2019 ASHRAE Chapters Regional Conference (CRC) - Region XIV

ATHENS, Greece SEPTEMBER 26-29, 2019

Wyndham Grand Athens Hotel (www.wyndhamgrandathens.com)

Information Updated as of 27/9/2019

Notes:

1. ***Register*** *at https://ashrae.eu/ashrae-region-xiv/ (includes various packages, Hotel info, Program etc)*
2. *Spouce Program; Contact Dimitris Charalambopoulos, CRC General Chair (dimitris@ashrae.gr)*
3. *Detailed Technical Program-Training at https://crc.ashrae.gr/wp-content/uploads/2019/08/CRC2019_Packages_Schedule.pdf (may be updated)*
4. ***Assistance & more information*** *: contact Dimitris Charalambopoulos, CRC General Chair (dimitris@ashrae.gr)*
5. *All projected numbers are approximate as of the date of this document and may be updated based on new information presented to the CRC Host Committee*
6. *Events listed are as of the date of this document and may be shifted based on Society & Region officer schedule change, speaker availability or other changes that are beyond the control of the CRC Host Committee*

Color shades of main events	Technical Program-Training
	CRC Business Meeting, Training Workshops, Nominating Caucus

DAY	START TIME	END TIME	FUNCTION	SET-UP	COUNTS	ROOM-LOCATION
THURSDAY, SEPTEMBER 26, 2019 (TECHNICAL PROGRAM/TRAINING)						
	8:00 AM	6:00 PM	**REGISTRATION - TECH CONFERENCE & CRC**	2-table set-up NAME TAGS FOR CRC REGISTRANTS	2	Foyer area (1st Floor)
	8:00 AM	end of day	SPONSORS EXPO			Foyer area (1st Floor)
	9:00 AM	11:00 AM	**Technical Program-Training**	**Various parallel sessions - DETAILED PROGRAM at https://ashrae.eu/ashrae-region-xiv/** Seating arrangements: Class room, some with tables In each room: Head table (two session chairs), podium, screen, PC & projector, wireles mic, pointer, 2 microphones Speakers-Audio; Video recording		ATHINA (1st floor) HERA 1 (1st floor)
	11:00 AM	11:30 AM	Coffee break	SPONSORS EXPO AREA		Foyer area (1st Floor)
	11:30 AM	1:00 PM	**Technical Program-Training**	**Various parallel sessions - DETAILED PROGRAM at https://ashrae.eu/ashrae-region-xiv/** Seating arrangements: Class room, some with tables In each room: Head table (two session chairs), podium, screen, PC & projector, wireles mic, pointer, 2 microphones Speakers-Audio; Video recording		ATHINA (1st floor) HERA 1 (1st floor)
	1:00 PM	2:00 PM	**LUNCH**	Buffet Drinks: Soft drinks, iced tea		Foyer area (1st Floor)
	2:00 PM	4:00 PM	**Technical Program-Training**	**Various parallel sessions - DETAILED PROGRAM at https://ashrae.eu/ashrae-region-xiv/** Seating arrangements: Class room, some with tables In each room: Head table (two session chairs), podium, screen, PC & projector, wireles mic, pointer, 2 microphones Speakers-Audio; Video recording		ATHINA (1st floor) HERA 1 (1st floor)
	4:00 PM	4:30 PM	Coffee break	SPONSORS EXPO AREA		Foyer area (1st Floor)
	4:30 PM	6:00 PM	**Technical Program-Training**	**Various parallel sessions - DETAILED PROGRAM at https://ashrae.eu/ashrae-region-xiv/** Seating arrangements: Class room, some with tables In each room: Head table (two session chairs), podium, screen, PC & projector, wireles mic, pointer, 2 microphones Speakers-Audio; Video recording		ATHINA (1st floor) HERA 1 (1st floor)
	6:00 PM	7:00 PM	**MEET & GREET**			Foyer area (1st Floor) or Roof garden weather permitting
			Departures - Transportation	From Wyndham Hotel to restaurant; Athens by night tour		
	8:00 PM	10:30 PM	**DINNER**	**Dinner at a fish restaurant and Athens by night tour**		
	11:00 PM	11:30 PM	Transportation to Hotel			
FRIDAY, SEPTEMBER 27, 2019 (TECHNICAL PROGRAM/TRAINING; CRC NOMINATING CAUCUS - EXECUTIVE MEETING - ORIENTATION)						
	8:00 AM	7:00 PM	**REGISTRATION - CRC**	2-table set-up NAME TAGS FOR CRC REGISTRANTS	2	Foyer area (1st Floor)
	9:00 AM	10:30 AM	**Technical Program-Training**	**Various parallel sessions - DETAILED PROGRAM at https://ashrae.eu/ashrae-region-xiv/** Seating arrangements: Class room, some with tables In each room: Head table (two session chairs), podium, screen, PC & projector, wireles mic, pointer, 2 microphones Speakers-Audio; Video recording		ATHINA (1st floor) HERA 1 (1st floor)

	10:30 PM	11:00 AM	Coffee break	SPONSORS EXPO AREA		Foyer area (1st Floor)
	11:00 AM	1:00 PM	**Technical Program-Training**	**Various parallel sessions - DETAILED PROGRAM at https://ashrae.eu/ashrae-region-xiv/** Seating arrangements: Class room, some with tables In each room: Head table (two session chairs), podium, screen, PC & projector, wireles mic, pointer, 2 microphones Speakers-Audio; Video recording		ATHINA (1st floor) HERA 1 (1st floor)
	1:00 PM	2:00 PM	**LUNCH**	Buffet Drinks: Soft drinks, iced tea		Foyer area (1st Floor)
	1:00 PM	5:00 PM	**NOMINATING COMMITTEE - CAUCUS (EXECUTIVE SESSION)**	**ONLY Nominating Com & CHAPTER DELEGATES/ALTERNATES (start with working lunch)** U-shaped table set-up for 19 active attendees, power strips, internet access; room must be locked with "CLOSED EXECUTIVE SESSION" sign in front of door Working Lunch > Coffee / cookies in the room	19	ZEUS – 1 (Basement)
	4:30 PM	6:00 PM	**EXECUTIVE REGIONAL PLANNING**	REGIONAL & ASHRAE LEADERS; Open to all U-shaped table set-up for 16 active attendees, power strips, seats for about 20 visitors (have chairs available if additional visitor seating is required), internet access	30	ZEUS – 2 (Basement)
	6:00 PM	7:00 PM	**ORIENTATION**	ALL CHAPTER DEL/ALT; Open to all Class room seating Podium, screen, PC & projector, wireles mic, pointer, 2 microphones Speakers-Audio; Video recording	40	ZEUS – 2 (Basement)
	7:00 PM	7:30 PM	**MOTION IMPROVEMENT WORKSHOP**	CHAPTER DEL/ALT same room, continue after orientation		ZEUS – 2 (Basement)
	8:00 PM	8:30 PM	Departures - Transportation	From Wyndham Hotel to Acropolis Museum		
	8:00 PM	11:00 PM	**WELCOME PARTY**	**Acropolis Museum**		Acropolis Museum
	11:00 PM	11:30 PM	Transportation to Hotel			
SATURDAY, SEPTEMBER 28, 2019 (CRC TRAINING WORKSHOPS & BUSINESS MEETING)						
	8:00 AM	7:00 PM	**REGISTRATION - CRC HELP DESK**	1-table set-up NAME TAGS FOR CRC REGISTRANTS	1	Foyer area
	8:00 AM	10:30 AM	**GRASSROOTS COMMITTEE WORKSHOPS** 1-CTT-Chapter Technology Transfer 2-GA-Government Affairs 3-MP-Membership Promotion 4-RP-Research Promotion 5-SA-Student Activities 6-YEA-Young Engineers in ASHRAE	**CHAPTER CHAIRS & RVCs**; open to all **Note: RVCs bring your own PC** Classroom seating, internet access, projector & screen, flip chart	10	1-CTT-SYNDICATE 5 (1st Level) 2-GA-SUITE 834 3-MP-SUITE 652 4-RP-SUITE 634 5-SA-SYNDICATE 3/4 (1st Level) 6-YEA-SYNDICATE 6 (1st Level)
			Note: CTT-GA-YEA Chapter Committee Chairs are eligible for Transportation reimbursement (airfare) by ASHRAE; **MP & RP Chairs are only reimbursed to attend Centralized Training. For attending the CRC the expenses should be covered by the Chapters or if assistance is needed please contact the DRC** **SA Chairs are reimbursed to attend the CRC OR Centralized Training, not both; if assistance is needed please contact the DRC** **IN ALL CASES please use the new ASHRAE travel agency - ATC Travel Management - to get your air tickets asap. You won't loose any money over exchange rates, bank fees etc. For assistance contact immediately Ms Tamera Catchings, Assistant Manager of Region Activities TCatchings@ashrae.org Tel: 678-539-1169**			
	10:30 AM	11:00 AM	Coffee break			
	11:00 AM	1:00 PM	**BUSINESS MEETING**	U-shaped table set-up for 35 active attendees with 6 power strips and 10 tabletop wired microphones to 2 speakers, seats against wall for about 40 visitors (have chairs available if additional visitor seating is required), 1 projector on dedicated small table and long serial cable or HDMI cord for laptop connection, 1 projector screen, PC, internet access; Speakers-Audio FLAGS AROUND THE TABLE FOR DELEGATES; TENT CARDS Side tables with coffee, tea, and fruit & cookies	75	ZEUS – 1 (Basement)

	1:00 PM	3:00 PM	**PRESIDENT'S LUNCH & AWARDS**	Buffet, **tables and seating arrangements** ... Menu: ... Drinks: Soft drinks, iced tea Podium with wireless microphone, PC & projector on dedicated small table, 2 ? projector screens, pointer Speakers-Audio	100	FOS restaurant
	3:00 PM	6:00 PM	**BUSINESS MEETING (continue)**	U-shaped table set-up for 35 active attendees with 6 power strips and 10 tabletop wired microphones to 2 speakers, seats against wall for about 40 visitors (have chairs available if additional visitor seating is required), 1 projector on dedicated small table and long serial cable or HDMI cord for laptop connection, 1 projector screen, PC, internet access; Speakers-Audio FLAGS AROUND THE TABLE FOR DELEGATES; TENT CARDS Side tables with coffee, tea, and fruit & cookies	75	ZEUS – 1 (Basement)
	6:00 PM	7:00 PM	**YEA/Student Mixer**	soft drinks, beer ?		Roof garden
	7:30 PM	8:00 PM	Departures - Transportation	From Wyndham Hotel		
	8:00 PM	11:00 PM	**DINNER Greek night out**	Taverna Baliousis, Parnitha Entertainment	100	Taverna Baliousis
	11:00 PM	11:30 PM	Transportation to Hotel			
SUNDAY, SEPTEMBER 29, 2019 (CRC TRAINING WORKSHOP & BUSINESS MEETING)						
	8:00 AM	1:00 PM	**HELP DESK**	1-table set-up	1	Foyer area
	8:30 AM	10:00 AM	**CHAPTER OPERATIONS** (including recap from RVCs to all in attendance)	Seating arrangements: Class room, some with tables Podium, screen, PC & projector, wireles mic, pointer, 2 microphones External provider: Speakers-Audio	75	ZEUS – 1 (Basement)
	10:00 AM	10:30 AM	Coffee break			
	10:30 PM	1:00 PM	**BUSINESS MEETING (continue)**	U-shaped table set-up for 35 active attendees with 6 power strips and 10 tabletop wired microphones to 2 speakers, seats against wall for about 40 visitors (have chairs available if additional visitor seating is required), 1 projector on dedicated small table and long serial cable or HDMI cord for laptop connection, 1 projector screen, PC, internet access; Speakers-Audio FLAGS AROUND THE TABLE FOR DELEGATES; TENT CARDS Side tables with coffee, tea, and fruit & cookies	75	ZEUS – 1 (Basement)
	1:00 PM	2:00PM	**Lunch and Departures**	Buffet Drinks: Soft drinks, iced tea		Foyer area (1st Floor)
	2:00 PM	3:00 PM	**CRC EVALUATION** **(BY INVITATION ONLY - CRC 2019 & 2020 General Chair, DRC Region XIV, ASHRAE Officers)**	U-table format; light snacks, wine, refreshments	10	TBD