POLICIES AND PROCEDURES FOR Projet committees

2022 ASHRAE Winter Conference, Jan. 29 – Feb. 2, Las Vegas

The 2022 ASHRAE Winter Conference in Las Vegas will mark Society’s first large, in-person event since the COVID-19 pandemic. ASHRAE is committed to the health and safety of our members and conference attendees. Visit the “Health and Safety” section of [www.ashrae.org/2022winter](http://www.ashrae.org/2022winter) to view ASHRAE’s [Commitment to Care](https://www.ashrae.org/file%20library/conferences/winter%20conference/commitment-to-care_0821.pdf)which reviews what in-person attendees can expect before, during and after the conference.

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

* ease back into large events after the pandemic
* 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

**Important Updates**

* Everyone attending the conference and committee meetings is required to register for the conference for safety purposes.
* There will be a new “Committee Meetings Only” registration category for those who will not attend the Technical Program.
* It will be free to register to attend**the Committee meetings only**, but a donation of at least $25 is encouraged to help cover the costs of hybrid capabilities.
* In-Person and Virtual registration rates will be available for access to the Technical Program
* Main SPC, SSPC, GPC, SGPC (full committee) meetings:
  + Are approved to meet in-person
  + Must request a physical meeting room from ASHRAE Meetings Team (see detailed instructions below)
  + Chair may request the use of a WebEx link from ASHRAE staff so remote members join to achieve quorum.
  + For meetings that request a WebEx link, the chair will be responsible for logging in, starting and hosting the meeting in Las Vegas. No other in-person meeting attendee should join the WebEx meeting to save bandwidth.
  + In Vegas, the Chair will be given a login to join private, secure network for dedicated bandwidth to host the meeting for remote attendees. This network is for Chairs only for the duration of their meeting.
  + At the beginning of the meeting, chairs should ask all attendees who do not have a badge to leave the room and go to the registration desk to register and receive a badge.
* SPC, SSPC, GPC, SGPC subcommittee meetings:
  + All subcommittee meetings of project committees are strongly encouraged to meet virtually any time before Friday, January 28, 2022.
  + Subcommittee chairs may request a WebEx link from ASHRAE if needed for virtual meetings
  + \*\*ASHRAE realizes that some of the larger SSPC subcommittees must meet in person should request a meeting room(s) from ASHRAE and will be limited to a 2 hour or 4-hour block of time if possible.
  + Unfortunately, subcommittees who meet in-person will not be allocated an ASHRAE WebEx link.

**PC Chair Checklist**

**Now**

* Alert Subcommittee Chairs of changes
* Send Subcommittee Chairs procedures for requesting a virtual subcommittee meeting OR an in-person subcommittee meeting (per instructions below)
* Communicate to members of your PC (sample email message below):
  + New Registration Requirements
  + Commitment to Care
  + Hotel Reservation Information
* Consider polling committee members about their plans to attend in-person or virtually
* Meeting Request system **opens Friday, August 27** and closes on **Friday, September 24.**

**By September 24**

* 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-September:** Registration Opens, Hotel Reservation Link Shared
* **Early December:** Meeting schedule posted on ashrae.org/2022winter
* **Week Before Virtual/Hyrbid 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.

**Detailed Procedures Meeting Requests**

**Project Committees (SPC, SSPC, SGPC, GPC)**

Main Committee Meetings

1. Are approved to meet in-person at the 2022 Winter Conference
2. Should be scheduled in a pre-determined 2-hour or 4-hour blocks if possible

|  |  |  |
| --- | --- | --- |
|  | 2 Hour Slots | 4 Hour Slots |
| 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 |

1. The Chair should request a meeting date and time for the **main committee meeting**through ASHRAE’s [Meeting Request](https://www.ailogistics.com/ashrae/) system by **September 24**. Requests will include:
   1. Requested Day and Time Slot (preferred time slots stated above)
   2. Requested Equipment
      1. Screen – *please only request if a screen is needed for anything other than showing the agenda for the meeting*
      2. Power strips
      3. WebEx Link provided by ASHRAE if needed / Provide link if using own platform
      4. Projectors will not be provided by ASHRAE
      5. WiFi will be available in the meeting rooms
   3. Chairs should poll their members in advance and provide the
      1. Expected number of in-person committee members
      2. Expected number of committee members joining virtually
      3. Expected number of guests
2. ASHRAE will provide, if a requested, a WebEx link for voting members who are not able to join the main meeting in person for the committee to make quorum. Please note that bandwidth is not unlimited, and the chair of the committee will be responsible for logging in and starting the meeting via WebEx. Members and guests in the room should not log into the WebEx meeting to save on bandwidth.

1. ASHRAE staff will make the best effort to allow for meeting room sets to have some physical distance between chairs. Some areas of meeting rooms may allow for greater physical distance for those who prefer more space.
2. If the chair and members of a PC wish to host their main meeting with no in-person component, they are welcomed to do so and must complete the ASHARE [Meeting Request](https://www.ailogistics.com/ashrae/) system by **September 24**.

Subcommittee Meetings

1. All subcommittee meetings are strongly encouraged to meeting virtually in advance of the Winter Conference.
   1. If an ASHRAE WebEx link is needed for the virtual subcommittee meeting, the chair or subcommittee chair must submit a request through ASHRAE’s [Meeting Request](https://www.ailogistics.com/ashrae/) system by **September 24**. Requests will include:
      1. Requested date, start time and end time any time before the start of the 2022 Winter Conference
      2. Request the use of an ASHRAE WebEx link
   2. If the subcommittee wishes to use their own virtual platform to host the virtual meeting, the chair or subcommittee chair must submit a request through ASHRAE’s [Meeting Request](https://www.ailogistics.com/ashrae/) system by **September 24**. Requests will include:
      1. Date, start time and end time, any time before the start of the 2022 Winter Conference
      2. Link and/or dial-in information for virtual subcommittee meeting
   3. All virtual subcommittee meetings submitted will be added to the 2022 Winter Conference interactive schedule on ashrae.org/2022winter by December 2021.
2. If a subcommittee must meet in-person, the chair must submit a request for approval through ASHRAE’s [Meeting Request](https://www.ailogistics.com/ashrae/) system by **September 24.**
   1. The same information will be needed in the request as stated for the main meeting listed above, however, a WebEx link will not be provided for the in-person subcommittee meeting.
   2. Subcommittees may also choose to meet informally and unscheduled in the TC/PC Collaboration Area at the Winter Conference. The TC/PC Collaboration Area is a large room with multiple pods set up for casual pop-up needs onsite.

**Sample Email to PC Members**

TO: Committee Members

FROM: Committee Chair

DATE: Early September

SUBJECT: 2022 ASHRAE Winter Conference in Las Vegas: 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 Winter Conference in Las Vegas, January 29-February 2. I would like to bring to your attention some important updates related to the first in-person conference since the start of the pandemic:

* The Conference will be held in-person at Caesars Palace in Las Vegas, but some aspects will be made available virtually.
* All in-person attendees must be registered for the Conference and receive a badge for safety purposes. Registration will open **September 15** at ashrae.org/2022winter.
* **A new registration category called “Committee Meetings Only” will be available for free for those who wish to only attend committee meetings in Vegas.** A donation of $25 is encouraged to help offset costs related to hybrid offerings.
* In-Person and Virtual registration rates will be available to access the Technical Program. More information can be found at ashrae.org/2022 under the “Registration” section.
* A link to make a reservation at the ASHRAE block at Caesars Palace will be sent from [meetings@ashrae.org](mailto:meetings@ashrae.org) in **mid-September.**
* I encourage you to view the [Commitment to Care](https://www.ashrae.org/file%20library/conferences/winter%20conference/commitment-to-care_0821.pdf) established for the Conference so that all in-person attendees know what to expect leading up to the conference regarding health and safety protocols.

[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](mailto:meetings@ashrae.org).

Thank you,

[Chair]

**Quick Links**

* ASHRAE Winter Conference website: [www.ashrae.org/2022winter](http://www.ashrae.org/2022winter)
* ASHRAE’s Commitment to Care for 2022 Winter Conference: [www.ashrae.org/2022winter](http://www.ashrae.org/2022winter) in the “Health and Safety” section
* Information and Link to Submit Committee and Subcommittee Meeting Requests:
  + [www.ashrae.org/2022](http://www.ashrae.org/2022) in the “Committee Meetings” section
  + [www.ashrae.org/technical-resources/standards-and-guidelines/pcs-toolkit](http://www.ashrae.org/technical-resources/standards-and-guidelines/pcs-toolkit) in the “Project Committee Meetings” section
* Meeting Request Submissions: <https://www.ailogistics.com/ashrae/>