



# POLICIES AND PROCEDURES FOR PROJCT COMMITTEES

The Meeting Request system is now open for chairs to submit requests for meetings associated with the Winter Conference in Orlando, February 8-12, 2025.

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

**Deadline:** Sept. 6

**BEFORE you start this process,** please read these important notes, suggestions, and updates for Indianapolis.

## Main Project Committee Meetings (SPC, SSPC, GPC, SGPC):

- 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

- Hybrid resources (such as equipment) will **not** be available due to limited resources.
- Subcommittees may choose to meet virtually in advance any time before Feb. 7 instead of in-person, if preferred. The committee must provide their own link to host the virtual meeting.

## Meeting Requests

- A meeting request must be submitted for **any** meeting that needs to be included in the Conference schedule.
- All requests must be submitted by **Sept. 6.**
- Should be scheduled in a pre-determined 2-hour or 4-hour 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 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



- 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 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/2025Winter](https://www.ashrae.org/2025Winter).