

Distinguished Lecturer Program – Tips for Success

When working with an ASHRAE Chapter to plan your DL visit, keep the following topics in mind to make the most out of your visit:

1. What does the chapter expect from your visit? DLs can offer more than a single presentation at a chapter meeting. Let the chapter know that you can engage with students (high school, post-high, or graduate students), participate in an additional presentation for a specific group (such as YEA), or be included in a principle's meeting to engage with primary local ASHRAE members. Work with the chapter to make sure everyone benefits with a DL comes to town.
2. Ask the chapter to promote your visit to a diverse group, including members from other organizations. DL presentations provide value to a broad audience. Check-in again with the chapter prior to your presentation to find out who will be in the audience so you can make it a valuable learning experience for everyone. If you'll be presenting to students, consider if your presentation needs any adjustments so that the content is clear for the audience.
3. In addition to the Chapter CTTC Chair, reach out to the Chapter Board to introduce yourself and establish expectations. If the chapter website does not list the current Board members, reach out to ASHRAE staff for assistance.
4. Confirm how much time is allotted for your presentation(s). Your presentations likely vary in length so knowing how much time you have to present may limit which topic you can present. Clarify with the chapter how much time you need and be sure to add on additional time if you plan on taking questions from the audience.
5. If you plan on sharing your slide deck with the audience, let them know early on in the presentation so that they focus more on your presentation than taking notes.
6. Be prepared on how you want to handle questions from the audience. Would you like for all questions to be held until the end or are you okay with questions during your presentation?
7. Make sure everyone is on the same page regarding financial obligations for your DL visit. Society covers transportation to get the DL to the chapter, but the chapter is responsible for expenses once the DL arrives (including hotel and meals). This information is included in the DL documentation, but it's a good idea to make sure everyone is aware of the policy so there are no surprises when a chapter receives your reimbursement request.
8. Once your visit is over, send an email to the chapter to thank them, compliment them on any specific successes, and invite to reach out if they're interested in another presentation down the road. This is also when you could provide a PDF of your slide deck.

And don't forget to send your DL Summary Report to Society to make sure you get credit for your visit!