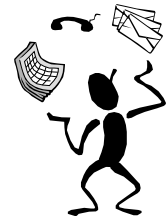




ASHRAE
DISTINGUISHED LECTURERS PROGRAM



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
- ❖ ***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.



**ASHRAE
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GENERAL CHECKLIST

PUBLICITY:	
<input type="checkbox"/>	Use publicity recommendation outlined in the ASHRAE Distinguished Lecturer Media Kit
<input type="checkbox"/>	Send individual emails to all Chapter Members
<input type="checkbox"/>	Chapter newsletter
<input type="checkbox"/>	Chapter Website
<input type="checkbox"/>	Media interviews with lecturer
<input type="checkbox"/>	Industry blog or electronic chat room
<input type="checkbox"/>	Announcements to related industry organizations
SPEAKER:	
<input type="checkbox"/>	Introduction/biographical sketch
<input type="checkbox"/>	Housing reservation
<input type="checkbox"/>	Transportation (pick up at airport/local transportation)
<input type="checkbox"/>	Get advance copy of handouts from lecturer; make sufficient number for audience
<input type="checkbox"/>	List of local contacts
<input type="checkbox"/>	Honorarium check (to be paid by Chapter if agreed prior to lecture)
LECTURE ROOM:	
<input type="checkbox"/>	Adequate seating
<input type="checkbox"/>	Adequate ventilation
<input type="checkbox"/>	Handicapped access
<input type="checkbox"/>	Lighted lectern
<input type="checkbox"/>	Screen
<input type="checkbox"/>	Projector (and spare)
<input type="checkbox"/>	Spare projector bulbs
<input type="checkbox"/>	Pointer
<input type="checkbox"/>	Public address system
<input type="checkbox"/>	Extension cords
<input type="checkbox"/>	Projector operator
<input type="checkbox"/>	Lighting
<input type="checkbox"/>	Directions to lecture room posted
<input type="checkbox"/>	Drinking water for speaker
<input type="checkbox"/>	Doors to be unlocked
<u>Number in Audience</u>	<u>Width of Screen</u>
25 to 50	60"
75	70"
100	84"
150 and over	96"