

Conferences and Expositions Committee Meeting

Saturday, June 25, 2022

Wentworth (2), Sheraton Centre Toronto

Toronto, Ontario, Canada

Members Present

Vikrant Aute, Chair
Christine Reinders-Caron, VC
Ahmed Abdelsalam
Nohad Boudani
Marites Calad
Kristen Cetin
Brian Fronk
Steve Idem
Rupesh Iyengar
Jim Liston
Suzanne LeViseur
Maggie Moninski
Scott Peach
Anoop Peediyakkan
Bert Phillips
Erik Sanchez
Som Shrestha
Raul Simonetti
Marianna Vallejo
Davide Ziviani
Devin Abellon, BOD ExO

Members Absent

Robert Cox
Billy Austin
Lina Maged Hashem
Alekhya Kaianathbhatta
Rafi Karim
Gary Debes

Guests

Doug Cochrane
Aaron Boranian
Kevin Summers
Chris Phelan
Craig Bradshaw
Dan Rogers
Ehab Mamdouh Abu Taleb
Ng Yong Kong

Staff

Ragan McHan
Haley Booker-Lauridson
Tony Giometti

1. Call to Order

Mr. Vikrant Aute called the meeting to order at 8:11 a.m.

2. Approval of January 29, 2022 Minutes

Ms. Maggie Moninski moved and Ms. Marianne Vallejo seconded to approve the minutes from the January 29, 2022 meeting. VOTE: 15-0-0, 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 over the past five months. He emphasized the work of the BOD advisory subcommittee on diversity, equity and inclusion (DEI). He reminded the committee that the deadline to apply as a Distinguished Lecturer is December 1, 2022. He noted that the membership ballot had a change to the bylaws to 'Full Member' grade from 'Member' grade. He said when members renew their membership, they will have a choice of: an ALI course, a standard or the ASHRAE Handbook. He provided updates on research promotion, the Government Activities Committee, ALI and Marketing Central.

4. Host Committee Reports

2022 Annual, Toronto. Conference Chair Doug Cochrane said the Toronto Chapter is celebrating its 100th Anniversary at this conference. The 2022 Annual Conference was co-located with the Ventilation 2022

Conference (Mr. Cochrane chaired that conference) and offered dual sponsorships for both conferences, which was successful. He said the Welcome Party takes place at CN Tower and is sold out. An outing to see the Toronto Blue Jays baseball team will be attended by 140 people. The tours will utilize local transportation, such as subways, to reduce the carbon footprint; however, a bus be used for the Niagara Falls tour.

2023 Annual, Tampa. Conference Chair Dan Rogers said the Welcome Party is being planned at Armature Works, which offers various activities; tours at the Florida Aquarium, UT/Hotel, Water Street and a central utility plant; and a sustainability project at Metropolitan Ministries to do an energy, water and envelope audit.

2024 Winter, Chicago. Conference Chair Kevin Summers said the headquarters hotel will be the Marriott next to McCormick Place instead of at the Palmer House in downtown Chicago. The Hyatt next to McCormick Place will have overflow sleeping rooms (not meeting rooms). He is working on filling positions for the host committee and will be addressing logistical challenges since the HQ hotel is not downtown.

5. 2022 Annual Conference, Toronto

Ms. Kristen Cetin said there are 249 presentations already uploaded and approved, which is very high. She reported there are 85 papers that will be presented in 16 conference paper sessions and 3 poster sessions.

6. 2023 Annual Conference, Tampa

Mr. Bert Phillips lead a discussion on the proposed tracks for the conference: Systems and Equipment, Fundamentals and Applications, Research Summit, Decarbonization, BAC Systems and IoT, Professional Development, Future Proofing the Built Environment, Resiliency. Based on the discussion, he will finalize the preliminary tracks.

Action Item 1: Mr. Phillips will finalize the track names, write abstracts for the tracks and assign track chairs.

7. Subcommittee Reports

a. CEC Executive Subcommittee

Mr. Aute said ExCom reviewed and approved the proposed registration rates for the 2023 Winter and Annual Conferences. Mr. Ahmed Abdelsalam moved and Ms. Christine Reinders-Caron seconded that the registration rates shown below be approved:

Member Early Bird	\$ 655.00
First Time Member Early Bird	\$ 630.00
Non Member Early Bird	\$ 910.00
First Time Non Member Early Bird	\$ 885.00
Life Member/Speaker/BOD/PM/LeadDRs/CEC	\$ 170.00
Member Advance	\$ 680.00
First Time Member Advance	\$ 655.00
Non Member Advance	\$ 930.00
First Time Non Member Advance	\$ 910.00
Member Onsite	\$ 885.00
First Time Member Onsite	\$ 860.00
Non Member Onsite	\$ 1,140.00
First Time Non Member Onsite	\$ 1,115.00
One Day Member	\$ 340.00

One Day Non Member	\$ 410.00
SBA/Student Member	\$ 25.00
Student Non Member	\$ 55.00
Spouses	\$ 60.00
One Session Onsite	\$ 75.00
Virtual Member	\$ 410.00
Virtual Non Member	\$ 460.00
Virtual Reduced	\$ 100.00
Virtual Company Package (3-5)	\$ 1,735.00
Virtual Company Package (6-10)	\$ 3,265.00
Virtual Company Package (11-20)	\$ 6,125.00

Vote: 18-0-0, CV. Passed.

It was recommended that a Student Member Virtual rate be determined and added to the registration options.

Mr. Aute provided background on additional items addressed by ExCom:

- transition from the speaker lounge laptop picture to a presenter-uploaded photo beginning with the 2023 Winter Conference in Atlanta with a commercialism review
- increase the number of speaker surveys completed by conference attendees. The Operations Subcommittee will be examining ways to tie the survey to obtaining PDH certificates and beacon technology to prompt attendees to complete a 'to-do' list for attending sessions.

b. Topical Conferences Subcommittee

Ms. Vallejo reported that the Ventilation 2022 Conference took place immediately prior to the start of the 2022 Annual Conference, which is the first time two ASHRAE conferences were co-located. In addition, the IAQ 2020 Conference took place May 4-6 in Athens, Greece.

Topical Conferences in Process

- Sept. 14-16, 2022 – Building Performance Analysis Conference and SimBuild 2022, co-organized with IBPSA-USA, Chicago, Illinois
- Oct. 6 -7, 2022 – International Building Decarbonization, co-organized with the Hellenic Chapter, Athens, Greece
- Oct. 20-21, 2022 – Efficient Building Design, co-organized with the American University of Beirut and the Lebanon Chapter, Beirut, Lebanon
- Dec. 5-8, 2022 -- Buildings XV, co-organized with Oak Ridge National Laboratory, Clearwater Beach, Florida
- March 6-8, 2023 – HVAC Cold Climate Conference, co-organized with SCANVAC, Anchorage, Alaska

Topical Conferences Proposed

- May 2023 – Third Developing Economies Conference, Mumbai, India
- October 2023 – Decarbonization Conference for the Built Environment

c. Event Sponsorship Subcommittee

Mr. Scott Peach gave an overview of the Event Sponsorship Subcommittee. The sponsorship goal for the 2022 Annual Conference was \$20,000 and the actual raised was \$77,500 with a net total of \$64,300 to

ASHRAE. There were 12 sponsors, including 4 sponsors that took a dual sponsorship with the Ventilation 2022 Conference. He said the subcommittee will be looking at non-traditional HVAC&R industry sponsors.

d. Joint Exposition Policy Committee

Ms. Reinders-Caron presented the report on behalf of Bill Harrison, Chair of the Joint Exposition Policy Committee. The committee formed an advisory subcommittee whose purpose is to bring innovation to future AHR Expos by driving the engagement of younger and more diverse AHR Expo attendees and exhibitors. Programs from the Supply Chain track are planned to be scheduled at the 2023 AHR Expo. The 2022 AHR Expo Mexico, which takes place Sept. 20-22 in Guadalajara, marks the 25th Anniversary of the show in Mexico. The committee secured the show dates of January 30 – February 1, 2029 for the AHR Expo in Las Vegas. The show will run Tuesday – Thursday rather than the usual Monday – Wednesday due to scheduling conflicts. The ASHRAE technical program will remain Sunday – Wednesday.

e. Operations Subcommittee

Ms. Reinders-Caron reported on work to update session chair guidance, DEI guidance for program submissions, update reference documents, automate presentation commercialism review process and launch the single-sign on (SSO) feature in Confex (users sign-into Confex using their ASHRAE membership password and the data from the Society database populates the Confex database). SSO will go live in mid-July and then the Web site for program submissions for the 2023 Winter Conference will open.

f. Paper Submission ad hoc Subcommittee

Mr. Aute presented the report in Attachment A. He said the committee met on more than one occasion to discuss reasons for the decline in paper submissions to Winter and Annual Conferences. One of the actions taken was to shorten the review schedule for conference papers to within six months' time of the start of the conference. For the 2023 Annual Conference, the paper schedule will be: Abstracts due January 2023; Papers due April 2023; Reviews complete June 2023.

To address the low number of double-blind review Technical papers (only 2 were presented at the 2022 Annual Conference), Mr. Aute recommended these papers be absorbed in STBE (Science and Technology for the Built Environment). It is confusing with the technical papers to know what type of paper to submit. Technical papers should be published in STBE and have presentations based on them at conferences.

A discussion ensued on the idea to present papers only at Annual Conferences and not Winter Conferences. A drawback with authors might not want to wait until an annual conference, so they may go elsewhere. The diverse attendance at the winter conference would miss the winter papers. There would be more papers to review for the annual conference. Students go to winter conference to present papers and would not be able meet with researchers. The number of papers are increasing at topical conferences which presents additional competition on where to publish.

The topic of an open access option for authors was brought up. Mr. Craig Bradshaw said this would increase the number of paper submissions because it makes papers easy to find and reference. Mr. Aute said some publications and conferences allow open access after six months of publication or the conference. Mr. Davide Ziviani said he could pull data from the Purdue conferences to build a case for open access. Many members concurred that open access would increase paper submissions.

Action Item 2: Staff to investigate if a technical paper is a required deliverable for an ASHRAE research contract.

Mr. Aute said the work of the Paper Submission ad hoc would be continued.

Action Item 3: Mr. Scott will work with staff to create a shared calendar for CEC.

8. ASHRAE Simplified Rules of Order

Mr. Aute said the Society is instituting a new system for conducting meetings to replace the Roberts Rule of Order format.

9. 2021-2022 MBOs

Mr. Aute presented the status of the committee's MBOs. See Attachment B. Mr. Scott commented he would like to make the speaker PPT template a requirement for winter and annual conferences as they are for topical conferences. Mr. Jim Liston asked about creating separate slides for speakers for the AIA disclaimer, learning objectives so speakers could import them into their presentations.

10. 2022-2023 MBOs

Ms. Reinders-Caron presented the CEC MBOs for 2022-2023. See Attachment C.

11. Next Meeting

Saturday, February 5, 2023, Atlanta, Georgia

12. Adjournment

Mr. Peach moved and Ms. Vallejo seconded that the meeting be adjourned 11:30 a.m.

Respectfully submitted,



Anthony A. Giometti

Paper Submission Ad Hoc Committee

Report to CEC

Saturday, June 25, 2022

Committee Members

Vikrant Aute

Kristen Cetin

Brian Fronk

Stephen Idem

Christine Reinders-Caron

Som Shrestha

Davide Ziviani

1. Actions Taken

The committee met on more than one occasion to discuss reasons for the decline in paper submissions to Winter and Annual Conferences. Several factors were identified as contributing to the decline in submissions, including lengthy review process, ASHRAE publication doesn't benefit tenure and/or promotion, dilution due to several conferences per year, a confusing publishing path and lack of incentive for authors.

2. Actions to be Implemented

A shortened review schedule was drafted and approved by the committee. ASHRAE staff will begin the process of implementing the shortened schedule for the 2023 ASHRAE Annual Conference.

3. Topics to be Discussed

The committee has compiled several recommendations to improve the overall conference experience for attendees, authors, and reviewers, as follows:

- a. Phaseout of Transaction Papers - recommend to coordinate with Pubs and STBE to "absorb" transaction papers into STBE. They could be included in the "Case Study" category for the journal or other category deemed fit by Editor in Chief.
This will also help shorten the lead time for publication and improve visibility.
- b. Improving Conference Paper Submission & Review System
 - Single reviewer database across ASHRAE publications
 - Improved workflow and notifications for everyone involved (authors, reviewers, CPRCs, and Track Chairs)
- c. Improve visibility of Conference Papers, including the fact that they are indexed.
- d. Develop a one-pager on "Why Publish with ASHRAE" - this may exist somewhere but does not show up in Internet search.
- e. Transition to accepting papers for Annual conferences only.

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2021 – 2022
 Chair: Vikrant Aute
 Vice Chair: Christine Reinders-Caron

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Implement Hybrid Format for 2021 BPAC and 2022 Winter and Annual Conferences	6/30/2022	Complete	None	ExCom, BPAC Steering Committee and Staff	None
2. Streamlining/automating review process for papers and presentations	6/30/2022	Open	None	Operations Subcommittee and Staff	None
3. Apply DEI Initiatives to conference programs	6/30/2022	Open	None	Operations Subcommittee	None
4. Increase session chair engagement via new chair guidelines	6/30/2022	Complete	None	Operations Subcommittee and Staff	None
5. Increase Conference Paper submissions and visibility	6/30/2022	Open	None	ExCom, Conference and Track Chairs and Staff	None
6. Select 2024 Winter and Annual Conference chairs	6/30/2022	Complete	None	Aute and Reinders-Caron	None
1. Increase CEC membership on the Topical Conference Subcommittee	6/30/2022	Complete	None	Topical Conference Subcommittee Chair	None

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	Open	None	Operations Subcommittee and Staff	None
2. Improve conference experience for attendees, authors, and reviewers	6/30/2023	Open	None	ExCom, full CEC and Staff	None
3. Streamlining review process for papers and presentations through automation	6/30/2023	Open	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	Open	None	ExCom, Conference and Track Chairs and Staff	None
6. Select 2025 Winter and Annual Conference chairs	6/30/2023	Open	None	Reinders-Caron and Simonetti	None