



POLICIES AND PROCEDURES FOR PROJET COMMITTEES

2022 ASHRAE Annual Conference, June 25-29, Toronto

Thank you for your flexibility, patience, and support during the 2022 Winter Conference in Las Vegas as Society explored virtual and hybrid opportunities for committee meetings. Staff learned a lot...and are still learning.

The policies and procedures put into place for the 2022 ASHRAE Annual Conference are similar to the 2022 Winter Conference and will continue to allow Society to

- ease back into large events since the pandemic began
- accommodate for the need of members and attendees to meet and work face-to-face
- provide options for groups to participate virtually with some conference-related activities
- make the most efficient use of meeting space with shifting slightly to a more structured schedule

Main Project Committee Meetings (SPC, SSPC, GPC, SGPC):

- Are encouraged to meet in-person in Toronto
- If your committee chooses to host a hybrid meeting, resources such as a Dual Microphone/Speaker and an ASHRAE WebEx link are available upon request.
- A private, secured WiFi network for meeting hosts to connect in Toronto.

Subcommittee Meetings

- Are encouraged to meet in-person in Toronto
- Hybrid resources (such as equipment) will **not** be available due to limited resources.
- Subcommittees may choose to meet virtually in advance any time before June 22, instead of in-person, if preferred.

PC Chair Checklist

Now

- ✓ Alert Subcommittee Chairs of plans for Annual Conference
- ✓ Send Subcommittee Chairs procedures for requesting an in-person or virtual subcommittee meeting
- ✓ Communicate to members of your PC (sample email message below):
 - Registration Requirements
 - Hotel Reservation Information



- ✓ Consider polling committee members about their plans to attend in-person or virtually
- ✓ Meeting Request system **is now open** and closes on **Friday, April 15.**

By April 15

- ✓ Submit Meeting Request for Main SPC, SSPC, GPC, SGPC Meeting (per instructions below)
- ✓ Submit or Remind Subcommittee Chairs to submit Request for subcommittee meetings (per instructions below)

What to Expect

- ✓ **Mid-Late March:** Registration Opens, Hotel Reservation Link Shared
- ✓ **Early May:** Meeting schedule posted on [ashrae.org/2022annual](https://www.ashrae.org/2022annual)
- ✓ **Week Before Virtual/Hybrid Committee Meeting:** Information from ASHRAE staff with WebEx meeting link, login and hosting instructions (if applicable)
- ✓ **Week Before In-Person Conference:** Instructions from ASHRAE staff on how to access private, secure internet network for Chairs to host meetings with remote participants.

Meeting Requests

Meeting Requests: <https://www.ailogistics.com/ashrae>

Deadline: April 15

- A meeting request must be submitted for **any** meeting that needs to be included in the Conference schedule.
- Talk to your committee members before you submit a request to discuss the meeting format (in-person, hybrid or virtual). You will be able to indicate on the request form which format you are planning.
- All requests must be submitted by **April 15.**
- Should be scheduled in a pre-determined 2-hour or 4-hour blocks if possible:

	<u>2 Hour Slots</u>	<u>4 Hour Slots</u>
Friday	1:00 – 3:00 pm, 3:30 – 5:30 pm	8:00 am-12:00 pm, 1:00 – 5:00 pm
Saturday	8:00 am- 10:00 am, 10:30 – 12:30 pm, 1:00 – 3:00 pm	8:00 am-12:00 pm
Sunday	3:30 – 5:30 pm, 6:00 – 8:00 pm	1:00 – 5:00 pm
Monday	2:30-4:30 pm, 5:00 – 7:00 pm, 7:30 – 9:00 pm	2:30-6:30 pm
Tuesday	1:00-3:00 pm, 3:30-5:30 pm	1:00-5:00 pm
Wednesday	1:00-3:00 pm	1:00-5:00 pm

- You will be able to indicate the following anticipated attendance and will assigned a meeting room based on that information:
 - Expected in-person committee members (seated around the tables)
 - Expected in-person guests (perimeter seating)
 - Expected number of members joining virtually (if applicable)
- On the details page, you will be able to request any of the following:
 - Screen



- Power Strips
- Dual USB Plug-In Microphone/Speaker
- Projectors will **not** be available.

- If you plan to have a hybrid or virtual meeting, you may choose one of the following options:
 - Select “I will use my own virtual meeting platform for this meeting” if you plan to use your own platform. In the notes section, add the meeting link and access information to link to conference schedule.
 - Select “WebEx Link provided by ASHRAE” if you would like ASHRAE to set up your virtual meeting. Hosts will be sent specific login instructions the week before the meeting and how to start and host the meeting.

- **NEW!** After the deadline to submit a new request has passed (April 15), you can still submit a change request through the meeting request system until **May 3**.

Sample Email to PC Members

TO: Committee Members

FROM: Committee Chair

DATE: NOW!

SUBJECT: 2022 ASHRAE Annual Conference in Toronto: Updates and What To Expect

Committee Members,

Thank you for your continued dedication to **Committee Name**. As you know, ASHRAE is currently planning to host the 2022 ASHRAE Annual Conference in Toronto, June 25-29. I would like to bring to your attention some important updates related to the conference since the start of the pandemic:

- The Conference will be held in-person at Sheraton Centre Toronto and Hilton Toronto in downtown Toronto, but some aspects will be made available virtually.
- Registration is open! The Technical Program consists of 80+ technical sessions and downloadable conference papers. In-Person and Virtual 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](#).
- All in-person attendees must be registered to attend the conference in Toronto. If you plan on attending committee meetings only you may register with the code **TOR22TCPC** as “Committee Meeting Only” for free. A donation of \$25 is encouraged to help covered the cost of hybrid capabilities.
- A link to make a reservation at the ASHRAE block at the Sheraton and Hilton will be sent from meetings@ashrae.org in mid-late March.

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



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

Thank you,

[Chair]

Quick Links

- ASHRAE Annual Conference website: www.ashrae.org/2022annual
- Information and Link to Submit Committee and Subcommittee Meeting Requests:
 - www.ashrae.org/2022annual in the “Committee Meetings” page
 - www.ashrae.org/technical-resources/standards-and-guidelines/pcs-toolkit in the “Project Committee Meetings” section
- Meeting Request Submissions: <https://www.ailogistics.com/ashrae/>