Customizable Email to Supervisor for Virtual Registration

Dear <**supervisor's name**>,  
  
I would like to virtually attend the [2024 ASHRAE Annual Conference](https://www.ashrae.org/conferences/2024-annual-conference-indianapolis/2024-annual-conference-technical-program) taking place June 22-26in Indianapolis. Virtual registration includes access to 12 livestreamed sessions, as well as the full technical program which includes over 80 session recordings, for 12 months. This also includes technical session quizzes, PDH certificates and downloadable conference papers.

[Technical Tracks include:](https://events.rdmobile.com/Sessions/Index/17591)

* HVAC&R Systems and Equipment
* Fundamentals & Applications
* Research Summit
* Legislation, Standards, Codes and Guidelines
* Artificial Intelligence and the Built Environment
* Building Lifecycle Assessment
* Workforce Development
* Electrification: Possibilities and Pitfalls

The cost for virtual registration is $XXX *(select from: $470, member / $520 for non-member, which includes automatic annual membership)*. **Company package rates are available** for multiple employees. [Registration information is available here](https://www.ashrae.org/conferences/2024-annual-conference-indianapolis/2024-annual-conference-registration).

I encourage you to learn more about the conference look forward to your reply. Please let me know if you have questions.

Sincerely,

<****your name here****>