



ASHRAE
DISTINGUISHED LECTURERS PROGRAM

FOR OFFICE USE	
<input type="checkbox"/>	Allocated visit: \$
<input type="checkbox"/>	Non-allocated visit: ☺
<input type="checkbox"/>	Pool visit: ♦

2023-24 PARTICIPATION FORM

This form shall be used for both single-chapter and multi-chapter, including Section, visits. Please confirm speaking date(s), and verify the information in writing to the lecturer. DL contact information is available at www.ashrae.org/dl. Complete the information below, attach a copy of your confirmation correspondence, and send this form to the Chapter Technology Transfer Committee (CTTC) Region Vice-Chair for your Region. Multi-Chapter visit requests with non-local transportation that exceed \$2000.00 for U.S./Canada visits and \$3500.00 for International visits must be approved by the CTT Committee. Multi-Chapter visits that do not exceed these amounts can be approved by ASHRAE staff.

<p>1. Host/Organizing Chapter:</p>	<p>2. Event Date(s): (If Multi-Chapter Visit), please list participating Chapters, Sections, and Student Branches with dates:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. Co-Sponsor <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Co-Sponsoring Industry Organizations:</p> <p>_____</p> <p>_____</p>	

4. Name of Lecturer: _____

5. Title of Presentation(s)/Event(s): _____

Must be between July 1, 2023 and June 30, 2024

6. Has each of the Host and Participating Chapters discussed arrangements for local transportation, hotel, meals, miscellaneous expenses, and honorarium, with the DL? Yes No

Payment of these expenses is the financial responsibility of the Chapter(s) and Section(s).

If yes, approximately how much? _____

7. Projected Attendance, Venue and Type of Lecture Data:

Location/Virtual	Projected Attendance	Meeting Type	Meal
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<i>Meeting Type codes:</i>		<i>Meal Codes:</i>	
<i>CM: Chapter Meeting</i>	<i>TS: Technical Session</i>	<i>B: Breakfast</i>	<i>Q: Banquet</i>
<i>Sem: Seminar</i>	<i>Wrk: Workshop</i>	<i>L: Lunch</i>	<i>O: Other</i>
<i>CRC: Chapters Regional Conference</i>	<i>O: Other</i>	<i>D: Dinner</i>	<i>NA: Not Applicable</i>

8. Host & Participating Chapter Technology Transfer Chair(s) (List participating Sections, if applicable.)

Chapter : _____	Signature: _____	Section: _____
Email : _____	Printed Name: _____	_____
Chapter: _____	Signature: _____	Section: _____
Email: _____	Printed Name: _____	_____
Chapter: _____	Signature: _____	Section: _____
Email: _____	Printed Name: _____	_____

Regional Vice Chair, CTTC Signature: _____ **Date** _____

The Chapter Technology Transfer Regional Vice-Chair for your Region must approve and sign this form before it is forwarded to ASHRAE headquarters. You will receive a confirmation e-mail, media kit, program information, and Event Summary Critique Form within three days of receipt of the Distinguished Lecturer Participation Form. ASHRAE Headquarters will begin confirming visits on July 1, 2023.