

Process to Request a Mini-Track at ASHRAE Winter and Annual Conferences

Overview

Mini tracks provide an opportunity to group a set of thematically aligned technical session proposals that do not clearly fit within an existing conference track. A speaker or session chair may request that a group of submitted sessions be considered as a mini track after the submission deadline and prior to the slotting meeting.

Mini-track requests are considered alongside the overall program development process. Final mini-track designation is contingent on the number of sessions ultimately approved through program review.

CEC oversees track designations for the Winter and Annual Conferences.

Eligibility to Request a Mini-Track

A request for a mini track may be submitted when the following conditions are met:

- The sessions have been submitted by the conference proposal deadline.
- The proposed mini-track includes 6–8 submitted sessions intended to be programmed on Sunday and Monday if approved.
- The sessions share a clear, unified theme or focus area that is not fully represented by existing tracks.

Step-by-Step Mini-Track Request Process

1. Session Submission

All sessions must be submitted individually under the most appropriate existing track by the session proposal deadline.

Mini-track designation is not requested at the time of individual session submission and is not an option within the Confex system.

2. Mini-Track Request Form Opens (Post-Submission)

After the session submission deadline and prior to the slotting meeting, a Mini-Track Request Form will open.

The form allows a speaker or session chair to request that a group of submitted sessions be considered for designation as a mini-track, pending review outcomes.

The form will require the following information:

- Proposed mini-track title and abstract
- Primary contact (speaker or session chair)
- List of submitted session titles and session IDs
- Total number of sessions included
- Brief rationale and thematic description explaining the value and cohesion of the proposed mini track
- Confirmation that session chairs and speakers are aware of the mini-track request

Submitted requests will be reviewed by conference staff and shared with the Conference Chair.

3. Slotting and Program Review Consideration

Mini-track requests will be identified prior to the slotting meeting. Sessions included in a mini-track request will be highlighted or otherwise noted during slotting to support scheduling awareness.

All sessions continue to be reviewed, rated, and approved or rejected individually through the standard program review process.

4. Post-Slotting Determination

After the slotting meeting and completion of program review:

- Staff and the Conference Chair will determine whether the number of approved sessions meets the guidelines for mini-track designation.
- If the criteria are met, the mini track will be formally created in Confex and reflected on the ASHRAE website.
- If the criteria are not met, sessions will remain scheduled individually under their original tracks.

5. Final Notifications

Session chairs and speakers will receive standard accept/reject notifications for their individual sessions.

Mini-track requestors will be notified separately whether their mini-track request has been approved or denied.