

eCAADe Administrative Council Meeting

**Meeting held on
15-16 March 2013**

LUCA School of Arts
Sint-Lucas School of Architecture
Campus Ghent

MINUTES

Present

Henri Achten (HA), Alexander Asanowicz (AA), Andre Brown (AB), Birgul Colacoglu (BC), Wolfgang Dokonal (WD), Jose Duarte (JD), Joachim Kieferle (JK), Antje Kuntze (AK), Bob Martens (BM), Tom Maver (TM), Marc Muylle (MM), Johan Verbeke (JV), Tadeja Zupancic (TZ)

Guest

Dana Matejovska (DM), Martijn Stellingwerff (MS) - TU Delft (2013), Emine Thompson (ET) - Newcastle (2014)

Apologies for absence

Vassilis Bourdakis (VB), Rudi Stouffs (RS), Martin Winchester (MW)

Secretariat

Nele De Meyere

1. Attendance

See above.

2. Agenda

(i) Matters arising:

- Financial support to be dealt with at the end of the meeting.
- The next presidency will have to be prepared. JV will step in as president and JK as vice-president. This will have to be announced to the members.

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

3. Minutes of Previous Meetings

- (i) The minutes of the eCAADe Administrative Council Meeting, held at Czech Technical University of Prague, were circulated and checked.
- (ii) The minutes of the eCAADe Annual General Meeting, held at Czech Technical University of Prague, were circulated and checked.

The final version of the minutes will be sent to MW for publication on the eCAADe website. It will be checked what else needs to be added.

4. Secretariat of eCAADe

- (i) It was noted that Nele De Meyere will be taking Minutes of the meeting.

5. Administrative Council

- (i) Composition and Roles: The composition of the Council (Henri Achten, Aleksander Asanowicz, Vassilis Bourdakis, Andre Brown, Birgul Colakoglu, Wolfgang Dokonal, Jose Duarte, Joachim Kieferle, Antje Kunze, Bob Martens, Tom Maver, Marc Muylle, Johan Verbeke, Tadeja Zupancic, and Rudi Stouffs) and their roles were presented during the AGM and are confirmed.
- (ii) New member for the period from March 2013 to March 2015 is the future conference organizer (Newcastle 2014): Emine Thompson. It was said that it is a good thing to invite future organizers well in advance.
- (iii) There was no proposal for appointment of an honorary member.
- (iv) At the next eCAADe conference in Delft the term of JD as president of the association ends. The end of his two-year term means that a new president will have to be elected by the membership. Based on our past experiences we have now established a system with one

president and two vice-presidents - a "vice-president elect" (our candidate for future presidency) and a "vice-president emeritus" (the former president). The presidential candidate is, thus, the former "vice-president elect". All those terms are for two years and in our opinion constitute the best system to make sure that the flow of information is not interrupted. This means that our candidate for the next president is JV and our candidate for "vice-president elect" is JK. JD will become the "vice-president emeritus".

The membership can also put forward presidential candidates. A candidate can be any member in good standing. He or she has to be proposed and seconded by two people from different institutions. If there would be more than one candidate, then elections will be held and the result announced at the AGM.

6. eCAADe Conference 2013 Delft (The Netherlands)

(i) Overview of arrangements - MS presented the state of affairs:

- Sponsorship: 5000 euro was already confirmed by Autodesk and 2000 by Bentley. To be confirmed sponsors are: Dutch Royal Academy of Science, ARUP and others that are still being explored. ET will also contact them for the Newcastle conference. AK also mentioned sponsorship by Apple and IBM.
- Social activities: cocktail may be in the town hall, near the venue. Many hotels are available and a reservation for 20 a 30 rooms with discount per hotel is already made. It was said the arrangements for the hotels should be available on the website after the notification of 1st April. People then start making arrangements for travel and accommodation. Hotel offers should also be limited to the city of Delft itself.
- The facebook page for the conference is run by Michela Turrin. HA added that his experience with Facebook for the conference worked very well. RS also posts in LinkedIn so all the channels are used.
- Keynote speakers: it is the goal to have a academic, a practical and a local keynote speaker. The council said that it would be good to keep the tradition to have someone local. HA suggested to have a lecture on industrial design.
- Budget: there was a proposal from the conference organizer to add the prices with 20%. The council said that this is not possible at this stage. HA said that he had a breakeven and that social events took 50% of his budget. The breakeven point used to be at 70 a 80 participants but it is to be checked whether this is still the case.

(ii) Abstract acceptance overview (number of accepted papers, parallel sessions)

Out of 287 abstracts submitted, 179 have been preliminary accepted, 96 have been preliminary rejected and 12 remain undecided as a few reviews will be submitted in the next few days. Basically, all papers with an average score of 4,0 or higher are clear accepts, all papers with an average score of 3,0 or lower are clear rejects. The conference schedule allows for a maximum of 168 presentations (over 3 parallel sessions). That should be enough even for 179 or slightly more accepted abstracts, considering the experience from Prague (172 abstracts accepted, 157 full papers submitted). The length and the scheduling for the sessions was discussed. It was said that a standard for this should better be proposed. The Prague schedule may be taken as basis. It was also suggested to have the Prize Ceremony after the AGM. It was questioned how the conference should be ended. The after conference party in Prague was success. However it would also be okay to just offer a drink at the faculty.

(iii) Pre conference activities - Workshops / PhD Grant

- Workshops - various proposals for workshops were already received at the date of the meeting. More is possible because the deadline was not passed yet. MS presented an overview of the proposals. It is still to be decided what will be organized. HA suggested to spare time for late but interesting proposals. It was also said that the announcement (flyer + website) should include info on the workshops because if announced too late, they do not fit in the travel bookings anymore. HA said that some workshops in Prague were not so well attended. The council suggests to organize maximum 6 workshops and to start Monday at noon. Organizing too many, may enhance low attendance. MS said that Delft students will also be encouraged to participate. Workshop attendance is free for conference participants. Signing up is possible via the conference registration form or directly with the organizer(s).
- PhD grant: WD will take up organization again and underlined the two main aims of the workshop: help PhD-students in our field with their work and (as important for us) to bring them into the eCAADe community and be part of our conferences in the future. At the moment we have the clear policy that we do not want to finance accepted papers with the grant. 5 will be accepted and they will receive a confirmation of attendance. The PhD workshop should be made visible by adding a link on the conference website. In general a

tentative/digramatic schedule should be added on the website.

WD will send out call after notification of acceptance. Reviewing should be programmed earlier than last year. Applications should best be sent before the 1st of May. The workshop will be organized on 17/9/2013 (note: starting at 11 AM).

- (iv) Other matters concerning the conference (streaming of session/epresence.tv, timing AGM, end of conference).

MS presented the venue. In each room two monitors for streaming will be foreseen. Graz University of Technology provided the software for Prague (epresence - slides and video are combined). Graz will probably do it again but this should be discussed with all partners. Problems with the streaming in too dark rooms were reported. TU Delft should provide band width and a student to help Christian. A free conference place should also be offered to Christian and Martin Winchester. (Note: these arrangements should be added to the conference guidelines).

7. Future Conferences

- (i) 2014 Newcastle - ET reported on a good progress despite health problems and presented the leaflet. The location for the conference dinner is already set and talks for the social activities and hotel arrangements will be started soon. ET launched a proposal to use a completely new building as venue. The council argued that is very important not to lose the link with the faculty. ET also launched the idea of skipping the paper version of the proceedings (see below).
- (ii) Vienna 2015 - The team behind the conference was set up and the venue (lecture halls) were reserved. Gabriel Wurze was said to be developing a web form for handing in papers, what will be of great benefit for the publication. It was said that it is the idea to guarantee the system for the future years. Yet what with the sister organizations? A certain degree of sustainability must be assured.
- (iii) 2016 interests: The Department of Architecture of the University of Oulu offers to have the eCAADe conference organization 2016 in Oulu. The conference liaison received an endorsement letter, title and theme, preliminary budget and document concerning infrastructure. Preliminary date: last week of August (like in 2001). It was agreed to give them already an ok and to make an announcement in September 2013. It was asked when future organizers should be invited in the council meetings: it was said that informally it should be the sooner the better.
- (iv) Other (not so concrete) interests were expressed by Chania, Porto, Eindhoven, Nancy, Trento, ..
- (v) JV remarked that there is a growing attention for research by design and asked if eCAADe could do something to trigger this by for example organizing a seminar, a panel discussion? This may need some thinking.

8. eCAADe International Regional Workshop

Porto 2013 - JD gave an overview of arrangements. The workshop will be organized on 4 and 5 April 2013 and consists of one day of parallel workshops and one day in conference format. 20 of 38 papers were accepted. Fee is 85 euro.

Future workshops: Several people showed interest in organizing the workshop next year. JD will issue a call to the submission of proposals for the organization of the 2nd workshop. A possible venue proposal was already received from TU Lodz (HA).

The idea is that the activity strengthens CAD in the region but also that it might function as an exercising place for organizing the conference itself. eCAADe invests 2500 euro. This covers the cost for a key lecturer. The evaluation of the eCAADe workshop organization will be put on the agenda in September. Recommendations will then be formulated. It will also be checked whether the participants are registered for Delft.

9. Parallel Organisation Conferences

- (i) Reports from the 2012 conference representatives:
 - JD went to Sigradi in Fortaleza, with 500 participants.
 - AB did not go to CAADRIA.
 - JV went to ACADIA in San Francisco, with around 200 participants, 5 wonderful keynotes and around 60 presentations. JV could attend the Board meeting and provided the members already with a written report:
 - o Suggestion to have members of the sister organizations in our September board meeting.
 - o ACADIA relies much more on sponsorship
 - o They put more effort on bridging academia and practice. A discussion on this was

set up during which the following questions were raised: Does a practice afternoon fit in our program? How do we build a relationship with practice? What is the advantage for the practitioners? Should we have practice oriented sessions? Could we organize an interactive poster session during the break? The topic could be added to the topics list (BM). Each council member could try to attract practice people. It could be a request that at least two key note speakers come from practice. Question: are we really missing out on something? We should reflect on how we proceed with this. Install a committee?

(ii) 2013 conferences

ASCAAD (December 16-18, 2013, Jeddah, Saudi Arabia). Rep.: BM

CAADRIA (May 15-18, 2013, Singapore). Rep.: JK

ACADIA (October 24-27, 2013, Cambridge, Ontario, Canada). Rep.: WD might.

SIGRADI (November 20-22, 2013, Valparaiso, Chile). Rep.: WD might.

CAADFUTURES (July 3-5, 2013, Shanghai, China). Rep.: AB

Suggestion from TM to link with IBPSA as there is an overlap which the association could benefit from. TM will contact them and it will be decided in September how to proceed with it.

10. Reviewing system

- (i) Open Conf (Status) (MW, MS): no comments were received from RS, however there are still items not needed for the reviewing. JK will communicate exactly what is needed with cc to ET.
- (ii) Anonymity of the reviewing process (document info).

11. CUMINCAD Digital Library

The system used is a very old one and further development is not possible. The system can crash any time and the associations rely on this. BM is exploring solutions. There is a problem of hosting but also of software, similar for all the organizations. An agreement is needed. This would generate a yearly cost and the risk of giving it to a private firm. It looks like Ljubljana does not want to continue. It should be estimated what migration would cost. A decision should be taken in September. BM was asked to formulate what exactly is the problem and what is expected from eCAADe. The sibling organisations should also take responsibility. They will be contacted on the matter. TZ will discuss it face to face in Ljubljana.

12. Publications, Networks and contacts

- (i) Website: MW updated the website.
- (ii) International Journal of Architectural Computing - Status of the reviewing system: there was a problem of very old papers in the system not being reviewed. TZ and JV offered assistance. AB is aware about the problems but said that the situation should now be cleared for the third journal. He said that the last journal went out in time and that it is in SCOPUS now.
- (iii) CAAD network (Facebook/LinkedIn: status): HA reported that the facebook page was taken over by Delft and that LinkedIn (619 members), mainly reaching educators, is a good platform to generate information.
- (iv) ACADIA initiative for free access to conference papers (WD): it might be worth to open the database. This will be discussed in September when we know how to deal with CUMINCAD.
- (v) Other: Adding the eCAADe conference proceedings to the Thompson and Reuters listing: HA will submit proceedings for being listed.

13. Presentation prices

- (i) Online Voting system for presentation prices: worked well, it is a good thing to have one online voting system for all the prices. There is no need for improvement at the moment.
- (ii) Ivan Petrovic price - It was said that all goes well with it.
- (iii) eCAADe presentation price (Bentley funding - 500€) - Bentley transferred the money to the Prague conference organizer who made the payment to the winner. Volker Mueller also sent the certificate to the winner.
- (iv) eCAADe poster competition (WD) - WD announced that he can organize the competition again. 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. WD will calculate how much it would cost to send it out to all EAAE-members.

14. Financial Situation

- (i) Current Status of eCAADe finances - NDM presented the Statement of Accounts 2012 and

Profit and Loss Account 2012. For 2013 there was a profit of 1549.78 euro. The bank balance in December 2012 was 55381.75 euro.

- (ii) Possible Investments - streaming and video collection - epresence.tv: WD explained the status of the project for the streaming and archiving of the presentations, currently on hold. There was some discussion about the value of a presentation archive. It is to be checked how many times the archive is checked to know whether it is worth the investment.

15. Other issues

- (i) VAT and VSDC (JV) - JV suggested to become member of VSDC (Flemish Study and Documentation Centre for non-profit associations). This is a non-profit organization that provides juridical and financial/fiscal support to non-profit associations. Membership fee should cost 100 euro per year. The council approved the proposal and JV and NDM will proceed with it. It was asked to avoid VAT administration if possible.
- (ii) Virtuvent (JD) - Virtuvent, a firm based in New York, contacted the secretariat to discuss the possibility of working together during an upcoming eCAADe event. Virtuvent has recently had a lot of success working closely with events similar to eCAADe. Their goal is to help you bring the content of the event to new audiences worldwide through their video streaming app for events - VirtuCast. JD had a conference call with them and provided the council with a short presentation. Comments from the council: it is very expensive while we have the possibility to do it cheaper, we lose control over our own data, a university based solution is much more suitable for eCAADe.
- (iii) Conference Guidelines - It was said that in the Conference Guidelines also regulations should be set for post conference actions (f.i. to have the papers in CUMINCAD).
- (iv) Digital or printed proceedings - Do we still need our proceedings printed? Certainly for libraries this is necessary. Maybe it is also necessary for indexing. HA will ask preference of the community via LinkedIn.
- (v) Financial support for the midyear meeting - Arrangements have been made for eCAADe to pay hotel booking directly.

16. Next Council Meeting

- (i) Arrangements for the meeting: JD reminded that the next council meeting will be held in Delft on Tuesday 17/09/2013 at 4.00 PM.
- (ii) WD reminded that the council members are invited to join the PhD-workshop starting at 11:00 preceding the council meeting and that the final conference event will be on Friday evening.
- (iii) The council enjoyed to have had this meeting in Sint-Lucas Ghent.
- (iv) Meeting close - JD thanked all participants and closed the meeting at 13:00.