

Friday, December 8

Time	Event	Location
13:00–17:00	CRC Registration	Info-Desk
14:30–16:30	Regional Planning Meeting (Regional Leadership)	3/1
17:00–18:30	Orientation (all participants)	Japanese Room
19:00–21:00	Welcome Coctail	„Kalemegdanska terasa“ Restaurant

Saturday, December 9

Time	Event	Location
07:30–10:00	CCTC Training	3/1
	GGAC Training	D2
	MP Training	4/1
	SAC Training	Japanese Room
07:30–12:00	RP Training	D1
07:30–10:00	Nominating Committee (Delegates & Alternates)	3/0 (Ground Floor)
10:00–10:30	Coffee Break	
10:30–13:00	Business Meeting	3/0
13:00–14:30	Presidential Luncheon	Restaurant
15:00–17:30	Business Meeting	3/0
18:00–20:00	Belgrade Tour 1	
20:00–22:00	Traditional Serbian Dinner	

Sunday, December 10

Time	Event	Location
07:30–10:00	Training (Chapter Operations)	Japanese Room
10:00–10:30	Coffee Break	
10:30–13:00	Business Meeting	3/0
13:00–15:00	Awards Luncheon	Restaurant
15:30–17:00	Evaluation CRC 2017 & Planning CRC 2018	D2
17:30–19:30	Belgrade Tour 2	

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ASHRAE Region XIV CRC2017 - Event requirements

1. Budget & Registration Packages - CRC webpage or through travel agency?

- a. Technical Program
- b. Business Program
- c. Packages for participants
 - i. Event Registration + 2 nights single Room
 - ii. Event Registration + 3 nights single Room
 - iii. Event Registration + 2 nights double Room
 - iv. Event Registration + 3 nights double Room
 - v. 2 Event Registrations + 2 nights double Room
 - vi. 2 Event Registrations + 3 nights double Room
- d. Travel Agency or KGH to handle pre-registrations?
- e. Need to also have On-site registration

Accommodation

- a. Crowne Plaza (single 80€/night, double 90€/night)
- b. Alternative nearby hotel for participants to choose from?

Meeting Space Requirements

- a. Main Business (Pi type seating arrangement; Del/Alt 2X8=16 + RVCs 15 + ASHRAE 5) + general seating 30-50; projector/screen, flip chart; microphones table mounted + two wireless + presenter
 - i. Saturday Dec 9, 2017 - (10:00 - 13:00, 14:30 - 18:00)
 - ii. Sunday Dec 10, 2017 - (10:00 - 13:00)
- b. Training (Saturday and Sunday morning, 08:00-10:00); 15 classroom seating; projector/screen, flip chart
 - i. Membership Promotion (MP) - **NO Reimbursement for chapter chairs ?**
 - ii. RP - Research Promotion - **NO Reimbursement ???**
 - iii. Chapter Operations (2 hrs - verify); Chapter Officer Training - **Reimbursement ???**
(Cyprus, 2 x UK, Ireland)

- iv. SA - Student Activities (2 hrs - verify)
 - v. CTTC - Chapter Technology Transfer (2 hrs - verify)
 - vi. GGAC - Grassroot Government Activities (GGA) (2 hrs - verify)
 - vii. YEA (2 hrs - verify) - **Reimbursement ?**
 - c. Evaluation meeting (Sunday Dec 10, after Lunch for about 1 hr); CRC General Chair (2017 & 2018), R14 DRC, Society officers
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- 4. Technical Program
 - a. Covered by 48 KGH Congress
 - i. Thursday Dec 7, 2017 - (schedule in the KGH Congress program ASHRAE speakers & participants?)
 - ii. Friday Dec 8, 2017 - (schedule in the KGH Congress program ASHRAE speakers & participants?)
 - 4. Social Events
 - a. Welcome party
 - i. Friday Dec 8, 2017
 - b. Lunches
 - i. Saturday Dec 9, 2017 - Presidential Luncheon (projector/screen, PC, presenter, wireless mic)
 - ii. Sunday Dec 10, 2017 - Awards Luncheon (projector/screen, PC, presenter, wireless mic)
 - c. Dinners
 - i. Saturday Dec 9, 2017 (organize in *traditional* Serbian place; entertainment? FUN TIME !)
 - d. Short Spouse Events during business meetings (should be back during luncheons and evening events)
 - e. Optional Sightseeing for members (before Friday Dec 8, 2017 or after Sunday Dec 10, 2017); offer options through a travel agency?
 - 4. Provide Info on Belgrade/Serbia for the R14 website
 - a. Photos
 - b. Videos
 - c. Text
 - d. Links
 - 4. ASHRAE Officers & Staff that will attend CRC - Expect Bjarne Olesen, Sheila Hayter; Other Staff not known yet (expect at least two)

From: [Vladan Galebović](#)

Sent: Tuesday, July 25, 2017 10:04 AM

To: [C.A.BALARAS](#)

Cc: tdorob@eunet.rs ; [Charalambopoulos Dimitris](#)

Subject: RE: The Belgrade CRC

Dear Mr. Balaras,

Thank you for detailed answer.

All the dates and schedule are perfect, and I propose the combination of Crowne Plaza and Sava Center – which is very convenient during cold December days. We will certainly book enough rooms „empty for full“ to avoid any problems, and try to negotiate even more comfortable prices.

Both of you have seen the small conference room on the first floor – where the ECA Network Meeting was held. There are three rooms of similar size next to it, and I think that for Saturday and Sunday program we may have these rooms – depending on number of participants.

Sava Center has several restaurants or suitable spaces at our disposal, with excellent, negotiable menu.

I will be on vacation in August, in Serbia, but I will check e-mail all the time, and participate in organization.

Best regards,

Vladan

From: C.A.BALARAS [<mailto:costas@noa.gr>]

Sent: Monday, July 24, 2017 8:17 PM

To: Vladan Galebović <sekretar@smets.rs>

Cc: tdorob@eunet.rs; Charalambopoulos Dimitris <dimitris@ashrae.gr>

Subject: Re: The Belgrade CRC

Dear Mr Galebovic,

Thank you very much for the communication and establishing contact. Yes indeed, we are all very excited that the first CRC for the new European Region will take place in Belgrade and we thank you in advance for all your support.

The first priority is to confirm the dates. We have corresponded with Prof. Todorovic and our understanding is that the KGH congress will run from Wed-Friday (Dec 6-8) and will finish on Friday mid-day Dec 8th. Can you please confirm ?

That will actually cover the technical part of the CRC

The CRC training workshops and business meeting can then start on Friday afternoon Dec 8th (with a general informative (casual) meeting of all attendees, followed by the Welcome party) and run till Sunday Dec 10th after lunch.

Can you please confirm that you are in agreement ?

During this period there are several training and business sessions, and social events (e.g. some are part of the CRC program that you will need to arrange, for example, Welcome party on Friday evening (possibly at the main event site), Presidential luncheon on Saturday Dec 9th (at the main event site) and Awards Luncheon on Sunday Dec 10th; other social events and spouse activities may be offered as optional activities through a travel agency to make it easier to handle).

The next priority is that you secure meeting rooms on Saturday Dec 9 – 10, for the parallel training workshops (attended by the Chapter Chairs) and the main business meeting that will be attended by the Chapter Delegates/Alternates, Chapter Chairs, ASHRAE senior officers, ASHRAE staff, and ASHRAE members; will have to come up with an estimate).

You will need to prepare a budget for the various functions and events, costs for the meeting room space rentals etc, that will be covered by the CRC participants as part of their registration. Different registration packages should be estimated in order to cover your costs and set up an online registration process that should include their hotel and other meetings costs (this registration can be on the Danube Chapter web site or a dedicated CRC website that you control or even allocate it to a travel agency that can handle all payments); will also need to provide some flexibility for onsite late registrations.

To support you, Dimitris Charalambopoulos and myself are preparing a concise summary/outline of the main functions/events, logistics, meeting space requirements (e.g. for the parallel committee training workshops and the main business meeting), and necessary space requirements, planned CRC social functions (e.g. President's Luncheon, Awards Luncheon), and suggestions for others (e.g. Welcome party) etc.

We will put this information together as a daily schedule of events (along with an estimate of expected attendance, space requirements, seating arrangements, logistics etc) and will send it to you as soon as possible.

From there we can start having periodic skype meetings to prioritize, monitor progress, discuss and resolve any questions or concerns you may have, and address the detailed organizational issues.

We will also plan to visit you in Belgrade for an onsite meeting in early Fall, in consultation with Prof. Todorovic and yourself for a mutually convenient date.

I hope that I have not missed any essential information at this stage. With your vast organizational experience and enthusiastic support, I am confident that this will be a memorable CRC.

Best regards,

Costas

PS Dimitri, please feel free to add any other critical/urgent information that may be of value to Mr Galebovic at this stage. By the way, Dimitris Charalambopoulos is our RMCR and on top he has been very experienced and the driving engine of our past CRC in Athens and all relevant chapter events so he can be an asset to help us navigate through this process.

Constantinos A. Balaras, Ph.D. FASHRAE FASME

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From: [Vladan Galebović](mailto:Vladan.Galebovic@unibg.ac.rs)

Sent: Monday, July 24, 2017 11:30 AM

To: [Costas Balaras](mailto:Costas.Balaras@noa.gr) ; costas@meteo.noa.gr

Cc: mailto:todorob@eunet.rs

Subject: The Belgrade CRC

Dear Professor Balaras,

It is my great pleasure that such an important CRC will be scheduled to be held in Belgrade. I have browsed the detailed CRC Guidelines you have recently sent us.

Could you please tell me what are our responsibilities in this CRC organization?

Best regards,

Vladan Galebović,

the SMEITS Secretary

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Technical Program

Friday

Time	Event
19:00-21:00	Welcome Coctail (somewhere in Town or in Hotel)
	Saturday
08:00-10:00	Training (halls 1, 2, 3 and 4)
10:00-13:00	Main Business (hall 1)
13:00-14.30	Presidential Luncheon (restaurant)
15:00-19:00	Belgrade Sightseeing Tour (bus) with Tesla Museum Visit
20:00-22:00	Fun Time – Traditional Serbian Dinner
	Sunday
08:00-10:00	Training (halls 1, 2, 3 and 4)
10:00-13:00	Main Business (hall 1)
13:00-14.30	Awards Luncheon (restaurant) (or another type of lunch)
15:00-17:00	Belgrade Sightseeing Tour (walk)

Costs Breakdown

	Price
Crowne Plaza 1 person 2 nights	
Saturday	
Training (halls 1, 2, 3 and 4)	
Main Business (hall 1)	
Presidential Luncheon (restaurant)	
Belgrade Sightseeing Tour (bus) with Tesla Museum Visit	
Fun Time – Traditional Serbian Dinner	
Sunday	
Training (halls 1, 2, 3 and 4)	
Main Business (hall 1)	
Awards Luncheon (restaurant) (or another type of lunch)	
Belgrade Sightseeing Tour (walk)	
Bag	
Book	
Internet	

Attendee Package Registration

Package 1		Package 2		Package 3		Package 4	
Full Technical Program		Full Technical Program		Full Technical Program		Full Technical Program	
Hotel Crowne Plaza B/B Single room		Hotel Crowne Plaza B/B Double room		Hotel Admiral Arena B/B Single room		Hotel Admiral Arena B/B Double room	
Dec. 8 and 9		Dec. 8 and 9		Dec. 8 and 9		Dec. 8 and 9	
Early Bird	Regular	Early Bird	Regular	Early Bird	Regular	Early Bird	Regular
Dec. 7, 8 and 9		Dec. 7, 8 and 9		Dec. 7, 8 and 9		Dec. 7, 8 and 9	
Early Bird	Regular	Early Bird	Regular	Early Bird	Regular	Early Bird	Regular

Companion Package Registration

Package 5		Package 6		Package 7		Package 4	
Full Technical Program		Full Technical Program		Full Technical Program		Full Technical Program	
Hotel Crowne Plaza B/B Single room		Hotel Crowne Plaza B/B Double room		Hotel Admiral Arena B/B Single room		Hotel Admiral Arena B/B Double room	
Dec. 8 and 9		Dec. 8 and 9		Dec. 8 and 9		Dec. 8 and 9	
Early Bird	Regular	Early Bird	Regular	Early Bird	Regular	Early Bird	Regular
Dec. 7, 8 and 9		Dec. 7, 8 and 9		Dec. 7, 8 and 9		Dec. 7, 8 and 9	
Early Bird	Regular	Early Bird	Regular	Early Bird	Regular	Early Bird	Regular

PAKET PO JEDNOM DANU

Attendee Package Registration

Attendee Package 1 Crowne Plaza Hotel		Attendee Package 2 Crowne Plaza Hotel		Attendee Package 3 Admiral Arena Hotel		Attendee Package 4 Admiral Arena Hotel	
Full Program		Full Program		Full Program		Full Program	
Hotel Crowne Plaza B/B Single room		Hotel Crowne Plaza B/B Double room		Hotel Admiral Arena B/B Single room		Hotel Admiral Arena B/B Double room	
Early Bird one day	Regular one day	Early Bird one day	Regular one day	Early Bird one day	Regular one day	Early Bird one day	Regular one day

Companion Package Registration

All Social Events

A la Carte Registration

Welcome Cocktail (Friday night)

Presidential Luncheon (Saturday)

Traditional Serbian Dinner (Saturday night)

Awards Luncheon (Sunday)