



Conferences and Expositions Committee

Manual of Procedures

Revised January 30, 2026
Approved by Conferences and Expositions Committee: January 31, 2026
Approved by Members Council: February 3, 2026

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

TABLE OF CONTENTS

SECTION 1 – PURPOSE.....4

SECTION 2 – ESTABLISHMENT.....4

SECTION 3 – CONFERENCES AND EXPOSITIONS COMMITTEE RESPONSIBILITIES 4

SECTION 4 – CONFERENCES AND EXPOSITIONS COMMITTEE SUBCOMMITTEES 5

SECTION 5 – CEC CHAIR 6

SECTION 6 – CEC VICE-CHAIR 6

SECTION 7 – CEC STAFF LIAISON 6

SECTION 8 – BOARD OF DIRECTORS MEMBER..... 6

SECTION 9 – LIAISON TO TECHNICAL ACTIVITIES COMMITTEE 6

SECTION 10 – MEMBERSHIP7

SECTION 11 – MENTORING PROGRAM (ROB 100-128-003) 7

SECTION 12 – CONTINUOUS STRATEGIC PLANNING PROCESS 7

SECTION 13 – TOPICAL CONFERENCES.....8

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

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

- 3.8 Serve as the cognizant committee for ASHRAE in the AHR Expo.
- 3.9 Establish guidelines for ASHRAE participation in joint conferences with other organizations and members of the Associate Society Alliance.
- 3.10 Develop rules and structure for operation of international conferences and expositions consistent with ASHRAE policies.
- 3.11 Develop and execute marketing research and event marketing plans for ASHRAE conferences.
- 3.12 Ensure that ASHRAE conducts sustainable meetings and expositions.
- 3.13 Recommend policy regarding joint meeting endorsements at the Society, Regional and Chapter levels.
- 3.14 Recommend policy regarding commercial sponsorship of meetings, sessions and expositions.
- 3.15 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.

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.

SECTION 13 – TOPICAL CONFERENCES

Purpose/Mission of Topical Conferences: The goal is to transfer technical knowledge and research to the industry. Keep registration rates low to allow for more attendees.

CEC Approval: Topical Conference Chairs must provide a completed TPS (Title Purpose Scope) and a signed SOP of Topical Conference document to CEC for the conference to be considered. All documents are recommended at least 6 months prior to the launch of the abstract management system.

Steering Committee Appointments: Steering Committees are developed by the conference chair (and co-chair) with the support of ASHRAE Staff. Once the conference is approved by CEC, ASHRAE staff will send steering committee member appointment letters.

Once the steering committee is formed, the chair (and co-chair) with the assistance from ASHRAE staff will set the cadence for calls and set up a project management plan.

Call for Papers: A call for papers should be announced no less than 14-16 months in advance of the confirmed conference dates.

Call for Presentations: A call for presentations should be announced no less than 6 months in advance of the confirmed conference dates.

Abstract Management System: All ASHRAE Topical Conferences will use ConfTool for abstract management.

Paper Publication: All ASHRAE Topical Conferences will follow ASHRAE paper publication process.

Site Selection: Steering Committee may select 1-3 locations for staff to conduct site research for selection. The location preferences should be made with the following in mind: Marketing, Accessibility, and Cost. Staff will present 2-3 top hotel options from each city for final approval by the steering committee.

Topical Conference Standard Types:

Type A: Chapter-Lead Conference with ASHRAE Staff Support

- 2-day conference
- Chapter assumes Financial Responsibility (i.e. creates budget, signs venue contract, pays conference bills, etc.)
- Chapter handles all onsite needs and support
 - o Name Badges
 - o Speakers Lounge
 - o Venue Logistics
 - o Sponsor Support
- ASHRAE Conference Services Hosts and Manages Registration
- ASHRAE Conference Program staff provides project management support to the steering committee
- ASHRAE Marketing Support, Website and App
- CEC approves the conference based on the Considerations for an ASHRAE Topical Conference provided by Conference Chair.

Type B: ASHRAE-Lead Conference

2.5 day conference

- ASHRAE assumes Financial Responsibility
- ASHRAE Topical Conferences are budgeted to breakeven.
- ASHRAE Hosts and Manages Registration
- ASHRAE Conference Program Managed by Staff and Conference Software
- ASHRAE Marketing Support, Website and App
- ASHRAE Conference Services manages conference budget, registration, marketing and conference materials, conference app development, sponsorship as well as the following onsite needs:
 - o Onsite Registration
 - o Venue and AV Logistics
 - o Sponsor Support
 - o Attendee Communication
- CEC approves the conference based on the Considerations for an ASHRAE Topical Conference provided by Conference Chair. CEC will also provide support, if needed, for paper reviews and/or presentation commercialism reviews.

Registration: Registration rates will be developed by ASHRAE staff for approval by the steering committee. Rates will be based on the overall conference budget and sponsorship goal. Rates will be based on the estimated number of attendees, speakers and complimentary registrations.

Registration Types: Member (Early Bird and Regular), Non-member (Early Bird and Regular), Speaker (Reduced Rate), Student (Reduced Rate), Invited Speaker (Complimentary), Sponsor (Complimentary), Steering Committee (Complimentary).

Sponsorships: Sponsorship goals will be created by ASHRAE Staff based on the overall conference budget. The steering committee will appoint 1-3 members of the committee to lead the outreach to possible sponsors. Staff will support where needed based on past conference sponsor relationships. If sponsorship goals are not met, the conference may end up with a deficit. Steering committee outreach is imperative to the success of a topical conference. Sponsor benefit packages and prospectus will be developed by ASHRAE Staff and approved by steering committee before published on conference website and sent out by steering committee members. Once the signed sponsorship agreement has been received, ASHRAE staff will be responsible for ensuring all sponsor benefits are fulfilled and payment is received.

Meals: The following are included as a standard in topical conferences: (3) Light Breakfasts, (2) Lunches, AM and PM Coffee Break for each full conference day, AM Coffee Break for half day of conference. (1) Reception – either Welcome Reception or Networking Reception. Additional Sponsorship can be raised to support a second Reception.

AV standards:

General Session/Plenary: Stage, Podium, Two Screens & Projectors, Audio System: (Podium Mic, Speaker Lav or Wireless Mic., (2) Q&A Mics)

Breakouts (1-3): Podium, Projection & Screen, Audio System] Podium Mic, (3) Tables Mics, (1) Q&A Mic]

Basic WiFi for Meeting Space (Requested Hotel Concession in Contract Negotiations)

Speakers Lounge: Additional AV support is needed for a topical conference that includes OnDemand conference recordings.

Basic Power Needs (Sponsors will be responsible for power needs at the information table if required).

Keynote and Committee Travel Standard: Travel (Hotel and Airfare) for Keynote Speakers and Steering Committee members is not included in the standard topical conference budgets. All keynote speakers and steering committee members receive free registration to the conference.

Tours: Tours are not part of the standard topical conference schedule. However, tours can be added by a conference steering committee under the following delegation of responsibility. Tours cannot be scheduled to conflict with any elements of the conference including the technical program or evening social events.

- Steering Committee:
 - o Arrangement of Tours including location, guides, transportation to and from host hotel.

- Support from Local ASHRAE Chapters as needed.
- ASHRAE Conference Services:
 - Support steering committee as needed.
 - Manage Registration of Tours.
 - Marketing and App Support Documents.
 -

Budget:

Conference Type A

All conferences what fall under the Type A style of Topical Conference charge an agreed upon amount to the ASHRAE Chapter handling the conference and assuming the financial risk. Those conferences are all budgeted where the hard cost to ASHRAE (conference program software, publications) is charged directly to the Chapter, with a \$5,000 fee for staff time.

Conference Type B

Budgets are created by ASHRAE staff with the goal of ensuring the registration revenue and conference sponsorship cover all the hard costs (hotel, food/beverage, conference program software, onsite expense and av production) of the conference.

Registration rates are calculated using historical attendance data from previous or similar conferences. Rates are development for members, non-members, speakers and students. Complimentary registrations for steering committee members, keynote speakers and sponsors also must be covered within the cost of the conference.

A sponsorship goal is established based on the overall estimated registration revenue of the conference compared to the hard cost of the conference. Sponsorship is needed to support covering the cost of the conference, so it does not greatly affect the registration rates offered to attendees.

Budgets are created with a built-in contingency (10K) to help cover any change in pricing from year to year i.e. food costs, travel cost or AV production. Additionally, budgets are created with a small surplus (10-15k) in case the conference is not able to meet the sponsorship goal. This surplus can help protect the conference in the event of a deficit.

Budgets are updated with Forecasts over the course of the planning for the conference in ensure the conference is staying on track financially.

Surplus of a Conference:

In the event a conference produces a surplus at the conclusion of the conference and all revenue and expenses have been reconciled, that surplus is used to cover the operating expense of the Society (i.e. staff time, bottom line). Additionally, a surplus from one topical conference could be used to support another topical conference if it suffers a deficit.

If ASHRAE staff see in a conference forecast that the conference will surpass their sponsorship goals and registration revenue estimates, staff can make recommendations to the steering committee in ways that the surplus could benefit the conference. An example of this would be student scholarships, additional networking events, and an upgrade to session recordings.

3.100.1 Conferences in which ASHRAE is the Lead Organization:

001 GENERAL

In addition to the Society's Winter and Annual Conferences, ASHRAE organizes specialty conferences that focus on a particular topic in the HVAC&R industry.

ASHRAE may invite other organizations to participate in the planning and conduct of the conference and in financial support of the conference.

002 COSPONSORS

One or more organizations may be invited to cosponsor the conference. Cosponsors must contribute significantly to support the conference, including financial support when required.

003 ENDORSING ORGANIZATIONS

Other organizations may be listed as endorsing organizations. Endorsing organizations are expected to help publicize the conference through their publications, website, mailing lists and/or distribution of brochures provided to them by ASHRAE, and may be requested to assist in other ways such as financial contributions or fees.

004 CHARACTERISTICS

- a. ASHRAE controls budget and earns profit or absorbs loss.
- b. ASHRAE staff provides major support for publicity, registration, publications, etc.
- c. ASHRAE has exclusive right to publish proceedings (if any), including discussions of papers. Cosponsoring organizations may be awarded the right to publish the papers and/or proceedings.
- d. ASHRAE will manage the submission, review, and finalization of any papers.

-2-

005 OBJECTIVES

All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws:

"Objectives. The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air-conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public, as defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity." (BL Sec 1.3)

006 COSTS

The conference shall be expected to be financially self-sufficient. The Conferences and Expositions Committee is authorized to develop and manage these conferences, including the fiduciary details.

007 PUBLICATION

When publishing conference papers, 004C (above) shall apply and the following disclaimer shall be used where appropriate:

"ASHRAE sponsors this conference to provide a forum for the free exchange of ideas on the state of the art in this field. The ideas expressed are those of the author(s), and do not necessarily represent the opinions or policies of ASHRAE."

008 EXPOSITION

If an exposition is to be part of the conference, the contractual obligation of ASHRAE and AHRI with the International Exposition Company shall be considered by each party, and in addition, the terms of the agreement between AHRI and ASHRAE shall be considered.

009 ADMINISTRATION

Proposals for an ASHRAE sponsored conference shall be approved by the Conferences and Expositions Committee (CEC) and reported to Members Council. The Chair of the Conferences and Expositions Committee shall appoint the conference steering committee. These appointments should occur approximately 23 months prior to the proposed dates of the conference. A budget must be developed by the Meetings Manager and the Director of Member Services. The budget must incorporate all direct costs and direct income. Attendance fees should be sufficient to make the conference self-supporting at the lowest expected level of attendance. (97-01-26-11)