

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.
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