Conferences and Expositions Committee Meeting
Saturday, June 22, 2024
JW Marriott Indianapolis
Indianapolis, Indiana

Members Present	Members Absent	Guests	Staff
Raul Simonetti, Chair	Ahmed Abdelsalam	Jason Aphonso	Haley Booker-Lauridson
Maggie Moninski, Vice Chair	Atilla Biyikoglu	Doug Cochrane	Tony Giometti
Aaron Boranian	Robin Bryant	Michael Cooper	
Craig Bradshaw	Joe Chow	Anuj Gupta	
Kevin Brown	Jon Cohen	Richard Gunpat	
Cindy Callaway	Lina Maged Hashem	John Kuderer	
Kristen Cetin	Money Khanna	Li Song	
Brian Fronk	Ehab Mamdouh		
Ng Yong Kong			
Suzanne LeViseur			
Jim Liston			
Stephanie Mages			
Anoop Peediayakkan			
Bert Phillips			
Erik Sanchez			
Som Shrestha			
Vinod Venugopal			
Davide Ziviani			
Cheng Wee Leong, BOD ExO			

1. **Call to Order**
   Mr. Raul Simonetti called the meeting to order at 8:03 a.m.

2. **Approval of January 20, 2024 Minutes**
   Ms. Suzanne LeViseur moved and Mr. Brian Fronk seconded to approve the minutes from the January 20, 2024 meeting. VOTE: 17-0-0, CNV. Passed

3. **BOD ExO Comments**
   Mr. Cheng Wee Leong presented the ASHRAE Leadership Presentation, a wide-ranging and in-depth view of the Society's activities since January 2024. He emphasized the 'Society Snapshot,' the work on the Strategic Plan, which will be announced at the 2025 Winter Conference, the new Center for Excellence in Building Decarbonization (CEBD), the new ASHRAE Region XV, membership, publications and the 2024-2025 Society theme, 'Empowering Our Workforce: Building a Sustainable Future.'

4. **Host Committee Reports**
   2025 Winter, Orlando. Jason Aphonso emphasized the experience of the host committee as well as its succession plan to be ready for the 2025 Winter Conference and for future conferences in Orlando. He said the Welcome Party is planned for the Orlando Auto Museum at Dezerland and Members Night Out will feature the Bay Kings Band. Tours are being planned for the Kennedy Space Center, Epic Universal District Energy plant, Florida Solar Energy, OUC Gardenia Innovation plant and the Orange County Convention Center.

   2025 Annual, Phoenix. John Kuderer, co-chair of the host committee said they have lined up 20 volunteers and are observing at the 2024 Annual Conference to better prepare hosting the 2025 Annual Conference.

5. **2024 Annual Conference, Indianapolis**
Mr. Brian Fronk reported that the conference successfully completed the more-aggressive paper review schedule for the benefit of authors. There are 60 papers accepted for the conference, and all but 40 presentations have been uploaded for a commercialism review. The student papers were reviewed for awards, and there was one overall winner and two honorable mentions. All authors were given oral presentations.

6. **2025 Winter Conference, Orlando**
Mr. Som Shrestha reported that 297 conference paper abstracts were received, the most for a winter conference, and most have been reviewed. Program proposals are due August 2, 2024 and papers are due September 4th. First reviews on papers are due September 27th. Authors will be given the option to pick oral or poster presentations.

7. **2025 Annual Conference, Phoenix**
Mr. Craig Bradshaw reported that the tracks have been selected, been reviewed by the Technical Activities Committee and track chairs will be assigned shortly.

8. **Subcommittee Reports**
   a. **CEC Executive Subcommittee**
   Mr. Simonetti said that the 2024 Annual Conference had 9 sponsors, which raised $86K with $71K net to the Society, a record amount for an annual conference. Also, for the first time, CEC is putting two conferences on at the same time and in the same location. The 2024 Annual Conference is being co-located with the Conference on Integrated Design, Construction and Operations (CIDCO). The CIDCO conference will take place in two of the technical program rooms on Monday, June 24 to Wednesday, June 26.

   b. **Topical Conferences Subcommittee**
   Mr. Davide Ziviani updated the committee on the conferences in process and proposed conferences.

   Topical Conferences in Process
   i. September 26-27, 2024, Women in ASHRAE Leadership Symposium, Chicago, IL. The program is set.
   ii. October 3-4, 2024 – 6th Conference on Efficient Building Design, American University of Beirut, Beirut, Lebanon. There were fewer papers submitted for this conference and because of the conflict in the Middle East, this conference will be presented in hybrid – in-person and online live streaming.
   iii. October 21-23, 2024 – 2024 ASHRAE Decarbonization Conference: Decarbonizing Existing Tall Buildings, New York City. The technical program will be posted in July 2024. Also, on the day before the conference starts, Sunday, October 20, a Workforce Development Summit will held.
   iv. April 23-24, 2025, Third International Conference on Energy and Indoor Environment for Hot Climates, Doha, Qatar. A call for papers is currently open.
   v. June 2025 – Industrial Ventilation Conference co-located with the 2025 Annual Conference (tracks only), Phoenix, AZ. This track has been incorporated into the 2025 Annual Conference. However, there will not be a separate conference – no separate registration, signage or events.
   vi. September 24-26, 2025 – IEQ 2025, Montreal, QC, Canada. A call for papers is currently open.
   vii. December 8-11, 2025 -- Buildings XVI, Clearwater, FL. A call for papers will be announced in July 2024.

   Topical Conferences Proposed
   i. October 2025, 2025 ASHRAE Decarbonization Conference, Chicago, Illinois

   In addition, the following conferences were put on since the 2024 Winter Conference:
   i. April 17-19, 2024 -- ASHRAE International Conference on Building Decarbonization, Madrid. The conference was organized in conjunction with the Spain Chapter. There were 220 attendees from 28

countries and included 103 speakers. 43 papers were presented. There were 17 sponsors and $165K, a record sponsorship level for conferences.

c. **Joint Exposition Policy Committee**

Mr. Michael Cooper prepared a report and it was presented by Ms. Maggie Moninski. She said the 2025 AHR Expo has nearly 500K of exhibit space sold and is expected to exceed the 2020 Expo held in Orlando. There is not an AHR Expo Mexico show in 2024 – the next one will take place in September 2025 in Monterrey and has already exceeded all previous show bookings in Mexico. Negotiations are continuing with Las Vegas, which has loosened its demand for a show every other year and has agreed to every three years. Chicago, Orlando and Las Vegas will comprise the three-city rotation for hosting the AHR Expo.

d. **Operations Subcommittee**

Ms. Moninski reported on activities of the subcommittee. One of the items is to bring forth editorial changes that need to be made to the CEC Manual of Procedures. She moved that the following two changes to the MOP be approved (strikethrough indicates deletion; double underscore indicates additions):
SECTION 3 – CONFERENCES AND EXPOSITIONS COMMITTEE RESPONSIBILITIES
3.1 The Conferences and Expositions Committee shall provide ASHRAE members and other meeting attendees with fully coordinated, cost effective meeting experiences with balanced technical and business/professional content. The committee shall prepare technical ~~presentations~~ conferences and expositions that expand on ASHRAE's position as leader in the HVAC&R industry, provide technology transfer of new innovations in the HVAC&R industry.

SECTION 5 – CEC CHAIR
The CEC chair is responsible for overall operations of the committee, serves as a voting member of Members Council, and serves as a non-voting member of the Joint Exposition Policy Committee.

Vote: 16-0-0, CNV. Passed

Also, she said work needed to be continued on updating training materials, including creating training videos for session chairs.

e. **Paper Submission ad hoc Subcommittee**

Ms. Kristen Cetin gave the latest update on the ad hoc's activities since it was started in October 2023. She said the condensed, tight schedule created for the 2024 Winter Conference was tweaked for the 2024 Annual Conference and has been applied to the 2025 Winter Conference. She said a Research Summit had been organized for the 2024 Annual Conference but noted that there are more researchers at the winter conference and suggested that a Research Summit be organized only for winter conferences. Papers are still being reviewed from the 2023 Winter Conference that were invited to submit a paper for ASHRAE's journal, Science and Technology for the Built Environment. Staff is implementing DOI (Direct Object Indicator) for accepted papers at winter, annual and topical conferences from 2023 forward. Also, staff will make a priority getting the papers accepted for winter and annual conferences posted online sooner. The ad hoc will next consider eliminating the questions and answers option for approved technical papers. Lastly, to give greater recognition to people who review papers, a new Reviewer ribbon was made available at the 2024 Annual Conference for the first time.

9. MBOs

Mr. Simonetti reviewed the committee's MBOs for 2023-2024. See Attachment A.
Ms. Moninski reviewed the committee's MBO's for 2024-2025. See Attachment B.

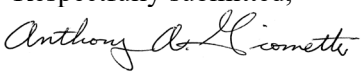
10. New Business

Mr. Aaron Boranian brought up the idea of getting engagement in new programs, such as a Lightening Round or a Networking session. Ms. Moninski said she would start a discussion with CEC ExCom.

11. Next Meeting
Saturday, February 8, 2025 – Orlando, Florida

12. Adjournment
Mr. Simonetti adjourned the meeting at 10:06 a.m.

Respectfully submitted,



Anthony A. Giometti

MBO Submission to Planning 9/8/2023

Council:	Reporting to Members Council	**Chair:**	Raul Simonetti
Committee:	Conferences and Expositions	**Vice-chair:**	Maggie Moninski

MBO #	Description	Metric	Completion % /Date	Financial Assist Req'd?	MBO Comments	MBO Updates
		(how do we determine success?)				
1	**Improving CEC operations through more structured information distribution and storage**	CEC's basecamp reorganized	12/31/2023	NO	Avoid duplicates, rename directories to meaningful names, standardize structures and sub-structures as much as possible	The Basecamp is reorganized and structured, with old files being archived and current files being updated. It will be a work-in-progress to keep the Basecamp organized as more files are added.
2	**Streamlining review process for papers and presentations through automation**	Prompt feedback to authors; Reducing number of review iterations, MDK: what is the metric, are there issues with our paper review system service provider?	12/31/2025	POSSIBLE?	Partially automate the presentation review process so as to better utilize volunteer time and reduce number of review cycles. This will also help improve the overall conference speaker/author experience, encourage future ASHRAE participation. May need financial assistance for implementation. Delayed to 2025 due to merging of US sw provider with German HQ.	This is delayed to 2025, due to the vendor completing a merger.

3	**Selecting the conference chairs for the 2026 Winter and 2026 Annual Conferences.**	Complete selection of chairs	12/31/2023	NO	Complete assignments to allow for early planning to begin for these conferences.	2026 Winter and Annual Chairs have been selected.
4	**Applying DEI Initiatives to conference programs**	Diversity of speakers, sessions, and topics. MDK: what is the metric or what data will be gathered to determine success?	6/30/2024	NO	The committee looks forward to receiving additional guidance from the society level DEI committee.	This is an ongoing process. The technical program page of conferences encourages submitters to consider DEI when selecting speakers.
5	**Improving the quality of papers and programs submitted for conference attendees**	Change the award for Technical Paper Award to Best Paper Award, update the 3-Strike Policy and have it implemented	6/30/2024	NO	The need to change the award name comes from the fact that Technical Papers are not in the conferences's scope anymore. Changes already approved by Op Sucomm on 6/6/23 to be voted on by the Full CEC during the 2023 Annual Conference in Tampa, then to be implemented.	The award has been renamed and broadened to include conference papers and technical papers. The 3-strike policy has been implemented, with a spreadsheet to track the strikes.
6	**Improving author experience through more effective committee member training**	Reducing the number of review iterations by providing more consistency in review comments	6/30/2024	NO	2 non-compliant papers + 2 compliant papers + 2 non-compliant slides + 2 compliant slides shall be selected from a previous conference. A senior reviewer shall train all CEC members to properly review those documents and implement a 2-stage review process by highlighting how to do reviews, what to look after,	2-step review process for PPT reviews has been enacted so that senior reviewers may make additional comments before sending the PPT back to the speaker for revisions.

					and why they are compliant or not.	
7	**Aligning conference programs with targeted conference attendees**	Comparing attendees to the target type of audience; MDK: we should be using specialty conferences as a vehicle to recruit new members. At the conferences I have attended, often 50% of the attendees are not members. We used to have a policy to include 1-year membership to conference attendees. What are we doing to try and recruit attendees to members?	6/30/2024	NO	1st step: identifying the target audience 2nd step: defining the tracks 3rd step: collecting data 4th step: analyzing data 5th step: improving, loop to 1st step	Currently collecting and analyzing data about the audience that already attends W&A conferences to provide a benchmark for further experimentation.

2024-2025
Members
Council
MBOs

Last Update 6/22/2024

Council: Members Council **Chair:** Maggie Moninski

Committee: Conferences & Expositions Committee **Vice-chair:** Kristen Cetin

MBO #	Description	Measurable Metric	Completion % /Date	Financial Assist Required
		(how do we determine success?)		
1	Review our programs, budget and expenses and make recommendations to the Planning Subcommittee by the Winter Meeting.		Winter Conference 2025	No
2	Provide input to the Membership Promotion Committee on alternative methods for promoting the value and benefits of employee participation in ASHRAE and to encourage sponsorship and support for their employees.		Winter Conference 2025	No
3	Identify and recommend additional ways of promoting inclusion and fostering community and networking within ASHRAE in general, and within their function specifically.		Annual Conference 2025	No
4	Improving author experience through more effective committee member training and session chair training		Annual Conference 2025	

5	Streamlining review process for papers and presentations through automation		Annual Conference 2025	
6	Select technical chairs for Winter 2027 and Annual 2027 Conferences		Annual Conference 2025	
7	Aligning conference programs with targeted conference attendees (and why people may not present at the conferences)	Keep using collected data to analyze who does (and doesn't) attend these conferences	Annual Conference 2025	