

**MEETING REQUEST FOR 2012 WINTER CONFERENCE
Subcommittees for TECHNICAL COMMITTEES, TASK GROUPS, TECHNICAL RESOURCE GROUPS**

MUST BE RECEIVED AT ASHRAE HEADQUARTERS BY November 12
2012 Winter Conference, Chicago, IL (January 21-25)

TO: ASHRAE Meetings Department
1791 Tullie Circle, NE, Atlanta, GA 30329
Tel: 404/636-8400; Fax: 404/321-5478; e-mail: jmarshall@ASHRAE.org

All full committees of ASHRAE's TC's, TG's, or TRG's listed on the final Montreal listing will be assigned the same time slot on the same day for the upcoming Chicago Conference. Subcommittee Meetings WILL NOT be scheduled unless this form is completed and returned to the Meetings Department by November 12

•••• Please indicate first and second choice

ALTERNATE TIME

Due to the continuing increase in meeting space requests we ask that if you do not need the full two hours for your subcommittee or committee you provide us with the amount of time needed and we will slot as requested in an effort to cut down on meeting room usage.

DAY	TIME	ALTERNATE TIME	DAY	TIME	ALTERNATE TIME
_____ Sat	8:00-10:30 AM	_____	_____ Mon	4:15-6:30 PM	_____
_____ Sat	1:00- 3:00 PM	_____	_____ Mon	6:30-9:30 PM	_____
_____ Sun	3:00-5:00 PM	_____	_____ Tues	1:00-3:30 PM	_____
_____ Sun	5:00-7:00 PM	_____	_____ Tues	3:30-6:00 PM	_____
_____ Sun	6:30-9:00 PM	_____	_____ Wed	1:30-4:00 PM	_____
_____ Mon	2:15-4:15 PM	_____	_____ Wed	4:00-6:30 PM	_____

Rooms are not available for assignment Saturday, 3:00-9:00 pm, Monday, 12:30-2:00 pm, and Tuesday 6:30-9:00 pm due to special events of the Society.

Number and Name of Main Technical Committee

Please check one: Reserving room for subcommittee Changing main TC meeting

Name of Subcommittee: _____

Number of Committee Members: _____ Number of Visitors: _____

Special requirements (A/V Equipment): _____
(Equipment available includes screens and overheads. LCDs are not available due to the high cost)

Submitted by: _____ (TC Chair:) _____

Company _____ Address/City/State/Zip _____
Telephone _____ Fax _____ e-mail _____