



Conferences and Expositions Committee Job Description

General Overview

1. **General Description of the position:** The Conferences and Expositions Committee (CEC) is responsible for planning and executing all conferences and expositions produced by ASHRAE.
2. **Composition of the committee** (if applicable to position): Twenty-six (26) voting members, including a chair and a vice chair.
3. **Term of Service:** 4 years. Appointed by President-Elect.
4. **Required Qualifications:** All members should be either Member or Associate Member grade or higher.
5. **Helpful Qualifications, experience, interests, skills:** Members should have previous experience serving on technical or standing committees, especially recently serving as TC program subcommittee chairs. Members should have sufficiently high educational and technical background to bring balanced and mature judgment to bear in qualifying technical papers and programs.

Specific Time, Money, and Task Commitments

1. **Attend the ASHRAE Annual (Summer) and Winter Conferences.**
 - Meeting dates/times: Subcommittee meetings begin on Friday afternoon, 1 pm – 6 pm. The full CEC meeting is Saturday, 8 am – noon and the Speakers' Lounge is open from 1 pm – 3 pm. Members are expected to cover the Speakers' Lounge as assigned, from Sunday – Wednesday.
 - Who covers transportation? Transportation costs are paid by Society. Transportation is the cost of transportation to the meeting only. Room and board are not reimbursed. Because CEC members must attend the technical program as a part of their responsibilities, CEC members must purchase a conference registration. CEC members receive a discounted registration fee of 75% off the member registration.
 - Subcommittee Work Description: There will be sub-committee meetings prior to the meeting of the entire committee. You will be assigned to a subcommittee and there is some work to do on those subcommittees in between meetings. In addition, you may be chosen to serve as a track chair for one or more conferences. The current subcommittees are Executive Committee, Annual and Winter Meeting Subcommittee, Operations Subcommittee and Topical Conferences Subcommittee.
 - Special events to be aware of at these conferences: There is a dinner on Friday night with your fellow committee members.



2. Requirements between Annual and Winter Conferences.

Depending on the subcommittee, there may be one conference call per month.

3. Individual work load and anticipated time requirement per week (or month).

The amount of work on subcommittees varies widely. However, the work of track chairs ebbs and flows with the deadlines for the submittal of papers and programs ranging from 3 hours/month to 10+ hours/month. Service on steering committees for topical conferences typically requires the same time commitment as track chairs.

4. Other Committee Activities.

The CEC seeks to continuously improve the conference experience for all attendees and to determine the needs of all prospective attendees. As a member of CEC, you have the ability to shape the technical program through the selection of tracks, programs and organization and presentation of the conference. By serving in this high visibility position, you have the opportunity to interact with various individuals and committees within ASHRAE and outside the Society and to facilitate technology transfer of new innovations in the HVAC&R industry through ASHRAE's conferences.

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