

## **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](mailto: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?