

Conferences and Expositions Committee Meeting

Saturday, June 21, 2025

Sheraton Phoenix

Phoenix, Arizona

DRAFT MINUTES

Members Present

Maggie Moninski, Chair
Kristen Cetin, Vice Chair
Atilla Biyikoglu
Aaron Boranian
Craig Bradshaw
Anuj Guta
Robin Bryant
Cindy Callaway
Haotian Liu
Jon Cohen
Suzanne LeViseur
Jim Liston
Stephanie Mages
Erik Sanchez
Som Shrestha
Davide Ziviani
Haotian Liu
Richard Gunpat
Ehab Mamdouh
Mikael Salonvaara, Incoming
Dennis Alejandro, Incoming
Mike Bilderbeck, Incoming
Ahmed Elatar, Incoming
Jeslu Jacob, Incoming
Raul Simonetti, Incoming
Cheng Wee Leong, BOD ExO

Members Absent

Ahmed Abdelsalam
Brian Fronk
Joe Chow
Kevin Brown
Ng Yong Kong
Li Song
Vinod Venugopal
Joshua Vasudevan

Guests

Bassel Anbari
Doug Cochrane
Michael Cooper
Danielle Passaglia
Linda Lee

Staff

Haley Booker-Lauridson
Ragan McHan
Selina Parks

1. Call to Order

Ms. Maggie Moninski called the meeting to order at 8:00 a.m. MST.

2. Approval of February 8, 2025 Minutes

Ms. Robin Bryant moved, and Mr. Jon Cohen seconded to approve the minutes from the February 8, 2025, meeting. **VOTE: 19-0-0, CV. 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 February 2025. He provided an overview of the 2025-2028 Strategic Plan and gave an update regarding the new marketing slogan incorporating "global environment" into the tagline. Mr. Leong also gave the committee an overview of the new proposed membership model approved by the board and informed the committee that a 2/3 vote will be required to pass the new membership model. Mr. Leong thanked the committee and notified the group that Mr. Bassel Anbari will be the committee's new ExO starting July 1.

4. Host Committee Reports

The plan for the 2026 Winter Conference in Las Vegas is well under way. The Welcome Party will take place at Caesar's Palace. The committee is working to plan exciting tours, recruit volunteers and finalize Members' Night Out entertainment.

The 2026 Annual Conference host committee planning is going well. The Welcome Party will take place at the Bulloch Museum; the entertainment chair is working to finalize entertainment for Members' Night Out. Volunteer engagement is strong.

Ms. Danielle Passaglia, general chair, gave the host committee report for the Winter 2027 Conference in Chicago. The committee is currently reviewing proposals for the Welcome Party. Positive feedback was received for the Old Post Office in 2024, but the committee wanted to look at an option to provide a new experience for attendees. The top option is the Carnivale restaurant. The committee is looking to do a buy out with the option for aerial performers. Bi-monthly meetings are scheduled to start sorting out tours and the committee is open to all feedback.

Mr. Michael Cooper, general chair, attended and gave the New Orleans host committee report for the 2027 Annual Conference. The committee is planning a non-traditional hospitality suite by renting out a balcony on Bourbon Street. The committee is looking at Mardi Gras World for the Welcome Party and Pat O'Briens for Members' Night Out. The committee is looking to raise 75-100k for society level sponsorship.

5. 2025 Annual Conference, Phoenix

Mr. Craig Bradshaw, 2025 Annual Conference Chair, thanked CEC for everything building up to the conference including reviews of abstracts, papers, and presentations. The Phoenix program was made up of 116 sessions. 70 presentations still required a final approval on June 21. Craig requested help from the committee for Saturday afternoon to finalize the reviews. The conference was not networked, no same-day presentation uploads would be allowed. Craig informed the committee to reference the Excel document provided by Ms. Booker-Lauridson as a resource for incomplete reviews and requested the form be transferred to a live document.

Ms. McHan gave an update on registration. As of Friday, June 20, the total registration count was 1159 (7 lower than Indianapolis) for full registered attendees. The total count was 1581 including committee only registrants.

6. 2026 Winter Conference, Las Vegas

Mr. Aaron Boranian, 2026 Winter Conference Chair, gave an update on the 2026 Winter Conference in Las Vegas. The deadline to review paper abstracts was the week of June 16. The track chairs still had many to complete as of June 21. CEC volunteered to review onsite in Phoenix so notifications could go out to authors by the end of June. The Confex site for program submissions opened on time in advance of the 2025 Annual Conference.

7. 2026 Annual Conference, Austin

Ms. Cindy Calloway, 2026 Annual Conference Chair, gave an update on tracks. The conference tracks completed a review by CEC and were sent to TAC. The TAC committee requested additional time so that it could be discussed during the Annual Conference. Once TAC feedback is received, the conference website will be launched on ashrae.org. Ms. Calloway will approve deadlines and assign track chairs in Phoenix.

8. Subcommittee Reports

a. CEC Executive Committee

Ms. Maggie Moninski gave background on the referred motions from the 2024 fall CRCs.

Referred Motion 1: Fall 2024 CRC Motion, Region XV India Chapter – Motion 24-15-1 (September 22, 2024): ASHRAE implement a standardized procedure for monitoring and reporting Indoor Air Quality (IAQ) across all ASHRAE-operated facilities and events. This procedure will ensure that IAQ is consistently monitored and reported to maintain a healthy and productive environment for all members and attendees.

Response: While ASHRAE cannot control the systems and equipment in place at conference venues, ASHRAE does request that these venues provide documentation of compliance with ASHRAE Standards 55 (Thermal Environmental Conditions for Human Occupancy) and 62.1 (Ventilation for Acceptable Indoor Air Quality) during the RFP process when sourcing event space. In addition to this measure ASHRAE proactively provides guidance by providing CEC sponsored complimentary registration to in-house facilities team for continued education to help promote education to better the facilities IEQ.

Mr. Jon Cohen moved to amend the response remove “ASHRAE does request” to “ASHRAE currently requests.” Ms. Suzanne LeViseur seconded the motion. The motion **passed 19-0-0 – CV.**

Amended Response: While ASHRAE cannot control the systems and equipment in place at conference venues, ASHRAE currently requests that these venues provide documentation of compliance with ASHRAE Standards 55 (Thermal Environmental Conditions for Human Occupancy) and 62.1 (Ventilation for Acceptable Indoor Air Quality) during the RFP process when sourcing event space. In addition to this measure ASHRAE proactively provides guidance by providing CEC sponsored complimentary registration to in-house facilities team for continued education to help promote education to better the facilities IEQ.

CEC voted to pass the amended response to **Motion 1: 19-0-0, CV.**

Referred Motion 2: Fall 2024 CRC Motion, Region II Ottawa Valley Chapter – Motion 24-2-6 (August 25, 2024): That ASHRAE Conference and Transactions paper authors web-exposed credentials should be adjusted in ASHRAE documentation such that tools such as Google Scholar can scrape them without dropping authors and/or morphing credentials as part of the name. This will require registration with the National Library Archiving Services.

Answer: Based on research and review of the existing integrations into the Google Scholar tool it is evident that rather than reintegrating the process with a large number of vendors that provide results to Google Scholar we recommend a different approach. The recommended process solution is for authors to utilize the links provided in the Google Scholar tool to obtain the full, correct list of authors from the paper's source webpage.

Mr. Jon Cohen moved to amend the response to include “In case of errors it up to the authors to adjust the citation in Google Scholar.” Ms. Stepanie Mages seconded the motion. The motion to amend passed **19-0-0 CV.**

Amended Response: Answer: Based on research and review of the existing integrations into the Google Scholar tool it is evident that rather than reintegrating the process with a large number of vendors that provide results to Google Scholar we recommend a different approach. The recommended process solution is for authors to utilize the links provided in the Google Scholar tool to obtain the full, correct list of authors from the paper's source webpage. In case of errors, it is up to the authors to adjust the citation in Google Scholar.

CEC voted to pass the amended response to motion 1: **19-0-0, CV.**

CEC ExCom Motions:

Motion 1: Remove technical papers as an option for future conferences. Current TP in review will complete review and no further TP will be accepted for review. Referred by the paper submission ad hoc.

ExCom voted 8-0-0, CV, motion passed

Motion 2: Recommend RAC to replace tech papers with conference paper as requirements for RP completion. Conference papers must be presented at an ASHRAE conference. **ExCom vote: 8-0-0 CV, motion passed**

Motion 3: Approve the April 24-25, 2026, 4th Developing Economies Conference, Delhi, India as a topical conference. **ExCom Vote: 6-0-0 CV, motion passed**

Motion 4: Require paper session chairs to chair a minimum of two sessions to qualify for the reduced conference rate. **ExCom vote: 7-0-0, CNV, motion passed**

Motion 4 was voted by the full CEC committee. **CEC voted 19-0-0 CV.**

CEC ExCom discussed the possibility of implementing a requirement to use the ASHRAE PPT template for Winter and Annual conferences or at a minimum requiring the first three slides to follow the template.

The full committee discussed it briefly. The committee agreed that a required conference template is an industry standard, and it would help cut down on commercialism violations and review time for each Winter and Annual conference.

Mr. Cohen brought the following motion forward:

Motion 5: Winter and Annual Conference presenters must use the ASHRAE PPT template for the 2026 Annual Conference onwards and are strongly recommended to use it for 2026 Winter. Ms. Robin Bryant seconded the motion. **CEC voted 19-0-0 CV, the motion passes.**

CEC recommended looking into an option to have a light and dark colored template to make it easier for authors to use the required template and to lock the AIA disclaimer on the template so that it cannot be easily deleted.

CEC discussed recognizing Mr. Vikrant Aute for his work on a web script that will help automate commercialism reviews. The ASHRAE IT team created a web application using Mr. Aute's script and the goal is to launch the improved platform by December 2025 prior to the commercialism review process for the Winter Conference.

Future Annual and Winter Conference Sites

- a. Winter, January 31-February 4, 2026 – Las Vegas, chair – Aaron Boranian
- b. Annual, June 27-July 1, 2026 – Austin, chair – Cindy Calloway
- c. Winter, January 23-27, 2027 – Chicago, chair – Li Song
- d. Annual, June 12-16, 2027 – New Orleans, Chair – Kevin Brown
- e. Winter, February 7 – 9, 2028 – Orlando
- f. Annual, June 24-28, 2028 – St. Louis

Ms. Li Song and Mr. Kevin Brown have agreed to serve as the conference chairs for the SY 26-27 society year.

b. Topical Conferences Subcommittee

Mr. Davide Ziviani updated the committee on the conferences in process and proposed conferences through 2026.

- August 13-15, 2025 – CIDCO 2025, Denver, CO
- September 24-26, 2025 – IEQ 2025, Montreal, QC, Canada

- October 22-24, 2025 –2025 ASHRAE Building Decarbonization Conference, Chicago, Illinois
- April 24-25, 2026– 4th Developing Economies Conference, Delhi, India
- Dec 8-11, 2025 – Buildings XVI, Clearwater, FL
- April 2026 – Women in ASHRAE Leadership Symposium, Los Angeles
- October 8-9, 2026- ICEBD – 7, Beirut, Lebanon
- November 16-18, 2026 – ICERD-9, Kuwait City, Kuwait

Mr. Ziviani updated the committee on Mr. Haotian Lu’s transition into the position of Topical Conference Subcommittee Chair. Nine topical conferences are currently in process. Planning is going well with all the conferences taking place in the fall. The 4th Developing Economies Conference was approved by ExCom. The Women in ASHRAE Conference is working on sponsorship prospects and has launched a new logo and webpage. The Beirut and Kuwait Conferences scheduled for fall 2026 are kicking off with organizing committees formed and websites launched.

Mr. Cohen congratulated Mr. Ziviani on his great work as the subcommittee chair for the past three years.

c. Joint Expo Policy Committee

Ms. Maggie Moninski attended the Joint Expo meeting on May 29. She discussed the change of location in 2029 from Las Vegas to Chicago due to the 2029 Super Bowl being hosted in Las Vegas. AHR is currently contracted through 2032. Las Vegas 2026 is set to be the largest show to date with over 500,000 sq. ft. of exhibit space sold. The hall will be in a new location for Vegas 2026. It will partially be located in the south building of the Las Vegas Convention Center. IEC is setting up a new food court concept.

The September show in Monterrey, Mexico is the largest AHR Mexico show to date. Over 120,000 square ft. of exhibit space has been sold. The ASHRAE Monterrey Chapter has been doing an excellent job promoting the AHR Expo Mexico. The show is on a rotation in Mexico between Monterrey, Guadalajara and Mexico City.

Ms. Moninski informed CEC that Atlanta is coming off the rotation after 2032 due to issues with hotel space and logistics within the city.

Ms. Moninski reiterated the importance of the relationship with AHR Expo and its value to ASHRAE and encouraged the committee to attend and always encourage others to attend the Expo.

d. Operations Subcommittee

Ms. Kristen Cetin gave the committee an update on the Operations Subcommittee. The committee has met once since the Winter meeting in Orlando. The committee has plans to update the reference manual since it is outdated and requires substantial updates. The goal is to finish it by the end of the year. The operations committee will also review the MBOs and update as needed throughout the year.

Ms. Cetin requested that new members interested in joining the subcommittee to contact her. Mike Bilderbeck, Ahmed Elater and Jeslu Jacobs volunteered to join the operations subcommittee.

e. Paper Submission Ad-Hoc Committee

Ms. Kristen Cetin, the chair of the Paper Submission Ad Hoc Committee, gave an overview of the recent work of the subcommittee, including the motion that recently passed to remove technical papers moving forward and the recommendation for RAC to replace the past technical paper requirement with a conference paper or journal paper.

Ms. Cetin reviewed the overall issue and the suggestions that were presented at the last ad hoc meeting. The overview is included as attachment A.

CEC ExCom approved a motion to recommend RAC to replace tech papers with conference paper as requirements for RP completion. Conference papers must be presented at an ASHRAE conference.
ExCom voted 8-0-0, CV.

Ms. Cetin informed the committee that new background was provided after the ExCom meeting that the RP requirement for technical papers was closed after the Orlando Winter Meeting. The previous requirement no longer has any impact on CEC.

Ms. Cetin gave more detail on the proposal of offering a submission option for case studies. This is from option 2.5 in attachment A.

The committee discussed that the original conference paper was meant for practitioners, but it is no longer serving its intended purpose. Practitioners submitting conference programs find it difficult to get their programs scheduled. Mr. Cohen pitched an idea to have a case study option at Winter Conferences and schedule them all at the expo as a poster style session. It would be relevant and good exposure for the presenter and the Expo. Mr. Moninski explained that the presenters must be exhibitors to present, and Mr. Cohen expressed interest in sitting in on the Joint Expo meeting in Las Vegas to potentially pitch the idea as a benefit to both ASHRAE and IEC.

The committee discussed the idea and the potential burden a new session type could cause a track chair. In addition to added work on CEC, the committee discussed what to do with longer paper submissions. Ms. Moninski informed the committee that there is an option to split a longer paper into two parts and still allow one presentation.

Another example discussed was the ASHRAE tech awards as another option for a case study template. CTTC provides the submitter with an example of a submission. The winner of the submission ends up in the ASHRAE journal.

CEC owns the decision on how the papers/submission types are organized. Ms. Moninski reminded the group that they are the decision-making body on how to move forward with conference papers.

Mr. Bradshaw suggested we do not make a new submission type but just create a button on the submission form that indicates the author is submitting a case study. Page number would not matter since there is not a minimum limit. The reviewers would be given different criteria for case studies so the process would essentially not change.

Mr. Cohen suggested that any paper submitted as a case study go straight to a poster style session, but a peer review would be needed, and a CEC chair could oversee the case study review process, and the case study papers would not be published.

Ms. Bryant emphasized that she is the only person out of 50 that attends the ASHRAE conference and purchases a paid registration. She explained that there is not enough content that applies to her team in the tech program to warrant the cost. She thinks more case studies for an actual application would help bring more people to the tech program. She also suggested we create a separate publication for case studies that can be purchased. It would appeal to MEP engineers, the 2nd largest demo of ASHRAE membership that we currently do not service.

Mr. Cohen volunteered to lead the effort to create a case study option within the technical session track by Winter 2027. Mr. Cohen will form an Ad-hoc within the committee to review the needs and create the guidelines. Ms. Bryant, Ms. LeViseur and Mr. Bradshaw all volunteered to serve on the ad-hoc. Ms. Cetin will serve as a liaison. The committee will determine the guidelines for a case study and review process.

Mr. Cohen stated that he would share the formation of the ad-hoc at the Sunday, June 22 TC Chair's breakfast.

The committee briefly discussed a future opportunity to host a topical conference with a focus on MEP engineers.

The committee established an action item for staff to talk to special pubs on how to create a separate publication for a case study category.

f. Analytics Benchmarking

Ms. Callaway informed the committee that the subcommittee had stalled prior to Phoenix. She informed the group that she was planning a subcommittee in July and will report back to ExCom in August. The goal will be to bring a final recommendation forward in time for the CEC meeting in Las Vegas next January.

Mr. Bilderbeck recommended a handout of the membership dashboard be distributed to CEC once a year.

9. Old Business

No old business was discussed.

10. New Business

No new business was discussed.

11. MBOs

Ms. Moninski reviewed the committee's MBOs for 2024-2025. See Attachment B.

Ms. Moninski reviewed the committee's MBO's for 2024-2025. See Attachment B.

The committee discussed adding a new MBO for SY 25-26 to address the ad-hoc for case studies.

12. Next Meeting

Saturday, January 31, 2026 – Las Vegas, NV

13. Adjournment

Ms. Moninski adjourned the meeting at 11:25 a.m. MST.

Respectfully submitted,

Ragan McHan

Options for the Future of Technical Papers within ASHRAE Background

Overview: Currently, technical papers are submitted twice a year for ASHRAE's Winter and Annual conferences, with a double-blind review process managed through ScholarOne over approximately one year. Submission rates have declined over the past five years, averaging only 2–4 papers annually. Despite low volume, the organization pays \$5,000 per year for ScholarOne, translating to a high per-paper cost (\$500–\$1,000). The overarching goal is to identify challenges in the paper submission process—including marketing, communication, and reviews—and develop strategies to boost both submission numbers and visibility.

The paper submission ad hoc brought two motions forward during the last subcommittee meeting:

- (1) whether or not to continue supporting technical papers, then once completed, vote
- (2) what to do moving forward in terms of potential alternatives.

During the meeting there was general support for removing technical papers. The first motion was as follows:

Motion 1: "Remove technical papers as an option for future conferences. Current TP in review will complete review and no further TP will be accepted for review."

This was then voted on - 7-0-0 CV (John proposed, Maggie second) → motion passes

A second motion was presented but ran out of time to discuss and finalize.

Motion 2: "Add Case Studies as a new proposal type for Winter conferences that will be 2-6 pages with a practitioner focus. These will only have an option of being presented in a poster session".

Overview of options that eliminated tech papers:

Option 2.5: Remove Technical Papers; include "Case Studies" (shorter), "Extended Conference Papers" (longer) as alternative options

- **Description:** Technical papers are removed as an option and instead have two possible options:
 - A "Case Study" option is added as an option for submissions to the annual/winter conference. These would be shortened versions of conference papers that focus on a case study (similar length to extended abstracts but not research focus). Not published in conference proceedings.
 - An "Extended Conference Paper" option is included
 - CEC would be responsible for overseeing this review process. These would be presented at the annual/winter conference a poster sessions.
- **Implications:** Cost savings;

- **Cost Impacts:** \$4980 cost saving; \$20/year total costs - \$5/paper in confex, so if 4 papers are submitted per year \$20/year;

Option 2: Adjust Technical Papers to being “Extended Conference Papers”

- **Description:** Technical papers are converted to Extended versions of Conference Papers; papers submitted using Confex following the same schedule as conference papers. The scope of extended conference papers (length, etc..) needs to be defined. This would be a single blind review
- **Implications:** Cost savings; Someone would need to define the specs for this type of paper; it may be harder to identify reviewers that are able to review longer papers in shorter periods of time to align with the conference publication schedule
- **Cost Impacts:** \$4980 cost saving; \$20/year total costs - \$5/paper in confex, so if 4 papers are submitted per year \$20/year;

MBOs SY 24-25

MBO #	Description	Updates
1	Review our programs, budget and expenses and make recommendations to the Planning Subcommittee by the Winter Meeting.	Coordination occurred and discussed in ExCom. Recommendations sent.
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.	Haven't had anything new come up that hasn't already been sent to MP.
3	Identify and recommend additional ways of promoting inclusion and fostering community and networking within ASHRAE in general, and within their function specifically.	There is an added WIA networking forum. More networking time has been added to the meetings.
4	Improving author experience through more effective committee member training and session chair training	Ongoing. Working on updated training for CEC members along with more training for session chairs.
5	Streamlining review process for papers and presentations through automation	Confex is unable to make changes. Looking at an internal option and the cost effectiveness/ability to host the script.
6	Select technical chairs for Winter 2027 and Annual 2027 Conferences	Selections finalized.
7	Aligning conference programs with targeted conference attendees (and why people may not present at the conferences)	Ongoing. Waiting on full data from the virtual conference to add to the data collected at the meetings. Data to be used to help determine what programs are popular in both the on-site and virtual conferences.

MBOs SY 25-26

MBO #	Description
1	Review CEC programs, budget and expenses and make recommendations to improve impact-focused engagement to the Planning Subcommittee by the Winter Meeting in Las Vegas.
2	Revamp the CEC operations subcommittee manual so it is a useful tool for current and future CEC members
3	Work with Meridian to streamline virtual content so that it is more useful and accesible to all ASHRAE members
4	Explore options to expand travel grant programs for students and YEA members to select topical conferences
5	Streamline topical conferences through standardized processes
6	Select technical chairs for Winter 2028 and Annual 2028 Conferences
7	Transition ASHRAE technical papers away from Scholar One
8	Align conference programs with targeted conference authors and attendees.