

## CONFERENCES AND EXPOSITIONS COMMITTEE

Minutes from the  
Meeting of June 24, 2017  
Long Beach, California

### Members Present

Jon Cohen, Chair  
David Claridge, Vice Chair  
Dennis Alejandro  
Vikrant Aute  
Chris Balbach  
Dimitris Charalambopoulos  
Michael Collarin  
Carrie Anne Crawford  
Chuck Curlin  
Gary Debes  
Jason DeGraw  
Melanie Derby  
Joe Firrantello  
Jennifer Leach  
James Liston  
Leticia Neves  
Kevin Marple  
Cynthia Moreno  
Corey Metzger  
Alan Neely  
Ann Peratt  
Ashish Rakheja  
Frank Schambach  
Leon Shapiro  
Sarah Maston, Consultant  
Bill Klock, BOD ExO

### Members Absent

Rocky Alazazi  
Kimberly Pierson

### Guests

Bill Harrison  
Theresa Weston  
Doug Cochrane  
Daniel Rogers  
Ashu Gupta  
Christine Reinders-Caron  
Will Mak  
Chad Powell  
Kristin Schaefer  
Maggie Moninski  
Bruno Martinez  
Rick Hermans

### Staff

Tiffany Cox  
Tony Giometti

### 1. **Call to Order**

Mr. Cohen called the meeting to order at 8:20 a.m.

### 2. **Approval of January 28, 2017 CEC Minutes**

**Motion 1:** It was moved by Mr. Curlin and seconded by Mr. Liston that the minutes be approved.

Vote: 19-0-1, CNV. Passed

### 3. **Joint Expo Policy Committee Report**

Mr. Bill Harrison said that the 2017 AHR Expo in Las Vegas set an all-time record for attendance and broke 500k sq. ft. He said the emphasis is no longer to grow the show but to increase the quality of the show attendees and not to increase the size beyond 550k sq. ft. Mr. Cohen said he is on a subcommittee to improve the attendee quality and expects to have the report by September 2017. Mr. Harrison said that only four cities can hold the expo – Chicago, Orlando, Atlanta and Las Vegas, and that there is some difficulty in booking the dates, which will move to earlier than usual and later than usual, in some cases a month later than normal. Mr. Rakheja said the India ACREX show is held during that same time period, and requested that the AHR Expo dates be moved away from the ACREX dates. Mr. Harrison said the AHR Expo Mexico show is doing well, and the 2018 show has 77k sq ft reserved already.

He said that the 2022 AHR Expo will take place in Las Vegas, which was a change. Also, in 2025, the AHR Expo may be held in late February because of difficulty in getting dates on Monday – Wednesday.

### 4. **Host Committee Report**

2018 Winter Conference – Conference Chair Mr. Will Mak and Mr. Chad Powell provided an update. The Welcome Party will take place at the Chicago Cultural Center and Members Night Out will be at the hotel, four technical tours are planned, and a sustainability project from 2015 is going to be added on in 2018.

The update on the 2018 Annual Conference in Houston was provided by Mr. Alan Neely. The Welcome Party is being planned at the Grove Restaurant outside of the hotel and that Members Night Out will be a play/theater at the hotel. In addition, Kristin Schaefer, Houston Chapter Student Activities Chair said she is exploring having STEM camps available for parents who may want to attend the conference with their families and give their children something to do during the day.

### 5. **BOD ExO Report**

Mr. Bill Klock presented a PowerPoint presentation on the Society's recent activities. He discussed new products that are available, the redesign of the ASHRAE Web site, the \$1.2 million research project on flammable, low GWP refrigerants and more social media activities.

### 6. **ExCom Report**

Mr. Cohen presented the ExCom report, which included the following:

- a. Addressed a request from a speaker who requested an exception to being recorded. The session had two other speakers who could fill the time if the speaker did not participate in the session. It was decided that the speaker sign the agreement to be recorded form as per the policy for all speakers. Secretary's Note: the speaker signed the form.
- b. Reviewed the referral from Publishing and Education Council: To recommend CEC consider renaming the research track at ASHRAE conferences to reference Science and Technology for the Built Environment (STBE). Discussions have been taking place between Reinhard Radermacher, editor, Science and Technology for the Built Environment and the Houston Conference Research Summit track. In addition, the item is being addressed by the A&W Subcommittee during its meeting.
- c. Reported that staff had compiled an extensive amount of information in response to a request from the Technical Activities Committee. Ten years' of data on the ratings and attendance at seminars and conference paper had been compiled as follows: five years of data before and five years after the 2010 Winter Conference were requested because that was the first conference CEC did not request the

- rankings by TCs of programs submitted by their TC. Additional data was compiled on five years of programs submitted by TCs and whether they were accepted for presentation or not.
- d. Announced a subcommittee had been formed to review how the committee should organize conferences. Mr. Cohen, Mr. Claridge, Mr. Firrantello, Mr. Marple and Ms. Derby would be working on this with staff.
  - e. Expressed the need to name a person to handle appeals by authors, reviewers, attendees, etc. on papers that are submitted for presentation at conferences. This person would be responsible for communicating, researching and deciding how to move forward in reaching a decision. The arbitrator would make a recommendation, and a vote would be taken and the results communicated back to the parties involved. The purpose is to respond to appeals expeditiously. Secretary's note: It was decided that Mr. Aute would be the arbitrator and the backup would be Ms. Derby.
  - f. Reported on a survey sent to authors to find out what they like and don't like about publishing with ASHRAE. The survey closes July 5. The goal is to increase the number of papers; only 19 technical papers were presented at the 2017 Annual Conference, a record low and a reflection a long downward trend.
  - g. Updated findings to replace the existing Confex abstract management software for reviewing abstracts, papers and program proposals to make it easier for authors, reviewers, speakers and CEC to interact with these conference-related components. One vendor is a frontrunner; however, it does not offer turnkey onsite or post conference services, so it is likely that Confex will be retained to provide these services.

#### Future Annual and Winter Conference Sites

- a. Winter, January 2018 – Chicago
- b. Annual, June 2018 – Houston
- c. Winter, January 2019 – Atlanta
- d. Annual, June 2019 – Kansas City
- e. Winter, February 2020 – Orlando
- f. Annual, June 2020 -- Austin
- g. Winter, January 2021 – Chicago
- h. Annual, June 2021 -- Phoenix
- i. Winter, January 2022 – Las Vegas
- j. Annual, June 2022 -- Toronto
- k. Winter, February 2023 – Atlanta

Mr. Cohen said that it would be likely the committee would start exploring cities for the 2023 Annual Conference in June 2018 but that would depend on the result of a Board initiative exploring if there should only be only a winter conference and not an annual conference.

**Action Item 1:** Mr. Giometti will send to ExCom the Board report exploring changing the two-conferences a year format of having a winter and annual to one conference a year.

#### 7. Annual and Winter Subcommittee

Mr. Collarin presented the Annual and Winter Subcommittee report. He reviewed the notes from the subcommittee's meeting on June 23, 2017.

He said that an action item was assigned to Mr. Vikrant Aute and Ms. Melanie Derby define a policy on the use of hyperlinks in presentations.

**Motion 2:** Mr. Aute moved and Ms. Derby seconded that a policy citing online references in papers be defined.

Ms. Derby said that there is a need to cite references to data that is only available online. There were some concerns that the links could lead to sites that could have commercialism in them, either deliberately, such as a promotion of a product, or indirectly, such as data that is generated from a manufacturer. Mr. Cohen asked if

benefit outweighs the risk. Mr. Metzger said that there are more references coming from the Internet. There were edits to the motion to require the use of full URLs and that static URLs should be used when possible. Vote: 23-0-0, CNV. Passed.

Mr. Collarin said that the 2018 Winter Conference in Chicago will feature two tracks presented at the AHR Expo at McCormick Place. The tracks are refrigerants and residential and programs in each track will be on Monday, January 22, 2018.

## 8. Specialty Conference Subcommittee

Mr. Balbach and Mr. Giometti provided the following update on specialty conferences.

- a. The following conferences took place between January 2017 and June 2017:
  - Second International Conference on Energy and Indoor Environment for the Hot Climates took place February 26-27, 2017 in Doha, Qatar. It was co-organized by ASHRAE, the Qatar Oryx Chapter and Qatar University for a second time. The conference theme is “Outdoor Cooling Technologies, Challenges, and Opportunities for the Hot Climates.” There were 28 conference papers presented, including 5 via Skype. The conference was attended by 150 registrants. The chapter handled all of the onsite logistics.
  - Sustainable Management of Refrigeration Technologies in Marine and Off-Shore Fisheries Sectors Conference took place April 6-8, 2017 in Bangkok, Thailand. The conference was co-organized by ASHRAE-IIR-UNEP-UNIDO. This was the first time ASHRAE has organized a conference with these organizations. The conference is being financially supported by UNEP. The conference was attended by 150 registrants.
  
- b. The following specialty conferences are in process:
  - ASHRAE Building Performance Analysis Conference takes place Sept. 27-29, 2017, in Atlanta, Ga. It is formerly known as the ASHRAE Energy Modeling Conference, and includes expanded subject matter on non-energy building performance analysis and simulation to appeal to designers and architects. The third annual ASHRAE LowDown Showdown modeling competition will take place during the conference.
  - Second Developing Economies Conference takes place Nov. 10 and 11, 2017, in Delhi, India. The conference theme is “Trends, Opportunities and Challenges for the Built Environment in Developing Economies.” The conference is co-organized by ASHRAE, the ASHRAE India Chapter and ISHRAE. This is the first time ASHRAE has organized a conference with these organizations. A call for presenters is currently open. Mr. Rakheja chaired the first conference and he is chairing this conference. More than \$100K in sponsorship money has been raised. The conference will include a session by the UN Environment.
  - 2018 Building Performance Analysis Conference and SimBuild, co-organized ASHRAE and IBPSA-USA, September 26–28, 2018 in Chicago, Illinois.
  - Third International Conference on Efficient Building Design – Materials and HVAC Equipment Technologies, October 4-5, 2018, Beirut, Lebanon
  
- c. The following specialty conferences are under consideration:
  - IAQ 2019
  - Buildings Envelope Conference, December 2019, in Clearwater, FL. This has been a U.S. DOE supported and organized conference in the past. ASHRAE and Oak Ridge National Laboratory would be co-organizers with DOE intending to provide financial support.

## 9. Indexing of ASHRAE Conference Proceedings

Mr. Aute said he, Ms. Moreno and Ms. Derby discussed what should be done to have papers presented at ASHRAE’s winter, annual and specialty conferences indexed. He said that technical papers are currently indexed but “conference” papers (single-blind, 8 pages in length, presented at winter, annual and specialty conferences) are not. The goal is to get them listed in the online libraries (such as Engineering Village) that Google search goes to those databases so that more visibility is provided to authors and ASHRAE.

**Action Item 2:** Mr. Aute and Ms. Derby will identify the top two indexes in which conference papers should be listed.

**10. MBOs**

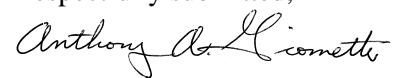
Mr. Cohen presented the status of the 2016-2017 CEC MBOs. See Attachment A.

Mr. Claridge introduced the 2017-2018 CEC MBOs. See Attachment B.

**11. Adjournment**

Mr. Cohen adjourned the meeting at noon.

Respectfully submitted,



Anthony Giometti  
CEC Staff Liaison

**ATTACHMENT A**

Committee Objectives  
 Committee: Conferences and Expositions Committee  
 Year: 2016 - 2017  
 Chair: Jon Cohen  
 Vice Chair: David Claridge

Objective		Planned Completion Date	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents and New Member Handbook.		June 2017	None	CEC Chair, Vice Chair, Past Technical Chairs & Staff	None
2. Create and implement an Annual and Winter Conference Speakers list for the CTTC.		June 2017	None	CEC and Staff	None
3. Develop engagement data and develop ways to increase TC engagement.		June 2017	None	ExCom and Staff	None
4. Implement Basecamp as a communication tool for ExCom and CEC.		January 2017	None	ExCom and Staff	None
5. Develop and implement a grassroots strategy for the technical program to increase attendance at conferences and provide value to members.		6/1/2017	None	CEC and Staff	None

Committee Objectives  
 Committee: Conferences and Expositions Committee  
 Year: 2017 - 2018  
 Chair: David Claridge  
 Vice Chair: Jennifer Leach

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