



POLICIES AND PROCEDURES FOR PROJECT COMMITTEES

2024 ASHRAE Winter Conference, Jan. 20-24, 2024

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

- Are strongly encouraged to meet in-person in Chicago
- 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.

Subcommittee Meetings

- Are encouraged to meet in-person in Chicago
- Hybrid resources (such as equipment) will **not** be available due to limited resources.
- Subcommittees may choose to meet virtually in advance any time before Jan.19 instead of in-person, if preferred.

PC Chair Checklist

Now

- ✓ Alert Subcommittee Chairs of plans for Winter 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, Sept. 8.**

By Sept. 8

- ✓ 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-Late Sept:** Registration Opens, Hotel Reservation Link Shared
- ✓ **October:** Meeting schedule posted on [ashrae.org/2024winter](https://www.ashrae.org/2024winter)
- ✓ **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: Sept. 8

- 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 **Sept. 8.**
- 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 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 (main committees only)
 - 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. 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: 2024 ASHRAE Winter Conference in Chicago: Updates and What to Expect

Committee Members,

Thank you for your continued dedication to **Committee Name**. As you know, ASHRAE is planning to host the 2024 ASHRAE Winter Conference in Chicago, Jan. 20-24. I would like to bring to your attention some important items related to the conference:

- Registration opens Sept. 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](#).
- All in-person attendees must be registered to attend the conference in Chicago. If you plan on attending committee meetings only you may register as "Committee Meeting". A donation of at least \$25 is encouraged to help cover the cost of the meeting.
- A link to make a reservation at the ASHRAE block at the Marriott Marquis will be sent from meetings@ashrae.org in mid-September.

[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 Winter Conference website: <https://www.ashrae.org/conferences/2024-winter-conference-chicago>
- Information and Link to Submit Committee and Subcommittee Meeting Requests: www.ashrae.org/2024Winter 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/>