



# CRITERIA FOR CITY/HOTEL SELECTION FOR AN ASHRAE ANNUAL CONFERENCE

This document, created by the Conferences and Expositions Committee is intended to help the ASHRAE Chapters better understand the general space requirements to be able to host an Annual Conference. The numbers of rooms, size and quantity of spaces, is based on extensive history of past conferences for it to be successful. The quantity of items is important, but so is the arrangement and adjacency of specific spaces. In addition, there are other factors that are taken into account not described within this document – timing of available space and overall cost to the attendee (including average flight cost).

## REGIONAL SELECTION

The Conferences and Expositions Committee selects the regional rotation pattern of the conferences. The Conferences and Expositions Committee will make recommendations on the city(ies) within each region with adequate facilities capable of hosting the conference. It becomes the responsibility of the Director and Regional Chair to solicit invitational bids from the chapter(s) located within the city(ies). An ASHRAE Annual Conference will not be scheduled without an official letter of invitation from the chapter.

The Winter Conference site selection is made by the International Exposition Company based on the AHR Expo space requirements.

## ASHRAE ANNUAL CONFERENCE SLEEPING ROOM REQUIREMENTS

Wednesday.....	45 rooms
Thursday .....	290 rooms
Friday .....	640 rooms
Saturday.....	980 rooms
Sunday .....	1075 rooms
Monday.....	1000 rooms
Tuesday.....	795 rooms
Wednesday.....	200 rooms
Thursday .....	Check out



## SUITE REQUIREMENTS

One 2-bedroom large Presidential/Penthouse Suite for: President/President-Elect

Arrive: Wednesday before      Depart: Thursday following

One 1-bedroom suite for Executive Vice President

Arrive: Thursday before      Depart: Thursday following

One 1-bedroom suite for Host General Chairman

Arrive: Friday before      Depart: Wednesday following

## MEETING VENUES

If multiple hotels are used they must be adjacent, across the street or within one block of each other. Other hotels required for only sleeping rooms should be within walking distance but hotels with meeting space must be close to each other.

## MEETING SPACE REQUIREMENTS

### Thursday Prior

- Registration/Bookstore (24 hour) through 5pm on Wednesday (10,000-15,000 sq. ft. +/-)
- Headquarter Office (24 hour) through 12N on following Thursday (Approximately 3,000 sq. ft)
- (3) breakout rooms for 20-25 people

### Friday

- Speaker Lounge (24 hour) through 2pm on Wednesday (3-3,500 sq. ft.) in with or near registration and technical session rooms through Wednesday at 2pm
- Plenary set-up -- Theater for 700, 18'x32'x24" stage, (2) 9x16 screens with rear screen projection, minimum 20' ceiling
- (35) breakouts in variety of sizes, for as few as 20 people to as many as 50 people per set in U-Shape, Hollow Square or Conference-style.
- Reception for 100 (6:30-7:30pm)

### Saturday

- Member Lounge – room set for 150 in rounds through 2pm on Wednesday
- Spouse Lounge – room set for 40 in rounds through 2pm on Wednesday
- Plenary (7-9 rehearsal) (3-5:30 session)
- (2-3) Professional Development Seminars (50 classroom)
- (60) breakouts in a variety of sizes. Saturday's largest is U-Shape for 50 with 60 perimeter
- (8) Technical Session rooms for Set Up



### **Sunday - Tuesday**

- (8) Technical Sessions – theater for 200-400, center aisle, screen, podium on risers, head table through 2pm on Wednesday
- VIP Reception for 350 (6-7:30p)
- Brunch for 30-50
- (60) breakouts
- Plenary ballroom will be used for Board Meeting (Sunday), President’s Lunch for 500 in rounds (Monday) and Members Night Out dinner for 350 in rounds (Tuesday).
- Happy Hour for 150 people on Monday from 4-6pm

### **Wednesday**

- Plenary ballroom will be used for Board Meeting through 6:30pm
- (30) breakouts
- Board of Directors Dinner for (50) 6:30-8:30pm

## QUESTIONS

Please contact [Lizzy Seymour](#), CMP, Manager, Conference Services at ASHRAE.