

eCAADe Administrative Council Meeting

Meeting held on
25-26th March 2011

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

MINUTES

Present

Henri Achten (HA), Alexander Asanowicz (AA), Vassilis Bourdakis (VB), Andre Brown (AB), Jan Halatsch (guest as former conference host), Birgul Colakoglu (BC), Wolfgang Dokonal (WD) (President), Jose Duarte (JD), Joachim Kieferle (JBK), Silke Konsorski-Lang (SKL), Tom Maver (TM), Marc Muylle (MM), Johan Verbeke (JV), Tadeja Zupancic (TZ).

Apologies for absence

Bob Martens (BM), Tom Kvan (TK).

1. Matters arising

- (i) Financial support for attending the eCAADe Mid Year meeting. This point will be discussed under 'Administrative Council'.
- (ii) There were no further matters arising not already in the agenda for this meeting.

2. Minutes of Previous Meeting: Zurich (September 2010)

- (i) The minutes of the eCAADe Administrative Council Meeting, held at ETH Zurich were circulated and checked. The minutes were agreed upon.
- (ii) The minutes of the eCAADe Annual General Meeting, held at ETH Zurich, were circulated and checked. The minutes were agreed upon.

3. Secretariat of eCAADe

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

4. eCAADe Conference 2011 Ljubljana (TZ)

Overview of arrangements: TZ informed the Council on the state of matters for Ljubljana 2011.

- i. Abstract acceptance: The conference organizer received 171 papers. The reviewing process is finished. There were 78 reviewers. 140 papers were accepted. Taking into account a dropout rate of 20 means that the number of participants is less than in Zurich (which had to be expected)
- ii. The conference organizer will work with two parallel sessions. The sessions will last a little longer than normal. Three key note speakers are appointed: Ziga Turk, Anna Chronaki and Jose Duarte. The reception will take place in an old (the Ljubljana castle) and the dinner in modern building (Cankarjev Dom). All locations are accessible at walking distance.
- iii. Open-conf: There are still questions in the fill-in form that are not relevant for our reviewing. MW will be approached to see if changes can be made. In this context it was also said that there should be a possibility to control the length of the submissions as an extended abstract is requested, not a full

paper. It should also be agreed upon what a student is: is a PhD-candidate a student or a young researcher?

- iv. Pre-conference activities: there will be 2 AUTOCAD-workshops and 1 PhD-workshop.
- v. WD suggested to change the end of the conference and to organize the conference dinner or another activity on the last day. People are not coming to the dinner as they have a presentation on the next day and the closing ceremony and the sessions on Friday are not well attended. A change of the end of the conference might solve this problem.
TZ said that it was not possible anymore to make this change this year. HA said that he was willing to think about it. Most of the previous conference organizers thought it was a good idea.
- vi. WD suggested investing in a system for streaming and video collection, for instance “epresence.tv” which is used by Graz University of Technology. This would allow recording of important parts of the conference, for instance the speech of the keynote speaker or even the whole conference. It should be done by eCAADe itself and not the conference organizer to establish an archive of presentations. It was recommended to check copyright matters in advance. ETH and Vassilis Bourdakos have experience in using similar system. WD will contact them and will also check the cost. It was agreed that eCAADe could invest into a system like that because of the healthy financial situation. In Ljubljana there should already be the possibility to test systems for streaming and recording. WD will organize this with the help of Graz University of Technology and the University of Liverpool (Martin Winchester and Mike Knight).

5. Zurich report

JH provided some practical hints for the next conference organizer:

- (i) It is useful to provide a printer at the registration desk.
- (ii) It is good to plan enough time for people to change sessions.
- (iii) It is advised to start well in advance with looking for potential sponsors and to plan a financial fall back.
- (iv) It was suggested to provide extra people during the peak hours. This can make the registration process less stressful.
- (v) Pictures for the presentation prizes are taken at the registration but it was suggested to include it in the registration process and thus to do this in advance. In this context it was also confirmed that a ‘young researcher’ is younger than 36 at the start of the conference. People at the age of 35 are thus included.

JH can be contacted at any time for further advice concerning the conference organization.

6. Future conferences

2012: Prague: HA presented the conference leaflet. 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. The workshop will take place on 10 and 11/09/2012. The Council Meeting will be organized on 11/09/2012. The Faculty of Architecture of Czech Technical University in Prague will take into use a complete new building. This will also be the conference site.

2013 Delft: Conference organizer is Rudi Stouffs. He will come to the eCAADe Council Meeting next September to make announcements.

2015 Vienna: BM was excused for the meeting but WD reported that he is planning the conference and give an update at the next meeting.

2014 and 2016 onwards: with interests from Aalborg, Newcastle and Nancy was postponed to the next meeting because of BM's absence

Different/additional forms of eCAADe conferences/symposiums (“extra” midyear event): eCAADe will provide support (e.g. keynote speakers) if wanted.

7. Parallel Organization Conferences

- (i) WD reported on an interesting ASCAAD conference. ASCAAD plans to have the next conference in Damascus. Further information is awaited. It was said that eCAADe will be as supportive as possibly can and that the same agreement as with the other sister organizations is maintained.

JFK reported on the ACADIA conference in New York where he presented the eCAADe 2011 conference. He said that it was good to make these announcements and that representatives should be provided with a ppt on the upcoming eCAADe conference. BM attended the CAADRIA meeting. There was no reporting as BM was apologized for the meeting.

- (ii) 2011 conferences
 - CAADRIA (Newcastle, 27-30 April 2011) - Representative is AB.
 - ASCAAD (Damaskus, 2011) - Unclear situation: TM and AB might go.
 - ACADIA (Calgary, 11-16 October 2011 - Representative is WD.
 - SIGRADI (Santa Fe, 16-18 November 2011) - JFK might go.
 - CAADFUTURES (Liege) - JD and JV might go. TM is no longer part of the CAADfutures organization.

9. Reviewing system

- (i) eCAADe funds could be used to ask Open Conf to make the changes: number of words checking, pdf-size check, get traces of authorship out of the pdf, JFK will contact OpenConf to ask what that would cost.
- (ii) HA said to prefer the use of OpenConf, also because the sister organizations are using it.

10. Publications, Networks and contacts

- (i) Website
 - The information on the eCAADe organization should be updated.
 - A pool of possible financial auditors should be set. Possible names are to be forwarded to WD. Previous auditors should be contacted
 - It was suggested to introduce 'the quote of the day' on the website.
 - Obituary: It was said that people with a connection to eCAADe should be mentioned (eg. Milton Tan, Pete Szapalaj, Bill Mitchell). AB will deal with this.
 - MW is working in general on taking the data on the website into a more dynamic form.
- (ii) IJAC: AB reported that the subscription to the journal is ok and that the discussion with SCOPUS is not concluded yet. The image change should be provided by ACADIA but this is not done yet. For the eCAADe cover a new competition will be set up. TZ will be editor after the Ljubljana conference. AB said to prefer open issues for this edition. The topic on how to increase the European contributions was solved in a way and thus not urgent anymore.
- (iii) CAAD network: HA presented the state of affairs.
- (iv) Intelligent Environments: VB will probably not be able to go. This will again be put on the agenda for the next meeting.
- (v) IBSPA: No real news on the collaboration. Rudi Stouffs will have to report on this in September. TM said that he was invited several years ago as keynote speaker. He said that their work is impressive and of mutual interest for both organizations and suggested to integrate them in CUMINCAD. As the IBSPA material is already available online it will probably enough to mention and link their database on the Cumincad starting page.

11. Presentation prizes

- (i) Bentley is willing to keep up support for the Best Presentation prize.
- (ii) Online voting system: MM will contact Martin Winchester (MW) for updates in the online voting system and they will decide together which system they will use for the Ljubljana conference.
- (iii) The council members agree that again two Presentation Prizes will be granted in Ljubljana: the Ivan Petrovic price for a young presenter and the eCAADe Best Presentation price for all presenters. Like in Zurich there will be only one voting for the Best Presentation and the best young researcher will receive the Ivan Petrovic Price. TZ will provide pictures of the participants and terminals to vote.
- (iv) MM pointed out problems concerning the voting systems: unequal number of voters, influence of timing of the presentation and the weighting of the votes. The idea to ask the 3 best candidates to present their paper again before the AGM was not welcomed as a good idea in terms of organizing an additional event with a lot of timing pressure. It was suggested that MW, MM and JV will try to work out the best mathematical solution to improve the voting system.

- (v) TZ suggested organizing a panel that reflects on the results of the conference in a round table, after lunch on the third day.
- (vi) eCAADe poster competition: each representative of eCAADe will host a poster competition for students during the summer. WD will be sent out information soon. 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 Ljubljana conference and presented during the AGM.

8. Administrative Council

- (i) The review of the Conference Guidelines will be put on the agenda of the next meeting, when BM is there.
- (ii) Statues (WD + JD) - The statues are outdated and also in some points incorrect. So they should be revised as soon as possible. JV and WD will work on this; taking into account that membership is limited to one member per institution and to 2 per country. In this context it was also said that NDM is not a council member and TK has asked to resign as eCAADe council member.
- (iii) Presidential elections at AGM in Ljubljana. A letter will be sent to the membership in May. This letter will also include information on the update of the statues. JD will step in as president in Ljubljana for a 2 year-term. The council confirmed that the situation where a vice-president is prepared for the role a future president is the preferred one. Additionally it was proposed that the president should act as second vice-presidents (president emeritus) after his term as president. Working with a president emeritus and a president elect as vice president guarantees structural continuity. Possible candidates for future President in the council are identified. They are asked to send a confirmation mail to WD. WD will inform the council on the outcome of this call in May
- (iv) The honorary membership was agreed. TK will be informed about the regulation.
- (v) Financial support to attend the mid-year meeting. The eCAADe midyear meetings are required to run the organization. As Funding is becoming more and more difficult for some council members eCAADe should support and enable the attendance to the mid-year meeting. Limited funding would be available for those members who cannot finance this with other means. It was agreed that members can apply for a reimbursement of a maximum of 150 euro and eCAADe will organize and pay for one night of accommodation costs in Brussels when they attend the Mid Year Meeting. NDM will prepare a form for this. It was agreed that this regulation will be revised if the financial situation requires this.

12. Financial situation

- (vi) NDM presented the Statement of Accounts 2010 and Profit and Loss Account 2010 Balances show a profit of 6114,47 euro for 2010. The bank balance in December 2010 was 54770,30 euro. The accounts show a healthy and stable membership and financial situation. Most of the transfers concern income through membership and spending for representation and working costs (bank charges and web charges). The eCAADe membership subscription via email goes well, certainly the institutional membership and also the subscription of young researchers. It was said that the institutional membership could be further promoted in the institutions, also by the council members. Future Investments into the eCAADe presentation archive and streaming solution are therefore secured.
- (vii) The secretariat asks the conference organizer to provide enough CD-ROM proceedings for the next working year. The conference organizer may also expect the order of around 15 hard copy proceedings.
- (viii) The eCAADe grant for young researchers. There will 6 grants of 500 euro. Information will be sent out before Easter. An application form will be put online. Contributions are limited to 1000 words. The Council will judge the proposals. Deadline for this is set at 1 June 2011. It was agreed to split up the grant in a part of 400 euro and another part to cover the eCAADe student conference fee of 100 euro as it was the initial idea to bring young researchers in the eCAADe community.

13. Closing

- (i) WD reminded that the next council meeting will be held in Ljubljana on Tuesday 20/09/2011 at 4 PM.
- (ii) WD thanked all participants and closed the meeting at 13:00.