**TC 6.1 Program Subcommittee Meeting - Minutes:**

January 14, 2019

**Attendees:**

David Lee, Armstrong Fluid Technology – Program Subcommittee Chair

Bob Walker, Belimo

Jason Atkisson, AEI

Rex Scare, Armstrong International

Jessica Mangler, AEI

Scott Fisher, State Farm – Retired

Ted Duffy, Laars

Sean Gao, JCI

Stan Kutin, Xylem

Gang Wang, University of Miami

Jamie Kono, Servidyne

Jennifer Leach, Patterson Kelley

**Minutes:**

* 3 seminars submitted and approved for Atlanta conference
* Proposed seminars for Kansas City conference (see below for key dates):

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| **Proposed Topic** | **Chair** | **Speakers** |
| Commissioning of different equipment, co-sponsored with TC7.9 | Robert Lautz | Bob Walker |
| Lessons Learned in professional development | Rex Scare | Jessica ManglerJennifer Leach |
| Optimization track - Analytics of HVACco-sponsor with 1.4, 7.5, or 7.6can include domestic hot water data (related to weather patterns or occupants?) etc. | David Lee | David to get a speaker, Belimo may have a tentative speaker; also Dan Christensen could be possible speaker?  |
| Co-sponsor with TC8.2 on variable pumping | Trent Hunt | Stan Kutin |
| Co-Sponsor a session with Radiant Heating & Cooling (TC6.5) | TBA | Robert Bean |

Key Dates for Atlanta conference:

* Wednesday, January 2, 2019 Website Opens for Seminar, workshop, Forum, Debate and Panel Proposals
* **Friday, February 8, 2019** Program (Seminar, Forum, Workshop, Debate and Panel) Proposals Due
* Friday, February 8, 2019 Revised Conference Papers/Final Technical Papers Due
* Friday, February 8, 2019 Extended abstracts due
* Tuesday, February 19, 2019 Conference and Technical Paper Final Accept/Reject Notifications
* March 7, 2019 Extended abstracts final accept/reject notifications
* March 8, 2019 Extended abstracts scheduled for presentation

To submit a Seminar:

<https://ashraem.confex.com/ashraem/s19/cfp.cgi>

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* Proposed seminars for Orlando 2020 conference:

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| **Proposed Topic** | **Chair** | **Speakers** |
| Pump Fundamentals | Jessica Mangler | David LeeStan Kutin |
| Case Studies on High Performance Hydronics | TBA | Jason AtkissonJenn Leach to get another speaker |

Key dates for Kansas City conference:

* Monday, March 18, 2019 Conference Paper Abstracts, Technical Papers and Paper Session Requests Due
* Monday, April 22, 2019 Conference Paper Abstract Accept/Reject Notifications
* Monday, June 17, 2019 Website Opens for Seminar, Workshop, Forum, Debate, and Panel Proposals
* Monday, July 8, 2019 Final Conference Papers Due - Submitted for Review (Includes Bio, Learning Objectives and Methods of Assessment); Request for Conference Paper Sessions Due
* Friday, July 26, 2019 Conference Paper Accept/Revise/Reject Notifications
* Friday, August 9, 2019 Revised Conference Papers/Final Technical Papers Due
* Friday, August 26, 2019 Conference and Technical Paper Final Accept/Reject Notifications
* Friday, October 4, 2019 Seminar, Workshop, Forum, Debate, and Panel Accept/Reject Notifications

Other:

* Best approaches to getting programs approved. Technical papers are given 1st priority followed by Conference papers. Technical papers do not go through CEC. Seminars are the most competitive due to high number of submissions. If proposed program falls into one of the conference tracks (other than Fundamentals/Applications or Systems/Equipment), likelihood of acceptance is higher.