



INSTRUCTIONS NOMINATION FORM ASHRAE DISTINGUISHED LECTURER PROGRAM

Revised March 14, 2022

Distinguished Lecturer Nominations are due at ASHRAE Headquarters **December 1** for review by the Chapter Technology Transfer Committee at the Society Winter Conference.

The ASHRAE Distinguished Lecturer Nomination Form, a current resume or ASHRAE Biographical Record, an abstract (brief synopsis) of the candidate's proposed presentation(s), and a digital photo of the candidate must be provided in **Adobe pdf format** to chapterprograms@ashrae.org or by completing the online form.

Program Information

The ASHRAE Distinguished Lecturer (DL) Program was established 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 hear outstanding speakers on the leading edge of technology.

DL candidates must be sponsored by a minimum of two and no more than four ASHRAE members, or ASHRAE staff, using the Distinguished Lecturer Nomination Form. The candidate must be an effective presenter who will appeal to a mixed audience of technical and non-technical people having interest in current and emerging issues of technical and societal importance. It is presumed that candidates will have expertise in their particular field (as demonstrated through years of experience and speaking and/or publishing on a particular topic).

Distinguished Lecturers shall commit to a two-year, renewable term and agree to at least two speaking engagements per year, if requested to speak. Lecturer reimbursement will be in accordance with the Expense Reimbursement Policy for the Distinguished Lecturers Program in effect for the current fiscal year. A speaker's honorarium, if any, will be the responsibility of the local ASHRAE chapter.

Criteria for the selection of Distinguished Lecturers include the following:

- Does not have to be an ASHRAE member
- Must present timely, relevant topics of interest to ASHRAE members and guests
- Other considerations include recognition such as ASHRAE Fellow, Ph.D., books authored, peer recognition, excellent presentation skills, etc.
- Must be sponsored by two and no more than four ASHRAE members or ASHRAE staff using the Lecturer Nomination Form
- Must submit a current ASHRAE biographical Record or resume with pertinent data on education, experience, publications, etc.
- Must submit written abstract (brief synopsis) of proposed presentations
- Must agree to serve for a two-year term and speak at a minimum of two chapter meetings per year

Nomination Checklist

- Is the Distinguished Lecturer Nomination Form complete?
- Is the candidate's current ASHRAE Biographical Record or resume attached?
- Is an abstract (brief synopsis) of the candidate's proposed presentation(s) attached?
- Is a digital photo of the candidate attached?
- Nomination submitted by the **December 1** deadline?

DL Evaluation Criteria

DL Nominations should consider the following criteria, which will be used for evaluating both DL nominees and current DLs being considered for renewal.

Nomination / Update Category	Explanation
Nomination Form / Update	For nominees, has a nomination form been submitted with complete submission, including full submission of all nomination form fields? For DLs, have updated topics or new languages being presented been submitted?
Digital Photo	For DLs and nominees, has a clear and current digital photo been submitted?
Abstract(s)	For nominees, have one or more abstracts that are complete and clear been submitted? For DLs, have one or more updated abstracts that are complete and clear been submitted?
ASHRAE Bio or Resume	For nominees, has an ASHRAE Bio or complete resume been submitted? For DLs, has an updated ASHRAE Bio or complete resume been submitted?

Evaluation Grading Category	Explanation
Interesting & Relevant Topics	Are the topics offered by the DL or nominee interesting and considered relevant in the HVAC&R industry today?
Reach of Diverse Audiences	Does the DL or nominee present in multiple languages? Are the topics presented by the DL or nominee able to reach a wide variety of demographics, including age, gender, profession, culture, education level, and experience level?
Experience Presenting to International Audiences	Does the DL or nominee have experience presenting to audiences outside of the DL's home country?
Teaching & Presentation Experience	For nominees, does the person have experience teaching or presenting in general? For DLs, are DL presentation ratings high?
Education, Licensure, & Certifications	Is the DL's or nominee's education, licensure, certification, and professional training commensurate with and appropriate for the topics being presented?
Professional Experience	Does the DL or nominee have professional experience to be considered an expert in the topics being presented?
Strength of Nominator & Sponsors	For nominees, does the person have qualified and reputable nominator and sponsors supporting the nomination? For DLs, use the score provided in the previous evaluation or, at the DL's option, new sponsors vouching for the DL's retention.
ASHRAE Conference & CRC Presentations	Has the DL or nominee presented at ASHRAE Annual, Winter, Topical Conferences and Chapter Regional Conferences (CRCs)?
ASHRAE Chapter, Section, & Student Branch Presentations	Has the DL or nominee presented to ASHRAE Chapters, Sections, and Student Branches? Presentations to employers, government agencies and entities, elected officials and boards, and other organizations on behalf of the Chapter or Section would be included.
ASHRAE Member	Is the DL or nominee an ASHRAE Member?