



**Technical & Scientific Advisory Committee  
HCFC Task Group**

**Public Meeting for HCFC Stakeholders, February 17, 2004  
Comment Submission Guidelines and Agenda**

TSAC is soliciting written comment on the HCFC Task Group's Phase I draft report (available on [www.usgbc.org/LEED/tsac/energy.asp](http://www.usgbc.org/LEED/tsac/energy.asp)) and holding a public meeting on February 17, 2004. The purpose of this meeting is to solicit and receive written input from stakeholders and to provide an opportunity for a limited number of people to make oral presentations, summarizing their written comments. *Comments need not be presented at the meeting to be considered*; written comments with and without oral presentations will be given equal weight.

Commenters are encouraged to be brief and to submit data that have been verified through a peer review or similar process. Also welcome are technical comments on the Task Group's methodology and any technical issues that the Task Group may have missed. Comments not supported by data will not be considered.

*Written comments must be submitted by the day of the meeting – February 17 – to be considered in this commentary phase.* One hard copy and an electronic copy must be submitted. All comments submitted in compliance with the described requirements will be published on the TSAC HCFC issue Web page. All written comments received by the deadline will be acknowledged, reviewed by TSAC, and will receive a response; responses might be grouped by issue.

**Procedures and Logistics for Submitting Oral Comments at Stakeholder Meetings:**

- a. Pre-register by close of business on February 9 to receive a scheduled time slot during the formal presentations. To pre-register, send your contact information and a brief abstract of written comments via e-mail to [tsac@committees.usgbc.org](mailto:tsac@committees.usgbc.org). It is anticipated that time slots will be a maximum of 30 minutes, but the exact time will be determined by the number of registrants. Time slots will be assigned randomly.
- b. Submit complete written comments (one hard copy, one electronic copy) on or before the day of the meeting.
- c. A computer and projector will be available for audiovisual presentations. If presentations are submitted in advance on CD, they will be pre-loaded and available to the presenters; if presenters wish to use their own laptops, time required to connect will be taken from the allotted time slot.
- d. There will be time at the end of formal presentations for public comment of 5 minutes per presentation. To ensure consideration of comments, written comments must be submitted.
- e. Each organization will be allotted a maximum of one time slot (either during formal presentations or during public comment period, but not both).
- f. TSAC and Task Group panel members may ask questions of presenters; panel members will not respond to questions from presenters or the audience.

The general form of the agenda is as shown below. The precise time allocations will be determined after we know how many organizations desire to make presentations.

**Agenda:**

- 8:30 - 9:00 Registration
- 9:00 - 9:30 Introductions, Overview of Process
- 9:30 - 10:00 Presentation of Draft Report's Executive Summary and Key Conclusions
- 10:00 - 10:30 Speakers (1 @ 30 min plus Q&A)
- 10:30 - 10:45 Coffee Break
- 10:45 - 12:00 Speakers (2 @ 30 min plus Q&A)
- 12:00 - 1:15 Lunch
- 1:15 - 2:45 Speakers (3 @ 30 min plus Q&A)
- 2:45 - 3:00 Break
- 3:00 - 4:30 Public Comments (15 @ 5 minutes each)

In order to allow equitable coverage of all stakeholder sectors, there will be four time slots allotted to each of Industry, Non-Profit, Government, and Academia sectors. If more commenters exist after that, there will be a second round of slots for each sector after the initial four speakers from each.

4:30 – Meeting adjourns