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 Sara Moulton.

What to expect at a web-based PTC Meeting

Many PTC meetings are conducted via a web-based portal such as GoToWebinar. Once logged into the meeting, you will have the ability to see a list of other attendees and discuss the topics of the meeting in the same way that you would at an in-person meeting.

What to expect at 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. Most attendees dress in business casual for PTC meetings.