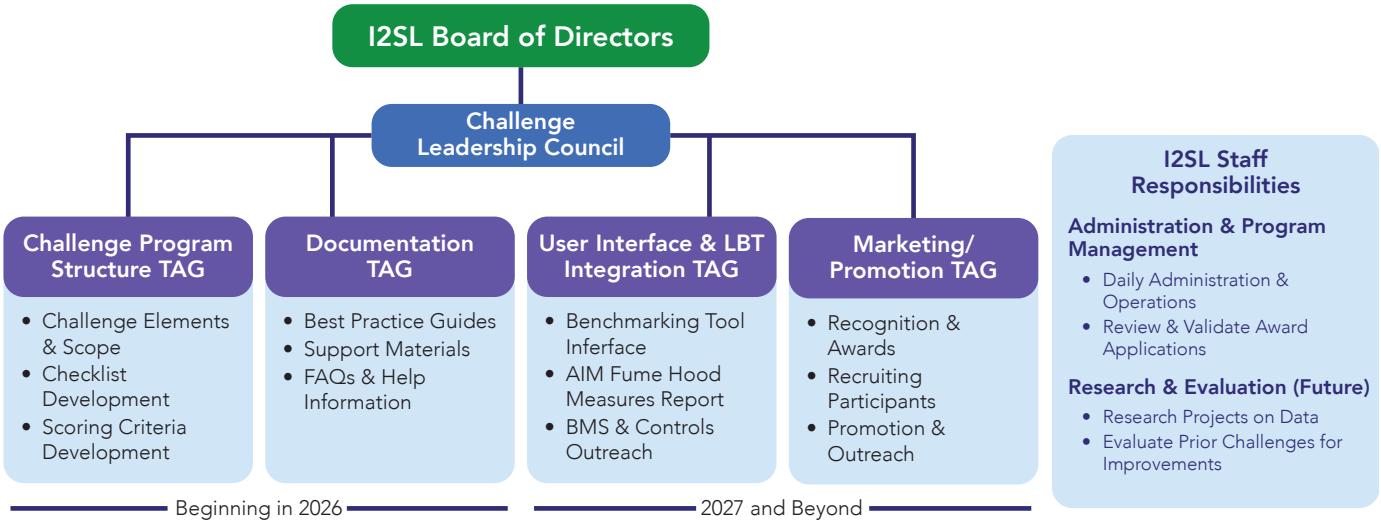
I2SL Fume Hood Challenge Program Organization



Program Structure Technical Advisory Group

The Program Structure TAG is responsible for defining the actionable steps that participants will take to prepare for the Fume Hood Challenge, execute a shut-the-sash competition, and share results. A preliminary list of program elements has been drafted, and the TAG will identify a range of acceptable implementation methods, technologies, procedures, and practices to meet them.

The group will develop a checklist of questions to assess the level at which participants have implemented each step. The TAG will discuss the scores and weightings of responses that will form the basis of the overall Fume Hood Challenge rating system. This group plays a central role in shaping both the structure and scoring methodology of the Challenge and will collaborate closely with the Documentation TAG to ensure alignment with the supporting materials provided to participants.

Documentation Technical Advisory Group

The Documentation TAG will function as an editorial and oversight group for all Challenge-related support materials such as best practice guides and technical resources to help participants effectively prepare for the Challenge, execute shut-the-sash competition, and report results. The goal of this TAG is to ensure participants have clear, accessible, and technically accurate guidance that enables safe, energy-efficient, and high-performing participation in the Fume Hood Challenge.

This TAG will determine the content structure and organization of these support materials, identify and recruit subject matter experts to draft the documents, and oversee the development timeline. While document authors are not required to be members of the Documentation TAG, they are encouraged to contribute and collaborate with the group. Additionally, the Documentation TAG will peer review technical content as needed and help draft answers to common questions that may be raised by participants of the Challenge.

LBT Software & UX TAG (begins work in 2027)

The LBT Software and User Experience TAG will support the development of more advanced software tools to run the Fume Hood Challenge in the future built on the existing LBT framework. The TAG's input will help guide software design, and TAG members will test tool functionality and usability. The group's tasks are expected to be the following:

- Assist with translating Challenge program structure into software requirements.
- Assemble "user stories" to guide software design and testing.
- Help develop data input structure and performance metrics.
- Review software designs and layouts.
- Beta test Challenge software before release.
- Provide and review feedback on user experience (UX) and functionality.

Marketing and Promotion Advisory Group (begins work in 2027)

Participants will assist I2SL in raising awareness about the Fume Hood Challenge in their respective communities. Participants should have green labs and/or energy efficiency program marketing and outreach experience and suggest strategies for the I2SL Fume Hood Challenge launch and ongoing promotional campaign. They will provide input and assistance with distribution of web content, social media posts, and materials promoting the challenge, and they should be willing to author and publish articles, blogs, emails, and social media posts about the challenge. Participants will also provide input on the recognition methods and materials for Fume Hood Challenge winners and review the results of the challenge outreach effort to refine the approaches for promoting it in the future.