

# NOTES



An ASHRAE Society Program Committee Newsletter for TC Chairs, Program Subcommittee Chairs, & Interested Parties.

This newsletter is published semiannually to share program information with TC chairs, program subcommittee chairs, speakers, and members. It includes important dates, new program initiatives, and information on technical programs.

We, the Program Committee members, would like to express our gratitude to you, the speakers, program subcommittee chairs, TC chairs, and ASHRAE staff for your hard work in helping us offer many excellent sessions for the benefit of the society.

## Important Dates

- ◆ The due date for completed program submittals for Long Beach is **February 9, 2007**.
- ◆ Plan to attend the 2007 Winter Meeting in Dallas, TX - January 27-31. The theme for the Dallas meeting is: Get Energized in Dallas - Energy Efficient Strategies in Buildings. Register by Nov. 2 for Early Bird/Dec. 15 for Advance Registration and SAVE! Register online at: <http://www.ashrae.org/events/>
- ◆ The 2007 Annual Meeting is June 23-27 in Long Beach. The theme for the meeting is: The Use of Natural Resources for Energy Efficient Buildings.

## Proposed New Registration Policy

The ASHRAE Board of Directors passed a new meeting registration policy at their Quebec City meeting that affects speakers in the technical program. Under the new policy, effective for the Long Beach meeting, only authors would receive a full complimentary meeting registration. **Seminar speakers and forum moderators will receive a one-day registration for the day that they speak.**

**Chairs of transactions sessions and seminars would be required to purchase a registration.**

## Dallas Program Highlights

1. The program committee is pleased to announce a technical plenary speaker for Dallas. Dennis Dimick, Executive Editor of National Geographic Magazine, will give a keynote talk on the timely topic of **“Global Climate Change”** Sunday from 9:30 to 10:30 a.m. It is expected that his interesting talk will be of interest to the participants. All meeting attendees are highly encouraged to attend this session.

2. For the first time, seminar sessions are offered at the Expo! To build awareness of the ASHRAE technical programs, afford the professionals at the show the opportunity to benefit from technical presentations, and to bring more attendees to the Expo, the Program Committee decided to offer 16 additional seminars during the show hours at the Dallas Convention Center. Four seminars are scheduled in each time slot, 11:00 a.m. to 12:30 p.m. and 1:00 p.m. to 2:30 p.m. on both Monday and Tuesday. The registration fee for all seminar sessions at the Expo is \$150 or a one-day fee of \$75. However, your ASHRAE meeting registration not only provides you access to the technical programs presented at the Adam’s Mark hotel, it also gives you access to the seminars presented at the AHR Expo and admittance to the Expo. To see the titles and abstracts of the seminars, and a complete list of seminar presenters at Expo, please check the schedule online at:

<http://www.ashrae.org/events/page/949>

**Update on Dallas Program Schedules**

There were 155 programs submitted for Dallas for 113 available program slots. The program committee is grateful for the enthusiasm and hard work of the members to submit so many excellent programs. We tried extremely hard to accommodate as many programs as possible but unfortunately we were not able to schedule 42 programs. We are pleased that we were able to schedule the following 115 sessions:

- 01 Poster Session (21 papers)
- 18 Transactions Sessions (48 papers)
- 83 Seminars (including 16 at Expo)
- 12 Forums
- 01 Public Session
- 115 Total Sessions

For your information, the Program Committee met in Atlanta in late August, 2006 to complete the Dallas layout. The following guideline was employed for layout of above sessions:

- ✓ Transactions Sessions (automatically scheduled 1<sup>st</sup>)
- ✓ Society Program Committee Ranking of Top 30 Programs (based on the 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 resubmitted from previous meetings.
- ✓ Priority 2 Programs submitted for current meeting.
- ✓ All Remaining Submittals (Priority 3 & 4)
- ✓ Late submittals.

As most members are aware, the Program Committee has 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. We are pleased that this layout plan has worked well and most TCs have been satisfied. If your program was not scheduled, PLEASE re-submit the program for the Long Beach Meeting as a Priority 1 program, and let us know it is a re-submittal. This will enable the program to get scheduled ahead of the newly submitted programs. Please contact **Mary McGee at 678-539-1178 to have your program moved to the next meeting.**

**Program Themes for Upcoming Meetings**

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. The themes for upcoming meetings are:

Meeting	Program Theme
Long Beach, CA June 23-27, 2007	The Use of Natural Resources for Energy Efficient Buildings
New York, NY January 19-23, 2008	Safe and Healthy Buildings
Salt Lake City, UT June 21-25, 2008	Zero Energy Design
Chicago, IL January 24-28, 2009	Sustainable Urban Design
Louisville, KY Jun 20-24, 2009	Any suggestions for a topic?

**Program Submission Accuracy**

Members are urged to submit program information **accurately** and **completely**. Unfortunately, the program submittal form and member databases are not linked. Therefore, incorrect or incomplete submission of names or addresses for speakers can NOT be verified and will be published incorrectly in ASHRAE Insights and the program booklet. Please do not hold the ASHRAE staff responsible for the inaccuracy of speakers' information submitted by session chairs.

**Future Program Submission Deadlines**

In order to help the TCs plan their future programs, the following deadlines are enforced by ASHRAE.

Program	Transactions Papers Due for Review	Completed Program Due Date
Long Beach June 23-27, 2007	Sept. 29, 2006	February 9, 2007
New York City Jan. 19-23, 2008	April 6, 2007	August 3, 2007
Salt Lake City June 21-25, 2008	Sept. 28, 2007	February 8 2008

**Quebec City Survey Results**

Offering quality programs are important to the membership and the health of the professional society. The Program Committee conducts surveys of seminars and symposium sessions. The evaluations for seminar and transactions session speakers and programs from Quebec City are posted at:

<http://www.ashrae.org/events/page/562>.

**New Program Ranking Requirement**

Terry Townsend, current ASHRAE President, has asked the Program Committee to assign to each program a designation of “advanced,” “intermediate” or “basic” by the 2007 Annual Meeting. The objective is to allow the membership to attend the sessions of their interest based on the contents of the session. The Program Committee believes that the TCs and sessions chair offering the sessions are in the most knowledgeable position to apply these designations to their proposed sessions at the time of submittal. Therefore, we ask that the TC Chairs, Program Subcommittee Chairs, and Session Chairs use the above three designation as part of their future program submissions.

**Estimating Your Session Attendance Results from Quebec City (June 2006)**

It is important to estimate attendance at proposed sessions based on previous attendance data, expressed interest of TC members, and hot topics that may attract a larger audience. When large rooms are requested but the actual attendance numbers are routinely much lower, the cost of offering sessions increases. Please review the attendance data below with your TCs:

<b>Sunday June 25, 2006</b>	Sem 09		87	SPC
	Sem 10	50	75	05.06
	Forum 01	30	21	07.06
	Forum 02	30	4	08.07
	Forum 03	40	37	02.04
	Trans 04	50	27	05.05
	Sem 11	100	60	07.05; 01.04
	Sem 12	50	71	01.04; SSPC 55; 06.05
	Sem 13	200	52	02.08; 01.05
	Sem 14	55	85	TG 1 Exergy; 01.01
	Sem 15	125	60	TG 10.MOC
	Sem 16		65	05.06; 05.09
	Sem 17	175	50	02.05
	Forum 04	100	15	09.06
	Forum 05	100	55	08.02
	Forum 06	30	13	09.11; 02.08
	Forum 07		14	09.06
	Trans 05	20	23	04.05
	Sem 18	100	50	07.01
	Sem 19	100	50	07.05; 01.04
	Sem 20	40	22	SPC
	Sem 21	50	58	07.08
	Sem 22	60	57	10.07
	Sem 23	40	20	05.09
	Sem 24	80	67	02.04
	Sem 25	100	43	07.01
	Sem 26	80	50	05.05
Sem 27	100	180	STD 55	

	QC Session	Planned	Actual	Sponsor
<b>Sunday June 25, 2005</b>	Trans 01		20	04.01; 04.05; 04.07
	Sem 01	100	60	9.01
	Sem 02	100	30	01.10
	Sem 03	100	60	06.08
	Sem 04	75	30	06.09
	Sem 05	75	44	06.05
	Sem 06	100	26	07.09
	Sem 07	50	30	01.05
	Trans 02	75	20	04.05
	Trans 03	85	45	06.08
	Sem 08	50	67	01.01

	QC Session	Planned	Actual	Sponsor
<b>Monday June 26, 2006</b>	Trans 06	50	29	04.10
	Sem 28	100	20	08.03
	Sem 29	40	71	01.09
	Sem 30	100	72	08.02
	Sem 31	75	65	05.03
	Sem 32	80	30	SSPC 15
	Sem 33	80	45	02.06
	Sem 34	150	34	09.06; 09.08
	Trans 07	150	120	06.01
	Trans 08	100	46	09.09
	Trans 09	50	40	02.01
	Sem 35	50	30	HVAC&R Jrnl
	Forum 08	30	50	07.07
	Forum 09	50	15	05.07
	Forum 10	50	17	10.02
	Forum 11	40	25	04.05
	Sem 36	50	40	05.01; 05.09
	Sem 37	80	45	09.11; 04.10
	Sem 38	50	71	TG 1 Exergy;06.05
	Sem 39	150	75	07.01; 07.09
	Sem 40	100	77	01.12; 04.04
	Sem 41		60	09.06
	Sem 42	60	40	08.12
	Sem 43	75	90	04.03; SSPC 62.1

	QC Session	Planned	Actual	Sponsor
<b>Wednesday June 28, 2006</b>	Sem 62	150	38	Envir. Health
	Sem 63	20	17	SSPC 55
	Sem 64		26	02.03
	Sem 65	150	66	SSPC 62.1
	Sem 66	50	16	04.02
	Sem 67	60	44	09.05
	Sem 68	100	35	07.03
	Sem 69	180	8	TAC; Handbook
	Trans 14	50	35	02.03
	Sem 70	100	42	01.07
	Sem 71	50	20	04.10
	Sem 72	300	54	08.11
	Sem 73	75	41	05.10
	Forum 16	30	3	01.02
	Forum 17	75	18	06.06
	Forum 18	20	13	05.11
	Trans 15	50	12	03.01
	Sem 74		31	01.07
	Sem 75		23	04.10
	Sem 76	300	46	08.11
	Sem 77	80	19	01.03
	Sem 78	75	23	04.03; SSPC 62.2
	Sem 79		34	05.10
	Sem 80		24	03.02; 03.04

	QC Session	Planned	Actual	Sponsor
<b>Tuesday June 27, 2006</b>	Trans 10	50	16	05.09; 05.06
	Trans 11	150	93	06.07
	Sem 44	50	49	02.03
	Sem 45	60	30	04.01
	Sem 46	50	15	HVAC&R Jrnl
	Sem 47	100	47	01.12
	Sem 48	90	68	01.04
	Sem 49	60	35	10.08
	Sem 50	75	82	04.04
	Sem 51	50	45	05.02
	Sem 52	60	81	09.09
	Sem 53	50	85	05.01; 05.09
	Sem 54	70	38	10.01
	Sem 55		65	01.10
	Forum 12	50	28	06.03; 02.04
	Forum 13	100	12	09.08
	Trans 12	150	78	02.08
	Trans 13	50	34	04.07
	Sem 56	60	81	02.01
	Sem 57	75	66	08.10
	Sem 58		51	09.09
	Sem 59	100	45	10.02
	Sem 60	50	47	06.10; 01.10
	Sem 61	50	16	08.09
	Posters		125	SPC
Forum 14	50	21	05.10	
Forum 15	80	22	02.03	

### Society Program Committee (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 haven't met your liaison yet, you will have a chance to meet him/her at the Dallas meeting. These dedicated individuals are here to help you, so please utilize their services!

Last Name	First Name	Email Alias	Position	Telephone
Scoggins	Ginger	<a href="mailto:PRGchair@ashrae.net">PRGchair@ashrae.net</a>	Chair	919-851-8481
Hosni	Mo	<a href="mailto:PRGvchair@ashrae.net">PRGvchair@ashrae.net</a>	Vice Chair	785-532-5610
Cooper	Ken	<a href="mailto:PRGfchair@ashrae.net">PRGfchair@ashrae.net</a>	Functional Subc. Chair	717-757-2648
Veeck	Al	<a href="mailto:PRGpchair@ashrae.net">PRGpchair@ashrae.net</a>	Policy Subc. Chair	757-313-7400
Newcomer	Keith	<a href="mailto:PRGintra@ashrae.net">PRGintra@ashrae.net</a>	Intra-Society Liaison	919-235-6162
Charles	Richard	<a href="mailto:PRGstandc@ashrae.net">PRGstandc@ashrae.net</a>	Standing Committee Liaison	415/437-7333
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McGee	Mary	<a href="mailto:PRGAdmin@ashrae.net">PRGAdmin@ashrae.net</a>	Program Administration	678-539-1178