

**IEEE/PES SWITCHGEAR COMMITTEE MEETING - SCHEDULE OF EVENTS**

<b>DAY - TIME (Local - Eastern Daylight-Saving Time) - EVENT</b>	<b>Chair</b>	<b>No.</b>	<b>Subcom</b>	<b>Setup</b>	<b>A/V</b>	<b>ROOM</b>
<b>SUNDAY 16-Apr-2023</b>	-	-	-	-	-	-
<b>9:00 AM - 10:00 AM Pre-conference review (Swgr Main Committee Officers, IEEE Staff, &amp; Hotel Coordinators only)</b>	Cassandra Carollo	10	--	U	--	Coquina (3rd Floor)
<b>4:00 PM - 5:30 PM</b> Registration	Cassandra Carollo	--	--	T, B, E	EL	Lobby II
<b>5:00 PM - 6:00 PM</b> First-time Attendees' Meet & Greet with Committee and Subcommittee Officers	Doug Edwards	30	--	U	S6, EL	Island I
<b>6:00 PM - 7:30 PM</b> <b>Welcome Reception</b>	<b>Please Register</b>	160	ALL	RR, 2E	-	Island I
<b>7:45 PM - 9:00 PM</b> Meeting Planning Group	Cassandra Carollo	15	IEEE	U	S6, EL	Coastal

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<b>DAY – TIME (Local - Eastern Daylight-Saving Time) – EVENT</b>	<b>Chair</b>	<b>No.</b>	<b>Subcom</b>	<b>Setup</b>	<b>A/V</b>	<b>ROOM</b>
<b>MONDAY 17-Apr-2023</b>	-	-	-	-	-	-
<b>7:30 AM – 9:30 AM COMPANIONS' BREAKFAST</b>	<b>Please Register</b>	40	-	R	-	Sky View
<b>7:00 AM – 8:00 AM BREAKFAST &amp; ORIENTATION (Presentation 7:25AM - 7:45AM)</b>	John Webb	160	ALL	R, 2E	S12, P, M(x1), ER	Island I
Registration	Cassandra Carollo	--	--	T, B, E	EL	Lobby II
<b>8:00 AM – 9:45 AM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
C37.01: Standard for High Voltage Direct Current Circuit Breakers Above 3200 Vdc (I of II)	J. Hu	30	HVCB	SR, RFT	S6, EL	Beach
C37.63: Requirements for Overhead, Pad-Mounted, Dry-Vault, and Submersible Automatic Line Sectionalizers for AC Systems Up to 38 kV (I of II)	F. DeCesaro	40	RODE	SR, RFT	S8, EL	Bay
C37.301: Test Techniques--Partial Discharge Measurements (I of II)	J. M. Parsi	40	ADSCOM	SR, RFT	S8, EL	Palm
C37.13: Low-Voltage AC Power Circuit Breakers Used in Enclosures (I of II)	K. Flowers	30	LVSD	SR, RFT	S6, EL	Gulf
C37.20.3: Metal-Enclosed Interruptor Switchgear (I of II)	R. Hartzel	50	SA	SR, RFT	S10, EL, M	Island II
C37.81 PAR Study Group: IEEE Guide for Seismic Qualification of Class 1E Metal-Enclosed Power Switchgear Assemblies	R. Boyce	20	SA	SR, RFT	S6, EL	Coastal
C37.12.1 PAR Study Group: Recommended Practice for Instruction Manual Content of High-Voltage Circuit Breakers (Over 1000 Volts)	S. Zaharko	30	HVCB	SR, RFT	S6, EL	Coquina (3rd Floor)
<b>9:45 AM – 10:15 AM MORNING BREAK</b>	-	160	-	2E	--	-
Registration	Cassandra Carollo	--	--	T, B, E	EL	Lobby II
<b>10:15 AM – 12:00 PM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
C37.100.6: Determination of Test Specimens for Seismic Qualification (I of I)	E. Wilkie	20	ADSCOM	SR, RFT	S6, EL	Palm
C37.63: Requirements for Overhead, Pad-Mounted, Dry-Vault, and Submersible Automatic Line Sectionalizers for AC Systems Up to 38 kV (II of II)	F. DeCesaro	40	RODE	SR, RFT	S8, EL	Bay
C37.01: Standard for High Voltage Direct Current Circuit Breakers Above 3200 Vdc (II of II)	J. Hu	30	HVCB	SR, RFT	S6, EL	Beach
C37.13: Low-Voltage AC Power Circuit Breakers Used in Enclosures (II of II)	K. Flowers	30	LVSD	SR, RFT	S6, EL	Gulf
C37.20.3: Metal-Enclosed Interruptor Switchgear (II of II)	R. Hartzel	50	SA	SR, RFT	S10, EL, M	Island II
C37.82 PAR Study Group: IEEE Standard for the Qualification of Switchgear Assemblies for Class 1E Applications in Nuclear Power Generating Stations	R. Boyce	20	SA	SR, RFT	S6, EL	Coastal
Open	-	--	--	SR, RFT	S6, EL	Coquina (3rd Floor)
<b>12:00 PM – 1:30 PM LUNCH BREAK (On Your Own)</b>	-	-	-	--	--	-
Main Committee Officer Planning Meeting (*)	Doug Edwards	10	--	SR, RFT	S6, EL	Coquina (3rd Floor)
Women Engineers Networking Luncheon	K. Trost	10	--	E	-	Sky View
<b>1:30 PM – 3:15 PM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
C37.41: Design Tests for High-Voltage (>1000 V) Fuses and Accessories (I of IV)	S. Cochran	40	HVF	SR, RFT	S8, EL	Beach
C37.74: Requirements for Subsurface, Vault, and Padmounted Load-Interrupter Switchgear and Fused Load-Interrupter Swgr for AC Systems up to 38 kV (I of II)	K. Darko	40	RODE	SR, RFT	S8, EL	Palm
C37.122.3: Guide for Sulphur Hexafluoride (SF6) Gas Handling for High-Voltage (over 1000 Vac) Equipment (I of I)	Billy Lao	40	HVCB	SR, RFT	S8, EL	Gulf
C37.17: Direct-Acting Trip Systems LV AC and GP DC Power Circuit Breakers (I of I)	J. Mizener	30	LVSD	SR, RFT	S6, EL	Coastal
C37.20.4 Indoor AC Switches (1 kV to 38 kV) (I of I)	B. Cohn	40	SA	SR, RFT	S8, EL	Bay
Open	-	60	ADSCOM	SR, RFT	S10, EL, M	Island II
C37.27 PAR Study Group: Application Guide for Low-Voltage AC Power Circuit Breakers Applied with Separately-Mounted Current-Limiting Fuses (I of I)	M. Valdes	20	LVSD	SR, RFT	S6, EL	Coquina (3rd Floor)
<b>3:15 PM – 3:45 PM AFTERNOON BREAK</b>	-	160	-	2E	-	-
Registration	Cassandra Carollo	--	--	T, B, E	EL	Lobby II
<b>3:45 PM – 5:30 PM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
C37.122.10 Guide for Handling Non-SF6 Gas Mixtures for HV Equipment (I of I)	B. Lao	40	ADSCOM	SR, RFT	S8, EL	Gulf
C37.74: Requirements for Subsurface, Vault, and Padmounted Load-Interrupter Switchgear and Fused Load-Interrupter Swgr for AC Systems up to 38 kV (II of II)	K. Darko	40	RODE	SR, RFT	S8, EL	Palm
C37.016: AC High Voltage Circuit Switchers rated 15.5 kV through 245 kV (I of I)	N. McCord	40	HVCB	SR, RFT	S8, EL	Beach
Open	-	--	LVSD	SR, RFT	S6, EL	Coastal
C37.24: Guide for Evaluating the Effect of Solar Radiation on Outdoor Metal-Enclosed Switchgear (I of I)	T. Woodyard	40	SA	SR, RFT	S6, EL	Bay
EPAG: External Project Approval Group (I of I)	Doug Edwards	60	ADSCOM	SR, RFT	S10, EL, M	Island II
C37.21: Standard for Control Switchboards	C. Thomas	20	SA	SR, RFT	S6, EL	Coquina (3rd Floor)
<b>6:00 PM – 9:00 PM</b> Open	-	--	--	SR, RFT	S6, EL	Coastal

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<b>DAY – TIME (Local - Eastern Daylight-Saving Time) – EVENT</b>	<b>Chair</b>	<b>No.</b>	<b>Subcom</b>	<b>Setup</b>	<b>A/V</b>	<b>ROOM</b>
<b>TUESDAY 18-Apr-2023</b>	-	-	-	-	-	-
<b>7:30 AM – 9:30 AM COMPANIONS' BREAKFAST</b>	<b>Please Register</b>	40	-	R	-	Sky View
<b>7:00 AM – 8:00 AM BREAKFAST BUFFET AND PRESENTATION - Updates from the IEEE Standards Association</b>	Jennifer Santulli	160	ALL	R, 2E	S12, P, M(x1), ER	Island I
Registration	Cassandra Carollo	--	--	T, B, E	EL	Lobby II
<b>8:00 AM – 9:45 AM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
C37.13.1: IEEE Standard for Definite-Purpose Switching Devices for Use in Metal-Enclosed Low-Voltage (600 Vac and Below) Power Circuit Breaker Switchgear (I of I)	D. Zia	20	LVSD	SR, RFT	S6, EL	Coastal
C37.20.6: 4.76 kV to 38 kV Rated Ground and Test Devices Used in Enclosures (I of I)	R. Hartzel	40	SA	SR, RFT	S8, EL	Palm
C37.30.6: Guide for Electric Motor Operators Applied to High-Voltage Air Switches Rated Above 1000 V (I of II)	J. Blake	30	HVS	SR, RFT	S6, EL	Beach
C37.100.7: Guide for the Performance Characteristics of Alternative Gases (II of I)	D. Schiffbauer	60	ADSCOM	SR, RFT	S10, EL, M	Island II
C37.20.10: IEEE Standard for Definitions for AC (52 kV and Below) and DC (3.2 kV and Below) Switchgear Assemblies (I of I)	D. Delfino	30	SA	SR, RFT	S6, EL	Gulf
C37.86: Guide for Internet of Things (IoT) Switchgear Terminals (52 kV and below) (I of I)	J. Xue / D. Swing (Local)	40	ADSCOM	SR, RFT	S8, EL	Bay
Open	-	--	--	SR, RFT	S6, EL	Coquina (3rd Floor)
<b>9:45 AM – 10:15 AM MORNING BREAK</b>	-	160	-	2E	--	-
Registration	Cassandra Carollo	--	--	T, B, E	EL	Lobby II
<b>10:15 AM – 12:00 PM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
C37.41: Design Tests for High-Voltage (>1000 V) Fuses and Accessories (II of IV)	S. Cochran	40	HVF	SR, RFT	S8, EL	Beach
Recloser and Interface Discussion Group	T. Johnson	30	RODE	SR, RFT	S6, EL	Gulf
C37.23: Metal-Enclosed Bus (I of I)	J. Hines	30	SA	SR, RFT	S8, EL	Palm
C37.14: DC (3200 V and below) Power Circuit Breakers Used in Enclosures (I of I)	L. Grahor	30	LVSD	SR, RFT	S6, EL	Coastal
C37.30.7: Requirements for High-Voltage Air Switches Rated Above 1000 Vdc (I of I)	B. Hurst	30	HVS	SR, RFT	S6, EL	Bay
C37.04a: Ratings and Requirements for AC High-Voltage Circuit Breakers with Rated Maximum Voltage Above 1000 V Amendment: Changes to construction requirements and clarification of certain related required capabilities (I of I)	J. Webb	80	HVCB	SR, RFT	S12, EL, M	Island II
Open	-	20	--	SR, RFT	S6, EL	Coquina (3rd Floor)
<b>12:00 PM – 2:00 PM LUNCH AND PRESENTATION - Thermographic Surveys: Annual and/or Continuous Thermal Monitoring (CTM) Inspections? (Peter Baen - Chair, IEEE P2969 Working Group)</b>	<b>Please Register</b>	160	ALL	R, 2E	S12, P, M(x1), ER	Island I
<b>2:00 PM – 3:45 PM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
C37.41: Design Tests for High-Voltage (>1000 V) Fuses and Accessories (III of IV)	S. Cochran	40	HVF	SR, RFT	S8, EL	Beach
Task Force: Aging of Switchgear (I of I)	A. Nanning	30	TI	SR, RFT	S6, EL	Coastal
Open	--	20	--	SR, RFT	S6, EL	Coquina (3rd Floor)
C37.09a: Test Procedures for AC High-Voltage Circuit Breakers with Rated Maximum Voltage Above 1000 V Amendment: Modifications to test procedures (I of I)	J. Weisker	80	HVCB	SR, RFT	S12, EL, M	Island II
C37.68: Standard Design, Test, and Application Requirements for Microprocessor-Based Controls of Distribution Padmount, Dry Vault, Wet Vault, and Polemount Switchgear Rated Above 1 kV and Up to and Including 38 kV (I of II)	P. Found	50	RODE	SR, RFT	S10, EL	Palm
C37.20.1: Metal-Enclosed Low-Voltage (1000 Vac and below, 3200 Vdc and below) Power Circuit Breaker Switchgear (I of II)	M. Lafond	40	SA	SR, RFT	S8, EL	Gulf
IEEE P2969: Guide for Continuous Thermal Monitoring for Switchgear and Motor Control Centers up to 52 kV (I of II)	P. Baen	50	ADSCOM	SR, RFT	S10, EL	Bay
<b>3:45 PM – 4:15 PM AFTERNOON BREAK</b>	-	160	-	2E	--	-
Bulletin Board and Information Table	Cassandra Carollo	--	--	B	EL, E	Lobby II
<b>4:15 PM – 6:00 PM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
IEEE P2969: Guide for Continuous Thermal Monitoring for Switchgear and Motor Control Centers up to 52 kV (II of II)	P. Baen	50	ADSCOM	SR, RFT	S10, EL	Bay
C37.100.8: Guide For Methodologies to Demonstrate the Expected Life of Lubricants Used in Switching Devices (I of I)	J. Harley	40	RODE	SR, RFT	S8, EL	Beach
C37.301: Test Techniques--Partial Discharge Measurements (II of II)	J. M. Parsi	40	ADSCOM	SR, RFT	S8, EL	Coastal
C37.68: Standard Design, Test, and Application Requirements for Microprocessor-Based Controls of Distribution Padmount, Dry Vault, Wet Vault, and Polemount Switchgear Rated Above 1 kV and Up to and Including 38 kV (I of II)	P. Found	50	RODE	SR, RFT	S10, EL	Palm
C37.20.1: Metal-Enclosed Low-Voltage (1000 Vac and below, 3200 Vdc and below) Power Circuit Breaker Switchgear (II of II)	M. Lafond	60	SA	SR, RFT	S10, EL	Gulf
Open	-	60	--	SR, RFT	S10, EL	Island II
C37.015 PAR Study Group: Application Guide for Shunt Reactor Switching	L. Collette	20	HVCB	SR, RFT	S6, EL	Coquina (3rd Floor)
<b>6:00 PM – 8:00 PM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
STLNA (*)	V. Savulyak	40	(*)	SR, RFT	S8, EL	Beach
Utility Get Together (*)	M. Skidmore	40	(*)	SR, RFT	S8, EL	Gulf

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<b>WEDNESDAY 19-Apr-2023</b>	-	-	-	-	-	-
<b>7:30 AM – 9:30 AM COMPANIONS' BREAKFAST</b>	<b>Please Register</b>	40	-	R	-	Sky View
<b>7:00 AM – 8:00 AM BREAKFAST BUFFET</b>	-	160	ALL	R, 2E	-	Island I
Bulletin Board and Information Table	Cassandra Carollo	--	--	B	EL, E	Lobby II
<b>8:00 AM – 9:45 AM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
C37.30.6: Guide for Electric Motor Operators Applied to High-Voltage Air Switches Rated Above 1000 V (II of II)	J. Blake	30	HVS	SR, RFT	S6, EL	Palm
C37.10: Guide for Investigation, Analysis, and Reporting of CB Failures (I of I)	T. Irwin	40	HVCB	SR, RFT	S8, EL	Island II
C37.41: Design Tests for High-Voltage (>1000 V) Fuses and Accessories (IV of IV)	S. Cochran	40	HVF	SR, RFT	S8, EL	Beach
P62271-37-082: High-voltage Switchgear and Controlgear - Part 37-082: Standard Practice for the Measurement of Sound Pressure Levels on Alternating Current Circuit-breakers (1 of 1)	L. Falkingham	40	HVCB	SR, RFT	S8, EL	Gulf
C37.20.7: Guide for Testing Switchgear Rated Up to 52 kV for Internal Arcing Faults (I of II)	D. Hrnir	60	SA	SR, RFT	S10, EL	Bay
C37.60 PAR Study Group: Automatic circuit reclosers and fault interrupters for alternating current systems up to 38 kV (I of II)	T. Johnson	20	RODE	SR, RFT	S6, EL	Coquina (3rd Floor)
Unavailable	-	--	--	SR, RFT	S6, EL	Coastal
<b>9:45 AM – 10:15 AM MORNING BREAK</b>	-	160	-	2E	--	-
Bulletin Board and Information Table	Cassandra Carollo	--	--	B	EL, E	Lobby II
<b>10:15 AM – 12:00 PM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
Technology & Innovation Subcommittee	Alex Cochran	40	TI	SR, RFT	S8, EL	Beach
C37.100.2: Common Requirements for Testing of AC Capacitive Current Switching Devices over 1000 V	N. McCord	40	ADSCOM	SR, RFT	S8, EL	Palm
C37.60 PAR Study Group: Automatic circuit reclosers and fault interrupters for alternating current systems up to 38 kV (II of II)	T. Johnson	20	RODE	SR, RFT	S6, EL	Coquina (3rd Floor)
C37.20.9a: Standard for Metal-Enclosed Switchgear Rated 1 kV to 52 kV Incorporating Gas Insulating Systems Amendment 1 (I of I)	E. Byron	40	SA	SR, RFT	S8, EL	Gulf
C37.20.7: Guide for Testing Switchgear Rated Up to 52 kV for Internal Arcing Faults (II of II)	D. Hrnir	60	SA	SR, RFT	S10, EL	Bay
C37.100.1: Common Requirements for AC High-Voltage Power (I of I)	J. Webb	80	ADSCOM	SR, RFT	S12, EL, M	Island II
Unavailable	-	--	--	SR, RFT	S6, EL	Coastal
<b>12:00 PM – 1:30 PM LUNCH (On Your Own)</b>	-	-	-	-	-	-
Education, Recognition and Publication Subcommittee	Nenad Uzelac	20	ERP (*)	SR, RFT	S6, EL	Sky View
<b>1:30 PM – 3:15 PM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
Unavailable	--	-	--	SR, RFT	S6, EL	Coastal
C37.12 PAR Study Group: Guide for Specifications of High Voltage Circuit Breakers (over 1000 volts)	T. Irwin	40	HVCB	SR, RFT	S8, EL	Beach
High Voltage Fuses Subcommittee	Sterlin Cochran	60	HVF	SR, RFT	S10, EL, M	Palm
Open	--	-	--	SR, RFT	S8, EL	Gulf
High Voltage Switches Subcommittee	Bill Hurst	60	HVS	SR, RFT	S12, EL, M	Bay
Switchgear Assemblies Subcommittee	Darryl Moser	80	SA	SR, RFT	S12, EL, M	Island II
Open	-	--	--	SR, RFT	S6, EL	Coquina (3rd Floor)
<b>3:15 PM – 3:45 PM AFTERNOON BREAK</b>	-	160	-	2E	-	-
Bulletin Board and Information Table	Cassandra Carollo	--	--	B	--	Lobby II
<b>3:45 PM – 5:30 PM BREAKOUT MEETINGS</b>	-	-	-	-	-	-
Unavailable	--	-	--	SR, RFT	S6, EL	Coastal
Reclosers & Other Distribution Equipment Subcommittee	Travis Johnson	50	RODE	SR, RFT	S8, EL	Palm
Open	--	-	--	SR, RFT	S8, EL	Beach
Open	--	-	--	SR, RFT	S8, EL	Gulf
Low Voltage Switchgear Devices Subcommittee	Jeff Mizener	80	LVSD	SR, RFT	S12, EL, M	Bay
High Voltage Circuit Breaker Subcommittee	Carl Schuetz	80	HVCB	SR, RFT	S12, EL, M	Island II
Open	-	--	--	SR, RFT	S6, EL	Coquina (3rd Floor)
<b>6:30 PM – 9:30 PM Social: Beach Party at the Sheraton Dinner at 7:00PM</b>	<b>Please Register</b>	200	ALL	4E	--	Grassy Area located South of the pool near the "Turtle Bar" Gazebo

**IEEE/PES SWITCHGEAR COMMITTEE MEETING - SCHEDULE OF EVENTS**

DAY – TIME (Local - Eastern Daylight-Saving Time) – EVENT		Chair	No.	Subcom	Setup	A/V	ROOM
<b>THURSDAY</b>	<b>20-Apr-2023</b>	-	-	-	-	-	-
<b>7:30 AM – 9:30 AM</b>	<b>COMPANIONS' BREAKFAST</b>	<b>Please Register</b>	<b>40</b>	<b>-</b>	<b>R</b>	<b>-</b>	<b>Sky View</b>
<b>7:00 AM – 8:00 AM</b>	<b>BREAKFAST BUFFET</b>	-	100	ALL	R, 2E	-	Island I
<b>8:00 AM – 9:30 AM</b>	<b>ADministrative SubCOMmittee (ADSCOM)</b>	Donnie Swing	160	ADSCOM	SR, RFT, E	RFT, S12(x2), P, M(x3), ER	Grand Ball Room
<b>9:30 AM – 10:00 AM</b>	<b>MORNING BREAK (Coffee Only)</b>	-	160	-	2E	--	-
<b>10:00 AM – 12:00 PM</b>	Main Switchgear Committee Meeting	Doug Edwards	160	ALL	SR, RFT, E	RFT, S12(x2), P, M(x3), ER	Grand Ball Room
<b>12:00 PM – 12:15 PM</b>	Box Lunch for Presentation Attendees (If pre-paid via Registration)	<b>Please Register</b>	--	ALL	--	--	Lobby III
	<b>Two (2) Presentations!</b>						
<b>12:15 PM – 2:15 PM</b>	<b>First: Protection and Switchgear Standards : Arc Flash, Monitoring, and Relaying Applications (Stephen Cary)</b> <b>Second: Current Interruption in SF6-free Switchgear (Dan Schiffbauer, Dave Johnson)</b>	--	160	ALL	SR, RFT, E	RFT, S12, P, M(x3), ER	Grand Ball Room
<b>7:00 AM – 4:00 PM</b>	Luggage Storage Area	Cassandra Carollo	-	ALL	-	-	Island II
<b>8:00 AM – 12:00 PM</b>	<b>BREAKOUT MEETINGS</b>	-	-	-	-	-	-
	(None)	--	--	--	SR, RFT	S10, EL, M	--
<b>12:00 PM – 1:30 PM</b>	<b>LUNCH (On Your Own)</b>	-	-	-	-	-	--
<b>1:30 PM – 5:00 PM</b>	<b>BREAKOUT MEETINGS</b>	-	-	-	-	-	-
<b>1:30 PM – 4:30 PM</b>	NEMA 8SG	P. Crampton	8	--	SR, RFT	S6, EL	Coquina (3rd Floor)
<b>2:30 PM – 3:30 PM</b>	Post Conference Review (Swgr Officers and IEEE Staff only)	Cassandra Carollo	8	--	SR, RFT	S6, EL	Conference Office

**LEGEND**

Symbol	Room Setup and Audio / Visual Equipment	Switchgear Committee Officers
(*)	Please contact the Chair in advance, if you wish to attend this meeting.	Chair Doug Edwards
B	One Tack Board (3' x 5") and One Easel (for holding sign)	Vice-Chair Donnie Swing
S	Tripod Screen (Width - S6-6', S8-8', S10-10', S12-12'), skirted projector table with power strip, "(x2)" means quantity of 2. Screen to include VGA cable from projector table to one side of U-shape set-up or to head table/podium.	Secretary/Treasurer John Webb
EL	Power strip on table for laptops (typical 3 for 35 seat rooms, 4 for 45 seat rooms, 6 for 60 seat rooms)	Standards Coordinator Keith Flowers
E	One Easel (for holding sign)	Registrar Jeremy Hensberger
F	Flip Chart with Pad, Markers, and Easel	Webmaster Jeff Mizener
M	Microphone (fixed location, wired) (x3 = three)	Immediate Past Chair Keith Flowers
ER	Elevated Riser	<b>IEEE</b> Meeting Planner Cassandra Carollo
P	Podium & Microphone (wired, handheld)	Committee Program Mgr. Jennifer Santulli
PW	Podium & Microphone (wireless, lapel)	<b>Acronym</b>
Ph	Polycom speaker phone with external microphones and phone line	<b>Switchgear Subcommittee</b>
T	4 6' Tables, 3 chairs or Fixed Registration Desk Area	<b>Chair</b>
R	Rounds of 8 for Breakfast / Lunch / Dinner / Reception	ADSCOM Administrative Donnie Swing
RR	Set 6 Rounds of 8 or 10 and set 8 High Tables around room	ER&P Education, Recognition & Publication Nenad Uzelac
RFT	Reverse Facing Table w/3 chairs, w/ projector cable to projector table	HVCB High-Voltage Circuit Breaker Carl Schuetz
SR	School Room/Classroom Style	HVF High-Voltage Fuses Sterlin Cochran
U	U-shape wth chairs also around edge of room (10 chairs minimum)	HVS High-Voltage Switches Bill Hurst
		LVSD Low-Voltage Switchgear Devices Jeff Mizener
		RODE Reclosers & Other Distribution Equipment Travis Johnson
		SA Switchgear Assemblies Darryl Moser
		TI Technology & Innovation Alex Cochran