



Policies And Procedures for Project Committees

2026 ASHRAE Annual Conference, June 27 – July 1, 2026

Main Committee Meetings (SSPCs, SPCs, GPCs, SGPCs):

May submit meeting requests for in-person or hybrid meetings.

Subcommittee Meetings

May submit meeting requests to meet virtually in advance of the Annual Conference, **before June 24th**.

PC Chair Checklist

Now

- ✓ Alert Subcommittee Chairs of plans for the Annual Conference
- ✓ Communicate to members of your TC (sample email message on next page):
 - Registration Requirements

By March 6th

- ✓ Submit Meeting Request for TC, TRG, TG, MTG Meeting (per instructions below)
- ✓ Submit or Remind Subcommittee Chairs to submit Virtual Meeting Request (per instructions below)

March: Registration Opens! Once registered for the conference, you will receive the hotel booking link.

April: Meeting schedule posted on [ashrae.org/2026annual](https://www.ashrae.org/2026annual).

Meeting Requests (Deadline: March 6th)

Submit Meeting Requests for meetings to be included in the schedule: <https://www.ailogistics.com/ashrae>

- Meetings are to be scheduled in one of the pre-determined 2-hour or 4-hour time blocks:

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

- You are required to indicate **Expected committee members** (seated around the tables) and **Expected guests** (perimeter seating.) Rooms will be assigned based on the numbers provided.
- You are able to request the following supplies (**projectors will not be available**):
 - Screen
 - Power Strips
 - Dual USB Plug-In Microphone/Speaker

If you plan to host a hybrid or virtual meeting, you must provide the link for your meeting at the time of the request. **If the link is not provided, the meeting will automatically be scheduled as an in-person meeting.**



Registration

- Registration opens in March! Full conference 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/2026annual](https://www.ashrae.org/2026annual).

Quick Links

- ASHRAE Annual Conference website: [ashrae.org/2026annual](https://www.ashrae.org/2026annual)
- <https://www.ashrae.org/technical-resources/standards-and-guidelines/pcs-toolkit> under the “Project Committee Meetings” section
- Meeting Request Submissions: <https://www.ailogistics.com/ashrae/>

Sample Email to PC Members

TO: Committee Members
FROM: Committee Chair
SUBJECT: 2026 Annual Conference in Austin: Updates and What to Expect

Committee Members,

Thank you for your continued dedication to **Committee Name**. As you know, ASHRAE is planning to host the 2026 ASHRAE Annual Conference in Austin, TX, June 27th-July 1st, 2026. I would like to bring to your attention some important items related to the conference:

- Registration will open in March! The Technical Program consists of 100+ technical sessions and downloadable conference papers. In-Person and On-Demand 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](#).
- Once registered for the Annual Conference, you will receive the link to book your hotel stay at the ASHRAE HQ Hotel, the JW Marriott Austin or the Marriott Downtown, Austin.

[Include any information here related to plans for your specific TC and/or subcommittee meetings]

If you have any questions related specifically to the Annual Conference, please contact meetings@ashrae.org.

Thank you,

[Chair]