

eCAADe Administrative Council Meeting

**Meeting held on
14 September 2010 13:30**

ETH Zürich
ETH Science City - Building HIT
Switzerland

MINUTES

Present

Henri Achten (HA), Vassilis Bourdakos (VB), Birgul Colakoglu (BC), Nele De Meyere (NDM), Wolfgang Dokonal (WD), Jose Duarte (JD), Joachim Kieferle (JBK), Bob Martens (BM), Marc Muylle (MM), Johan Verbeke (JV), Tadeja Zupancic (TZ).

Invited

Frédéric Bosché (FB), Dana Matejovska (DM), Anja Jutraz (AJ), Antje Kunze (AK), Katarina Novakova (KN), Bige Tuncer (BT), Martin Winchester (MW), Gülen Cagdas (GC).

Apologies for absence

Alexander Asanowicz (AA), Andre Brown (AB), Silke Konsorski-Lang (SKL), Tom Kvan (TK), Tom Maver (TM).

1. eCAADe conference 2010 Zürich

Overview of arrangements: FB informed the Council on the state of matters for the eCAADe 2010 conference in Zürich.

- Abstract acceptance: The conference organizer received 222 papers, out of which 110 were accepted. That resulted in 95 full paper submissions. It was recommended to accept enough papers in order to ensure a full program for the conference.
- Workshops: The attendance for the pre-conference workshops (AutoDesk, BASF, Rhino, ...) was in the end ok. Only the CityZoom-workshop had to be cancelled. However it was suggested to program less workshops in order to ensure enough participants.
- Registration: There were 68 normal and 18 reduced early bird registrations, 43 normal and 18 reduced full prize registrations, 31 student registrations and 12 free registrations. This makes a total of 176 participants.
- Schedule: FB presented the schedule and introduced the keynote speakers (Dietmar Eberle, Peter Head and Chye Kiang Heng).
- The proceedings were printed in time and the integration in CUMINCAD is finished. The template for the proceedings was good. Yet FB finds that it is the information in the template which can be improved.
- Social events: The dinner on Wednesday will take place in the Alumni Lounge and includes a Science City Tour. The gala dinner will be organized in the Rüsterei.
- Finances: At the moment there is an income of 117000 CHF and an expenditure of 116500 CHF. It was said that the budget is rather high in comparison with previous conferences. Future conference organizers should take into account that food supplies (especially the dinner) take a large part from the budget. Besides that, renting rooms and taxes can weight on the budget. For Zürich one of the keynote speakers flying in from Signapore, was an important budget post.
- OpenConf: FB indicated that the OpenConf system may need some improvement. There have been emailing problems using the system. However it was said that previous conference organizers were not confronted with that specific problem. eCAADe is willing to invest in adaptations that might be needed (Plug in).
- Publication of Conference Papers: The ten best papers will be published in the Automation in Construction journal. An internal two-round selection process was organized. Each paper was reviewed 5 times and selected on criteria of theme and quality.
- Prize arrangements: Martin Winchester presented the online voting system set up in

LimeSurvey for the Ivan Petrovic prize and the prize for eCAADe best presentation (sponsored by Bentley for 500 €). Each participant will be invited by email to take part in the voting. The conference organiser arranged that a photo will be taken upon registration. WD will explain the system at the opening and it was agreed that voting is possible as from the coffee break on Wednesday afternoon.

- It was said that the offer for free registration at the next conference for IP-winners should be limited in time.

2. Future conferences

i. Ljubljana 2011

In advance it was said that the experience and ideas of previous conference organisers should be collected and worked out in the conference guidelines more. WD suggested a sheet with useful information should be drawn up by previous conference organizers for future organizers.

TZ presented the state of matters for the conference and said that the advertising part was started up. Preliminary reservations for the venue and conference dinner are made. TZ expressed worries about the reviewing system and proceedings process. She was going to discuss this with the current organizer in order to put another step forward.

- The time path for reviewing is set as follows: 1 February as deadline for abstract submission, 1 April for notification and 1 June for full paper submission.
- It was confirmed that money can be spent to make adjustments to the OpenConf system.
- It was suggested to work with 4 or 5 joker reviewers as there always reviewers not doing their job. These reviewers should only be signed up in a second phase, after the deadline.
- To optimize the transfer of the Word-documents into InDesign, it was said that if the guidelines in the template itself will be improved, this will already help a lot. FB confirmed that if the word-files are of good quality, the transfer to InDesign goes well. JBK said that the conference organizer should not hesitate to send back files that do not meet the standard. Asking submission in InDesign was considered not realistic as it is a much more complicated program and not everybody has a licence.
- It was again suggested to switch to full paper review, instead of the extended abstract now. This has been discussed before and the recent change to extended abstracts was a result of these discussions. It was agreed that we should stay with the extended abstracts for the moment but that the subject will have to be considered again.

ii. Prague 2012

- HA presented a first draft of the flyer and explained that its cover was inspired by the castle of Prague and the Art Nouveau in the city. The flyer should be produced at least 1,5 year in advance (March 2011) as it should be sent to the sister organizations in autumn 2011. It was said that the choice of key words could be improved. Any suggestion on the flyer is welcomed to HA.

iii. Delft 2013

- BT confirmed that it was ok for them to postpone the Delft conference to 2013. As a new dean will be appointed soon, they will arrange a new support letter. Yet no problems are expected on this. There were no further updates.

iv. Further proposals

- Trieste (Alberto Sdegno), Madrid (Farid Noriega), Rome (Gianfranco Carrara and Antonio Fioravanti), and Nancy (Gilles Halin and Jean-Claude Bignon) informed about the procedures to organize a conference. A proposal was received from Aalborg (Scott Chase). It was said that it is important to have a sound proposal with a team in charge behind it. It was agreed not to take a decision at the moment as it would be too much in advance but to check on updates at the next mid-year meeting.
- It was agreed that fees can be adapted a little in order to keep up with inflation.

3. Minutes of Previous Meeting:

- The Minutes of the eCAADe Administrative Council Mid-Year Meeting, held at Sint-Lucas School of Architecture in Brussels, were circulated and checked. The minutes were agreed upon.
- The Minutes of the eCAADe Annual General Meeting, held at Istanbul Technical

University, were agreed upon.

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

4. Secretariat of eCAADe

- It was noted that NDM will take minutes of this council meeting.
- NDM presented the Statement of Accounts (47000,52 euro) and Profit and Loss Account (-1704,86 euro) as at date of today. The accounts show a healthy and stable membership and financial situation. The 2009 accounts will be audited during the conference by Mike Knight and Dana Matejovska.
- The current conference organizer was asked to provide 25 CD-Roms for the next year's membership. Possibility of purchasing hard copy proceeding will be offered by the eCAADe secretariat that will transfer orders to FB. The prize per book is set at 50,00 euro (mailing costs included).
- A message will be sent out to the Live Account for eCAADe membership 2011-2012 by the beginning of October. Institutional members will be contacted individually to renew their membership.
- Institutional membership can be promoted more in the own institutions. BM will talk about this on the next AGM.
- It will be announced at the AGM that the eCAADe statues will be changed and that the council will work on that.

5. 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) 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 one person to become regular council members. It was agreed that the composition of the council should remain handsome because otherwise it might become ineffective. It was asked if ETH Zürich could have a member in the council. As SKL is council member, it was agreed that she will be contacted first to check whether she would stay on the council.
- (iii) At the AGM in Ljubljana the presidency should be handed over for the next two years to JD. Before the mid-year meeting a message will be sent out to inform the membership to request for possible additional candidates. WD will explain the procedure during the AGM in Zürich. BM suggested establishing again two vice-presidents in the future (a new/incoming and a past president) to ensure even more continuity.

6. Parallel Organization Conferences: reports, links, planning for presentation

- VB reported on the Intelligent Environments organization. They will organize a 7th International Conference on Intelligent Environments at Nottingham Trent University. They provide a collaborative forum for scientists, researchers and engineers from both industry and academia to present theoretical and practical results of Intelligent Environments research and their application in various domains and disciplines. They are keen on connecting to eCAADe. It was agreed that VB would to organize a session (in name of eCAADe) during that conference. News about the event will also be sent out via the ListServer.
- 2010 Conferences:
 - i. CAADRIA (Hongkong, 07-10 April 2010). BM has attended.
 - ii. ASCAAD (Morocco, 19-20 October 2010). WD contacted ASCAAD to invite the association into the mutual agreements that we have with our other sister organizations. They accepted our offer and we will start to exchange representatives at the conferences without charging them. Amar Bennadji (current Vice-President of ASCAAD9 will attend the Zürich conference and present the association). WD will go to the Morocco conference.
 - iii. ACADIA (New York, 21-24 October 2010). JK will attend.

- iv. SIGRADIA (Bogotá, 16-18 November 2010). The representative is still to be determined. WD and BM could not fit it in their schedule like it was originally planned.
- v. CAADRIA (Newcastle, Australia, 27-29 April 2011) representation not yet decided.
- vi. CAADFutures (Liege - 4-8 July 2011). MM will attend.

TZ was asked to send a presentation of the Ljubljana conference to the representatives.

7. Publications, Networks and contacts

- i. MW suggested to rethink the eCAADe communication canals and see how the eCAADe website (which is not so dynamic), the Listserv and the blog could maybe be rolled in one.
- ii. CUMINCAD: BM explained that the goal is to keep the digital library as actual as possible with minimum efforts. BM confirmed that the maintenance is going well and that eCAADe, like ACADIA, records conference papers of the annual conference as soon as they are sent out for printing, this year three weeks in advance. It was said that the institutional membership is growing steadily but that further promotion is needed. BM confirmed to say something on this at the AGM
- iii. IJAC: 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. This will also be announced at the AGM. It was asked if IJAC was in Thomson Scientific Citation Index already. A short check revealed that it is not yet included.
- iv. CAAD network: The LinkedIn community currently has 150 members. Many of them are not eCAADe-members.

8. Conference organizers Support System

The issues were already discussed earlier in the meeting, but it was resumed that:

- MW will check in PlugIn for OpenConf.
- Everyone was invited to contribute to the update of the guidelines for conference hosts.
- It was confirmed that the voting system for Best Presentation Prizes will be tested during the conference and evaluated after that.

9. New initiatives

- i. eCAADe grant for young researchers: In Brussels, it was proposed to organize a competition in which three grants of 500,00 euro could be allocated to young researchers. The goal is to bring young researchers into the eCAADe community. At that time it was decided to do this on basis of a PhD-proposal and a motivation statement and just test it. Remarks gathered now, were that it is difficult to compare PhD's at the proposal stage. The problem of comparability makes the selection difficult. The aim is more to focus on fresh research and initial research training. Therefore it was decided to organize a eCAADe PhD seminar for 6 participants the day before the conference starts. It was said that this needs follow up from a council member. So it was decided that TZ and WD would write down the details. It was added that the prize should have a determination date and that it should be consumed within 1 year after the allocation. This initiative will also get an announcement on the eCAADe website.
- ii. eCAADe poster competition: each representative of eCAADe will host a poster competition for student. The idea is to make eCAADe more visible at universities. It will be organized in a similar way as the IJAC-cover competition. WD will contact MW on how to bring this online. A clear deadline will be set and the results should be discussed at the mid-year meeting.

10. Next Council Meeting

- i. Arrangements for the mid-year meeting in Brussels. The following dates were set: 25 and 26 March 2011. NDM will confirm them.
- ii. Items for the meeting are invited (to WD).
- iii. The Meeting was closed and FB was thanked for hosting the meeting