

## CONFERENCES AND EXPOSITIONS COMMITTEE

Minutes from the  
Meeting of January 23, 2016  
Orlando, Florida

### Members Present

Sarah Maston, Chair  
Jon Cohen, Vice Chair  
Dennis Alejandro  
Chris Balbach  
Dimitris Charalambopoulos  
David Claridge  
Doug Cochrane  
Michael Collarin  
Carrie Anne Crawford  
Gary Debes  
Kevin Gallen  
Thomas Kuehn  
Jennifer Leach  
James Liston  
Kevin Marple  
Corey Metzger  
Cynthia Moreno  
Alan Neely  
Ann Peratt  
Rachel Romero  
Frank Schambach  
Leon Shapiro  
Jeff Spitler  
Samir Traboulsi  
Wade Conlan  
Bill Dean, BOD Ex-O

### Members Absent

Chuck Curlin  
Rocky Alazazi  
Jason DeGraw

### Guests

Bill Harrison  
Nohad Boudani  
Saleh El Zein  
Doug Cochrane  
Anne Smith  
Jessica Mangler  
Vinny Stanec  
Nicholas Kouzacos  
Michael Cooper

### Staff

Tiffany Cox  
Tony Giometti

## Call to Order

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

### 1. Approval of June 27, 2015 CEC Minutes

In item 7 – ExCom Report, third paragraph, the first sentence was edited as follows:

Mr. Conlan said that ExCom voted to not change the description of the award because the other awards do not have ~~have~~ descriptors for the people named.

**Motion 1:** It was moved by Mr. David Claridge and seconded by Mr. Gary Debes that the amended minutes be approved.

Vote: 20-2-0, CNV. Passed

### 2. Joint Expo Policy 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. He also outlined the rotation of AHR Expo Mexico over the next several years.

### 3. BOD ExO Report

Mr. Bill Dean presented a PowerPoint presentation on the Society's recent activities.

### 4. Host Committee Reports

2016 Winter Conference – Mr. Wade Conlan said that the chapter had completed a \$410K sustainability project. All the tours and events are doing well.

2016 Annual Conference – Mr. Vinny Stanec, Host Committee Chair, said the committee has been planning for a year-and-a-half. The Welcome Party will be at the Missouri History Museum. The tours are booked. Some 40 session monitors are in place. There will be an after party following the Welcome Party with the proceeds going to ASHRAE research. A sustainability project has received volunteers from the student chapter and consulting engineers but someone to do the work has yet to be lined up.

### 5. ExCom Report

Ms. Maston presented the CEC ExCom report from the meeting of January 22, 2016.

**Motion 2:** Ms. Maston moved and Mr. Cohen seconded that CEC approve the following changes to the Commercialism Policy:

- a. In the "What Is Allowed" section
  - c. Presentations may include a one-time reference to commercial software products and may include performance data if the inclusion of such references and data is necessary to illustrate use of the software.
- b. In the "Policy Enforcement" section
  - a. The Conferences and Expositions Committee coordinates the review of all papers and presentations prior to publication or presentation. The Committee shall review all presentation materials. Nonconforming items within the presentation materials must be ~~deleted~~ corrected by the presenter or the material will not be allowed to be presented.

Vote: 22-0-0, CNV. Passed

Ms. Maston moved three motions that were referred to CEC from Members Council:

**Motion 3:** ExCom moves that CEC approve the following response to the Members Council referred motion from Region V (Cleveland Chapter) – Motion 13e (11/5/2015) that ASHRAE allow chapters to use Society Meeting Virtual Presentations in Chapter/Section Meetings:

The license for the Virtual Conference and Seminar DVD allows for the purchaser to show the presentations on their computer at meetings. Any additional changes to the license should be directed to the staff responsible for licensing in the Publications and Education Department.

**Motion 4:** ExCom moves that CEC approve the following response to the Members Council referred motion from Region VII (West Virginia Chapter) – Motion 13f (11/5/2015) that ASHRAE allow chapters use of Society Meeting Virtual Presentations in Chapter/Section meetings.

The license for the Virtual Conference and Seminar DVD allows for the purchaser to show the presentations on their computer at meetings. Any additional changes to the license should be directed to the staff responsible for licensing in the Publications and Education Department.

**Motion 5:** ExCom moves that CEC approve the following response to the Members Council referred motion from Region X (San Diego Chapter) – Motion 15 (11/5/2015) that a community volunteer event be added to the winter and annual meetings as an optional social (no cost) event beginning no later than Las Vegas Winter Meeting 2017 with an estimated cost of \$500 for marketing.

CEC is supportive of the idea and views this as a grassroots project that could be organized by the region or a chapter. The time involved in organizing a service project is considerable, and it would be the responsibility of the Host Committee to handle the additional responsibilities associated with this work, while meeting its responsibilities for the conference. In addition, service projects have multiple budget impacts that include transportation, supplies, management, permits, and t-shirts, among others. Typical costs for these elements are in the \$20K range.

Vote: 22-0-0, CNV. Passed

Ms. Maston said ExCom will require research of registration figures in order to address the following referred motion from Members Council: Region II (Hamilton Chapter) – Motion 14 (11/5/2015): That Society enrich the SmartStart Program (SSP) by adding reduced conference fees to the current reduced membership fees. Target SSP conference fee would be \$25 to \$100 for the first 3 years after graduation.

**Motion 6:** Ms. Maston moved and Mr Jon Cohen seconded that CEC approve the registration fees for 2017 Conferences: Las Vegas and Long Beach:

- Member Pre-Registration \$530
- Member On-site \$690
- Non Member Pre-Registration \$740
- Non Member On-site \$900
- Member One Day \$270
- Non Member One Day \$320
- Speaker \$135

Mr. Debes asked what the rates are for Life Members. It was explained that those rates are tiered at different dates. Mr. Dimitris Charalambopoulos asked if the rates could be lower. Ms. Rachel Romero asked that the Society look at conference pricing to make it less expensive. Mr. Samir Traboulsi asked to see the background on how the rates were determined. Ms. Maston said we can ask for that information.

Vote: 18-0-4, CNV. Passed

Ms. Maston next reviewed the information items discussed during the ExCom meeting:

- Staff will continue to explore bids for cities to host the 2020 Annual Conference (Louisville, Minneapolis and Austin) and the 2021 Annual Conference (Boston, Louisville, Salt Lake and Austin).

- ExCom discussed the conference paper review process in terms of how to improve the workflow. Mr. David Claridge noted that in the past, technical papers were scheduled in symposia sessions. Mr. Jeff Spitler noted that there is not that much difference between technical and conference papers. Mr. Cohen said that it would be mixing advanced papers with basic programs may result in lower ratings for speakers and the session.
- ExCom reviewed the notes from the Millennial Subcommittee recommendations.
- ExCom discussed creating a Student Paper Recognition program for papers submitted to winter and annual conferences.

## **6. Annual and Winter Subcommittee**

Mr. Tom Kuehn presented the Annual and Winter Subcommittee report. See Attachment A for the minutes.

He said a discussion on speakers who did not upload their presentations for a commercialism review took place. He requested that the chair appoint a subcommittee to address this issue. Ms. Maston appointed Mr. Leon Shapiro, Ms. Cindy Moreno, Mr. Corey Metzger and Ms. Carrie Ann Crawford.

## **7. Specialty Conferences**

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

- 6<sup>th</sup> 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. Professor Saleh El Zein from the American University of Beirut reported that 40 papers have been received and another 30 papers were expected. He said that the first conference in 2014 had good success. He invited the committee to attend the conference.
- Second ASHRAE and IBPSA-USA SimBuild 2016: Building Performance Modeling Conference will take place August 10-12, 2016 in Salt Lake City, Utah. The conference planning is proceeding well with a call for papers and call for presenters for the conference.

The following conferences are proposed:

- Jan. 9-12, 2017, Fisheries Conference, organized by UNEP, Thailand
- Second Hot Climates, February 2017, Qatar
- Developing Economies, November 2017, India
- UNEP Conference, Q4 2016

## **8. TAC/CEC Breakfast Update**

Mr. Cohen said that Ms. Kelley Cramm who is on TAC has been assigned as a liaison to CEC. TAC has initially asked for statistics from past conferences.

## **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

Conferences and Expositions Committee  
**Annual and Winter Conferences Subcommittee**  
Report to the  
Conferences and Expositions Committee  
Saturday, January 23, 2016

1. Conference Updates

- a. St. Louis Conference – Tom Kuehn reported that 82 papers are currently undergoing review but 33 papers did not have at least one reviewer assigned to the paper. A list of those papers were distributed and the committee signed up to review them. Notifications to authors is due Monday, Jan. 25. Program proposals are due Feb. 8. Revised papers are due Feb. 15. A discussion ensued on how to improve the conference paper review process, which included moving the date when papers are due back. (Secretary’s note: It was reported that half of the papers did not have two reviewers assigned to them prior to the actual receipt of the paper.)

**Action Item:** staff to investigate implementing a notification program when reviews are completed so that a CPRC can make a decision on a paper.

2. Recap of Recent Policies

- a. Policy for failure to upload: a three-strike policy had previously been discussed but a policy/implementation plan had not been developed. It was reported that only five presentations had not been uploaded for the Orlando Conference.

**Motion:** It was moved by David and Jen seconded that the chair appoint a task committee to address this issue and make a recommendation with an implementation plan by the St. Louis Conference. Vote: 19-0-0, CV PASSED

- b. Bias disclosure: this procedure is being implemented with the Las Vegas Conference for papers and presentations. An implementation plan has been put in place but procedures on how to move the bias disclosure into the actual presentations still needs to be developed.

- c. Live polling: This feature was made available to the Orlando Conference presenters, but only a few have implemented it. The committee should consider how to publicize/promote the use of this feature to speakers.

- d. Student Paper Recognition: The subcommittee’s general consensus was that this is a good idea.

- e. Subject Matter Expert Comp Registration: The policy was approved at the 2015 Annual Conference, but now the policy must be conveyed to the TCs. It is planned for implementation at the St. Louis Conference.

### 3. Open Roundtable Discussion

New members were encouraged to share ideas on how to make it easier for them to get up to speed on what their responsibilities are for CEC. Among the ideas were:

- a. Establish mentors: Kevin Marple was assigned to Leon Shapiro. Corey Metzger was assigned to Ann Peratt; Carrie-Anne Crawford was assigned to Rachel Romero.
- b. The new member training needs to be followed up with more in-depth training on particular responsibilities as appropriate as to when that work is about to be assigned to them.
- c. There should be more meetings in addition to those at the the winter and annual conferences.
- d. Appreciate that the MOP is short, but there needs to be more in-depth information available about what they need to do and when.

Respectfully submitted,

Tom Kuehn

**ATTACHMENT B**

Committee Objectives

Committee: Conferences and Expositions Committee

Year: 2015 - 2016

Chair: Sarah E Maston

Vice Chair: Jon Cohen

<b>Objective</b>	<b>Planned Completion Date</b>	<b>Fiscal Impact</b>	<b>Responsible Party</b>	<b>Cost Budgeted</b>
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