



ASHRAE's Support for Chapter-Organized Topical Conferences

ASHRAE's mission is to advance the arts and sciences of HVAC&R. One way the Society fulfills this goal is through conferences, which allow the transfer of knowledge to the industry as well as provide a networking forum, and ultimately, a venue from which to advance ASHRAE's mission. ASHRAE's conference development includes conducting its yearly Winter and Annual Conferences, organizing conferences focused on a particular topic in the HVAC&R industry and endorsing and co-sponsoring conferences organized by other organizations.

In addition, the opportunity is available for ASHRAE Chapters to host a conference (take the financial risk for putting on the conference) and request that it be a Society-level sponsored conference. This is initiated by the Chapter by completing the Considerations for an ASHRAE Topical Conference form found on www.ashrae.org. The form is reviewed by ASHRAE's Conferences and Expositions Committee (CEC)¹, which oversees ASHRAE-sponsored conferences.

The support and the benefits provided by ASHRAE, the Conferences and Expositions Committee and Staff in assisting a Chapter with putting on a Society-sponsored conference follow:

- Create a conference website on www.ashrae.org that would include all the information about the conference such as sponsors, important dates, program, Steering Committee, keynote speakers, among others
- Set up a separate website: for the review of papers (if needed), review of program proposals (if needed), scheduling of speakers and sessions for the technical program
- Set up a website for taking conference registrations (if needed)
- Create a conference page in the ASHRAE 365 app
- Market the conference to ASHRAE members for the call for conference content (papers, speakers, programs), registration for the conference and technical program announcements

¹ Conferences and Exposition Committee (CEC): <https://www.ashrae.org/communities/committees/standing-committees/conferences-and-expositions-committee>

- ASHRAE Staff will set up meetings of the Steering Committee as needed and will participate in the meetings along with a representative from the Conferences and Expositions Committee (CEC)
- If papers are included in the conference, ASHRAE Staff will prepare the conference proceedings for all the papers and have them available at the start of the conference. After the conference, Staff will submit the proceedings to citation and abstracting services for the listing of the papers in those respective databases. ASHRAE will hold the copyright for the papers accepted for the conference.
- Staff and the Conferences and Expositions Committee (CEC) representative will request presentations from the speakers and review them for commercialism.
- ASHRAE staff would attend the conference (hotel accommodations requested) and run the Speaker's Lounge, working with the speakers to ensure only approved presentations are presented at the conference.
- Staff time, license fees for software, expenses incurred with registration and the cost to prepare the conference proceedings are estimated between \$5K -\$7.5K depending on the services required and would need to be included in the conference budget.

The Conferences and Expositions Committee (CEC) and Staff are pleased to support the Chapter's work in putting on the conference and to ensure the conference maintains the ASHRAE brand for conferences.

For more information, contact Ragan McHan, Manager – Conference Programs (rmchan@ashrae.org) and Davide Ziviani, ASHRAE Topical Conferences Subcommittee Chair (dziviani@purdue.edu).