**Customizable Email to Supervisor for Virtual Registration**

**2025 ASHRAE Winter Conference**

Dear <**supervisor's name**>,  
  
The 2025 ASHRAE Winter Conference and AHR Expo is taking place Feb. 8-12 in Orlando, 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 which includes over 100 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. You can view the technical program here.

Technical Tracks include:

1. Energy Storage and Grid Resiliency
2. Pathways to Building Decarbonization
3. Artificial Intelligence
4. Industrialized Construction: Opportunities and Challenges
5. Ventilation and Indoor Environmental Quality
6. Future-Proofing the Built Environment
7. HVAC&R Fundamentals and Applications
8. Systems and Equipment
9. Refrigeration and Refrigerants

The cost for virtual registration is $XXX *(select from: $500, member / $550 for non-member).* **Company package rates are available** for multiple employees. [Registration information is available here.](https://www.ashrae.org/conferences/2025-winter-conference-orlando/2025-winter-conference-registration)

I encourage you to learn more about the conference look forward to your reply. Please let me know if you have questions.

Sincerely,

<**your name here**>