

## If A Speaker Cancels. . .

**If a Chapter speaker cancels at the last minute due to weather, transportation, or personal reasons, the Chapter should have a contingency plan. Below are suggestions to ensure a smooth replacement of the scheduled program.**

1. Prior to the start of the Society year, develop a list of local speakers who are willing to serve as back-up. Your list can include Distinguished Lecturers in your area, Chapter members, faculty at area schools, etc. You can also contact your CTTC RVC for a Regional Speakers List.
2. Have members who serve on TCs deliver a presentation. The presentation can be done on either work their TCs are involved in or soft skills training. See the presentation and script developed for presentation by TC members available at <https://www.ashrae.org/standards-research--technology/technical-committees>.

The listing of Chapter members on TCs is available by request from Rhiannon Masterson at [ChapterPrograms@ashrae.org](mailto:ChapterPrograms@ashrae.org).

3. If there is an ASHRAE Research Project being conducted in the area, contact the primary researcher to deliver a presentation. Research projects are being conducted in every Region. The listing is available at <https://www.ashrae.org/standards-research--technology/research>.

If you have additional questions, contact Mike Vaughn at [mvaughn@ashrae.org](mailto:mvaughn@ashrae.org).

4. Maintain a library of ASHRAE DVDs. These are available at [www.ashrae.org/bookstore](http://www.ashrae.org/bookstore).
5. Present an ASHRAE Conference Seminar Recording, available at [www.ashrae.org/bookstore](http://www.ashrae.org/bookstore).
6. Select a presentation from the listing available on the CTTC Chapter Program Resources page at <https://www.ashrae.org/communities/committees/cttc-program-resources>