



Policies And Procedures for Technical Committees

2027 ASHRAE Winter Conference, January 23-27, 2027

Main Committee Meetings (TC, TRG, TG, MTG):

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/>

TC Chair Checklist

Now

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

By September 4th

- ✓ Submit Meeting Request for TC, TRG, TG, MTG 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
1:00 – 3:00 pm 3:30 – 5:30 pm	8:00 – 10:00 am 10:30 am – 12:30 pm 1:00 – 3:00 pm	3:30 – 5:30 pm 6:00 – 8:00 pm	2:30-4:30 pm 5:00 – 7:00 pm 7:30 – 9:00 pm	1:00-3:00 pm 3:30-5:30 pm	1:00-3:00 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
- Meeting Request Submissions: <https://www.ailogistics.com/ashrae/>

Sample Email to TC 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 TC and/or subcommittee meetings]

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

Thank you,

[Chair]