

CONSIDERATIONS FOR AN ASHRAE TOPICAL CONFERENCE

This form is for submitting a topical conference proposal to the Society's Conferences and Expositions Committee (CEC), which approves ASHRAE's conferences. CEC will review the completed form and then will arrange a meeting to discuss the proposal. If you have any questions please email meetings@ashrae.org.

1. Conference title:
2. Conference purpose and scope:
3. Conference date and length (will the conference be held and for how many days):
4. Target audience and number of attendees:
5. Location (city, state, country and what type of venue, such as a hotel, university, etc.):
6. Conference chair:
7. Conference program topics:
8. What is the conference format, i.e., call for papers, call for presentations, invited speakers, workshop, etc.:

9. Number of speakers:
10. Conference speaker benefits:
11. Will the local ASHRAE Chapter be involved? If so, which Chapter and who will be the contact?
12. What is ASHRAE's role in the conference?
13. What is the budget for the conference?
14. Who is taking the financial risk? Sharing of risks?
15. Are there opportunities for sponsorships or co-sponsorships (financial or endorsement) with other organizations or companies?
16. What is the target registration fee?
17. Will an ASHRAE course or workshop be held?
18. Will there be an exhibition with the conference?
19. List existing conferences (not limited to ASHRAE sponsored events) that cover similar topics and whether there are potential scheduling or overlap conflicts.