



# POLICIES AND PROCEDURES FOR PROJECT COMMITTEES

2025 ASHRAE Winter Conference, Feb. 8-12, 2025

## 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 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.

## PC Chair Checklist

### Now

- ✓ Alert Subcommittee Chairs of plans for Winter Conference
- ✓ Send Subcommittee Chairs procedures for requesting a virtual or in-person subcommittee meeting.
- ✓ Communicate to members of your PC (sample email message below):
  - Registration Requirements
  - Hotel Reservation Information
- ✓ Meeting Request system **is now open** and closes on **Friday, Sept. 6.**

### By Sept. 6

- ✓ 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-September:** Registration Opens, Hotel Reservation Link Shared
- ✓ **October:** Meeting schedule posted on [ashrae.org/2025winter](https://www.ashrae.org/2025winter)

## Meeting Requests

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

### Deadline: Sept. 6

- 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 time blocks if possible:

	2 Hour Slots	4 Hour Slots
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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. If the link is not provided, it will be automatically switched to 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/2025Winter](https://ashrae.org/2025Winter).



## Sample Email to PC Members

TO: Committee Members  
FROM: Committee Chair  
DATE: NOW!  
SUBJECT: 2025 ASHRAE Winter Conference in Orlando: 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 2025 ASHRAE Winter Conference in Orlando, Feb. 8-12. 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](#).
- A link to make a reservation at the ASHRAE block at the Hilton Orlando will be sent from [meetings@ashrae.org](mailto: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 Annual Conference, please contact [meetings@ashrae.org](mailto:meetings@ashrae.org).

Thank you,

[Chair]

## Quick Links

- ASHRAE Winter Conference website: <https://www.ashrae.org/conferences/2025-winter-conference-orlando>
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- Information and Link to Submit Committee and Subcommittee Meeting Requests: <https://www.ashrae.org/2025Winter> 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/>