

eCAADe Administrative Council Meeting

Meeting held on
23-24th March 2012

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

MINUTES

Present

Henri Achten (HA), Aleksander Asanowicz (AA), Vassilis Bourdakis (VB), Birgul Colakoglu (BC), Wolfgang Dokonal (WD), Jose Duarte (JD), Joachim Kieferle (JBK), Bob Martens (BM), Dana Matejovska (DM), Tom Maver (TM), Marc Muylle (MM), Johan Verbeke (JV), Tadeja Zupancic (TZ).

Guest: Emine Thompson, Newcastle (2014).

Secretariat: Nele De Meyere.

Apologies for absence

Andre Brown (AB), Silke Konsorski-Lang (SKL), Sevil Sariyildiz, TU Delft (2013)

1. Agenda

(i) Because of the flight delay of JD, JV started chairing the meeting. He expressed a special welcome for Emine Thompson (Northumbria University, School of the Built Environment - conference organizer in 2014). It was regretted that there was no representation for the 2013 conference organizer (Delft University of Technology). It was said that being involved well in advance in the organization of eCAADe, is one of the advantages of our association and very important for the success of the eCAADe conference.

(ii) Matters arising: Points suggested by AB were:

- eCAADe iPhone app/Android: mobile conference site with detailed daily schedule and arrangements.
- QR code for conference badges to link to conference site and maybe for adding/exchanging contact details by QR code?
- Voting system for smart phone?
- QR code on papers in proceeding to link to CUMINCAD.

(iii) There were no further matters arising not already in the agenda for this meeting.

2. Financial support to attend the Mid Year meeting

The eCAADe midyear meetings are required to run the organization. Because of the difficulties of funding the costs to attend the meeting, the eCAADe council already decided to financially support council members attending the midyear meeting if necessary.

A reimbursement form was prepared for this. JV presented the form and it was said that it should also include whether there is an additional declaration of funds from any other organization. NDM adapted the form and it was distributed.

It was further said that this regulation will be revised if the financial situation requires this and that there is no contribution for future conference organizers (they should claim the money from their conference budget).

The following contributions for the 2012 Mid Year Meeting were decided upon:

Aleksander Asanowicz: 150 (trip) + 50 (1 night)

Birgul Colakoglu: 150 (trip) + 85 (1 night)

Bob Martens: 150 (trip) + 85 (1 night)

Joachim Kieferle: 150 (trip) + 85 (1 night)

Jose Duarte: 150 (trip) + 85 (1 night)

Marc Muylle: 85 (1 night)

Tadeja Zupancic: 85 (1 night)

Tom Maver: 75 (trip) + 170 (2 nights)

Vassilis Bourdakis: 170 (trip)

Note: The point was taken up again at the beginning of the Saturday meeting. It was said that there was some obscurity about the refund. Originally there was the idea of a maximum refund of 150€ for the travel costs and one night hotel in Brussels paid by eCAADe directly. This turned out to be not very practicable so it was agreed that every council member will have to pay for travel and stay on his own and can then claim his expenses up to an agreed maximum.

It was also decided that the maximum amount for refunding for the next year would be set at 250 euro per participant. WD reminded the council members that they should still try to find additional funding for attending the midyear meeting.

3. Minutes of Previous Meeting: Ljubljana (September 2011)

- (i) The minutes of the eCAADe Administrative Council Meeting, held at University of Ljubljana, were circulated and checked. A few amendments were made: 'Agenda' should be replaced by 'minutes' and 'To be expected' by 'present'. NDM was going to check point 8 - (iii). Point 3 (ii) was going to be retaken during the meeting. TM expressed his thanks for being appointed honorary membership. The minutes were agreed upon.
- (ii) The minutes of the eCAADe Annual General Meeting, held at University of Ljubljana, were not yet sent out. Some details on the statutes need to be clarified (on basis of the streaming records in order to be sure about the wording). This will be finalized in the next two weeks. Then they will be sent out to the membership. In addition then the statutes can also be finalized. The revised statutes will be distributed via the eCAADe website.

4. Secretariat of eCAADe

- (i) It was noted that NDM will take minutes of this council meeting.
- (ii) The secretariat was thanked for running the membership smoothly.
- (iii) There were no other matters.

5. Administrative Council

- (i) The composition (Henri Achten, Aleksander Asanowicz, Vassilis Bourdakis, Andre Brown, Birgul Colakoglu, Wolfgang Dokonal, Jose Duarte, Joachim Kieferle, Bob Martens, Tom Maver, Marc Muylle, Johan Verbeke, Tadeja Zupancic, Silke Konsorski-Lang) and roles of the Council as presented during the AGM are confirmed. It was said that it is a good thing to invite future organizers well in advance as guests to the council meetings. The Council provides support with the decision process for paper acceptance. So attendance is very much expected at least in the year before the conference to get used to the procedure.
- (ii) The new statutes will be published once the topics of student membership and 'research' in the title of the association have been cleared out.
- (iii) New members for the period from September 2012 till March 2015: Rudi Stouffs as future conference organizer (Delft 2013) and Emine Thompson (Newcastle 014) who officially starts in 2013.

6. eCAADe Conference 2012 Prague (HA and DM)

- (i) Overview of arrangements: HA informed the Council on the state of matters for Prague 2012: locations and infrastructure, hotel arrangements, keynote speakers and further details. The conference will take place in the new campus building. The technical equipment is ok. Good facilities are foreseen. The conference will be organized from 12 till 14 September 2012, either in two or three parallel sessions or a mix from both, depending on the final paper acceptance. Because of the large number of submissions the proceedings will be published in two volumes. It will be checked whether two ISBN's are needed for this.
- (ii) Abstract acceptance: The conference organizer received 312 papers. The reviewing process is finished. There were 106 reviewers. 95% of the reviews are completed. The overall level is good, 69% is above average.
- (iii) Preconference activities: consist of workshops (sponsored by Bentley and AutoDesk), the eCAADe phd-workshop and a Czech student workshop raising the awareness for CAD in the Czech Republic. JFK advised that companies should take responsibility for organizing their workshop so that it creates no extra work. It was also said that workshops are not mandatory but that they provide an added value for the conference. HA added guidelines for the conference organizers to the conference website. WD added that the PHD-workshop in Ljubljana was a very good experience and that WD will organize it again in Prague. Like in Ljubljana JV, BM and WD will function as main chair. HA will arrange one scientific chair

from CTU to join. The event will be announced via the eCAADe and the CTU website. WD invited all council members to be part of the reviewing process for the PHD grant. Depending on the amount of applications there might be additional reviewers necessary.

(iv) Other matters:

- The list of reviewers not doing their jobs will be transferred to the next conference organizers.
- Social media will be used for the first time: LinkedIn and Facebook. HA said that he hopes future conference organizers will continue with that.
- Additional program: same timing for the Council meeting as in Ljubljana - AGM with closing ceremony - There will be an after conference party on Friday as an additional final event. TM (and maybe John Gero and Tom Kvan) should maybe present some anecdotes on the history of eCAADe as a starting point for the party. HA was reminded that it is important to feature the event on the schedule and program so that people can adjust their travel plans.
- HA will foresee the possibility of partial participation by offering a 1 day registration package. These participants will not receive eCAADe membership as no contribution will be given for them. It will be evaluated during the next Council meeting how this went.
- The slides from HA's presentation will be sent to Delft.
- MW will be contacted to make arrangements for implementation of AB's suggestions. See above (point 1 (ii)).
- Streaming: The Prague conference will be used to test another system. It was asked whether an additional investment is needed if there will be three parallel sessions. It was also noted that a note should be added in the registration that there will be streaming and the possibility to opt out. Advantages of streaming are:
 - i. Show the event at the time of happening
 - ii. eCAADe archive of presentations
 - iii. Have information outside the lecture halls on what is going on inside (very valuable because of the three // sessions).3 students will be needed to help with the streaming.

At this point, JV handed the chairing of the meeting over to JD.

7. Future conferences

2013: Delft status report: No one was present to make announcements. It was noted that this should not have happened because there is a lot of valuable information discussed during the meeting. It was reminded that several problems in the preparation of the Zurich conference were caused by some lack of information on the side of the organizers. BM should contact the Delft to organizers to make sure that they will get reminded about at least of some of the essentials for eCAADe conferences (eg. three blind reviewers per abstract)

2014: Newcastle: Conference organizer is Emine Thompson who gave a status report in brief and circulated a printed draft information folder for the conference. Preparations have already started and a conference coordinator at university level has already been established.

2015: Vienna: BM said that there are no changes in the proposal and the organization team would be pleased if a decision on this could be taken during the Council Meeting in September 2012.

2016 onwards: It was said that it would be interesting to go to a larger Mediterranean region or to Eastern Europe or Scandinavia. It was decided that several people will be approached during the Prague conference to check possibilities.

Different/additional forms of eCAADe conferences/symposiums ("extra" midyear event): eCAADe will provide support (eg. keynote speakers) if wanted. It was decided that the event:

- Should be a 1 day-event contributing to our field.
- Should be international and "visible"
- That eCAADe will be offering infrastructure support and a budget up to 2500 euro.

It was asked what the overall idea behind this initiative is and how it fits in the overall policy that somebody is paid to organize an event. WD reminded that there has been a tradition of organizing regional workshops in the past and that it was a valuable contribution to the goals of eCAADe. Also it could be a way to interest people in organizing a "full" eCAADe conference in the future. JV expressed his concern about spending too much money on several new initiatives which are costing every year. It was said that we will monitor the funding and that the council will always decide

depending on the financial situation. . It was decided that it will be tested this year and that JD would formulate a call for this year and that this call would be sent out via the Listserver after the feedback from the council members.

9. Reviewing system

- (i) HA said that he is pleased with the system. Only a few minor remarks (extracting key words, pdf-uploading, generating outcome of scores in excel) will be passed on to MW.
- (ii) Key words: it was decided that the existing list of keywords should be updated and this in a rather inclusive way. Then this list should be integrated in the reviewing system, so that it may be of use in structuring the sessions.
- (iii) HA, TZ and JFK will work on this and then it will be circulated in the Council.
- (iv) The problem of anonymity in the reviewing process was discussed. It was said that it should be mentioned in the template that a paper will be rejected if not anonymous.
- (v) MM will develop a word-template for abstract submission and get back to us in September.

10. Parallel organization conferences

- (i) 2012 conferences
 - ASCAAD (February 21-23, 2012, Manama, Bahrain). Nobody attended - no information.
 - CAADRIA (April 25-28 201_ Chennai, India). BM will go.
 - ACADIA (October 18-21, 2012 _ San Francisco, CA, USA). JV will go.
 - SIGRADI (November 14-16, 2012, Fortaleza, Brazil). JD will go (JFK or WD are replacant)
 - CAADFUTURES: Bauke De Vries, Tom Kvan and Marc Ross are in charge now. The next conference will be in Shangai.

11. Publications, networks and contacts

- (i) Website: The information on the eCAADe website is updated. MM was working in general on taking the data on the website into a more dynamic form.
- (ii) International Journal of Architectural Computing: TZ will write a mail to AB regarding the problems of the journal. The item was not discussed during the meeting but will be picked up again when AB is present.
- (iii) CAAD Network: The eCAADe conference is supported with Facebook for the first time. HA presented some statistics on the LinkedIn-application. Anyone who is eCAADe member can post. HA will continue as manager. The majority of the Council was in favor of opening.
- (iv) Intelligent Environments: The next conference will take place in Thessaloniki. VB will go and have discussion with the board. eCAADe is invited to organize a special session to show the different perspective in the organizations. VB will take care of this session. The IE-conference is always organized in July.

12. Presentation prices

- Online voting system for presentation prices (MW, MM, WD)
- Ivan Petrovic price and eCAADe presentation price: MM deals with the mathematics behind this and asked the council whether this should not be changed because of the streaming. The Council acknowledges the risk but decided to maintain the system for now. It should be noted that people should only vote for sessions they attended live.
- eCAADe poster competition: WD announced that the deadline for submission has been extended (till 12/04/2012) and that information is available at <http://www.ecaade.org/postercompetition>. The competition is open to all students; the winning design will be printed and sent out to architectural schools around Europe, to help raise the visibility of eCAADe. In addition to their designs being published, the winners will also receive a prize of either 300 euro for first place, 200 for second and 100 for third. The winners will be chosen by the entire eCAADe community which will be able to vote online for the best designs. The winning poster will also be included in the conference bags in A1-format.

13. Financial situation

- (i) NDM presented the Statement of Accounts 2011 and Profit and Loss Account 2011 show a loss of 1159,51 euro for 2011. The bank balance in December 2011 was 53610,79 euro. It was said that the loss should be kept an eye on carefully and be checked closely during the next meetings. There have been some investments in 2011 but most of these costs will return every year: the midyear activity to be launched, the participation contribution for the midyear council meeting, the streaming and the PHD-grant. There was some concern that it is not easy to stop things when they are already established but it was agreed that we will monitor the financial situation and cancel activities if necessary. WD reminded that

our balance is still very healthy and that we have to be careful as a nonprofit organization to have too many funds so we should invest wisely in the future of our organization.

- (ii) HA expects a number of 180 registrants for the conference. So this will guarantee a substantial income and a healthy and stable membership in the next year.
- (iii) NDM asked the council members to further promote institutional membership in the respective libraries. Institutional membership includes full institutional access to CUMinCAD in a given IP-address range, receipt of last year's conference proceedings (Frankfurt) on CD-rom and in hard copy, reduced subscription rate to IJAC, membership to the List server for general communication and information exchange and one individual membership to eCAADe to be appointed to an institutional employee.
- (iv) Further investments -WD explained the status of the project for the streaming and archiving of the presentations. WD reported about the experiences during the conference in Ljubljana with the system (epresence) and explained that there is still an ongoing decision process at Graz University of technology on the best hard and software combination for this matter. So WD recommended waiting for the results of this process before investing on hardware of our own. He proposed to rent the equipment (including the hosting) for the Prague conference again and that he will check on the possibility to cover three parallel sessions. It was asked to get figures for streaming to see how many times it is checked. There was some discussion about the value of a presentation archive. Some doubts were expressed by BC and JFK and it was discussed if the access to the eCAADe presentation archive should be limited to eCAADe-members. WD expressed his strong believe that the archive (including the presentations) will be a very valuable additional resource for eCAADe members and might be one day combined with Cumincad (eg the links to the presentations). JV will check out legal conditions.
- (v) It was decided that the PHD-grants will be paid now by bank transfer instead of cash.

14. Paper reviewing

There were some problems in preparing the results of the reviewing process for the final decision. HA claimed to be no excel expert to prepare the list. It was agreed that it would be much better if conference host could prepare in advance the lists needed for the decision process at the midyear meeting possibly with the help of a template.

MM will prepare a template for the decision phase of the paper reviewing, including automatic marking of multiple authors.

15. Next Council Meeting

- (i) JD reminded that the next council meeting will be held in Prague on Tuesday 11/09/2012 at 4 PM.
- (ii) WD reminded that the council members are invited to join the PHD-workshop starting at 12:00 preceding the council meeting and that the final conference event will be on Friday evening
- (iii) BC asked if the next eCAADe Mid Year Meeting could be organized in Sint-Lucas Ghent. It was decided that the meeting will take place in Sint-Lucas Ghent.
- (iv) JD thanked all participants and closed the meeting at 13:00.