

eCAADe Administrative Council Meeting

Meeting held on
4pm, 20th September 2005

Universidade Técnica de Lisboa
Instituto Superior Técnica
Lisboa

MINUTES

Present

Henri Achten (HA), Alexander Asanowicz (AA), Vassilis Bourdakis (VB), Andre Brown (President, in the Chair) (AB), Nele De Meyere (NDM), Wolfgang Dokonal (WD), Jose Duarte (JD), Joachim Kieferle (JK), Bob Martens (BM), Marc Muyllé (MM)

Apologies

Jonas af Klercker (JK), Tom Kvan (TK), Tom Maver (TM), Henning Orbak (HO), Johan Verbeke (JV)

1. Minutes of Previous Meeting: Brussels - 19-20 March 2005

- (i) After thanking the conference host, the Minutes of the previous Council Meeting 19/03/2005 were agreed.
- (ii) There were no matters arising not already in the Agenda for this meeting.
- (iii) The Minutes of the AGM in Copenhagen, September 2004, already circulated, were agreed.

2. Secretariat of eCAADe

- (i) Concerning the Secretariat, several agreements were made. It was agreed that the Secretariat will take minutes of the Administrative Council Meeting and the Annual General Meeting during the conference. Further the members attending the conference will be recorded and presented with the membership update and questionnaire. The annual accounts for 2004 will be audited by Silke Lang and Andrew Roberts. Members not attending the conference will be invited by email to join eCAADe for 05/06. The CAADFutures order form has been put online. Orders will be dealt with by the Secretariat.

3. Composition and Roles of the Administrative Council

- (i) The composition of the Council was discussed, noting that JD, VB and WD formally become member as (former) conference organisers. During the conference, AB will contact potential new members of the council. The importance of a fluent relation between the council and conference organiser was underlined.
- (ii) The presidency will officially be transferred from AB to HA at the closing ceremony of the Lisbon conference. It was agreed that AB opens the conference and that HA will do the closing, presenting the Ivan Petrovic-award. As for the vice-presidency, there are two candidates: WD and JD. In the interim period until a new vice-president is appointed, AB will

coordinate the election of the new vice-president by the Council. It was agreed that the renewed council will be settled after the conference and that a nomination and election for the vice-presidency will be organised before the eCAADe Mid Year meeting of March 2006. Before that meeting the decision will be taken.

4. eCAADe Conference 2005 Lisbon

- (i) JD gave state of affairs about the Lisbon conference. Around 152 participants registered. The social and tourist programme was presented. During the conference, all attendants will be offered wireless internet use. As for the keynote speakers, three of them are official ones and two sponsored ones (AutoDesk and Bentley). AB and HA agreed to liaise with JD to find suitable replacement session chairs for the sessions for which the session chairs had not yet confirmed. JD gave details on the financial matters. It was not yet possible to state a loss or balance. On the one hand, there was a high level of submissions and payments were closely followed. Papers of people who did not pay the registration fee, were not published in the conference proceedings. For each paper, a fee was charged. Yet people not able to register and pay the conference fee were offered a reduced (printing) fee of 75 euro for publication. On the other hand, the taxes levied by the institution (10% on the fees) for space rental and technical support and the government (20% on the sponsorship) constituted a significant cost. Furthermore the sponsors did not give as much as expected. JD advised the future organisers to get as much sponsors as possible. AutoDesk might continue sponsoring the eCAADe-conferences.
JD asked the council to formally thank the Instituto Superior Técnico for hosting the conference. HA and AB will write formal letters to the relevant people. JD thanked AB, BM and HA for their assistance in the reviewing process, upon which the council thanked JD for the splendid organisation.
- (ii) Ivan Petrovic Prize: JD distributed list of papers indicating the young researchers (<35 y). Voting for good contributions of young researchers is to be concluded on Friday 23/09/2005. The prize includes a certificate, free subscription to the next year's conference, notification on the web-site plus invitation for publication in IJAC of substantively revised paper.

5. eCAADe 2006/2007/2008 Conferences

- (i) As for the web review system, cooperation with HP, who left Helsinki University of Technology, can only be continued as a commercial venture. For 2005, again the reviewing interface of HP was used, with charges at a reasonable price as CAADRIA's system was not operational. The advantage of a common web review system, commonly used by CAADRIA and eCAADe, already discussed in Copenhagen, was again underlined. It is suggested to await the development of CAADRIA's new system which will be used for the CAADRIA conference in Japan in April 2006 and to check out if submission, reviewing and cataloguing is going well. By December, it will be decided which system is going to be used. It is confirmed that concerning the review system there should be a good collaboration between the organizations. For instance, CAADFutures would use it too.
- (ii) VB presented the 2006 Conference to be held in Volos (GR), a collaborative organization of the University of Athens and University of Thessaly. The conference will be held at the polytechnic campus, at 15 minutes walk from the city centre. Transport, accommodation, catering and tourism arrangements were discussed. Financially, the university will also charge 10%. The conference organiser will contact the sponsors from Lisbon. It is suggested to check out Archigraph's interest in sponsorship. The reviewing interface should be available in time and the reviewing committee is to be

notified by mid February/March so that during the Mid Year Meeting matters can be discussed.

- (iii) In 2007, the conference will be hosted by Joachim Kieferle in Wiesbaden. This conference will be advertised as Frankfurt 2007. JK reported on a merger with the Faculty of Engineering which is good for the organisation of the conference. The conference's dates were discussed, either the first or the last week of September. JK requested the council to send a letter of confirmation to the institution. JK will also apply for public funding. AB confirmed that eCAADe will also continue to look out for EU-funding.
- (iv) Marc Muylle presented a sound proposal for organising a historic return to the roots of eCAADe in 2008 in Antwerp. The proposal contained a presentation of the institute, the city, the venue, travel possibilities and experience in organising events. The conference would be planned in the second week of September. The council thanked MM for the presentation, to be completed with a statement of budget. The council agreed to exceptionally accept the proposal and to deviate from the 2 years in advance planning principle because of the elaborated proposal and the historic return on eCAADe's 25th anniversary. HA and AB will write a confirmation letter to Prof. Foqué.
- (v) 2009 - Bids will be invited, stressing the importance of movement through the regions. Suggestions to stimulate bids from the East and North...

6. Parallel Organisation Conferences: reports, links, representation

- (i) Forthcoming conferences:
 - i. ACADIA (Savannah College, Georgia 13-16th October 2005): AB
 - ii. SIGRADI (Lima, Peru, 21-23 Nov 2005): BM, WD, (VB)
 - iii. CAADRIA (Kunamoto, Japan, April, 2006): AB, BM
 - iv. ASCAAD (Sarjah, UAE, 25-27th April 2006): fee exchange agreement is not established as eCAADe will await further developments.

7. Publications

- (i) eCAADe Web site management: The eCAADe website got a general updating with advertisement for the CAADFutures proceedings. The interactive map and the link to Volos' URL will be appended. It was said that there are references to Graz, where it should be Copenhagen.
- (ii) IJAC: the 2006/1 issue is to be co-ordinated by eCAADe/CAADFutures and will be issued by BM and AB. People interested in editing and reviewing are invited to contact AB. The runner's up in Ivan Petrovic competition could receive a one year subscription to the journal.
- (iii) CUMINCAD: JD has sent pdf-files of the eCAADe 2005 papers to BM.

8. Regional activities and links

- (i) AA spoke about the publication of a new book in TU Bialystok, to be published in November 2006. The deadline for submission will be announced through the eCAADe list server. The council is committed to help in reviewing. The initiative will also be announced at the AGM.

9. Next Council meeting

JV had expressed the opportunity that the next council meeting can take place again in Brussels, which was greatly accepted by the council. The next meeting will be organised in Brussels on 24 and 25/03/2006 as long as a reasonable number can attend.