**Customizable Email to Supervisor for Virtual 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 as a virtual attendee. Virtual registration includes access to 10 livestreamed sessions, as well as the [full technical program](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) which includes over 80 session recordings, for 12 months. This also includes technical session quizzes, PDH certificates and downloadable conference papers.

Many of the sessions apply directly to my role and offer solutions to challenges we face. I encourage you to review the technical program to see what’s available. The full conference schedule is available in May.

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

The cost for virtual registration is $XXX *(select from: $410, member / $460 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/2023-annual-conference-tampa/2023-annual-registration)

I encourage you to learn more about the conference and please let me know if you have questions.

Sincerely,

<**your name here**>