



**CHAPTER
TECHNOLOGY TRANSFER
COMMITTEE
(CTTC)**

RESOURCE MANUAL

CHAPTER TECHNOLOGY TRANSFER COMMITTEE RESOURCE MANUAL

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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.

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 (T.C.'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 | | | |

APPENDIX B: COMMITTEE OBJECTIVES

_____ Committee

Chairman: _____

Society Year: 20__ - 20__

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, man-hours, or man-trips. 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.

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 meeting.

| ACTIVITY |
|-----------------------------------------------|
| CRC |
| Total number of chapters in region |
| Number of chapters present |
| Number of CTT chapter chairs present |
| Percentage of participation |
| Percentage of CTT chapter chair participation |
| No. of planning sessions held |
| TECHNOLOGY AWARDS |
| Number of Chapter Entries |
| Number of Regional Entries |
| Number of Society Entries |
| Percent of total entries moving to region |
| Percent of regional entries moving to society |
| Percent of total entries going to society |
| PAOE |
| No. of Chapters Reporting PAOE Points: |
| No. of Chapters Making Society Minimum (350): |
| No. of Chapters Making Society PAR (750): |
| Highest PAOE Points by a Chapter: |
| Percentage of chapters reporting |
| Percentage of chapters making Society Minimum |
| Percentage of chapters making Society PAR |
| DISTINGUISHED LECTURERS |
| Number of Allocations |
| Number of allocations used/Extras |
| Percentage of used allocations |
| Total percentage of use: |
| CHAPTER VISITS |
| No. of visits made: |
| No. of visits scheduled: |
| Percentage of chapters visited: |
| LIAISON CONTACTS |
| No. of contacts made: |
| CTTC AWARDS |
| Dan Mills Chapter Programs Award |
| Donald A. Siller Refrigeration Award |
| Technology Award |

APPENDIX D: STANDARDIZED LIAISON REPORTING FORMAT

Region

Society Year

Committee

I. Committee Charter / Scope:

II. Specific current needs/ sponsored seminars / papers:

Committee

I. Committee Charter / Scope:

II. 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 him/herself available to assigned committee for their specific needs via e-communication

APPENDIX E: CTT REGIONAL VICE CHAIR ANNUAL SCHEDULE

JULY

1. Obtain a list of current year's CTT Chairs from Director and Regional Chairman. 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 Meeting.
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 Regional Chair, 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 Chairmen PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
5. Select chapter(s) to host a Distinguished Lecturer, conferring with the regional chair. Communicate with selected chapter(s) 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. Approximately 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.

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. Approximately 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 Presidential 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 CTT Committee 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. Approximately 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. Approximately 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. Approximately 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. Approximately 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 Meeting.
4. Attend CTT Committee and assigned subcommittee meetings at ASHRAE Annual Meeting.
5. Attend other required committee/council meetings at ASHRAE Annual Meeting.
6. Approximately 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.**

APPENDIX F: ASHRAE REGIONAL SPEAKERS LIST GUIDELINES

In accordance with the Manual of Procedures for the CTT Committee, each Regional Vice-Chair is responsible for preparing a Regional Speakers List. This list is to be distributed to all CTT Chairs at the annual CRC. The following guidelines are suggested as a means of accomplishing this task on a consistent basis. These guidelines have been proposed in order 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 Regional Vice-Chair is encouraged to update the Regional Speakers List annually (See 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 his/her 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 his/her annual RSL include:
 - Topics which have been generally well received throughout the region
 - Other technical societies and organizations which have assisted in sponsoring successful joint meeting with local ASHRAE chapters
 - The history of Distinguished Lecturers in the region, as it evolves, and information on the program

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 Rstuber@usservicesinc.com | NYC | NY | 14221 | 518-777-7777 518-888-8888 |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Average Attendance for the year | | | | | | | X | | | | | | | | | | | | | |
| Average Attendance for last year | | | | | | | X | | | | | | | | | | | | | |

APPENDIX H: CHAPTER PROGRAM EVALUATION

CHAPTER:

MEETING DATE:

MAIN PROGRAM

TECHNICAL SESSION

SEMINAR

LECTURER'S NAME:

PRESENTATION TITLE:

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 Points | |
| TOTAL POINTS | 100 | <u> </u> |

COMMENTS:

Would you recommend this speaker to other chapters? YES NO

PLEASE RETURN THIS FORM TO YOUR CHAPTER TECHNOLOGY TRANSFER COMMITTEE CHAIR

02/05/09

APPENDIX I: CHAPTER PROGRAM EVALUATION SUMMARY

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

CHAPTER: [REDACTED]

MEETING DATE: [REDACTED]

CTT CHAIR: [REDACTED]

MEETING ATTENDANCE: [REDACTED]

PRIOR YEAR'S AVERAGE ATTENDANCE: [REDACTED]

MAIN PROGRAM: [REDACTED]

TECHNICAL SESSION: [REDACTED]

SEMINAR: [REDACTED]

PRESENTATION TITLE: [REDACTED]

PRESENTATION LENGTH (TIME): [REDACTED] NUMBER OF RATERS: [REDACTED] AVG. RATING: [REDACTED]

PROGRAM ABSTRACT: [REDACTED]

WOULD YOU RECOMMEND THIS TOPIC BE STRONGLY PROMOTED? YES NO

WOULD YOU RECOMMEND THIS SPEAKER TO OTHER CHAPTERS? YES NO

WOULD YOU RECOMMEND THIS SPEAKER TO BE A DISTINGUISHED LECTURER (DL)? YES NO

***** IF YES, COMPLETE REMAINDER OF FORM *****

SPEAKER

NAME: [REDACTED]

COMPANY: [REDACTED]

ADDRESS: [REDACTED]

BUSINESS PHONE: [REDACTED]

EMAIL: [REDACTED]

ASHRAE MEMBER #: [REDACTED]

OTHER SOCIETIES: [REDACTED]

REQUIREMENTS

HONORARIUM? YES NO AMOUNT: [REDACTED]

DISTANCE WILL TRAVEL? [REDACTED] MILES

WITHOUT REIMBURSEMENT: [REDACTED] MILES

REIMBURSEMENT REQUIRED?

TRANSPORTATION: [REDACTED]

LODGING: [REDACTED]

MEALS: [REDACTED]

*****COMPLETE BELOW TO NOMINATE PROGRAM FOR REGIONAL SPEAKERS LIST OR BEST CHAPTER PROGRAM**

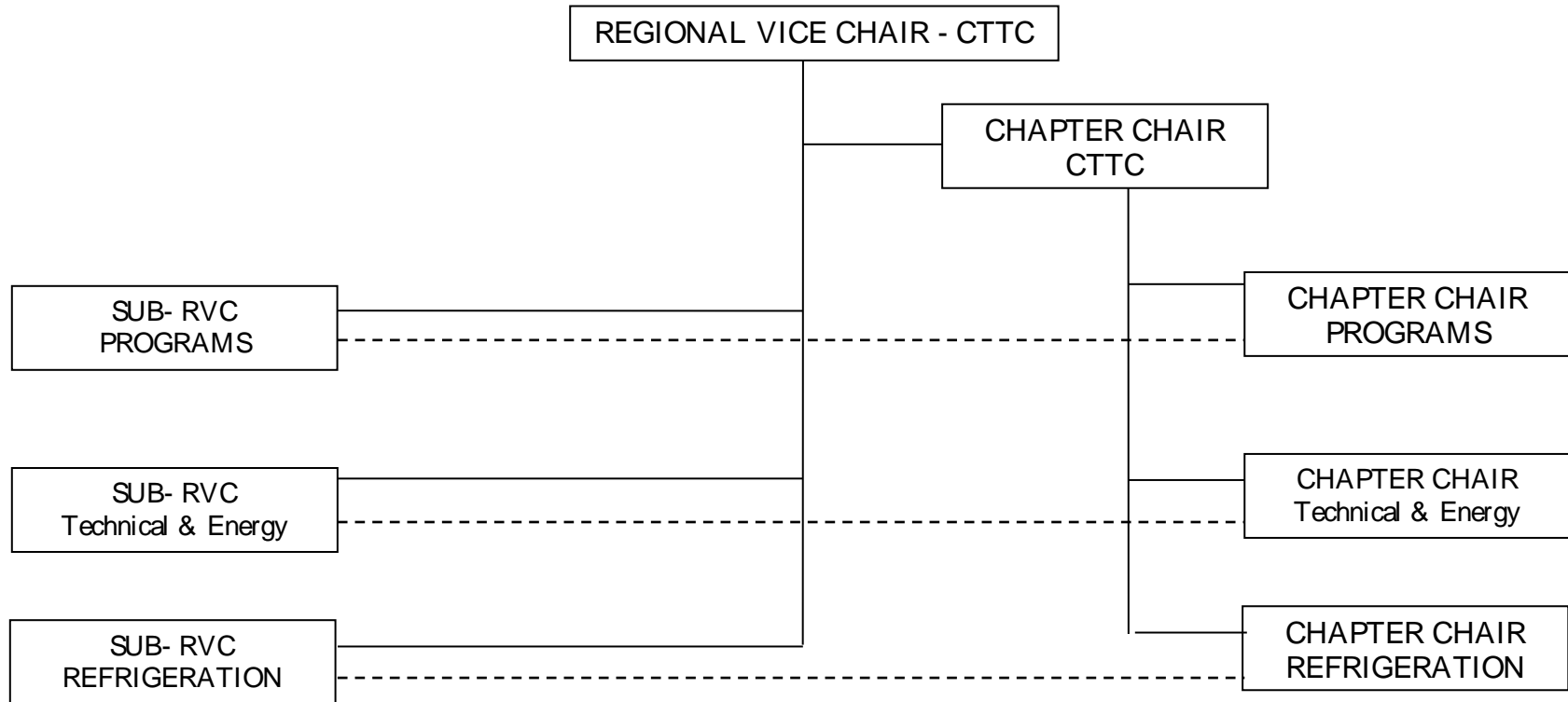
AFTER ALL ABOVE INFORMATION IS COMPLETE ***

REGIONAL SPEAKERS LIST/BEST PROGRAM JUSTIFICATION [REDACTED]

ATTENTION: CHAPTER TECHNOLOGY TRANSFER 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 CTT Regional Vice-Chair.

APPENDIX J: REGION IV CTTC STRUCTURE



APPENDIX K: ASHRAE DISTINGUISHED LECTURERS PROGRAM – LECTURER NOMINATION INSTRUCTIONS AND FORM

Revised August 6, 2014

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 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?

(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.

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| NAME OF NOMINEE: _____ | REGION: _____ |
| ADDRESS: _____ | CHAPTER: _____ |
| PHONE: _____ | EMAIL: _____ |
| NOMINATION SUBMITTED BY: | |
| NAME: _____ | PHONE: _____ |
| ADDRESS: _____ | EMAIL: _____ |
| <input type="radio"/> <input type="radio"/> | I have confirmed with the nominee that he/she is willing to serve if asked. |
| NOMINATOR'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. | |
| LIST THE NOMINEE'S TOPIC(S) AND PROVIDE AN ABSTRACT (BRIEF SYNOPSIS) OF EACH PROPOSED PRESENTATION: | |
| _____ _____ | |
| LIST THE NOMINEE'S LANGUAGES FOR HIS/HER PRESENTATIONS: | |
| _____ _____ | |

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.



ASHRAE
DISTINGUISHED LECTURERS PROGRAM



INSTRUCTIONS TO HOST CHAPTER TECHNOLOGY TRANSFER CHAIR (HCTTC)

2018-19 Regional Distinguished Lecturer Allocations

The allocation of Distinguished Lecturer visits for 2018-19 is outlined below.

| Region | Allocated Visits |
|--------------|------------------|
| I | 16 |
| II | 12 |
| III | 14 |
| IV | 10 |
| V | 12 |
| VI | 14 |
| VII | 12 |
| VIII | 14 |
| IX | 13 |
| X | 15 |
| XI | 13 |
| XII | 13 |
| XIII | 12 |
| XIV | 10 |
| RAL | 15 |
| TOTAL | 195 |

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 Ad Hoc. 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.

If the score for the Distinguished Lecturer Presentation is below 80 or if any attendees indicate that they felt the program violated the Commercialism Policy, the Chapter Chair should submit all of the individual evaluation forms to ASHRAE staff and the CTTC RVC.

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.



**ASHRAE
DISTINGUISHED LECTURERS PROGRAM**

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
 - Screen
 - Projector
 - Public address system
 - Extension cords
- ❖ **Audience Size, Room Size, and Expectations**

- Adequate seating
- Adequate ventilation
- Lighting
- Handicapped access
- Reserved seating (place tents or cards)
- 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.).

APPENDIX N: DISTINGUISHED LECTURER PARTICIPATION FORM

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

2018-19 PARTICIPATION FORM

This form shall be used for both single-chapter and multi-chapter visits. Please confirm speaking date(s), and verify the information in writing to the lecturer. 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. CTTC RVC contact information is available at <http://www.ashrae.org/distinguishedlecturers>.

Multi-Chapter visit requests 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.

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Host/Organizing Chapter: _____ | 2. Multi-Chapter Visit: <input type="checkbox"/> Yes <input type="checkbox"/> No (If Multi-Chapter Visit), please list participating Chapters, with dates: _____ _____ _____ _____ |
| 3. Co-Sponsor <input type="checkbox"/> Yes <input type="checkbox"/> No Co-Sponsoring Industry Organization Contact Information: _____ _____ | |
| 4. Name of Lecturer: _____ | 5. Title of Presentation: _____ |
| 6. Lecture Date*: _____ | 7. Date(s) of visit: _____ TO _____ |
| *Must be between July 1, 2018 and June 30, 2019* | |

8. Has each of the Host Chapters discussed arrangements for local transportation, hotel, meals, miscellaneous expenses, and honorarium, with the DL? Yes No
 If yes, how much? _____
Payment of these expenses is the financial responsibility of the local Chapter.

9. Projected Attendance, Venue and Type of Lecture Data:

| Location | Projected Attendance | Meeting Type | Venue |
|----------|----------------------|--------------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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

Venue Codes:
 B: Breakfast Q: Banquet
 L: Lunch
 D: Dinner

10. Host Chapter(s)/Section(s) Technology Transfer Chair(s)

| | | |
|-----------------|---------------------|-------------|
| Chapter : _____ | Signature: _____ | Date: _____ |
| | Printed Name: _____ | |
| Email : _____ | Name: _____ | _____ |
| | | |
| Chapter: _____ | Signature: _____ | Date: _____ |
| | Printed Name: _____ | |
| Email: _____ | Name: _____ | _____ |

Chapter: _____ Signature: _____ Date: _____
Printed
Email: _____ Name: _____

Regional Vice Chair, CTTC

Signature: _____ **Date** _____

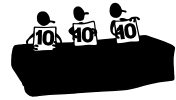
The Chapter Technology Transfer Regional Vice-Chair for your Region must approve and sign this form before it is forwarded to ASHRAE headquarters. You will receive a confirmation e-mail, media kit, program information, and Event Summary Critique Form within three days of receipt of the Distinguished Lecturer Participation Form. ASHRAE Headquarters will begin confirming visits on June 1, 2018.

Return form to: chapterprograms@ashrae.org

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

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.) : | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Name: _____ | |
| ▶ Are you involved in the HVAC industry or part of another industry? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If not, in what industry are you part: _____ | |
| ▶ Additional Comments: _____ | |
| _____ | |
| _____ | |

PLEASE RETURN THIS FORM TO YOUR CHAPTER TECHNOLOGY TRANSFER COMMITTEE CHAIR

APPENDIX P: DISTINGUISHED LECTURER SUMMARY REPORT



**ASHRAE
DISTINGUISHED LECTURERS PROGRAM**

| FOR OFFICE USE | | | |
|--------------------------|-------------------------|--------------------------|---|
| <input type="checkbox"/> | \$ | <input type="checkbox"/> | ☺ |
| <input type="checkbox"/> | | <input type="checkbox"/> | ◆ |
| <input type="checkbox"/> | Receipts attached | | |
| <input type="checkbox"/> | 14-day Advance Purchase | | |

DISTINGUISHED LECTURER SUMMARY REPORT

To All ASHRAE Distinguished Lecturers: 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: | Return: | |
| Multi-Chapter Visit: | Host Chapter/Chapter(s) Visited: | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

- Lecture Topic: _____
- Objectives of your Lecture were (check one): Fully met Partially met Not met
- 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!

TRANSPORTATION – Allocated Visits Only (Please attach receipts for all listed expenses)

| | | |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 1. Air Travel | | \$ _____ |
| <input type="checkbox"/> Check here if charged to ASHRAE AMEX and attach ticket receipt showing amount | | |
| 2. Automobile Rental | | \$ _____ |
| 3. Private Vehicle | Miles _____ | The rate will be the most recently approved IRS mileage rate. To be filled in by Headquarters. |
| 4. Other Modes of Transportation (Bus/Train/Boat) | | \$ _____ |
| 5. Visa | | \$ _____ |
| Total Reimbursement | <input type="checkbox"/> USD <input type="checkbox"/> CND | \$ _____ |

Complete form, attach receipts, and send it within **14 days** of completion of lecturer visit to: chapterprograms@ashrae.org

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

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

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.
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.



APPENDIX R: DISTINGUISHED LECTURER EVALUATION CRITERIA

ASHRAE DISTINGUISHED LECTURERS PROGRAM

1. DL NOMINEE EVALUATION CRITERIA

- Languages
- Relevant Topics
- Number of Topics
- ASHRAE and Industry Involvement
- Evaluator's Prerogative

2. ACTIVE DL EVALUATION CRITERIA

- Languages
- Review of Comments
- Use of Commercialism
- Number of Chapter Visits
- Multiple Chapter Visits
- Honorarium
- Evaluator's Prerogative

APPENDIX S: DISTINGUISHED LECTURER EVENT SUMMARY CRITIQUE FORM

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|
|  <p style="margin: 0;">ASHRAE DISTINGUISHED LECTURERS PROGRAM</p> | 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. (First slide/presentation introductions are allowed) (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

APPENDIX T: 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 and international 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.

The CTTC Regional Vice-Chair will invite all first place winners from the regional competition to submit their entries for judging in the Society level Technology Awards completion. The regional winners will be given the opportunity to incorporate new information or otherwise improve their entry before submitting it to the Society level competition (e.g., by incorporating comments from regional judges). **At the discretion of the judging panels at the chapter and regional competitions, more than one first place winner may be awarded in each category.**

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 and two judges are to be provided by Technology Council. It is suggested that the CTT judge mentioned above serve as the Technology Awards subcommittee chairperson for the following year.

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. See triple asterisk*** years on the rotation schedule chart, when this position may need to be a recommendation from Tech Council or the CTT Chair
5. The number of judges should be a minimum of seven with three to four alternates.
6. At least three and no more than four 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

| ACTION | DUE DATE |
|---------------------------------------------------------------------------------------------------------|-------------------|
| 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 cdevaughn@ashrae.org</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

| Year Region | 15-16 | 16-17 | 17-18 | 18-19 | 19-20 | 20-21 | 21-22 | 22-23 | 23-24 | 24-25 | 25-26 | 26-27 |
|------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| I | | | | | | ** | * | * | | | | |
| II | | | | | | ** | * | * | | | | |
| III | | | | | | | ** | * | * | | | |
| IV | * | | | | | | ** | * | * | | | |
| V | * | * | | | | | | ** | * | * | | |
| VI | * | * | | | | | | | ** | * | * | |
| RAL | ** | * | * | | | | | | ** | * | * | |
| VII | ** | * | * | | | | | | | ** | * | * |
| VIII | | ** | * | * | | | | | | ** | * | * |
| IX | | | ** | * | * | | | | | | ** | * |
| X | | | ** | * | * | | | | | | | ** |
| XI | | | | ** | * | * | | | | | | ** |
| XII | | | | ** | * | * | | | | | | |
| XIII | | | | | ** | * | * | | | | | |
| Tech. Council | * | * | * | *** | * | * | * | *** | * | * | * | *** |
| CTT Chair Appointed | * | * | * | *** | * | * | * | *** | * | * | * | *** |

*** At least one Judge should be from outside North America

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

* Judge from region carries-over from previous year.

**RVC TRANSMITTAL FORM FOR SOCIETY-LEVEL
TECHNOLOGY AWARDS JUDGING**

Date:

To: cdevaughn@ashrae.org
CTT Staff Liaison
ASHRAE
1791 Tullie Circle, NE
Atlanta, GA 30329-2305

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:

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



ASHRAE
CHAPTER/REGIONAL TECHNOLOGY AWARD APPLICATION
SHORT FORM

(Revision January 2016)

INTRODUCTION:

*This Short Form has been developed to stimulate more participation in chapter and regional competition. **This form is not intended to replace the full Society Technology Award Application form.** Regional winners using the short form will be required to complete the full Technology Award Application form before their applications can be forwarded for Society Competition. (This form does not require extensive narrative, plans or photographs.)*

INSTRUCTIONS:

- A. 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.
- B. Complete the "Short Form" and use it as the cover page.
- C. Provide a system schematic/diagram not larger than 11" x 17" in size. In addition, attach a brief narrative (maximum of 2 pages). The narrative should include the gross and net building areas applicable to the project, a description of the major building areas (i.e., operating rooms, laboratories, computer rooms, industrial processes, offices, warehouses) and a brief discussion regarding the following five criteria (if a criterion is not applicable, state accordingly):
- Energy Efficiency
 - Indoor Air Quality
 - Innovation
 - Operation & Maintenance
 - Cost Effectiveness
 - Environmental Impact
- D. Submit your schematic, brief narrative, and completed form to your Chapter Technology Transfer Committee Chapter (CTTC) Chair for judging at the chapter level in accordance with their instructions.
- E. The ASHRAE Technology Award program is intended for built projects. First place winning projects should be eligible for submission to the Society level competition on September 1st of the following Society calendar year. Therefore, a project submitted to a Chapter or Regional competition shall be occupied prior to September 1st of the current Society year in order to satisfy the Society level competition requirement of one full year of occupancy.

First place winners in each category from chapter competition will be submitted by the CTTC Chapter Chair to the CTTC Regional Vice Chair for judging in the Regional Technology Awards competition. At the discretion of the CTTC Regional Vice Chair, this may require completion of the full Society Technology Award Application form if the chapter submission was done on the Short Form Application.

The CTTC Regional Vice Chair will invite first place winners in each category from regional competition to submit them 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, more than one first place winner may be awarded in each category.

For the regional competition, submit the number of copies requested by the Regional CTTC Vice Chair. The CTTC Regional Vice Chair may require entries into the regional competition to be done on the full Society Technology Award Application form. In any case, all submissions to the Society level competition must be done on the full Society Technology Award Application form.

- F. It is highly recommended that each entrant confirm by letter (and retain a copy for record) to the owner that the owner has granted permission to submit this project to competition.

NOTE: ASHRAE Technology Awards are the HVAC&R industry's most prestigious honor for efficient energy use in buildings 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.

CHAPTER/REGIONAL TECHNOLOGY AWARD - SHORT FORM

1. Category - Check one and indicate New, Existing, or Existing Building Commissioning (EBCx)

Commercial Buildings New Existing or EBCx

Institutional Buildings:

Educational Facilities New Existing or EBCx

Other Institutional New Existing or EBCx

Health Care Facilities New Existing or EBCx

Industrial Facilities or Processes New Existing or EBCx

Public Assembly New Existing or EBCx

Residential (Single and Multi-Family)

2. Name of building or project: _____

City/State: _____

3. Project Description: _____

Project Study/Design Period: _____ to _____
Begin date (mm/yyyy) End date (mm/yyyy)

Percent Occupancy at time of submission: _____

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

a. Name: _____
Last First Middle

Membership Number: _____

Chapter: _____

Region: _____

b. Address (including country): _____

City State Zip Country

c. Telephone: (O) _____ d. Email: _____

e. Member's Role in Project: _____

f. Member's Signature: _____

5. Engineer of Record: _____

By affixing my signature above, I certify that the information contained in this application is accurate to the best of my knowledge. In addition, I certify that I have discussed this entry with the owner and have received permission from the owner to submit this project to the ASHRAE Technology Awards Competition.



ASHRAE Technology Awards

Application Form and Instructions

(Revised January 2016)

- I. Commercial Buildings (New, Existing, EBCx)
- II. Institutional Buildings
 - Educational Facilities (New, Existing, EBCx)
 - Other Institutional (New, Existing, EBCx)
- III. Health Care Facilities (New, Existing, EBCx)
- IV. Industrial Facilities or Processes (New, Existing, EBCx)
- V. Public Assembly (New, Existing, EBCx)
- VI. Residential

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.

ASHRAE TECHNOLOGY AWARDS - PROGRAM OVERVIEW

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 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.

All current members of ASHRAE and its Associate Societies may submit entries. Entrants must have had a significant role in the design or development of the project.

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) | IV. Industrial Facilities or Processes (New, Existing, EBCx) |
| ° Educational Facilities | V. Public Assembly Facilities (New, Existing, EBCx) |
| ° Other Institutional | VI. Residential Buildings |

Awards are given at the judges' discretion. All first-place awards in each category are automatically eligible for consideration for the "ASHRAE Award of Engineering Excellence." Second-place and Honorable Mention may also be awarded. At the discretion of the judging panel at the chapter and regional level, more than one first place winner may be awarded in any category.

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 "ASHRAE Award of Engineering Excellence" is given at the judges' discretion. The first-place Society Technology Awards and the "ASHRAE Award of Engineering Excellence" are presented during the Plenary Session at ASHRAE's Winter Meeting.

Requirements

1. **Entries should be submitted electronically in pdf format.** Entries are to be submitted in the following format with no more than thirteen (13) letter size (8 1/2 x 11 inches or S-I equivalent) pages, typed (font 12 characters per inch or equivalent), 1-inch margins, to include: The Application Form is (3) pages; A maximum of ten (10) double-spaced, typewritten sheets to address the items on page three of the Application Form. (Charts, schematics, graphics are included in the 10-page limit. **All pages should be numbered.**)
2. The entrant (1) must be a member (any grade) of ASHRAE or of an Associate Society, (2) must have a significant role in the project, and (3) must be willing to supply any additional information if requested by the judging panel.
3. The entrant, property owner and engineer of record must sign the entry Application Form where indicated.
4. **The entrant must submit one (1) completed application with signatures (electronic signatures are accepted).**
5. **The project must have been in successful operation for at least one year at the time of entry.**
6. In order for an entry to be judged at the Society level, it must have received a first-place award at the regional level. Interested applicants should contact the CTTC Regional Vice- Chair (RVC) for deadlines for the regional competition.
7. The Society-level competition requirements are not necessarily identical to the requirements that may apply in chapter competitions. A chapter may use whatever criteria it chooses. The entry must use the criteria listed, herein, when submitted by the region for Society competition. The number of entries a chapter may submit per category to the regional competition is at the region's discretion.

Submission Deadlines

The CTTC RVC establishes schedules, as applicable, for each region. Chapter entries are usually due in late February - early March (contact CTTC Chapter Chair). Regional entries must be submitted by chapters to the RVC by approximately May 15 (exact time set by RVC). The RVC must submit entries from the regional competition to ASHRAE Headquarters by September 1.

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 and notations are to be avoided. ***Brand names of equipment or processes should not appear in the entry.***
7. Information may be submitted in I-P or S-I units or a combination of both.
8. All text must be in English.
9. Entries should be legible, uncluttered and attractive. 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 not discouraged as long as they can be incorporated within the maximum submission page length allowance.**

Judging Criteria

General

If any of the scoring topics (listed 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.

Energy Efficiency (15 points)

This is a major criterion. Entries, where applicable, 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.

One year's energy consumption data should be included. Actual measured energy use for the building "In Operation" shall be stipulated in the entry report in CBECS EUI format (kBtu/ft²/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.

Indoor Air Quality (IAQ) and Thermal Comfort (15 Points)

This is a major criterion. 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).

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.

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

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:

- The rate of occupant complaints, if any

- Objective measurements of ventilation, air pollution, and thermal comfort parameters (Carbon dioxide levels, measured outside air ventilation rates, pollutant concentrations measured)
- Improvements in human performance such as decreased absenteeism
- Building pressure relationships for odor or IAQ control

Innovation (15 Points)

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.

Operation and Maintenance (15 Points)

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.

Cost Effectiveness (15 Points)

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).

Environmental Impact (15 Points)

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.

Quality of Presentation (5 Points)

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. Photographs are not encouraged since judges work with black-and-white duplicated copies of all entries. All pages should be numbered.

Judges' Prerogative (5 Points)

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.

Energy Efficiency Category

- No actual or projected energy use data
- Efficiency not addressed
- Project, *as presented*, not feasible

Indoor Air Quality

- Claims unsubstantiated with any supporting evidence
- Ventilation rate not in compliance with current ASHRAE standard at time project designed; indicate time frame of design process
- No discussion of occupant comfort or IAQ complaints or lack of complaints
- No discussion of ventilation effectiveness

Cost Effectiveness

- No cost payback figures

Presentation

- Type size too small
- Spacing or margins not per instructions
- Flow charts unreadable or unclear
- Schematics vague or incorrect
- Excessive pages (10 pages plus the three-page application form)

Innovation

- Innovative aspect of project not discussed or explained

General

- Project description too general
- Excessive use of brand names giving the appearance of a sales brochure
- Old project with no new work performed

Maintenance and Operation

- Maintenance and operation not discussed

- Incorrect calculations
- Unsubstantiated payback claims

Frequently Asked Questions

If not all the scoring topics apply to the project, can the entry be considered in the competition?

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.

Do Society competition rules apply to chapter or regional competitions?

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.

Can changes be made to an entry after the regional competition prior to submitting to Society judging?

Yes. A regional winner may make changes to the entry to incorporate comments from regional judges or to improve the submittal.

Can an entry be considered if one year's operating data are not obtainable?

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.

Is professional registration required to be an entrant?

No. Entrants must simply be a member (any grade) of ASHRAE.

What is the difference between an Existing Building project and an Existing Building Commissioning (EBCx) Project?

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.

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.

ASHRAE TECHNOLOGY AWARDS APPLICATION FORM (Page 1)
APPLICATION MUST BE COMPLETE TO BE CONSIDERED FOR JUDGING
(Required for Society-Level Competition)

(For ASHRAE Staff Use Only)

I. Identification (0 Points)

Name of building or project: _____

II. Category - Check one and indicate New, Existing, or Existing Building Commissioning (EBCx)

| | | | |
|----------------------------------------------------------------|------------------------------|-----------------------------------|-------------------------------|
| <input type="checkbox"/> Commercial Buildings | <input type="checkbox"/> New | <input type="checkbox"/> Existing | <input type="checkbox"/> EBCx |
| Institutional Buildings: | | | |
| <input type="checkbox"/> Educational Facilities | <input type="checkbox"/> New | <input type="checkbox"/> Existing | <input type="checkbox"/> EBCx |
| <input type="checkbox"/> Other Institutional | <input type="checkbox"/> New | <input type="checkbox"/> Existing | <input type="checkbox"/> EBCx |
| <input type="checkbox"/> Health Care Facilities | <input type="checkbox"/> New | <input type="checkbox"/> Existing | <input type="checkbox"/> EBCx |
| <input type="checkbox"/> Industrial Facilities or Processes | <input type="checkbox"/> New | <input type="checkbox"/> Existing | <input type="checkbox"/> EBCx |
| <input type="checkbox"/> Public Assembly | <input type="checkbox"/> New | <input type="checkbox"/> Existing | <input type="checkbox"/> EBCx |
| <input type="checkbox"/> Residential (Single and Multi-Family) | | | |

III. Project Description (0 Points)

3. Type of building or process: _____

4. Size – gross floor area of building (ft. sq. or m. sq.): _____

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

6. Project study period: _____ to _____
 Begin date (mm/yyyy) End date (mm/yyyy)

7. Project Occupancy and Operation Period: _____ to _____
 Begin date (mm/yyyy) End date (mm/yyyy)

6. ASHRAE Standards referenced during design (this information will not be shared with the Judging Panel):

**APPLICATION MUST BE COMPLETE TO BE CONSIDERED FOR JUDGING
(Required for Society-Level Competition)**

1. Name of Building or Project: _____

2. Entrant (ASHRAE member with significant role in project):

a. Name: _____
Last First Middle

Membership Number: _____

Chapter: _____

Region: _____

b. Entrant's Design Firm/Company: _____

c. Address (including country): _____

City State Zip Country

d. Telephone: (O) _____ e. Email: _____

f. Entrant's Role in Project: _____

g. List the names of Design Team Members (A maximum of three may be listed below)

1. _____

2. _____

3. _____

3. Certification of entrant (0 Points) (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: _____

4. Building Owner's release (0 Points)

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

Typed Name: _____ Title: _____

Signature: _____ Date: _____

(Signatures must be on form submitted to ASHRAE)

Company: _____

Address: _____

City State Zip Country

Telephone: (O) _____

Email: _____

(Page 3)

**APPLICATION MUST BE COMPLETE TO BE CONSIDERED FOR JUDGING
(Required for Society-Level Competition)**

5. **Engineer of record:** Required unless a written explanation is provided why the engineer of record will not grant his/her consent.

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

Typed Name: _____ Title: _____

Signature: _____ Date: _____

(Signatures must be on form submitted to ASHRAE)

Company: _____

Address: _____

City

State

Zip

Country

Telephone: (O) _____

Email: _____

The topics below should be addressed on separate pages and formatted according to the requirements listed in the overview.

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. **Environmental Impact (15 Points)**
7. **Quality of Presentation (5 Points) (No response required)**

Return Completed Application to your Chapter Technology Transfer Committee Regional Vice-Chair.

For additional information, contact:

**Candace DeVaughn
Chapter Programs Manager
678/539-1128
cdevaughn@ashrae.org**

APPENDIX U: 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

| ACTION | DUE DATE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 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. A transmittal letter, narrative section, Dan Mills Chapter Programs Award Point Calculation Form and Candidate Information Sheets due to Society <i>Submit one copy electronically in pdf format to cdevaughn@ashrae.org</i> | September 30 |
| 5. Staff Liaison sends entries to Dan Mills Chapter Programs Award Selection Committee to select final candidate | October 1 |
| 6. Selection Committee selects a winner and forwards recommendation to staff and CTTC Chair | November 1 |
| 7. CTT Committee recommends final candidate to Honors & Awards Members Council for approval | January Winter Conference |
| 8. Staff notifies winner | February 20 |
| 9. Judging Panel notifies non-winners | February 20 |

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

Society Year: _____

Candidate: _____

Chapter: _____

Region: _____

Figures should reflect activity for the period ending June 30.

ONE HUNDRED FIFTY (150) POINTS MINIMUM ARE REQUIRED FOR CONSIDERATION

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| A. CHAPTER PROGRAMS EVALUATION SUMMARY – POINTS = 35 | |
| 1. Submitted Within 30 Calendar Days Of The Meeting | |
| 2. Submitted Utilizing CTTC Manual For Chapter Chairs | |
| | Total = |
| B. ACCURATE ANNUAL CHAPTER PROGRAMS SCHEDULE – POINTS = 25 | |
| 1. Published In The First Chapter Newsletter | |
| 2. Includes Name Of Speakers And Subjects | |
| | Total = |
| C. REGIONAL PAOE RANKING – POINTS = 20/15/10 | |
| 1. Highest = 20 Points | |
| 2. Second = 15 Points | |
| 3. Third = 10 Points | |
| | Total = |
| D. CRC CTTC SESSION ATTENDANCE – POINTS = 20 | |
| 1. Attended By CTTC Chair or Vice Chair | |
| | Total = |
| E. TECHNICAL AND ENERGY ACTIVITIES – POINTS = 20/15/10 | |
| 1. Submittal of each chapter level Technology Award entry (Highest = 20 points; Second = 15 points; Third = 10 points) | |
| 2. Submittal of each chapter Technology Award winner for Regional competition (Highest = 30 points; Second = 20 points; Third = 15 points) | |
| 3. Submittal of each Regional Technology Award winner for Society competition (Highest = 40 points; Second = 30 points; Third = 20 points) | |
| 4. Each chapter technical program utilizing a member of an ASHRAE Technical Committee, Task Group, Technical Resource Group, or Standards Project Committee = 25 points | |
| 5. Authorship of each symposium paper presented at an ASHRAE Annual or Winter Conference = 75 points | |
| | Total = |
| F. CHAPTER ATTENDANCE INCREASE – POINTS = 20/15/10 | |
| 1. 21% Increase = 20 points | |
| 2. 15% Increase = 15 points | |
| 3. 10% Increase = 10 points | |
| | Total = |
| TOTAL POINTS EARNED | |
| A. CHAPTER PROGRAMS EVALUATION SUMMARY | |
| B. ACCURATE ANNUAL CHAPTER PROGRAMS SCHEDULE | |
| C. REGIONAL PAOE RANKING | |
| D. CRC CTTC SESSION ATTENDANCE | |
| E. TECHNICAL AND ENERGY ACTIVITIES | |
| F. CHAPTER ATTENDANCE INCREASE | |
| | TOTAL= |

SUBMIT TO CTTC CHAIR AND STAFF LIAISON BY SEPTEMBER 30

APPENDIX V: DONALD A. SILLER REFRIGERATION AWARD

1. 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.

2. 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.

3. 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.

4. NOMINATION

See eligibility and judging section.

5. 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 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.

6. ELIGIBILITY POINT REQUIREMENTS

The award is given on the basis of service during the preceding Society year. Eligibility points are defined as follows (a minimum of 300 points is required): see point criteria for clarification on points.

7. SELECTION SCHEDULE:

| ACTION | DUE DATE |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 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. A transmittal letter, narrative section, and relevant documentation due to Society <i>Submit one copy electronically in pdf format to cdevaughn@ashrae.org</i> | September 30 |
| 5. Staff Liaison sends entries to Donald A. Siller Refrigeration Award Selection Committee to select final candidate | October 15 |
| 6. Selection Committee selects a winner and forwards recommendation to staff and CTTC Chair | November 1 |
| 7. CTT Committee recommends final candidate to Honors & Awards Members Council for approval | January Winter Conference |
| 8. Staff notifies winner | February 20 |
| 9. Judging Panel notifies non-winners | February 20 |

POINT CRITERIA FOR DONALD A. SILLER REFRIGERATION AWARD

Candidate: _____ Chapter: _____ Region: _____

| 1. Refrigeration/Refrigerants Publications and Industry Participation | | Points (per activity) | Total Points |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------|
| 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 postings with screenshot or link sent to RVC | 1 | |
| 4 | Online video posting (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 5 for YEA Member) | |
| 10 | Each Chapter member involved in the ASHRAE Refrigeration Committee, as a voting member, related to commercial/industrial refrigeration or refrigerants development. | 60 (Add 10 for YEA Member) | |
| 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 5 for YEA Participation) | |
| | | Subtotal | |
| 2. Refrigeration/Refrigerants Programs | | Points (per activity) | Total Points |

| | | | |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| 14 | 3-hour seminars | 100 | |
| 15 | 1-hour chapter meeting technical session that is refrigeration/refrigerants-related (max. 4 per year) | 25 | |
| 16 | Joint meetings with other refrigeration societies or AHRI for a refrigeration/refrigerants-related technical session (max. 4 per year) | 25 | |
| 17 | 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 | |
| 18 | Tour to an industrial food or beverage storage facility or processing plant, low temperature refrigeration manufacturing facility or plant, or a refrigerant equipment manufacturing plant | 100 | |
| 19 | K-12 activity to promote refrigeration/refrigerants technology (Double points for demonstration of refrigeration/refrigerants technology) | 25 | |
| 20 | ASHRAE Student Branch activity to promote refrigeration (Double points for demonstration of refrigeration/refrigerants technology) | 25 | |
| 21 | For each YEA member involved in organizing a refrigeration/refrigerants program | 5 | |
| | | Subtotal | |
| 3. Refrigeration Award Submission | | Points (per activity) | Total Points |
| 22 | Submission of a Milton Garland Award in Regional Competition | 50 | |
| 23 | Submission of a Milton Garland Award in Society Competition | 150 | |
| 24 | Submission of a Comfort Cooling Award in Regional Competition | 50 | |
| 25 | Submission of a Comfort Cooling Award in Society Competition | 150 | |
| 26 | For having at least one YEA member involved in a submission of a Milton Garland Award or Comfort Cooling Award | 15 | |
| | | Subtotal | |
| 4. Refrigeration Committee | | Points (per activity) | Total Points |
| 27 | Refrigeration Committee with at least 2 members | 50 | |
| 28 | Additional points for each YEA member on the Subcommittee | 10 per YEA (Max 20) | |
| | | Subtotal | |
| (Three Hundred (300) Points Minimum are Required for Consideration) Final Points: | | | |

APPENDIX W: 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 ~~strike-throughs~~ 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):

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)

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: _____

APPENDIX X: 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:

- Personal Honors
- Personal Awards for General Society Activities
- Personal Awards for Specific Society Activities
- Paper Awards
- 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)

APPENDIX Y: 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:

- 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.
- The mentor should make every effort to update the new member on:
 1. Board of Directors/Board of Governors, Council, Committee or Chapter functions, focus and objectives.
 2. Review the Board Approved Rules (BAR) and Manual of Procedures (MOP) with the new member.
 3. Discuss the typical meeting format and member duties and responsibilities.
- 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:
 1. Member's field of expertise and employer
 2. Chapter and city of the new member
 3. Former chapter, region and Society positions previously held by the new member
- 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.

APPENDIX Z: TIPS FOR MAKING A CHAPTER VISIT

BEFORE YOU GO:

- Notify the Chapter President and Grassroots Committee Chair (if you're an RVC) that you are planning a trip to visit their Chapter.
- Utilize the ASHRAE GAME criteria to fly, drive, take public transportation, ride a bike or walk to the Chapter meeting, if possible.
- If you're an RVC, make sure the Chapter Committee Chairs and their Committee members will be at the meeting.
- Arrange with the Chapter President and Committee Chair for time to speak during the Chapter meeting.
- 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.
- Ask to make other local visits – school, employer, etc. or offer to conduct a work shop
- 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.
- Ask where they need help –
- Prepare some information regarding ASHRAE Society news to share.
- Review their Newsletter/website, prior to your visit.

DURING YOUR VISIT:

- Attend BOG meeting – actively participate, rather than observe. Some people even run the meeting or send them questions before their visit to reply to.
 - Remind them to update their ASHRAE bios.
 - 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.
- Meet with your Grassroots Committee and its Chair, separately.
 - Catch up on training
 - Refresh
 - Help w/questions
 - Training their replacement – help ID or meet them
 - Review plan/MBO's
- Make local visits – school, employer, facilities, govt. office, media, church, etc.
- Check their ASHRAE literature stash and advise on sources for updating brochures.
- 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.
- 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.)
- Give training seminar or work-shop if you have a skill area to share.
- Invite guests to join ASHRAE.
- Invite people to make an ASHRAE Research donation.

- 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.
 - Read “How to work a room”.
- Invite people to attend the CRC (do this at the BOG and at the Main Meeting)
 - Ask who is going
 - Explain why you should go
 - Explain what it is, if needed.
- Try to help them understand what the Region is-how its glue between Society and Chapter.

AFTER YOU GO:

- Follow up on your promises to them/to do list within 2 weeks.
- 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:
 - Any logistical warnings
 - Upcoming issues/events to be aware of
 - What you did/saw
 - Your perception of the condition of the Chapter
 - update of the Dan Mills Chapter Programs Award search list
 - List who you were told is going to CRC
 - Any special successes/challenges.
- Send thank-you for hosting to Chapter President and Grassroots Committee Chair.
 - Recognize any special assistance provided to you (airport pick-up, taken fishing, etc.)
 - Should be a US Postal note, not just an e-mail or phone call. Within 2 weeks.

APPENDIX AA: PAOE INTERPRETATION GUIDLINES

PURPOSE:

- To streamline PAOE interpretation throughout Chapters within all Regions and the Society. This will allow for better comparison between Chapters and between Regions.
- 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:
 - Articles within Chapters Newsletter and/or Website
 - 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.

PAOE 2018-2019

| EFFICIENT USE OF VOLUNTEERS' TIME | |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 50 points | For a Chapter Technology Transfer Committee (actively handling Technical, Energy, Programs, and Refrigeration) with a minimum of two members |
| 50 additional points | If CTT committee includes a refrigeration subcommittee chair |

| ACTUAL BUILDING PERFORMANCE | |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 100 points | For each Technology Award entry into Regional or Society competition (each Technology Award entry counted only once) <i>(100 additional points if the bEQ score is included as part of the Technology Award submission)</i> |
| 100 points | For each Milton Garland Award of Comfort Cooling Award entry |
| 100 points; (300 points maximum) | For each chapter program on building EQ |

| PLANNING AND ADMINISTRATIVE ACTIVITIES | |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 50 points; (50 points maximum) | For completing and publishing meeting schedule and speakers by October 1 or 2 weeks after the CRC, whichever is later |
| 50 points; (250 points maximum) | For maintaining submitting summary of speaker reviews regularly to CTTC RVC for use in regional speaker database |
| 25 points; (100 points maximum) | For advertising of ASHRAE Certifications (e.g. Chapter Newsletter, Chapter Website, AIA Newsletter, etc.) |
| 25 points | For submitting DL event summary critique form within 15 days of DL visit |

| AWARDS AND SUBMISSION ACTIVITIES | |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 50 points | For each ASHRAE publication (e.g. Handbook chapter, Standard, design guide, ASHRAE Journal article) authored, co-authored, or translated by Chapter members and submitted to the cognizant group for publication. <i>(Points doubled if authored by ASHRAE Fellow, if the article is on a refrigeration oriented theme, a residential oriented theme, developing economies or if it is performed by a YEA member.)</i> (Note: Requests to translate any ASHRAE publication must be submitted in advance to ASHRAE's Publisher/Director of Publications and Education) |

| MEETINGS, PRESENTATIONS, OR EVENTS | |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 100 points; (300 points maximum) | For each 3-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapter |
| 100 points | For each joint meeting with AIA, USGBC, IES, or other HVAC&R-related organization, and/or other engineering society (or other equivalent organization) <i>(25 additional points if the joint meeting is held with other refrigeration industry-related societies, e.g., RSES or IIAR)</i> |
| 100 points; (600 points maximum) | For each 3-hour seminar sponsored/hosted by the chapter on a building science topic other than |

| | HVAC&R |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 100 points; (no maximum) | For each ASHRAE certification earned by a chapter member during the Society President's term (An additional 50 points is earned for each ASHRAE certification renewed by an ASHRAE member during the Society President's term.) |
| 100 points | For conducting a live remote chapter meeting organized together with a chapter from another country |
| 50 points | For each chapter program on natural or low GWP refrigerants, safe refrigerant use and/or refrigeration fluids (e.g. Standard 15 and/or 34, future refrigerants) |
| 50 points; (200 points maximum) | For each program by a DL under a non-allocated visit |
| 50 points; (50 points maximum) | For holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry related programs |
| 50 points | For refrigeration tour to an industrial food or beverage processing plant, low temperature refrigeration manufacturing facility or plant, cold storage warehouse or modern supermarket |
| 50 points; (100 points maximum) | For each chapter member that also serves on an ASHRAE TC to give a presentation at their local chapter meeting that explains the function of technical committees (handbook chapters, standards, research, etc.) using a presentation template developed by TAC and posted at www.ashrae.org/tcs under heading "General TC Information" |
| 150 points; (150 points maximum) | For a chapter program if the technical topic is a panel discussion about the evolution of the smart grid, including technical representatives from the local electrical utility, researchers undertaking studies on the smart grid, controls service providers, or other specialists relevant to the topic. The intent is to have the panel discuss where the smart grid is evolving and how it might affect buildings and infrastructure in the Chapter assigned area. |
| 150 points; (150 points maximum) | For a chapter program if the technical topic is a panel discussion about building resilience, such as research undertaking studies on building resilience, controls service providers addressing how control strategies and resiliency are linked, cyber security challenges in the built environment, technical representatives from the local weather authority |

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| | sharing insights about future weather patterns, utility representatives to discuss how buildings impact grid performance, or other specialists relevant to the topic. The intent is to have the panel discuss where the integration of resilience into new and existing buildings and how it might affect infrastructure in the Chapter assigned area. |
| 150 points; (150 points maximum) | For a chapter program if the technical topic is a panel discussion about wellness in buildings. The panel should comprise of indoor air quality specialists, interior designers, psychologists specializing in the effects of the indoor environment, and other specialists relevant to the topic. The intent is to have the panel discuss how buildings may improve the quality of life of its occupants, and protect against harmful exterior environments. |
| 50 points; (100 points maximum) | For each chapter program on Indoor Air Quality/Environmental Health (Points doubled if related to a Residential project) |
| 25 points | For each program on refrigeration, business, management, developing economies or legal education (<i>minimum 45 minute presentation; maximum 2 per subject area</i>) |
| 25 points | For each technical tour with a 30 minute presentation |
| 25 points | For each chapter monthly meeting held where continuing education credits (e.g. PDHs, CEUs) are provided for attendees |

CHAPTER MEMBER AND YEA ACTIVITIES

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| 25 points; (400 points maximum) | For each article (minimum 250 words) on a technical, business, legal or management topic (other than those announcing a program) published in a chapter newsletter or posted on a chapter website (<i>maximum of two articles per month</i>) (an additional 25 points if submitted by YEA member; not to exceed 100 additional bonus points) |
| 50 points; (200 points maximum) | For each chapter presentation (minimum 15 minutes) given by an ASHRAE voting or corresponding Technical Committee (TC), Task Group (TG) or Standards Project Committee (SPC) member on status of one particular TC's, TG's or SPC's efforts (Research activities, Standards activities, Handbook activities, etc.) (Points doubled if the presenter is part of the Refrigeration Committee, Residential Committee or a YEA member) |
| 100 points | For each Technology Award entry into Chapter competition (<i>Points doubled if submitted by a YEA member</i>) |

RVC ASSIGNS

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| 200 points; (200 points maximum) | For the incoming Chapter CTT committee chair attending the CTTC CRC workshop |
| 100 points | For submitting Donald A. Siller Refrigeration Award application |
| 100 points | For submitting Dan Mills Chapter Programs Award application |
| 50 – 100 points; (100 points maximum) | For planning/goal setting session with RVC (<i>points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later</i>) |
| 10 – 100 points; (100 points maximum) | For achieving goals established in goal-setting session with RVC (<i>points assigned by RVC by June 30</i>) |

ANNUAL REVIEW AND UPDATE REQUIRED:

These Guidelines will be reviewed and updated annually before the Spring CRC season begins in order to comply with the PAOE for the incoming year.

APPENDIX BB: CTTC CHAPTER CHAIR CALENDAR

MAY-JULY

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

AUGUST

- 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.
- Prepare MBO to the Chapter President.
- 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 Regional Vice Chair (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

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

OCTOBER

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- Schedule a planning session with RVC, which is due by October 30th.
- Schedule a DRC and RVC visit to a Chapter meeting if not confirmed yet.
- If Distinguished Lecturer program has not been used, consider applying for an unused DL allocation after November 30 (if any left) through RVC.

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

- Contact your CTTC Regional Vice Chair (RVC). Prepare and attend Spring CRC workshop (if appropriate).
- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming months.
- 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.
- Announce the date/time and topic of society web seminar to membership.

APRIL

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.

- Work with Program Chair and announce tentative meeting programs for the coming months.
- 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

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Provide or contribute a meeting recap article and photos for the next issue of Chapter newsletter.
- Work with Program Chair and announce tentative meeting programs for the coming month (including golf-outing).
- Help Chapter's Regional Technology Award first-place winners to refine entries in preparation for Society submittal.
- 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 30th, to Society.
- Remind Chapter members in newsletter for the upcoming Society annual conference.

JUNE

- Report monthly meeting performance including program evaluation, speakers' database and PAOE data entering in ASHRAE website.
- Remind BOG members, committee chairs and membership to report qualified, while unclaimed PAOE activities, and enter these PAOE points before July 15th.
- 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 1st.
- 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 30th, to Society.