# eCAADe Administrative Council Meeting

**Meeting held on**
**26-27ᵗʰ March 2010**

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

# MINUTES

## Present

Henri Achten (HA), Alexander Asanowicz (AA), Frédéric Bosché (FB) (guest as future conference host), Birgul Colakoglu (BC), Wolfgang Dokonal (WD) (President), Joachim Kieferle (JBK), Bob Martens (BM), Marc Muylle (MM), Johan Verbeke (JV), Maaike Waterschoot (MW), Tadeja Zupancic (TZ).

## Apologies for absence

Tom Maver (TM), Vassilis Bourdakis (VB), Andre Brown (AB), Gülen Cagdas (GC), Jose Duarte (JD), Silke Konsorski-Lang (SKL).

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## 1. Matters arising

(i)     An updated overview of the council members should be published in the Belgian 'Staatsblad'. MW gathered the names and will draw up the necessary documents.

(ii)    There were not further matters arising.

## 2. Minutes of Previous Meeting: Istanbul, (September 2009)

(i)     The Minutes of the eCAADe Administrative Council Meeting, held at Istanbul Technical University were circulated and checked. The minutes were agreed upon.

(ii)    The Minutes of the eCAADe Annual General Meeting, held at Istanbul Technical University, were agreed upon.

(iii)   There were no matters arising on the AGM not already in the Agenda for this meeting.

## 3. Secretariat of eCAADe

(i)   It was noted that MW will take minutes of this council meeting.

## 4. Administrative Council

(i)   Composition and roles for the council were confirmed as follows: President (WD); Vice Presidents (JD); Treasurer (JV), appointed for another three years; Research (TM); Liaison (BM); Communications (AB and HA); Eastern Regional Representative (AA), Secretariat (NDM), Members (VB, JBK, MM, BC,SKL).

(ii)  The indication of a maximum period in point 1.3 of the eCAADe statues for membership in the administrative council was discussed. It was agreed that it should be reformulated as follows: "The administrators are nominated for a period of three years, to be confirmed by the AGM. The office of administrator is unpaid."

(iii) MM and BC confirmed that they will continue as council members. A clear system for Council Membership should be established. Future conference organizers are normally

invited as guests to the council meetings before their conference. After the conference the council can decide to invite them to become regular members of the council.

5. eCAADe Conference 2010 Zürich
   a. Overview of arrangements: FB informed the Council on the state of matters for Istanbul 2009.
      i. Abstract acceptance: The conference organizer received 222 papers. The reviewing process is still ongoing due to e-mailing issues with the open-conf system. They are also still awaiting the results of two reviewers. FB will give the names of these reviewers to the council. The general quality level was good. 6o to 70 papers received a quotations above 4,5. 120 tot 130 papers received a quotation above 4. Some papers with a score lower than 4 have already been rejected. The council recommended accepting around 130 papers in order to insure a full program for the conference.
      ii. FB revealed that there were only two reviewers per abstract instead of three. It was also noted that at the time of the mid year meeting nearly 20% of the papers had only been reviewed by one reviewer. The council was surprised about this fact and concerned that this will influence the quality of the conference papers. It was agreed that WD should write a letter of concern about the reviewing process to the conference chairs in Zurich. It has to be guaranteed that this will not happen again (see point 9)
      iii. A number of companies are interested in sponsoring and organizing a workshop during the pre-conference sessions. It was pointed out that this year is Bentley's ten year anniversary for sponsoring de eCAADe conferences. This is a great opportunity to make Bentley's sponsoring more public. Bentley has contacted WD about this. FB when Bentley would be able to do a workshop. It was recommended to announce the workshops early so that participants can book their flights accordingly. As a proposal it was agreed that the mid year meeting on the Tuesday before the conference should start earlier to allow the Bentley event to be scheduled after the meeting. It was agreed that it is important to enable the council members to attend this event.
      iv. The conference organizer proposed to work with three parallel sessions with 2o minutes per paper. It was suggested to stick to two tracks, as 10 or 20 no-shows and cancellation can be taken into account. This is to avoid empty sessions and allow a clear time-management. The organization of a poster session was welcomed as a good idea. The previous conference organizers will be asked to send their conference schedules to FB as an example.
      v. Open-conf: FB indicated that the open-conf system needs some improvement. There had been emailing problems using the system. JBK indicated that to his knowledge there is no big difference between the free and the paid version of Open Conf but that there is a known bug in the version we use at the moment. The Open-Conf company should be approached to see if changes can be made. (further discussed in point 9)
   b. Publication of Conference Papers: FB was approached by the journal Automation in Construction for publication of the ten best papers. Usually there has been the strategy that the best papers are published in IJAC. This is to be discussed with AB.
   c. Presentation Prices: The voting should be organised by means of an online voting system like we used in Antwerp. It should be provided by eCAADe for the conference. MM should contact AB and Martin Winchester in Liverpool to clarify the details. As it is important for the voting system to have the photos of the presents it has to be organised that people who want to be eligible for the presentation prices should submit a picture – either when they submit their paper or when they register. The conference organizers have to organize that.
   d. The organizing team for the Zürich conference has slightly changed. FB is taking over the role as main organizer from SKL.
   e. WD suggested a sheet with useful information should be drawn up by previous conference organizers for future organizers.

6. Future conferences

(i)   2012 Ljubljana 2011: TZ presented the conference leaflet. Comments regarding the outline will be taken into account. The flyer should be sent out to CAADRIA next month. Other arrangements: Preliminary reservations for the venue and conference dinner are made. The website will be launched soon. It was suggested that communication about events taking place before the conference should be announced as soon as possible. Extra:

- It was agreed to use a common format for website domains after the Ljubljana conference. The following format was suggested: eCAADe2012.org.
- Anomalies in information on the websites e.g. regarding student discounts should be looked into and removed from the website ( Martin Winchester has to be informed)
- It was noted that in Ljubljana we will have the 10th Ivan petrovic price so there should be a special commemorate to him.

(ii)   2012 and 2013 proposals: Several proposals were received amongst which from Delft, Prague and London. The proposals received from Delft and Prague were considered the best and the most complete. RS presented the proposal for Delft. HA presented the proposal for Prague. The council decided to accept  both proposals – Delft and Prague will host the eCAADe conference either in 2012 or in 2013. Both organizers will confer with their university if postponing to 2013 would raise any issues. The final decision in which order the conferences will be hosted will be decided within a month.

(ii)   Salford: Salford University proposed to organize a mid-year event. It was agreed that eCAADe will support the event. It was proposed that BM would contact them for more information about the event and how eCAADe would be involved (keynotes / announcements a.s.o). All additional information will be sent to the council.

(iii)   Further proposals:

- Trieste (Alberto Sdegno), Madrid (Farid Noriega) and Rome (Gianfranco Carrara and Antonio Fioravanti) informed abut the procedures to organize a conference.
- BM proposed Vienna as conference organizer for 2015. It would mark the 250th anniversary of the university. Though the proposal is very early, the council agrees it is a sound proposal and will support it but it is too early to decide on it.

## 8   Parallel Organization Conferences

(i)   There were no reports for the parallel conference of 2009 because most of the representatives were not present.

(ii)   2010 Conferences:

- CAADRIA (Hongkong, 07-10 April 2010) Representative: Bob Martens
- ASCAAD (Morocco, 19-20 October 2010) no information about a representative yet – absent council members should inform if anyone plans to attend
- ACADIA (Chicago, 22-25 October 2010) Joachim Kieferle and Birgül Colakoglu will try to attend.
- SIGRADIA (Bogotá, 16-18 November 2010) Wolfgang Dokonal and Bob Martens will try to attend.

The organization of ASCAAD has been stabilized. The council decided that the agreement that we have with our other sister organizations should be extended to ASCAAD.  WD will write a letter to ASCAAD to make an official statement that an we exchange representatives at the conferences and that there should be no conference fee charged for them.

## 9. Reviewing system

(i)   It is suggested that the Open Conf system should be adjusted. FB suggested a drop down list for the institutions to avoid different spellings and common names for the same institutions. The automatic assignment of reviewers at the moment seems to put teams of reviewers together – e.g. The same combination of reviewers review several papers together. There should be a way to limit that number. FB proposed to add a 3 line summary field into the abstract submission where authors should summarize on

their contribution. WD complained that there was still a problem with author information in the files so the system should make this impossible.

(ii)     eCAADe funds could be used to ask Open Conf to make the changes. Previous and future conference organizers will send suggestions to AB and Martin within four weeks. They should then discuss the proposed changes with Open Conf.

(iii)    it was agreed that to avoid the problems with the reviewing process we will have to improve our guidelines for future conference hosts – it must be clear that each paper has to be reviewed by three reviewers and that at the midyear meeting this process has to be finished. MM volunteered to write guidelines for the reviewing process. JBK recommended to have one or two "joker reviewers" that cover a wide thematic field to be used for "emergency cases" when some reviewers fail to submit their reviews in time. There should also be an exchange about unreliable reviewers between the conference hosts.

## 10. Publications, Networks and contacts

(i)      Blog: The blog used for the Istanbul conference was not very successful.

(ii)     Obituary: It was suggested to place an obituary on the eCAADe website for recently deceased longstanding members. AB should contact the Sheffield people for a Peter Szapaljs obituary and Martin Winchester should add it to our website.

(iii)    IJAC:JV announced that there is a large backlog in the reviewing. He and HA are working on this. Other council members will be asked to assist. The deadline of the following issue is May 2010. In order to increase European contributions it was suggested to send out a message to European members where it is clearly stated that free submission is possible. Martin will be asked to subtract a list from the Database that includes only European members.

(iv)     CAAD network: The LinkedIn community currently has 133 members. There was a huge increase in June 2009 and after the Istanbul conference. It is unclear what the added value is for eCAADe, though it was suggested that membership of non-eCAADe members is advantageous to promote eCAADe. A facebook community has not yet been created.

(v)      Intelligent Environments: VB has not yet forwarded the contact details to WD. WD will check with VB and will then contact Intelligent Environments.

(vi)     IBSPA: the theme of the Delft proposal is in their area. This is an opportunity for Delft to get in touch with IBSPA. RS will contact them after the decision of the timing of the conference.

## 11. Presentation prices

(i)      Online voting system: MM will contact Martin for the online voting system.

(ii)     The council members agree that as from the Zürich conference, two votings will be done – the Ivan Petrovic price for a young presenter and a new Best Presentation price for all presenters. The content of the new price still have to be discussed.

(iii)    It was suggested that Bentley could assist in this year's Best  Presentation price because it would give additional publicity to their anniversary as sponsors of eCAADe. WD will contact Bentley.

(iv)     eCAADe poster competition: each representative of eCAADe will host a poster competition for students during the summer. The information will be sent out after Easter. The idea is to make eCAADe more visible at universities. The poster proposal should have the local contact information on it.  The deadline should  be the end of August. The winners will be announced during the Council Meeting before the Zürich conference and presented during the AGM. The best posters will be placed in the coffee and tea room during the conference. eCAADe will either print or email the

## 12. Financial situation

(i)      MW presented the Statement of Accounts 2009 and Profit and Loss Account 2009. Balances show a profit of 7526,11 euro for 2009. The bank balance in December 2009

was 48705,38 euro. The accounts show a healthy and stable membership and financial situation.

(ii)    As eCAADe is a non-profit organization, some investments should be made.
        The following possible investments were agreed upon:
-   Second eCAADe presenter price
-   Tailoring of the Open Conf system according to our needs
-   Printing and distribution of the eCAADe poster
-   The eCAADe grant for young researchers was discussed . The council discussed a price of 500 €. It should be limited to three young researchers. We should try it for the next three years and then evaluate. It was agreed that the grant should be limited to European students which means students studying in Europe. They should send in their PHD proposal and a motivation statement. The grant should be announced at the AGM in Zurich.
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## 13. Closing

(i)     WD reminded that the next council meeting will be held in Zürich earlier than usual (Tuesday 12:00 instead of 16:00) because of the Bentley symposium and that the council members should make their travel plans accordingly. He thanked all participants and closed the meeting at 13:00.