



# **Chapter Technology Transfer Committee**

## **Resource Manual**

*Updated: June 2022*

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## **1. Purpose**

The Chapter Technology Transfer Committee Resource Manual is a reference for guidelines, forms, procedures, sample documents and other tools that the Committee uses in its day-to-day operations. It ensures consistency in the operation of the Committee and serves as an educational tool for new members. The Chapter Technology Transfer Committee Resource Manual is an internal document of the Committee and requires the approval of the Committee.

## 2. Appendix A: Chapter CTTC Chair MBO Guide

### Management by Objectives

Society Year:

Chair:

Member 1:

Member 3:

Member 2:

Member 4:

Priority	Objective	Task/Function	Responsibility	Due Date	Status as of
		Attract committee members			
		Attend CRC for training			
		Develop Chapter Programs for the year			
		September			
		October			
		November			
		December			
		January			
		February			
		March			
		April			
		May			
		(DL Program Speaker)			
		(Refrigeration)			
		(PDH or Learning Institute)			
		(Sustainability)			
		Newsletter promotion of chapter programs			
		Technical Committees (TC's), Standards & Handbook			
		Reporting of Performance			
		Monthly program evaluation			
		Monthly speakers database			
		PAOE data entering in ASHRAE website			
		Awards and recognitions			
		Donald A. Siller Refrigeration Award			
		Technology			
		Dan Mills Chapter Programs Award			

### 3. Appendix B: Committee Objectives

Committee

Chairperson:

Society Year:

Date:

Objective	Planned Completion Date	Fiscal Impact	Responsibility	Program Approved	Cost Budgeted	Status

- List objectives, not action items or ongoing committee activities such as updating the committee’s MOP.
- State objectives in clear, concise, measurable language. If necessary, cite sub-tasks and interim steps as a means of measuring objective completion.
- Cite both the completion date for the overall objective as well as individual sub-tasks.
- State fiscal impact in dollars, hours worked, or trips made. State whether the program has been approved by the council and whether its cost has been included in the budget.
- State the primary responsible individual, subcommittee or body.
- Report a brief but complete statement of status. Cite completion date if objective is fulfilled.

#### 4. Appendix C: Standardized RVC Reporting Format

The following information is compiled into a summary spreadsheet showing activity for each Region. The spreadsheet is reviewed by CTTC at each Society conference.

<b>CRC</b>	
Total # of Chapters in Region	Total # of Sections in Region
# of Chapters present	# of CTT Chapter chairs or co-chairs present
Percentage of Chapter participation	Percentage of CTT Chapter Chair participation
CRC workshop evaluation summary completed	
<b>PAOE</b>	
# of Chapters reporting PAOE points	# of Chapters making Society minimum (550)
# of Chapters making Society par (1050)	# of planning sessions held
# of Chapters reporting TC presentations	Highest PAOE points by a Chapter
Percentage of Chapters reporting	Percentage of Chapters making Society minimum
Percentage of Chapters making Society par	
<b>Distinguished Lecturers</b>	
# of allocations	# of allocations used
# of common pool visits used	# of multi-Chapter visits
# of Chapters hosting (inc. pool/multi visits)	Percentage of Chapters hosting
Percentage of used allocations	Total percentage of use
# of non-allocated visits	Total # of DL visits
<b>Chapter Visits</b>	
# of visits made	Percentage of Chapters visited
<b>Liaison Contacts</b>	
# of contacts made	
<b>CTTC Awards</b>	
Dan Mills Chapter Programs Award	Donald A. Siller Refrigeration Award
Technology Awards: # of Regional entries	Technology Awards: # of Society entries

## 5. Appendix D: Standardized Liaison Reporting Format

Region:

Society Year:

Committee

1. Committee Charter / Scope:
2. Specific current needs / sponsored seminars / papers:

Committee

1. Committee
2. Specific current needs / sponsored seminars / papers:

Suggested administration of liaison activities:

- RVC responsible for e-communication with any/all subcommittees to attain Society meeting minutes
- RVC encouraged to attend any committee or subcommittee meetings and sponsored functions
- RVC responsible to email liaison report to all CTTC members as FYI and for posting on the web
- RVC encouraged to make themselves available to assigned committee for their specific needs via e-communication

## 6. Appendix E: CTTC Regional Vice Chair Annual Schedule

### July

1. Obtain a list of current year's CTT Chairs from DRC. Update mailing/contact information lists as necessary.
2. Send introductory letter to all CTT Chairs.
3. Develop newsletter or article for chapter newsletter that summarizes events at past ASHRAE Annual Conference.
4. Begin preparation for fall CRC workshop (if appropriate). Contact those who may be of assistance at Regional or Society level.
5. Confirm PAOE year-to-date totals for CTT with headquarters, with a copy to the DRC, no later than 30th of the month.
6. Prepare Regional Chapter Technology Transfer MBOs for use at the Region's planning session and the Society CTT Committee.

### August

1. In preparation for fall CRC's, make sure there are sufficient chapter chair certificates and other materials for distribution.
2. Prepare a regional "CTT Annual Report" for presentation at the first business session at the fall CRC. See *Standardized RVC Reporting Format* in CTT Resource Manual for sample report.
3. When arriving at the fall CRC, check the location of the room for the CTT Workshop and notify the hotel immediately, if not satisfactory.
4. Monitor CTT Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
5. Select chapters to host a Distinguished Lecturer, conferring with the DRC. Communicate with selected chapters so they may incorporate in their 12-month planning schedule.
6. Follow up with assigned liaison organizations to receive minutes and other publications.

### September

1. Send out letter reminding all CTT Chairs of their responsibilities.
2. Ask CTT Chairs for 12-month planning schedule.
3. Monitor CTT Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
4. Monitor Chapter Distinguished Lecturer utilization.
5. Submit CTTC Awards to Society for judging.

### October

1. Around October 15, notify Chapter President and CTT Chairs of submission dates for PAOE points.
2. Monitor CTT Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC for the Presidential guidelines.
3. Work on subcommittee assignments as assigned and by due dates set by the CTTC.
4. Monitor Chapter Distinguished Lecturer utilization. Notify CTT Chairs regarding November 30 deadline for scheduling of visits allocated to region. Encourage CTT Chairs to apply for unused visits available through Society after November 30.
- 5.



## **November**

1. Work on subcommittee assignments as assigned and by due dates set by CTTC.
2. Monitor CTT Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC for the Presidential guidelines.
3. Monitor Chapter Distinguished Lecturer utilization. Notify CTT Chairs regarding November 30 deadline for scheduling of visits allocated to region. Encourage CTT Chairs to apply for unused visits available through Society after November 30.

## **December**

1. Prepare and distribute second or third regional letter.
2. Follow up with chapters on "Chapter Program Evaluation Summary" Forms for Best Chapter Program Competition (July through December competition).
3. Continue efforts on subcommittee assignments as applicable.
4. Around December 15, remind Chapter Presidents and CTT Chairs of due date for PAOE point submissions.
5. Monitor CTT Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC for the Presidential guidelines.
6. Prepare Regional RVC report, liaison overview, and updated MBO for Society meeting. Submit documentation to CTTC per the criteria established by the committee (due dates and paper/electronic format).

## **January**

1. Interface with subcommittee members and CTT Chairs as they prepare progress reports.
2. Attend subcommittee meetings prior to CTTC meeting at ASHRAE Winter Conference.
3. Attend CTT Committee and assigned subcommittee meetings at ASHRAE Winter Conference.
4. Attend other required committee/council meetings at ASHRAE Winter Conference.
5. Monitor CTT Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.

## **February**

1. Begin preparations for spring CRC Workshop (if appropriate). Contact those who may be of assistance at Regional or Society level.
2. Begin preparation for third quarter regional letter preparation.
3. Around February 15, notify Chapter Presidents and CTT Chairs of due date for PAOE point submission.
4. Monitor CTT Chairmen PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
5. Follow up with assigned liaison committees to receive minutes and other publications.

## **March**

1. Continue work on subcommittee assignments as applicable.
2. Around March 15, notify Chapter Presidents and CTT Chairs of due date for PAOE point submission.
3. Monitor CTT Chairmen PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.

## April

1. Add any additional materials to enhance the CTT Workshop for spring CRC.
2. Continue effort on subcommittee assignments as applicable.
3. Around April 15, notify Chapter Presidents and CTT Chairs of due date for PAOE point submission. Closely monitor PAOE reporting and work with delinquent chapters.
4. Monitor CTT Chairmen PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.

## May

1. In preparation for spring CRC, make sure there are sufficient chapter chair certificates and other materials for distribution.
2. Prepare a regional "CTT Annual Report" for presentation at the first business session at the Spring CRC. See *Standardized RVC Reporting Format* in CTT Resource Manual for sample report.
3. When arriving at the CRC, check the location of the room for the CTT Workshop and notify the CRC Chair, if not satisfactory. Conduct the CRC Workshop, with assistance from others, as needed. Submit Workshop Evaluation Summary Forms within 30 days following the CRC to Headquarters.
4. Indicate preferred subcommittee assignment to incoming Society CTT Committee Chair.
5. Around May 15, notify Chapter Presidents and CTT Committee Chairs of due date for PAOE point submission. Push for final phase of PAOE reporting.
6. Monitor CTT Chairmen PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
7. Determine due dates CTTC awards and notify CTT Chapter Chairs.

## June

1. Follow up with chapters on "Chapter Program Evaluation Summary" Forms for Best Chapter Program Competition (January through June competition).
2. Prepare for ASHRAE Annual Conference, including a regional RVC progress report.
3. As necessary, assist Society-level subcommittees in preparation of progress reports for ASHRAE Annual Conference.
4. Attend CTT Committee and assigned subcommittee meetings at ASHRAE Annual Conference.
5. Attend other required committee/council meetings at ASHRAE Annual Conference.
6. Around June 15, notify Chapter Presidents and CTT Committee Chairs of due date for final year-end PAOE point submission.
7. Monitor **FINAL** CTT Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC Address any apparent discrepancies in reporting observed.
8. Assemble judges, judge chapter entries, and notify chapter winners of regional technology awards winners. Help winners to refine entries in preparation for Society submittal.
9. **Take time, think back over the past year and learn from the past in order to be better prepared for the future.**

## 7. Appendix F: ASHRAE Regional Speakers List Guidelines

In accordance with the Manual of Procedures for the CTT Committee, each RVC is responsible for preparing a Regional Speakers List (RSL). This list is to be distributed to all CTT Chairs at the CRC. The following guidelines are suggested as a means of accomplishing this task on a consistent basis. These guidelines have been proposed to include only the most useful possible information on the speakers' lists, and to ensure that the lists are distributed at a time most beneficial for the purpose of planning for the coming Society year.

1. The RVC is encouraged to update the Regional Speakers List annually (Appendix G).
2. Only highly recommended speakers and presentations which occurred within the past two years should be included on the RSL in order to keep the information timely.
3. Each RVC will be responsible for surveying annually the CTT Chairs for each chapter in their region to solicit additions and feedback to the RSL. All programs which have been submitted to the RVC as highly rated should also be included.
4. In order to provide information on a timely basis to the program planning committee for each chapter, the RVC should provide the RSL's to each incoming Chapter President or CTT Chair by May 31 of each year. This should be performed in addition to distributing these lists at the CRCs for regions with fall CRC's.
5. Other useful pieces of information which a RVC might consider for inclusion on their annual RSL include:
  - A. Topics which have been generally well received throughout the Region
  - B. Other technical societies and organizations which have assisted in sponsoring successful joint meeting with local ASHRAE Chapters
  - C. The history of Distinguished Lecturers in the region, as it evolves, and information on the program

### 8. Appendix G: Regional Speakers List

Program Topics	Month	Program Chair	PAOE points entered	Recommend Speaker	Recommend Topic	Average Rating	Attendance	Program Speaker or Speakers	Main Meeting	Technical Meeting	Joint Meeting	PDH / Learning	Distinguished Lecture	Speaker Company Affiliation	ASHRAE Member Number	Address and e-mail	City	State	Zip	Phone and Fax
HVAC DESIGN	SEPT	FRED NEWTON		Y	Y	93		JOE LEWIS	X					DETROIT SPORTING NEWS		233 Fillmore Ave <a href="mailto:Rstuber@usservicesinc.com">Rstuber@usservicesinc.com</a>	NYC	NY	14221	518-777-7777 518-888-8888
Average Attendance for the year							X													
Average Attendance for last year							X													

## 9. Appendix H: Chapter Program Evaluation

Chapter:

Meeting Date:

Lecturer's Name:

Presentation Title:

Main Program

Technical Session

Seminar

### Rating

	<u>Maximum Points</u>	<u>Rated Points</u>
Topic of Presentation	20	
Presentation of Material	40	
Provided Pertinent and/or Useful Information	40	
Deduction for Commercialism	Up to 25	
<b>Total Points</b>	100	

Would you recommend this speaker to other Chapters?

Yes

No

**Please return this form to your CTTC Chair**

**10. Appendix I: Chapter Program Evaluation Summary**

*(Form must also be used for Chapter Technical Sessions, Technical Seminars, Technical Programs, and Technical Tours)*

Chapter: Meeting Date:  
CTT Chair: Meeting Attendance:  
Prior Year's Average Attendance:  
 Main Program  Technical Session  Seminar  
Presentation Title: Presentation Length:  
Number of Raters: Average Rating:  
Program Abstract:  
Would you recommend this topic be stronger promoted?  Yes  No  
Would you recommend this speaker to other Chapters?  Yes  No  
Would you recommend this speaker to be a Distinguished Lecturer?  Yes  No

**\*\*\*If yes, please complete the remainder of this form\*\*\***

Speaker

Name: Company:  
Address:  
Business Phone: Email:  
ASHRAE Member #: Other Societies:

Requirements

Honorarium?  Yes  No Amount:  
Distance willing to travel: miles Without reimbursement: miles

Reimbursement Required?

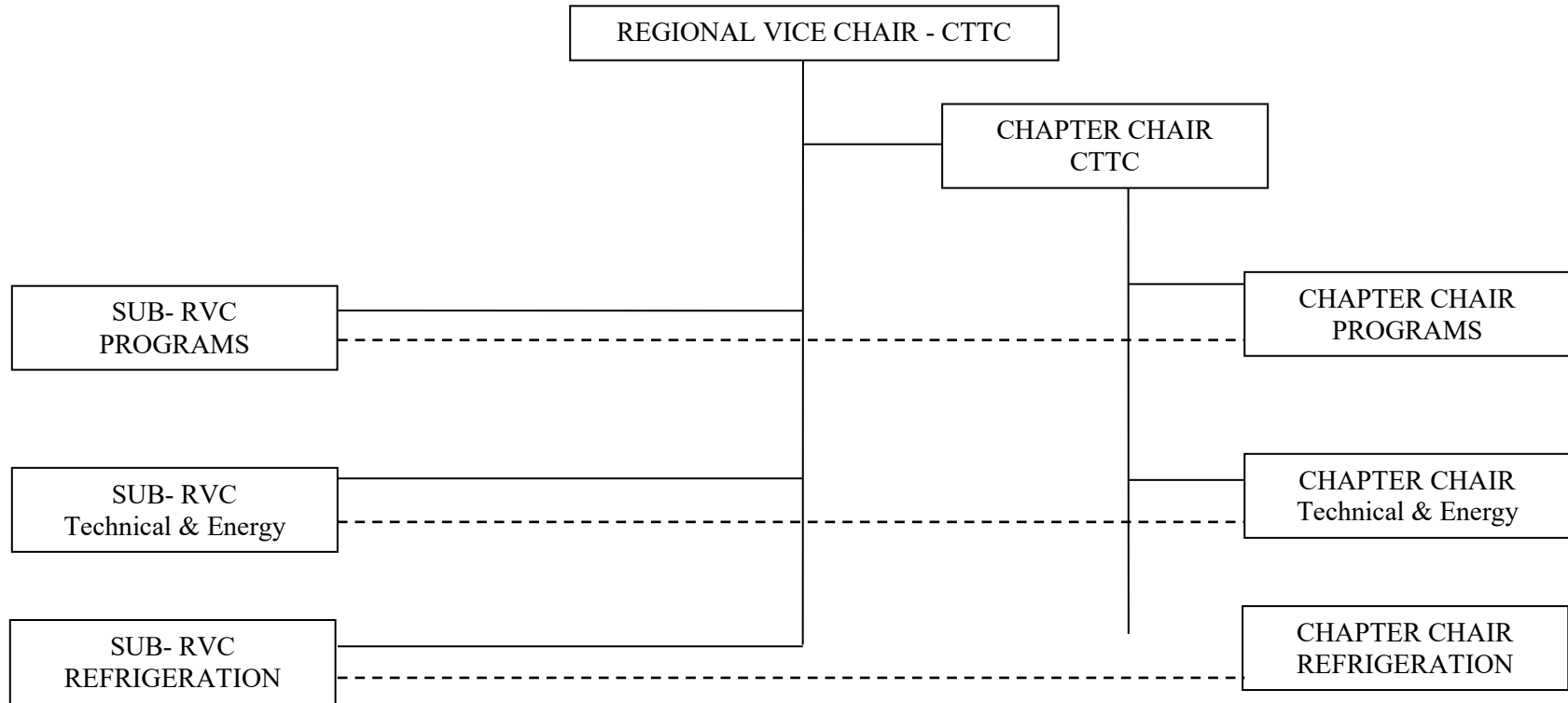
Transportation: Lodging: Meals:

**\*\*\*Complete below to nomination program for Regional Speakers List or Best Chapter Program after all above information is complete\*\*\***

Regional Speakers List/Best Chapter Program justification:

**Attention: CTTC Chair**  
Please use this form to summarize the Chapter Program Evaluation Forms that are completed by Chapter members at each meeting and promptly forward to your CTTC RVC

11. Appendix J: Region IV CTTC Structure



## 12. Appendix K: ASHRAE Distinguished Lecturers Program – Lecturer Nomination Instructions and Form



### 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](mailto: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.

<b>Nomination / Update Category</b>	<b>Explanation</b>
<b>Nomination Form / Update</b>	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?
<b>Digital Photo</b>	For DLs and nominees, has a clear and current digital photo been submitted?
<b>Abstract(s)</b>	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?
<b>ASHRAE Bio or Resume</b>	For nominees, has an ASHRAE Bio or complete resume been submitted? For DLs, has an updated ASHRAE Bio or complete resume been submitted?

<b>Evaluation Grading Category</b>	<b>Explanation</b>
<b>Interesting &amp; Relevant Topics</b>	Are the topics offered by the DL or nominee interesting and considered relevant in the HVAC&R industry today?
<b>Reach of Diverse Audiences</b>	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?
<b>Experience Presenting to International Audiences</b>	Does the DL or nominee have experience presenting to audiences outside of the DL's home country?
<b>Teaching &amp; Presentation Experience</b>	For nominees, does the person have experience teaching or presenting in general? For DLs, are DL presentation ratings high?
<b>Education, Licensure, &amp; Certifications</b>	Is the DL's or nominee's education, licensure, certification, and professional training commensurate with and appropriate for the topics being presented?
<b>Professional Experience</b>	Does the DL or nominee have professional experience to be considered an expert in the topics being presented?
<b>Strength of Nominator &amp; Sponsors</b>	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.
<b>ASHRAE Conference &amp; CRC Presentations</b>	Has the DL or nominee presented at ASHRAE Annual, Winter, Topical Conferences and Chapter Regional Conferences (CRCs)?

<b>ASHRAE Chapter, Section, &amp; Student Branch Presentations</b>	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.
<b>ASHRAE Member</b>	Is the DL or nominee an ASHRAE Member?

(For Staff Use Only)

DL Nominee



**NOMINATION FORM**  
**ASHRAE DISTINGUISHED LECTURER PROGRAM**

Revised June 28, 2014

Please review and follow the instructions for completion of this form.

<b>NAME OF NOMINEE:</b> _____	<b>REGION:</b> _____
<b>ADDRESS:</b> _____ _____	<b>CHAPTER:</b> _____
<b>PHONE:</b> _____	<b>EMAIL:</b> _____
<b>NOMINATION SUBMITTED BY:</b>	
<b>NAME:</b> _____	<b>PHONE:</b> _____
<b>ADDRESS:</b> _____ _____	<b>EMAIL:</b> _____
<input type="checkbox"/> I have confirmed with the nominee that they are willing to serve if asked.	
<b>NOMINATOR'S CERTIFICATION</b> I have personally heard the candidate make formal presentations. It is my opinion that the candidate is an effective presenter and will appeal to a mixed audience of technical and non-technical people having interest in current and emerging issues. I believe the candidate will be an excellent public representative of the principles of ethical and professional practice for which ASHRAE stands.	
<b>LIST THE NOMINEE'S TOPIC(S) AND PROVIDE AN ABSTRACT (BRIEF SYNOPSIS) OF EACH PROPOSED PRESENTATION:</b> _____ _____	
<b>LIST THE NOMINEE'S LANGUAGES FOR THEIR PRESENTATIONS:</b> _____ _____	

**NOMINATION SPONSORS:**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**MEMBER NUMBER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**MEMBER NUMBER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**MEMBER NUMBER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**MEMBER NUMBER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SPONSOR'S CERTIFICATION**

I have personally heard the candidate make formal presentations. It is my opinion that the candidate is an effective presenter and will appeal to a mixed audience of technical and non-technical people having interest in current and emerging issues. I believe the candidate will be an excellent public representative of the principles of ethical and professional practice for which ASHRAE stands.

### 13. Appendix L: Instructions to Host Chapter Technology Transfer Chair (HCTTC)



## ASHRAE DISTINGUISHED LECTURERS PROGRAM

### INSTRUCTIONS TO HOST CHAPTER TECHNOLOGY TRANSFER CHAIR (HCTTC)

## 2022-23 Regional Distinguished Lecturer Allocations

The allocation of Distinguished Lecturer visits for 2022-23 are outlined below.

Region	Allocated Visits
I	17
II	10
III	14
IV	8
V	11
VI	14
VII	10
VIII	15
IX	13
X	15
XI	12
XII	13
XIII	10
XIV	8
RAL	22
TOTAL	192

The Regional Vice-Chair for Chapter Technology Transfer must approve Chapters that will host a Distinguished Lecturer. **In the event a Chapter makes arrangements for a Distinguished Lecturer without RVC approval, the Chapter will be responsible for all expenses associated with the lecturer's visit.** If visits are arranged outside of the Distinguished Lecturers Program, the Chapter is responsible for paying the expenses that would normally be reimbursed by the Society and the Chapters for such a visit. Please refer to the Distinguished Lecturers Program Expense Reimbursement Policy for complete details.

Regional Vice-Chairs will maximize the usage of Distinguished Lecturers by scheduling back-to-back visits for each allocation whenever possible. In an effort to contain DL expenses, multi-chapter DL visits scheduled back-to-back will count as one allocation for the Region.

**Please note, once the CTTC RVC approves a DL visit, no additional Chapters or stops to the visit can be added. Once a visit has been approved, it cannot be changed to be a multi-chapter visit nor can additional Chapters be added to an already approved multi-chapter visit. These guidelines have been set by CTTC and the DL Subcommittee. If additional Chapters are added to a previously approved visit, the Chapter is responsible for paying the additional expenses that would normally be reimbursed by Society.**

The selection of Chapters to receive Distinguished Lecturer visits may be based on the following criteria, at the discretion of the Regional Vice-Chair for Chapter Technology Transfer.

- To help Chapters who are experiencing difficulty in the Chapter Programs area
- To encourage joint participation of Chapters within the same geographical area
- To encourage joint participation of other organizations (an excellent marketing tool to promote ASHRAE to non-members)
- To broaden an area of interest within the local Chapter (i.e., refrigeration, consulting engineering, management, etc.)
- To reward Chapters who have performed with excellence in the area of Chapter Programs (i.e., early planning and quality programs)

**Any undesignated slots available after November 30 will return to a common pool available through Society for use by any Region on a first come, first served basis.**

**NOTE: Lecturer presentations and/or opinions do not necessarily reflect the policies or position of ASHRAE.**

## Host Chapter Procedures

### 1. Contact the Lecturer

After approval has been given to a Chapter to host a Distinguished Lecturer, the HCTTC (Host Chapter Technology Transfer Chair) should contact the lecturer by telephone to confirm a speaking date and coordinate details. To increase the effectiveness of the program, the HCTTC is urged to contact other ASHRAE Chapters and organizations to arrange joint sponsorship or coordinated visits of a single lecturer prior to submitting a Participation Form. Please understand that ASHRAE Distinguished Lecturers may have competing professional obligations; therefore, to maximize the possibility of securing the lecturer of your choice, arrangements should be made as early as possible.

### 2. Submit Participation Form

The HCTTC should then confirm this information, both by letter to the lecturer, and by completing and submitting the ***Distinguished Lecturers Program Participation Form*** to ASHRAE Headquarters. The Chapter Technology Transfer Regional Vice-Chair must approve and sign the Participation Form before it is forwarded to ASHRAE Headquarters. A copy of the confirmation letter to the lecturer should also accompany the Participation Form.

### 3. Receive Confirmation Letter

Upon receipt of the Participation Form, ASHRAE Headquarters will send written confirmation to the HCTTC and to the confirmed lecturer.

The written confirmation to the HCTTC will include the following materials:

- **Program Information.** This is a set of guidelines and suggestions for holding a successful lecture. A convenient checklist of activities is included.
- **Customized Media Kit.** The Media Kit contains a photograph of the selected lecturer, sample news release, and Bio-sketch and presentation abstracts. For maximum use of the kit, the Participation Form should be submitted to ASHRAE Headquarters well in advance of the lecture date. Placement of announcements in local media is successful only if considerable advance notice is given.
- **Distinguished Lecturer Evaluation Form and Event Summary Critique Form (use is REQUIRED).** The Evaluation Form should be distributed to all attendees and collected at the conclusion of the lecture. The HCTTC should compile all the Evaluation Forms and complete the Event Summary Critique Form, which should be forwarded to ASHRAE headquarters immediately after the lecture. The HCTTC should send a letter of appreciation to the lecturer and attach a copy of the letter to the Event Summary Critique Form, which is returned to ASHRAE headquarters.

### 4. Visit Cancellations

It is the desire of CTTC to give Chapters every opportunity to utilize their DL allocation once a Participation Form has been submitted and accepted. Should a DL be forced to cancel a previously arranged DL visit, the Chapter will be given *three weeks* to indicate whether they intend to attempt to secure a replacement DL for that meeting or a future meeting (in the current Society year), or whether they would prefer to release their allocation to the Region or the common pool. ASHRAE Staff will be given the flexibility to continue working with the Chapter after the three week period, if the Chapter is having difficulty securing a replacement DL.

### 5. More Important Host Chapter Responsibilities

The HCTTC should offer or assist in making all local arrangements, including transportation, lodging and meals, for the lecturer. The local arrangements must be accomplished in a timely manner and coordinated with the Distinguished Lecturer. The lecturer's transportation expense to and from the city of the meeting will be paid by ASHRAE's Distinguished Lecturers Program budget and reimbursement will be sent directly to the lecturer. **However, the Chapter or Region is responsible for the local expenses incurred by the lecturer such as housing, meals, ground transportation, and miscellaneous expenses.** The local Chapter may also give the lecturer additional compensation in the form of an honorarium paid directly to the lecturer. **Please note, it is the Chapter's responsibility to make arrangements with the lecturer regarding expenses when confirming the**

**speaking engagement so there is no confusion.** Please carefully review the Expense Reimbursement Policy for the Distinguished Lecturers Program for complete details.

- When making local arrangements, match the size of the room with the size of the audience. If the lecture is at a banquet, make sure that the seating arrangement will accommodate the lecturer.
- Offer to assist the lecturer in confirming airline reservations and/or related travel arrangements. Inform the lecturer if a member of the Chapter will provide transportation to and from the airport. **The lecturer should be considered as a special guest of the Chapter and treated as one.**
- Shortly after arrival, the lecturer should be shown the auditorium or room where the lecture will be held. Double-check suitability of lighting, audio-visual equipment, etc. (see General Checklist for CTT Chair). It may be wise to have a back-up projector if a projector is essential to the lecture. Ask the lecturer if a lapel microphone will be required (if he/she will be moving away from the lectern).
- Mail the lecturer the advance meeting notice and a detailed schedule before arrival. Apprise the lecturer of time limitations, including question and answer periods.
- Make an effort to advertise the lecture locally. Use the Publicity Kit provided by ASHRAE Headquarters.
- Give consideration to the "total program." In addition to the lecture, confirm the lecturer's availability for additional activities, plan informal meetings with colleagues and/or students, with Chapter Officers, or provide a tour of facilities. Maximize the use and time of the Distinguished Lecturer.
- Provide the lecturer with the names and correct pronunciation of officers or other individuals that he/she may wish to thank publicly or privately.

## 14. Appendix M: Distinguished Lecturers Speaker Protocol and Checklist

### 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
  - Public address system
  - Screen
  - Extension cords
  - Projector
- ❖ **Audience Size, Room Size, and Expectations**
  - Adequate seating
  - Handicapped access
  - Adequate ventilation
  - Reserved seating (place tents or cards)
  - Lighting
  - 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.).

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## 15. Appendix N: Distinguished Lecturer Participation Form

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

### 2022-23 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](http://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.

<b>1. Host/Organizing Chapter:</b>	<b>2. Event Date(s):</b> (If Multi-Chapter Visit), please list participating Chapters, Sections, and Student Branches with dates:  _____ _____ _____ _____
<b>3. Co-Sponsor</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Co-Sponsoring Industry Organizations: _____ _____	
<b>4. Name of Lecturer:</b>	
<b>5. Title of Presentation(s)/Event(s):</b>	
<b>*Must be between July 1, 2022 and June 30, 2023*</b>	

**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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Meeting Type codes:* .....  
 CM: Chapter Meeting      TS: Technical Session  
 Sem: Seminar              Wrk: Workshop  
 CRC: Chapters Regional Conference      O: Other

*Meal Codes:*  
 B: Breakfast      Q: Banquet  
 L: Lunch      O: Other  
 D: Dinner      NA: Not Applicable

**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, 2022.

**Return form to:** [chapterprograms@ashrae.org](mailto:chapterprograms@ashrae.org)

16. Appendix O: Distinguished Lecturer Speaker Evaluation Form



# ASHRAE

## DISTINGUISHED LECTURER/ SPEAKER EVALUATION FORM



Chapter: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Chapter Meeting    CRC    Seminar    Technical Session    Workshop    Other: \_\_\_\_\_

Lecturer's Name: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

SPEAKER/DISTINGUISHED LECTURER RATING:	Your Rating	Rated Points
▶ Rate if the presentation was <b>consistent with the Chapter's advertised description</b>		Maximum 20
▶ Rate the <b>verbal</b> style and effectiveness of the speaker		Maximum 20
▶ Rate the <b>visual</b> effectiveness of the presentation		Maximum 20
▶ Rate your approval of the <b>speaker's presentation ability</b> . Was the speaker engaging / well organized in delivering the presentation?		Maximum 20
▶ <b>Overall evaluation</b> of the lecturer in regard to the subject presented		Maximum 20
<b>TOTAL POINTS</b>		<b>Maximum 100</b>

In your opinion did you observe any **violations of commercialism policy**? If yes, mark the appropriate boxes:

- References, displays of trade names, logos or products (first slide/presentation introductions are allowed)
- Inference that ASHRAE approves or endorses any product, software, or system.
- Copies of papers, draft position papers or recommendations, brochures or other information.
- Other: \_\_\_\_\_

COMMENTS:	
▶ Was a description of the presentation provided to you in advance by the Chapter?	<input type="checkbox"/> YES <input type="checkbox"/> NO
▶ Would you say that the presentation was relevant, useful to you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
▶ Would you recommend this topic to other members/chapters?	<input type="checkbox"/> YES <input type="checkbox"/> NO
▶ Would you recommend this speaker to other members/chapters?	<input type="checkbox"/> YES <input type="checkbox"/> NO
▶ Was the setting and environment of the presentation properly arranged (room, PA)	<input type="checkbox"/> YES <input type="checkbox"/> NO
▶ Was this presentation co-sponsored by other groups (AIA, USGBC, IAQA, etc.): Name: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
▶ Are you involved in the HVAC industry or part of another industry? If not, in what industry are you part: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
▶ Additional Comments: _____	

**PLEASE RETURN THIS FORM TO YOUR CHAPTER TECHNOLOGY TRANSFER COMMITTEE CHAIR**

17. Appendix P: Distinguished Lecturer Summary Report



ASHRAE  
DISTINGUISHED LECTURERS PROGRAM

FOR OFFICE USE			
	\$	☺	♦
Receipts attached			
14-day Advance Purchase			

## DISTINGUISHED LECTURER SUMMARY REPORT

<b>To All ASHRAE Distinguished Lecturers:</b> The CTTC DL Subcommittee will use this feedback to track DL visits and budget constraints. Completion and submittal of this form is an essential part of your performance and continuance in the program.	
Name:	Email:
Address:	Phone:
Lecture Date:	Travel Dates: Depart: <span style="float: right;">Return:</span>
Multi-Chapter Visit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Host Chapter/Chapter(s) Visited:

1. Lecture Topic: \_\_\_\_\_
2. Additional Comments. To assist ASHRAE in continuously improving the quality of the Distinguished Lecturers Program, your comments and feedback are very important to us. Please provide a brief assessment of the program below. Thank you!

A/V provisions for the meeting: \_\_\_\_\_

Transfer to/from airport: \_\_\_\_\_

Hotel accommodations: \_\_\_\_\_

Other: \_\_\_\_\_

<b>TRANSPORTATION – Allocated Visits Only</b> (Please attach receipts for all listed expenses)	
1. Air Travel	\$ _____
<input type="checkbox"/> Check here if charged to ATC Travel Company and attach ticket receipt showing amount	
2. Automobile Rental	\$ _____
<small>The rate will be the most recently approved IRS</small>	
3. Private Vehicle    Miles _____	\$ _____
<small>mileage rate. To be filled in by Headquarters.</small>	
4. Other Modes of Transportation (Bus/Train/Boat)	\$ _____
5. Visa	\$ _____
<b>Total Reimbursement</b>	\$ _____
<input type="checkbox"/> USD <input type="checkbox"/> CND	
Complete form, attach receipts, and send it within <b>14 days</b> of completion of lecturer visit to: <a href="mailto:chapterprograms@ashrae.org" style="color: blue; text-decoration: underline;">chapterprograms@ashrae.org</a>	
Signature:	Date:

## 18. Appendix Q: Distinguished Lecturer Expense Reimbursement Policy

Revised June 27, 2015

ASHRAE is indebted and deeply appreciative to those Distinguished Lecturers and employers who are able to underwrite the Distinguished Lecturer expenses. ASHRAE also appreciates the efforts of all the lecturers in keeping expenses to a minimum when making travel arrangements.

Every year each ASHRAE region may sponsor several Distinguished Lecturer visits, which are funded by the Society. The Regional Vice-Chair for Chapter Programs must approve all chapters that will host a Distinguished Lecturer at ASHRAE's expense. Chapters that arrange a lecturer visit without the required approval are responsible for all expenses associated with the visit. Lecturers are encouraged to ask the chapter if they have received prior approval to ensure there is no confusion in this area. If visits are arranged outside of the Distinguished Lecturers Program, the chapter is only responsible for paying the expenses that would normally be reimbursed by the Society and the chapters for such a visit, as outlined below.

Multi-Chapter visit requests that exceed \$2000 for U.S./Canada visits and \$3500.00 for International visits must receive prior approval from the CTTC Committee. Multi-chapter visits that do not exceed these amounts can be approved by ASHRAE staff. The complete itinerary for multi-chapter visits (including layovers and plane changes) must be approved by staff before travel is confirmed.

Visit your country's government website for more information on travel and warnings. Refer to the Society Travel Reimbursement Policy for complete details. A list of the U.S State Department's current travel alerts and warnings can be found at the link below:

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis\\_pa\\_tw\\_1168.html](http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html)

### A. TRANSPORTATION

Approval of travel by ASHRAE headquarters is required **before** lecturer travel arrangements are confirmed.

#### Air Travel

1. ASHRAE policy on the use of air transportation is to pay for the 14-day advance purchase coach fare applicable to the destination. Lecturers who do not comply with the 14-day advance airfare purchase requirement will be reimbursed the cost of a 14-day advance purchase coach ticket. If a lecturer chooses to upgrade seating, the difference in cost is not reimbursable. If the lecturer cannot comply with this policy or has any special circumstances, a letter of explanation may be submitted with the expense reimbursement request. Upgraded reservations are the responsibility of the lecturer.
2. Lecturers choosing to use private aircraft will be reimbursed at the lowest commercial rate available within 60 days before the flight based on ASHRAE's reimbursement policy. Under no circumstances will the cost of charter aircraft be reimbursed without prior approval of ASHRAE's Executive Vice President.
3. Reimbursement will be made for one bag.

#### Auto Rental

Auto rental will be authorized only if flights are not available to maintain the lecturer's schedule or if the cost of auto rental plus fuel is less expensive than the airfare. Auto rental is not authorized from the lecturer's home to the airport or from the airport to the hotel or meeting place unless the

cost of auto rental, mileage, tolls, and parking is less than the cost of taxi, shuttle, personal auto, or hotel/airport limousine service. When returning a rental car, it should be refueled in order to avoid incurring the rental car company's service charge. Chapter officers will often make arrangements to meet the lecturer at the airport and provide local transportation during the visit.

#### Private Vehicle Transportation

1. If a lecturer chooses to drive to a meeting location where air transportation is available, ASHRAE may reimburse the 14-day advance purchase coach fare or the current U.S. Internal Revenue Service reimbursement rate, whichever is less. Expenses for mileage incurred other than on a direct route to and from the meeting will not be reimbursed.
2. Expense for use of a lecturer's personal automobile from home to the airport and return will be reimbursed at the current U.S. Internal Revenue Service reimbursement rate.

#### Other Modes of Transportation (i.e., Bus, Train, Boat)

The maximum amount that the lecturer will be reimbursed will be equal to the lesser of the actual transportation cost and the 14-day advance purchase coach fare.

### **B. HOUSING**

The ASHRAE chapter(s) will reimburse the lecturer for a standard, single occupancy room for a maximum of two nights at a moderate rate hotel for each Distinguished Lecturer visit to a chapter. Consideration will be given for a third night for international travel, when necessary. If a lecturer chooses to upgrade accommodations, the difference in cost is not reimbursable. Chapters are encouraged to assist in making all local arrangements for the lecturer and are to be coordinated with the lecturer.

### **C. VISAS AND INOCULATIONS**

Necessary visas must be obtained through a service in the lecturer's country. Visas may take several months to obtain. Plan accordingly. Personal physicians should be consulted about inoculation requirements for traveling abroad.

### **D. EXPENSES NOT REIMBURSED BY ASHRAE HEADQUARTERS**

1. If a lecturer visit includes a weekend or extended break in the presentation schedule and the lecturer chooses not to stay in the city of the most recent talk or in the city of the next presentation, it is the responsibility of the lecturer to pay the additional expenses associated in any deviation from the direct route. Most "resort" locations involve more expensive hotels, food, etc., and lecturers will be responsible for the differences in expenses. Lecturer will be responsible for any increase in airfare required to travel to and from the resort.
2. Travel Insurance is optional and is not reimbursable.
3. The host ASHRAE Chapter(s) are responsible for reimbursing reasonable meal expenses incurred by only the Lecturer during the visit. Meals are not reimbursable by Society during a lecturer visit. Meals for personal or company business, spouse/friends, and/or chapter officers/members are not reimbursable in any case. The cost of liquor will not be reimbursed.
4. The host ASHRAE Chapter(s) are responsible for provision of local transportation to and from airports. Expenses for taxi, bus, shuttle, or hotel/airport limousine are not reimbursable by Society. If the host ASHRAE Chapter(s) cannot provide the local transportation, Lecturers are encouraged to use the most economical means of transportation.
5. Telephone calls are not reimbursable.
6. Gratuities are not reimbursable.
7. Dry cleaning and laundry are not reimbursable.



8. Passports and inoculations are not reimbursable.
9. Speaker's honorariums are not reimbursable.
10. Personal expenses for extended travel beyond the scheduled visit.

**E. EMERGENCY SITUATIONS**

If an emergency situation requiring a change in travel or hotel reservations should arise while the lecturer is in transit, ASHRAE will consider reimbursing the necessary expense in keeping with the provisions set forth in this Distinguished Lecturer Expense Reimbursement Policy.

**F. EXPENSE STATEMENTS**

1. Lecturers must submit the attached Distinguished Lecturers Summary Report within 30 days of the completion of each lecturer visit. Reimbursement forms should be sent to [chapterprograms@ashrae.org](mailto:chapterprograms@ashrae.org).
2. Receipts and tickets must be included with any travel reimbursement claim and must clearly show the amount claimed and date of purchase. When senior citizen discounts, bulk purchase coupons, yearly flight package, or frequent flyer coupons are used, boarding passes in lieu of tickets may be included. For electronic tickets, a receipt from the airline, travel agency, or credit card statement will be acceptable.
3. All claims should be made in U.S. currency, if possible. Where receipts or tickets are in currencies other than U.S. dollars, the claim must clearly show the type of currency. ASHRAE will reimburse in U.S. dollars at the exchange rate that exists at the time the claim is processed by ASHRAE.

**G. QUESTIONS**

Questions concerning this Expense Reimbursement Policy should be directed to [chapterprograms@ashrae.org](mailto:chapterprograms@ashrae.org).

## **19. Appendix R: Distinguished Lecturer Evaluation Criteria**

### **ASHRAE DISTINGUISHED LECTURERS PROGRAM**


#### **1. DL NOMINEE EVALUATION CRITERIA**

- A. Languages**
- B. Relevant Topics**
- C. Number of Topics**
- D. ASHRAE and Industry Involvement**
- E. Evaluator's Prerogative**

#### **2. ACTIVE DL EVALUATION CRITERIA**

- A. Languages**
- B. Review of Comments**
- C. Use of Commercialism**
- D. Number of Chapter Visits**
- E. Multiple Chapter Visits**
- F. Honorarium**
- G. Evaluator's Prerogative**

**20. Appendix S: Distinguished Lecturer Event Summary Critique Form**

	<b>ASHRAE</b>	
	<b>DISTINGUISHED LECTURERS PROGRAM</b>	
	FOR OFFICE USE	
	<input type="checkbox"/>	Allocated visit: \$
<input type="checkbox"/>	Non-allocated visit: ☹	
<input type="checkbox"/>	Pool visit: ♦	

## EVENT SUMMARY CRITIQUE FORM

**To Host Chapter Technology Transfer Chair:** Please compile the responses to #7 and #8 below using the DL Evaluation Forms submitted by your program participants and return to ASHRAE Headquarters.

1. Host Chapter: _____	2. Lecture Date: _____
3. Name of Distinguished Lecturer: _____	
4. Presentation Title: _____	
5. Attendance at Lecture: _____ Average Meeting Attendance: _____	
6. If you experienced an increase in attendance at the DL event, to which of the following do you attribute the increase in attendance (check all that apply): <input type="checkbox"/> Quality of topic presented <input type="checkbox"/> Meeting promotional Materials <input type="checkbox"/> Quality and technique of presenter	
7. Number of Raters: _____ Average of Raters: _____	
8. Did the presentation comply with the ASHRAE Commercialism Policy <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> References or displays of trade names, logos, or products. <b>(First slide/presentation introductions are allowed)</b> (If no, describe) <input type="checkbox"/> Inference that ASHRAE approves or endorses any product, software, or system. <input type="checkbox"/> Copies of papers, draft position papers or recommendations, brochures or other information. <input type="checkbox"/> Other: _____	
9. Objectives of your Lecture were (check one below): <input type="checkbox"/> Fully met <input type="checkbox"/> Partially met <input type="checkbox"/> Not met	
10. Additional Comments. To assist ASHRAE in continuously improving the quality of the Distinguished Lecturers Program, your comments and feedback are very important to us. Please provide a brief assessment of the program below. If the average rated points for the DL in #7 above is below 80, please submit all of the attendee's individual Lecturer Evaluation Forms with this summary. _____ _____	

Host Chapter Technology Transfer Chair

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: Please remember to provide a copy of this form to your Chapter Technology Transfer Regional Vice-Chair.**  
**Return form to: [chapterprograms@ashrae.org](mailto:chapterprograms@ashrae.org)**

## 21. Appendix T: Distinguished Lecturer Conduct Guidance

### ASHRAE Distinguished Lecturer Program Distinguished Lecturer Conduct Guidance

As ambassadors to the Society, ASHRAE Distinguished Lecturers (DL) are expected to adhere to the ASHRAE Code of Ethics and in their presentations and meetings and when on DL business. Therefore, DLs must commit to act with honesty, fairness, courtesy, competence, inclusiveness, and respect for others, which exemplify ASHRAE's core values of excellence, commitment, integrity, collaboration, volunteerism, and diversity, and shall avoid all real or perceived conflicts of interests. Actions that violate the Code of Ethics and Commercialism Policy go against the well-being both of the members involved and the organization.

If a DL acts in a way that does not reflect ASHRAE's core values or shows a conflict of interest, including commercialism, information should be e-mailed to [chapterprograms@ashrae.org](mailto:chapterprograms@ashrae.org). ASHRAE's Chapter Technology Transfer Committee's (CTTC) Distinguished Lecturer Working Group will review the information and engage the DL about not acting in such a way in the future.

Repeated actions that do not reflect ASHRAE's core values or show a conflict of interest will be addressed by the DL Working Group on a case-by-case basis. Repeated or serious DL misconduct may result in corrective actions including, but not limited to, automatic retirement from the DL Program.

ASHRAE DLs are exemplary volunteers in both sharing information and building connections amongst professionals in the HVAC&R and allied industries. These actions are the core of the Charter of ASHVE, ASHRAE's predecessor, and continue to grow the Society today.

## **21. Appendix U: ASHRAE Technology Awards**

### **Purpose**

The purpose of the awards program is to: (1) Recognize ASHRAE members who design and/or conceive innovative technological concepts that are proven through actual operating data; (2) Communicate innovative systems designs to other ASHRAE members; (3) Highlight technological achievements of ASHRAE to others, including associated professionals and societies worldwide, as well as building and facility owners.

### **Guidelines for the Technology Award and Award of Engineering Excellence Award**

Each year the Society may present awards in six categories: Commercial Buildings (New, Existing, and Existing Building Commissioning); Institutional Buildings (New, Existing, and Existing Building Commissioning); Health Care Facilities (New, Existing, and Existing Building Commissioning); Industrial Facilities or Processes (New, Existing, and Existing Building Commissioning); Public Assembly (New, Existing, and Existing Building Commissioning); Residential.

For each category, one or more first, and/or second, and/or honorable mention winners may be named at the discretion of the judges. Also, one of the category first place winners may also be selected to receive the *ASHRAE Award of Engineering Excellence*. The recipient will have demonstrated the best overall compliance with the judging criteria. At the discretion of the judges, if this criterion is not met, this award will be deferred until the following year's Society judging process.

### **Eligibility Requirements**

Category winners will be selected from regional entries. All entries must be submitted by ASHRAE members who have had active involvement in the project entered. Projects may be submitted only one time unless returned because of incomplete application or for non-conformance, and they must be in successful operation for at least one year at the time of entry.

In order for an entry to be judged at the Society level, it must have received an award at the regional level. All submissions to Society must be approved by the CTTC Regional Vice Chair and/or Regional Judging Panel recognizing the highest level intent of this prestigious award and are expected to be high level region winners.

Entries to the Technology Awards Program will not be accepted from members of the BOD or the CTT Committee. Technology Awards Judges who have an interest in a Technology Award entry will abstain from judging that project.

### **Judging**

A minimum of seven judges will be selected, utilizing the region rotation schedule provided in the CTT Resource Manual. At least one judge will be selected by the CTT Committee Chair and one judge will be provided by Technology Council.

### **ASHRAE Technology Awards Judges Selection Guidelines**

1. The CTT Committee shall be responsible for selecting judges for the annual ASHRAE Technology Awards Program.

2. Regional Vice-Chairs from selected regions (see chart) should be responsible for submitting names of individuals who would serve as judges to the Chair of the Technology Awards Judges Panel by April 1.
3. Chair of the Technology Awards Judges Panel should select one judge from each of the aforementioned selected regions plus 3-4 alternates and submit those names to the Society's CTTC Chair by June 15.
4. At least one judge should be from outside North America.
5. The number of judges should be a minimum of seven with three to four alternates.
6. No more than five judges should be selected from the previous year's list of judges. No judge should serve for more than three years.
7. There should be an attempt by the Technology Awards Judges Panel Chair to have a professional balance of judges i.e. consultants, building owners, industrial facilities, education, etc.
8. Judges should be selected from each region in the rotation sequence shown on chart. One judge should be selected from each region as indicated. An alternate should be selected from each asterisked\* region(s) each year.
9. An ASHRAE Biographical Record should be submitted with each judge recommendation. In addition, a list of current projects, designs, products, or research should be included. Care shall be taken to insure that the judge does not have an entry in the ASHRAE Technology Awards Program (that is, judge should not be a current year regional winner or a likely winner in a Fall CRC program).
10. The primary role of selecting judges should be based on prospective judge's design experience and overall judgment capabilities. An effort will be made to distribute the judging among various professionals. However, distributed equality and fairness must take a secondary role to qualified judges, based on the "judgment" of the CTT Committee Chair.
11. The Technology Awards Judges Panel Chair will be sent one set of applicable standards for use during the judging procedure.
12. Notification of Entrants: Within 30 days following the Technology Awards judging, all entrants will be notified by the chair of the Judges Panel of the results of their entry.
13. The Technology Award Judges Panel should select the Judges Panel Chair for the next year. The Judges Panel Chair should have served on the Judging Panel for at least one year. It is not a requirement for the Judges Panel Chair to be a CTT RVC.

### **Selection Schedule for Technology Awards**

<b>ACTION</b>	<b>DUE DATE</b>
1. Submittal Due to RVC for Regional Competition	Determined by RVC
2. Judging of Regional Submittals	Determined by RVC
3. Chapters notified by RVC of Regional Competition Results	Determined by RVC
4. Submittals to Society <i>Submit one copy electronically in pdf format to <a href="mailto:chapterprograms@ashrae.org">chapterprograms@ashrae.org</a></i>	September 1
5. Staff Liaison sends entries and to Judging Panel	September 15
6. Selection Committee selects winners and forwards recommendation to staff and CTTC Chair	October
7. Staff notifies winners	November
8. Judging Panel notifies non-winners	November

### **Presentation**

The first place Technology Awards and, if one is chosen, the *Award of Engineering Excellence* will be presented at the Society's Winter Conference, during the Honors and Awards portion of the Plenary Session. A certificate, ribbon, or plaque may be presented by the region and chapter.

**Rotation Schedule for Technology Awards Program Judges**

<b>Year &amp; Region</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>	<b>24-25</b>	<b>25-26</b>	<b>26-27</b>	<b>27-28</b>	<b>28-29</b>	<b>29-30</b>	<b>30-31</b>	<b>31-32</b>
<b>I</b>	*								**	*	*
<b>II</b>	*	*								**	*
<b>III</b>	**	*	*							**	*
<b>IV</b>		**	*	*							**
<b>V</b>		**	*	*							**
<b>VI</b>			**	*	*						
<b>RAL</b>				**	*	*					
<b>VII</b>				**	*	*					
<b>VIII</b>					**	*	*				
<b>IX</b>					**	*	*				
<b>X</b>						**	*	*			
<b>XI</b>							**	*	*		
<b>XII</b>							**	*	*		
<b>XIII</b>	*							**	*	*	
<b>XIV</b>	**	*	*					**	*	*	
<b>Tech. Council</b>	**	*	*	**	*	*	**	*	*	**	*
<b>CTT Chair Appointed</b>	**	**	**	**	**	**	**	**	**	**	**

\*\* RVC for region submits three names of judge candidates to CTT Committee Chair by April 1

\* Judge carries-over from previous year



**RVC Transmittal Form for Society-Level Technology Awards Judging**

Date:

To: [chapterprograms@ashrae.org](mailto:chapterprograms@ashrae.org)  
CTT Staff Liaison  
ASHRAE  
180 Technology Parkway  
Peachtree Corners, GA 30092

From: CTT Vice-Chair, Region

The attached Technology Award Form has been reviewed to verify that the following items are in concurrence with the judging guidelines:

<b>Initial</b>	<b>Item</b>
_____	<b>Length</b> (13 letter size, typed one side only, including two-page application form, text, charts, graphics, etc.)
_____	<b>Format</b> (Font: 12 characters per inch or equivalent; double spaced; one inch/2.54 cm margins)
_____	<b>Signatures</b> (From the entrant, property owner and engineer of record)
_____	<b>Submit One (1) copy electronically via email in pdf format</b>
_____	<b>Operation Time</b> (At least one year successful operation)
_____	<b>Commercialism Removed</b> (All references to brand names, architects, engineers, etc. have been deleted)
_____	<b>All Topics Addressed</b> (Non-applicable criteria are so noted)



# ASHRAE Technology Awards

(Updated June 2022)

## Application Form and Instructions

*See Appendix for Additional Guidance and Helpful Information*

### Benefits of Winning a Society Award

ASHRAE Technology Award winners are recognized by peers as being innovative and capable of achieving a high level of competence. Winning projects are highlighted in articles in the *ASHRAE Journal*. The Society provides press releases to industry publications and *ASHRAE Insights*.

Recipients are honored at the Plenary Session of the Society's Winter Meeting where the first-place awards as well as the "Engineering Award of Excellence" are presented. One award plaque will be presented to an entrant representing the design team and another plaque will be presented to the building owner. The winning design firm may purchase additional plaques.

### Technology Award Program

Effective energy utilization is just one of several aspects of facility and building design. The ASHRAE Technology Awards program recognizes, on an international scale, successful applications of innovative design, which incorporate ASHRAE standards for effective energy management, indoor air quality, and good mechanical design. The ASHRAE Technology Award program is intended for built projects.

The purpose of the ASHRAE Technology Awards is threefold:

1. To recognize ASHRAE members who design and/or conceive innovative technological concepts that are proven through actual operating data.
2. To communicate innovative systems design to other ASHRAE members.
3. To highlight technological achievements of ASHRAE to others, including associated professionals and societies worldwide, as well as building and facility owners.

ASHRAE Technology Award applications are accepted in each of the following categories:

- |  |  |
|--|--|
| I. Commercial Buildings (New, Existing, EBCx)  | III. Health Care Facilities (New, Existing, EBCx)            |
| II. Institutional Buildings (New, Existing, EBCx) <ul style="list-style-type: none"><li>• Educational Facilities</li><li>• Other Institutional</li></ul> | IV. Industrial Facilities or Processes (New, Existing, EBCx) |
|  | V. Public Assembly (New, Existing, EBCx)                     |
|  | VI. Residential  |

ASHRAE honors only buildings and industrial facilities or processes that are outstanding in design innovation. An award in a category is not given if entries do not meet the highest standards. The Award of Engineering Excellence is given at the judges' discretion.

**Note:** ASHRAE Technology Awards are the HVAC&R industry's most prestigious honor for efficient energy use in building and environmental system performance. While the awards do not certify responsible charge or professional license status, they do recognize outstanding design innovation and successful implementation.

## **INSTRUCTIONS**

1. The individual submitting the Technology Award Application must be a current member of ASHRAE who had a significant role in the design or development of the project.
2. Complete Pages 1 & 2 for Regional Competitions.
3. Page 3 with Engineer & Owner Sign-off required for Society Submissions.

## **Regional Entry Requirements**

1. Entries shall include
  - a. Application Form – Pages 1 & 2 (Entrant Signature Only Required)
  - b. System schematic drawing/diagram not larger than 11” x 17” in size (Limited Text)
  - c. **Judging Criterion:** Brief narrative (maximum of 4 pages). The narrative should include brief discussion regarding the following five criteria (if a criterion is not applicable, state accordingly. Also note that one (1) year operational data not required for Regional Competition:
    - i. Energy Efficiency (15 Points)
    - ii. Indoor Air Quality (15 Points)
    - iii. Innovation (15 Points)
    - iv. Operation & Maintenance (15 Points)
    - v. Cost Effectiveness (15 Points)
    - vi. Environmental Impact (15 Points)
    - vii. Quality of Presentation (5 Points)
4. Submit your schematic, brief narrative, and completed form to your Chapter Technology Transfer Committee Chapter (CTTC) Chair for judging.

## **Society Entry Requirements**

1. Entries shall include
  - a. Application Form – Pages 1 & 2 from Regional Competition. (Added Engineer of Record Signature)
  - b. Application Page 3 – Owner Release and Signature
  - c. **Judging Criterion:** A maximum of an additional six (6) double-spaced sheets (8.5x11 inches or SI equivalent) to expand upon and address the - *Energy Efficiency, IAQ, Innovation, Etc.* (Charts, schematics, & graphics are included in the 6-page limit.)
  - d. One (1) Year Operational Data. (Must be included in the page limit)
  - e. *All pages should be numbered.*
2. The entrant must be willing to supply any additional information if requested by the judging panel
3. The entrant must submit one (1) completed application with signatures (electronic signatures are accepted). The entrant, property owner, and engineer of record must sign the Application Form where indicated.
4. The project must have been in successful operation for at least one year at the time of entry.
5. In order for an entry to be judged at the Society level, it must have received an award at the Regional level. All submissions to Society must be approved by the RVC and/or Regional Judging Panel recognizing the highest level intent of this prestigious award and are expected to be high level region winners.

## **Submission Deadlines**

1. Regional entries are due March 1<sup>st</sup>. NOTE: Regional Submission Date may be adjusted by RVC.
2. RVC must submit winning regional entries to ASHRAE Headquarters by September 1<sup>st</sup>. This is a firm date for Society.
3. The CTTC RVC will invite winners in each category from Regional competition to submit for judging in the Society level Technology Awards competition. The Regional winners will be given the opportunity to incorporate new information or otherwise improve their submittal before submitting it to the Society level competition (e.g., by addressing comments from regional judges). At the discretion of the judging panels at the Chapter and Regional competitions, multiple entries may be elevated to Society in each category.

**ASHRAE Technology Awards Application Form**  
**\*Required for Society-Level Competition**  
**(Page 1)**

**Application must be complete to be considered for judging**

**1. Identification**

a. Name of building or project: \_\_\_\_\_

**2. Category – check one category and indicate New, Existing, or Existing Building Commissioning (EBCx)**

Commercial Buildings	New	Existing	EBCx
Institutional Buildings	New	Existing	EBCx
Educational Facilities	New	Existing	EBCx
Other Institutional	New	Existing	EBCx
Health Care Facilities	New	Existing	EBCx
Industrial Facilities or Processes	New	Existing	EBCx
Public Assembly	New	Existing	EBCx
Residential (Single and Multi-Family)	New	Existing	EBCx

**3. Project Description**

a. Type of building or process: \_\_\_\_\_

b. Size – gross and net floor area of building (ft. sq. or m. sq.):

c. Function of major areas (such as offices, retail, food services, laboratories, guest/patient rooms, laundry, operating rooms, warehouse/storage, computer rooms, parking, manufacturing, process, or industrial process description):

\_\_\_\_\_

d. Project design period: \_\_\_\_\_ to \_\_\_\_\_  
Begin date (mm/yyyy) End date (mm/yyyy)

e. Project occupancy and operation period: \_\_\_\_\_ to \_\_\_\_\_  
Begin date (mm/yyyy) End date (mm/yyyy)

f. ASHRAE Standards reference during design (this information will not be shared with the judging panel):

\_\_\_\_\_

**ASHRAE Technology Awards Application Form  
(Page 2)**

**4. Entrant (Active ASHRAE member with significant role in project required):**

Name: \_\_\_\_\_

ASHRAE Member #: \_\_\_\_\_ ASHRAE Chapter: \_\_\_\_\_ ASHRAE Region: \_\_\_\_\_

Entrant's Design Firm/Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Entrant's role in project: \_\_\_\_\_

Design Team Members \*Maximum of 3 and all must be an ASHRAE member

1. \_\_\_\_\_

Name  
ASHRAE Member #

Company

2. \_\_\_\_\_

Name  
ASHRAE Member #

Company

3. \_\_\_\_\_

Name  
ASHRAE Member #

Company

**5. Certification of Entrant (\*If multiple entrants, all must be listed on this form)**

I certify the information submitted is correct, and that this entry satisfies the requirements of the ASHRAE Technology Award competition.

Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**6. Engineer of Record** \*Required for Society Entries or a written explanation provided as to why the EOR will not grant consent.

I consent to the presentation of this project for consideration in the ASHRAE Technology Awards Program.

Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ASHRAE Technology Awards Application Form  
(Page 3)**

**7. Building Owner's Release (Building Owner cannot be the same person as Entrant)**

I certify I am the owner or authorized representative of this project and hereby grant ASHRAE permission to use all enclosed information in the judging and subsequent publicity of this project.

Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**The topics below are the Judging Criteria and should be addressed on separate pages and formatted according to the requirements listed in the Instructions.**

- 1. Energy Efficiency (15 Points)**
- 2. Indoor Air Quality (15 Points)**
- 3. Innovation (15 Points)**
- 4. Maintenance & Operation (15 Points)**
- 5. Cost Effectiveness (15 Points)**
- 6. Environment Impact (15 Points)**
- 7. Quality of Presentation (5 Points) – no response required, Judges Discretion**

**Return completed application to your CTTC RVC.**

**For additional information, please contact:**

**Rhiannon Masterson  
Chapter Programs Manager  
[ChapterPrograms@ashrae.org](mailto:ChapterPrograms@ashrae.org)  
678-539-1128**

## Appendix

### Supplemental Information/Details to Assist Entrant

#### Topics

- 1) General Instructions/Guidelines
- 2) Judging Criteria
- 3) Helpful Hints
- 4) Frequently Asked Questions

#### General Instructions/Guidelines

1. A system schematic is strongly recommended (color-coded or black and white schematics are acceptable).
2. If a "judging criterion" is not applicable to the entry, a brief explanation should be provided.
3. Claims that are not sufficiently supported with verifiable technical evidence may receive little or no credit.
4. Information should be clear and concise.
5. If the project involves technology which is new and innovative, this feature should be clearly identified.
6. Commercialized items/notations are to be avoided. Brand names of equipment or processes should not appear in the entry.
7. Information may be submitted in IP or SI units or a combination of both.
8. All text must be in English.
9. Entries should be legible and uncluttered. Black font should be used for text (colored text should not be used, but color text for schematics is acceptable). The competition does not require nor encourage the entry be professionally produced.
10. Photographs are not necessary but are allowed as long as they can be incorporated within the maximum submission page length allowance.

#### Judging Criteria

If any of the scoring topics below are not applicable to the project, the entrant should state why. In such cases, judges are instructed to assign a "plug" score on the non-applicable topics so that the overall project score is on an equivalent basis with other entries.

1. Energy Efficiency (15 points)
  - a. Entries must comply with the latest ASHRAE Standard 90.1 for new construction and Standard 100 series for existing buildings. The applicant is encouraged to use the computer modeling programs in Standard 90.1 and include summarized results to substantiate compliance. The entrant should list the type of energy modeling software used (i.e. DOE2, EQuest, etc.). Innovative ways to control, reuse or reduce energy consumption should be discussed. The entrant should specifically list the version of ASHRAE Standard 90.1 or ASHRAE Standard 100 that was used.
  - b. One year's energy consumption data **required for Society Submissions**. Actual measured energy use for the building "In Operation" shall be stipulated in the entry report in CBECS EUI format (kBtu/ft<sup>2</sup>/yr or S-I equivalent) or in ASHRAE Building Energy Quotient (bEQ) in operation format. In an industrial process, past energy usage may be compared to new, improved energy consumption.
2. Indoor Air Quality (IAQ) and Thermal Comfort (15 Points)
  - a. IAQ encompasses indoor environmental quality, thereby including thermal comfort and, if appropriate to the project, other factors as well. Judges are interested in pertinent topics such as operating procedures (where, for example, pre-occupancy ventilation is a significant factor), source control of contaminants, system commissioning and evidence that design objectives have been achieved. Ventilation effectiveness could be an important aspect of the project (e.g., air distribution in auditoriums or with landscape office partitioning).
  - b. While carbon dioxide, air velocity and other field measurements are impressive, they are not essential for making an award. Judges realize that such data may not be available and do not want to discourage a worthy entry. Descriptions of means of compliance with ASHRAE Standards 55 and Standard 62 are of value. Merely stating that ventilation and thermal comfort comply with these standards is superficial treatment.
  - c. The information should show that the entrant has indeed addressed these standards in the design. For example:

#### Standard 55

- Assumed activity levels
- Clothing thermal resistance values assumed
- Air velocities measured
- Space air temperatures
- Radiant thermal control
- Humidity/condensation
- Version of Standard used

#### Standard 62

- Ventilation rate or IAQ criteria specified
- Ventilation effectiveness assumptions
- Methods of handling special pollutant sources
- Version of Standard Used

- d. Innovative approaches assuring good IAQ and thermal comfort in an efficient manner are of interest to judges. Support data or evidence of building performance claims might include:



- i. The rate of occupant complaints, (if any)
  - ii. Objective measurements of ventilation, air pollution, and thermal comfort parameters (Carbon dioxide levels, measured outside air ventilation rates, pollutant concentrations measured)
  - iii. Improvements in human performance such as decreased absenteeism
  - iv. Building pressure relationships for odor or IAQ control
- 3. Innovation (15 Points)
  - a. The innovative aspect of the project design must be clearly described—especially innovative application of technologies (both old and new) to a particular situation. New technology or innovation itself is not sufficient unless the needs of the facility are truly met. The uniqueness of the application is the basis of judgment. It should be indicated, for example, how the innovations are key to overall building performance.
- 4. Operation and Maintenance (15 Points)
  - a. The intensity of required maintenance for the installed system should be addressed as compared to those non-selected options and/or previous systems. The building commissioning process, if thought to be innovative, shall be included in this category.
- 5. Cost Effectiveness (15 Points)
  - a. One-year's data demonstrating the performance of the design or process should be provided. Data from prior years should be included if the project is a retrofit situation. Payback periods (in years) should be established. Entrant shall fully explain the basis for all cost savings, including utility rate schedules (off-peak rates and other charges).
- 6. Environmental Impact (15 Points)
  - a. Design shall address items on reduction of global climate change gases (i.e. carbon dioxide emissions), elimination of CFCs, reduction in waste discharge and other environmentally favorable items, if applicable.
- 7. Quality of Presentation (5 Points)
  - a. Entries are judged for logical presentation with good features clearly highlighted. Simple-to-read system schematics, charts and graphs are advantageous and are encouraged as the most effective tool in concise presentation of a system and its performance. Points may be deducted for failure to follow type size, spacing and format instructions.
- 8. Judges' Prerogative (5 Points)
  - a. Judges may award up to five (5) additional discretionary points.

### **Helpful Hints**

Entries which fail to receive recognition frequently do not address important items relative to the project. The following items are among those cited by the judges. Not all the items shown would necessarily apply to all entries.

- 1. Energy Efficiency Category
  - a. No actual or projected energy use data
  - b. Efficiency not addressed
  - c. Project, *as presented*, is not feasible
- 2. Indoor Air Quality
  - a. Claims unsubstantiated with any supporting evidence
  - b. Ventilation rate not in compliance with current ASHRAE standard at the time project was designed; indicate time frame of design process
  - c. No discussion of occupant comfort or IAQ complaints or lack of complaints
  - d. No discussion of ventilation effectiveness
- 3. Cost Effectiveness
  - a. No cost payback figures
  - b. Incorrect calculations
  - c. Unsubstantiated payback claims
- 4. Presentation
  - a. Font size is too small
  - b. Spacing or margins are not per instructions
  - c. Flow charts are illegible or unclear
  - d. Schematics are vague or incorrect
  - e. Excessive pages (10 pages plus the 3-page Application Form)
- 5. Innovation
  - a. Innovative aspect of project is not discussed or explained
- 6. General
  - a. Project description is too general
  - b. Excessive use of brand names giving the appearance of a sales brochure
  - c. Old project with no new work performed
- 7. Maintenance and Operation
  - a. Maintenance and operation were not discussed

### **Frequently Asked Questions**

1. If not all the scoring topics apply to the project, can the entry be considered in the competition?
  - a. Yes. Judges are instructed to use a "plug" score for a project that is innovative and good in most respects, but does not lend itself to all criteria. For example, a wood-drying operation may not have an impact on indoor air quality. However, points will be deducted from the scoring where the topic definitely applies to the project but was ignored.
2. Do Society competition rules apply to Chapter or Regional competitions?
  - a. Chapter competitions may develop their own criteria, as long as it *clearly* states that the recognition is an ASHRAE *Chapter Award*. Regions are encouraged to follow the Society criteria to facilitate easy "clean-up" and entry for Society competition.
3. Can changes be made to an entry after the Regional competition prior to submitting to Society judging?
  - a. Yes. A Regional winner may make changes to the entry to incorporate comments from Regional judges or to improve the submittal.
4. Can an entry be considered if one year's operating data are not obtainable?
  - a. Yes. A reasonable explanation must be included as to why the data are not available. The results of a nationally recognized computer modeling program showing one year's energy use must be provided. However, the project must still have been in operation for at least one year.
5. Is professional registration required to be an entrant?
  - a. No. Entrants must simply be a member (any grade) of ASHRAE.
6. What is the difference between an Existing Building project and an Existing Building Commissioning (EBCx) Project?
  - a. Existing Building Commissioning (EBCx) is a process for investigating, analyzing, and optimizing the performance of building systems through the identification and implementation of low/no cost facility improvement measures and ensuring their continued performance. EBCx is intended to be a comprehensive term defining a process that encompasses the more narrowly focused process variations such as retro-commissioning, re-commissioning and ongoing commissioning commonly used in the industry. Entrants should check the EBCx box on their applications instead of the Existing box if the scope of the project did not include significant upgrades of the existing systems.

## **22. Appendix V: Dan Mills Chapter Programs Award**

The Board of Directors approves the establishment of the Dan Mills Chapter Programs Award to recognize a Chapter CTT member (Chair or Vice-Chair) who excels in chapter program endeavors and promoting technical and energy activities of the CTT Committee.

### **Purpose**

The purpose of the award is to stimulate effective participation by the ASHRAE Chapter CTT Committee in connection with technical and energy activities issues related to the purpose of the Society.

The Dan Mills Chapter Programs Award is endowed in memory of Dan Mills of the Memphis, Tennessee Chapter, to honor the one Chapter CTT responsible member (Chair or Vice-Chair) in ASHRAE who has the most outstanding year and meets the eligibility requirements.

The Dan Mills Technical Award was combined with the Chapter Programs Star Award to create the Dan Mills Chapter Programs Award in January 2019. This was done to streamline the CTTC awards program and continue to honor the memory of Dan Mills.

### **Guidelines for Dan Mills Chapter Programs Award Presentation**

Each year the Society recognizes exceptional performance by the Chapter CTT responsible member (Chair or Vice-Chair) who is determined to have best accomplished the goals established by the Chapter Technology Transfer Committee.

A typical award application includes a standard transmittal letter, a narrative section, current Society Year Presidential Award of Excellence (PAOE), CTTC Category sheet, relevant documentation, and letter of recommendation by the CTTC RVC. Additional detailed information can be provided.

### **Eligibility Requirements**

The winner is selected from regional entries. Each region may submit one entry. The CTT RVC is responsible for organizing the regional awards program, establishing regional submission deadlines and selecting the regional entry to chair of the CTT Committee.

1. Candidate must be a member of ASHRAE in good standing.
2. Must be assigned to a Chapter in the Region that submits his or her name.
3. Must be the CTT Chapter Chair or Vice-Chair of the Chapter to which he or she is assigned.
4. Must achieve a minimum PAR level, Presidential Award of Excellence CTT Category points.
5. The RVC shall select the best nominee to forward to the CTT Committee based on the award criteria.

### **Performance for the Award is Measured by:**

1. Planning for successful chapter programs
2. Increasing attendance at chapter meetings
3. Promoting special chapter programs
4. Promoting technical and energy activities of the CTT Committee

The recipient of the Dan Mills Programs Award cannot be a member of the Society CTT Committee, a member of Staff, or a member of the Board of Directors.

**Judging**

At the Annual Meeting of the Society, the Chair of the CTT Committee shall appoint members to the Dan Mills Chapter Programs Award Subcommittee to serve as a “Selection Committee,” to designate a Chair for it.

The Selection Committee shall be comprised of three (3) members of the CTT Committee. At least one judge should have experience as a chapter officer. The Ex-Officio from the Board of Directors and the Chair of the CTT Committee shall serve Ex-Officio to the Selection Committee.

The Society CTT Committee, by majority vote, shall select the recipient of the award, subject to the concurrence of the Honors and Awards Committee and Members Council.

All correspondence and selection data is to be directed to the Chair of the Selection Committee, with copies to the other members of the Selection Committee.

The CTT Committee Staff Liaison is responsible for coordinating all contacts and correspondence with the nominees.

**Selection Schedule for Dan Mills Chapter Programs Award**

ACTION	DUE DATE
<b>1. Submittal Due to RVC for Regional Competition</b>	<b>Determined by RVC</b>
<b>2. Judging of Regional Submittals</b>	<b>Determined by RVC</b>
<b>3. Chapters notified by RVC of Regional Competition Results</b>	<b>Determined by RVC</b>
<b>4. A transmittal letter, narrative section, Dan Mills Chapter Programs Award Point Calculation Form, PAOE CTTC category sheet, CTTC RVC letter of recommendation, and any relevant documentation due to Society</b> <i>Submit one copy electronically in pdf format to <a href="mailto:chapterprograms@ashrae.org">chapterprograms@ashrae.org</a></i>	<b>September 30</b>
<b>5. Staff Liaison sends entries to Dan Mills Chapter Programs Award Selection Committee to select final candidate</b>	<b>October 1</b>
<b>6. Selection Committee selects a winner and forwards recommendation to staff and CTTC Chair</b>	<b>November 1</b>
<b>7. CTT Committee recommends final candidate to Honors &amp; Awards Members Council for approval</b>	<b>January Winter Conference</b>
<b>8. Staff notifies winner</b>	<b>February 20</b>
<b>9. Judging Panel notifies non-winners</b>	<b>February 20</b>

**Presentation**

The recipient is recommended by the CTT Committee and confirmed by Members Council. The award is presented at the Annual Meeting of the Society during the Plenary Session. A certificate, ribbon, or plaque may be presented by the region and chapter.

**DAN MILLS CHAPTER PROGRAMS AWARD POINT CALCULATION FORM**

Candidate: \_\_\_\_\_ Society Year: \_\_\_\_\_ Chapter: \_\_\_\_\_ Region: \_\_\_\_\_

**Figures should reflect activity for the period ending June 30.**

**SIXTY (60) POINTS MINIMUM ARE REQUIRED FOR CONSIDERATION**

	Points	Score
<b>A. PLANNING FOR SUCCESSFUL CHAPTER PROGRAMS</b>		
1. Maintain speaker log and submit to RVC by June 30	10	
2. Publish meeting schedule for all programs by October 1	5	
3. Publish program subject and speaker for all programs by October 1	5	
4. CRC workshop attendance by CTTC Chair or Co-Chair	5	
5. Goal setting session with RVC	5	
	<b>Total =</b>	
<b>B. INCREASING ATTENDANCE AT CHAPTER MEETINGS</b>		
1. One (1) point per percent increase from previous year	Max 20	
	<b>Total =</b>	
<b>C. PROMOTING SPECIAL CHAPTER PROGRAMS</b>		
1. Technical tour (any number)	5	
2. Student competition (any number)	5	
3. Joint meeting with allied organization (any number)	10	
4. DL presentation – (5) pts per DL	Max 10	
5. Other special chapter program; e.g. trade show, social event (any number or type)	5	
	<b>Total =</b>	
<b>D. PROMOTING TECHNICAL AND ENERGY ACTIVITIES OF CTTC</b>		
1. Technical Award application at chapter level (5) pts each	Max 10	
2. Technical Award winner at Regional level (5) pts each	Max 10	
3. Technical Award winner at Society level (any number)	10	
4. Annual/Winter Conference seminar/symposium presented by chapter member (any number)	5	
5. Chapter member serves as Society level Technical Committee Chair (any number)	5	
	<b>Total =</b>	
<b>E. PAOE</b>		
1. Highest in Region	15	
2. Second highest in Region	10	
3. Third highest in Region	5	
	<b>Total =</b>	
<b>TOTAL POINTS EARNED</b>		
<b>A. PLANNING FOR SUCCESSFUL CHAPTER PROGRAMS</b>		
<b>B. INCREASING ATTENDANCE AT CHAPTER MEETINGS</b>		
<b>C. PROMOTING SPECIAL CHAPTER PROGRAMS</b>		
<b>D. PROMOTING TECHNICAL AND ENERGY ACTIVITIES OF CTTC</b>		
<b>E. PAOE</b>		
	<b>Total =</b>	

**SUBMIT TO CTTC CHAIR AND STAFF LIAISON BY SEPTEMBER 30**

## **23. Appendix W: Donald A. Siller Refrigeration Award**

### **Donald A. Siller Refrigeration Award Criteria**

#### **PURPOSE**

The Donald A. Siller Refrigeration Award recognizes exceptional performance by a Chapter Refrigeration Chair for planning activities and providing technology transfer on the subject of refrigeration.

The name was changed from the Refrigeration "R in ASHRAE" Award in June 2015, to honor long time CTTC Refrigeration Consultant Don Siller.

#### **PRESENTATION**

The Donald A. Siller Refrigeration Award shall be presented annually at the Chapter Technology Transfer Committee meeting, but may be omitted if a suitable candidate is not identified. The award will consist of a plaque with the recipient's name and the year of the award etched into the face of the plaque.

#### **ELIGIBILITY**

The winner is selected from regional entries. Each region may submit one entry. The CTT RVC is responsible for organizing the regional awards program, establishing regional submission deadlines and selecting the regional entry to chair of the CTT Committee.

1. Candidate must be a member of ASHRAE in good standing.
2. Must be assigned to a Chapter in the Region that submits his or her name.
3. Must be the Refrigeration Subcommittee Chair of the Chapter to which he or she is assigned.
4. The RVC shall select the best nominee to forward to the CTT Committee based on the award criteria.

#### **NOMINATION**

See eligibility and judging section.

#### **JUDGING**

At the Annual meeting of the Society, the Chair of the CTT Committee shall appoint members to the Donald A. Siller Refrigeration Award Subcommittee to serve as a "Selection Committee," and designate a Chair.

The Selection Committee shall be comprised of three (3) members of the CTT Committee. The CTT Refrigeration Consultant and the Chair of the CTT Committee shall serve as Ex-Officio to the Selection Committee.

The Society CTT Committee, by majority vote, shall select the recipient of the award, subject to the concurrence of the Honors and Awards Committee and Members Council.

All correspondence and selection data is to be directed to the Chair of the Selection Committee, with copies to the other members of the Selection Committee.

The CTT Committee Staff Liaison is responsible for coordinating all contacts and correspondence with the nominees.

## Selection Schedule

<b>ACTION</b>	<b>DUE DATE</b>
<b>1. Submittal Due to RVC for Regional Competition</b>	<b>Determined by RVC</b>
<b>2. Judging of Regional Submittals</b>	<b>Determined by RVC</b>
<b>3. Chapters notified by RVC of Regional Competition Results</b>	<b>Determined by RVC</b>
<b>4. A transmittal letter, narrative section, and relevant documentation due to Society</b> <i>Submit one copy electronically in pdf format to <a href="mailto:ChapterPrograms@ashrae.org">ChapterPrograms@ashrae.org</a></i>	<b>September 30</b>
<b>5. Staff Liaison sends entries to Donald A. Siller Refrigeration Award Selection Committee to select final candidate</b>	<b>October 15</b>
<b>6. Selection Committee selects a winner and forwards recommendation to staff and CTTC Chair</b>	<b>November 1</b>
<b>7. CTT Committee recommends final candidate to Honors &amp; Awards Members Council for approval</b>	<b>January Winter Conference</b>
<b>8. Staff notifies winner</b>	<b>February 20</b>
<b>9. Judging Panel notifies non-winners</b>	<b>February 20</b>

**DONALD A. SILLER REFRIGERATION AWARD POINT CALCULATION FORM**

Society Year: \_\_\_\_\_

Candidate: \_\_\_\_\_

Chapter: \_\_\_\_\_

Region: \_\_\_\_\_

**Figures should reflect activity for the period ending June 30.**

**(300) POINTS MINIMUM ARE REQUIRED FOR CONSIDERATION**

	Points	Score
<b>A. REFRIGERATION/REFRIGERANTS PUBLICATIONS AND INDUSTRY PARTICIPATION</b>		
1. Chapter newsletter/webpage articles (max 12 per year), copies sent to RVC	10	
2. Articles in local news affiliate (print, social media, website, etc.) (max 12 per year), copies sent to RVC	20	
3. Social media posts with screenshot or link sent to RVC	1	
4. Online video post (min. 3 minutes, not shared from another source) about refrigeration/refrigerants (max 5 per year), with link sent to RVC	10	
5. Articles in ASHRAE Insights with copies sent to RVC	20	
6. Each peer review (by a chapter member) of an ASHRAE proposed ASHRAE Journal technical article related to refrigeration or refrigerants with comments returned to Society and copied to RVC	30	
7. Each review (by a committee of three chapter members) of a posted refrigeration/refrigerants-related ASHRAE standard/guideline public draft document under Standards Action with copies of comments sent to RVC and cognizant standard/guideline committee	30	
8. Each Chapter member on the roster of a Project Evaluation Subcommittee or Project Monitoring Subcommittee for an ASHRAE-funded refrigeration/refrigerants Research Project	60	
9. Each Chapter member involved in an ASHRAE Refrigeration Technical Committee, as a corresponding or voting member, related to commercial/industrial refrigeration or refrigerants development	50 (add'1 5 for YEA)	
10. Each Chapter member involved in the ASHRAE Refrigeration Committee, as a voting member, related to commercial/industrial refrigeration or refrigerants development	60 (add'1 10 for YEA)	
11. Each Chapter member who is also an active member of AHRI	50	
12. Each Chapter member who is employed in the field of industrial or commercial refrigeration (not HVAC for comfort cooling) or in the development of refrigerants	10	
13. Each review (by a committee of three chapter members) of an ASHRAE Refrigeration Handbook chapter with copies of comments sent to RVC and cognizant technical committee	50 (add'1 5 for YEA)	
	<b>Total =</b>	
<b>B. REFRIGERATION/REFRIGERANTS PROGRAMS</b>		
1. 3-hour seminars	100	
2. 1-hour chapter meeting technical session that is refrigeration/refrigerants-related (max 4 per year)	25	
3. Joint meetings with other refrigeration societies or AHRI for a refrigeration/refrigerants-related technical session (4 max per year)	25	



4. Chapter presentation (min. 15 minutes) by an ASHRAE voting or corresponding member of a refrigeration technical committee, the Refrigeration Committee, refrigeration standards project committee, or from a member of a refrigeration/refrigerants Research Project Monitoring Subcommittee (max 4 per year)	25	
5. Tour an industrial food or beverage storage facility or processing plant, low temperature refrigeration manufacturing facility or plant, or a refrigerant equipment manufacturing plant	100	
6. K-12 activity to promote refrigeration/refrigerants technology (Double points for demonstration of refrigeration/refrigerants technology)	25	
7. ASHRAE Student Branch activity to promote refrigeration (Double points for demonstration of refrigeration/refrigerants technology)	25	
8. For each YEA member involved in organizing a refrigeration/refrigerants program	5	
	<b>Total =</b>	
<b>C. REFRIGERATION AWARD SUBMISSION</b>		
1. Submission of a Milton Garland Commemorative Comfort – Process – Cold Chain Award for Project Excellence in Regional Competition	50	
2. Submission of a Milton Garland Commemorative Comfort – Process – Cold Chain Award for Project Excellence in Society Competition	150	
3. For having at least one YEA member involved in a submission of a Milton Garland Award or Comfort Cooling Award	15	
	<b>Total =</b>	
<b>D. REFRIGERATION COMMITTEE</b>		
1. Refrigeration Committee with at least 2 members	50	
2. Additional points for each YEA member on the Subcommittee	10 per YEA (max 20)	
	<b>Total =</b>	
<b>TOTAL POINTS EARNED</b>		
<b>A. REFRIGERATION/REFRIGERANTS PUBLICATIONS AND INDUSTRY PARTICIPATION</b>		
<b>B. REFRIGERATION/REFRIGERANTS PROGRAMS</b>		
<b>C. REFRIGERATION AWARD SUBMISSION</b>		
<b>D. REFRIGERATION COMMITTEE</b>		
	<b>Total =</b>	

**SUBMIT TO CTTC CHAIR AND STAFF LIAISON BY SEPTEMBER 30**

## 24. Appendix X: Content, Format, and Handling of Motions

### Introduction

A motion is an important tool for conducting business within the Society and for proposing action on an important issue. A motion should be written in succinct language. If a motion is expected to move through several levels of approval (for example from a subcommittee to a committee, then to a council and ultimately to the Board), state what is recommended but omit references as to which body must approve it. The committee can then pass the motion along to the council (and to the Board, if required) as it is written without having to rephrase it. If a rule or policy already exists, a motion to re-affirm the rule or policy is out of order.

### Content

When a motion is made recommending that a higher body approve it, the following should be included:  
Motion (request action)  
Background (reason for action)  
Fiscal impact (estimated cost of action)

### Format

The body of a motion should contain as completely as possible the following information:

1. State the action that is being recommended. For example, "I move that \$75,000 be allocated..."
2. Qualify elements of the motion so that they are not open for interpretation, debate or negotiation. For example, "I move that \$75,000 be allocated to develop a certification course on fan design..."
3. Include the time frame for completing the action if a time is desired. For example, "I move that \$75,000 be allocated to develop a certification course on fan design to be completed by June 2007."
4. If a motion is anticipated to become a Rule of the Board (ROB) it should be worded as a rule. A rule number should also be suggested. Existing related rules may be included in the background. If a motion is to amend an existing ROB, deletions should be shown as strikethroughs and additions should be shown as double underlines. See examples below.

### New ROB:

"I move that a new ROB be added to ROB Volume 2, 2.105.003, to read as follows:

*A reference manual should contain reference documents, white papers, guides etc. that the council or committee uses in conducting its work but that are not appropriately a part of the Rules of the Board or the council's or committee's Manual of Procedures.*

### Amendment to existing ROB:

"I move that the proposed change to the Election and Appointment Procedures be approved as follows (strike through = deletion; double underline = addition):

Rev. 2006.09.17

1. Unless otherwise provided, the committee members and the respective chairs thereof shall be selected by the President-Elect in advance of the annual meeting and be confirmed by the President-Elect when he/she takes office as President, with the approval of the Board of Directors at the first meeting called after the report on the election. (SBL 7.2)

2. The selection procedure for each standing committee which is not directly elected by the Board of Directors is as follows: At least two months prior to the Annual Meeting, the President-Elect shall submit recommended appointments of standing committees and their respective chairmen and vice-chairmen to the Board of Directors. With approval of the Board, these designated shall, at least 30 days prior to the annual meeting, Appointees shall be invited to attend any meetings of their committees that may be called during the Annual Meeting. Committee appointments shall be approved by the Board of Directors as required by the Society Bylaws (65-07-04-23/95-01-29-05).

## **BACKGROUND**

Provide progression of events, the reason (what the action would accomplish) or other information that would help the approving body to debate and decide on the issue. The more thorough the background, the more convincing the arguments, the more complete the research, the more beneficial the request is to the betterment of the Society, the more likely the motion will be approved. Include the recommending body's vote count to assist the approving body in determining the level of support or controversy.

When a motion is made, it must be seconded unless it is from a committee or subcommittee. Once the motion is moved and seconded, the chair then states the motion unless it is presented in writing and all members have copies.

## **FISCAL IMPACT**

Include an estimate of the cost to take the action requested. State whether this amount has been included in the budget for the year in which the expense will be incurred. If the expense will be incurred in a future year, request that the amount be included in that year's budget. If there will be no fiscal impact, this should be stated.

\* \* \* \* \*

Attachment A - Summary of Motions based on *Robert's Rules of Order Newly Revised*  
Attachment B - Format for Motion (used for a motion made during a meeting)

Rev. 2006.09.17

## Attachment A

### Summary of Motions Based on *Robert's Rules of Order Newly Revised*

This summary provides *At a Glance* information on handling motions that may arise during a meeting.

MOTION	PURPOSE	SECOND	DEBATABLE	AMENDABLE	MOTIONS HAVING HIGHER RANK	VOTE	DESCRIPTION
1. Main	Introduce business	Yes	Yes	Yes	All	Majority+	The lowest rank of motion. To Amend Rules a $\frac{2}{3}$ vote and Previous Notice is required.
2. Postpone Indefinitely	Defer a matter or kill it	Yes	Yes (on the Main Motion as well as postpone)	No	All except 1	Majority	May be applied only to main motions including Questions of Privilege.
3. Amend *	To change or modify a pending motion	Yes	Yes (but confined to the amendment)	Yes	All except 1,2	Majority (The vote is on the amendment only. Main motion returns for vote either amended or not.)	Amend by insert or add, strike out, strike out and insert, substitute (a whole paragraph or resolution)
4. Commit x	To place business in hands of a few (e.g. a committee)	Yes	Yes (as to propriety of committing only)	Yes	5,6,7,8,9	Majority	The motion Commit adheres to the Main Motion and together they make one question.
5. Postpone to set a time	To set a time when a matter must be considered	Yes	Yes (only as to the propriety of postponing)	As to time As to Special or General Order	6,7,8,9	Majority $\frac{2}{3}$ for Special Order	If passed the subject cannot be taken up before the set time except by a $\frac{2}{3}$ vote. General Order – a certain day Special Order – a certain time
6. Previous Question	To stop debate and order an immediate vote	Yes	No	No	7,8,9	2/3	To make this motion state: The Previous Question is moved on (State main motion or amendment on which vote is demanded.) Calling out question, question carries no requirement for action by the chairman.
7. Table Take from table	To lay aside a matter such that it May be considered later.	Yes	No	No	8,9	Majority	Table is not used to suppress the motion. Postpone Indefinitely should be used to suppress.
8. Orders of the Day	To force a meeting to return to the program, which is the Order of the Day	No	No	No	9	2/3	Must be called for at a time when Orders of the Day are being deviated from (Except Special Orders).
9. Question of Privilege	To get the attention of the Chair at once	No	No	No	Adjourn	Majority	Use to Ask a Question – to attend to some matter of business that cannot wait. Usually decided informally, without floor. Do not wait for recognition from the Chair.

+ A majority means more than half of those who voted for or against the motion. A  $\frac{2}{3}$  vote means  $\frac{2}{3}$  of those who voted for or against the motion.

\* There may be only one amendment to the *Main Motion* pending at one time. This 1st degree amendment may have only one amendment (2nd degree) pending at one time. As each is voted, other amendments may be offered in succession. *Previous Question* (stop debate and vote) may be applied to a motion or an amendment. A *Substitute Motion* is an *Amendment*. Amendments must be germane to the subject matter to be amended. After all amendments are voted, vote on what has become the *Main Motion as amended*.

x When a committee is to be appointed, nomination for the committee may be made from the floor. Chair puts vote; beginning with first named in succession. When the naming of the committee devolves upon the chairman, before the committee can act, the names must be announced to the assembly, unless permission is granted to the chairman to do otherwise. Whoever appoints the committee has power to appoint the chairman and fill vacancies. The committee reports to the assembly.

MOTION

CHAPTER TECHNOLOGY TRANSFER COMMITTEE

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

MOTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BACKGROUND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FISCAL IMPACT: \_\_\_\_\_

\_\_\_\_\_

Vote count: For  Against  Abstaining

Chairman voting? Yes  No

Motion passed  Motion failed

Motion referred to: \_\_\_\_\_

## 25. Appendix Y: Guidelines for Awards

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to Members council and the BOD for review and approval.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

1. Personal Honors
2. Personal Awards for General Society Activities
3. Personal Awards for Specific Society Activities
4. Paper Awards
5. Society Awards to Groups or Chapters

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Paper Award, etc.) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming an award for an individual member.

Each proposed award shall be submitted with a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

Proliferation of awards that will tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige.

Awards may be proposed by any committee, chapter, or individual to the immediate authority but eventually must pass through the Honors and Award Committee for approval prior to submission to Members Council and then to the Board of Directors. The Honors and Awards Committee will assist anyone wishing to submit a proposal for a new award. The proposal should be reviewed early in the process to allow determination for the appropriate nature of the anticipated award and meeting all necessary criteria for acceptance.

(Revision Approved by Members Council January 30, 2007 for addition to Volume 2, Standing Rules, General Rules, Board, Councils and Committees)

## 26. Appendix Z: Mentoring Program

(ROB 100-128-003)

During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

1. Before the next meeting of the Board of Directors/Board of Governors, Council or Committee Meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose.
2. The mentor should make every effort to update the new member on:
  - A. Board of Directors/Board of Governors, Council, Committee or Chapter functions, focus and objectives.
  - B. Review the Board Approved Rules (BAR) and Manual of Procedures (MOP) with the new member.
  - C. Discuss the typical meeting format and member duties and responsibilities.
3. The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:
  - A. Member's field of expertise and employer
  - B. Chapter and city of the new member
  - C. Former chapter, region and Society positions previously held by the new member
4. The new member will be sent a copy of the group Board Approved Rules (BAR), Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

The chair of the Board of Directors/Board of Governors, Council, Committee or chapter shall have the following responsibilities:

1. Assign a mentor to each incoming new member of the group prior to the first meeting.
2. Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.
3. Assess at a later meeting the effectiveness of the mentor/new member relationship.
4. Provide any assistance to enhance the mentor/new member relationship.

Completion date: The relationship terminates at the end of the new member's first year in the group.

## **27. Appendix AA: Tips for Making a Chapter Visit**

### **BEFORE YOU GO:**

1. Notify the Chapter President and Grassroots Committee Chair (if you're an RVC) that you are planning a trip to visit their Chapter.
2. Utilize the ASHRAE GAME criteria to fly, drive, take public transportation, ride a bike or walk to the Chapter meeting, if possible.
3. If you're an RVC, make sure the Chapter Committee Chairs and their Committee members will be at the meeting.
4. Arrange with the Chapter President and Committee Chair for time to speak during the Chapter meeting.
5. Arrange to attend BOG meeting – find out date/time – ask them for a “special” meeting, if they don't typically meet the same day as the Chapter meeting.
6. Ask to make other local visits – school, employer, etc. or offer to conduct a work shop
7. Confirm date, get there early, confirm hotel transportation, and provide them with a summary of what you want to see/do and any audio-visual needs. Give them information on your presentation (if speaker). Send bio for their newsletter.
8. Ask where they need help –
9. Prepare some information regarding ASHRAE Society news to share.
10. Review their Newsletter/website, prior to your visit.

### **DURING YOUR VISIT:**

1. Attend BOG meeting – actively participate, rather than observe. Some people even run the meeting or send them questions before their visit to reply to.
  - A. Remind them to update their ASHRAE bios.
  - B. Say something different from main meeting talk, but it's ok to reinforce some issues. Focus more on how to help them keep their Chapter viable.
2. Meet with your Grassroots Committee and its Chair, separately.
  - A. Catch up on training
  - B. Refresh
  - C. Help w/questions
  - D. Training their replacement – help ID or meet them
  - E. Review plan/MBO's
3. Make local visits – school, employer, facilities, govt. office, media, church, etc.
4. Check their ASHRAE literature stash and advise on sources for updating brochures.
5. Speak for at least 10 minutes. You are giving up valuable personal time, ASHRAE paid for you to travel all that way, and the Chapter is paying for your hotel. Give them at least 10 good minutes of presentation with a high level of value. Prepare, practice, and deliver a high quality talk.



6. Perform your “function” at their Chapter meeting (raise some \$ for RP if you’re the RP RVC, sign up a member if you’re MP RVC, etc.)
7. Give training seminar or work-shop if you have a skill area to share.
8. Invite guests to join ASHRAE.
9. Invite people to make an ASHRAE Research donation.
10. Meet lots of people. Model to the Chapter members how to work a room, introducing people to each other, making everyone feel welcome and engaged.
  - A. Read “How to work a room”.
11. Invite people to attend the CRC (do this at the BOG and at the Main Meeting)
  - A. Ask who is going
  - B. Explain why you should go
  - C. Explain what it is, if needed.
12. Try to help them understand what the Region is-how its glue between Society and Chapter.

**AFTER YOU GO:**

1. Follow up on your promises to them/to do list within 2 weeks.
2. Follow up report sent to DRC – within 2 weeks to DRC, who will share with the rest of the regional executive group. Include the following in your report:
  - A. Any logistical warnings
  - B. Upcoming issues/events to be aware of
  - C. What you did/saw
  - D. Your perception of the condition of the Chapter
  - E. update of the Dan Mills Chapter Programs Award search list
  - F. List who you were told is going to CRC
  - G. Any special successes/challenges.
3. Send thank-you for hosting to Chapter President and Grassroots Committee Chair.
  - A. Recognize any special assistance provided to you (airport pick-up, taken fishing, etc.)
  - B. Should be a US Postal note, not just an e-mail or phone call. Within 2 weeks.

## **28. Appendix BB: PAOE Interpretation Guidelines**

### **PURPOSE:**

1. To streamline PAOE interpretation throughout Chapters within all Regions and the Society. This will allow for better comparison between Chapters and between Regions.
2. To avoid a too-liberal interpretation of some item(s) leading to an excessive number of points being entered. Items known to easily lend themselves to abuse include:
  - A. Articles within Chapters Newsletter and/or Website
  - B. ASHRAE document reviews

### **DEFINITIONS:**

Meeting: A dinner, lunch or breakfast seminar or other meeting where a minimum 45-minute business or technical presentation or panel discussion is held. HVAC&R courses for continuing education, technical sessions, tours and social events are excluded.

Geographical Location Different Than: Any location different than the Chapter's usual meeting (see definition above) location chosen for its value in exposing more of the public or more students to ASHRAE and the local Chapter.

## **29. Appendix CC: CTTC Chapter Chair Calendar**

### **May – July**

1. Recruit the CTTC Chair (if not filled yet) and additional CTTC committee members as needed.
2. Set up a CTTC committee meeting and assign members to manage Program, Technology Transfer, and Refrigeration activities, etc.
3. Develop an article for Chapter newsletter that highlights events and overall PAOE of last year's Chapter meetings.
4. Contact your CTTC Regional Vice Chair (RVC). Prepare and attend Fall CRC workshop (if appropriate).

### **August**

1. Review the current year's society PAOE CTTC sheets with committee and BOG members, develop tentative Chapter monthly programs (speech sessions, dinner speeches, tours, etc.) of the year (typically from September through May). Encourage joint activities with local government and other professional organizations, universities, and schools.
2. Prepare MBO to the Chapter President.
3. Review the current society list of Distinguished Lecturers (DLs) and their topics, propose the preferred DL topic/speaker to BOG, reserve a DL allocation with RVC, if possible contact nearby Chapters for multiple speeches/stops with a single DL allocation. With consent from RVC, then contact the DL speaker to set up a mutually agreed date to speak at a Chapter meeting, and submit DL Participation Form to RVC for approval.

### **September**

1. Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
2. Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
3. Work with Program Chair and announce tentative meeting programs for the coming months.
4. Announce Chapter-level Technology Award deadlines, requirements for competitions at Chapter, Regional and Society levels and actively encourage and assist submissions.
5. Schedule a planning session with RVC, which is due by October 30th.
6. Schedule a DRC and RVC visit to a Chapter meeting.

### **October**

1. Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
2. Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
3. Work with Program Chair and announce tentative meeting programs for the coming months.
4. Schedule a planning session with RVC, which is due by October 30th.
5. Schedule a DRC and RVC visit to a Chapter meeting if not confirmed yet.

6. If Distinguished Lecturer program has not been used, consider applying for an unused DL allocation after November 30 (if any left) through RVC.

### **November**

1. Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
2. Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
3. Work with Program Chair and announce tentative meeting programs for the coming months.

### **December**

1. Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
2. Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
3. Work with Program Chair and announce tentative meeting programs for the coming months.
4. Remind BOG members, committee chairs and membership to report qualified, while unclaimed PAOE activities, and enter these PAOE points before the end of year.
5. Remind Chapter members in newsletter for the upcoming society winter conference and AHR trade show.

### **January**

1. Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
2. Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
3. Work with Program Chair and announce tentative meeting programs for the coming months.

### **February**

1. Contact your CTTC RVC. Prepare and attend Spring CRC workshop (if appropriate).
2. Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
3. Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
4. Work with Program Chair and announce tentative meeting programs for the coming months.

### **March**

1. Contact your CTTC RVC. Prepare and attend Spring CRC workshop (if appropriate).
2. Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
3. Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
4. Work with Program Chair and announce tentative meeting programs for the coming months.

5. Assemble judges, judge Chapter's Technology Award entries, and notify Chapter winners. Forward first-place winner/entry in each category to RVC for Regional competition.
6. Announce the date/time and topic of society web seminar to membership.

### **April**

1. Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
2. Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
3. Work with Program Chair and announce tentative meeting programs for the coming months.
4. Assemble judges, judge Chapter's Technology Award entries, and notify Chapter winners. Forward first-place winner/entry in each category to RVC for Regional competition.

### **May**

1. Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
2. Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
3. Work with Program Chair and announce tentative meeting programs for the coming month (including golf-outing).
4. Help Chapter's Regional Technology Award first-place winners to refine entries in preparation for Society submittal.
5. At near completion of CTTC activities and PAOE reports of the year, consult with RVC and consider submitting Dan Mills Award application, due by September 30<sup>th</sup>, to Society.
6. Remind Chapter members in newsletter for the upcoming Society annual conference.

### **June**

1. Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
2. Remind BOG members, committee chairs and membership to report qualified, while unclaimed PAOE activities, and enter these PAOE points before July 15<sup>th</sup>.
3. Help Chapter's Regional Technology Award first-place winners to refine entries in preparation for Society submittal, ensure the submissions will be received by Society by September 1<sup>st</sup>.
4. At near completion of CTTC activities and PAOE reports of the year, consult with RVC and consider submitting applications for Donald A. Siller Refrigeration Award and Dan Mills Chapter Programs Award, due by September 30<sup>th</sup>, to Society.