



POLICIES AND PROCEDURES FOR TECHNICAL COMMITTEES

2022 ASHRAE Winter Conference, Jan. 29 – Feb. 2, Las Vegas

Important Updates

- Everyone attending the conference and committee meetings is required to register for the conference for safety purposes.
- There will be a new “Committee Meetings Only” registration category for those who will not attend the Technical Program.
- It will be free to register to attend **the Committee meetings only**, but a donation of at least \$25 is encouraged to help cover the costs of hybrid capabilities.
- In-Person and Virtual registration rates will be available for access to the Technical Program
- Main TC, MTG, TRG and TG (full committee) meetings:
 - Are approved to meet in-person
 - Must request a physical meeting room from ASHRAE Meetings Team (see detailed instructions below)
 - Chair may request the use of a WebEx link from ASHRAE staff so remote members join to achieve quorum.
 - For meetings that request a WebEx link, the chair will be responsible for logging in, starting and hosting the meeting in Las Vegas. No other in-person meeting attendee should join the WebEx meeting to save bandwidth.
 - In Vegas, the Chair will be given a login to join private, secure network for dedicated bandwidth to host the meeting for remote attendees. This network is for Chairs only for the duration of their meeting.
 - At the beginning of the meeting, chairs should ask all attendees who do not have a badge to leave the room and go to the registration desk to register and receive a badge.
- TC, MTG, TRG and TG subcommittee meetings:
 - All subcommittee meetings of TCs, MTGs, TRGs and TGs are strongly encouraged to meeting virtually any time before Friday, January 28, 2022.
 - Subcommittee chairs may request a WebEx link from ASHRAE if needed for virtual meetings
 - Subcommittees who must meet in person should request approval from ASHRAE and will be limited to a 2 hour or 4-hour block of time.



- Subcommittees who are approved to meet in-person will not be allocated an ASHRAE WebEx link
- Questions? Contact ASKTAC@ASHRAE.net.

Detailed Procedures Meeting Requests

Technical Committees (TC, MTG, TRG)

Main Committee Meetings

1. Are approved to meet in-person at the 2022 Winter Conference
2. Should be scheduled in a pre-determined 2-hour blocks if possible
 - a. Friday: 1:00 – 3:00 pm, 3:30 – 5:30 pm
 - b. Saturday: 8:00 – 10:00 am, 10:30 am – 12:30 pm, 1:00 – 3:00 pm
 - c. Sunday: 3:30 – 5:30 pm, 6:00 – 8:00 pm
 - d. Monday: 2:30 – 4:30 pm, 5:00 – 7:00 pm, 7:30 – 9:00 pm
 - e. Tuesday: 1:00 – 3:00 pm, 3:30 – 5:30 pm
 - f. Wednesday: 1:00 – 3:00 pm
3. The Chair should request a meeting date and time for the **main committee meeting** through ASHRAE's [Meeting Request](#) system by **September 24**. Requests will include:
 - a. Requested Day and Time Slot
 - b. Requested Equipment
 - i. Screen – *please only request if a screen is needed for anything other than showing the agenda for the meeting*
 - ii. Power strips
 - iii. WebEx Link provided by ASHRAE / Provide meeting link if using own platform
 - iv. Projectors will not be provided by ASHRAE
 - v. WiFi will be available in the meeting rooms
 - c. Chairs should poll their members in advance and provide the
 - i. Expected number of in-person committee members
 - ii. Expected number of committee members joining virtually
 - iii. Expected number of guests
4. Typically, ASHRAE automatically schedules main TC meetings during their “normal” date and time. The reason you are being asked to request your main meeting in our new system is to:
 - a. Record your meeting in ASHRAE's new scheduling software
 - b. Confirm start and end times (see pre-determined 2-hour blocks above if possible)
 - c. Reestablish the equipment that is needed for your meeting
 - d. Estimate expected attendance so an appropriately sized room can be assigned to your meeting.
 - e. Alert the ASHRAE team if you would like to have a WebEx meeting link for remote participants to join.



5. ASHRAE will provide, if a requested, a WebEx link for voting members who are not able to join the main meeting in person for the committee to make quorum. Please note that bandwidth is not unlimited, and the chair of the committee will be responsible for logging in and starting the meeting via WebEx. Members and guests in the room should not log into the WebEx meeting to save on bandwidth.
6. ASHRAE staff will make the best effort to allow for meeting room sets to have some physical distance between chairs. Some areas of meeting rooms may allow for greater physical distance for those who prefer more space.
7. If the chair and members of a TC wish to host their main meeting with no in-person component, they are welcomed to do so and must complete the ASHRAE [Meeting Request](#) system by **September 24**.

Subcommittee Meetings

1. All subcommittee meetings are strongly encouraged to meet virtually in advance of the Winter Conference.
 - a. If an ASHRAE WebEx link is needed for the virtual subcommittee meeting, the chair or subcommittee chair must submit a request through ASHRAE's [Meeting Request](#) system by **September 24**. Requests will include:
 - i. Requested date, start time and end time any time before the start of the 2022 Winter Conference
 - ii. Request the use of an ASHRAE WebEx link
 - b. If the subcommittee wishes to use their own virtual platform to host the virtual meeting, the chair or subcommittee chair must submit a request through ASHRAE's [Meeting Request](#) system by **September 24**. Requests will include:
 - i. Date, start time and end time, any time before the start of the 2022 Winter Conference
 - ii. Link and/or dial-in information for virtual subcommittee meeting
 - c. All virtual subcommittee meetings submitted will be added to the 2022 Winter Conference interactive schedule on ashrae.org/2022winter by December 2021.
2. If a subcommittee must meet in-person, the chair must submit a meeting room request for approval through ASHRAE's [Meeting Request](#) system by **September 24**.
 - a. The same information will be needed in the request as stated for the main meeting listed above, however, a WebEx link will not be provided for the in-person subcommittee meeting.
 - b. Subcommittees may also choose to meet informally and unscheduled in the TC Collaboration Area at the Winter Conference. The TC Collaboration Area is a large room with multiple pods set up for casual pop-up needs onsite.