RAL REGIONAL LECTURER (RRL) PROGRAM
NOMINATION INSTRUCTIONS
May 2019

A. Program Information
The RAL Regional Lecturer (RRL) Program was established in April 2019
under the direct management of ASHRAE RAL. The purpose of the program
is to provide ASHRAE RAL chapters with additional lecturers equipped to
speak on relevant subjects of interest to ASHRAE members and guests. The
program provides ASHRAE RAL chapters, student branches, neighboring
universities and colleges, and other organizations the opportunity to
collaborate and hear outstanding speakers on the leading edge of technology.

B. Reimbursement Guidelines
RAL Regional Lecturer (RRL) reimbursement will be in accordance with the
RAL Expense Reimbursement Policy for the RRL Program in effect for the
current fiscal year.
The applicable Speaker honorarium, if any, will be the responsibility of the
inviting ASHRAE chapter upon prior joint coordination.

C. Nomination Criteria
The RAL Regional Lecturer (RRL) candidate:
1. Must be nominated by a main nominator (submitter of the Form), and
   sponsored by two -to- four ASHRAE members, or ASHRAE staff, using the
   RAL Regional Lecturer Nomination Form.
2. 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.
3. Must have proven expertise in their particular field (as demonstrated
   through years of experience and speaking and/or publishing on a
   particular topic).
4. Should commit to a two-year, renewable term and agree to at least two
   speaking engagements per year, if requested to speak.
5. Must abide by the ASHRAE Commercialism Policy and Guidelines. For
   latest update, visit https://www.ashrae.org/about/governance/ashrae-
   commercialism-policy-and-guidelines
6. Does not have to be an ASHRAE member. However, selection
   preferences will be considered for ASHRAE members, and holders of
   special recognitions such as ASHRAE Fellow, books authored, peer
   recognition, excellent presentation skills, and similar.
D. Submission Requirements
RAL Regional Lecturer (RRL) Nominations should be submitted to RAL.RRL.Program@gmail.com latest by July 31 of every year for review in the RRL Committee meeting at the annual RAL CRC.
The RRL Nomination package should include the following documents (in pdf format):
1. RRL Nomination Form
2. A current resume or ASHRAE Biographical Record (to include pertinent data on education, experience, publications, etc.)
3. Abstract(s)/ brief synopsis of the candidate's proposed presentation(s), and
4. A digital photo of the candidate

E. Nomination Checklist
☐ Is the Regional Lecturer Nomination Form complete?
☐ Is the current ASHRAE Biographical Record or resume attached?
☐ Is an abstract (brief synopsis) of the proposed presentation(s) attached?
☐ Is a digital photo of the candidate attached?
☐ Is the nomination submitted by the July 31 deadline?