**Customizable Email to Supervisor for In-Person Registration**

**2025 ASHRAE Annual Conference**

Dear <**supervisor's name**>,  
  
The 2025 ASHRAE Annual Conference is taking place June 21-25 in Phoenix, and I would like to attend this event. Throughout the conference I will attend technical sessions that apply directly to my role and have opportunities to learn and network at social events. The full conference schedule includes 7 technical tracks and over 100 sessions, with PDHs.

Technical Tracks include:

1. Onsite Energy Storage
2. Workforce Development
3. Fundamentals and Applications
4. HVAC&R Systems and Equipment
5. Research Summit
6. Heat Pumps, Refrigerants and Decarbonization
7. Industrial Ventilation, Refrigeration, Air-Conditioning and Energy Utilization

In addition, **registration includes 12-month access** to technical session recordings, session quizzes, PDH certificates, and downloadable conference papers.

I look forward to the connections I’ll make with attendees and speakers, as well as attending sessions that address our specific needs. Included is the breakdown of approximate costs to attend the conference. Thank you for your consideration and please let me know if you have any questions.

Sincerely,

<**your name here**>

Expense Worksheet on Page 2

**2025 ASHRAE Annual Conference Expense Worksheet**

Provide the estimated cost for attending, for yourself or a group of co-workers. This can be included as an attachment or in the body of the email. For additional pricing information [[visit the registration page.](https://www.ashrae.org/conferences/2025-annual-conference-phoenix/2025-annual-conference-registration)](https://www.ashrae.org/conferences/2024-winter-conference-chicago/2024-registration)

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| **Expense** | **Information** | **Cost** |
| **In Person fees** | * Check the [Registration Page](https://www.ashrae.org/conferences/2025-annual-conference-phoenix/2025-annual-conference-registration) for exact rates that apply to you * Early Bird: $790, member early bird/$1065 non-member, early bird * Advanced rates: $835, member/$1090, non-member (includes automatic annual membership) | $ |
| ALI Course Registration | Optional, only if you are planning to attend one of the additional training programs. | $ |
| Social Events | Optional events such as Welcome Party, President’s Lunch, Women in ASHRAE Happy Hour or Members Night Out | $ |
| Tours | Optional, technical tours available | $ |
| Lodging | Sheraton Phoenix Downtown  Headquarter Hotel │340 N 3rd St, Phoenix, AZ 85004 $189 + tax per night | $ |
| Flight / Transportation | Include the estimated cost of your flight here.  Driving to the conference? Calculate the rate for [residents of Canada](https://www.driversnote.ca/cra-mileage-guide/cra-mileage-rate-2022) or for [residents of US](https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022). | $ |
| Parking Reimbursement | At airport for flight departure, or at hotel where conference is located. | $ |
| Food Per Diem | Estimate amount for food per day of attendance. | $ |
| **subtotal** | | $ |
| Total number of employees | |  |
| **Total** (multiply by number of employees) | | **$** |