



FAQ FOR PROJECT TECHNICAL COMMITTEE (PTC) MEETINGS

What to review prior to attending a PTC Meeting

We encourage attendees to review the PTC's meeting package which includes the agenda, standards under review, comments and other supporting documents. These documents can be found on [EZ-PTC](#) under committee documents. If you need log in assistance to review the items, please contact Lynn Lipsey at llipsey@abycinc.org.

What to expect in an in-person PTC Meeting

Logistics

The room layout is set in a U shape with the PTC Chair and ABYC staff sitting at the top of the U shape and PTC members filling in around the U. Mail list participants and guests may sit at the table after PTC members have taken their seats. If there is no room at the table, please choose a seat along the side of the room.

Be sure to sign in on the registration list that is circulated and confirm/add your contact details. Coffee is provided in the morning and afternoon.

Content

The Chair will lead the PTC through the meeting's agenda following Robert's Rule of Order.

The only public record of these meetings is contained in the minutes, prepared by ABYC staff.

With the assistance of the PTC Chair and ABYC Staff, attendees review and discuss current topics relevant to the PTC as well as work through the comments submitted on the open standards. Adjustments to the standards are made during the meeting.

Following the meeting, minutes are posted on EZ-PTC for review.

What to bring to an in- person PTC Meeting

Most attendees bring a laptop or tablet to the PTC meeting and we typically offer Wi-Fi in the meeting room. Also, due to temperature fluctuations in the meeting room, a jacket could be helpful.

Most attendees dress in business casual for the PTC meetings.