

CONFERENCES AND EXPOSITIONS COMMITTEE

Minutes from the
Meeting of January 12, 2019
Atlanta, Georgia

Members Present

Kevin Marple, Chair
Michael Collarin, Vice Chair
Devin Abellon
Vikrant Aute
Robert Cox
Gary Debes
Melanie Derby
Joe Firrantello
Ashu Gupta
Rick Hermans
Steve Idem
Nivedita Jadhav
Bing Liu
Ryan MacGillivray
Corey Metzger
Maggie Moninski
Carrie Anne Monplaisir
Kim Pierson
Sonya Pouncy
Ashish Rakheja
Christine Reinders-Caron
Lee Riback
Raul Simonetti
Marianna Vallejo
Dan Rogers, BOD ExO

Members Absent

Leticia Neves

Guests

Bill Harrison
Wade Conlan
Blake Ellis
Sarah Young
Bill Klock
Nate Boyd
Tulia Rios

Staff

Tiffany Cox
Lizzy Seymour
Tony Giometti

1. Call to Order

Mr. Marple called the meeting to order at 8:21 a.m.

2. Approval of June 23, 2018 CEC Minutes

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

Vote: 20-0-1, CNV. PASSED

3. Host Committee Report

2019 Winter Conference in Atlanta – Conference Chair Sarah Young reported that the events are ready and all the Host Committee is ready to go to support the conference.

2019 Annual Conference in Kansas City – Conference Chair Blake Ellis reviewed the Host Committee’s plans for the welcome party and member’s night out.

2020 Winter Conference in Orlando – Conference Chair Wade Conlan provided a brief update on the plans for the conference.

2020 Annual Conference in Austin – Conference Chair Bill Klock said the Host Committee has begun investigating venues for the Welcome Party, planning tours, such as the Presidential Library, and working on a sustainability project.

4. BOD ExO Report

Mr. Dan Rogers said the Society has three presidential ad hoc committees in place: Standards Membership Models, Smart Grid Application Guide and ASHRAE HQ. A Bylaws change is being proposed to address the nomination process and requirements for candidates who wish to be put on the ballot for election to a position on the Board of Directors. The ASHRAE Commercialism Policy is being reviewed in regards to the comments made by the sponsors of the keynote speaker. He presented pictures of the building that ASHRAE bought to be the new HQ. He reviewed a long list of new publications and courses and noted that the ASHRAE office in Washington, D.C. organized a number of outreach days, and work on the 2019-2024 ASHRAE Strategic Plan is moving toward completion with a goal of implementation in July 2019.

5. Joint Expo Policy Committee Report

Mr. Bill Harrison said that the 2018 Chicago Expo set several records: 534,080 net square feet of exhibitor space sold, 2,155 exhibitors, including 702 international exhibitors, 49,995 registered visitors and 72,075 total attendees. The 2019 Atlanta Expo has been sold out for some time. The 2018 AHR Mexico was a success with 87,660 sq. ft. leased exhibit space, 13,660 total attendees and 414 companies exhibiting from 41 countries.

A recurring discussion at the JEPC meetings is how to increase attendance at the Expo by people registered for the ASHRAE conference. CEC has addressed that by scheduling technical presentations at the Expo and by publicizing the Expo. Continuing efforts are needed and are welcome.

6. ExCom Report

Mr. Marple presented the ExCom report.

Motion 2: ExCom moves that the registration rates for the 2020 Winter and Annual Conferences be approved as follows:

2020 Winter, Orlando Registration Fees

Member Pre-Registration	\$570
Member Onsite	\$735
Non Member Pre-Registration	\$780
Non Member Onsite	\$945
Member One Day	\$295

Non Member One Day	\$350
Speaker	\$155
Student Branch Advisors	\$40

2020 Annual, Austin Registration Fees

Member Pre-Registration	\$555
Member Onsite	\$720
Non Member Pre-Registration	\$765
Non Member Onsite	\$930
Member One Day	\$280
Non Member One Day	\$335
Speaker	\$140
Student Branch Advisors	\$25

Background: 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,” which is being updated in celebration of the 125th Anniversary of ASHRAE in 2020. (*ExCom approved: 5-0-0, CNV*)

Vote: 21-0-1, CNV. PASSED

(Secretary’s Note: These registration rates were revised by the Society’s Executive Committee and the Board after the 2019 Winter Conference, which had a lower than expected attendance. A scrutiny of the registration rate formula revealed some updates were needed. That resulted in the rates being raised. Those rates and other contingencies were reviewed by Society ExCom, which made a recommendation to the Board.)

Motion 3: ExCom recommends that the following response be approved in response to the Members Council referral Region X (Golden Gate Chapter) Motion 12 (11/8/2018) regarding the podium time of the sponsor of the plenary speaker and commercialism:

The referral recommends several changes to the Rule of the Board for the Society’s Commercialism Policy by citing very specific changes related to restricting what can be said or done by the sponsor. The responsibility for this document and the responsibility for selecting the plenary sponsor and reviewing their introductory comments resides with the Publishing and Education Council not with CEC. Therefore, CEC recommends the motion be referred to Publishing and Education Council. The referral also includes proposed changes to CEC’s Rule of the Board and CEC’s Commercialism Policy for Conferences regarding a commercialism policy applied to the sponsor of the plenary speaker. Because these proposed changes also relate to the policy that is in place in the Rule of the Board for the Society’s Commercialism Policy, CEC chooses to not make any of the proposed changes in its ROB and Commercialism Policy for Conferences. (*There was general consensus for this position. A vote was not taken.*)

There was a general discussion as to what body has responsibility for the Society’s Commercialism Policy in regards to making or proposing changes to the policy. Mr. Collarin identified the specific Rule of the Board that assigns this responsibility to the Publishing and Education Council.

Vote: 21-0-1, CNV. PASSED

Mr. Marple said that ExCom will be working on updating documents on commercialism and the MOP. It will also review how the bias disclosure is implemented. He hoped that the documents could be made available to the committee to review shortly after the conference. It was recommended that the documents be made available in a format that editing and comments could be captured, and one such tool is the Handbook portal, which is used for editing Handbook chapters.

Action Item 1: Staff will look at the Handbook portal for setting up the documents for the committee’s review.

He provided the list of future Annual and Winter Conference sites:

- Annual, June 22-26, 2019 – Kansas City
- Winter, February 1-5, 2020 – Orlando
- Annual, June 27-July 1, 2020 – Austin
- Winter, January 23- 27, 2021 – Chicago
- Annual, June 26-30, 2021 – Phoenix
- Winter, January 29 - February 2, 2022 – Las Vegas
- Annual, June 25-29, 2022 – Toronto
- Winter, February 4-8, 2023 – Atlanta
- Annual, June 24-28, 2023 – Tampa Bay

7. Annual and Winter Subcommittee

Ms. Monplaisir presented the Annual and Winter Subcommittee report from their meeting on January 11. Updates on the upcoming winter and annual conferences were provided by the conference chairs. Ms. Monplaisir mentioned that a recommendation be communicated to Joint Expo that the Winter Conferences not be held as early because of the impact on deadlines for a number of committees. She also said that she wants CEC to improve the utilization of Basecamp, especially for the documents needed onsite (Speakers' Lounge schedule, Speaker contact information, etc.)

8. Topical Conferences Subcommittee

Mr. Firrantello distributed his report. See Attachment A. There were positive comments on the idea of creating a “white paper” for each topical conference. Also, an idea for a kitchen ventilation conference was proposed. Mr. Marple asked that members give their topical conference ideas to Mr. Firrantello. Also, if you are interested in serving on the Topical Conferences Subcommittee to let him know that as well.

9. Research Summit and STBE Collaboration

Ms. Derby said for the first-time extended abstracts were being offered as a paper option for the 2019 Annual Conference in Kansas City, MO. Extended abstracts are limited to three pages in length and will go through one round of single blind review with two reviewers. The editor of ASHRAE's Science and Technology for the Built Environment has been involved in the planning and promotion of the extended abstracts and will also be involved in reviewing the abstracts. Ms. Derby said the relatively low number of conference papers submitted to the Kansas City Conference is not a concern because she expects more extended abstracts to be submitted for the conference.

10. MBOs

Mr. Marple presented the status of the 2018-2019 CEC MBOs. See Attachment B.

11. Adjournment

Mr. Marple adjourned the meeting at noon.

Respectfully submitted,



Anthony Giometti
CEC Staff Liaison

Topical Conferences Subcommittee Report

1. Recently Completed Topical Conferences

ASHRAE Building Performance Analysis Conference and SimBuild, co-organized by ASHRAE and IBPSA-USA, September 26-28, 2018, Chicago, Illinois. There were 396 registrants who attended the conference. 245 (62%) were members of ASHRAE or IBPSA-USA vs. (38%) that were non-members. There were registrants from 23 countries and 112 speakers. Held in conjunction with the conference was the 4th annual ASHRAE LowDown Showdown modeling competition. The conference generated revenue of \$16,752.81 for each organization.

3rd International Conference on Efficient Building Design, co-organized by ASHRAE, the American University of Beirut and the Lebanese Chapter, October 4-5, 2018, Beirut, Lebanon. The conference was attended by 200 people and was held on the campus of the American University of Beirut. The Lebanese Chapter and the university raised sponsorships for the conference. ASHRAE did not have any fiscal liability for this conference.

2. Topical Conferences in Process

- a. September 25 – 27, 2019, ASHRAE Building Performance Analysis Conference, Denver, Colorado
- b. November 19-21, 2019, Seventh International Conference on Energy Research and Development, Kuwait City, Kuwait
- c. December 9-12, 2019, 2019 Buildings XIV International Conference, Clearwater, Florida
- d. IAQ 2020, Fall 2020, location TBD

3. Topical Conferences Under Consideration

- a. Third ASHRAE Developing Economies Conference Proposal from the Brazil Chapter
- b. 2021 Industrial Ventilation Conference Proposal

4. White Paper Deliverable for Topical Conferences

CEC received a request that a white paper be prepared for each topical conference. The white paper would provide guidance from the conference to the local government, such as energy conservation practices and policy. It was decided that the white paper be discussed with the steering committee that is formed for the next new topical conference.

5. Topical Subcommittee Membership

Review of the subcommittee's operation.

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2018 - 2019
 Chair: Kevin Marple
 Vice Chair: Michael Collarin

Objective	Planned Completion Date	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents, Reference Manual, and New Member Handbook.	12/31/2018	None	Marple, Collarin, Ad Hoc's, and Staff	None
2. Revise MOP to include current CEC practices and procedures.	7/1/2018	None	Marple, Metzger, and Staff	None
3. Revise Sustainability Project guideline documents.	7/1/2018	None	Marple and Moreno	None
4. Continue communication between CEC, TAC and TC's. Better availability of information on CEC and conference websites.	6/30/2019	None	CEC Chair, Vice Chair, Past Technical Chairs & Staff	None
5. Revise structure of "Topical" Conference Subcommittee and develop/implement a succession plan.	1/12/2019	None	Marple, Ad Hoc's and Staff	None
6. Revise structure of Operations Subcommittee.	12/31/2018	None	Marple, Collarin, and Staff	None
7. Select the conference chairs for the 2020 Annual and 2021 Winter Conferences	6/30/2019	None	Marple, Collarin	None