**Ideas for Chapter Programs – Formats & Topics**

Updated August 2014

1. ASHRAE Distinguished Lecturers [www.ashrae.org/distinguishedlecturers](http://www.ashrae.org/distinguishedlecturers)
2. Annual CTTC Webcast – View Webcast as a Chapter Program with Lunch
3. TC Night – Presentation of TAC PowerPoint by a TC Member
4. Panel Programs or Forums
5. Technical Tours/Field Trips
6. Technical/Research Talks
7. Membership Promotion Night
8. Student/Young Member Night
9. All Day Chapter Seminars
10. Co-Sponsored Conferences/Seminars
11. National Engineers Week
12. Non-Technical Talk
13. Joint Meetings with Other Organizations
14. Community Service Activities

**Technical Talks**

* ASHRAE Energy Efficiency Standards
* Indoor Air Quality
* Ventilation/Fans /Pumping Systems
* Building Moisture Control
* Refrigeration
* Life Safety (liability /codes)
* BacNet/Communications Protocol
* Commissioning

**Field Trips**

* University Research Labs
* Food Processing Facilities
* Application Installations
* Laboratories
* Plant Tours
* Breweries
* Clean Rooms

**Seminars/Conferences**

* One or Two Per Year
* Valuable in Promoting ASHRAE
* Technical Seminars
* Co-sponsored Conferences

**ASHRAE Learning Institute (ALI) Chapter Professional Development**

**(Visit ww.ashrae.org/education for more information)**

* Instructor-Led Seminars
* Self-Paced Courses
* Developed and presented by subject matter experts at discounted rates to chapters
* Each seminar uses ASHRAE peer-reviewed materials that provide practical information that can be put to immediate practice.

**Research Talks**

* ASHRAE Research (staff speakers, Research Administration Committee Members)
* University Research
* Trade Association Research
* Private Research

**Joint Meetings**

* Other Nearby Chapters (consider e-meetings or web conferencing)
* Other Societies (engineering, technical, architects, construction, contracting, trade

**Mini Trade Shows**

* Chapter Sponsored Equipment Expositions
* Tend to be Good for Chapter Membership and Bank Account
* Some Restrictions Apply
* Consult Manual of Chapter Operations for Guidelines

**Chapter Product Shows**

* Maximum of Three Displays (4 x 8 table)
* No Restrictions on Number of Products
* Cannot Interfere with Chapter Meeting
* No Discussion of Product during Program
* Disclaimer Posted in Display Area and Listed in Published Announcements
* Consult Manual of Chapter Operations for Guidelines

**Young Members**

* Meeting or Technical Program Targeted to the Interests of Young Members
* Young Member Breakfast, Luncheon, Night, Sports Day, Picnic
* Career Mentoring by Senior Chapter Members
* Professional Development Seminars
* Member of MP Committee and YEA Committee to sit on CTT Committee
* P.E. Study Group

**Don’t Forget The “R” In ASHRAE – Refrigeration**

* Plan a Chapter Refrigeration Month Program
* Use the Society Refrigeration Committee’s Speaker’s List
* Plan Technical Tours of Ice Rinks, Breweries, Food Processing Plans
* Use Technical Committees (TC 10 – Refrigeration Systems) for Program Topics & News