

CONFERENCES AND EXPOSITIONS COMMITTEE

Minutes from the
Meeting of June 23, 2018
Houston, Texas

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
Bing Liu
Corey Metzger
Maggie Moninski
Cynthia Moreno
Carrie Anne Monplaisir
Leticia Neves
Kimberly Pierson
Sonya Pouncy
Ashish Rakheja
Christine Reinders-Caron
Lee Riback
Rich Rose
Frank Schambach
Raul Simonetti
Jon Cohen, Consultant
Dan Rogers, BOD ExO

Members Absent

Walid Chakroun
Dimitris Charalambopoulos
Nivedita Jadhav

Guests

Doug Cochrane
Wade Conlan
Chuck Curlin
Blake Ellis
Bill Harrison
Thiago Portes
Ryan MacGillivray
Steve Redding
Marianna Vallejo
Theresa Weston
Keith Yelton

Staff

Tiffany Cox
Tony Giometti
Mark Owen

1. Call to Order

Mr. Claridge called the meeting to order at 8:15 a.m.

2. Approval of January 20, 2018 CEC Minutes

Motion 1: It was moved by Ms. Moreno and seconded by Mr. Schambaugh that the minutes be approved.
Vote: 20-0-1, CNV. Passed

3. Host Committee Report

2018 Annual Conference in Houston – Conference Chair Mr. Steve Redding said he and his team started working on the conference two years ago. He said the preparation resulted in everything going well for the conference.

2019 Winter Conference in Atlanta – Conference Chair Sarah Young reviewed plans for the Welcome Party, Members Night Out and the tours.

2019 Annual Conference in Kansas City – Conference Chair Blake Ellis said he has all of the committees in place for the planning and support of the conference. In addition, the Kansas City Chapter is taking on a sustainability project that will do energy retrofits of homes. Energy audits will be conducted by students, fundraising has begun and the project will be implemented in June 2019.

2020 Winter Conference in Orlando – Conference Chair Wade Conlan said the conference will take place in the Hilton and the convention center. He will provide an update at the 2019 Winter Conference.

4. BOD ExO Report

Mr. Dan Rogers said the Society has three presidential ad hoc committees in place: Ethics, Regional Staff Support and the Nomination Process. The ASHRAE Associate Society Alliance held its first meeting outside North America in Brussels. The Society has received comments, primarily from chapters, on the ASHRAE Commercialism Policy and work on the 2019-2024 ASHRAE Strategic Plan is expected to be prepared by the 2019 Winter Conference.

5. ExCom Report

Mr. Claridge presented the ExCom report.

Motion 2: ExCom moves that the Publications Committee publish conference papers presented at the winter and annual conferences in ASHRAE Transactions beginning with the 2019 Winter Conference.

Background: Indexing of accepted papers has been identified as the top reason authors publish, but conference papers presented at winter and annual conferences are not being indexed. Papers that are published in ASHRAE Transactions are indexed, so by moving the conference papers into ASHRAE Transactions, ASHRAE will be able to meet the authors' need to have their papers indexed. (ExCom approved: 6-0-0, CNV)

Mr. Cohen noted that conference papers were published in ASHRAE Transactions when they were introduced as an option for authors and were later removed because the quality was not as high as the technical papers that are published in Transactions. Ms. Derby noted that times have changed in academic publishing as other publishers are offering open access, which generates more citations for authors, and that authors are often willing to pay a fee of \$1,200 for open access. Mr. Claridge agreed that things are changing rapidly but the emphasis should be on having an impact on the industry instead of a total focus on citations. The question was raised if "extended abstracts" should be included in the motion.

Because CEC had not yet approved implementing extended abstracts as a new option for authors, Ms. Pierson moved and Ms. Monplaisir seconded that the motion be tabled.

Vote: unanimous, Motion 2 tabled.

Motion 3: ExCom moves that the Extended Abstract publication option be added to the Annual Conference Research Summit track beginning with the 2019 Annual Conference and implemented as described in Attachment A. (ExCom approved: 6-0-0, CNV)
Vote: 22-1-1, CV. Passed

Mr. Claridge brought Motion 2 back on the table. Mr. Aute reiterated that if conference papers are included in Transactions, they would be indexed. Mr. Claridge said that now, conference papers are invisible and that they needed to be in Transactions to be visible.

Ms. Derby moved and Ms. Liu seconded that the motion be amended to include “and extended abstracts.”
Vote: 22-0-1, CV. Amendment passed.

A vote was called on **revised Motion 2:**

ExCom moves that the Publications Committee publish conference papers and extended abstracts presented at the winter and annual conferences in ASHRAE Transactions beginning with the 2019 Winter Conference.
Vote: 23-0-1, CV. Passed

Motion 4: ExCom moves that that the registration rates for the 2020 Winter Conference in Orlando be increased by \$15 for all categories except students to provide printed copies of a revised edition of “Proclaiming the Truth” and that the book be made available to all registrants who receive a complimentary registration except for the “press” and “monitor” categories.

Background: Historical Committee is updating “Proclaiming the Truth” for the 125th Anniversary of ASHRAE in 2020. Publishing and Education Council requests that the book be made available to conference registrants at a cost of \$15 per registrant. All registrants would receive the book except students, monitors and press. It is requested that the book be made available for purchase. (ExCom approved: 6-0-0, CNV)

Fiscal Impact: \$3500 for providing the book to registrants who receive a complimentary registration except those as noted above.

Mr. Mark Owen said that the book was originally published for the Society’s Centennial and would be updated with information from the past 25 years.

Ms. Derby moved and Ms. Monplaisir seconded that the wording in the background “be made available” be changed to “be provided.”
Vote: 20-1-0, CNV. Amendment passed.

Mr. Rose moved and Mr. Metzger seconded that “or PDF” be added to the motion after “printed copy.”
Vote: 17-0-1, CNV. Amendment passed.

Mr. Claridge called a vote on the **amended Motion 4** and background as follows:

ExCom moves that the registration rates for the 2020 Winter Conference in Orlando be increased by \$15 for all paid categories, except the student and spouse/guest categories, to provide these paying registrants a printed copy or PDF of a revised edition of “Proclaiming the Truth” and that the printed copy or PDF be provided to all registrants who receive a complimentary registration, except for the “press” and “monitor” categories.

Background: Historical Committee is updating “Proclaiming the Truth” for the 125th Anniversary of ASHRAE in 2020. Publishing and Education Council requests that the book be made available to conference registrants at a cost of \$15 per registrant. All registrants would receive the book except students, student branch advisors, spouses, guests, monitors and press. It is requested that the book be made available for purchase. (Vote: 23-0-2, CNV)

Fiscal Impact: \$3500 for providing the book to registrants who receive a complimentary registration except those as noted above. This expense will be factored into the budget for the 2020 Winter Conference.
Vote: 19-0-3, CNV. Passed.

6. Joint Expo Policy Committee Report

Mr. Bill Harrison said that the 2018 AHR Expo in Chicago broke records in net square feet of exhibit space sold (534,080), total registered attendees (72,075 from 169 countries) and number of exhibiting companies (2,155 from 35 countries). The 2019 AHR Expo in Atlanta is sold out. The 2018 AHR Expo Mexico takes place Oct. 2-4 in Mexico City and has 85,400 square feet of exhibit space sold. He said the committee is looking at ways to improve the quality of show attendees, shifting emphasis away from growing the show larger.

7. Annual and Winter Subcommittee

Mr. Metzger presented the Annual and Winter Subcommittee report from their meeting on June 22. Updates on the upcoming winter and annual conferences were provided by the conference chairs.

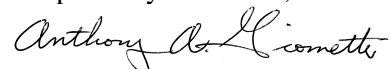
8. MBOs

Mr. Claridge presented the status of the 2017-2018 CEC MBOs. See Attachment B.

9. Adjournment

Mr. Claridge adjourned the meeting at noon.

Respectfully submitted,



Anthony Giometti
CEC Staff Liaison

Extended abstracts proposal

Motivation

Discussion with Reinhard Radermacher (Editor of STBE) and pre-tenure faculty indicated that ASHRAE's Conference Paper publication option was not satisfying the "pre-journal" publication needs of ASHRAE's academic members. There are three primary reasons that academics have less motivation to publish Conference Papers:

1. Previously, a conference paper was an acceptable step before submitting an expanded publication to a journal. Currently, some journals take the position that a previously-published conference paper means that a journal article will not be accepted. Extended abstracts are filling that "pre-journal" niche.
2. Conference Papers are not indexed and do not show up in search engines like Google Scholar. This significantly decreases potential exposure. Extended abstracts aim to be indexed and return results in major search engines.
3. The format and length of conference papers means that a conference paper on *completed research* must be turned in approximately 6 months before the conference. An extended abstract would be due approximately 4 months before the conference, with the expectation that the authors would be working to bring their latest research for actual presentation.

Multiple conferences on related subject matter have added an extended abstract option (ASME, AIAA, ExHFT etc.). Anecdotally, researchers appreciate the advantages offered by an extended abstract publication option, as noted above. From a member engagement and marketing perspective, this is a gap in what ASHRAE offers.

The sub-committee recommends an extended abstract option can be piloted for the Research Summit track at the 2019 Annual Meeting in Kansas City. Commercialism concerns for the Research Summit are minimal; for the 2018 Houston Research Summit, there were 11 papers from academics and 1 from a national laboratory.

General Structure and Content

Archival research journal articles "count" the most for academics in terms of tenure and promotion, CV, etc. An extended abstract is an initial short piece written research that will eventually be converted into an archival journal article. Therefore, the subject matter must (at this stage) appear to be towards that goal. Anyone can submit an extended abstract, but the subject matter must be appropriate for the Research Summit track.

The extended abstracts will go through one round of single blind review with two reviewers. The reviewers will be familiar with the state of the relevant research. They need not necessarily be from universities or national laboratories, but it is anticipated that most reviewers will come from those backgrounds. The reviewers will agree to a one to two week review timeline. This review timeline is feasible because the extended abstracts are limited to 3 pages.

At this stage, extended abstracts will be offered only for the Research Summit track, which is only present at the Annual Conference. Again, the proposal is to pilot this at the 2019 Annual Meeting in Kansas City.

Extended Abstracts will be up to three pages in length (including figures and references) and the same template as the Conference Papers, with minimal adjustment. Guidance may be given to the authors to keep figures and references to what is genuinely needed.

Dissemination

It is expected that the appropriate ASHRAE staff will work with CEC towards an end product that is indexable, searchable, etc. It is understood that this is not necessarily a straightforward task, and may require additional

discussion and coordination. However, meeting this market gap necessitates that the extended abstracts are easily locatable by electronic searches.

Investigation into a shift to an open-access path for the pilot at Kansas City may be appropriate and is of strong interest to the academic community, but is not within the scope of the current proposal to decide.

Schedule

The Kansas City 2019 draft schedule below was prepared by Tony Giometti (with thanks). It has three main goals:

1. Dates to submit abstracts should be close to the conference for reasons described previously
2. Work within the schedule limits/dates already in use by ASHRAE Special Publications staff, e.g., the date that the conference papers must be turned over to Special Publications
3. Use milestone dates already established for the other conference publications to mitigate schedule confusion

Saturday, February 9, 2019	Extended Abstracts Due (Same date as Seminar/Workshop/Forum)
Tuesday, February 12, 2019	Confirm extended abstracts are in the right tracks
Wednesday, February 13, 2019	Assign extended abstracts to CEC for review
Wednesday, March 6, 2019	Extended Abstracts First/Final Reviews Due
Thursday, March 7, 2019	Extended Abstracts final accept/reject notifications
Friday, March 8, 2019	Extended Abstracts Scheduled
Thursday, March 14, 2019	Final Extended Abstracts due
Monday, April 8, 2019	Conference Papers and Extended Abstracts turned over to Special Publications staff

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, Leach, Cohen, Maston and Staff	None
2. Revise MOP to include current CEC practices and procedures.	1/31/2018	None	Claridge, Leach, Cohen, Maston 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, Leach, Cohen and Staff	None