

Good Afternoon!

My name is Sarah Maston and I am the Track Chair for Track 5, Installation and Operations & Maintenance (O&M) of HVAC Systems, at the 2012 ASHRAE Winter Conference, Chicago. I have a number of conference papers that have been arranged into technical sessions, and am **in need of three session chairs**. This email is being sent to you, in your capacity as a Chair of a TC that may have an interest in these sessions. Please forward this information onto your TC members, as we would prefer to offer these positions to individuals with a working knowledge or interest in the information being presented. **Session Chairs also receive complimentary registration for the Conference.**

If anyone in your TC is interested, please let me know or have the person contact me directly- I would greatly appreciate it.

There are a number of responsibilities that the Session Chair must be willing to take on. The session chair will coordinate the review of the papers, speaker details and chair the session at the Conference. Please let me know as soon as possible so as to give the session chairs ample time to complete the items listed below.

Conference Paper Session Chair Responsibilities

As a Session Chair, your responsibilities may include the following.

- Oversee review process of all conference papers in the session; find and assign at least two reviewers to each paper, the session chair may serve as one of the reviewers; correspond with authors and reviewers exercising the single-blind review policy; make final decision on acceptance of the paper and notify the author.
- Develop Program title and abstract ; brief abstract of approx. 100 words for the session, as a whole.
- Inform Track Chair or Conference Organizer of the progress of your session.
- Provide a list of 6 learning objectives and 10 methods of assessment for the Program (not each individual presentation).
- Submit the program/session request for scheduling purposes.
- Ensure authors and reviewer's meet all deadlines and that a bio is provided for each presenter.
- Attend session, introduce speakers.

There are currently three sessions being planned in my track. The abstract titles for the papers that were accepted into these three sessions, are as follows:

Session 5-1: Paper titles include: Uncertainties in Achieving Energy Savings from HVAC Maintenance Measures in the Field; Central Plant Energy Savings by Operator Training ; A Side by Side Comparison of Chemical Vs. Non-Chemical Cooling Tower Water Treatments

Session 5-2: Paper titles include: Preventing Budget Cuts with Preventive Maintenance; Re-Commissioning Based On BMS Data Logs; Preserve Performance by Making Controllers Talk: An Ontology for Building Control Systems

Session 5-3: Paper titles include: Energy Audit Analysis of Residential HVAC Systems In Austin, Texas; Using CUSUM Method to Diagnose Faults In Secondary HVAC Systems; Improving the Energy Performance of a University Building Through Fault Detection and Building Systems Diagnostics; Use of First Law Energy Balance As a Screening Tool for Building Energy Data. Part II – Experiences On Its Implementation As a Data Quality Control Tool

If you (or your TC member) have an interest in any of these three sessions, please let me know and I will get you access to the papers so that you can begin to obtain reviewers for the papers in the session. **We would like to have the session chairs finalized before the Montreal Conference so those chairs can talk to other TC members about being paper reviewers.**

Please feel free to contact me if you have any questions.

Best regards,
Sarah

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