

POLICIES AND PROCEDURES FOR PROJECT COMMITTEES

2026 ASHRAE Winter Conference, January 31-February 4, 2026

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

- If your committee chooses to host a hybrid meeting, the committee must provide their own meeting link. A USB plug-in speaker/microphone is available upon request to help support your hybrid meeting. Please note, this equipment is best suited for smaller rooms and may not function effectively in large meeting spaces.

Subcommittee Meetings

- Subcommittees who wish to meet virtually in advance should schedule to meet any time before January 30th. The subcommittee must provide their own link to host the virtual meeting and submit it through the portal to have the meeting listed on the conference schedule.
- It is strongly encouraged that PC subcommittees meet virtually in advance of the Conference. Subcommittees may submit requests to meet in-person at the Winter Conference, but space is limited and may not be available.
- Hybrid subcommittee meetings will not be approved for the Winter Conference. If members cannot attend in-person, the subcommittee should meet virtually in advance of the Conference.
- ***Following the 2026 Winter Conference, SSPCs, SPCs, GPCs, SGPCs, subcommittees will no longer be permitted to request an in-person meeting space at conferences due to rising costs and the need to optimize the use of conference time and meeting space. Hosting virtual meetings prior to the conference ensures all interested parties can attend with clear dialogue and equal access. It also provides attendees with greater flexibility to participate in Technical Sessions, the Expo, and other Society meetings and events while on-site.***

PC Chair Checklist

Now

- ✓ Alert Subcommittee Chairs of plans for the Winter Conference
- ✓ Communicate to members of your PC (sample email message below):
 - Registration Requirements
 - Additional hotel information will be sent out in September
- ✓ Meeting Request system **is now open** and closes on **Friday, August 22nd**

By August 22nd

- ✓ 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

- ✓ **September:** Registration Opens, and additional information will be sent regarding hotel information.
- ✓ **October:** Meeting schedule posted on ashrae.org/2026winter.

Meeting Requests

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

Deadline: August 22nd

- A meeting request must be submitted for **any** meeting that needs to be included in the Conference schedule.
- All requests must be submitted by **August 22nd**.
- Meetings should be scheduled in a pre-determined 2-hour or 4-hour time block:

	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 required 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. If the link is not provided, the meeting will automatically be scheduled as an in-person meeting.

Registration, Hotel and Travel

- Registration will open in September. 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/2026Winter](https://www.ashrae.org/2026Winter).

Quick Links

- ASHRAE Winter Conference website: <https://www.ashrae.org/conferences/2026-winter-conference>
- Information and Link to Submit Committee and Subcommittee Meeting Requests: <https://www.ashrae.org/conferences/2026-winter-conference> in the “Committee Meetings” page
- <https://www.ashrae.org/technical-resources/standards-and-guidelines/pes-toolkit> under the “Project Committee Meetings” section
- Meeting Request Submissions: <https://www.ailogistics.com/ashrae/>



Sample Email to PC Members

TO: Committee Members
FROM: Committee Chair
DATE: NOW!
SUBJECT: 2026 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 planning to host the 2026 ASHRAE Annual Conference in Las Vegas, NV, January 31st-February 4th, 2026. I would like to bring to your attention some important items related to the conference:

- Registration will open in September! 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](#).
- Additional hotel information will be sent out in September for the ASHRAE room rate at Caesars Palace Resort & Casino.

[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]