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

**2023 ASHRAE Winter Conference**

Dear <**supervisor's name**>,  
  
The [2023 ASHRAE Winter Conference and AHR Expo](https://www.ashrae.org/conferences/2023-winter-conference-atlanta) is taking place Feb. 4-8 in Atlanta, and I would like to attend this event. Throughout the conference I will attend several technical sessions that apply directly to my role and have opportunities to learn and network at the AHR Expo, as well. The full conference schedule is available in November. I encourage you to review the [technical program](https://www.ashrae.org/conferences/2023-winter-conference-atlanta/2023-winter-technical-program) to see what’s available. The conference technical program offers 8 tracks with over 100 sessions.

Technical Tracks include:

[Fundamentals and Applications](https://events.rdmobile.com/Sessions/Index/15878?Search=&mode=All&pagenumber=0&hidePastSessions=True&SelectedTags=51362)

[HVAC&R Systems and Equipment](https://events.rdmobile.com/Sessions/Index/15878?Search=&mode=All&pagenumber=0&hidePastSessions=True&SelectedTags=51351)

[Refrigeration and Refrigerants](https://events.rdmobile.com/Sessions/Index/15878?Search=&mode=All&pagenumber=0&hidePastSessions=True&SelectedTags=51367)

[Grid Resilience and Thermal Storage](https://events.rdmobile.com/Sessions/Index/15878?Search=&mode=All&pagenumber=0&hidePastSessions=True&SelectedTags=51366)

[Pathways to Zero Energy Emissions and Decarbonization](https://events.rdmobile.com/Sessions/Index/15878?Search=&mode=All&pagenumber=0&hidePastSessions=True&SelectedTags=51354)

[Multifamily and Residential Buildings](https://events.rdmobile.com/Sessions/Index/15878?Search=&mode=All&pagenumber=0&hidePastSessions=True&SelectedTags=51357)

[Operations and Maintenance](https://events.rdmobile.com/Sessions/Index/15878?Search=&mode=All&pagenumber=0&hidePastSessions=True&SelectedTags=51359)

[Building Simulation and Virtual Design in Construction](https://events.rdmobile.com/Sessions/Index/15878?Search=&mode=All&pagenumber=0&hidePastSessions=True&SelectedTags=51355)

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 Winter 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/2022-annual-conference-toronto/2022-annual-registration)](https://www.ashrae.org/conferences/2023-winter-conference-atlanta/2023-winter-registration)

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| **Expense** | **Information** | **Cost** |
| **In Person fees** | * $665, member early bird/$910 non-member, early bird * $680, member/$935, non-member (includes automatic annual membership) * $655, first-time member attendee/$910, first-time non-member attendee | $ |
| ALI Course Registration | Optional, only if you are planning to attend one of the additional training programs. | $ |
| Social Events | Optional events such as Welcome Party, President’s Lunch, Women in ASHRAE Happy Hour or Members Night Out | $ |
| Tours | Optional, technical tours available | $ |
| Lodging | **Omni Atlanta Hotel at CNN Center** **Headquarter Hotel** **│**100 CNN Center, Atlanta, GA 30303 **$255 + tax per night**  **Embassy Suites Atlanta at Centennial Olympic Park (overflow only)** **Overflow Hotel** **│** Located across the street at 267 Marietta St NW, Atlanta, GA 30313 **$264 + tax per night**  **Hilton Garden Inn Atlanta Downtown (overflow only)** **Overflow Hotel** **│** Located across the street at 275 Baker St NW, Atlanta, GA 30313 **$245 + tax per night** | $ |
| Flight / Transportation | Include the estimated cost of your flight here.  Driving to the conference? Calculate the rate for [residents of Canada](https://www.driversnote.ca/cra-mileage-guide/cra-mileage-rate-2022) or for [residents of US](https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022). | $ |
| Parking Reimbursement | At airport for flight departure, or at hotel where conference is located. | $ |
| Food Per Diem | Estimate amount for food per day of attendance. | $ |
| **subtotal** | | $ |
| Total number of employees | |  |
| **Total** (multiply by number of employees) | | **$** |