



# **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)

## Conferences and Expositions Committee - Manual of Procedures

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## Conferences and Expositions Committee - Manual of Procedures

### SECTION 1 – PURPOSE

A Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that a standing body must operate under to achieve their assigned responsibilities. It is designed to complement the rules of the board (ROB) by providing methods and procedures under which to operate. It is the responsibility of the Conferences and Expositions Committee (CEC) to determine what requirements should be in their MOP and which can be included in a Reference Manual.

### SECTION 2 – ESTABLISHMENT

The Conferences and Expositions Committee (CEC) is a Standing Committee of the Society and operates under the direction of the Members Council.

### SECTION 3 – CONFERENCES AND EXPOSITIONS COMMITTEE RESPONSIBILITIES

3.1 The Conferences and Expositions Committee shall provide ASHRAE members and other meeting attendees with fully coordinated, cost effective meeting experiences with balanced technical and business/professional content. The committee shall prepare technical conferences and expositions that expand on ASHRAE's position as leader in the HVAC&R industry, provide technology transfer of new innovations in the HVAC&R industry.

The Conferences and Expositions Committee (CEC) is responsible for planning and executing all conferences produced by ASHRAE.

The Conferences and Expositions Committee recommends to Members Council registration fees for Winter and Annual Meetings according to ROB 2.104.015 and ROB 3.100.

3.2 The Conferences and Expositions Committee shall oversee the production of the Winter and Annual Meetings and other ASHRAE conferences and expositions globally. It shall seek technical content for conferences through internal ASHRAE sources and external sources, schedule content delivery, facilitate technical and commercialism review of materials, and study the suitability of locations for the Winter and Annual Meetings.

3.3 CEC shall seek to continuously improve the conference experience for all attendees, and, on a case-by-case conference, conduct sponsored market research targeted to determine the needs of all prospective attendees.

3.4 CEC shall approve and execute program-based budget to ensure fiscal viability of all ASHRAE conferences and expositions.

3.5 In communication/cooperation with the ASHRAE Executive Committee, set policy regarding ASHRAE conferences by continually reviewing, recommending changes to, and interpreting the Guidelines for ASHRAE Conferences.

3.6 Establish and maintain guidelines for use of ASHRAE Carolyn and Damon Gowan Training Room.

3.7 Select hotel for Winter and Annual Meetings and select site for Annual Meetings.

3.8 Execute policies developed by CEC and the Joint Exposition Policy Committee relating to expositions, both in North America and internationally.

3.9 Serve as the cognizant committee for ASHRAE in the AHR Expo.

3.10 Establish guidelines for ASHRAE participation in joint conferences with other organizations and members of the Associate Society Alliance.

3.11 Develop rules and structure for operation of international conferences and expositions consistent with ASHRAE policies.

3.12 Develop and execute marketing research and event marketing plans for ASHRAE conferences.

3.13 Ensure that ASHRAE conducts sustainable meetings and expositions.

3.14 Recommend policy regarding joint meeting endorsements at the Society, Regional and Chapter levels.

3.15 Recommend policy regarding commercial sponsorship of meetings, sessions and expositions.

3.16 Specific guidelines and duties are described in the CEC Reference Manual which is updated by the CEC on a continuing basis.

#### SECTION 4 – CONFERENCES AND EXPOSITIONS COMMITTEE SUBCOMMITTEES

##### 4.1 Organization:

4.1.1 The standing subcommittees of CEC are Executive Committee, Annual and Winter Conference Subcommittee, Operations Subcommittee, Topical Conferences Subcommittee and Events Sponsorship Subcommittee. The CEC chair will appoint the subcommittees and any other ad hoc committees as needed.

4.1.2 The Executive Committee shall consist of the CEC chair, vice-chair, Subcommittee chairs, past and future Conference Chairs, and the ASHRAE staff liaison (non-voting member).

4.1.3 The CEC works with the Joint Exposition Policy Committee to conduct the Winter Conference and exposition. 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 Joint Exposition Policy Committee also is responsible for selecting the time and place for the ASHRAE Winter Conference.

##### 4.2 Responsibilities:

4.2.1 The 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, winter and topical conferences.

4.2.2 The Annual and Winter Conference Subcommittee is responsible for the development of tracks, soliciting, selecting and scheduling technical program sessions and for the onsite presentation of the technical program. This subcommittee recommends policies and procedures for the solicitation, review,

presentation and publication of papers for conferences. The subcommittee develops and maintains an evaluation system for program sessions and speakers.

4.2.3 The Topical Conferences Subcommittee is responsible for identifying conference topics and locations based on market research that meets the needs of the membership as well as responding to requests to organize topical conferences from chapters, other organizations, etc. It also recommends to CEC the formation of Conference Steering Committees to administer specific topical conferences.

4.2.4 The Operations Subcommittee is responsible for writing and maintaining the CEC's manuals and guidelines that describe the policies and procedures for conducting Society conferences and other assigned projects as needed.

4.2.5 The Events Sponsorship Subcommittee is responsible for raising sponsorship monies via peer-to-peer solicitations for the Society's Winter and Annual Conferences. The sponsorship monies will be used to lower the registration fees for the conferences and offset event expenses.

There will be two ASHRAE staff co-liaisons for the Subcommittee.

#### SECTION 5 – CEC CHAIR

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

#### SECTION 6 – 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 serves as the chair of the Operations Subcommittee.

#### SECTION 7 – 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 8 – BOARD OF DIRECTORS MEMBER

8.1 The Board of Directors member, assigned as ex-officio to the CEC, shall have responsibilities as follows:

8.1.1 Attend the meetings of the CEC to gain first-hand knowledge of committee activities.

8.1.2 Inform the committee of Board of Directors and Members Council decisions and activities that have an effect on the CEC operations.

8.1.3 Present motions to Members Council on behalf of the Conferences and Expositions Committee and support the committee viewpoint in ensuing discussions.

8.1.4 Identify and communicate strategic issues on which the CEC can provide support and information to help support their achievement.

#### SECTION 9 – LIAISON TO TECHNICAL ACTIVITIES COMMITTEE

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

#### SECTION 10 – 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.

#### SECTION 11 – 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 12 – 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.