

# NOTES

An ASHRAE Society Program Committee Newsletter for TC Chairs, Program Subcommittee Chairs, & Interested Parties  
SY 05/06 (June, 2006)

Reminder:  
Dallas Submittals are due **August 5!**  
Submit online at [www.ASHRAE.org](http://www.ASHRAE.org)

## Update on Quebec Program Schedules

There were 109 seminars submitted for Quebec, along with 15 Transactions Sessions (formerly Symposia and Tech. Sessions) and 36 forums. This totals 160 total programs submitted for 107 available slots. The Program Committee met in Atlanta in early March to complete the Quebec layout, and followed the following Procedure for layout:

- ✓ Transactions Sessions (automatically scheduled 1<sup>st</sup>)
- ✓ Society Program Committee Ranking of Top 30 Programs (based on rally around Theme of meeting)
- ✓ Priority 1 Programs that have been re-submitted from previous programs.
- ✓ Priority 1 Programs submitted for current meeting.
- ✓ Priority 2 Programs that were re-submitted from previous meetings.
- ✓ Priority 2 Programs submitted for current meeting.
- ✓ All Remaining Submittals (Priority 3 & 4)
- ✓ LATE SUBMITTALS.

As most persons are aware, we have reduced the number of rooms from 9 to 8, and have changed the timeslots from 2 hours to 1-1/2 hour and 1-hour time slots. This layout gives us greater flexibility to accommodate programs that would like a greater number of speakers, or programs that only have 2 speakers. The Quebec layout was the first layout where this procedure was tested. Several TC's submitted Part 1 & Part 2 programs, and these were accommodated in a multitude of methods, depending on the number of speakers that were identified. After adding some lunch time forums, there were 47 programs that had to be cut; however, over 90% of all of the Priority 1 Submittals were scheduled, and all of the Transaction Sessions were scheduled. If your program was not scheduled, PLEASE re-submit the program for the Dallas Meeting as a Priority 1 program, and designate it as a re-submittal on the scheduling request. This will enable the program to get scheduled ahead of the newly submitted programs.

## Evaluation Survey Results

The meeting attendee evaluation surveys for seminars and symposia from the Chicago meeting have been compiled and are available at [www.ASHRAE.org](http://www.ASHRAE.org), under the Meetings and Events tab, then ASHRAE Meetings at:

<http://www.ashrae.org/template/MeetingLinkLanding/category/1718;jsessionid=aaa-ejm5dW-hdY>

## Program Themes for Upcoming Meetings

Meeting	Program Theme
Dallas, TX Jan., '07	<a href="#">Get Energized in Dallas: Energy Efficient Strategies for Buildings</a>
Long Beach, CA June, '07	<a href="#">ASHRAE the Natural Way</a>

**Please remember that the Program Committee places emphasis on programs that focus on the theme topics when completing the layout for each meeting. For better assurance that your program will be scheduled, each TC should attempt to rally their programs around the meeting theme.**

**Dallas:** [Get Energized in Dallas: Energy Efficient Strategies for Buildings](#)

The Program Committee is seeking to build a technical program that addresses energy conservation in buildings using applications for today's high fuel cost environment and ideas for achieving near-zero energy buildings.

**Long Beach:** [ASHRAE the Natural Way](#)

The focus of the technical program will be on natural ventilation.

## Program Submission Accuracy

When submitting program information, please be sure your information is **COMPLETE and CORRECT**. Program and member databases are not linked. Therefore, if you enter an incorrect or incomplete name or address for a speaker, it will be published in

Insights incorrectly. ASHRAE staff can't verify speaker information. If it's submitted wrong, it will be listed incorrectly in the program. Please be conscientious when submitting your information.

### Program Submission Deadlines

Program	Tech Papers Due For Review	Completed Program Submissions Due
Dallas, TX	April 7, 2006	August 4, 2006
Long Beach, CA	September 29, 2006	February 9, 2007

### Interaction with the AHR Expo

The SPC is investigating options to further efforts in Program submission and delivery with the AHR Expo at the Winter Meetings. For Dallas, we are asked to present presentations on the following topics of interest:

- Business Management and Operation
- Cost Control
- Project Management
- Business development
- Indoor Air Quality
- Energy Conservation
- 

Please consider these topics for your presentations at the Winter Meeting in Dallas.

### The Most Common Commercialism Problems at ASHRAE meetings

- Speaker information and commercial references on other than the first slide.**
  - On the first slide "anything goes". However, the remaining slides are restricted to non-commercial presentation. It is improper to list a commercial website, the author's name and affiliation etc on any other slide – including the second slide and last slide.
  - Commercial acknowledgements are appropriate on the first slide ONLY.
  - A bibliography of referenced information is appropriate on the last slide.
  - Very common mistake is use of a template / slide master that repeats commercial references on every slide in the presentation.
- Improper copyright indications on each slide**
  - See the "copyright" section above for the legal placing of copyright indications on a presentation and the maintenance of said copyrights.
- Reference to companies and institutions throughout the presentation because they are "non-profit".**
  - It is a mistake to assume that "non-profit" organizations are not in a competitive environment where reference to them in a presentation might render some competitive advantage. Universities, however non-profit, compete vigorously for research dollars.
- Unapproved ASHRAE logos on the presentation in the footer, as a water mark etc.**
  - ASHRAE logo placement is reserved for consensus standards and technical writings, which have been extensively peer reviewed. The placement of the ASHRAE logo on a presentation which has not undergone extensive ASHRAE review is inappropriate.
- Excessive repetition of allowed commercial names.**
  - While it is allowed to state the name of commercial software where it is needed for clarification purposes, it is inappropriate to excessively repeat the commercial name after the first mention. Instead, the software should be referred to generically – eg. Use: "energy modeling software", instead of "Trace" or "HAP".
- Avoid the use of web site URL addresses or links in the presentation.**
  - Since it is difficult to check a link during the Commercialism check by the Program Committee prior to the presentation, any URL address or link listed on any slide other than the first slide will be asked to be removed.
- "Props" are NOT permitted to be used during the presentation.**
  - The Powerpoint presentation should be used as the tool to emphasis or demonstrate a point only. Pictures and movies as part of the presentation are permitted. Bringing physical items into the session room is prohibited.
- Photos containing commercial references are NOT allowed.**
  - Either take steps when taking the photo to avoid getting commercial names or references in the picture, or use PowerPoint / digital photo editing tools after the fact to blank out any commercial references seen.

### SPC Liaisons

Please check the list on this page for the Program Committee liaison's name and contact information for your TC Section. If you haven't already done so, update your address book. If you didn't meet your liaison in Chicago, you will have a chance to meet him/her at the Section meetings in Quebec. **These folks are here to help you, so please utilize their services!**

#### SOCIETY Program Committee (SPC)

Kirk Mescher	Chair	<a href="mailto:PRGchair@ashrae.net">PRGchair@ashrae.net</a>	573/874-9455
Ginger Scoggins	Vice Chair	<a href="mailto:gscoggins@engineereddesigns.com">gscoggins@engineereddesigns.com</a>	919/851-8481
Dr. Mo Hosni	Functional Chair	<a href="mailto:hosni@ksu.edu">hosni@ksu.edu</a>	785/532-2321
Frank Schambach	Policy Chair	<a href="mailto:frankschambach@mindspring.com">frankschambach@mindspring.com</a>	504/577-6868
Tony Giometti	ASHRAE Staff	<a href="mailto:PRGstaff@ashrae.net">PRGstaff@ashrae.net</a>	404/636-8400
Mary McGee	ASHRAE Staff	<a href="mailto:PRGAdmin@ashrae.net">PRGAdmin@ashrae.net</a>	404/636-8400

#### ASHRAE Society Program Committee Liaisons (SPCL's)

Section 1	Jim Wolf	<a href="mailto:PL1@ashrae.net">PL1@ashrae.net</a>	703/525-4015
Section 2	Spencer Morasch	<a href="mailto:PL2@ashrae.net">PL2@ashrae.net</a>	732/212-4133
Section 3	Brian Wandling	<a href="mailto:PL3@ashrae.net">PL3@ashrae.net</a>	812/425-9249
Section 4	Joseph Ferdelman	<a href="mailto:PL4@ashrae.net">PL4@ashrae.net</a>	937/224-0861
Section 5	Alan Veeck	<a href="mailto:PL5@ashrae.net">PL5@ashrae.net</a>	757/313-7400
Section 6	John Nix	<a href="mailto:PL6@ashrae.net">PL6@ashrae.net</a>	305/552-3657
Section 7	William Klock	<a href="mailto:PL7@ashrae.net">PL7@ashrae.net</a>	512/744-4410
Section 8	Lynn Werman	<a href="mailto:PL8@ashrae.net">PL8@ashrae.net</a>	402/399-1299
Section 9	David Reid	<a href="mailto:PL9@ashrae.net">PL9@ashrae.net</a>	610/647-3345
Section 10	Ken Cooper	<a href="mailto:PL10@ashrae.net">PL10@ashrae.net</a>	717/757-2648
TAC, Stand.Com	Dick Charles	<a href="mailto:rac781@aol.com">rac781@aol.com</a>	510/562-3814
Intra-Society	J.B. Singh	<a href="mailto:Jb.jape@verizon.net">Jb.jape@verizon.net</a>	609/653-2338