

CONFERENCES AND EXPOSITIONS COMMITTEE

Minutes from the
Meeting of June 25, 2016
St. Louis, Missouri

Members Present

Sarah Maston, Chair
Jon Cohen, Vice Chair
Dennis Alejandro
Chris Balbach
Dimitris Charalambopoulos
David Claridge
Michael Collarin
Carrie Anne Crawford
Chuck Curlin
Kevin Gallen
Thomas Kuehn
Jennifer Leach
James Liston
Kevin Marple
Cynthia Moreno
Corey Metzger
Alan Neely
Ann Peratt
Frank Schambach
Leon Shapiro
Jeff Spitler
Samir Traboulsi
Wade Conlan, Consultant

Members Absent

Rocky Alazazi
Bill Dean
Gary Debes
Jason DeGraw
Rachel Romero

Guests

Vikrant Aute
Melanie Derby
Dave Fagotti
Joe Firrantello
Bill Harrison
Bill Klock
Leticia Neves
Kimberly Pierson
Ashish Rakheja
Theresa Weston

Staff

Joyce Abrams
Tiffany Cox
Tony Giometti

Call to Order

Ms. Sarah Maston called the meeting to order at 8:20 am.

1. Approval of January 23, 2016 CEC Minutes

Motion 1: It was moved by Mr. Jon Cohen and seconded by Mr. David Claridge that the minutes be approved.
Vote: 20-2-0, CNV. Passed

2. Joint Expo Policy Committee Report

Mr. Bill Harrison gave an update on the 2015 AHR Expo Mexico and the 2016 AHR Expo. He said both shows have done well, and the technical program at the AHR Expo Mexico has been successful. He also outlined the rotation of AHR Expo Mexico over the next several years. He said the committee was working on a document that would describe a policy for when ASHRAE chapters hold exhibitions or participate in shows outside North America. He noted that there will be residential sessions at the 2017 AHR Expo.

Action Item 1: Mr. Harrison will ask JEPC for guidance on what programs to have at future shows.

Mr. Dimitris Charalambopoulos said that there should be an Expo outside of North America and recommended that if ASHRAE is going to organization conferences outside North America, it should become more involved and not have the chapter run everything. Mr. Harrison agreed, but said that in the Middle East, it is difficult because chapters support expositions that are organized by competitors to the AHR Expo management company. Mr. Dimitris reiterated that ASHRAE should have a regional conference, not just a chapter event.

3. BOD ExO Report

Mr. Bill Klock presented a PowerPoint presentation on the Society's recent activities. The Society completed a marketing study that examined ASHRAE and serving its members around the world and that the report is going to be presented to the Board at this meeting.

4. Host Committee Report

2017 Winter Conference – Conference Co-Chair Dave Fagotti said that the ASHRAE conference will take place in Caesars Palace Hotel. He said that the location will allow the attendees to be able to walk everywhere. He said the host committee is organizing technical and social tours and events (Hoover Dam, City Center, the Arena, a thermal-solar generating plant). He said that the Welcome Party and Members Night Out will take place in Caesars Palace.

5. ExCom Report

Ms. Maston presented the CEC ExCom report from the meeting of June 24, 2016. See Attachment A.

Motion 2: Ms. Maston moved and Mr. Claridge seconded that CEC approve enhancing the Smart Start Program by incorporating reduced conference registration fees for SSP members at the established "Speaker" registration rate beginning with the 2017 Annual Conference in Long Beach.

Background

The motion addresses the Members Council referred motion from Region II (Hamilton Chapter) Motion 14 (11/5/2015). CEC also recommends that:

1. SSP include mentoring for these members so that they are encouraged to stay active within ASHRAE.
2. Work with Chapters to guide new members in finding fiscally responsible ways to attend the conferences.

It was suggested that these people could work the conference in some way. It was noted that the host committee rounds out the monitors, and that should continue to be the focus so that the local membership be encouraged to attend the conference.

Vote: 21-0-0, CNV. Passed

To enhance the technical program for the attendee's benefit, ExCom proposed adding two new program types for the winter and annual conferences: panel discussions and debates. Although these types of programs have been presented at these conferences, guidance has not been provided on describe them nor a formal way to accommodate the submittal of these programs into the program database. ExCom recommends that this be implemented for the 2017 Annual Conference in Long Beach. A straw vote was taken on adding these program types, and the vote as unanimous.

Action Item 2: Staff will add "Panel Discussion" and "Debate" to the program types offered at the 2017 Annual Conference.

6. Annual and Winter Subcommittee

Mr. Leon Shapiro presented the Annual and Winter Subcommittee report.

He updated the committee on the status of the 2016 Annual, 2017 Winter and 2017 Annual Conferences.

He reviewed the discussion that took place during the subcommittee meeting:

- Recommend that the three-strike policy be instituted for Las Vegas.
- Implement the bias disclosure policy for Las Vegas.
- Encourage the use of live polling by the speakers to provide a new element to their presentation.
- The conference paper review process was discussed. It was recommended that authors work with their supporting organization to clean up grammar, syntax, etc.

Action Item 3: Staff will have a separate computer in the speaker's lounge for photos only.

7. Specialty Conferences

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

- The 6th International Conference on Energy and Research Development took place March 14-16, 2016, Kuwait. The conference was attended by some 150 attendees primarily from the Middle East. The conference was heavily supported by Kuwait University.
- ASHRAE IAQ Conference: Defining Indoor Air Quality – Policy, Standards and Best Practices, Sept. 12-14, 2016, Alexandria, VA. The conference has about 50 papers under review. The steering committee has organized sessions and invited speakers, and a call for presenters has resulted in additional presentations.
- Second Efficient Building Design Conference, September 22-23, 2016, Beirut, Lebanon. About 40 papers are under review and the keynote speakers have been identified. The conference is supported by and takes place at the American University of Beirut.
- Second ASHRAE and IBPSA-USA SimBuild 2016: Building Performance Modeling Conference will take place August 10-12, 2016 in Salt Lake City, Utah. The scientific committee is reviewing about 60 papers and about 50 presentation proposals have been received and are undergoing review.
- Second International Conference on Energy and Indoor Environment for Hot Climates, February 26 - 27, 2017, Doha, Qatar. The conference is being supported by the ASHRAE Qatar Oryx Chapter and Qatar University. About 70 papers are currently undergoing review.
- Sustainable Management of Refrigeration Technologies in Marine and Off-Shore Fisheries Sectors, April 6-8, 2017, Bangkok, Thailand. UNEP, ASHRAE, IIR and UNIDO are organizing the conference. ASHRAE is chairing the Technical Committee, which is responsible for setting the technical program.

The following conferences are proposed:

- Second ASHRAE Developing Economies, November 2017, India

Mr. Samir Traboulsi suggested that perhaps UNEP could help coordinate the navy conferences that take place in Greece. Mr. Charalambopoulos said that a problem the specialty conferences face is that they lack exposure and it is hard to reach outside of its own internal audience.

8. TAC/CEC Breakfast Update

Mr. Cohen said that TAC has requested data for the past five years to better understand how technical committee submissions have been and how they can be improved.

9. CEC MBOs for 2015-2016

Ms. Maston updated the committee MBOs for 2015-2016. See Attachment B.

10. Adjournment

Ms. Maston adjourned the meeting at noon.

Respectfully submitted,



Anthony Giometti
CEC Staff Liaison

Conferences and Expositions Committee
Executive Committee

Report to the

Conferences and Expositions Committee

Saturday, June 24, 2016

Action items

1. ExCom moves that CEC approves enhancing the Smart Start Program by incorporating reduced conference registration fees for SSP members at the established “Speaker” registration rate beginning with the 2017 Annual Conference in Long Beach.

Background

The motion addresses the Members Council referred motion from Region II (Hamilton Chapter) Motion 14 (11/5/2015). CEC also recommends that:

1. SSP include mentoring for these members so that they are encouraged to stay active within ASHRAE.
2. Work with Chapters to guide new members in finding fiscally responsible ways to attend the conferences.

Information Items:

1. ExCom addressed the current CEC policy that requires authors to present their paper at the conference in order for the paper to be published in the conference proceedings. Authors outside of North America have requested exemptions to the policy either because they could not obtain a visas or could not afford to pay for travel to the conference. Ideas for using presentation technology were discussed. ExCom will find out how other societies address this situation. Ms. Maston will contact ASME, IEEE and AIA.
2. ExCom discussed an idea from the Technical Activities Committee to possibly limit the time and/or number of TC subcommittee meetings held during the winter and annual conferences for the purpose of reducing the number of rooms required for the conferences and therefore making more cities eligible to host the conference. It was determined that reducing the number of TC subcommittee meetings would not have a significant impact on this.

3. ExCom discussed a request from a Technology Council subcommittee to identify technical program sessions that would count toward maintaining an ASHRAE Certification. ExCom supports the idea. The Certification Committee is considering this request at the same time.
4. ExCom intended to discuss new program types, such as panel discussions and debates. See Attachment A.
5. Staff will continue to explore bids for cities to host the 2020 Annual Conference (Austin and Phoenix) and the 2021 Annual Conference (Austin, Boston, Nashville, Minneapolis and New Orleans).
6. Future Annual and Winter Conference Sites
 - a. Winter, January 2017 – Las Vegas
 - b. Annual, June 2017 – Long Beach
 - c. Winter, January 2018 – Chicago
 - d. Annual, June 2018 – Houston
 - e. Winter, January 2019 – Atlanta
 - f. Annual, June 2019 – Kansas City
 - g. Winter, February 2020 – Orlando
 - h. Winter, January 2021 – Chicago

Proposed New Program Types

- **Panel Discussion**

Panel discussions can feature a broad range of subjects and explore different perspectives on issues in the industry. For example, a panel may feature discussions about integrated project delivery among designers, builders, and facility management professionals.

Setup: Panel Title, Chair, Panel Abstract, Panelists

Chair (serves as “moderator”)

- Will upload PowerPoint to cover an overview of the panel. Can include intros; 2-3 slides/panelist. Slides presented at the beginning of the session only.

3-4 panelists listed

- No individual presentation titles and abstracts; no individual PowerPoint presentations

Session can be 60 or 90 minutes in length

Session will be recorded for the virtual conference

Do NOT include learning objectives or question-and-answer sets in the submission process

- Not eligible for GBCI or AIA credit

- **Debate**

Debates highlight hot-button issues. Industry experts, either on teams or individuals, argue different sides of an issue. Previous debates have included the Fellows’ Debate, which argued ‘Is Sustainability really Sustainable?’ at the 2013 ASHRAE Winter conference.

Setup: Debate Title, Chair, Debate Abstract, Participants

Chair (serves as “moderator”)

- Can upload a PowerPoint presentation to introduce the debate.

3-6 participants listed

- No individual presentation titles and abstracts; no individual PowerPoint presentations

Session can be 60 or 90 minutes in length

Session will be recorded for the virtual conference

Do NOT include learning objectives or question-and-answer sets in the submission process

- Not eligible for GBCI or AIA credit

ATTACHMENT B

Committee Objectives

Committee: Conferences and Expositions Committee

Year: 2015 - 2016

Chair: Sarah E Maston

Vice Chair: Jon Cohen

Objective	Planned Completion Date	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents and New Member Handbook.	June 2016	None	CEC Chair, Vice Chair, Past Technical Chairs & Staff	None
2. Develop long-term succession plan to properly address the Specialty Conferences Sub-Committee growing needs.	June 2016	None	CEC Chair, Specialty Conference Chair, Staff	None
3. Implement the Potential Sources of Bias Disclosure policy for papers, seminars, and workshops to provide transparency for the viewer/reviewer.	June 2016	None	Annual/Winter Subcommittee	None
4. Improve the interface for the speaker, session chair, reviewers, etc...through improvements to available training, website information, and emails.	on-going	None	Annual/Winter Subcommittee	None
5. Improve the Virtual Conference to get a larger audience and branding/marketing in different methods.	June 2016	None	Excom and Staff	None
6. Create and implement an Annual and Winter Conference Speakers list for the CTTC.	June 2016	None	CEC and Staff	None