



ASHRAE
DISTINGUISHED LECTURERS PROGRAM

SPEAKER PROTOCOL

- ❖ **Treat Speakers & Distinguished Lecturers as Special Guests**
 - Agree on an itinerary in advance and email it to everyone involved.
 - **Airport.** Arrange pick up and transportation back, if speaker is not using taxi. Hotels often have shuttle service to and from the airport.
 - **Escort/Host.** Identify escort/host for each event
 - **Meals.** Arrange for dining companions and pick up the check
- ❖ **Confirm Transportation, Lodging, and Remuneration**
 - **Travel.** Communicate with speaker to finalize travel arrangements.
 - **Lodging.** Make hotel reservations for speaker (standard, single occupancy for a maximum of two nights at a moderate rate hotel).
 - **Honorarium.** The local Chapter may give the speaker additional compensation paid directly to the speaker. Agree on the amount and how payment will be made in advance.
 - Have a copy of the final itinerary waiting for the speaker at the hotel.
- ❖ **Maximize Speaker's Full Schedule**
 - **Other Activities for Speaker.** Confirm the lecturer's availability for additional activities. Plan informal meetings with colleagues, students, Chapter Officers, or provide a tour of local business facilities.
- ❖ **Time Allotted/Program Planned**
 - Ensure that the guest speaker is aware of the time allocated for the speech and arrange a method of letting him/her know when they have three minutes remaining.
 - Tell the speaker if there are to be other guests or speakers on the same program, and if so, whom.
 - Tell the speaker whether or not a question and answer period is planned following their talk.
- ❖ **Prepare Introduction/Materials**
 - Use materials from Headquarters for publicity and introduction of the speaker.
 - Get advance copy of handouts from the speaker and make sufficient number for audience.
 - Distribute sufficient copies of the speaker Evaluation Form to the audience.
- ❖ **Identify Equipment/Audiovisual Needs**
 - Lighted lectern
 - Screen
 - Projector
 - Public address system
 - Extension cords
- ❖ **Audience Size, Room Size, and Expectations**
 - Adequate seating
 - Adequate ventilation
 - Lighting
 - Handicapped access
 - Reserved seating (place tents or cards)
 - Drinking water for speaker
- ❖ **Send a Thank You Letter**
 - Thank the speaker at least three times: in public from the podium, in private before departure, and in a letter from the chapter the following day.

Chapter

DL

N/A



DISTINGUISHED LECTURER/SPEAKER VISIT PREP CHECKLIST

Review the following with the Chapter:

Visit Date(s): _____

Topic(s): _____

Chapter CTTC Chair Information _____

Name: _____

Phone: _____

Email Address: _____

Discuss transportation expenses with Chapter to determine if visit is to be paid for by the Society DL Program (Allocated Visit) or by Chapter (Unallocated Visit). Chapters should attach an itinerary to this checklist.

Arrival Airport: _____

Arrival Date & Time: _____

Flight Carrier & Number: _____

Pickup Contact Information _____

Name: _____

Phone: _____

Email Address: _____

Discuss hotel arrangements with the Chapter.

Hotel Name: _____

Who is it reserved under? _____

Hotel Address: _____

Hotel Phone Number: _____

Confirmation Number: _____

Discuss meeting logistics and arrangements with the Chapter. Repeat this for every Chapter meeting, student branch activity, employer visit, and government meeting.

Meeting Date & Time: _____

Venue Name: _____

Venue Address: _____

Venue Phone Number: _____

A/V Needs: _____

Pickup Contact Information _____

Name: _____

Phone: _____

Email Address: _____

Purchase visa if needed.

Address other logistical needs. (e.g. Dietary needs, disability access, stipend, etc.).
