POLICIES AND PROCEDURES FOR PROJET COMMITTEES

The Meeting Request system is now open for chairs to submit request for your meetings associated with the Annual Conference in Tampa, June 24-28, 2023.

Meeting Requests: https://www.ailogistics.com/ashrae
Deadline: March 17

BEFORE you start this process, please read these important notes, suggestions, and updates for Tampa:

Main Project Committee Meetings (SPC, SSPC, GPC, SGPC):

- Are strongly encouraged to meet in-person in Tampa
- If your committee chooses to host a hybrid meeting, resources such as a Dual Microphone/Speaker and an ASHRAE WebEx link are available <u>upon request</u> through the meeting request portal.

Subcommittee Meetings

- Are strongly encouraged to meet in-person in Tampa
- Hybrid resources (such as equipment) will **not** be available due to limited resources.
- Subcommittees may choose to meet virtually in advance any time before June 23, instead of in-person, if preferred.

Meeting Requests

- A meeting request must be submitted for **any** meeting that needs to be included in the Conference schedule.
- Talk to your committee members before you submit a request to discuss the meeting format (in-person, hybrid or virtual). You will be able to indicate on the request form which format you are planning.
- All requests must be submitted by **March 17.**
- Should be scheduled in a pre-determined 2-hour or 4-hour blocks <u>if possible</u>:

	2 Hour Slots	4 Hour Slots
Friday	1:00 – 3:00 pm, 3:30 – 5:30 pm	8:00 am-12:00 pm, 1:00 – 5:00 pm
Saturday	8:00 am- 10:00 am, 10:30 – 12:30 pm, 1:00 – 3:00 pm	8:00 am-12:00 pm
Sunday	3:30 – 5:30 pm, 6:00 – 8:00 pm	1:00 – 5:00 pm
Monday	2:30-4:30 pm, 5:00 – 7:00 pm, 7:30 – 9:00 pm	2:30-6:30 pm
Tuesday	1:00-3:00 pm, 3:30-5:30 pm	1:00-5:00 pm
Wednesday	1:00-3:00 pm	1:00-5:00 pm

- You will be able to indicate the following anticipated attendance and will assigned a meeting room based on that information:
  - Expected in-person committee members (seated around the tables)
  - Expected in-person guests (perimeter seating)

- o Expected number of members joining virtually (if applicable)

- On the details page, you will be able to request any of the following:
    - o Screen
    - o Power Strips
    - o Dual USB Plug-In Microphone/Speaker
    - o Projectors will **not** be available.

- If you plan to have a hybrid or virtual meeting, you may choose one of the following options:
    - o Select "I will use my own virtual meeting platform for this meeting" if you plan to use your own platform. In the notes section, add the meeting link and access information to link to conference schedule. Then add the meeting link to the "Virtual Meeting Link" box. The link entered will be integrated into the online schedule and app closer to the conference for members and guests to join directly from the schedule and/or app.
    - o Select "WebEx Link provided by ASHRAE" if you would like ASHRAE to set up your virtual meeting. Hosts will be sent specific login instructions the week before the meeting and how to start and host the meeting.

Registration, Hotel and Travel

- Registration will open March 1. The Technical Program consists of 80+ technical sessions and downloadable conference papers. In-Person and Virtual rates are available. Both registration types come with 1 year access to recordings of all the technical sessions, conference papers, quizzes and PDH certificates. Learn more on the Registration page at ashrae.org/2023annual.

- All in-person attendees must be registered to attend the conference in Tampa. If you plan on attending committee meetings only in-person you may register with a special code. Contact meetings@ashrae.org to receive the code to register as "Committee Meeting Only" for free. A donation of $25 is encouraged to help covered the cost of hybrid capabilities.