



POLICIES AND PROCEDURES FOR PROJET COMMITTEES

The Meeting Request system is now open for chairs to submit requests for meetings associated with the Annual Conference in Indianapolis, June 22 - 26, 2024.

Meeting Requests: <https://www.ailogistics.com/ashrae>
Deadline: March 1

BEFORE you start this process, please read these important notes, suggestions, and updates for Indianapolis.

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

- Are strongly encouraged to meet in-person in Indianapolis.
- If your committee chooses to host a hybrid meeting, the committee must provide their own meeting link. A Dual Microphone/Speaker is available upon request to help support your hybrid meeting.

Subcommittee Meetings

- Are encouraged to meet in-person in Indianapolis.
- 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 21 instead of in-person, if preferred. The committee must provide their own link to host the virtual meeting.

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 1**.
- Should be scheduled in a pre-determined 2-hour or 4-hour blocks if possible:

	<u>2 Hour Slots</u>	<u>4 Hour Slots</u>
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 committee members (seated around the tables)
 - Expected guests (perimeter seating)

- On the details page, you will be able to request any of the following:
 - Screen
 - Power Strips
 - Dual USB Plug-In Microphone/Speaker
 - Projectors will **not** be available.
- If you plan to have a hybrid or virtual meeting, you must link your meeting at the time of the request.

Registration, Hotel and Travel

- Registration will open in March. The Technical Program consists of 100+ technical sessions and downloadable conference papers. Registration comes 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/2024Annual](https://www.ashrae.org/2024Annual).