



POLICIES AND PROCEDURES FOR PROJECT COMMITTEES

2024 ASHRAE Annual Conference, June 22-26, 2024

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

- Are strongly encouraged to meet in-person in Indianapolis.
- If your committee chooses to host a hybrid meeting, the committee must provide their own meeting link. A Dual Microphone/Speaker is available upon request to help support your hybrid meeting.

Subcommittee Meetings

- Are encouraged to meet in-person in Indianapolis.
- 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 21 instead of in-person, if preferred. The committee must provide their own link to host the virtual meeting.

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, March 1**.

By March 1

- ✓ Submit Meeting Request for SSPCs, SPCs, GPCs, SGPCs Meeting (per instructions below)
- ✓ Submit or Remind Subcommittee Chairs to submit Request for subcommittee meetings (per instructions below)

What to Expect

- ✓ **Mid March:** Registration Opens, Hotel Reservation Link Shared
- ✓ **April:** Meeting schedule posted on [ashrae.org/2024annual](https://www.ashrae.org/2024annual)

Meeting Requests

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

Deadline: March 1

- 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 **March 1**.
- Should be scheduled in a pre-determined 2-hour or 4-hour time 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

- You will be able to indicate the following anticipated attendance and will be assigned a meeting room based on that information:
 - Expected committee members (seated around the tables)
 - Expected guests (perimeter seating)
- On the details page, you will be able to request any of the following:
 - Screen
 - Power Strips
 - Dual USB Plug-In Microphone/Speaker (main committees only)
 - Projectors will **not** be available.
- If you plan to have a hybrid or virtual meeting, you must link your meeting at the time of the request.

Registration, Hotel and Travel

- Registration will open in March. The Technical Program consists of 100+ technical sessions and downloadable conference papers. Registration comes with 1 year access to recordings of all the technical sessions, conference papers, quizzes and PDH certificates. Learn more on the Registration page at ashrae.org/2024Annual.



Sample Email to PC Members

TO: Committee Members
FROM: Committee Chair
DATE: NOW!
SUBJECT: 2024 ASHRAE Annual Conference in Indianapolis: Meeting Request Now Open

Committee Members,

Thank you for your continued dedication to **Committee Name**. As you know, ASHRAE is planning to host the 2024 ASHRAE Annual Conference in Indianapolis, June 22-26. I would like to bring to your attention some important items related to the conference:

- Registration opens March 1! The Technical Program consists of 100+ 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](#).
- A link to make a reservation at the ASHRAE block at the JW Marriott and Marriott Indy Place 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 Annual Conference, please contact meetings@ashrae.org.

Thank you,

[Chair]

Quick Links

- ASHRAE Annual Conference website: <https://www.ashrae.org/conferences/2024-annual-conference-indianapolis>
- Information and Link to Submit Committee and Subcommittee Meeting Requests: www.ashrae.org/2024Annual 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/>