

FALL 2024 - OKLAHOMA CITY, OK DAY – TIME (Local - Central Standard Time) – EVENT		Chair	Subcom	Cap.	Setup	A/V	ROOM
SUNDAY	13-Oct-2024	-	-	-	-	-	-
3:00 PM – 4:00 PM	Pre-conference review (Swgr Main Committee Officers, IEEE Staff, & Hotel Coordinators only)	Taylor Lineberger	IEEE	15	C	--	Thunder Boardroom
4:00 PM – 5:30 PM	Registration	Taylor Lineberger	--	--	T, B, E	EL	North Prefunction
5:30 PM - 6:00 PM	*FIRST-TIME ATTENDEES* "Switchgear Committee 101" Introduction/Refresher with Main Committee and Subcommittee Officers	Doug Edwards	ALL	30	RR, 2E	S6, EL	Automobile Alley
6:00 PM – 7:30 PM	Welcome Reception	Please Register	ALL	160	RR, 2E	-	Automobile Alley
7:45 PM – 8:15 PM	Subcommittee Status Updates (S/C Chairs Only)	Taylor Lineberger	IEEE	15	C	S6, EL	Thunder Boardroom

FALL 2024 - OKLAHOMA CITY, OK DAY – TIME (Local - Central Standard Time) – EVENT		Chair	Subcom	Cap.	Setup	A/V	ROOM
MONDAY 14-Oct-2024		-	-	-	-	-	-
7:30 AM – 9:30 AM COMPANIONS' BREAKFAST		Please Register	-	40	R	-	Paseo
7:00 AM – 8:00 AM BREAKFAST / KEY ACTION ITEMS & ORIENTATION (7:15AM – 7:35AM)		Doug Edwards John Webb Keith Flowers	ALL	160	R, 2E	S12, P, M(x1), ER	Oklahoma 5
Registration		Taylor Lineberger	--	--	T, B, E	EL	North Prefunction
8:00 AM – 9:45 AM BREAKOUT MEETINGS		-	-	-	-	-	-
C37.01: Standard for High Voltage Direct Current Circuit Breakers Above 3200 Vdc (I of II)		S. Chen	HVCB	40	U	S6, EL	Oklahoma 1
C37.100.6: Determination of Test Specimens for Seismic Qualification (I of I)		E. Wilkie	ADSCOM	50	SR, RFT	S6, EL	Oklahoma 2
C37.66 PAR Study Group: IEEE Standard Requirements for Capacitor Switches for AC Systems (1 kV to 38 kV)		H. Hirz	RODE	50	SR, RFT	S6, EL	Oklahoma 3
Open		-	--	90	SR, RFT	S10, EL	Oklahoma 4
C37.12.1: Recommended Practice for Instruction Manual Content of AC High-Voltage Circuit Breakers Above 1000 V (I of I)		S. Zaharko	HVCB	50	SR, RFT	S6, EL	Oklahoma 6
C37.13: Low-Voltage AC Power Circuit Breakers Used in Enclosures (I of II)		K. Flowers	LVSD	70	SR, RFT	S10, EL	Oklahoma 7 & 8
Open		-	--	30	SR, RFT	S6, EL	Route 66
9:45 AM – 10:15 AM MORNING BREAK		-	-	160	2E	--	North Prefunction
Registration		Taylor Lineberger	--	--	T, B, E	EL	North Prefunction
10:15 AM – 12:00 PM BREAKOUT MEETINGS		-	-	-	-	-	-
C37.01: Standard for High Voltage Direct Current Circuit Breakers Above 3200 Vdc (II of II)		S. Chen	HVCB	40	U	S6, EL	Oklahoma 1
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 2
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 III)		K. Darko	RODE	50	SR, RFT	S6, EL	Oklahoma 3
C37.100.1: Common Requirements for AC High-Voltage Power (I of II)		J. Webb	ADSCOM	90	SR, RFT	S10, EL	Oklahoma 4
C37.23: Metal-Enclosed Bus (I of I)		J. Hines	SA	50	SR, RFT	S6, EL	Oklahoma 6
C37.13: Low-Voltage AC Power Circuit Breakers Used in Enclosures (II of II)		K. Flowers	LVSD	70	SR, RFT	S10, EL	Oklahoma 7 & 8
Open		-	--	30	SR, RFT	S6, EL	Route 66
12:00 PM – 1:30 PM LUNCH BREAK (On Your Own)		-	-	-	--	--	-
Main Committee Officer Planning Meeting (*)		Doug Edwards	--	10	U	S6, EL	Thunder Boardroom
Women Engineers Networking Luncheon		K. Trost	--	10	E	-	Paseo
1:30 PM – 3:15 PM BREAKOUT MEETINGS		-	-	-	-	-	-
Open		-	--	40	U	S6, EL	Oklahoma 1
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 2
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 III)		K. Darko	RODE	50	SR, RFT	S6, EL	Oklahoma 3
C37.100.1: Common Requirements for AC High-Voltage Power (II of II)		J. Webb	ADSCOM	90	SR, RFT	S10, EL	Oklahoma 4
C37.17: Direct-Acting Trip Systems LV AC and GP DC Power Circuit Breakers (I of I)		J. Mizener	LVSD	50	SR, RFT	S6, EL	Oklahoma 6
C37.20.7: Guide for Testing Switchgear Rated Up to 52 kV for Internal Arcing Faults (I of II)		D. Hrnclir	SA	70	SR, RFT	S10, EL	Oklahoma 7 & 8
C37.30.5 PAR Study Group: Standard for Definitions for AC High-Voltage Air Switches Rated Above 1000 V		J. Blake	HVS	30	SR, RFT	S6, EL	Route 66
3:15 PM – 3:45 PM AFTERNOON BREAK		-	-	160	2E	-	North Prefunction
Registration		Taylor Lineberger	--	--	T, B, E	EL	North Prefunction
3:45 PM – 5:30 PM BREAKOUT MEETINGS		-	-	-	-	-	-
C37.24: Guide for Evaluating the Effect of Solar Radiation on Outdoor Metal-Enclosed Switchgear (I of I)		T. Woodyard	SA	40	U	S6, EL	Oklahoma 1
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	LVSD	50	SR, RFT	S6, EL	Oklahoma 2
C37.74: Requirements for Subsurface, Vault, and Padmounted Load-Interrupter Switchgear and Fused Load-Interrupter Swgr for AC Systems up to 38 kV (III of III)		K. Darko	RODE	50	SR, RFT	S6, EL	Oklahoma 3
C37.016: AC High Voltage Circuit Switchers rated 15.5 kV through 245 kV (I of I)		N. McCord	HVCB	90	SR, RFT	S10, EL	Oklahoma 4
C37.10: Guide for Investigation, Analysis, and Reporting of CB Failures (I of I)		T. Irwin	HVCB	50	SR, RFT	S6, EL	Oklahoma 6
C37.20.7: Guide for Testing Switchgear Rated Up to 52 kV for Internal Arcing Faults (II of II)		D. Hrnclir	SA	70	SR, RFT	S10, EL	Oklahoma 7 & 8
Open		-	--	30	SR, RFT	S6, EL	Route 66
6:00 PM – 9:00 PM BREAKOUT MEETINGS		-	-	-	-	-	-
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 2
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 3

FALL 2024 - OKLAHOMA CITY, OK DAY – TIME (Local - Central Standard Time) – EVENT		Chair	Subcom	Cap.	Setup	A/V	ROOM
TUESDAY 15-Oct-2024		-	-	-	-	-	-
7:30 AM – 9:30 AM COMPANIONS' BREAKFAST		Please Register	-	40	R	-	Paseo
7:00 AM – 8:00 AM BREAKFAST BUFFET AND PRESENTATION - Updates from the IEEE Standards Association		Jennifer Santulli	ALL	160	R, 2E	S12, P, M(x1), ER	Oklahoma 5
Registration		Taylor Lineberger	--	--	T, B, E	EL	North Prefunction
8:00 AM – 9:45 AM BREAKOUT MEETINGS		-	-	-	-	-	-
C37.41 & C37.42: Design Tests for High-Voltage (>1000 V) Fuses and Accessories & IEEE Standard Specifications for High-Voltage (>1000 V) Fuses and Accessories (I of III)		S. Cochran	HVF	40	U	S6, EL	Oklahoma 1
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	LVSD	50	SR, RFT	S6, EL	Oklahoma 2
C37.62: IEEE Standard for Pad-Mounted Dry Vault, Submersible, and Overhead Fault Interrupters for Alternating Current Systems Up to and Including 38 kV		D. Beseda	RODE	50	SR, RFT	S6, EL	Oklahoma 3
C37.04a: IEEE Standard for 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	HVCB	90	SR, RFT	S10, EL	Oklahoma 4
C37.20.4: Indoor AC Switches (1 kV to 38 kV) (I of II)		B. Cohn	SA	50	SR, RFT	S6, EL	Oklahoma 6
Open		-	--	70	SR, RFT	S10, EL	Oklahoma 7 & 8
C37.30.7: Requirements for High-Voltage Air Switches Rated Above 1000 Vdc (I of II)		B. Hurst	HVS	30	SR, RFT	S6, EL	Route 66
9:45 AM – 10:15 AM MORNING BREAK		-	-	160	2E	--	North Prefunction
Registration		Taylor Lineberger	--	--	T, B, E	EL	North Prefunction
10:15 AM – 12:00 PM BREAKOUT MEETINGS		-	-	-	-	-	-
C37.41 & C37.42: Design Tests for High-Voltage (>1000 V) Fuses and Accessories & IEEE Standard Specifications for High-Voltage (>1000 V) Fuses and Accessories (II of III)		S. Cochran	HVF	40	U	S6, EL	Oklahoma 1
C37.14: DC (3200 V and below) Power Circuit Breakers Used in Enclosures (I of I)		L. Grahor	LVSD	50	SR, RFT	S6, EL	Oklahoma 2
C37.20.6: 4.76 kV to 38 kV Rated Ground and Test Devices Used in Enclosures (I of I)		R. Hartzel	SA	50	SR, RFT	S6, EL	Oklahoma 3
C37.09a: IEEE Standard Test Procedure for AC High-Voltage Circuit Breakers with Rated Maximum Voltage Above 1000 V Amendment: Modifications to test procedures (I of II)		J. Weisker	HVCB	90	SR, RFT	S10, EL	Oklahoma 4
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	SA	50	SR, RFT	S6, EL	Oklahoma 6
Open		-	--	70	SR, RFT	S10, EL	Oklahoma 7 & 8
C37.30.7: Requirements for High-Voltage Air Switches Rated Above 1000 Vdc (II of II)		B. Hurst	HVS	30	SR, RFT	S6, EL	Route 66
12:00 PM – 2:00 PM LUNCH AND PRESENTATION - TBD		Please Register	ALL	160	R, 2E	S12, P, M(x1), ER	Oklahoma 5
2:00 PM – 3:45 PM BREAKOUT MEETINGS		-	-	-	-	-	-
C37.41 & C37.42: Design Tests for High-Voltage (>1000 V) Fuses and Accessories & IEEE Standard Specifications for High-Voltage (>1000 V) Fuses and Accessories (III of III)		S. Cochran	HVF	40	U	S6, EL	Oklahoma 1
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 2
C37.301: Test Techniques--Partial Discharge Measurements (I of II)		K. Flowers	ADSCOM	50	SR, RFT	S6, EL	Oklahoma 3
C37.60: Automatic circuit reclosers for alternating current systems above 1 000 V (I of IV)		I. Rokser	RODE	90	SR, RFT	S10, EL	Oklahoma 4
C37.20.1: Metal-Enclosed Low-Voltage (1000 Vac and below, 3200 Vdc and below) Power Circuit Breaker Switchgear (I of II)		M. Lafond	SA	50	SR, RFT	S6, EL	Oklahoma 6
C37.100.2: Common Requirements for Testing of AC Capacitive Current Switching Devices over 1000 V (I of I)		K. Smith	ADSCOM	70	SR, RFT	S10, EL	Oklahoma 7 & 8
C37.30.4: Standard for Test Code for Switching and Fault Making Tests for High-Voltage Interrupter Switches, Interrupters or Interrupting Aids Used on or Attached to Switches Rated for Alternating Currents Above 1000 V (I of I)		D. Hoss	HVS	30	SR, RFT	S6, EL	Route 66
3:45 PM – 4:15 PM AFTERNOON BREAK		-	-	160	2E	--	North Prefunction
Bulletin Board and Information Table		Taylor Lineberger	--	--	B	EL, E	North Prefunction
4:15 PM – 6:00 PM BREAKOUT MEETINGS		-	-	-	-	-	-
Open		-	--	40	U	S6, EL	Oklahoma 1
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 2
C37.301: Test Techniques--Partial Discharge Measurements (II of II)		K. Flowers	ADSCOM	50	SR, RFT	S6, EL	Oklahoma 3
C37.60: Automatic circuit reclosers for alternating current systems above 1 000 V (II of IV)		I. Rokser	RODE	90	SR, RFT	S10, EL	Oklahoma 4
C37.20.1: Metal-Enclosed Low-Voltage (1000 Vac and below, 3200 Vdc and below) Power Circuit Breaker Switchgear (II of II)		M. Lafond	SA	50	SR, RFT	S6, EL	Oklahoma 6
C37.010: Application Guide for AC High-Voltage Circuit Breakers > 1000 Vac Rated on a Symmetrical Current Basis (I of I)		A. Keels	HVCB	70	SR, RFT	S10, EL	Oklahoma 7 & 8
C37.30.3: Standard Requirements for High-Voltage Interrupter Switches, Interrupters, or Interrupting Aids Used on or Attached to Switches Rated for Alternating Currents Above 1000 V (I of I)		D. Hoss	HVS	30	SR, RFT	S6, EL	Route 66
6:00 PM – 8:00 PM BREAKOUT MEETINGS		-	-	-	-	-	-
STLNA (*)		V. Savulyak	(*)	50	SR, RFT	S8, EL	Oklahoma 2
Utility Get Together (*)		M. Skidmore	(*)	50	SR, RFT	S8, EL	Oklahoma 3

FALL 2024 - OKLAHOMA CITY, OK DAY – TIME (Local - Central Standard Time) – EVENT		Chair	Subcom	Cap.	Setup	A/V	ROOM
WEDNESDAY 16-Oct-2024		-	-	-	-	-	-
7:30 AM – 9:30 AM COMPANIONS' BREAKFAST		Please Register	-	40	R	-	Paseo
7:00 AM – 8:00 AM BREAKFAST BUFFET		-	ALL	160	R, 2E	-	Oklahoma 5
7:00 AM – 8:00 AM PRESENTERS' ORIENTATION (Get breakfast from Oklahoma 5 and bring into Oklahoma 6)		Doug Edwards	-	40	SR, RFT	S6, EL	Oklahoma 6
Bulletin Board and Information Table		Taylor Lineberger	--	--	B	EL, E	North Prefunction
8:00 AM – 8:50 AM TRAINING SESSIONS (50 minutes)		-	-	-	-	-	-
BREAKING BARRIERS	TBD	TBD	ERP	90	SR, RFT	S12, EL	Oklahoma 4
CLIMATE CHALLENGES	TBD	TBD	ERP	70	SR, RFT	S12, EL	Oklahoma 2 & 3
SHARING STANDARDS	TBD	TBD	ERP	70	SR, RFT	S12, EL	Oklahoma 7 & 8
8:50 AM – 8:55 AM TRANSITION TIME		-	-	-	-	-	-
8:55 AM – 9:45 AM TRAINING SESSIONS (50 minutes)		-	-	-	-	-	-
BREAKING BARRIERS	TBD	TBD	ERP	90	SR, RFT	S12, EL	Oklahoma 4
CLIMATE CHALLENGES	TBD	TBD	ERP	70	SR, RFT	S12, EL	Oklahoma 2 & 3
SHARING STANDARDS	TBD	TBD	ERP	70	SR, RFT	S12, EL	Oklahoma 7 & 8
9:45 AM – 10:15 AM MORNING BREAK		-	-	160	2E	--	North Prefunction
Bulletin Board and Information Table		Taylor Lineberger	--	--	B	EL, E	North Prefunction
10:15 AM – 11:45 AM TRAINING SESSION (90 minutes)		-	-	-	-	-	-
PANEL SESSION	TBD	TBD	ERP	160	R, RFT	S12, EL	Oklahoma 5
11:45 AM – 1:30 PM LUNCH (On Your Own)		-	-	-	-	-	-
Education, Recognition and Publication Subcommittee		Nenad Uzelac	ERP (*)	30	SR, RFT	S6, EL	Route 66
1:30 PM – 3:15 PM BREAKOUT MEETINGS		-	-	-	-	-	-
C37.81: IEEE Guide for Seismic Qualification of Class 1E Metal-Enclosed Power Switchgear Assemblies (I of I)		R. Boyce	SA	40	U	S6, EL	Oklahoma 1
C37.21: Standard for Control Switchboards (I of I)		C. Thomas	SA	50	SR, RFT	S6, EL	Oklahoma 2
C37.015: Guide for the Application of Shunt Reactor Switching (I of I)		M. Crawford	HVCB	50	SR, RFT	S6, EL	Oklahoma 3
C37.60: Automatic circuit reclosers for alternating current systems above 1 000 V (III of IV)		I. Rokser	RODE	90	SR, RFT	S10, EL	Oklahoma 4
C37.30.2: Guide for Wind-Loading Evaluation of High-Voltage (>1000 V) Air-Break Switches (I of I)		L. Reid	HVS	50	SR, RFT	S6, EL	Oklahoma 6
C37.20.9a: Standard for Metal-Enclosed Switchgear Rated 1 kV to 52 kV Incorporating Gas Insulating Systems Amendment 1 (I of I)		T. Woodyard	SA	70	SR, RFT	S10, EL	Oklahoma 7 & 8
Technology & Innovation Subcommittee		Alex Cochran	TI	30	SR, RFT	S6, EL	Route 66
3:15 PM – 3:45 PM AFTERNOON BREAK		-	-	160	2E	-	North Prefunction
Bulletin Board and Information Table		Taylor Lineberger	--	--	B	--	North Prefunction
3:45 PM – 5:30 PM BREAKOUT MEETINGS		-	-	-	-	-	-
C37.82: IEEE Standard for the Qualification of Switchgear Assemblies for Class 1E Applications in Nuclear Power Generating Stations (I of I)		R. Boyce	SA	40	U	S6, EL	Oklahoma 1
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 2
C37.10 Comment Resolution Group: Guide for Investigation, Analysis, and Reporting of CB Failures (I of I)		T. Irwin	HVCB	50	SR, RFT	S6, EL	Oklahoma 3
C37.60: Automatic circuit reclosers for alternating current systems above 1 000 V (IV of IV)		I. Rokser	RODE	90	SR, RFT	S10, EL	Oklahoma 4
C37.100.8: Guide For Methodologies to Demonstrate the Expected Life of Lubricants Used in Switching Devices (I of I)		J. Harley	ADSCOM	50	SR, RFT	S6, EL	Oklahoma 6
62271-37-082: High-voltage Switchgear and Controlgear - Part 37-082: Standard Practice for the Measurement of Sound Pressure Levels on Alternating Current Circuit-breakers (I of I)		N. McCord	HVCB	70	SR, RFT	S10, EL	Oklahoma 7 & 8
Open		-	--	30	SR, RFT	S6, EL	Route 66
6:30 PM – 9:30 PM Social: National Cowboy & Western Heritage Museum Bus pickup at 6:00 PM in front of the hotel lobby		Please Register	ALL	200	4E	--	National Cowboy & Western Heritage Museum

FALL 2024 - OKLAHOMA CITY, OK DAY – TIME (Local - Central Standard Time) – EVENT		Chair	Subcom	Cap.	Setup	A/V	ROOM
THURSDAY	17-Oct-2024	-	-	-	-	-	-
7:30 AM – 9:30 AM	COMPANIONS' BREAKFAST	Please Register	-	40	R	-	Paseo
7:00 AM – 8:00 AM	BREAKFAST BUFFET	-	ALL	100	R, 2E	-	Oklahoma 5
8:00 AM – 9:45 AM	BREAKOUT MEETINGS	-	-	-	-	-	-
High Voltage Fuses Subcommittee		Sterlin Cochran	HVF	40	U	S6, EL	Oklahoma 1
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 2
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 3
Switchgear Assemblies Subcommittee		Darryl Moser	SA	90	SR, RFT	S10, EL	Oklahoma 4
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 6
High Voltage Switches Subcommittee		Jacob Blake	HVS	70	SR, RFT	S10, EL	Oklahoma 7 & 8
Open		-	--	30	SR, RFT	S6, EL	Route 66
9:45 AM – 10:15 AM	MORNING BREAK	-	-	160	2E	--	North Prefunction
Bulletin Board and Information Table		Taylor Lineberger	--	--	B	EL, E	North Prefunction
10:15 AM – 12:00 PM	BREAKOUT MEETINGS	-	-	-	-	-	-
Open		-	--	40	U	S6, EL	Oklahoma 1
Reclosers & Other Distribution Equipment Subcommittee		Frank DeCesaro	RODE	50	SR, RFT	S6, EL	Oklahoma 2
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 3
High Voltage Circuit Breaker Subcommittee		Carl Schuetz	HVCB	90	SR, RFT	S10, EL	Oklahoma 4
Open		-	--	50	SR, RFT	S6, EL	Oklahoma 6
Low Voltage Switchgear Devices Subcommittee		Jeff Mizener	LVSD	70	SR, RFT	S10, EL	Oklahoma 7 & 8
Open		-	--	30	SR, RFT	S6, EL	Route 66
12:00 PM – 1:00 PM	LUNCH (On Your Own)	-	-	-	-	-	--
1:00 PM – 2:45 PM	ADministrative SubCOMmittee (ADSCOM)	Donnie Swing	ADSCOM	160	SR, RFT, E	RFT, S12, P, M(x3), ER	Oklahoma 5
2:45 PM – 3:15 PM	AFTERNOON BREAK	-	-	160	2E	-	North Prefunction
3:15 PM – 5:00 PM	Main Switchgear Committee Meeting	Doug Edwards	ALL	160	SR, RFT, E	RFT, S12, P, M(x3), ER	Oklahoma 5

FALL 2024 - OKLAHOMA CITY, OK DAY – TIME (Local - Central Standard Time) – EVENT	Chair	Subcom	Cap.	Setup	A/V	ROOM
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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.	Secretary/Treasurer	John Webb
	Screen to include VGA cable from projector table to one side of U-shape set-up or to head table/podium.	Standards Coordinator	Keith Flowers
EL	Power strip on table for laptops (typical 3 for 35 seat rooms, 4 for 45 seat rooms, 6 for 60 seat rooms)	Registrar	Jeremy Hensberger
E	One Easel (for holding sign)	Webmaster	Jeff Mizener
F	Flip Chart with Pad, Markers, and Easel	Immediate Past Chair	Keith Flowers
M	Microphone (fixed location, wired) (x3 = three)	IEEE	
ER	Elevated Riser	Meeting Planner	Taylor Lineberger
P	Podium & Microphone (wired, handheld)	Committee Program Mgr.	Jennifer Santulli
PW	Podium & Microphone (wireless, lapel)	Switchgear Subcommittee	
Ph	Polycorn speaker phone with external microphones and phone line	Acronym	Chair
T	4 6' Tables, 3 chairs or Fixed Registration Desk Area	ADSCOM	Administrative
R	Rounds of 8 for Breakfast / Lunch / Dinner / Reception	ER&P	Education, Recognition & Publication
RR	Set 6 Rounds of 8 or 10 and set 8 High Tables around room	HVCB	High-Voltage Circuit Breaker
RFT	Reverse Facing Table w/3 chairs, w/ projector cable to projector table	HVF	High-Voltage Fuses
SR	School Room/Classroom Style	HVS	High-Voltage Switches
U	U-shape wth chairs also around edge of room (10 chairs minimum)	LVSD	Low-Voltage Switchgear Devices
C	Conference Table Setup	RODE	Reclosers & Other Distribution Equipment
		SA	Switchgear Assemblies
		TI	Technology & Innovation