



# **Conferences and Expositions Committee**

## **Manual of Procedures**

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## FOREWORD

The Conferences and Expositions Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Members Council. The complete scope and objectives are included in the Board-Approved Rules. This Manual of Procedures is a supplement to the Conferences and Expositions Committee Rules of the Board and is intended to describe the procedures to be followed by the officers and members of the committee and its subcommittees to accomplish the committee's purposes. Appendices are part of the MOP and therefore require approval by the reporting body. (97-07-03-16)

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## SECTION 1 – CONFERENCES AND EXPOSITIONS COMMITTEE RESPONSIBILITY

- 1.1 The Conferences and Expositions Committee (CEC) is responsible for planning and executing all conferences and expositions produced by ASHRAE.
- 1.2 CEC shall seek to continuously improve the meeting experience for all attendees through sponsored market research targeted to determine the needs of all prospective attendees.
- 1.3 CEC shall approve and execute program-based budget to ensure fiscal viability of all ASHRAE conferences and expositions.
- 1.4 In communication/cooperation with the ASHRAE Executive Committee, set policy regarding ASHRAE expositions.
- 1.5 Establish and maintain guidelines for use of ASHRAE Conference and Education Center.
- 1.6 Assist in setting policy for sponsorship programs.
- 1.7 Approve conference venues.
- 1.8 Execute policies developed by CEC and the Joint Exposition Policy Committee relating to expositions, both in North America and internationally.
- 1.9 Work closely with AHRI and IEC to select sites for Winter Meeting Expositions and manage ASHRAE's routine marketing and promotion of the AHR Expo.
- 1.10 Establish guidelines for ASHRAE participation in joint conferences with other organizations, such as REHVA, CIBSE and other members of the Associate Society Alliance.
- 1.11 Develop rules and structure for operation of international conferences and expositions consistent with ASHRAE policies. The committee is responsible for reviewing, recommending changes and interpreting the Rule of the Board 3.100, Guidelines for ASHRAE Conferences.
- 1.12 Develop and execute marketing research and event marketing plans for all ASHRAE conferences and expositions.
- 1.13 Ensure that ASHRAE conducts green meetings and expositions.
- 1.14 Recommend policy regarding joint meeting endorsements at the Society, Regional and Chapter levels.
- 1.15 Recommend policy regarding commercial sponsorship of meetings, sessions and expositions.
- 1.16 Specific guidelines and duties are described in the CEC Reference Manual which is updated by the CEC on a continuing basis.

## SECTION 2 – CONFERENCES AND EXPOSITIONS COMMITTEE SUBCOMMITTEES

- 2.1 Organization:
  - 2.1.1 The standing subcommittees of CEC are the Executive Committee, Annual and Winter Conference Subcommittee, and Specialty Conferences Subcommittee. The CEC chair will appoint the subcommittees and any other ad hoc committees as needed.
  - 2.1.2 The Executive Committee shall consist of the CEC chair, vice-chair, Subcommittee chairs and the ASHRAE staff liaison(s) (who are non-voting member(s)).
  - 2.1.3 The Joint Exposition Policy Committee reports to CEC. The Joint Exposition Policy Committee is responsible for making policy decisions that guide the International Exposition Company's planning and execution of the international Air-Conditioning, Heating, Refrigerating Exposition. The committee also is responsible for recommending the time and place for the ASHRAE Winter Conference.

## 2.2 Responsibilities:

- 2.2.1 Executive Committee is responsible for setting policy for the Society's conferences, oversight of the committee's subcommittees and all other activities related to fiscal, technical content, planning and execution of ASHRAE's annual and winter conferences and specialty conferences.
- 2.2.2 Annual and Winter Conference Subcommittee is responsible for the development of tracks, soliciting, selecting and scheduling technical program sessions and the onsite logistics for presenting the technical program. The subcommittee develops and maintains an evaluation system for program sessions and speakers.
- 2.2.3 Specialty Conferences Subcommittee is responsible for identifying conference topics and locations based on market research that meets the needs of the membership. It also recommends to CEC the formation of Conference Steering Committees to administer specific specialty conferences and expositions.

## SECTION 3 – CEC CHAIR

The CEC chair is responsible for overall operations of the committee and serves as a non-voting member of the Joint Exposition Policy Committee.

## SECTION 4 – CEC VICE-CHAIR

The CEC vice-chair shall assume the duties and responsibilities of the chair in his/her absence as well as other duties assigned by the chair. This position serves as a non-voting member of the Joint Exposition Policy Committee. The CEC vice-chair is responsible for writing and maintaining the CEC's manuals and guidelines that describe the policies and procedures for conducting Society conferences and expositions and other assigned projects as needed.

## SECTION 5 – CEC STAFF LIAISON

The staff liaison serves as secretary of the CEC and is responsible for administrative functions of the committee and other staff support.

## SECTION 6 – CEC DIRECTOR AT LARGE

The director at large, assigned as ex-officio to the CEC, shall have responsibilities as follows:

- 6.1 Attend the meetings of the CEC to gain first-hand knowledge of committee activities.
- 6.2 Inform the committee of Board of Directors and Members Council decisions and activities that have an effect on the CEC operations.
- 6.3 Present motions to Members Council on behalf of the Conferences and Expositions Committee and support the committee viewpoint in ensuing discussions.
- 6.4 Identify and communicate strategic issues on which the CEC can provide support and information to help support their achievement.

## SECTION 7 – LIAISON TO TECHNICAL ACTIVITIES COMMITTEE

One of the CEC voting members shall be a liaison member to the Technical Activities Committee.

## SECTION 8 – MEMBERSHIP

The members of this committee are as follows:

- Twenty-six (26) voting members, including a chair and a vice chair.
- Board ex-officio and coordinating officer are non-voting members.
- Staff Liaison

## SECTION 9 – MENTORING PROGRAM (ROB 100-128-003)

During the final meeting of the fiscal year, the CEC chair shall appoint an incumbent to be the mentor for an incoming member. A mentor shall be appointed for each new member.

## SECTION 10 – CONTINUOUS STRATEGIC PLANNING PROCESS

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.