



Communications Committee

Strategic Planning

Communications Chair Centralized Training

Module 3

2026-09-23

Presenter: David Roberts

Dynamic Planning Calendar

<https://www.ashrae.org/communities/committees/standing-committees/communications-committee-additional-resources>



Dynamic Planning Calendar

 [Dynamic Planning Calendar for Chapters](#)

Download and fill in events for your chapter to see all ASHRAE events in one place when planning your chapter's year. Watch a video tutorial on the calendar [here](#).

ASHRAE Virtual / Hybrid Meeting Guidance



Dynamic Planning Calendar

2026-27

Jul/2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
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Aug/2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Sep/2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Oct/2026						
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Nov/2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Dec/2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Jan/2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Feb/2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Mar/2027						
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Apr/2027						
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May/2027						
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Jun/2027						
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Calendar Settings

Layout Settings

Select Year
2026

Starting Month
Jul

Starting Day of Week
Sun

☐ Highlight Sat

☒ Highlight Sun

Highlight Event Level

☒ Chapter

☒ Region

☒ Society

Highlight Event Type

☒ Monthly Program

☒ BOG Meeting

☒ Student Activities (SA)

☒ Young Engineers in ASHRAE (YEA)

☒ Membership Promotion (MP)

☒ Research Promotion (RP)

☒ Government Affairs (GA)

☒ Historical / Honors & Awards

☒ Diversity Equity Inclusion (DEI)

☒ Chapter Technology Transfer (CTTC)

☒ Special Event

☒ Holiday



Dynamic Planning Calendar

Events relevant to ASHRAE Halifax Chapter as Sample Data -Add Your Events Here

Start Date	End Date	Event Title	Committee	Event Level
2023/10/15 (Sun)		Deadline for Leadership U	YEA	Society
2023/10/27 (Fri)	2023/10/29 (Sun)	YEA Leadership Weekend (Chicago)	YEA	Society
2024/04/26 (Fri)	2024/04/28 (Sun)	YLW 2.0 (possibly weekend prior)	YEA	Society
2024/06/22 (Sat)	2024/06/26 (Wed)	ASHRAE Annual Conference 2024 (Indianapolis)	Special Event	Society
2024/06/23 (Sun)		MP Centralized Training	Membership	Society
2024/06/24 (Mon)	2024/06/26 (Wed)	2024 ASHRAE Conference for Integrated Design,	Special Event	Society
2026/07/01 (Wed)		Canada Day (CAN) 2026	Holiday	Society
2026/07/04 (Sat)		Independence day (US) 2026	Holiday	Society
2024/07/11 (Thu)		Student Activities Centralized Training	Student Activities	Society
2026/07/22 (Wed)		July 2026 BOG Meeting	BOG Meeting	Chapter
2024/08/23 (Fri)	2024/08/25 (Sun)	Region II CRC - Toronto	Special Event	Region
2026/08/26 (Wed)		August 2026 BOG Meeting	BOG Meeting	Chapter
2026/09/07 (Mon)		Labour Day 2026	Holiday	Chapter
2024/09/03 (Tue)		First Day University (Fall Terms)	Student Activities	Chapter
2026/09/09 (Wed)		September 2026 Chapter Meeting	Monthly Program	Chapter
2026/09/23 (Wed)		September 2026 BOG Meeting	BOG Meeting	Chapter
2024/09/26 (Thu)	2024/09/27 (Fri)	2024 Women in ASHRAE Leadership Symposium	DEI	Society
2024/09/28 (Sat)	2024/09/29 (Sun)	RP Centralized Training	RP	Region
2024/09/30 (Mon)		National Day for Truth and Reconciliation (Canada)	DEI	Chapter
2024/10/03 (Thu)	2024/10/04 (Fri)	The Sixth International Conference on Efficient Bu	Special Event	Society
2026/10/14 (Wed)		October 2026 Chapter Meeting	Monthly Program	Chapter
2026/10/12 (Mon)		Columbus Day 2026	Holiday	Society
2026/10/12 (Mon)		Canadian (Proper) Thanksgiving 2026	Holiday	Chapter
2024/10/21 (Mon)	2024/10/23 (Wed)	2024 ASHRAE Decarbonization Conference: Deca	Special Event	Society
2026/10/28 (Wed)		October 2026 BOG Meeting	BOG Meeting	Chapter
2026/10/24 (Sat)		United Nations Day 2026	Holiday	Society
2026/10/31 (Sat)		Halloween 2026	Holiday	Society
2026/11/01 (Sun)		Daylight Saving (move clocks back 1 hour) 2026	Holiday	Society

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Calendar

Events

Settings

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Dynamic Planning Calendar



Communications Committee

What is a Good Way to Find Society Events?

<https://www.ashrae.org/calendar>

A screenshot of the ASHRAE 2026-27 Society Calendar website. The page has a dark blue header with the ASHRAE logo and the text "ASHRAE 2026 - 2027 Society Calendar | July 15, 2026–June 30, 2027" and a "Log In" link. The main content area is white with a purple sidebar on the left. The sidebar contains the ASHRAE logo, "ASHRAE Society Calendar", "Calendar Details", "Notifications", "2026-27 Society Calendar" (highlighted), "Resources" (with "Need Help?" and "About the Platform"), "View Other Events", and "Platform by RD Mobile". The main content area features the title "2026-27 Society Calendar" and a "Use Local Time" button. Below this is a search bar with a "Search" button, a "Filter" button, and a "Show Past Events" button. The calendar displays two events: "Wednesday, August 19, 2026 EDT" (4:00 PM – 4:00 PM EDT, Region I 2026 Fall CRC, Meeting Type: CRC, Meeting Format: In Person, Month: August) and "Thursday, September 3, 2026 EDT" (1:00 PM – 3:00 PM EDT, SPC 227P, Passive Building Design Standard, Meeting Type: Project Committee, Meeting Type Subcategory: SPC, Meeting Format: Virtual, Month: September).



Dynamic Planning Calendar

	A	B	C	D	E
1	Sample for Centralized Training				
2	Start Date	End Date	Event Title	Committee	Event Level
3	2026/09/15 (Tue)		Communications Centralized Training Part I	Special Event	Society
4	2026/09/23 (Wed)		Communications Centralized Training Part II	Special Event	Society
5	2026/09/07 (Mon)		Labor Day (US)	Holiday	
6	2026/09/08 (Tue)		Chapter Meeting	BOG Meeting	Chapter

Making it Your Own

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2026-27

Jul/2026

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					1	2

Feb/2027

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☒ Chapter Technology Transfer (CTTC)

☒ Special Event

☒ Holiday

Highlight Event Level

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☒ Society

Dynamic Planning Calendar



Communications Committee

Want to See More?



Dynamic Planning Calendar for Chapters

In May's Communications Committee Office Hour, ASHRAE Member Daniel Bourque shares a dynamic and comprehensive planning calendar for ASHRAE Chapters. The calendar will save time devoted to planning and, when used for communications, will help ensure your chapters are receiving timely communications. View the calendar [here](#).

WATCH NOW

More to Come

Module 4: Content Creation Canva & Loom