

Conferences and Expositions Committee Meeting

Saturday, June 24, 2023

8:00 a.m. – Noon

Swann (3), JW Marriott

Tampa, Florida

MINUTES

1. Call to Order

Ms. Christine Reinders-Caron called the meeting to order at 8:01 a.m.

2. BOD ExO Comments

Mr. Devin Abellon presented the ASHRAE Leadership Presentation, a wide-ranging and in-depth view of the Society's activities. He emphasized the Council and Committee Nominations due in the upcoming months. He highlighted the Society's work on diversity, equity, and inclusion, the 'Society Snapshot,' membership updates and publications.

3. Host Committee Reports

2023 Annual, Tampa. Conference Chair Dan Rogers welcomed the Committee to Tampa. He said that the Welcome Party will be at Armature Works on Saturday, June 24, 6:30 – 9:30 p.m. He highlighted the technical tours, including a technical tour to visit the city loop.

2024 Winter, Chicago. Conference Chair Kevin Summers shared that 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.

2024 Annual, Indianapolis. Mr. Doug Fick shared that the Welcome Party is planned to be at the Indianapolis Zoo. A sustainability project is being planned at a House for Women escaping domestic violence. He shared that there are two large events happening simultaneously during the time of the Society's Annual conference- Native American Art Festival and the U.S. Olympic Swimming Trials.

4. Joint Exposition Policy Committee

Mr. Michael Cooper thanked the Committee for making the 2023 Winter Conference in Atlanta so successful. As of May 1, 44,000 square feet of exhibit space has been sold for 2024 AHR Expo and is projected to exceed the last expo in Chicago in 2018. He highlighted a focus on decarbonization in Chicago in conjunction with upcoming Society President Ginger Scoggin's society theme; the committee is working with IUC to collaborate with exhibitors to communicate how their story relates to decarbonization.

See Attachment A for the report on the 2023 Winter Conference and AHR Expo.

5. 2023 Annual Conference, Tampa

Mr. Bert Phillips said that the main focus is the review of the presentations (150 of which were not yet approved for presentation; 50 of those never uploaded) and getting volunteer spots filled for the Speakers Lounge Sign-up sheet. For the first time in Winter and Annual, all papers were scheduled into Poster sessions, which include a short oral presentation as well as a poster.

6. 2024 Winter Conference, Chicago

Ms. Suzanne LeViseur reported that the tracks and track chairs have been finalized. Staff confirmed that the conference paper abstract submissions and the program submissions were underway; this is the first conference that has had overlapping submission periods for paper abstracts and program proposals.

7. 2024 Annual Conference, Indianapolis

Mr. Brian Fronk reported that the tracks have been shared with TAC, and once the list has been updated, he plans to finalize the track chairs. Mr. Fronk also reported that he amended the paper deadlines for the conference to reflect suggestions made by the paper ad hoc committee and shared the updated schedule with Staff.

8. Subcommittee Reports

a. CEC Executive Subcommittee

a. Motions

1. CEC requests that ROB 2.104.015 be revised as follows:

All attendees at Society Winter and Annual Meetings shall pay the applicable meeting registration fees except that the following shall be exempt from paying these fees: Host committee members, first-time monitors, special invitees, and press. The following discounted registration fees shall apply:

A. Student members and faculty advisors shall be charged a registration fee of \$25.00.

B. Conference speakers, session chairs, Conferences and Expositions Committee members, repeat monitors, Board of Directors members, spouses of officers, Presidential Members and Life Members will be charged a registration fee calculated by applying a 75% discount to the member full registration fee rounded up to the nearest \$5.00.

Background: There are about 100 monitors serving at each conference. It is estimated that about 20% of those monitors volunteer on a yearly basis.

Fiscal Impact: +\$4,000/conference

Staff Impact: Minimal

Vote: 14-0-0, CV

2. CEC has the following response to the Tennessee Valley Chapter - Motion 13 (07/27/2022): That (Conferences and Expositions) include a hotel option that has significantly lower per night cost for winter and annual conferences than the Headquarters hotel:

We appreciate the intent of this request. However, implementation of it at this time could result in significant financial exposure for Society. ASHRAE's headquarter hotel serves as the base for ASHRAE's conference programming during Winter and Annual Conferences. In order for ASHRAE to acquire a space buyout at a hotel, we have to have a substantial sleeping-room block to avoid meeting room rental costs. In other words, our promise to the hotel of a large number of sleeping room nights essentially pays for the meeting room rental. Without waived room rental, ASHRAE conference registration fees would increase significantly and ASHRAE would have difficulty finding acceptable space for future conferences. In addition, standard hotel contracts require ASHRAE to meet 80% or higher of our proposed sleeping room block or else Society pays a multi-thousand dollar penalty.

Vote: 14-0-0, CNV. Passed.

b. Information Items

1. Complimentary Name Badge for identification, not for access to the technical program – the number of badges are increasing. These free badges might be influencing the number of registrants at conferences; however, at this time registrations have not been declining.
2. CEC Response to Members Council MBO 6:
 - a. Registrants for an ASHRAE (co)sponsored conference should physically receive something about ASHRAE’s Decarb efforts. This document should be handed out when they pick up their badges at registration.
 - i. We believe it should not be something physically distributed.
 - ii. We support the sustainability pledge in the app which could be expanded to result in a decarb score that is sharable.
 - b. All co-sponsored events needs to have some sort of Decarbonization content included
 - i. Question to be included in proposal for co-sponsored events such as “What activities are included that support *presidential theme* of Decarbonization efforts”
 - ii. Decarbonization programs that are included in co-sponsored events can be identified and highlighted. Include language flexible to include the intent of related activities and approaches.

Ms. Reinders-Caron announced the future conference chairs for the Annual and Winter conferences – Ms. Suzanne LeViseur for 2024 Winter; Mr. Brian Fronk for 2024 Annual; Mr. Som Shrestha for 2025 Winter; Mr. Craig Bradshaw for 2025 Annual. She expressed that if any of the CEC members are interested in chairing the 2026 Winter and Annual Conferences, they will be taking names in the upcoming months.

b. Event Sponsorship Subcommittee

Mr. Giometti reviewed the sponsorship details provided by Mr. Greg Martin. The goal was to raise \$20,000 for the 2023 Annual Conference; after commissions, the net raised was \$38,900. Net to ASHRAE is \$20,000.

Mr. Giometti noted that the appeal for sponsors is not as great for Annual Conferences because there is no AHR Expo show. Increase in sponsors for social events. Decrease in sponsored tech talks – none for this conference. The sponsorship prospectus for 2024 Winter is posted. The subcommittee chair, Mr. Peach, would be rolling off of the subcommittee, and new members are needed. Ms. Stephanie Mages and Mr. Joe Chow agreed to roll onto the subcommittee.

Action Item: Mr. Simonetti to nominate new members for the Event Sponsorship Subcommittee.

c. Topical Conferences Subcommittee

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

Topical Conferences in Process

- I. September 11-13, 2023 – 2023 ASHRAE Building Performance Analysis Conference, Austin, Texas.
- II. October 25-27, 2023 – Decarbonization Conference for the Built Environment, Arlington, Virginia.
- III. November 28-30, 2023 – Eighth International Conference on Energy Research and Development, Kuwait University City, Kuwait. Co-organized with Kuwait University. The paper submission deadline was extended to June 26. 20 out of around 70 papers had been submitted.
- IV. April 17-19, 2024 – International Decarbonization Conference 2024, Madrid, Spain. Co-organized with the Spain Chapter. The committee has received significant sponsorship funds.

- V. June 24-26, 2024 – 2024 ASHRAE Conference for Integrated Design, Construction & Operations (formerly known as the ASHRAE Building Performance Analysis Conference), Indianapolis, Indiana. Mr. Kevin Brown agreed to act as CEC liaison to the steering committee.

Topical Conferences Proposed

- I. Indoor Environment Quality 2025 - A meeting was scheduled to discuss the conference on Sunday, June 25.
- II. Buildings XVI 2025 – discussion pushed to 2024 Winter Conference
- III. Women’s Leadership Summit
- IV. Decarbonization Conference 2025, New York

d. **Operations Subcommittee**

a. **Motions**

- 1. The Operations Subcommittee moves that the changes to the Three-Strike Policy as shown below be approved by CEC:

Background. CEC has had an ongoing issue with presentations not being uploaded for commercialism review before the conference. This is problematic because it requires a “fire drill” for CEC on Saturday and Sunday of the conference to process commercial reviews for these presentations before they can be uploaded to the system. For clarification, presentation requirements include:

- a. Presentations must be uploaded for commercialism before the deadline (e.g. January [xx],20[yy] for the 20[yy] [Winter/Annual] Conference).
- b. Uploads must have “real” content (i.e. not placeholder information), and include the ASHRAE/AIA Disclaimer and Learning Objectives.
- c. Revision can be made up to the day before the presentation is scheduled; however, the ability to upload new files onsite at the conference will be discontinued shortly cannot be guaranteed.

Motion. In order to maintain a well-run conference and in fairness to other presenters who have complied with the CEC presentation upload requirements, CEC shall institute the following policy beginning with the Annual Conference in 2023:

- a. If a presentation is not uploaded for commercialism review on or before the conference upload deadline (as established for each Winter and Annual Conference) it shall constitute a “strike” against the presenter;
- b. If the presenter subsequently fails to upload a presentation for commercialism review on or before the conference upload deadline within two (2) years of their first strike event, then the presenter will receive a second “strike”.
- c. If the presenter subsequently fails to upload a presentation for commercialism review on or before the conference upload deadline within two (2) years of their second strike event, then the presenter will receive a third “strike”.

- d. If the presenter subsequently fails to upload a presentation for commercialism review on or before the conference upload deadline within two (2) years of their first strike event, then the presenter will receive a second “strike”.
- e. After receiving a second third strike, the presenter will be prohibited from being a presenting speaker at a Winter or Annual Conference for a period of two (2) years from the date of receiving their second third strike.

Background: CEC has had an ongoing issue with presentations not being uploaded for commercialism review before the conference. This is problematic because it requires a “fire drill” for CEC on Saturday and Sunday of the conference to process commercial reviews for these presentations before they can be uploaded to the system.

Discussion: Mr. Fronk asked how these strikes would be documented, and how many speakers this would impact. Mr. Giometti and Ms. Haley Booker-Lauridson agreed on creating a Google Spreadsheet to document the strikes. Ms. Maggie Moninski stated that the number affected would depend, but that there are several well-known repeat offenders.

Vote: 14-0-0, CNV. Passed.

Action Item: Staff to create a working document to keep track of strikes (complete).

2. The Operations Subcommittee moves that CEC approve changing the name of the “Technical Paper Award” to the “Best Paper Award.”

Background: The Operations Subcommittee is recommending that CEC changes the name of the Technical Paper Award to the Best Paper award to broaden the papers eligible for this award to conference papers and extended abstracts. The authors presentations of the top ten rated papers will be rated by CEC members and those presentation scores will be combined with the technical ratings to determine the ranking of the top papers.

Discussion: Christine noted that the award was named Best Paper Award in the past. Mr. Erik Sanchez asked why the award was changed in the first place; Mr. Giometti responded that ASHRAE Winter/Annual conferences used to only include technical papers, and when conference papers were introduced, only technical papers would be eligible for the award because they went through a more rigorous process. At present, few technical papers have been submitted to conferences, resulting in this proposed change.

Vote: 14-0-0, CNV. Passed.

b. Information Items

1. The CEC Basecamp has been revised and updated with current policies and procedures.
2. Conference Venue IEQ ad hoc:
 - a. On March 16, 2023, an ad hoc meeting on Indoor Environmental Quality (IEQ) aimed to raise awareness among ASHRAE members and conference venue management about the significance of proper IEQ in conference venues.
 - b. Objectives were two-fold: for members, it aimed to demonstrate ASHRAE's commitment to supporting and achieving a high level of IEQ; for venue management, it sought to educate and involve them in improving IEQ in the future.

- c. The meeting employed various approaches, including pre-conference facility walkthrough surveys, quick audience surveys, offering free attendance to venue management for IEQ programs during ASHRAE conferences, and providing feedback based on collected IEQ surveys.
 - d. CEC will oversee these efforts. CEC ExCom subsequently approved two complimentary registrations for conference venue facility management to attend future conferences, and they also decided to include IEQ-related survey questions in post-conference surveys.
 - e. "Developing Economies" Conference in Mumbai in May 2023 demonstrated excellent IEQ survey results, likely due to the cooperation of the LEED-certified hotel staff who were well-versed in IEQ.
3. Recommendations for new subcommittee members: Mr. Ng Yong Kong, Mr. Atilla Biyikoglu to replace Mr. Bert Phillips and Mr. Scott Peach. Ms. Reinders-Caron is rolling off, Ms. Moninski to become subcommittee chair, Raul to stay on.

e. Paper Submission ad hoc Subcommittee

The focus of the Paper Submission ad hoc Subcommittee is to increase paper submissions for Winter and Annual Conferences. Ms. Kristen Cetin shared the previous Annual conferences: 13 more extended abstracts submitted , 69 paper abstracts, 34 more full manuscripts submitted; could be in part by the shorten paper timeline.

The ad hoc met on June 6 to discuss problems emerging from the shortened paper review timeline (six months from abstract submission to presentation at conference, compared to the original nine months between abstract submission and presentation). One issue was that authors received notification of their acceptance after early bird registration deadline, which would negatively affect those whose paper was not accepted but would still be willing to attend the conference, as well as international authors who needed time to apply for and acquire a visa. In response, the ad hoc decided to shorten the three-month span between authors receiving abstract notification and the conference paper due date by two weeks.

For the 2023 Annual Conference, there was some concern about all papers being scheduled into poster sessions. Ms. Cetin and Ms. Booker-Lauridson would work on a survey that authors and attendees could take asking for feedback on the poster sessions, and for future conferences Staff would enable an option to choose preference between the lightning round poster sessions and traditional paper sessions.

Mr. Giometti mentioned that providing papers through open source one year after publication was also explored, including determining the potential loss of sales as well as the potential benefits to authors and researchers by making papers more widely available in this way. The publishing staff would be meeting with CEC later in the conference to further discuss this.

9. 2022-2023 MBOs

Ms. Reinders-Caron presented an update on the status of the 2022-2023 CEC MBOs (Attachment B)

Mr. Simonetti reviewed the 2023-2024 MBOs (Attachment C).

10. Old Business

Ms. Reinders-Caron noted that members need to attend the full CEC meeting and Winter and Annual subcommittee meetings during the conference.

Mr. Simonetti filled out the remainder of the Speakers Lounge sign-up sheet.

11. Next Meeting

Saturday, January 20, 2023, Chicago, Illinois.

12. Adjournment

Ms. Reinders-Caron recognized the members who were rolling off the committee: Scott Peach, Devin Abellon, Nohad Boudani, Alekhya Kaianathbhatta, Rafi Karim and Gary Debes. Ms. Reinders-Caron adjourned the meeting at 10:56 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

MBO Submission to Planning

Updated 06/17/2023

Council: Members Council

Chair: Raul Simonetti

Committee: Conferences and Expositions

Vice Chair: Maggie Moninski

MBO #	Description	Metric	Completion % /Date	Financial Assist Req'd?	MBO Comments
		(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
2	Streamlining review process for papers and presentations through automation	Prompt feedback to authors; Reducing number of review iterations	12/31/2025	No	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. <u>Delayed to 2025 due to merging of US sw provider with German HQ.</u>
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.
4	Applying DEI Initiatives to conference programs	Diversity of speakers, sessions, and topics.	6/30/2024	No	The committee looks forward to receiving additional guidance from the society level DEI committee.
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.
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, and why they are compliant or not.
7	Aligning conference programs with targeted conference attendees	Comparing attendees to the target type of audience	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