

CONFERENCES AND EXPOSITIONS COMMITTEE

Minutes from the
Meeting of January 20, 2018
Chicago, Illinois

Members Present

David Claridge, Chair
Kevin Marple, Vice Chair
Dennis Alejandro
Vikrant Aute
Michael Collarin
Gary Debes
Melanie Derby
Joe Firrantello
Ashu Gupta
Rick Hermans
Corey Metzger
Maggie Moninski
Cynthia Moreno
Carrie Anne Monplaisir
Sonya Pouncy
Ashish Rakheja
Christine Reinders-Caron
Lee Riback
Rich Rose
Frank Schambach
Raul Simonetti
Walid Chakroun, Consultant
Jon Cohen, Consultant
Dan Rogers, BOD ExO

Members Absent

Leticia Neves
Kimberly Pierson
Nivedita Jadhav
Bing Liu
Dimitris Charalambopoulos

Guests

Will Mak
Ernesto Porras
Steve Redding
Jackie Phillips
Megan Judge
Keith Yelton
Doug Cochrane

Staff

Tiffany Cox
Tony Giometti
Joyce Abrams
Ragan McHan

1. Call to Order

Mr. Claridge called the meeting to order at 8:20 a.m.

2. Review of Agenda

It was requested that “Government Shutdown” be added to the agenda. Mr. Claridge added it as item 18.

3. Approval of June 24, 2017 CEC Minutes

Motion 1: It was moved by Mr. Debes and seconded by Mr. Schambaugh that the minutes be approved.

Vote: 18-0-0, CNV. Passed

4. Host Committee Report

2018 Winter Conference – Conference Chair Mr. Will Mak provided a short update. He said tickets for the Welcome Party at the Chicago Cultural Center and Members Night Out at the Palmer House hotel have been selling very well as have tickets for tours. He said the sustainability project has also proceeded well and an update will be provided at the President’s Luncheon.

2018 Annual Conference in Houston – Conference Chair Mr. Steve Redding provided an update. He said the Hilton Americas is the HQ hotel and is connected to the George R. Brown Convention Center, the site of the technical program. In the planning of the conference, he is working with AIA, Women in ASHRAE and members of the Austin Chapter. The Welcome Party will take place at The Grove restaurant, which is across the street from the hotel. Members Night Out is going to be a detective dinner at the hotel. Technical and general tours are being organized and the sustainability project covers energy audits at “posts.”

5. BOD ExO Report

Mr. Dan Rogers provided an extensive update on the Society’s recent activities. Included among the highlights are: new ASHRAE Region XIV in Europe, new portals for Standard 90.1 and Building EQ, task groups working on “Ethics Enhancement Procedures” and “Regional Staff Support Analysis,” the Young Engineers in ASHRAE Committee is now a grassroots committee and work is beginning on the 2019-2024 ASHRAE Strategic Plan.

6. Joint Expo Policy Committee Report

Mr. Cohen provided an update on behalf of Mr. Bill Harrison, who could not attend the meeting. Mr. Cohen said that the 2018 AHR Expo in Chicago will be one of the largest expos, but he did not have any numbers yet. He said the committee is looking at ways to improve the quality of show attendees, shifting emphasis away from growing the show larger. Right now, because of its size, only four cities can hold the expo – Chicago, Orlando, Atlanta and Las Vegas. The committee is focusing on three groups: decision makers, senior management and younger people, who will be in these positions in the future.

7. ExCom Report

Mr. Claridge presented the ExCom report.

Motion 2: Mr. Claridge moved that the registration rates for the 2019 Winter Conference in Atlanta and the 2019 Annual Conference in Kansas City be approved as follows:

Member Pre-Registration	\$475
Member Onsite	\$625
Non Member Pre-Registration	\$685
Non Member Onsite	\$830
Member One Day	\$240
Non Member One Day	\$285
Speaker	\$120
Student	\$25
Non Member Student	\$55

Vote: 19-0-0, CNV. Passed

Action Item 1: Mr. Giometti to find out why the Life Member registration rate is not included in the list of fees. (Secretary’s note: the Life Member fees had not been included because their registration rate is fixed by the Bylaws and therefore are included as a part of the calculation that determines the registration rate. However, because of questions about the Life Member rate, it will be included with the other rates in the future. The Life Member rate for the 2019 Winter and Annual Conferences is \$120.)

Mr. Claridge referred to the written ExCom report to CEC that was distributed and noted that the name for specialty conferences will now be changed to ‘topical’ conferences to better convey that there is a technical focus to the conference instead of having a generic term used as a description.

Future Annual and Winter Conference Sites

1. Annual, June 2018 – Houston
2. Winter, January 2019 – Atlanta
3. Annual, June 2019 – Kansas City
4. Winter, February 2020 – Orlando
5. Annual, June 2020 – Austin
6. Winter, January 2021 – Chicago
7. Annual, June 2021 -- Phoenix
8. Winter, January 2022 – Las Vegas
9. Annual, June 2022 -- Toronto
10. Winter, February 2023 – Atlanta

8. Annual and Winter Subcommittee

Ms. Moreno presented the Annual and Winter Subcommittee report. The subcommittee met on January 19 in Chicago to address a number of topics with the track chairs. It was an opportunity for the new members of the committee to ask questions about the policies and procedures that they experienced while performing their work for CEC. Updates on the upcoming winter and annual conferences were provided by the conference chairs.

9. Specialty Conference Subcommittee

Mr. Cohen provided an update on the topical conferences that were held after June 2017:

- ASHRAE Building Performance Analysis Conference Sept. 27-29, 2017, in Atlanta, GA. It is the fourth consecutive modeling conference and sixth overall for ASHRAE. 136 registrants from 11 countries attended the conference. The third annual ASHRAE LowDown Showdown modeling competition took place at the conference. The conference was revenue positive.
- Second ASHRAE Developing Economies Conference took place Nov. 10 - 11, 2017, in Delhi, India. The conference was co-organized by ASHRAE, the ASHRAE India Chapter and ISHRAE. The conference was attended by about 260 people each day. Total registration was about 360. The conference featured two keynote speakers, nine sessions and an exhibitor showcase of 11 manufacturers as well as a panel discussion with the UN Environment. The conference made a profit of about \$25K.

Mr. Giometti asked Mr. Rakheja, who chaired the Developing Economies Conference, what impact he felt the conference had locally and on ASHRAE. Mr. Rakheja said he tried to involve other countries at the onset and that resulted in speakers from 22 countries. He felt it is important to move the conference to different parts of the world for ASHRAE to have a presence in those areas as well as to address the developing economy countries’ needs in those areas. He proposed that the next Developing Economies Conference be held in South America or Africa. He was asked to proceed with organizing the next conference on one of those continents.

The following topical conferences are in process:

- 2018 Building Performance Analysis Conference and SimBuild, co-organized ASHRAE and IBPSA-USA, September 26–28, 2018 in Chicago, Illinois.
- Third International Conference on Efficient Building Design – Materials and HVAC Equipment Technologies, October 4-5, 2018, Beirut, Lebanon

The following topical conferences are under consideration:

- a. Sept – Oct 2019 ASHRAE Building Performance Analysis Conference
- b. Buildings Envelope Conference, December 2019, in Clearwater, FL
- c. IAQ 2020
- d. Cold Climate 2021

10. Paper-Related Topics

Mr. Claridge addressed a series of topics related to the work of CEC members in the review of papers, review of presentations, commercialism, forms, extended abstracts and tracks. A discussion ensued on the topics, clarifying what was meant, deciding to eliminate some and combining others. CEC members volunteered to work in groups on different items. See Attachment A.

Action Item 2: Leaders assigned to the topics are to send their group's recommendations to ExCom prior to the 2018 Annual Conference.

11. Indexing of ASHRAE Conference Proceedings

Mr. Aute and Ms. Derby previously had identified the top two indexes in which conference papers should be listed. These conference papers are presented at ASHRAE's winter, annual and topical conferences. The goal is to get them listed in the online libraries (such as Engineering Village) that Google search examines so that more visibility is provided to authors and ASHRAE. Staff has been working with the contacts at the online libraries supplying information requested. However the conference papers have not yet been listed in the libraries.

Action Item 3: Staff will have the conference papers presented at Society winter, annual and topical conferences listed in online libraries.

12. Research Summit and STBE Collaboration

Ms. Derby said that the Research Summit at the 2018 Annual Conference in Houston will be held in conjunction with *Science and Technology for the Built Environment* for the first time. This alignment is expected to generate more papers for the annual conference, create a path to publishing in STBE and provide more visibility and publicity for the journal.

13. MBOs

Mr. Claridge presented the status of the 2017-2018 CEC MBOs. See Attachment B. He said that the revision of the committee's Manual of Procedures is being worked on by Mr. Metzger, Mr. Marple and Mr. Giometti.

14. Government Shutdown

At the start of the 2018 Winter Conference, the U.S. government shutdown, causing a disruption for presenters and attendees. The government speakers are monitoring the situation and will decide on a case-by-case basis if they will have to leave the conference.

15. Adjournment

Mr. Claridge adjourned the meeting at noon.

Respectfully submitted,



Anthony Giometti
CEC Staff Liaison

Assignments from CEC Meeting on January 20, 2018

Subcommittees to address the following topics with recommendations to CEC prior to the Houston Conference:

Extended Abstracts

Melanie, leader
Vikrant
Raul
Walid
Joe
Jon
Tiffany
Mark Owen (ASHRAE staff)

1) Policy on including dual units in presentations 2) commercialism policy, what is allowed (photography, etc.) 3) review policy for referencing the source of photos, figures and tables that are taken from other sources in presentations 4) review slides with video presentations 5) bias disclosure, implementation 6) AIA Form and Agree to be recorded form, timing for presenters to sign forms 7) should we require TP/CP to list references in their presentations?

Corey, leader
Dennis
Maggie
Joe
Sonya
Gary
Vikrant
Michael
Tony

Do we need to have a "catch-all" track for buildings (envelope, energy efficiency and other non-hvac equipment like lighting etc.) or alternatively, we can broaden the scope of an existing track.

Carrie Anne, leader
Jon
Corey
Tony

1) Review the review form and instructions that reviewers receive to do their paper reviews 2) sending .pdfs that can be commented/edited to reviewers

Raul, leader
Corey
Tiffany

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2017 - 2018
 Chair: David Claridge
 Vice Chair: Kevin Marple

Objective	Planned Completion Date	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents and New Member Handbook.	4/30/2018	None	Claridge, Marple, Cohen, Maston and Staff	None
2. Revise MOP to include current CEC practices and procedures.	1/31/2018	None	Metzger, Marple and Staff	None
3. Revise Sustainability Project guideline documents	12/31/2017	None	Claridge and Moreno	None
4. Improve communication between CEC and TC's. Better availability of information on CEC and conference websites.	6/30/2018	None	CEC Chair, Vice Chair, Past Technical Chairs & Staff	None
5. Revise structure of Specialty Conference Subcommittee and develop/implement a succession plan.	8/31/2017	None	Claridge, Marple, Cohen and Staff	None