



# ASHRAE Web Sites

Region I, Chapter Regional Conference  
August 29, 2009  
Albany, New York  
Heather Nowakowski, RECC



# Agenda

Hosting

Content

WEBSitation of Excellence

Region I Website





# Hosting

- ASHRAE server space available
- Post information pertaining to activities
- Submit to webmaster for posting
- Navigation through single home page
- Society does not host Student web sites





# Hosting: Site Designations

- Chapter web site:  
“ASHRAE® (Chapter name) Chapter”
- Student Branch:  
“ASHRAE® (branch name) Student Branch”
- Regional web site:  
“ASHRAE® Region I”
- Standing General Committees:  
“ASHRAE® (name of committee)”





# Hosting: The Disclaimer

“This web site is maintained by the (*name of the Chapter or Student Branch*) of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE). It does no present official position of the Society nor reflect Society policy. ASHRAE chapters may not act for the Society and the information presented here has not had Society Review. To learn more about ASHRAE activities on an international level, contact the ASHRAE home page at <http://www.ashrae.org>.”





# Hosting: Site Webmaster

- A Webmaster is a single person
- Homepage includes contact information
  - Name
  - Committee Position
  - E-mail address
  - Date of last revision





# Content

- Appropriateness of material
- Rosters & Privacy
- Be mindful of copyright
- Material offered for sale by ASHRAE
- Statements of ASHRAE's Position
- Discussion Groups





# Content: Commercialism

- MCO, Appendix FF
- Do not endorse, describe, or name
- Exceptions to that rule
- Beware of links
- Advertising do's and don'ts
  - Business cards
  - “You are leaving the (name) Chapter’s Home Page
  - E-mail links





# Content: ASHRAE Trademarks

- Registered trademark
- “Circle R”, “ASHRAE”, and Logo
- Chapters may use the logo
- Society may restrict the use of its logos and trademarks
- “ASHRAE® On Line”





# Content: Miscellaneous

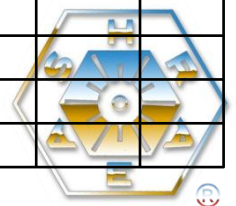
- Link to Society's home page
- References to ASHRAE products
- Society Site Review





# WEBSitation of Excellence

<i>The Chapter's home-page should have the following as a minimum, and will be awarded points for each as follows:</i>		Oct	Dec.	Feb.	April
Proper Title, i.e.: ASHRAE® Boston Chapter	100 points				
Geographical location (City and State)	100 points				
Disclaimer Statement with link to ASHRAE.org	100 points				
Webmaster name, e-mail address, and date of latest revision	100 points				
<i>If all four items above are found on the home page and are operational, the home page is eligible for the following extra points:</i>					
Description of region served (geographical boundaries)	100 points				
Link to, or Greeting from chapter president (a general “welcome” and statement)	100 points				
Link to chapter officers and committee chairs contact information (who's who)	100 points				
Link to chapter monthly meeting info (when, what, where)	100 points				
<i>Bonus Points for items found anywhere on the site:</i>					
Current chapter newsletter	50 points				
Past newsletters (at least all from the current year)	50 points				
Upcoming events and future meetings	50 points				
Link to Region I website	50 points				
Chapter history and/or general info pages (statistics)	100 points				
Other functional Chapter committee pages Membership, RP, SA, Programs, TEGA	25 points ea				
Link to sign up for e-mailed newsletter	50 points				
Link to sign up for attendance at monthly meeting	50 points				
Link to sign for ASHRAE membership	50 points				
Most recent BOG/Meeting minutes	50 points				
Past BOG/Meeting minutes (at least all from the current year)	50 points				





# Region I Web Site

<http://www.ashraeregion1.org/>

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