

R05	FALL 2025 - RENO, NV - Peppermill Resort DAY – TIME (Local - Pacific Daylight Time) – EVENT	Chair	Subcom	Cap.	Setup	A/V	ROOM
SUNDAY	5-Oct-2025	-	--	-	-	-	-
3:00 PM - 4:00 PM	Pre-conference review (Swgr Main Committee Officers, IEEE Staff, & Hotel Coordinators only)	Taylor Lineberger	OFF	14	C	None	Palazzi
4:00 PM - 6:00 PM	Registration	Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
5:30 PM - 6:00 PM	*FIRST-TIME ATTENDEES* <i>"Switchgear Committee 101"</i> Introduction/Refresher with Main Committee and Subcommittee Officers	Donnie Swing	ALL	30	RR, 2E	S6, EL	Sorrento 4
6:00 PM - 7:30 PM	Welcome Reception	Please Register	ALL	275	RR, 2E	-	Naples 6 & 7
7:45 PM - 8:15 PM	SC Review: Standards Coordinator Review and Planning Meeting	Keith Flowers	ADSCOM	30	U	S10, M, PS(6)	Naples 5

R05	FALL 2025 - RENO, NV - Peppermill Resort DAY – TIME (Local - Pacific Daylight Time) – EVENT	Chair	Subcom	Cap.	Setup	A/V	ROOM
MONDAY	6-Oct-2025	-	--	-	-	-	-
7:30 AM - 9:30 AM	COMPANIONS' BREAKFAST	Please Register	COMP	50	R	None	Capri 4
7:00 AM - 8:00 AM	Breakfast Buffett & Conference Kickoff Presentation	T. Woodyard	ALL	250	R	S12, Pd, M	Capri 1-3
Registration		Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
8:00 AM - 9:45 AM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.01: Standard for High Voltage Direct Current Circuit Breakers above 3200 Vdc		S. Chen	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
C37.100.2: Standard for Common Requirements for Testing of AC Capacitive Current Switching Devices over 1000 V		K. Smith	ADSCOM	100	SR, RFT	S12, M(2), PS(10)	Naples 6
T & I SC: Technology and Innovation Subcommittee		Alex Cochran	T & I	50	SR, RFT	S12, M, PS(8)	Naples 1
C37.121 PSG: Guide for Unit Substations		P. Barnhart	SA	50	SR, RFT	S12, M, PS(8)	Naples 2
C37.100.6: Guide for Determination of Test Specimens for Seismic Qualification for Building Code Applications		E. Wilkie	ADSCOM	50	SR, RFT	S12, M, PS(8)	Naples 3
C37.24: Guide for Evaluating the Effect of Solar Radiation on Outdoor Switchgear		T. Woodyard	SA	30	U	S10, M, PS(6)	Naples 5
9:45 AM - 10:15 AM	MORNING BREAK	-	BREAK	300	2E		Naples Hall
Registration		Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
10:15 AM – 12:00 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.01: Standard for High Voltage Direct Current Circuit Breakers above 3200 Vdc		S. Chen	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
C37.59: Standard for Requirements for Conversion of Power Switchgear Equipment		J. Webb	ADSCOM	100	SR, RFT	S12, M(2), PS(10)	Naples 6
RODEMap: RODE SC Map Standing Task Force		B. Gerzeny	RODE	50	SR, RFT	S12, M, PS(8)	Naples 1
C37.12: Guide for Specifications of AC High-Voltage Circuit Breakers (over 1000 V)		T. Irwin	HVCB	50	SR, RFT	S12, M, PS(8)	Naples 2
C37.23: Standard for Metal-Enclosed Bus		J. Hines	SA	50	SR, RFT	S12, M, PS(8)	Naples 3
C37.12.1: Recommended Practice for Contents of Instruction Manual for Circuit Breakers Above 1000 V AC		S. Zaharko	HVCB	30	U	S10, M, PS(6)	Naples 5
12:00 PM – 1:30 PM	LUNCH BREAK (On Your Own)	-	--	-	--	--	-
WIE Lunch: Women In Engineering Networking Lunch		K. Trost	-	--	--	--	Cafe Milano
OFF Mtg: Switchgear Committee Officers Meeting		D. Swing	OFF	14	C	None	Palazzi
1:30 PM – 1:45 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.06.1 / C37.10.1 Combined WG Meeting: [15 Minutes] Preferred Ratings for Fast TRV Circuit Breakers & Guide for the Selection of Monitoring for Circuit Breakers		D. Schiffbauer / D. Mitchell	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
1:45 PM – 3:15 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.016: [Note 15 Min: Delayed Start] Standard for AC High Voltage Circuit Switchers Rated 15.5 kV through 245 kV		N. McCord	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
1:30 PM – 3:15 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.20.4: Standard for AC Switches Rated above 1 kV up to 52 kV for Use in Metal-Enclosed Switchgear		B. Cohn	SA	100	SR, RFT	S12, M(2), PS(10)	Naples 6
SCATE PSG: Power Equipment Asset Tagging PAR Study Group (IEEE P3476.3/P3476.4)		K. Flowers	ADSCOM	50	SR, RFT	S12, M, PS(8)	Naples 1
C37.21: Standard for Control Switchboards		C. Thomas	SA	50	SR, RFT	S12, M, PS(8)	Naples 2
Open		-	-	50	SR, RFT	S12, M, PS(8)	Naples 3
Open		-	-	30	U	S10, M, PS(6)	Naples 5
3:15 PM – 3:45 PM	AFTERNOON BREAK	-	BREAK	300	2E		Naples Hall
Registration		Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
3:45 PM – 5:30 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.016: Standard for AC High Voltage Circuit Switchers Rated 15.5 kV through 245 kV		N. McCord	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
C37.20.4: Standard for AC Switches Rated above 1 kV up to 52 kV for Use in Metal-Enclosed Switchgear		B. Cohn	SA	100	SR, RFT	S12, M(2), PS(10)	Naples 6
C37.66: Standard Requirements for Capacitor Switches for AC Systems Above 1 000 V		H. Hirz	RODE	50	SR, RFT	S12, M, PS(8)	Naples 1
C37.21: Standard for Control Switchboards		C. Thomas	SA	50	SR, RFT	S12, M, PS(8)	Naples 2
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		D. Hoss	HVS	50	SR, RFT	S12, M, PS(8)	Naples 3
C37.303: Guide for Field Measurement of Partial Discharge within Switchgear (above 1000 Vac)		A. Lopez	ADSCOM	30	U	S10, M, PS(6)	Naples 5

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TUESDAY	7-Oct-2025	-	--	-	-	-	-
7:30 AM – 9:30 AM	COMPANIONS' BREAKFAST	Please Register	COMP	50	R	None	Capri 4
7:00 AM – 8:00 AM	Breakfast Buffett & IEEE Standards Board Updates	J. Santulli		250	R	S12, Pd, M	Capri 1-3
Registration		Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
8:00 AM – 9:45 AM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.04: Standard for Ratings and Requirements for AC High-Voltage Circuit Breakers with Rated Maximum Voltage Above 1000 V		J. Webb	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
C37.20.1: Standard for Metal-Enclosed Low-Voltage (1000 Vac and below, 3200 Vdc and below) Power Circuit Breaker Switchgear		M. Lafond	SA	100	SR, RFT	S12, M(2), PS(10)	Naples 6
C37.60: International Standard - High-Voltage Switchgear and Controlgear - Part 111: Automatic Circuit Reclosers for Alternating Current Systems above 1000 V		I. Rokser	RODE	50	SR, RFT	S12, M, PS(8)	Naples 1
Open		-	-	50	SR, RFT	S12, M, PS(8)	Naples 2
C37.30.7: Standard Requirements for High-Voltage Air Switches Rated Above 1000 Vdc		B. Hurst	HVS	50	SR, RFT	S12, M, PS(8)	Naples 3
C37.81: Guide for Seismic Qualification of Class 1E Metal-Enclosed Power Switchgear Assemblies		R. Boyce	SA	30	U	S10, M, PS(6)	Naples 5
9:45 AM – 10:15 AM	MORNING BREAK	-	BREAK	300	2E		Naples Hall
Registration		Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
10:15 AM – 12:00 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.04: Standard for Ratings and Requirements for AC High-Voltage Circuit Breakers with Rated Maximum Voltage Above 1000 V		J. Webb	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
C37.20.1: Standard for Metal-Enclosed Low-Voltage (1000 Vac and below, 3200 Vdc and below) Power Circuit Breaker Switchgear		M. Lafond	SA	100	SR, RFT	S12, M(2), PS(10)	Naples 6
C37.60: International Standard - High-Voltage Switchgear and Controlgear - Part 111: Automatic Circuit Reclosers for Alternating Current Systems above 1000 V		I. Rokser	RODE	50	SR, RFT	S12, M, PS(8)	Naples 1
Open		-	-	50	SR, RFT	S12, M, PS(8)	Naples 2
C37.30.7: Standard Requirements for High-Voltage Air Switches Rated Above 1000 Vdc		B. Hurst	HVS	50	SR, RFT	S12, M, PS(8)	Naples 3
C37.82: Standard for the Qualification of Switchgear Assemblies for Class 1E Applications in Nuclear Power Generating Stations		R. Boyce	SA	30	U	S10, M, PS(6)	Naples 5
12:00 PM – 2:00 PM	Luncheon: Slide Rules - History, How to Use, and Application in Today's World	John Webb		250	R	S12, Pd, M	Capri 1-3
2:00 PM – 3:45 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.09: Standard for Test Procedures for AC High-Voltage Circuit Breakers with Rated Maximum Voltage Above 1000 V		J. Weisker	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
C37.20.9: Standard for Metal-Enclosed Switchgear Rated 1 kV to 52 kV Incorporating Gas Insulating Systems		T. Woodyard	ADSCOM	100	SR, RFT	S12, M(2), PS(10)	Naples 6
C37.60: International Standard - High-Voltage Switchgear and Controlgear - Part 111: Automatic Circuit Reclosers for Alternating Current Systems above 1000 V		I. Rokser	RODE	50	SR, RFT	S12, M, PS(8)	Naples 1
C37.17: Standard for Trip Systems Integral to Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers		J. Mizener	LVSD	50	SR, RFT	S12, M, PS(8)	Naples 2
C37.30.3: Standard for Requirements for High-Voltage Interrupter Switches, Interrupters, or Interrupting Aids Used on or Attached to Switches Rated for Alternating Currents Above 1000 V		D. Hoss	HVS	50	SR, RFT	S12, M, PS(8)	Naples 3
C37.45: Standard for Design Test Specifications for High Voltage (> 1000 V) Distribution Class Enclosed Single-Pole Air Switches		S. Cochran	HVF	30	U	S10, M, PS(6)	Naples 5
3:45 PM – 4:15 PM	AFTERNOON BREAK	-	BREAK	300	2E		Naples Hall
Bulletin Board and Information Table		Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
4:15 PM – 6:00 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.09: Standard for Test Procedures for AC High-Voltage Circuit Breakers with Rated Maximum Voltage Above 1000 V		J. Weisker	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
C37.20.2: Standard for Metal-Clad Switchgear		R. Hartzel	SA	100	SR, RFT	S12, M(2), PS(10)	Naples 6
C37.60: International Standard - High-Voltage Switchgear and Controlgear - Part 111: Automatic Circuit Reclosers for Alternating Current Systems above 1000 V		I. Rokser	RODE	50	SR, RFT	S12, M, PS(8)	Naples 1
C37.17: Standard for Trip Systems Integral to Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers		J. Mizener	LVSD	50	SR, RFT	S12, M, PS(8)	Naples 2
C37.100.8: Guide For Methodologies to Demonstrate the Expected Life of Lubricants Used in Switching Devices		J. Harley	ADSCOM	50	SR, RFT	S12, M, PS(8)	Naples 3
C37.45: Standard for Design Test Specifications for High Voltage (> 1000 V) Distribution Class Enclosed Single-Pole Air Switches		S. Cochran	HVF	30	U	S10, M, PS(6)	Naples 5
6:00 PM – 8:00 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
Utility GTG: Utility Get-Together		Mike Skidmore	External	50	SR, RFT	S12, M, PS(8)	Naples 3
STLNA: Short-Circuit Testing Laboratories of the Nations of the Americas		Victor Savulyak	External	30	U	S10, M, PS(6)	Naples 5

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WEDNESDAY	8-Oct-2025	-	--	-	-	-	-
7:30 AM – 9:30 AM	COMPANIONS' BREAKFAST	Please Register	COMP	50	R	None	Capri 4
7:00 AM – 8:00 AM	BREAKFAST BUFFET	-		250	R	S12, Pd, M	Capri 1-3
	Bulletin Board and Information Table	Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
8:00 AM - 8:45 AM	TRAINING SESSION 1A						
	Gas Analysis: A guide to insulated gas analysis	B. Lao	Alt. Gas	120	SR, RFT	S12, M(2), PS(10)	Naples 7
	CB App: Application of High Voltage Circuit Breakers in extreme electrical conditions	J. Webb, J. Weisker, V. Savulyak	CB App	100	SR, RFT	S12, M(2), PS(10)	Naples 6
	Cont Switch: Controlled switching - introduction and emerging applications	U. Parikh	New Dev	50	SR, RFT	S12, M, PS(8)	Naples 1
	Cont Switch: Controlled switching - introduction and emerging applications	U. Parikh	New Dev	50	SR, RFT	S12, M, PS(8)	Naples 2
8:45 AM - 9:00 AM	MOVE BETWEEN SESSIONS						
9:00 AM - 9:45 AM	TRAINING SESSION 2A						
	SF6 Alt: SF6 Alternatives in HV Switchgear: Capabilities, Trade-Offs, and the Case for Tailored Solutions	J. Mantilla	Alt. Gas	120	SR, RFT	S12, M(2), PS(10)	Naples 7
	Cap Switch: Capacitive switching with Medium-Voltage Vacuum Circuit Breakers	M. Leusenkamp	CB App	100	SR, RFT	S12, M(2), PS(10)	Naples 6
	CIGRE A3: Recent Developments within CIGRE A3	F. Richter, N. Gariboldi	New Dev	50	SR, RFT	S12, M, PS(8)	Naples 1
	CIGRE A3: Recent Developments within CIGRE A3	F. Richter, N. Gariboldi	New Dev	50	SR, RFT	S12, M, PS(8)	Naples 2
9:45 AM – 10:15 AM	MORNING BREAK	-	BREAK	300	2E		Naples Hall
	Bulletin Board and Information Table	Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
10:15 AM - 12:00 PM	PANEL DISCUSSION						
	Digital SWGR: Digital Switchgear in Action: Real-World Use Cases from Utilities and Industry	F. Rahmatian, F. Trichon, E. Aumann	Digital	250	R(10)	S12, ER, RFT, M(3)+M(2)	Capri 1-3
8-OCT-2025 (CONT'D)	8-Oct-2025 (CONT'D)	-	--	-	-	-	-
12:00 PM – 1:30 PM	LUNCH BREAK (On Your Own)	-	--	-	-	-	-
	ERP: Education Recognition and Publications Subcommittee	Nenad Uzelac	ERP	30	U	S10, M, PS(6)	Naples 5
1:30 PM – 3:15 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
	C37.010: Application Guide for AC High-Voltage Circuit Breakers > 1000 Vac Rated on a Symmetrical Current Basis	A. Keels	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
	C37.20.7.1: Guide for Application, Installation, and Use of Switchgear Rated Up to 52 kV Tested for Internal Arcing Faults	M. Lafond	SA	100	SR, RFT	S12, M(2), PS(10)	Naples 6
	C37.60: International Standard - High-Voltage Switchgear and Controlgear - Part 111: Automatic Circuit Reclosers for Alternating Current Systems above 1000 V	I. Rokser	RODE	50	SR, RFT	S12, M, PS(8)	Naples 1
	C37.14: Standard for Low-Voltage DC (3200 V and below) Power Circuit Breakers Used in Enclosures	L. Grahor	LVSD	50	SR, RFT	S12, M, PS(8)	Naples 2
	C37.30.2: Guide for Wind-Loading Evaluation of High-Voltage (>1000 V) Air-Break Switches	L. Reid	HVS	50	SR, RFT	S12, M, PS(8)	Naples 3
	C37.48: Guide and Tutorial for the Application of High-Voltage (> 1000 V) Fuses and Accessories	S. Cochran	HVF	30	U	S10, M, PS(6)	Naples 5
3:15 PM – 3:45 PM	AFTERNOON BREAK	-	BREAK	300	2E		Naples Hall
	Bulletin Board and Information Table	Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
3:45 PM – 5:30 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
	Open	-	-	120	SR, RFT	S12, M(2), PS(10)	Naples 7
	C37.100.1: Standard of Common Requirements for High Voltage Power Switchgear Rated Above 1000 V	J. Webb	ADSCOM	100	SR, RFT	S12, M(2), PS(10)	Naples 6
	C37.60: International Standard - High-Voltage Switchgear and Controlgear - Part 111: Automatic Circuit Reclosers for Alternating Current Systems above 1000 V	I. Rokser	RODE	50	SR, RFT	S12, M, PS(8)	Naples 1
	C37.14: Standard for Low-Voltage DC (3200 V and below) Power Circuit Breakers Used in Enclosures	L. Grahor	LVSD	50	SR, RFT	S12, M, PS(8)	Naples 2
	Open	-	-	50	SR, RFT	S12, M, PS(8)	Naples 3
	C37.48: Guide and Tutorial for the Application of High-Voltage (> 1000 V) Fuses and Accessories	S. Cochran	HVF	30	U	S10, M, PS(6)	Naples 5
5:45 PM – 6:15 PM	Bus Transport to Social Event						Hotel Lobby
6:30 PM – 9:30 PM	Social: SkyShows and Reception Style Dinner at Fleischmann Planetarium	Please Register	ALL	200	--	--	[Offsite]
8:30 PM – 9:30 PM	Bus Transport From Social Event						Hotel Lobby

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THURSDAY	9-Oct-2025	-	--	-	-	-	-
7:00 AM – 5:00 PM	Self-Serve Luggage Storage (At your own risk! Bellman storage available in Lobby)		ALL	100	--	--	TBD
7:30 AM - 9:30 AM	COMPANIONS' BREAKFAST	Please Register	COMP	50	R	None	Capri 4
7:00 AM - 8:00 AM	BREAKFAST	Donnie SwingJohn We		250	R	S12, Pd, M	Capri 1-3
Registration		Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
8:00 AM - 9:45 AM	BREAKOUT MEETINGS	-	--	-	-	-	-
C37.015: Guide for the Application of Shunt Reactor Switching		M. Crawford	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
SA SC: Switchgear Assemblies Subcommittee		Jared Hines	SA	100	SR, RFT	S12, M(2), PS(10)	Naples 6
RODE SC: Reclosers and Other Distribution Equipment Subcommittee		Frank Decesaro	RODE	50	SR, RFT	S12, M, PS(8)	Naples 1
Open		-	-	50	SR, RFT	S12, M, PS(8)	Naples 2
Open		-	-	50	SR, RFT	S12, M, PS(8)	Naples 3
HVF SC: High Voltage Fuse Subcommittee		Jim Wenzel	HVF	30	U	S10, M, PS(6)	Naples 5
9:45 AM - 10:15 AM	MORNING BREAK	-	BREAK	300	2E		Naples Hall
Registration		Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
10:15 AM – 12:00 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
HVCB SC: High Voltage Circuit Breakers Subcommittee		Dan Schiffbauer	HVCB	120	SR, RFT	S12, M(2), PS(10)	Naples 7
Open		-	-	100	SR, RFT	S12, M(2), PS(10)	Naples 6
Open		-	-	50	SR, RFT	S12, M, PS(8)	Naples 1
LVSD SC: Low Voltage Switchgear Devices Subcommittee		Jeff Mizener	LVSD	50	SR, RFT	S12, M, PS(8)	Naples 2
HVS SC: High Voltage Switches Subcommittee		Jacob Blake	HVS	50	SR, RFT	S12, M, PS(8)	Naples 3
Open		-	-	30	U	S10, M, PS(6)	Naples 5
12:00 PM – 1:30 PM	LUNCH BREAK (On Your Own)	-	--	-	--	--	-
Post-Con: Post-Conference Review, Feedback and Final Payments		T. Lineberger	OFF	14	C	None	Palazzi
1:30 PM – 3:15 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
ADSCOM: Administrative Subcommittee		John Webb	ADSCOM	120	SR, RFT	S12, M(2), PS(10)	Naples 7
ADSCOM: Administrative Subcommittee		John Webb	ADSCOM	100	SR, RFT	S12, M(2), PS(10)	Naples 6
3:15 PM – 3:45 PM	AFTERNOON BREAK	-	BREAK	300	2E		Naples Hall
Registration		Taylor Lineberger		3	T, B, E	PS(1)	Naples Foyer
3:45 PM – 5:30 PM	BREAKOUT MEETINGS	-	--	-	-	-	-
Main Com: Main Switchgear Committee		Donnie Swing	MAIN	120	SR, RFT	S12, M(2), PS(10)	Naples 7
Main Com: Main Switchgear Committee		Donnie Swing	MAIN	100	SR, RFT	S12, M(2), PS(10)	Naples 6

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	DAY – TIME (Local - Pacific Daylight Time) – EVENT						

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	Donnie Swing
B	One Tack Board (3' x 5") and One Easel (for holding sign)	Vice-Chair	John Webb
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	Terry Woodyard
	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)	Web Administrator	Jeff Mizener
F	Flip Chart with Pad, Markers, and Easel	Immediate Past Chair	Doug Edwards
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)		
Ph	Polycom speaker phone with external microphones and phone line	Acronym	Switchgear Subcommittee
T	4 6' Tables, 3 chairs or Fixed Registration Desk Area	MAIN	Main Switchgear Committee
R	Rounds of 8 for Breakfast / Lunch / Dinner / Reception	ADSCOM	Administrative
RR	Set 6 Rounds of 8 or 10 and set 8 High Tables around room	ERP	Education, Recognition & Publication
RFT	Reverse Facing Table w/3 chairs, w/ projector cable to projector table	HVCB	High-Voltage Circuit Breaker
SR	School Room/Classroom Style	HVF	High-Voltage Fuses
U	U-shape wth chairs also around edge of room (10 chairs minimum)	HVS	High-Voltage Switches
C	Conference Table Setup	LVSD	Low-Voltage Switchgear Devices
		RODE	Reclosers & Other Distribution Equipment
		SA	Switchgear Assemblies
		T & I	Technology & Innovation
			Chair
			Donnie Swing
			John Webb
			Nenad Uzelac
			Dan Schiffbauer
			Jim Wenzel
			Jacob Blake
			Jeff Mizener
			Frank Decesaro
			Jared Hines
			Alex Cochran

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