



## PRE-CONFERENCE WORKSHOPS

2019 ASHRAE Building Performance Analysis Conference  
September 25 – 27, 2019 · Denver, CO

### Pre-Conference Workshop Opportunities

Software companies and educators may also elect to conduct full-day or half-day workshop at the The Curtis DoubleTree prior to the start of the conference. On Monday, September 23 and Tuesday, September 24 four rooms for workshops are available. Each room will accommodate approximately 50-seated classroom style. Vendors determine workshop fees. Workshop registration is handled as part of the conference registration through the online website.

The rental fee for each room is \$250 per day or \$125 per half day. The fee will be subtracted from the registration revenue collected online. In addition, the conference organizers will retain 15% of the workshop registration fee to cover credit card and administration fees. All fees are negotiable for Platinum and Gold sponsors. Rooms cancelled due to insufficient attendance will be charged the room rental unless the room is rebooked. Audiovisual support, Internet, etc., will need to be set up directly by the vendor with the hotel as well as any potential breaks or lunches.

Due to limited availability, space is available on a first-come, first-served basis. To book a meeting room, please complete the information below and send to Ragan McHan at [rmchan@ashrae.org](mailto:rmchan@ashrae.org).

Company Name (as you would like for it to appear): \_\_\_\_\_

Main Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Title of Workshop: \_\_\_\_\_

Workshop Presenter(s) (As you would like for them to appear):

\_\_\_\_\_

Registration Fee: \_\_\_\_\_ (USD) Link to website: \_\_\_\_\_

Requested Day: Monday, Sept. 23, 2019 Tuesday, Sept. 24, 2019

Session Length: Full Day Half Day

Requested Start Time: \_\_\_\_\_ Requested End Time: \_\_\_\_\_

Brief Description of workshop (250 words or less):

I agree to the terms and conditions listed above \_\_\_\_\_

You may provide an agenda or meeting materials at any time to be posted to the conference website ([www.ashrae.org/BuildPerform](http://www.ashrae.org/BuildPerform)). Please submit meeting materials in PDF format to Ragan McHan at [rmchan@ashrae.org](mailto:rmchan@ashrae.org).