

eCAADe Administrative Council Meeting

Meeting held on

28-29th March 2008

Hogeschool voor Wetenschap & Kunst
Department of Architecture Sint-Lucas
Campus Brussels

MINUTES

Present

Vassilis Bourdakis (VB), Gülen Cagdas (GC), Birgul Colakoglu (BC), Nele De Meyere (NDM), Wolfgang Dokonal (WD, chairing the meeting), Jose Duarte (JD, chairing the meeting), Adam Jakimowicz (AJ, invited guest), Marc Muylle (MM), Bob Martens (BM), Tom Maver (TM), Johan Verbeke (JV), Tadeja Zupancic (TZ).

Apologies for absence

Henri Achten (HA) (President), Alexander Asanowicz (AA), Andre Brown (AB), Thomas Kvan (TK), Joachim Kieferle (JBK).

1. Minutes of Previous Meeting: FH Frankfurt, Germany (September 2007)

- (i) The Minutes of the eCAADe Administrative Council Meeting, held at the FH Frankfurt on 25/09/2007 and circulated, were agreed upon.
- (ii) The Minutes of the eCAADe Annual General Meeting, held at the FH Frankfurt on 27/09/2007 and circulated, were agreed upon.
- (iii) JD proposed to discuss upon full paper versus abstract submission. The issue was added to the agenda for this meeting.

2. Secretariat of eCAADe

- (i) It was agreed that NDM will take minutes of this council meeting.
- (ii) NDM presented the Statement of Accounts 2007 and Profit and Loss Account 2007. Balances show a profit of 7572,47 euro for 2007. The bank balance at December 2007 was 34569,68 euro. The accounts show a healthy and stable membership and financial situation. It was said that the balance allows the Council to reflect on possible projects worth investing money. It was agreed that this should be discussed and that proposals were to be sent to HA and AB. Suggestions raised were:
 - further elaboration of Ivan Petrovic-prize arrangements;
 - setting key words for the CUMINCAD database could need some attention;
 - a differentiation should be made between ideas for coming back actions and one time investments.
- (iii) It was said that the Frankfurt conference resulted in a sound membership for 2007/2008 (159 members) and that there was a positive evolution in the request for institutional membership (9 members for this year, including TU Delft, The Robert Gordon University, University of Dundee, Northumbria University, Ecole d'Architecture de Paris La Villette, University of Applied Arts Wien, University of Strathclyde, RMIT University and University of Sydney). All council members were asked to contact their libraries to discuss the

possibility of institutional membership. AB was asked to put more information about the institutional membership on the website via:

<http://www.ecaade.org/organisation/howtojoin.html>.

3. Composition and Roles of the Administrative Council

- (i) Composition: Because of the resignation of Jonas af Klercker and Jelena Petric, VB, who was until now member of the council as past conference organizer, was asked to become an official member of the eCAADe Council. VB agreed to join the Council as official member.
- (ii) Roles: The roles were already discussed and confirmed during the Council meeting of 25/09/2007.

4. eCAADe Conference 2008 Antwerpen

- (i) Overview of arrangements: MM informed the Council on the state of matters for Antwerp 2008. MM proposed the following key note lecturers (Bob van Reeth, Lars Hesselgren and Jan Neutelings). Jan Neutelings is architect of the 'Museum at the Stream'. At the end of the second day he will guide a visit to the construction site. The conference dinner will be organized by means of a boat trip.
- (ii) At this moment a small loss is foreseen in the budget.
- (iii) MM asked advice on the following:
 - Question: 'Should a reduced fee be offered to people who know they will not attend the conference and thus will not present?' - Answer 'Offering a reduced fee will only enhance no shows. The council advised to keep the regulations strict. Every paper requires one registration. It was also said that it is important to keep the same policy in this among the different conference organizers. One should also take into account that 900 à 950 pages is the limitation for a reasonable publication of the proceedings'.
 - Question: 'How should the conference organizer deal with participation of (local) students?' - Answer: 'The conference organizers can decide to offer a reduced rate (by for instance removing the dinner, the cocktail, the proceedings,..) to students. Yet the Council suggested to make local arrangements for this, outside of the official rate system. A reduced fee is out of the question for (student) presenters. For them an eCAADe membership contribution will have to be paid'.
 - Question: 'What about the participation of local staff?' - MM presented an offer that his school would pay 50€ for every session attended by a local staff member, the eCAADe Council proposed to offer the local staff a fee of 100€ (including eCAADe membership) and access to all sessions during the conference.
 - Abstract acceptance: The conference organizer received 200 papers of which 3 were refused and of which approximately 147 papers will be accepted. On basis of this, the conference organizer calculates that around 120 papers are to be presented. There were less submissions than last year but the general level was good. 147 papers received an above average quotation. The following items may need some attention:
 - Quite often hidden links to the authors had to be removed.
 - It is important to indicate the guidelines for reviewers when sending them the papers.
 - The conference organizer was confronted with one reviewer who did not respond at all. It was suggested to have some people as formal fall-back (like AB this year). MM agreed to provide BC with a list of reviewers, indicating the ones whom appeared to be problematic.
 - It was said that large differences in scoring by the reviewers should be looked at.
 - The following rules were confirmed:
 - i. A first author can present up to a maximum of two papers.
 - ii. The presenter should be the (co-)author of the paper.
 - Abstract acceptance will further be discussed on 29/03/2008. (It was agreed that papers with a score equal or above 3.00 would be accepted (134), plus some 4 papers with a score of 2.67 from key identified people, which yields a total of 138. It was also agreed that MM will send acceptance emails out to the contact authors of accepted papers, asking them to confirm that they will attend the meeting. If several fail to confirm, MM will then send acceptance e-mails to papers with a 2.67 score.

- (iv) Ivan Petrovic arrangements: MM will take care that possible candidates for the IP award will be programmed before the last session of the conference.

WD suggested the voting system for the Ivan Petrovic Award should be changed. The problem raised is that as long as it can not be assured that every young presenter has been seen by at least three members of the jury, the system is unfair. There is no chance to ensure that the council can attend all lectures. Even if this could be managed, it still is a rather small jury that will not always be able to judge and compare all candidates. Therefore it is suggested to organise the competition as a much more open event in which the conference participants will be involved. All are researchers in the field and most of them will have a reviewed paper and presentation based on that. So they should be qualified for voting. Voting could be organised by means of an online voting system. A further suggestion was made to have two prizes (1 for the best presentation and 1 for the best young presenter who will get the Ivan Petrovic prize). (MM and WD will work on the details for the Antwerp conference).

The following remarks were made:

- How will this be dealt with technically? The conference organiser will put a console to vote. Every participant receives a code.
- What will you be voting for? It should be clearly set what the standard will be for judging a good presentation/a good paper.
- It was said that the same bias will remain. Some sessions are attended more than others.
- There is a possible problem with creating 'friends-groups' within the audience.
- When should the system be opened?

The Council came to the following decision:

- It was agreed to change the system;
- It was agreed to involve all conference participants, and not only presenters, in the voting;
- Everyone has three votes, without a ranking system;
- The new system will be evaluated after the conference;
- The one with the most votes, wins;
- At the beginning of the conference, the rules should be clearly explained and the chairs should support it during the sessions.

5. 2009/2010/2011 Conferences

- (i) 2009 and 2010 proposals: During the previous council meeting, the proposals from Istanbul, for 2009, and Zurich, for 2010, were accepted. A sound proposal was also received from TU Delft. Furthermore, interest was expressed by Nancy (Gilles Halin), Ljubljana (Tadeja Zupancic), Glasgow (Scott Chase), Prague (Henri Achten) and Rome (Antonio Fioravanti). BM explained the criteria for accepting conference proposals. At first eCAADe wants to move around the regions in Europe, the host should thus have an attractive, reachable and cultural place to offer. Secondly the team making the proposal should have been visible within the association since a substantial time. BM underlined the fact that there is an open bidding procedure based on conference guidelines. The application deadline for bidders is the end of June.

It was agreed that HA will write a confirmation letter to Zurich. JV was asked to check possible interest from Spain (Leandro Madrazo).

- (ii) eCAADe-maintained web review system: Taking into account the experiences of the current conference organizer and similar good practices of sister organizations, it was decided to maintain the use of the Open Conf. web reviewing system. From 2009, the system would be transferred to the eCAADe server (currently in Liverpool). Some adaptations to Open Conf. will be necessary:

- in the reviewing section the part for best paper should be removed (not possible with abstracts) and the term "paper" should be exchanged with "abstract" where applicable.
- in the submission part: submissions of abstracts should be made directly with Open Conf. and the system should accept only abstracts that fulfill the requirements (min/max words and key references). Furthermore the system should clarify on who will present the paper and make an exportlist function with all the authors including co-authors. MM, BC and GC should communicate with AB and Martin Winchester on that.

- (iii) Istanbul 2009: BC reported that the conference flyers and posters were sent out to the sister organizations and to a selection of schools. A web poster is also prepared. An agreement has been made with sponsors (Bentley, AutoDesk). As for the keynote speakers a balance between people from industry and from an academic background will be aimed for. It was said that the conference website was launched recently.

6. Full paper submission or not

JD raised the problem of difference in quality of an accepted abstract and the final full paper, that is submitted afterwards.

Three situations are possible:

1. The system is kept as it is (abstract of 500 à 1000 words);
2. The system moves to extended abstract (abstract of 1000 to 2500 words);
3. Full papers are asked from the start;

It was agreed that option 2 (increase the number of words required) would probably be the best solution. If a full paper is asked for from the beginning, you lose an amount of time during which there can be a progress in the research. Also the commitment asked for from reviewers will be much higher.

It was also agreed that a paper should contain key references (if not, the abstract is to be refused) and that submissions should be made directly through Open Conf (to avoid problems with pdf).

7. Parallel Organization Conferences: reports, links, representation

1. ASCAAD organized a conference in Alexandria, Egypt in November 2007. TM, keynote speaker at the conference, was asked to report to eCAADe. The conference was well-organized, smaller in scale but of good standard. There were not too many European participants. ASCAAD as an organization is not yet stable. ASCAAD is looking for some kind of sisterly relation as eCAADe has with SIGRADI, ACADIA and CAADRIA but therefore more continuity is needed. TM suggested that HA would write a letter that the organization may receive support from eCAADe whenever needed. Possibilities for cooperation between Arab and European countries will be searched for.
2. CAADRIA - Bob Martens will attend the conference 'Beyond Computer Aided Design' in Chiang Mai, Thailand from 9-12 April 2008.
3. CAADFutures - JD participated in the conference 'Integrating Technologies for Computer-Aided Design' in Sydney, Australia from 11 till 13/07/2007. A decision for official attendance from the Council for the Montreal 2009 Conference will be taken later.
4. SIGRADI - It was agreed that WD will try to go to the conference in Havana, Cuba in December 2008. Probably BM will also go.
5. ACADIA - It was said that it is important that someone from eCAADe attends the conference 'Silicon +Skin' from 16 and 19/10/2008 in Minneapolis. BM volunteered.

8. Publications

JD presented the information received from AB

- (i) Web site: BM provided web sites for two past conferences (Copenhagen and Helsinki) and these have been added to the Past Conferences link on www.ecaade.org as Web site archives. This constitutes the start of an archive of past web sites. The previous three conference (Lisbon, Thessaly, Wiesbaden) web sites are still live at the original address, so we simply have a link to them for these sites. The conference organizers from Lisbon, Graz and Volos were asked to provide a copy of the data to AB. It is important to keep an institutional memory of how we are dealing with things.
- (ii) International Journal of Architectural Computing
General matters:
 - The Journal is now in year 6 of production.
 - Joachim Kieferle and Nancy Cheng co-edited the Issue 1 for 2008, which will be sent out in the next few weeks from the publishers. Editors for Issue 1 2009, following from the Antwerp conference should be appointed very soon. MM was asked whether he was interested in editing and he accepted. JV volunteered to be second editor.
 - Wassim Jabi is editing the current issue, due out in June, on behalf of ACADIA.

- (i) Multi-Science have just asked AB to co-ordinate a book (to be part of a short series possibly) of best papers on a particular theme from papers published in IJAC. Digital Geometry and Digital Heritage are two possible books. Comments and thoughts on this are welcome. It was said that Digital Heritage is an important topic that should be paid attention to. TM and VB reported on recent conferences and publications on the topic.
- (ii) AB would like to start using the OpenConf system to review papers for IJAC. Input and advice from MM and other users would be appreciated.
- (iii) The Council members were asked to motivate their libraries to subscribe to the journal. The question was raised whether it is already listed. AB will be asked to send out an email that the journal is indeed listed.
- (iv) IJAC Cover competition: A first prize and three equal runner-up prizes were awarded as follows: Edouard Marechal receives as first prize 250 euro, Jiri Vojtesek, Philippe Marin and Robert Schaffer as runners-up receive 100 euro each. The cover image has been sent to the publishers to be used for the 2008 issues. The winners are being sent the forms to claim their prize. It was agreed to add a message on the winners as a news item on the eCAADe website. The outcome of the competition will also be communicated during the Antwerp conference.
- (v) New listserv for eCAADe council: The List server to all members, and Council list are now BOTH operated from Liverpool, and link addresses are, respectively: ecaade-list@listserv.liv.ac.uk and ECAADECOUNCIL@liverpool.ac.uk. Members in good standing can send messages. This is an added value of eCAADe membership.
- (vi) Russian new journal: BM reported that currently the situation is not ideal. Two languages are used (Russian and English). But there is not everywhere an English translation. So at this moment there is no prospect of adding the papers to CUMINCAD. The editors will be contacted with a suggestion that aiming for a more international version of the journal would an encouragement for eCAADe to contribute. AA is asked to contact them with this information. It was said that it is a region that can be very useful for the organization (like ASCAAD). It is thus good to keep the contact.

7. Any other Business

(i) HA sent out an invitation to join LinkedIn. LinkedIn provides a database for networking and could be used as a platform for an online community in which eCAADe members can quickly check addresses, contacts, expertise of other members. Yet it should be tested, so everybody is asked to do this in the coming time. It was said the LinkedIn is experienced as rather general. AJ promised to send out information on similar software. It was suggested that this could be a project worth investing some money in.

8. Next Council Meeting

- (i) Arrangements for the meeting in Antwerp: Administrative Council meeting on Tuesday 16/09/2008 at 4.00 PM and Annual General Meeting on Thursday 18/09/2008 at 6.15 PM.
- (ii) Items for the meeting are invited (to HA).
- (iii) The Meeting was closed and JV was thanked for hosting the meeting.