

CONFERENCES AND EXPOSITIONS COMMITTEE

Minutes from the
Meeting of June 27, 2015
Atlanta, Georgia

Members Present

Wade Conlan, Chair
Sarah Maston, Vice Chair
Rocky Alazazi
Billy Austin
Chris Balbach
Walid Chakroun
Dimitris Charalambopoulos
David Claridge
Doug Cochrane
Jon Cohen
Michael Collarin
Chuck Curlin
Gary Debes
Kevin Gallen
Thomas Kuehn
Jennifer Leach
James Liston
Ann Peratt
Rachel Romero
Frank Schambach
Leon Shapiro
Jeff Spitler
Samir Traboulsi
Bill Dean, BOD Ex-O

Members Absent

Mike McDermott
Cynthia Moreno
Andrea Zarour
Alan Neely

Guests

Bill Harrison
Pam Immekus
Kyle Inge
Bill Walter

Staff

Tiffany Cox
Tony Giometti
Lizzy Seymour
Joyce Abrams

Call to Order

Mr. Wade Conlan called the meeting to order at 8:05 am.

1. Approval of January 24, 2015 CEC Minutes

Motion 1: It was moved by Mr. Chuck Curlin and seconded by Mr. Frank Schambach that the minutes be approved.

Vote: 18-0-0, CNV. Passed

2. Review of Action Items

Staff will post the criteria for holding an ASHRAE annual conference. – Completed.

Mr. Conlan will form a task group (led by Jon Cohen) to implement adding a “no conflict of interest” and a “source of the funds to support the work” question to program submissions.

3. BOD ExO Report

Mr. Dean said that the Society is always looking for new members to serve on committees and that names are due around the Orlando Conference. He challenged everyone to try and think of and come up with names to be potential members of this committee.

Ms. Joyce Abrams, ASHRAE Director of Member Services, thanked the committee for their efforts and time on this high profile committee and for putting on high quality conferences.

4. Host Committee Reports

2015 Annual Conference -- Pam Immekus. Ms. Immekus said that the monitors are fully staffed to support the technical program. She said that registration for all of the tours and events are going well.

2016 Winter Conference – Kyle Inge. Mr. Inge is the Vice Chair of the Host Committee. He said that the conference will take place at the Orlando Hilton, which is connected to the Orange County Convention Center. The Spouse Tours being organized include the Orlando Eye – Museum – Aquarium; Wildlife – Airboat – tour – 70 plus attendees; Chocolatier – artisan; and the Kennedy Space Center launch facilities and tour of a retired shuttle. Ms. Lizzy Seymour asked if there is a limit as to how many people could register. The Technical Tours include Florida Solar Energy Center – 130 attendees; SeaWorld Antarctica and Penguin Exhibit; Harvest Power Energy Garden – Disney Horticultural; Orange County Convention Center – tour at the Expo; and the University of Central Florida CoGen Plant – gas turbine and absorption chiller – and potentially student tour there. The Welcome Party would be at SeaWorld Ports of Call with separate entrance from the park. The Member’s Night Out ideas include interactive Tango dancing – cost is an issue; comedy show; and a carnival theme – carnival games.

5. Joint Expo Policy Report

Mr. Bill Harrison said that the purpose of the Joint Expo Policy Committee is to attract more attendees to the AHR Expo. He said that the 2015 AHR Expo in Chicago set records for attendance and size with 486,860 sf, 2118 exhibitors and 61,674 attendees. He said the 2016 AHR Expo in Orlando is ahead of projections and at the moment, it is the third largest show in history. For the first time, the AHR Expo Mexico will be held in Guadalajara in October 2015. CEC had been asked to assist the Guadalajara Chapter in pulling together the technical program that accompanies the expo. DRC Region VIII Bill Klock will advise CEC when support is needed. Mr. Harrison thanked Ms. Sarah Maston and Ms. Jennifer Leach for attending May meeting of JEPC and for their meaningful contributions. Ms. Leach asked about ACCA working with the group – Mr. Harrison said he did not have any information and will try and get information by end of July (due to August session deadline for sessions).

6. TAC/CEC Breakfast Update

Mr. Leon Shapiro provided an update of the meeting between the Technical Activities Committee and CEC this morning. He said that Mr. Conlan, Mr. Jon Cohen, Ms. Maston, Ms. Ann Peratt and Mr. Giometti also attended the meeting. He said it was a good meeting to provide updates from both committees. He said he will seek

input from the TCs on track ideas for the 2017 Winter Conference, which he is chairing. Mr. Conlan said that an ad hoc had been formed with members of both committees for the purpose of improving the technical program. He said that metrics gathered by TAC on the submission of TC programs would need to be re-evaluated. A member on TAC has been assigned to be a liaison to CEC, he said. Mr. Curlin asked about a list of willing reviewers from TCs. Mr. Samir Traboulsi asked if background information could be provided to the CEC members who would be going to the section breakfasts on Sunday morning.

7. ExCom Report

Mr. Conlan presented the CEC ExCom report from the meeting of June 26, 2015. He said that the Honors and Awards Committee requested that CEC review and comment on a recommended change to the description for Willis H. Carrier Award this award since it is a pass through from CEC items.

Motion 2: CEC ExCom recommends to the full Committee that the motion to alter the description of the Willis H. Carrier Award per the Honors and Awards Committee to "*Named for the founder of modern air conditioning, the Willis H. Carrier Award recognizes an ASHRAE member 32 years of age or younger for presenting an outstanding paper at a Society meeting.*" be defeated.

Mr. Conlan said that ExCom voted to not change the description of the award because the other awards do not have descriptors for the people named. The current wording for the award is *The Board approves the establishment of the Willis H. Carrier Award which recognizes an individual for the best published paper of outstanding quality at a Society meeting by a member of any grade who is 32 years of age or less at the time of presentation of the paper.* Mr. Bill Walter said that he had background on the request. He said that the request to change the award came from Carrier Corp. Mr. Michael Collarin asked why personal descriptions are not included with the awards. Mr. Conlan said it would be nice to include why 32 years of age is important to the award. Mr. Walter agreed, and he noted that on the ASHRAE Web site, the description of the Carrier Award says "the father of air conditioning." Mr. Conlan suggested a snippet of information be added to the Web site.

Vote: 18-0-0, CNV. Passed.

Mr. Conlan said that ExCom had approved Houston to host the 2018 ASHRAE Annual Conference. He said staff had researched 15 different cities and that Houston was the only one that could meet the Society's requirements.

For the 2019 Annual Conference, ExCom instructed staff to get bids from Indianapolis and Kansas City.

8. Specialty Conferences

Mr. Chris Balbach, vice chair of the Specialty Conferences Subcommittee, provided an update on the conferences in process:

- ASHRAE Energy Modeling Conference, Sept. 30-Oct.2, 2015, Atlanta, GA. He said this conference is not being co-organized this year. A new conference program event will be a modeling contest between seven teams. An attendance of 250-300 is expected.
- 6th International Conference on Energy and Research Development, March 14-16, 2016, Kuwait. About 80 abstract from 27 countries were received. Attendance is expected to be 200.
- ASHRAE IAQ Conference: Defining Indoor Air Quality – Policy, Standards and Best Practices, Sept. 12-14, 2016, Alexandria, VA. The conference is ready to announce a call for papers.
- Second Efficient Building Design Conference, September 22-23, 2016, Beirut, Lebanon. A call for papers is currently open for this conference.

The following conferences are proposed:

- bEQ Utilization Conference, Spring 2016, Orlando, Florida
- Second ASHRAE/IBPSA-USA Building Modeling, August 2016
- Second Hot Climates, February 2017, Qatar

- Developing Economies, November 2017, India
- UNEP Conference, Q4 2016

Mr. Dimitris Charalambopoulos was the conference chair of the International Conference on Energy and Environment in Ships held May 22-24, 2015 in Athens, Greece. He reported that the Hellenic Chapter heavily supported the conference and that many high-ranking officers attended. He said five workshops, one special UNEP session, 49 papers and 15 workshops were presented. Attendance was 329, which was comprised of many different engineers, architects and officers from the navy. The air force, power company, “metro” (mass transit) and cruise lines all had interest in the conference. The conference lasted three days instead of one like others the Hellenic Chapter put on. He said that it was taxing on the resources and that the conference needs to mature, but he would like to do another conference in a year. He said is there a large exposition in Greece called “Neptune” that he would like to do something with. Financially, he said the conference did not do well. The Hellenic Navy provided support (not money) estimated at \$120,000 and the Hellenic Chapter contributed \$40,000.

Mr. Conlan recognized Mr. Charalambopoulos by presenting a plaque to him in great appreciation for his work and leadership in organizing and running the conference.

9. Annual and Winter Subcommittee

Ms. Leach presented the Annual and Winter Subcommittee report. See Attachment A for the minutes.

She said that the Orlando Conference tech program slotting session will take place Tuesday, September 1st at ASHRAE HQ. She noted that the session is typically held on a Friday. The slotting session is normally attended by CEC ExCom, and invitations to attend will be sent out. The subcommittee discussed the plenary speaker for this conference.

Motion 3: Ms. Leach moved and Mr. Keane seconded that Laura Schwartz, whose speech is entitled “Empowerment through Service” be selected as the Orlando Conference plenary speaker.

Discussion: Ms. Leach said the Laura Schwartz’ background includes work at the Clinton Global Initiative, but politics will not be presented at all. It was noted that if approved, the disclosure with the Clinton Initiative be made to the Society’s Executive Committee.

Vote: 20-0-0, CNV. Passed.

Ms. Leach presented the wording for a Bias Disclosure Statement that authors and presenters would sign before presenting at a winter or annual conference. The title of the document was changed to “Potential Sources of Bias Disclosure” and other editorial changes were made. When asked how the presenters would be notified to sign the statement, it was decided that when a program proposal was submitted, wording such as the following would be included: “I agree to fill out a disclosure statement when the paper and presentation is uploaded.” When the paper or presentation is uploaded, the presenter fills out the form, and in the presentation, on the “Acknowledgements” slide, the items disclosed on the statement should be listed.

Motion 4: Ms. Leach moved and Ms. Rachel Romero that CEC approve the Potential Sources Bias Disclosure. Vote 19-0-1, CNV. Passed

Mr. Jeff Spittle said that the disclosure statement does not address the papers and how those are shown. The statement was edited to add wording to require it for a conference paper but not a technical paper (at this time because of the double-blind review requirements).

Motion 5: Mr. Cohen moved and Mr. Gary Debes disclosure statement as follows:

Potential Sources of Bias Disclosure

Presentation/Manuscript Title: _____

In accordance with the ASHRAE Code of Ethics (add hyperlink) list authors below and state any affiliations with or involvement in any organization or entity with any commercial or financial interest (such as honoraria, educational grants, research grants, external funding source, membership, employment, stock ownership or other equity interest, expert testimony or patent-licensing agreement) in the specific subject matter or materials to be discussed.

Name of Author	Disclosure

List all potential biases in an Acknowledgement section of your paper.

For presentations, list potential biases on a slide titled Acknowledgements as indicated on the conference template.

Vote: 20-0-1, CNV. Passed.

Mr. Conlan said the disclosure statement would go into effect with the 2016 Annual Conference in St. Louis.

The abstention voter provided a written reason to the Chair for their non-vote.

Motion 6: Ms. Leach said that the Annual and Winter Subcommittee approved a waiver of the speaker registration fee for subject-matter experts:

CEC adopts the following policy: For speakers that meet the following criteria, the CEC chair may approve a waiver of the single-session speaker fee. The criteria are:

1. Speaker is a subject matter expert.
2. Speaker is not an ASHRAE member.
3. Speaker will provide information that is useful to the ASHRAE membership.

A request for approval of the waiver shall be submitted to ASHRAE staff by the chair of the TC sponsoring the session. The request should clearly address the criteria listed above.

Background. Occasionally, it may be desirable to invite speakers who are subject-matter experts in fields that touch on ASHRAE interests and who can provide useful information to ASHRAE members. In some cases, an invitation to such a speaker may not be well received when it is also accompanied by informing the speaker that the speaker will be charged the speaker fee when the speaker would have little or no interest in attending the rest of the meeting. In many non-ASHRAE conferences, invited speakers pay no registration fee and often will have their travel expenses paid. By comparison, an invitation to an outside expert to speak at an ASHRAE conference while paying a registration fee and travel expenses may be a barrier for some speakers. This has occasionally been addressed informally or by session organizers paying the registration fee for the speaker. Adopting a policy for waivers will allow session organizers more latitude to plan world-class sessions, maximizing the benefits to ASHRAE members.

Process. Below is the process upon waiving a speaker registration fee.

1. TC program chair shall submit the following information:
 - o Invited speaker shall be noted in the program submission
 - o Speaker biography noting credentials and expertise

- o Note how speaker's presentation ties into submitted seminar, workshop or forum
- o Note why this speaker would be beneficial to ASHRAE membership

2. Submission to be reviewed by CEC Chair or Vice Chair. Evaluated based on merit and strength to conference technical tracks
3. Maximum number of 5 invited speakers per conference
4. Speaker will not be paid to present and their expenses will not be reimbursed

For each meeting, the submission and approval process will be concurrent with the conference program submission and approval timeline.

Vote: 21-0-0, CNV. Passed.

Ms. Leach said that the subcommittee requested that the PowerPoint template for the winter and annual conferences be offered in three versions: 1 in color, 1 with a white background and 1 with a dark background. The speakers would have three options for preparing their presentations. She proposed that the template that CEC provides be required to be used for all speakers' presentations. She said other societies, such as USGBC and SWE, require the use of a template. Also, a standardized template would assist the committee in doing Commercialism and Policy Reviews. Mr. Spitler agreed but said that some presenters may not have PowerPoint to prepare their presentations. He suggested that a short list of requirements for the presentations – the cover slide, the AIA disclaimer and learning objectives slide and the acknowledgements slide – be empathized in order to address the policy reviews. Mr. Conlan suggested that the first three slides be used from the template but then the presenters' slides could be used.

Motion 7: Ms. Leach moved that the CEC template be required to be used by all presenters beginning with the Orlando Conference.

Vote: 10-10-2, CV. Defeated.

Mr. Conlan said it is important to get the process refined and this motion carried the right intent to fix the problems that are being encountered. It is believed that this will be further developed moving forward.

10. CEC MBOs for 2014-2015

Mr. Conlan updated the committee MBOs for 2014-2015. See Attachment B.

11. Adjournment

Mr. Conlan adjourned the meeting at noon.

Respectfully submitted,



Anthony Giometti
CEC Staff Liaison

**ASHRAE Conferences and Expositions Committee
 Annual and Winter Conferences Subcommittee
 January 23, 2015 from 3PM to 6PM
 Wabash Room (3rd Floor)
 Palmer House Hilton**

Minutes

1. Introductions
2. Review/Revise agenda
3. Purpose of Committee:
 - a. Annual and Winter Conference Subcommittee is responsible for the development of tracks, soliciting, selecting and scheduling technical program session and the onsite logistics for presenting the technical program. The subcommittee develops and maintains an evaluation system for program sessions and speakers.
4. Review status of 2015 Annual Meeting (Claridge)
 - a. Submissions submitted/approved/rejected – overall review status and schedule
 - i. See attached summary of the Atlanta Conference
 - ii. We need to get the reviewers to agree to review
 - iii. Schedule is going to be revised to accommodate the point at which we are at with reviews
 - iv. We need to make sure we meet the new schedule, time will be tight
 - b. Seminar/Forum/Workshop Update and schedule
 - i. Website is open and remain open until 2/9
 - ii. 7 seminar, 3 forum and 3 workshops submitted already
 - c. Track submissions and formation schedule
 - i. Final date for ppt submission online will be changed to 6/22
 - d. Program slots and selection schedule
 - e. Misc.
5. Review status of 2016 Winter Conference – Orlando (Leach)
 - a. Timeline/deadlines
 - i. CP abstracts Due 3/23
 - ii. CP Abstract review 3/30
 - iii. The rest of the timeline will be emailed out
 - iv. Website is live now
 - b. Tracks & Chairs
 - i. SE – Debes
 - ii. FA Moreno
 - iii. Design Build Liston
 - iv. International - Shapiro
 - v. Std guidelines codes -Collarin
 - vi. Cutting Edge Tech – Peratt
 - vii. The Great Debate – Curlin
 - viii. Modern Residential Systems – Alazazi
 - c. Call for papers
 - i. Website is live now
 - d. Plenary/Technical Plenary
 - i. Looking at Plenary speakers, if you have thoughts, please let Jen know
 - e. Misc.
6. Review status of 2016 Annual Conference – St. Louis (Kuehn)
 - a. Timeline/deadlines
 - i. Working on the schedule
 - ii. Working on developing tracks

- iii. TP will be due mid September, date to follow
 - b. Tracks & Chairs
 - c. Misc.
- 7. Review status of 2017 Winter Conference – Las Vegas (Shapiro)
 - a. General Chair is appointed
 - b. Working on host committee now
 - c. Working on tracks and schedule
- 8. List of upcoming meetings
 - a. 2017 Annual in Long Beach
 - b. Winter, January 2018 – Chicago
 - c. Annual, June 2018 – open – looking at four cities (Judy)
 - d. Winter, January 2019 – Atlanta
- 9. Review Speaker’s Lounge requirements and schedule
 - a. Some revisions made and sent out by Wade this week.
 - b. Everyone should be in the Speaker’s Lounge tomorrow (Saturday)
 - c. Still have a few programs for Sunday that are needed.
- 10. Confex Updates (Cox)
 - a. Reviewer import is now available
 - b. Working on getting staff more access to reports, not contact Confex exchange
 - c. Reviewer assignment report added
 - d. Automatic notices for status to CPRC and track chairs
- 11. Review Seattle wrap up session notes
 - a. On Atlanta Meeting Summary Sheet
- 12. Speaker Cost when there is more than 1 speaker for a session/paper. (Conlan)
 - a. Now just one speaker fee per presentation
 - b. Motion should be brought before entire committee to send something to members council
- 13. Speakers - are we willing to allow just the single session cost instead of the speaker cost if they don’t want to attend anything else? (Conlan)
 - a. See item 13 response
- 14. Author Information on last slide (Leach)
 - a. Co-authors information should be provided on the last slide
 - b. Motion to the full committee tomorrow.
- 15. David Underwood
 - a. Thanked committee
- 16. Other Business
 - a. Penalty for not uploading presentation by the stated date
 - i. Shapiro to present to the general committee
 - b. Offer templates to presenters that must be used starting with the Orlando Conference ad must be submitted in a powerpoint format
 - i. Leach, Debes Approved, 1 negative, 1 abstention
 - c. TC 2.8 looking to put together programs on Blue is the New Green, possible track in Las Vegas
- 17. Adjournment

ATTACHMENT B

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2014 – 2015
 Chair: Wade H. Conlan
 Vice Chair: Sarah Maston

Objective	Planned Completion Date	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Reference Manual and/or Operations Manual	June, 2015	None	CEC Chair, Vice Chair, Past Technical Chairs & Staff	None
2. Develop long-range committee plan, to properly address the Specialty Conferences Sub-Committee growing needs.	June, 2015	None	CEC Chair, Specialty Conference Chair, Staff	None
3. Analyze a method for reduced conference fees for those from developing countries.	June, 2015	None	CEC Vice Chair, Annual/Winter Subcommittee Chairs & Staff	None
4. Develop a method to have a Conflict of Interest and/or Source of Funding to be identified for papers, seminars, workshops to provide transparency for the viewer/reviewer.	Mar 2014 for Winter 2016 Use	None	Annual/Winter Subcommittee	None
5. Improve the interface for the speaker, session chair, reviewers, etc...through improvements to available training, system improvements, and other yet unidentified items.	on-going	None	Annual/Winter Subcommittee	None
6. Improve the Virtual Conference to get a larger audience and branding/marketing in different methods.	June, 2015	None	Chair, Vice Chair, and Staff	None
7. Create and implement an Annual and Winter Conference Speakers list for the CTTC	February, 2015	None	Chair, Vice Chair, and Staff	None