



Policies And Procedures for Project Committees

2027 ASHRAE Winter Conference, January 23-27, 2027

Main Committee Meetings (SSPCs, SPCs, GPCs, SGPCs):

May submit meeting requests for in-person or hybrid meetings.

Subcommittee Meetings

May submit meeting requests to meet virtually in advance of the Winter Conference, **before January 22nd, 2027** through the Society Calendar. Please visit: <https://www.ailogistics.com/societycalendar-ashrae/>

PC Chair Checklist

Now

- ✓ Alert Subcommittee Chairs of plans for the Winter Conference
- ✓ Communicate to members of your PC (sample email message on next page):
 - Registration Requirements

By September 4th

- ✓ Submit Meeting Request for SSPCs, SPC, GPCs and SGPCs Meeting (per instructions below)
- ✓ Submit or Remind Subcommittee Chairs to submit Virtual Meeting Request through the Society Calendar.

September: Registration Opens! Once registered for the conference, you will receive the hotel booking link.

October: Meeting schedule posted on [ashrae.org/2027winter](https://www.ashrae.org/2027winter).

Meeting Requests (Deadline: September 4th)

Submit Meeting Requests for meetings to be included in the schedule: <https://www.ailogistics.com/ashrae>

- Meetings are to be scheduled in one of the pre-determined 2-hour or 4-hour time blocks:

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
8:00-12:00 pm	8:00-10:00 am	1:00-5:00 pm	2:30-4:30 pm	1:00-3:00 pm	1:00-3:00 pm
1:00-3:00 pm	8:00-12:00 pm	3:30-5:30 pm	2:30-6:30 pm	1:00-5:00 pm	1:00-5:00 pm
1:00-5:00 pm	10:30-12:30 pm	6:00-8:00 pm	5:00-7:00 pm	3:30-5:30 pm	
3:30-5:30 pm	1:00-3:00 pm		7:30-9:00 pm		

- You are required to indicate **Expected committee members** (seated around the tables) and **Expected guests** (perimeter seating.) Rooms will be assigned based on the numbers provided.
- Each U-shaped meeting room at the Winter Conference will be pre-set with a screen and power strips (**projectors will not be available**). Dual USB plug-in microphone/speakers may be checked out at Registration on a first-come, first-served basis.

If you plan to host a hybrid or virtual meeting, you must provide the link for your meeting at the time of the request. **If the link is not provided, the meeting will automatically be scheduled as an in-person meeting.**



Registration

- Registration opens in September! Full conference registration comes with 1 year access to recordings of all the technical sessions, conference papers, quizzes and PDH certificates. Learn more on the Registration page at ashrae.org/2027winter.

Quick Links

- ASHRAE Winter Conference website: ashrae.org/2027winter
- <https://www.ashrae.org/technical-resources/standards-and-guidelines/pcs-toolkit> under the "Project Committee Meetings" section
- Meeting Request Submissions: <https://www.ailogistics.com/ashrae/>

Sample Email to PC Members

TO: Committee Members

FROM: Committee Chair

SUBJECT: 2027 Winter Conference in Chicago: Updates and What to Expect

Committee Members,

Thank you for your continued dedication to **Committee Name**. As you know, ASHRAE is planning to host the 2027 ASHRAE Winter Conference in Chicago, IL, January 23-27, 2027. I would like to bring to your attention some important items related to the conference:

- Registration will open in September! The Technical Program consists of 100+ technical sessions and downloadable conference papers. In-Person and On-Demand rates are available. Both registration types come with 1 year access to recordings of all the technical sessions, conference papers, quizzes and PDH certificates. [Learn more](#).
- Once registered for the Winter Conference, you will receive the link to book your hotel stay at the ASHRAE HQ Hotel, the Chicago Marriott Marquis.

[Include any information here related to plans for your specific PC and/or subcommittee meetings]

If you have any questions related specifically to the Winter Conference, please contact meetings@ashrae.org.

Thank you,

[Chair]