

Conferences and Expositions Committee Meeting

Saturday, February 4, 2023

Birch Room, Omni Hotel

Atlanta, Georgia

MINUTES

Members Present

Christine Reinders-Caron, Chair
Raul Simonetti, Vice Chair
Aaron Boranian
Nohad Boudani
Craig Bradshaw
Kristen Cetin
Joe Chow
Brian Fronk
Jim Liston
Suzanne LeViseur
Stephanie Mages
Maggie Moninski
Scott Peach
Ng Yong Kong
Anoop Peediyakkan
Bert Phillips
Som Shrestha
Davide Ziviani
Devin Abellon, BOD ExO

Members Absent

Ahmed Abdelsalam
Gary Debes
Lina Maged Hashem
Ehab Mamdouh
Rafi Karim
Alekhya Kaianathbhatta
Erik Sanchez

Guests

Doug Cochrane
Dan Rogers
Kevin Summers
Sumayyah Theron
Kevin Brown

Staff

Haley Booker-Lauridson
Tony Giometti

1. Call to Order

Ms. Christine Reinders-Caron called the meeting to order at 8:00 a.m.

2. Approval of June 25, 2022 Minutes

Mr. Brian Fronk moved and Ms. Suzanne LeViseur seconded to approve the minutes from the June 25, 2022 meeting. VOTE: 17-0-0, CNV. Passed

3. BOD ExO Comments

Mr. Devin Abellon presented the ASHRAE Leadership Presentation, a wide-ranging and in-depth view of the Society's activities June 2022. He emphasized the Society's work on diversity, equity and inclusion, the Task Force on Building Decarbonization, the 'Society Snapshot,' membership and publications.

4. Host Committee Reports

2023 Annual, Tampa. Conference Chair Dan Rogers said the Welcome Party is being planned at Armature Works on Saturday, June 24, 6:30 – 9:30 p.m., which offers various activities to do after the event. Tours are being planned and a sustainability project at Metropolitan Ministries is being organized.

2024 Winter, Chicago. Conference Chair Kevin Summers said the headquarters hotel will be the Marriott next to McCormick Place. The Welcome Party will be held at the Old Post Office. Tours are being planned at the Old Post Office, McCormick Place mechanical room, Eris Brewery and Cider House and 340 OTP. A sustainability project is being planned at two schools. Members Night Out will feature Casino Night.

5. Joint Exposition Policy Committee

Mr. Michael Cooper said the 2023 AHR Expo was doing well. Attendance is about 6% lower than 2019 but the show 28K sq ft larger than 2019, about 5% better. He said the committee will be embarking on a marketing campaign and is starting to look at a carbon footprint analysis for the show. A new contract has been signed between ASHRAE and the International Exposition Company that lasts through 2037. See Attachment A.

6. 2023 Winter Conference, Atlanta

It was reported that several presentations had not been uploaded or revised, so it was expected that the Speaker’s Lounge was going to be very busy.

7. 2023 Annual Conference, Tampa

Mr. Bert Phillips said that the main focus is the review of the conference papers, which will be done on a compressed review schedule. It is necessary to have CEC members sign up as conference paper review chairs and for reviewers to be assigned to papers in order to meet the tight review deadlines.

8. 2024 Winter Conference, Chicago

Ms. Suzanne LeViseur reported that the tracks and track chairs have been established and named. The Web sites are being set up. A schedule has been established and has been distributed to Ms. LeViseur.

9. Subcommittee Reports

a. CEC Executive Subcommittee

Ms. Reinders-Caron said ExCom reviewed and approved the proposed registration rates for the 2024 Winter (Chicago) and Annual (Indianapolis) Conferences. She said the rates are \$10 higher than what was proposed for the 2021 Winter Conference in Chicago (which was cancelled because of the pandemic). She moved that the registration rates shown below be approved:

Member Early Bird	\$	755.00
First Time Member Early Bird	\$	730.00
Non Member Early Bird	\$	1,010.00
First Time NonMember Early Bird	\$	985.00
Life		
Member/Speaker/BOD/PM/LeadDRs/CEC	\$	195.00
Member Advance	\$	780.00
First Time Member Advance	\$	755.00
Non Member Advance	\$	1,035.00
First Time Non Member Advance	\$	1,010.00
Member Onsite	\$	1,015.00
First Time Member Onsite	\$	990.00
Non Member Onsite	\$	1,270.00
First TimeNon Member Onsite	\$	1,245.00
One Day Member	\$	390.00
One Day Non Member	\$	470.00
SBA/Student Member	\$	25.00
Student Non Member	\$	55.00
Spouses	\$	60.00
One Session Onsite	\$	75.00
Virtual Member	\$	470.00
Virtual Non Member	\$	520.00
Virtual Reduced	\$	115.00

Virtual Company Package (3-5)	\$	1,990.00
Virtual Company Package (6-10)	\$	3,750.00
Virtual Company Package (11-20)	\$	7,025.00

Vote: 17-0-0, CNV. Passed.

Ms. Reinders-Caron said ExCom reviewed and approved the Sustainability Project proposal from the Illinois Chapter, the host of the 2024 Winter Conference. Instead of addressing energy, the decision has been made to address the topic of IAQ as a response to the global pandemic and as an attempt to educate the next generation of scientists. The chapter is partnering with Attune (previously Senseware), an organization that specializes in indoor air quality monitoring in real time, to educate elementary and middle school age children on what indoor air quality is and how it impacts our lives. The project consists of: IAQ sensors installation in two schools, a half-day hands-on workshop and educational material. She moved that this project be approved.

Vote: 17-0-0, CNV. Passed.

Ms. Reinders-Caron said that a new PDH award system was being implemented for the Winter Conference. Attendees are required to complete a survey of the session and speakers in order to receive a PDH certificate for the session. Attendees will use the app or scan a QR code to access the survey for the different sessions.

Mr. Scott Peach said that he received feedback from TCs that the tracks are too narrow. It was advised that the TCs submit the programs on a particular topic and that enough of them are accepted, a new track could be created from those submissions.

b. Event Sponsorship Subcommittee

Mr. Peach said the goal for the 2023 Winter Conference was \$50K in sponsorships and that the goal was exceeded: \$96K was raised with a \$72,420 net to ASHRAE. He said the rates were increased 10% from last year. Mr. Peach will be rolling off the committee in July, and so volunteers were requested to sit on the subcommittee now to prepare for chairing it next year.

c. Topical Conferences Subcommittee

Mr. Davide Ziviani reported on the conferences in process and proposed conferences.

Topical Conferences in Process

- I. March 6-8, 2023 – HVAC Cold Climate Conference, co-organized with SCANVAC, Anchorage, Alaska. 43 papers have been accepted.
- II. May 11-12, 2023 – Third Developing Economies Conference, co-organized with the Mumbai Chapter, Mumbai, India. A call for speakers has been completed and invited speakers are being identified.
- III. September 11-13, 2023 – ASHRAE Building Performance Analysis Conference, Austin, Texas. Program proposals are currently being accepted.
- IV. October 25-27, 2023 – Decarbonization Conference for the Built Environment, Arlington, Virginia. Co-organized with IFMA, AIA, APPA and BOMA. The attendance goal is 250. About 75% of the total number of speakers will be invited speakers.
- V. November 28-30, 2023 – Eighth International Conference on Energy Research and Development, Kuwait University City, Kuwait. Co-organized with Kuwait University. A call for papers is currently open.

Topical Conferences Proposed

- I. International Decarbonization Conference 2024
- II. Indoor Environment Quality 2025
- III. Buildings XVI 2025

In addition, the following conferences were put on since the 2022 Annual Conference:

- I. Sept. 14-16, 2022 – Building Performance Analysis Conference and SimBuild 2022, co-organized with IBPSA-USA, Chicago, Illinois. There were 315 registrants, including 44 virtual registrants, from 10 countries. The conference had a budget deficit of \$7,000.
- II. Oct. 6 -7, 2022 – International Building Decarbonization, co-organized with the Hellenic Chapter, Athens, Greece. The chapter reported an attendance of 260 persons. 37 papers were accepted and presented at the conference. The chapter assumed the financial responsibility for the conference.
- III. Oct. 20-21, 2022 – Efficient Building Design, co-organized with the American University of Beirut and the Lebanon Chapter, Beirut, Lebanon. It was reported that 221 attendees participated in the conference. 29 papers were presented. The conference was funded by The Munib and Angela Masri Institute for Energy and Natural Resources at the American University of Beirut.
- IV. Dec. 5-8, 2022 -- Buildings XV, co-organized with Oak Ridge National Laboratory, Clearwater Beach, Florida. 217 registrants attended the conference from 17 countries; 55% of the registrants were ASHRAE members. 83 conference papers were presented. In addition, 7 pre- and post-conference workshops were presented. The conference had a budget surplus of \$12,000.

d. **Operations Subcommittee**

Mr. Raul Simonetti reported that work on the committee's MBOs were on track for completion in June. See Attachment B. He said the subcommittee is working on updating and reorganizing Basecamp.

On behalf of the Operations Subcommittee, Mr. Simonetti brought forth three updated documents:

1. CEC MOP. He said the MOP was updated to include the Event Sponsorship Subcommittee. This subcommittee was created around 2019 and has been meeting ever since then. Because of its ongoing work, this subcommittee was added to the list of subcommittees in the MOP.

Vote: 15-0-0, CNV. Passed.

2. ASHRAE Conference Presentation Policy. This policy, formerly known as the Commercialism Policy, had a number of 'working document' type changes: added hyperlinks to the list of not allowed items; added guidance for speakers who upload their own photos for the on-demand programs; guidance for including QR codes in presentations; and updated guidance on 'Slide Requirements.'

Vote: 15-0-0, CNV. Passed.

3. CEC Commercialism & Policy Review Check List. Changes to this checklist are based on changes to the Conference Presentation Policy.

e. **Paper Submission ad hoc Subcommittee**

Ms. Kristen Cetin presented the report in Attachment C.

10. Next Meeting

Saturday, June 24, 2023, Tampa, Florida.

11. Adjournment

Ms. Reinders-Caron adjourned the meeting at 9:56 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Anthony A. Giometti".

Anthony A. Giometti



REPORT TO CEC

From: ASHRAE/AHRI Joint Exposition Policy Committee (JEPC)
January 26, 2023

Information Items:

1. REPORT ON THE 2023 AHR EXPO – ATLANTA, February 6-8 487,505 sq feet of exhibit space currently sold. Podcast Pavilion will be back on the exhibit floor in Atlanta. Housing numbers appear to be strong.

Extensive marketing by IEC for the expo is ongoing. The JEPC has been engaged in reviewing how we can improve moving forward. The link will provide a marketing overview. [AHR Expo Marketing Overview - Google Docs](#)

2. During our meeting in Atlanta we will be discussing the carbon footprint of the AHR Expo and potential tracking or impact reduction can be achieved.
3. The AHR expo agreement was fully executed by all parties on July 20th, 2022. The royalty arrangement extends through 2037 with contract negotiations beginning as early as 2032.
4. The list of future shows can be found in **Attachment B & C**. Currently the sites have been selected through 2033 for the AHR Expo, and through 2025 for the AHR Expo Mexico.

January 26, 2023
Date

Michael Cooper, PE,
Chair

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2022 – 2023
 Chair: Christine Reinders-Caron
 Vice Chair: Raul Simonetti

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete update work on Committee Guidance Documents, Reference Manual, and New Member Handbook	6/30/2023	In Process	None	Operations Subcommittee and Staff	None
2. Improve conference experience for attendees, authors, and reviewers	6/30/2023	In Process	None	ExCom, full CEC and Staff	None
3. Streamlining review process for papers and presentations through automation	6/30/2023	In Process	None	Operations Subcommittee, ExCom and Staff	None
4. Apply DEI Initiatives to conference programs	6/30/2023	Open	None	ExCom, Conference and Track Chairs and Staff	None
5. Increase participation in speaker and program surveys and utilization of data to improve quality of technical program	6/30/2023	In Process	None	ExCom, Conference and Track Chairs and Staff	None
6. Select 2025 Winter and Annual Conference chairs	6/30/2023	Complete	None	Reinders-Caron and Simonetti	None

Paper Submission Ad Hoc Committee Report to CEC

Saturday, February 4, 2023

The Paper Submission Ad Hoc committee has met four times in the past year to address the decline in paper submissions to Winter and Annual Conferences and implement changes to increase submissions. The committee's recommendations are as follows:

1. Open Access to conference papers
 - Committee Recommends that after 1 year, papers be made open access if research shows that there would be no substantial financial impact to ASHRAE.
2. Reviewer recognition and incentives
 - Committee recommends for reviewers to receive better recognition for reviewing papers; (add to ASHRAE points for awards, create some form of visible recognition (ribbon) on conference name badge)
 - Kristen will go to honors and awards committee meeting at ASHARE Winter 2023 and discuss this option with them.
 - Committee also recommends that the website be updated to make it easier for reviewers to find the reviewer portal.
3. Special Issue for STBE – allows conference papers to be extended into full paper submissions (50% new content)
 - Committee Recommends: this should be done for the annual conference/research summit and guest editors identified (Research Summit Track Chair, Technical Chair)
4. Shorten review schedule for 2023 conference (Implemented for 2023 Winter and Annual Conferences)
 - Committee Recommends continuing the shortened review schedule moving forward (assuming positive feedback).
5. Extended Abstracts for Annual Conference
 - Committee Recommends that the website be updated to improve clarity of expectations of extended abstracts and make it easier to find this information
 - Committee also recommends opening up extended abstracts for one other popular track and one other less popular track and ensure that the website is updated with this information and the track chair is aware of these additional responsibilities.
6. Ongoing Discussions
 - Possible Elimination of Technical Papers
 - Method of accepting conference papers/extended abstracts/seminars for conferences
 - Feasibility of allow authors submitting seminars to request that their seminar include a conference paper/extended abstract as one of the speakers.
 - Should we allow presentations to be submitted individually
 - Should we allow extended abstracts and seminars to be combined together (vs conference papers/extended abstracts and seminars separated)