



# **Chapter Technology Transfer Committee**

## **Manual of Procedures**

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## **1. Purpose**

The Manual of Procedures of a General Committee is a document developed within the committee to describe the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The manual is an internal document of the committee for its own guidance. The Manual of Procedures (MOP) requires approval of the committee and the council to which it reports. Appendices shall reside in a separate Resource Manual requiring approval by the Chapter Technology Transfer Committee.

## **2. Establishment**

The Chapter Technology Transfer Committee (CTTC) is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Members Council.

## **3. Scope and Purpose**

This committee shall provide efficient and effective transfer of current and relevant information throughout the HVAC&R industry. The committee shall develop and maintain high quality and readily available tools to enable chapters to offer informative and attractive industry related information and programs to all target segments. The committee shall maintain a committee structure and membership that supports effective and enthusiastic activities by its volunteer members.

## **4. Responsibilities**

1. This committee reports to Members Council.
2. Identify and develop resources for programs and technical sessions for chapter use.
3. Coordinate dissemination of technical and industry related information to chapters.
4. Promote and administer award programs assigned to this committee.
5. Coordinate input to the Society from chapters on standards, publications, handbooks, and position papers/statements.
6. Coordinate chapter refrigeration activities to include refrigeration related PAOE, refrigeration programs, and awards.
7. Develop, maintain and distribute a regional speakers' list for use by each local chapter in the region in the development of chapter programs.
8. Facilitate program planning guidelines, evaluations, and improvement opportunities for chapters.
9. Assist CTTC Chairs with the reporting of PAOE in accordance with the current Presidential PAOE Newsletter.
10. Attend regional Chapters Regional Conference and present the workshop on CTTC. Support the development of CRC technical sessions.
11. Promote continuing education activities at the chapter level such as ASHRAE developed programs, post-secondary educational programs, and chapter or industry sponsored seminars.
12. Liaison with educational and technical related groups within ASHRAE, as appropriate, to promote technology transfer to the chapters.

13. This committee shall develop procedures for recommending updates to the Strategic Plan on a continuous basis. As a minimum the Committee shall submit a report to Members Council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the Committee's assignments under the strategic plan. The Committee shall report to the Council all recommendation for changes to the Strategic Plan as provided by the Committee's constituents prior to the Annual Meeting.

## **5. Committee Membership**

1. This committee shall consist of voting members, including a chair, one or more vice chair(s), CTTC regional vice chairs, and consultants in various roles; in addition, non-voting members including a BOD ex officio member and a coordinating officer are assigned.
2. The Executive Subcommittee may request non-voting Consultants based on the needs of the committee.
3. The chairman and vice chair(s) of this committee shall be members entitled to vote in the Society.
4. Regional vice chairs shall be Members of the Society in good standing and shall have been Members for three years prior to the start of their terms, reside in the region they represent, and be nominated for the position by their respective CRC.
5. The BOD ex-officio member shall be a director-at-large assigned by the President.
6. The coordinating officer of the committee shall be the chairman of Members Council.
7. The President may appoint any person or persons to serve in a consulting capacity to this committee.

## **6. Duties of Committee Members**

### **1. Duties of the Chair**

Duties of the chair shall consist primarily of direction and operation of the CTT Committee and reporting to Members Council and the Board of Directors as required. Specific duties include:

- A. Attendance at the Chapter Technology Transfer Committee, Members Council, and assigned subcommittee meetings at Society Annual and Winter Meetings.
- B. Presiding over all meetings of the general CTT Committee and the Executive Subcommittee.
- C. Review and coordinate approval of the minutes, as prepared by the staff liaison, at the semi-annual meetings.
- D. Prepare the agendas for the CTTC meetings with the assistance of the staff liaison and committee members.
- E. Preparing written report, including MBO status, to Members Council, at Society Annual and Winter Meetings and at other times as required.
- F. The chair shall annually appoint each member of the Chapter Technology Transfer Committee to one or more standing subcommittees and designate the chair for each subcommittee.

- G. The chair shall appoint ad hoc committees or working groups from the membership of the Chapter Technology Transfer Committee, as necessary.
- H. Recommend, with assistance of the vice chairs and staff liaison, the appointment of the incoming vice chairs and chair of the Chapter Technology Transfer Committee.
- I. Assign a mentor to each incoming new committee member prior to their first meeting.
- J. Coordinating committee activities through the MBO process by transmitting MBOs to the Society President for the upcoming year at the preceding Annual Meeting.
- K. Other duties as assigned by the President or Board of Directors.
- L. Assign action items or initiatives and deadlines to coordinators, subcommittees, or individual committee members, as appropriate.
- M. Champion motions brought forward from this committee.

## **2. Duties of the Vice Chair (First)**

Duties of the vice chair (first) shall include the following:

- A. In the absence of the chair, the vice chair shall assume the chair at any scheduled or called meeting of the Chapter Technology Transfer Committee.
- B. In the event the chair is unable to perform his duties, the vice chair shall assume all the duties of the chair until a successor is selected.
- C. In consultation with the Chapter Technology Transfer Executive Subcommittee, the staff liaison and the BOD ex-officio member, the vice chair shall prepare recommended budgets for the operation of the Chapter Technology Transfer Committee for the coming year for consideration by the Chapter Technology Transfer Committee and Members Council.
- D. Periodically, the Vice Chair shall review with the Director of Member Services expenditures and budget allocations and shall take any action deemed necessary, in cooperation with the Executive Vice President, to stay within the established budget.
- E. The vice chair shall perform other duties which may be assigned by the chair.
- F. Prior to the Society Annual Meeting, the committee vice chair, or the individual who will be the next year's chair, will prepare objectives for the committee for the next year and present these objectives to the committee for review at the committee meeting held during the Society Annual Meeting. The objectives will be included in the committee's report to the Members Council at the Annual Meeting as an information item.
- G. The first vice chair shall be the chair of the CTTC Member Services Subcommittee.
- H. Oversee all liaison activities. Generate liaison report(s) for distribution to appropriate society, regional, and chapter groups.
- I. Serve on CTTC Executive Subcommittee.
- J. Administer CTTC Awards Program

## **3. Duties of the Vice Chair (Second)**

Duties of the vice chair (second) shall include the following:

- A. Management of action item deadlines on behalf of the chair.
- B. The second vice-chair shall be the chair of the CTTC Operations Subcommittee.

- C. Coordinate review of the MOP and Rules of the Board and recommend changes via motions to the committee.
- D. Serve on CTTC Executive Subcommittee.

#### **4. Duties of Programs Coordinator**

Duties of the Programs Coordinator shall include the following

- A. Manage the Distinguished Lecturer Program.

In April of each Society year, the Programs Coordinator shall ask the Standing ASHRAE President to complete the required paperwork to become an ASHRAE Distinguished Lecturer for CTTC consideration at the Annual Meeting.

- B. Manage program marketing efforts.
- C. Identify and support chapter media product needs.

#### **5. Duties of Tech Hour Coordinator**

Duties of the Tech Hour Coordinator shall include the following:

- A. Manage Tech Hours
- B. Select topics at ASHRAE Winter meeting for the following year's Tech Hours.
- C. Solicit ASHRAE Society's relevant committees for speaker recommendations and work with CTTC Staff liaison to organize a call for presenters for each topic.
- D. The Tech Hour Ad Hoc will review submissions to select presenters.
- E. Contact speakers for acceptance.
- F. Assist with review process.

#### **6. Duties of the Staff Liaison**

The staff liaison shall assist in carrying out committee duties. This may include:

- A. Generating, submitting for approval to the chair, and distributing meeting minutes within 60 days after committee meetings.
- B. Distributing agenda and other supporting documents to committee members in a timely manner.
- C. Assist the chair in preparation of timely, informative reports to Members Council and the Board of Directors.
- D. Welcoming new members appointed to the CTT Committee and sending them copies of the current committee roster, MOP, Resource Manual, minutes of the past committee meetings, and other pertinent information, as applicable.
- E. Assisting Operations Subcommittee chair with generating the CTT Committee budget and four-year plan.
- F. Maintaining a copy of accounting records and financial statements for the committee.
- G. Processing appropriate transportation reimbursement requests for committee members.
- H. Supporting the committee in carrying out Strategic Plan Objectives (SPO's).
- I. Updating Committee Manual of Procedures (MOP) as directed by the committee.
- J. Updating and processing materials for the CTT workshops at CRC's.

- K. Assisting Executive Subcommittee in the preparation of materials for training incoming CTT Committee members at the Annual Meeting.
- L. Responding to inquiries from chapters regarding CTTC activities.
- M. Updating speakers' list(s) and other related CTT Committee materials, as necessary.
- N. Provide support for Dan Mills Chapter Programs, Donald A. Siller Refrigeration, and Technology Awards programs. Coordinate notifications, transportation to society meeting, and Society notification to award winners.
- O. Provide administrative and technical support for Chapter Technology Transfer Committee programs.
- P. Coordinate update of web site per committee directives.
- Q. Coordinate logistics, publicity, program, registration, and reporting for CTTC Tech Hour.

#### **7. Duties of the BOD Ex-Officio/Director-at-Large Member**

Duties of the BOD ex-officio/director-at-large member include:

- A. Keeping the coordinating officer informed of any deliberations or resolutions of the committee that may affect the general policies of the Society.
- B. Serve the CTT Committee in an advisory capacity and shall provide liaison with the Board of Directors, the councils, and other committees.
- C. Provide support to the CTT Committee as follows:
  - 1. Communication and interpretation of Presidential goals
  - 2. Guidance in fiscal planning
  - 3. Assistance in preparation of annual objectives
  - 4. Monitoring of progress toward completion of annual objectives
  - 5. Assistance in developing action plans to achieve Strategic Plan Objectives
  - 6. Monitoring of progress toward completion of Strategic Plan Objectives
  - 7. Ongoing review of the committee's Rules of the Board and Manual of Procedures (MOP)
- D. Assess the committee's scope, operation and personnel and suggest changes as needed.
- E. Attend all meetings of the Chapter Technology Transfer Committee, except in cases of conflict with the Board of Directors meetings.

#### **8. Duties of Regional Vice Chairs**

Regional and chapter responsibilities of Regional Vice Chairs shall include:

- A. Each regional vice chair is authorized and expected to attend the following meetings:
  - 1. Chapter Regional Conference meeting in the region.
  - 2. Regional planning meeting.
  - 3. Visits to chapters in the region as directed by the regional chair.
  - 4. Regular meetings of the committee at the Winter and Annual Meetings of the Society.

- B. Assisting chapters in planning, coordinating and administering chapter programs, technical sessions and seminars.
- C. Promote the use of the ASHRAE Electronic Media Programs to chapters.
- D. Seek input from the CTTC Chair in the form of suggestions for chapter programs that could be developed and produced by ASHRAE. Further develop these suggestions for discussion and approval of the committee.
- E. Solicit Chapter Program Evaluation Summary Forms from each chapter within the region. Submission of forms in a timely fashion should be encouraged.
- F. Monitoring PAOE for chapter CTT activities within the region.
- G. Preparing a Regional Speakers List and distributing it at CRCs to each Chapter Technology Transfer Chair in preparation for annual program planning. Refer to the CTTC webpage for guidelines.
- H. Preparing and conducting CTT Workshop at Chapters Regional Conference (CRC).
- I. Support the coordination and evaluation of technical seminars at the Chapters Regional Conference.
- J. Preparing regional statistics, as required by Society and the CTTC Chair.
- K. Refer to CTTC webpage for an Annual Schedule of suggested activities for a CTT Regional Vice Chair.
- L. Coordinate communication of technical activities at chapter and regional levels.
- M. Administer CTTC Awards Program within region. Solicit entries for each award from the chapters. Forward qualified entries for regional and Society consideration.
- N. Outgoing RVC will transfer all relevant CTT materials, information, standards, etc. to the incoming RVC.
- O. Serve on subcommittees, prepare for and attend any special meetings, and perform other duties as directed by the CTT chair.
- P. Initiate coordination of regional refrigeration member and chapter refrigeration member activities to include refrigeration related PAOE, refrigeration programs, Donald A. Siller Refrigeration Award, and Milton W. Garland Commemorative Comfort – Process – Cold Chain Award for Project Excellence.

## **7. Subcommittees**

The chair of the CTT Committee shall form subcommittees to conduct the business of the committee in a practical and efficient manner. As conditions change, existing subcommittees may be dissolved. The chair may also form ad-hoc subcommittees on an as needed basis.

The chair shall appoint committee members to each subcommittee. Subcommittee members may include voting members of the CTT Committee and individuals with specific and relevant experience needed on the subcommittee.

Subcommittee members are appointed for a period of one year and may be reappointed by the incoming chair.

Committee objectives are assigned to the following subcommittees:



### **1. Executive Subcommittee**

- A. Consists of the chair, first and second vice chairs, Programs Coordinator, Tech Hour Coordinator, and the BOD ExO.
- B. Develops and monitors the committee's MBOs; develops budgets and monitors committee expenses.

### **2. Member Services Subcommittee**

- A. Manage Distinguished Lecturer program.
- B. Manage CTTC Awards Programs.
- C. Manage program marketing efforts.
- D. Develop and maintain regional speaker's list.

### **3. Operations Subcommittee**

- A. Manage and assist in the update of the applicable portions of the Committee's web site.
- B. Produce/deliver technology transfer newsletters for distribution to chapters.
- C. Solicit/publish related Journal and Insights articles.
- D. Administer Tech Hours.
- E. Review and recommend revisions to the CTT PAOE criteria.

## **8. Standing Rules**

- 1. All business meetings of the Society, Board of Directors, councils, Executive Committee and other committees shall be governed by the rules of procedures contained in Robert's Rules of Order Newly Revised where the same are not inconsistent with the law or the provisions of the Certificate of Consolidation, the Bylaws, or special rules of the Board of Directors.
  - A. ROB 300-101-004, (74-06-23-22)
- 2. Standing general committees and special committees normally have their final meeting for the administrative year at the annual meeting. Reports to councils and BOD resulting from such meetings shall be rendered by the outgoing committee chairman and the appropriate DAL who served as BOD ex-officio on the committee.
  - A. The new members of such committees who have been appointed for the succeeding year shall be invited to attend such committee meetings as guests and without vote, but the standard transportation reimbursement shall apply to them.
  - B. ROB 500-105-002, (87-01-19-27)
- 3. The following categories of committee members do not vote and do not count for a quorum unless specifically indicated: BOD ex-officio members on General Committees, Consultants, Advisors and Staff members.
  - A. ROB 520-102-003, (87-06-28-19)
- 4. Each committee's actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD and the council to which the committee reports. The BOD or the council may take such steps or see that such steps are taken by the committee, as may be appropriate to comply with the Society's Charter and Bylaws, and to make effective

any resolution adopted by the Society, or any resolution, rule, or direction of the BOD or the council to which the committee reports.

A. ROB 520-103-001, (87-06-28-19)

5. If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of a committee, or whether any action should be taken by a committee, or in the case of a committee tie vote, the same shall be settled and determined by the BOD or by the council to which the committee reports.

A. ROB 520-103-002, (87-06-28-19)

6. When a recommendation is disapproved by a council, the committee shall be informed of the action, together with a brief statement on the comments leading to the disapproval. The committee can resubmit the recommendation with any statements it desires to make relating to the negative comments or to additional supporting information which it believes could change the council voting

A. In the event the council disapproves a resubmittal of an action, the submitting committee may appeal directly to the BOD. An affirmative vote of two-thirds of the appropriate committee's voting members is required to approve submitting an appeal. On such an appeal, the council shall submit its reasons for disapproval for the consideration of the BOD.

B. ROB 520-104-001, (90-02-14-10)

7. Committee Manuals of Procedures (MOPs), following approval by the committees, shall be submitted to their respective council for approval.

A. ROB 520-106-001

8. Any committee, except those specifically authorized by the Rules of the Board, requesting authority to appoint a representative to coordinate its activities or meet with other organizations or groups having interests similar to those of the committee shall make a written request initially and annually thereafter to the chairman of its council. The request shall include the reasons for the coordination activities or meeting and estimated travel costs, if required, and indicate if the travel costs are budgeted. The council chairman shall take the action deemed appropriate and report action(s) to ExCom.

A. ROB 520-107-001, (93-01-24-5B)

## **9. Chapter Technical Seminars**

1. The purpose of a seminar should be to disseminate current state-of-the-art information in useful form to both ASHRAE and non-ASHRAE members of the community. Additional benefits of such seminars should include strengthening the local chapter as it works together on the seminar, enhancing the stature of ASHRAE in the community, and increased membership in the Society/local chapter.
2. A typical seminar should be from four to eight hours in length and may be conducted in several two to three-hour sessions over a period of weeks or may be conducted in one day.
3. Chapter-sponsored seminars should supplement, rather than compete with courses available at local educational institutions. The scope should be sufficiently narrow to ensure thorough coverage in the time allotted and should be directed toward the practicing engineer or technician.

4. Depending on the topic and intended audience, local technical schools, universities, utilities, other technical societies, neighboring ASHRAE chapters, or private sector organizations may be willing to co-sponsor a seminar. Refer to the Society's Manual for Chapter Operations for guidelines.
5. The Chapter Technology Transfer Committee RVC should seek input from their chapters on seminar topics and speakers that are considered exceptional and could possibly be of interest to other chapters in the Society. This information should be transmitted to the appropriate subcommittee chair responsible for the Regional Speakers' List/Speakers' Bureau. If particular topics are in demand by chapters, specific recommendations should be made to the Chapter Technology Transfer Committee for approval.

## **10. ASHRAE Distinguished Lecturers Program**

The Distinguished Lecturer program provides local ASHRAE chapters, student branches, neighboring universities and colleges, and other organizations the opportunity to collaborate and hear outstanding speakers on the relevant subjects of interest to ASHRAE members and guests.

1. Nomination form, biography/resume, and written outline/abstract of proposed presentations (s) must be received by the Society no later than December 1 of each year. The CTT Committee will review all nominations at the Winter Meeting. Accepted nomination terms will begin upon acceptance by the nominated speaker. The term of initial appointment is two years. The option to renew appointments in two-year increments is at the discretion of the Distinguished Lecturer Working Group and acceptance of the Distinguished Lecturer.
2. At the beginning of each year, CTTC RVCs shall select the chapter(s) in their region to host a Distinguished Lecturer. The number of chapters in each region who may participate in the program will be based upon available resources for the year, as determined by Members Council.
3. Distinguished Lecturer reimbursement will be in accordance with the Expense Reimbursement Policy for the Distinguished Lecturers Program in effect for the current fiscal year. A speaker's honorarium, if any, will be the responsibility of the local ASHRAE chapter.
4. Criteria for the selection of Distinguished Lecturers includes the following:
  - A. Does not have to be an ASHRAE member.
  - B. Must present timely, relevant topics of interest to ASHRAE members and guests.
  - C. Other considerations include recognition such as ASHRAE Fellow, Ph.D., books authored, peer recognition, excellent presentation skills, etc.
  - D. Must be recommended by an ASHRAE member or ASHRAE staff via the Distinguished Lecturer Nomination Form.
  - E. Must submit biography/resume with pertinent data on education, experience, publications, etc.
  - F. Must submit written outline/abstract of proposed presentations.
  - G. Must agree to serve for a minimum two-year term and speak at a minimum of two chapter meetings per year if requested.
5. For additional information on the program, refer to the DL Program section of the CTTC webpage.

## **11. Chapters Regional Conference (CRC)**

The term "Chapters Regional Conference" (CRC) defines a meeting of all the chapters in the region. The Chapters Regional Conference Committee conducts the orientation session, caucus, executive session and business meetings. The conference also includes workshops, technical sessions, technical tours, and addresses by Society officers, regional award presentations and offers opportunities for regional fellowship. A Chapters Regional Conference (CRC) will extend for the amount of time, determined necessary by the Director and Regional Chair (DRC) to conduct the business of the region.

1. Scope - To provide a forum for the dissemination of information pertaining to chapter and regional activities.
2. Purpose - To provide a medium for:
  - A. Chapters to report their activities for the previous year and establish goals for the coming year.
  - B. Regional officers to report their activities and plans.
  - C. Society officers to inform the region of Society plans, review chapter activities within the region and participate in workshops.
  - D. Chapter delegates to submit motions for consideration by the region for proper review and action as it relates to Society activities.
  - E. Chapter delegates to present nominees for Society and regional offices and candidates for honors and awards.
  - F. Conducting chapter workshops that will educate and prepare officers and committee members to fulfill their responsibilities.
  - G. Conducting technical sessions on subjects that will educate as well as increase attendance.
  - H. Organizing social activities that will increase attendance and promote comradeship.
  - I. Recognizing and presenting awards to chapter and regional members.

Attendance at meetings of the Chapters Regional Conference (CRC) is expected of all chapter delegates, alternates, regional vice chairs, regional historian and chapter committee chairs for Membership Promotion, Student Activities, Research Promotion, Chapter Technology Transfer and Historical Committees and regional member and alternate to the Nominating Committee. In addition, any Society member residing in the region is encouraged to attend these meetings. The attendance of chapter officers and committee chairs, although not mandatory, is strongly encouraged.

## **12. Committee Objectives (MBOs)**

Prior to the Society annual meeting, the incoming committee chair will prepare objectives for the committee for the next year and present these objectives to the committee for review during the Society annual meeting. The objectives will be included in the committee's report to the council at the annual meeting as an information item.

1. If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex-Officio) is responsible for contacting the incoming committee chair and working with them to complete these objectives.
2. Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or subcommittee of the committee, this should also be included.
3. A status report of the objectives will be included in the committee report submitted to the council at the Society winter meeting.
4. A final report of the objectives will be included in the committee report submitted to the council at the Society annual meeting. The objectives prepared by the incoming committee chair for the next year (or by the individual who will be the next year's chair) will also be included in this report. These two reports on objectives will show the council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.
5. A suggested format for committee objectives (MBOs) is provided by Members Council.

## **13. Awards Programs**

### **1. Technology Awards:**

The purpose of the awards program is to:

- A. Recognize ASHRAE members who design and/or conceive innovative technological concepts that are proven through actual operating data;
- B. Communicate innovative systems designs to other ASHRAE members;
- C. Highlight technological achievements of ASHRAE to others, including associated professionals and societies worldwide, as well as building and facility owners.

Refer to the Awards section of the CTTC webpage for additional information concerning the Technology Awards program.

### **2. Dan Mills Chapter Programs Award**

The Dan Mills Chapter Programs Award recognizes a chapter CTTC chair or vice chair who excels in chapter program endeavors and promoting technical and energy activities of the CTT Committee.

Refer to the Awards section of the CTTC webpage for additional information concerning the Dan Mills Chapter Programs Award.

### **3. Donald A. Siller Refrigeration Award**

The Donald A. Siller Refrigeration Award recognizes exceptional performance by a Chapter Refrigeration Chair for planning activities and providing technology transfer on the subject of refrigeration.

Refer to the Awards section of the CTTC webpage for additional information concerning the Donald A. Siller Refrigeration Award.

#### 4. Award Deadlines and Selection Schedule

The format and schedule for Chapter and Regional Technology, Dan Mills Chapter Programs Award, and Donald A. Siller Refrigeration Awards are at the discretion of Chapter and Regional CTTC members, however, suggested deadlines for each are as follows:

Action	Due Date
1. Submittal Due to RVC for Regional Competition	Determined by RVC
2. Judging of Regional Submittals	Determined by RVC
3. Chapters notified by RVC of Regional Competition Results	Determined by RVC
4. Submittals to Society: <ul style="list-style-type: none"> <li>• Technology Awards</li> <li>• Dan Mills Chapter Programs Award</li> <li>• Donald A. Siller Refrigeration Award</li> </ul> <i>Submit one copy electronically in pdf format to <a href="mailto:chapterprograms@ashrae.org">chapterprograms@ashrae.org</a></i>	September 1 September 30 September 30
5. Staff Liaison sends Dan Mills and Donald Siller entries and ballot to Awards Working Group to select final candidate	October 15
6. Working Group selects recipients and forwards recommendations to staff and CTTC Chair	November 1
7. CTTC recommends final candidates to Honors & Awards and Members Council for approval	Winter Conference
8. Staff notifies winners and non-winners	Following Winter Conference