**Customizable Email to Supervisor for Virtual Registration**

**2024 ASHRAE Winter Conference**

Dear <**supervisor's name**>,  
  
The [2024 ASHRAE Winter Conference and AHR Expo](https://www.ashrae.org/conferences/2024-winter-conference-chicago) is taking place Jan. 20-24 in Chicago, and I would like to register as a virtual attendee. Virtual registration includes access to 12 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.](https://events.rdmobile.com/Lists/Index/f73fb500-d863-ee11-833f-066c9d773f8b)

Technical Tracks include:

* Fundamentals and Applications
* HVAC&R Systems and Equipment
* Refrigeration and Refrigerants
* Decarbonization and Climate Change
* Hydronic Systems
* Ventilation, Indoor Air Quality, and Air Distribution Systems
* Comfort, Indoor Environmental Quality and Energy Efficiency
* HVACR Controls
* Labs, Clean Spaces, and Mission Critical Facilities
* Tall Building Design
* Artificial Intelligence

The cost for virtual registration is $XXX *(select from: $470, member / $520 for non-member, which includes automatic annual membership)*. **Company package rates are available** for multiple employees. Registration [information is available here](https://www.ashrae.org/conferences/2024-winter-conference-chicago/2024-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**>