POLICIES AND PROCEDURES FOR PROJECT COMMITTEES

2023 ASHRAE Annual Conference, June 24-28, Tampa

Main Project Committee Meetings (SSPCs, SPCs, GPCs, SGPCs)

- Are encouraged to meet in-person in Tampa
- 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 WiFi network for meeting hosts to connect in Tampa will be available.

Subcommittee Meetings

- Are encouraged to meet in-person in Tampa
- Hybrid resources (such as equipment) will **not** be available due to limited resources.
- Subcommittees may choose to meet virtually in advance any time between June 1 - June 23, 2023 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 TC (sample email message below):
    - o Registration Requirements
    - o 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, March 17.**

By March 17

- ✓ Submit Meeting Request for TC, TG, TRG, MTG 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
- ✓ **April:** Meeting schedule posted on ashrae.org/2023annual

✓ **Week Before Virtual/Hybrid Committee Meeting:** Information from ASHRAE staff with WebEx meeting link, login and hosting instructions (if applicable)

Meeting Requests

Meeting Requests: https://www.ailogistics.com/ashrae
Deadline: March 17

- A meeting request must be submitted for <u>any</u> 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 <u>**March 17.**</u>
- Should be scheduled in a pre-determined 2-hour or 4-hour time blocks <u>if possible</u>:

	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

- 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 <u>**not**</u> 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. Then add the meeting link to the "Virtual Meeting Link" box. The link entered will be integrated into the online schedule and app closer to the conference for members and guests to join directly from the schedule and/or app.
  - 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.

Sample Email to PC Members

TO: Committee Members
FROM: Committee Chair
DATE: NOW!
SUBJECT: 2023 ASHRAE Annual Conference in Tampa: 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 2023 ASHRAE Annual Conference in Tampa, June 24-28. I would like to bring to your attention some important items related to the conference:

- Registration opens March 1! 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 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 JW Marriott/Marriott Water Street will be sent from meetings@ashrae.org in mid-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 Winter Conference, please contact meetings@ashrae.org.

Thank you,

==[Chair]==

Quick Links
- ASHRAE Annual Conference website: http://www.ashrae.org/2023annual
- Information and Link to Submit Committee and Subcommittee Meeting Requests:
  - http://www.ashrae.org/2023annual in the "Committee Meetings" page
- https://www.ashrae.org/technical-resources/standards-and-guidelines/pcs-toolkit under the "Project Committee Meetings" section
- Meeting Request Submissions: https://www.ailogistics.com/ashrae/