. Have members who serve on TCs deliver a presentation. The presentation can be done on the work their TCs are involved in or soft skills training. See the presentation and script developed for presentation by TC members [here](#). Email [ChapterPrograms@ashrae.org](mailto:ChapterPrograms@ashrae.org) for a listing of Chapter members on TCs.
3. If there is an [ASHRAE Research Project](#) being conducted in your area, contact the primary researcher to deliver a presentation.
4. Review free resources available at the [ASHRAE Bookstore](#).