**Customizable Email to Supervisor for In-Person Registration**

**2023 ASHRAE Annual Conference**

Dear <**supervisor's name**>,  
  
The [2023](https://www.ashrae.org/conferences/2023-winter-conference-atlanta) ASHRAE Annual Conference is taking place June 24-28 in Tampa, and I would like to register to attend this event. Throughout the conference I will attend several technical sessions that apply directly to my role. The conference technical program offers 7 tracks with over 100 sessions which you can [view here](https://events.rdmobile.com/Sessions/Index/16438?Search=&mode=All&pagenumber=0&hidePastSessions=True&SelectedTags=57868&SelectedTags=57855&SelectedTags=57867&SelectedTags=57865&SelectedTags=57858&SelectedTags=57862&SelectedTags=57870). Technical Tracks include:

* HVAC&R Systems and Equipment
* Fundamentals & Applications
* Research Summit
* Pathways to Net Zero and Decarbonization
* Future-Proofing the Built Environment
* Building Automation and Control Systems
* Professional Development and Education

In addition, registration includes 12-month access to technical session recordings, session quizzes, PDH certificates, and downloadable conference papers.

I look forward to the connections I’ll make with attendees and speakers, as well as attending sessions that address our specific needs. Included is breakdown of approximate costs to attend the conference. Thank you for your consideration and please let me know if you have any questions.  
Sincerely,

<**your name here**>

Expense Worksheet on Page 2

**2023 ASHRAE Annual Conference Expense Worksheet**

Provide the estimated cost for attending, for yourself or a group of co-workers. This can be included as an attachment or in the body of the email. For additional pricing information [visit the [registration page](https://www.ashrae.org/conferences/2023-annual-conference-tampa/2023-annual-registration).](https://www.ashrae.org/conferences/2023-winter-conference-atlanta/2023-winter-registration)

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| **Expense** |  | **Cost** |
| Conference Registration | March 1 – April 30 Fees:  $665, member/$910, non-member  $630, first-time member/$885, first-time non-member  May 1 – June 16 Fees:  $680, member/$935, non-member  $655, first-time member/$910, first-time non-member | $ |
| ALI Course Registration | Optional, only if you are planning to attend one of the additional training programs. | $ |
| Social Events | Optional events such as Members Night Out, President’s Lunch and Welcome Party | $ |
| Tours | Optional, technical and general tours available | $ |
| Lodging | JW Marriott Tampa Water Street  Headquarter Hotel │ 510 Water Street, Tampa, FL, 33602  $210 + tax per night  The Tampa Marriott Waterside  Headquarter Hotel │ Connected to the JW Marriott and located at 700 South Florida Avenue, Tampa, FL, 33602  $210 + tax per night | $ |
| Transportation: Airport to Hotel | [Map](https://www.google.com/maps/dir/JW+Marriott+Tampa+Water+Street,+Water+Street,+Tampa,+FL/Tampa+International+Airport+(TPA),+4100+George+J+Bean+Pkwy,+Tampa,+FL+33607/@27.9590054,-82.5134408,14z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x88c2c5af64290407:0xe99c98045afd8cb2!2m2!1d-82.4538954!2d27.9407848!1m5!1m1!1s0x88c2c246939e4443:0x7a5b8408c601d509!2m2!1d-82.5311382!2d27.9771524!3e0) from Tampa Int’l Airport to the JW Marriott to estimate cost for rideshare or taxi. | $ |
| Mileage Reimbursement | Driving to the conference? Use [IRS Standard milage rate](https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile) for US agencies. | $ |
| Parking Reimbursement | At airport for flight departure, or at hotel where conference is located. | $ |
| Food Per Diem | See [IRS guidelines](http://www.gsa.gov/portal/content/104877) for conference locale rates. | $ |
| **subtotal** |  | $ |
| Total number of employees going | |  |
| Multiply subtotal by total number of employees going = **total** | | $ |
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