



TC Program Sub Committee Chair - ASHRAE CEC Introduction

February 1, 2011



Agenda

- CEC overview
- Your “Liaison” to the CEC
- Your Responsibilities
- Program Types
- The Program Leaders
- The ASHRAE Website
- Commercialism
- Typical Schedule
- Future Meetings



CEC

Conferences and Expositions Committee

- Relatively new committee – formed in 2008
- Replaced the Society Program Committee (SPC) and Meetings & Arrangements Committee

CEC Scope and Purpose

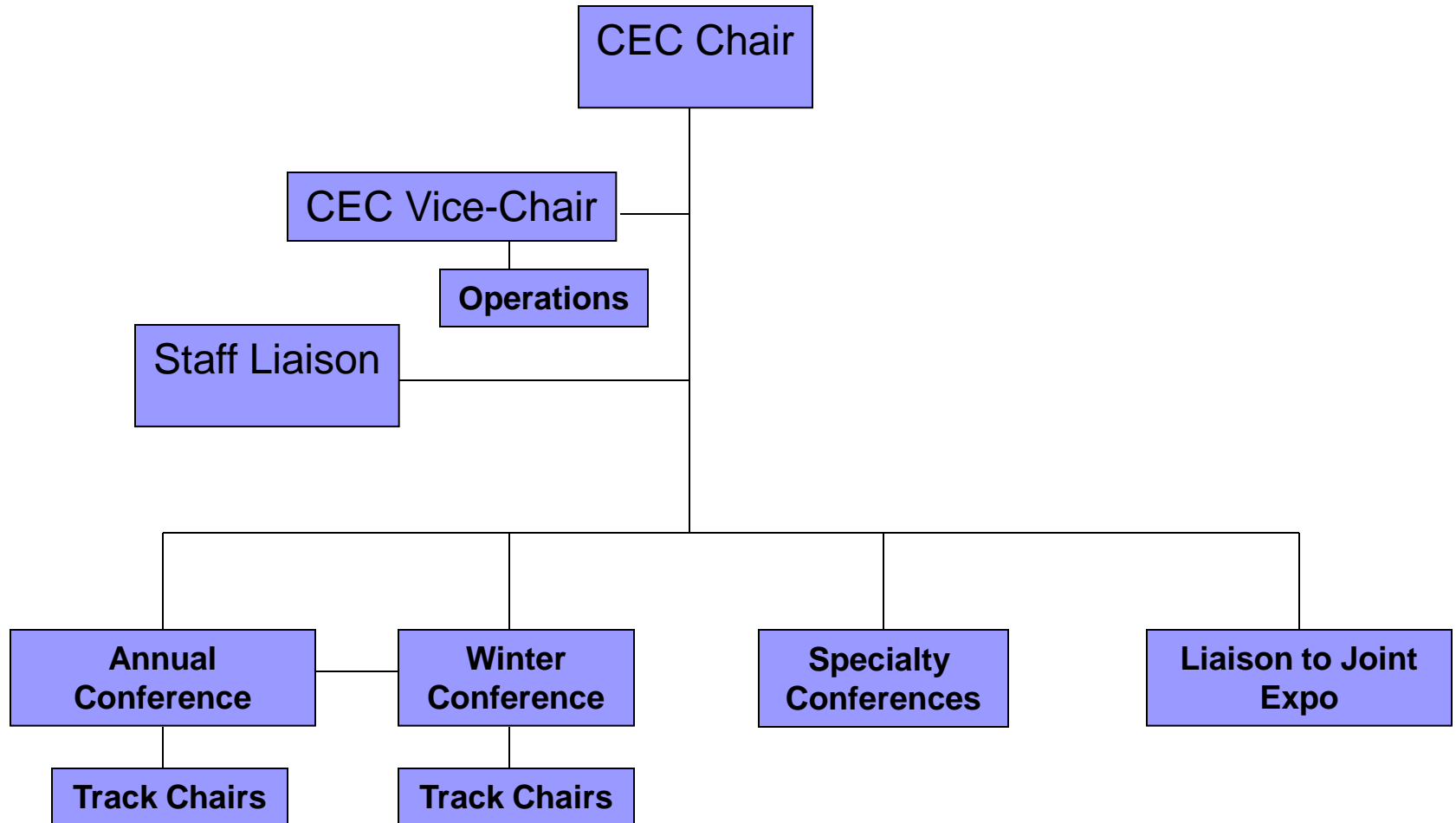
- This committee shall provide ASHRAE members and other meeting attendees with fully coordinated, cost effective, theme-based **meeting experiences** with balanced technical and business/professional content. It shall prepare technical **presentations** and **expositions** that expand on ASHRAE's position as leader in the HVAC&R industry, provide a venue for general **education** of people new to the HVAC&R industry and **facilitate technology transfer** of new innovations in the HVAC&R industry.



Directives to Committee

- Establish, plan and populate conference content which is relevant to ASHRAE members
- Improve the Conference experience
 - Expand participation
 - Make content relevant to Meeting Attendees
 - Professionalize content delivery
 - Assure content is relevant and usable
 - Evaluate ways to improve the social and networking functions
 - Provide great Conference deliverables

CEC Organizational Chart



Interface with TC Program Sub-committee Chair



Technical Papers,
Conference Papers,
Seminars and Forums



Four Program Options

- Technical Papers

- Previously called transaction Sessions

- Conference Papers

- New in Albuquerque

- Seminars and Forums

- Traditionally organized by TCs
- No change from past meetings



Technical Papers

- More involved papers usually detailing research or similar activities
- Maximum of 30 pages in length
- Rigorous double-blind review process
- Longer time line for development and approval
 - Final papers required about 9 months prior to a Conference to go through the review process
- Published in Transactions

Conference Papers

- New in Albuquerque
- Less rigorous than technical papers
- Maximum eight pages in length, single spaced
- Single blind review process
- Shorter time line for the Conference
 - Abstracts due about 9 months prior
 - If accepted, papers due 6 months prior
- Published in the Conference Transactions

Seminars & Forums

- Same submittal process as past meetings
- Subject to Commercialism Review (Seminars)
- Scheduled AFTER Conference paper & Technical Paper Sessions
- TC's select Session Chairs and Speakers
- Abstracts due 6 months before the meeting
- Presentations due 1 month prior to the meeting for commercialism review.



Seminar & Conference Paper
Authors, Session Chairs,
Reviewers



Authors

- Develop and submit abstract
- Develop Power Point presentations
- Submit presentation to web site
- Revise presentation as directed by Track Chair and/or Session Chair
- Visit Speakers Lounge before the presentation
- Present the program
- Provide learning objectives for NY PDH Process
- Answer questions for the Virtual Conference

Learning Objectives for this Session

- Learn how to help ensure your next small healthcare project uses less energy
- Learn how the Guide is organized and how to best take advantage of the information provided
- Understand how to apply the unique set of energy saving recommendations for each climate zones
- Understand the energy modeling & the prototype facilities that is the basis for the recommendation tables
- Learn specific “how to” tips on reducing Envelope, Lighting, and HVAC energy use
- See facility case studies that demonstrate actual energy saving performance

ASHRAE is a Registered Provider with The American Institute of Architects Continuing Education Systems. Credit earned on completion of this program will be reported to ASHRAE Records for AIA members. Certificates of Completion for non-AIA members are available on request.

This program is registered with the AIA/ASHRAE for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA of any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product. Questions related to specific materials, methods, and services will be addressed at the conclusion of this presentation.



Seminar Chair

- Develop a seminar abstract and identify speakers
- Upload the required information on the session and speakers to the Conference website
- Make sure speaker presentations are uploaded prior to the Conference and meet all requirements
- Coordinate presentations to minimize overlap and make sure the timing is correct
- Introduce and monitor session at the Conference
- Assist authors with the identification of Learning Objectives for NY PDHs

Conference Paper Session Chair

- All of the seminar chair items
 - With the exception of organizing the session, that may be done by the track chair
 - Conference papers can be submitted individually or as a predefined session
- Identify and engage reviewers for the conference papers
- Make sure authors and reviewers are working to the required deadlines
- Find additional paper reviewers if needed (If assigned reviewers can't agree)
- Assist authors with the identification of Learning Objectives for NY PDHs



Track Chairs



Liaison Responsibility for the Track:

- Liaison to Technical Program Chair
- Liaison to Session Chairs in the Track
 - Assist in set up of Abstract Central and Manuscript Central
 - Verify schedule compliance
- Resource for authors/speakers and session chairs

Technical Responsibility for the Track:

- Develop track abstract
- Oversee Technical Content
- Review and accept/reject abstracts (Conference papers, Seminars and Forums)
- Solicit assistance from TC with the specific interest/expertise in the area of the track
- Create and assemble sessions within the track
- Assign session chairs as needed
- Monitor/assist in Conference Paper review process



Leadership Responsibility for the Track:

- Contact session chairs to confirm schedule compliance
- Assist Technical Program Chair and session chairs in the successful completion of their work.



Program Sub Committee Chair Responsibilities



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[Technical Committees](#)

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Technical Committees



General TC Information

- ▶ [What is a Technical Committee?](#)
- ▶ [Applying for Membership on a Technical Committee](#)
- ▶ [Create or Update Your ASHRAE Biographical Record and Contact Information](#)
- ▶ [The Role of TCs, TGs, and TRGs in ASHRAE \(PPT\)](#)
- ▶ [Master Calendar \(updated July 2009\)\(Excel\)](#)
- ▶ [2009-2010 Position E-mail Alias List](#)
- ▶ [Complete List of Current ASHRAE TC/TG/TRGs with Scopes \(updated January 2010\)](#)
- ▶ [Information for Young Engineers in ASHRAE \(YEA\)](#)

Procedures, Forms & Information for TCs/TGs and TRGs

- ▶ [Manual of Procedures for TCs, TGs, and TRGs \(09/2009\) \(PDF\)](#)
- ▶ [Routine Forms for TC/TG/TRGs](#)
- ▶ **George B. Hightower Technical Achievement Award for TC Members**
[Hightower Award Procedures \(Word\)](#)
[Hightower Award Nomination Form \(Word\)](#)
- ▶ [Web site Hosting Service for TC/TG/TRGs](#)
- ▶ [TC Meeting Request Form for 2011 Winter Conference \(PDF\)](#)
- ▶ [TC Meeting Request Form for 2011 Winter Conference \(Word\)](#)
- ▶ [Research](#)
- ▶ [Handbook](#)
- ▶ [Program](#)
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MANUAL OF PROCEDURES

FOR

ASHRAE TECHNICAL COMMITTEES, TASK GROUPS, AND TECHNICAL RESOURCE GROUPS

3.2 Technical Responsibilities. TC/TG/TRGs shall advise on all specific subjects referred to them by TAC and shall, at the request of the Research Administration Committee (RAC), the Handbook Committee, the Standards Committee, the Society Program Committee, the Chapter Technology Transfer Committee, the Publishing Committee, the Director of Technology, the Manager of Research and Technical Services, or the Manager of Standards, advise on technical matters, review technical papers, develop information, or prepare technical material or special publications. Technical inquiries shall be handled expeditiously.

3.2.1 Each TC/TG/TRG is charged with the responsibility of reviewing Handbook chapters within its field of interest and making appropriate recommendations to the Handbook Committee. The TC/TG/TRG is responsible for the technical content of these chapters, but review and revision must be coordinated with the publication schedule established by the Handbook Committee.

3.2.2 TC/TG/TRGs shall propose to the Society Program Committee and the Publishing Committee subjects for papers, articles, forums and other programs, and, if requested, shall assist in the development of such items. They shall encourage the preparation and submission of technical materials for presentation at meetings.

Program Sub Committee Chair Responsibilities

- Maintain a list of Program Ideas
- Solicit program chairs and speakers
- Assist in creating programs on-line
- Solicit reviewers – (Conference Papers)
- Assist in loading programs
- You are not necessarily responsible for presenting all of your TC's programs!



Program Sub Committee Chair Responsibilities

- Encourage the planning of Conference Paper Sessions
 - i.e. Assign session chairs
 - Select authors
 - Arrange the session with two or three papers.



The ASHRAE Website

www.ashrae.org



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Quicklinks

American Society of Heating, Refrigerating and Air-Conditioning Engineers



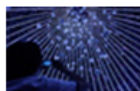
About ASHRAE

The American Society of Heating, Refrigerating and Air-Conditioning Engineers advances technology to create a sustainable world. Membership is essential for the field. **Click here to join ASHRAE**. Click here to see the value of ASHRAE membership

- Events Home
- AHR Expo
- Annual Conference
- ASHRAE Conferences
- Endorsed Events
- Conference Sponsorship
- Papers and Programs
- Virtual Annual Conference



ASHRAE Launches New Online Store: Easy Access to a World of HVAC&R Information



ASHRAE members aren't looking for data or information – they want focused solutions for the design and implementation challenges they face. A new tool to make finding those solutions easier and quicker is now available from ASHRAE. [Learn More](#)

ASHRAE's 2010 Annual Conference Albuquerque, New Mexico, June 26-30, 2010



The 2010 Annual Conference also offers you the opportunity to help take your career to the next level through a variety of educational courses and the technical program. [Learn More](#)

ASHRAE Handbook ONLINE



For the first time ever, you can now access all four current ASHRAE Handbook volumes online. **Now only \$49 for ASHRAE members**, a one-year subscription gives you immediate access to both I-P and SI editions. [Learn More](#)

2010 Annual Conference is June 26-30, 2010; Virtual Conference Opens June 28



Don't miss this opportunity to take your career to the next level through a variety of educational courses and the technical program. Attend the technical program virtually. [Learn More](#)

2010 ASHRAE Handbook Now Available

Total Building Sustainability Package: Standard 189.1 Now Available

News

- 6/27 [ASHRAE Introduces Its First iPhone App](#)
- 6/26 [Outstanding Achievements Recognized at ASHRAE's Annual Meeting](#)
- 6/24 [ASHRAE Handbook: A Reliable Resource for Refrigeration](#)
- 6/21 [ASHRAE Publishes 2010 Residential IAQ Standard](#)

AHR EXPO
Jan. 31 - Feb. 2
2011
LAS VEGAS
ahrexpo.com

The Only Specialty
Jobs Board for
HVACR Engineers

ASHRAE jobs

ASHRAE Conference Sponsor



Live Web Site Demonstration

<http://www.ashrae.org/>



Commercialism

What is Commercialism?

Commercialism is inclusion of visual, written, or verbal references to *any organization* for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization.



Conferences and Expositions Committee – Commercialism

- The CEC has been tasked with organizing the technical sessions at Annual and Winter Conferences. Part of this task is to review all presentations for commercialism.



Why do we care?

- The ASHRAE Technical Program is the industry leading source of technology transfer through the use of live presentations.
- It is world-renowned as a source for **unbiased** information delivered in a **non-competitive** environment.



Program Schedule

Typical Program Schedule

June 2009	Select Conference Theme	- 24 months
March 2010	Select Conference Chair	- 15 months
	Send Preliminary Tracks to TAC for Comment	- 12 to 18 months
	Finalize Tracks	- 16 months
June 21, 2010	Track Announcement/Call for Papers	- 12 months
	Web Site Goes Live	
	Track Committee Members Identified	
Sept. 17, 2010	Technical Papers Due for Review	- 9 months
Sept. 17	Conference Paper Abstracts Due	
Sept. 17	Conference Paper Session Request	
Oct. 1	Conference Paper Abstract Accept/Reject Notifications	- 8.5 months
Dec. 17	Conference Papers Submitted for Review	- 7 months
Jan. 14, 2011	Web Site Opens for Seminar and Forum Proposals	
Feb. 14	Seminar and Forum Program Proposals Due	
Feb. 21	Conference Papers Accept/Reject Notifications	- 4months
Mar. 14	Final Technical Papers Due	- 3.5 months
Mar. 14	Final Conference Papers Due	- 3.5 months
Mar. 18	Notifications of Seminar and Forum Accept/Reject Distributed	
May 6	Upload of PPTs Begin	- 7 weeks
June 6	All PPTs Due Online	- 2.5 weeks
June 25, 2011	Speaker's Lounge Opens	



What the Future Holds



Future Meetings

- Montreal, Quebec
 - June 25-29, 2011
 - Net Zero Buildings

- Chicago, IL
 - Jan 21 – 25, 2012

- San Antonio, TX
 - June 23 – 28, 2012

- Dallas, TX
 - Jan, 2013

- Denver, CO
 - June, 2013

Recent CEC Changes

- Want to be a conference paper reviewer?
 - Come to the Speaker's Lounge
 - Sign up in your area of interest
 - Contact a Track Chair directly

- Speaker Review and Evaluations
 - Evaluation Scoring to be tracked
 - 3.5 Scoring needs to be achieved
 - 3-strike rule

- New York PDHs to be provided for all sessions
 - Learning Objectives required for all sessions
 - To be administered by the session chair
 - A session can't be submitted without the information.



Communication and Feedback

Communication & Feedback

- Montreal Meeting
 - TC Chair Training (Ongoing)
Sunday @ 9:45 am
 - TC Program Sub-committee Chair Training (ongoing)
Tuesday @ 11:15 am
- NOTES
 - TC Chair A newsletter published by CEC in the Spring and Fall
Lists dates of conference submittals
- Speaker Lounge
 - Visit CEC members in the Speaker's Lounge at any time with questions.



Questions?





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ASHRAE Conferences



Future ASHRAE Conferences

- ▶ [ASHRAE 2010 Annual Conference — Albuquerque, NM](#)
- ▶ [ASHRAE 2010 Virtual Annual Conference](#)
- ▶ [Road to Climate Friendly Chillers](#)
- ▶ [AHR Mexico, October 2010](#)
- ▶ [IAQ 2010: Airborne Infection Control - Ventilation, IAQ & Energy Conference](#)
- ▶ [2011 ASHRAE Winter Conference — Las Vegas, NV](#)
- ▶ [Future ASHRAE Winter and Annual Conference Themes](#)

← Select Conference

Winter	Annual
Jan 23-27, 2010 - Orlando, FL	Jun 26-30, 2010 - Albuquerque, NM
Jan 29-Feb 2, 2011 - Las Vegas, NV	Jun 25-29, 2011 - Montreal
Jan 21-25, 2012 - Chicago	Jun 23-28, 2012 - San Antonio

Notice of Interim Meetings

Information on specific committee meetings or conferences held at times other than Society meetings may be found on the [Interim ASHRAE Committee Meetings page](#).

ASHRAE Journal's Online Guide to AHR Expo



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Frost, and
Ice Buildup



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for Freezers and
Cold Storage



2011 ASHRAE Winter Conference

Las Vegas, Nevada
January 29-February 2, 2011



2011 ASHRAE Winter Conference January 29 - February 2, 2011 Las Vegas, NV

The submission deadline is August 06, 2010

To begin, please choose the program type that you would like to submit a program proposal to.

[Forum](#) (1 moderator - 60 min, no presentations)

[Seminar](#) (1-2 presentations - 60 minutes in length; 3-4 presentations - 90 minutes in length)

Paper-related program types. For use only by Session Chairs who are organizing these sessions with approved papers.

[Technical Paper Session](#) (only for reviewed and approved technical papers)

[Conference Paper Session](#) (only for reviewed and approved conference papers)

NOTE: All Seminar, Technical Paper and Conference Paper Sessions require Learning Objectives and Questions and Answers be included with the program submission. In addition to providing a more complete submission, the information will be used to request additional continuing education credits for the session if it is scheduled. (requirements)

Program Tracks are as follows:

- ▶ Track 1 Codes and Standards in the HVAC&R Industry
- ▶ Track 2 Integrated Design
- ▶ Track 3 Low Energy Design
- ▶ Track 4 Refrigeration Update
- ▶ Track 5 Industrial HVAC&R
- ▶ Track 6 Net Zero Energy
- ▶ Track 7 HVAC Systems and Equipment ←
- ▶ Track 8 Professional Skills
- ▶ Track 9 HVAC Fundamentals and Applications

If you have already submitted an abstract title -- and you wish to view, resume, edit, or withdraw that submission -- log in below using the abstract id number and password already provided to you:

Abstract ID#

Password

Login

← If previously submitted

← Select Program Type

Select the Track

The screenshot shows a web browser window with the URL <http://ashraem.confex.com/ashraem/w11/amnr/sessions/index.cgi?username=3204&password=262470>. The page features the ASHRAE logo and tagline: "Advancing HVAC&R to serve humanity and promote a sustainable world".

Session Control Panel

ID: 3204
Password: 262470

6 Steps to submit a session:
1. Program Track
2. Description
3. People
4. Objectives
5. Method of Assessment
6. Confirmation

Optional:
[View Submission](#)
[Withdraw](#)
[Submit Another Session](#)
[Back to Call for Sessions](#)

Presentations:
[Print](#)
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Help:
[Instructions](#)
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Select Program Track

- Codes and Standards in the HVAC&R Industry
- HVAC Fundamentals and Applications
- HVAC Systems and Equipment
- Industrial HVAC&R
- Integrated Design
- Low Energy Design
- Net Zero Energy
- Professional Skills
- Refrigeration Update

Internet | Protected Mode: On | 100% | 10:40 AM 6/28/2010

Select the Track



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Session Control Panel

ID: 3164
Password: 201930

6 Steps to submit a session:

- ✓ 1. [Program Track](#)
- ▶ 2. [Description](#)
- 3. People
- 4. Objectives
- 5. Method of Assessment
- 6. Confirmation

Options:

- [View Submission](#)
- [Withdraw](#)
- [Submit Another Session](#)
- [Back to Call for Sessions](#)

Program Track Received

Everything that you have entered so far is shown below. If you see any problems, select the appropriate link in the Session Control Panel and fix it.

Program Track: HVAC Fundamentals and Applications
Program Type: Seminar

Methods of Assessment: *Abstract Text Not Found*
No people added

Presentations

Presentation	Speakers	Status
--------------	----------	--------

Next step:



Session Control Panel

ID: 3212
Password: 142581

6 Steps to submit a session:

- ✓ 1. [Program Track](#)
- ▶ 2. [Description](#)
- 3. People
- 4. Objectives
- 5. Method of Assessment
- 6. Confirmation

Options:

- [View Submission](#)
- [Withdraw](#)
- [Submit Another Session](#)
- [Back to Call for Sessions](#)

Presentations:

- [Print](#)
- [Arrange](#)

Help:

- [Instructions](#)
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Seminar Session Description

Seminar Session Information

Title: (Please enter in title case, capitalizing only the first letter in each word)

Submitter Email Address:

Program Level:

Length

Overview: In 100 words or less and in sentence case, describe the theme and purpose of this session.

DO NOT include the title of the session.
DO NOT list the presenters or other participants here.

This program will address the needs of the CEC in the preparation of programs

Sponsors

Technical Committee:

Other Sponsoring Committees:

CoSponsoring Committees:

Special Information

Expected Attendance:

Special Request or Comments: Limited to 255 characters or less. (Currently 0 characters)

← Submit special request

Note: In order to finalize the program submission for this session (you can save and come back to finish it), six Learning Objectives and 10 Q&A for session will be required. ([requirements](#))

Submit Information

Confirmation



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Session Control Panel

ID: 3212
Password: 142581

6 Steps to submit a session:

- ✓ 1. [Program Track](#)
- ✓ 2. [Description](#)
- ▶ 3. **People**
- 4. Objectives
- 5. Method of Assessment
- 6. Confirmation

Options:

- [View Submission](#)
- [Withdraw](#)
- [Submit Another Session](#)
- [Back to Call for Sessions](#)

Presentations:

- [Print](#)
- [Arrange](#)

Help:

- [Instructions](#)
- [Report a Technical Problem](#)

Seminar Session Information Received

The information you submitted can be seen below:

If at any time you need to exit, please remember your session ID # and Password. These access codes can be found near the top of the session control panel, just to the left of these words.

Title:Test Program

Overview:This program will address the needs of the CEC in the preparation of programs

Other Sponsoring Committees:CEC

Expected Attendance:40

Program Track:HVAC Systems and Equipment

Program Level:Basic

Program Type:Seminar

Length:60

Methods of Assessment: *Abstract Text Not Found*

No people added

Presentations

Next step: