



Shaping Tomorrow's
Built Environment Today

1791 Tullie Circle NE ▪ Atlanta, Georgia 30329-2305 ▪ Tel 404-636-8400 ▪ Fax 404-321-5478 ▪ <http://www.ashrae.org>

MINUTES

ASHRAE Technical Committee 4.3: Ventilation Requirements & Infiltration

2020 Winter Meeting

Monday February 3, 2020, 4:15 pm-6:30 pm

Hilton Orlando, L, Pocket Lake

1. INTRODUCTION

1.1. Call To Order

1.2. Committee and Meeting Information

Scope of TC 4.3

TC 4.3 is concerned with ventilation requirements and the analysis of infiltration, airflow around buildings, and exhaust re-entry, including their integration with indoor air quality and energy calculations for building and HVAC system design and operation.

ASHRAE Code of Ethics

Commitment to the ASHRAE Code of Ethics – (TC Chair): In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)”

Subcommittee and Research Meetings

Research: During Main Meeting

Program: During Main Meeting

Handbook: During Main Meeting

RP-1819: Tuesday Feb 4, Hilton Orlando, Turkey Lake

RP-1823: Monday Feb 3, Hilton Orlando, Pocket Lake

Website

TC4.3 Homepage: <https://tc0403.ashraetcs.org/>

TC4.3 Basecamp: <https://3.basecamp.com/3106353/projects/10524322>

1.3. Introductions



1791 Tullie Circle, N.E./Atlanta, GA 30329
404-636-8400

TC/TG/MTG/TRG MINUTES COVER SHEET

(Minutes of all Meetings are to be distributed to all persons listed below within 60 days following the meeting.)

TC/TG/MTG/TRG No. TC 4.03 DATE February 3, 2020

TC/TG/MTG/TRG TITLE Ventilation Requirements & Infiltration

DATE OF MEETING February 3, 2020 LOCATION Hilton Orlando, L, Pocket Lake

MEMBERS PRESENT	YEAR APPTD	MEMBERS ABSENT	YEAR APPTD	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE
Martin Stangl	2018			David Claridge (Research Liaison)
Nathan Ho	2018			Stephen Duda (Honors)
John Carter	2019			James Bennett (S.04 Head)
Jordan Clark	2019			
Steven Emmerich	2019			
Steve Taylor	2019			
Brian Rock	2018			

DISTRIBUTION: *All Members of TC/TG/MTG/TRG plus the following:*

TAC Section Head: Jamie Bennett	SHx@shrae.net Where x is the section number
All Committee Liaisons As Shown On TC/TG/MTG/TRG Rosters (Research, Standards, ALI, etc.)	See ASHRAE email alias list for needed addresses.
Mike Vaughn, Manager Of Research & Technical Services	MORTS@ashrae.net

Note: These draft minutes have not been approved and not the official, approved record until approved by the TC.



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1.4. Attendance + Quorum

Voting Members					
	Name	Position	Company	Roll Off (June 30)	Present?
1	Martin Stangl	Chair	RWDI	2020	X
2	Nathan Ho	Vice-chair	P2S Engineering	2020	X
3	John Carter	Secretary	CPP	2023	X
4	Jordan Clark	Research	Ohio State University	2021	X
5	Steven Emmerich	Standards	NIST	2023	X
6	Steve Taylor	Member	Taylor Engineering	2021	X
7	Brian Rock	Handbook	University of Kansas	2022	X
Non-Voting Officers					
	Josephine Lau	Program	University of Nebraska	–	
	Steve Duda	Honors	Ross & Baruzzini, Inc.	–	X

Note: Quorum > 1/2 all VM, excluding NQM; super majority $\geq 2/3$ VM present; simple majority > 1/2 VM present

1.5. Approve Agenda (Emmerich/Rock: 6-0-0 CNV)

1.6. Approve Minutes of Past Meeting (Kansas City 2019) (Taylor/Rock: 5-0-1 CNV)

1.7. Section Head Report (Jamie Bennet)

1.7.1. Reorganization of all functional groups, focus on TCs right now

1.7.1.1. Evaluating performance (quorum, holding meetings, regular function of TC)

1.7.1.2. Should review Title/Purpose/Scope at least once a year.

1.7.1.3. Try to integrate with other TCs if it makes sense

1.7.1.4. Record some activity each meeting

1.7.1.5. 10 Voting members or less being targeted to justify meeting space

1.7.1.6. Small subcommittees possibly to get moved into general meeting space

1.8. Liaison Reports



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- 1.8.1. Conferences and Expositions Committee (CEC) - TBD No Report
- 1.8.2. Handbook Committee - Guy Frankenfield
 - 1.8.2.1. Chapter 16 is due to be submitted by April 5th (revised/reviewed/voted)
 - 1.8.2.2. Chapter 24 is due July 21st (revised/reviewed/voted)
- 1.8.3. Professional Development Committee (PDC) – Donald Brandt No Report
- 1.8.4. Technical Activities Committee (TAC) - Dennis Wessel No Report
- 1.8.5. Special Publications - Francis Mills No Report
- 1.8.6. Environmental Health Committee - Josephine Lau Not Present, Report Attached.
- 1.8.7. Research (RAC) – David Claridge
 - 1.8.7.1. Nothing earth shattering coming down
 - 1.8.7.2. RAC welcomes someone from the committee to present to them RTARs and WS, need to schedule in advance
 - 1.8.7.3. WS1878 was approved with comments in Kansas City, needs to be returned
- 1.8.8. Standards – Steve Emmerich
 - 1.8.8.1. See Standards below

2. SUBCOMMITTEE REPORTS

2.1. Research (Jordan Clarke)

- 1.2.6. Active Research Project Status
 - 1.2.6.1. RP-1819: CO₂ Demand Controlled Ventilation in Multiple Zone VAV Systems with Multiple Recirculation Paths
 - TC4.3 PMS is Steve Taylor, Josephine Lau
 - PMS meets tomorrow for almost certainly final time
 - Draft final report has been submitted (really good) expect only minor comments
 - Anticipate letter ballot before next meeting
 - 1.2.6.2. RP-1823: Improved Exhaust-to-Intake Dilution (Concentration) Calculations
 - TC 4.3 PMS is Steve Taylor, Iain Walker, Brian Rock
 - PMS meets after main committee
 - Expected to be last meeting
- 1.1.1. Work Statements (WS)
 - 1.1.1.1. WS-1835: Characterization of Induced Flow Fans



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- TC9.10 (Brad Cochran)
 - Has been approved and expected to go out to bid next year

1.1.2. Research Topic Acceptance Request (RTAR)

- 1.1.2.1. RTAR-1878: Outdoor particulate matter penetration and indoor PM removal rates in naturally ventilated commercial buildings

- TC4.3 (Jordan Clarke)
 - WS In progress, should have something to look at before next meeting

1.1.3. Multidisciplinary Task Group (MTG)

- Idea of MTC around VOC's and VOC Mixtures and What Constitutes Air Quality (Ed Light) **NO Report, DELETE from NEXT AGENDA**

1.1.4. On Hold or Inactive

- Is CO₂ a Pollutant or and Indicator? (Steve Taylor) Other work has been done, **DROP FROM OUR LIST.**

1.1.5. New Ideas

Name	Champions	Status/Actions
Infiltration vs. Pressurization impact with ERVs	Josephine Lau	No action
Electric Vehicle effects on Garage Exhaust Requirements	Steve Taylor	No action
Understanding formaldehyde generation rates	Nathan Ho/Lisa Ng	Iain Walker, some recent studies have been published or are almost published so probably not needed by this committee.
Comparison Between Wind Tunnel and CFD for Different Applications		MOVE TO PROGRAM
Interaction of Air Tightening and Gas Appliance Venting	Craig Wray IAIN WALKER	CRAIG HAS NO TIME HOPEFULLY SOMEONE CAN PICK IT UP
Performance of Electronic Air Cleaners and Interaction with Ventilation	4.3 Suggested as Co-Sponsor	FROM OLD LIST NO CURRENT ADVOCATE



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Interaction of Radiant Floor with Underfloor Ventilation	4.3 Suggested as Co-Sponsor	FROM OLD LIST NO CURRENT ADVOCATE
Transfer Air, etc. in multi-family Buildings	Iain Walker, Craig Wray	No action
Cost effectiveness of sealing between floors in multistory buildings to reduce stack effect, requirements to reduce multi-family internal partition leakage	Marianne Touchie, Gren Yuill, from University of Toronto	subject of current study, can be removed
Co-Sponsor Ceiling Fans RTAR initiated by TC4.10, 2.1?, maybe 5.10. Program item by TC4.10	Shichao Liu	THIS IS PROGRAM TOPIC FOR TC 4.10
RTAR from 62.2 went through TC2.3 Ask 62.2 to bring it to TC4.3 for co-sponsorship	Walker	
UNSOLICITED RESEACH PROPOSAL about testing a “representative” sample of buildings for leakage		Waiting or RAC to assign URP.
TC2.6 Sound & Vibration as proxy for air leakage	Marianne Touchie,	RTAR?
Enhance the current Stack Height Reduction Factor Methodology for Plume Dispersion Calculations for stacks from screen height to 2.5 x screen height	Carter/Parker	
Evaluate effect of screenwalls or other large roof objects on previously evaluated plume rise enhancement of stack ganging	Carter/Parker	

1.1.1. Deadlines

- March 1 (for spring RAC meeting)
- May 15 (for June meeting)
- August 15 (for fall RAC meeting)
- December 15 (for January meeting)

1.1.2. Special Topics

- 1.1.2.1. Presentation by Marianne Touchie – Update on project at the University of Toronto on ‘Characterizing Interzonal Air Leakage in Multi-Family Buildings’

2.2. Program (Josephine Lau)

2.2.1. Evaluation of Kansas City Program (Annual Meeting 2019)

2.2.2. Orlando Program (Winter Meeting 2020)



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2.2.3. Austin, TX Program (Annual Meeting 2020)

2.2.4. Future Program/New Ideas

City	Title	Type	Chair/Speakers
Chicago	Where has my air been?	Seminar	John C, Martin/Parker/?
Chicago?	62.2 update	Seminar	Iain Walker
??	Assessment of VOC mixtures	Workshop	Ed Light (with MTG)
??	Computational modeling of airflow around buildings	Seminar	John Carter, Ted Stathopoulos, Brad Cochran/Philipps
	Burning Questions around Wildfires and ventilation/IAQ	Forum	Isaac Simpson
Austin	Sensors for control of ventilation and air cleaning	Seminar	Jordan Clark
Austin	Multifamily Myths	Seminar	Touchie/Wray/Philips/Dols
Chicago	Smart Residential Ventilation	Seminar	Emmerich/Walker

2.2.5. Deadlines

2.2.5.1. For 2020 Annual meeting in Austin

- Monday, February 10, 2020 Program (Seminar, Forum, Workshop, Debate and Panel) and Extended Abstract Paper Due
- Monday, March 2, 2020 Extended Abstracts Accept/Reject Notifications
- Monday, March 16, 2020 Debate, Panel, Seminar, Forum, Workshop Accept/Reject Notifications
- Monday, June 1, 2020 Presentation submissions due

2.2.5.2. For 2121 Winter meeting in Chicago

- Wednesday, March 18, 2020: Conference Paper Abstracts, Technical Papers and Paper Session Requests Due
- Monday, June 15, 2020: Website Opens for Seminar, Workshop, Forum, Debate, and Panel Proposals
- Monday, October 5, 2020: Seminar, Workshop, Forum, Debate, and Panel Accept/Reject Notifications



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2.3. Handbook (Brian Rock)

2.3.1. Chapter Status

Volume	Chapter	Lead	Status
2021 Fundamentals	Chapter 16 Ventilation and Infiltration	Jordan Clark	
2021 Fundamentals	Chapter 24 Airflow Around Buildings	Ted Stathopoulos	
2019 Applications	Chapter 45 Building Air Intake and Exhaust Design	Jason Urso	

2.1.1. Revisor Information

Access files, for revision, via <https://authoring.ashrae.org/> (Internet Explorer use req'd)

Chapter reviews: If you have colleagues who are practicing in or otherwise interested in any of our topics, please ask them to review our as-published chapters. They can submit their reviews via

http://xp20.ashrae.org/secure/handbook/chapter_review/

The website for our revisers is <https://www.ashrae.org/technical-resources/ashrae-handbook/ashrae-handbook-central>

2.1.2. Deadlines

- *The deadline for submitting your chapter revisions for first review are; **April 05th** for Chapter 16, Ventilation, and **July 21st** for Chapter 24, Airflow Around Buildings*

2.4. Standards (Steven Emmerich)

2.4.1. TC 4.3 Cognizant

2.4.1.1. 62.1 Ventilation for Acceptable Indoor Air Quality (Nathan Ho)

2.4.1.1.1. Published new version in 2019

2.4.1.1.2. ASHRAE Journal articles forthcoming about the changes

2.4.1.1.3. Guideline 42P Enhanced

2.4.1.1.4. Changed name to “Ventilation for Acceptable Indoor Air Quality”



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2.4.1.1.5. Discussion about acceptable leaking with respect to ERV

2.4.1.1.6. Most recent public review missed scrutiny about new dew point control

2.4.1.2. 62.2 Ventilation for Acceptable IAQ in Low-Rise Residential Buildings (Iain Walker)

2.4.1.2.1. Ongoing issues with Addendum A (restrict use of vented combustion)

2.4.1.2.2. 2019 version is out

2.4.1.2.3. Working on sections specific to multi-family buildings

2.4.1.2.4. Possibility to include garage ventilation requirements in single family home with attached garage if has building ventilation components

2.4.1.2.5.

2.4.2. Other Standards of Interest TC 4.3

2.4.2.1. 90.1 (Steve Emmerich)

2.4.2.2. 170-2013: TC 9.6: Ventilation of Healthcare Facilities (Rick Hermans)

2.5. Honors (Steve Duda)

2.5.1. No current nominees, described some of the awards where application is due in May (Distinguished, Exceptional, Boggs, distinguished Fellow)

2.6. WebMaster (Martin Stangl)

2.7. Membership (Martin Stangl)

- Subcommittee Chair Needed
- Want to have more manufacturer representation on the committee

3. New Business

3.1. MTG.OBD (Occupant Behaviours) (Mini Malhotra)

3.2. Coordination with TC 4.10 regarding modeling airflow around building. Discussed what is the appropriate level of guidance for ASHRAE to be providing. No conclusion but discussion should continue.

3.3. Future Meetings



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- June 27-July 1, 2020 – Austin, TX
- January 23 – 27, 2021 – Chicago, IL
- June 26-30, 2021 – Phoenix, AZ
- January 29 – February 2, 2022 – Las Vegas, NV
- June 25-29, 2022 – Toronto, ON

4. ADJOURN

Time: 18:38 EST

Appendix A: Attendance Form

VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

As of Any Date

Chair

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 Term in Position: 07/01/2018 to 06/30/2020
 Term on Committee: 07/29/2014 to 06/30/2020
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Vice Chair

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03


As of Any Date

Member


2026715 053 Voting 


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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

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Term on Committee: 03/16/2018 to 03/16/2020

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8357685 081 Non-voting

Term in Position: 12/21/2018 to 12/21/2020

Term on Committee: 12/21/2018 to 12/21/2020

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8134247 Non-voting

Term in Position: 01/09/2019 to 01/09/2021

Term on Committee: 01/09/2019 to 01/09/2021

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8355055 082 Non-voting

Term in Position: 11/16/2018 to 11/16/2020

Term on Committee: 11/16/2018 to 11/16/2020

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8347552 022 Non-voting

Term in Position: 01/14/2019 to 01/14/2021

Term on Committee: 01/14/2019 to 01/14/2021

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

As of Any Date

Provisional Corresponding Member

8264518 053 Non-voting

Term in Position: 01/02/2020 to 01/02/2022

Term on Committee: 01/02/2020 to 01/02/2022

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8107606 037 Non-voting

Term in Position: 04/22/2019 to 04/22/2021

Term on Committee: 04/22/2019 to 04/22/2021

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Term in Position: 04/20/2019 to 04/20/2021

Term on Committee: 04/20/2019 to 04/20/2021

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5225059 010 Non-voting

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Term in Position: 12/27/2019 to 12/27/2021

Term on Committee: 12/27/2019 to 12/27/2021

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Term in Position: 08/08/2018 to 08/08/2020

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Term in Position: 03/30/2018 to 03/30/2020

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8358347 142 Non-voting

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Term on Committee: 04/12/2019 to 04/12/2021

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

As of Any Date

Provisional Corresponding Member

8242323 506 Non-voting

Term in Position: 01/18/2020 to 01/18/2022

Term on Committee: 01/18/2020 to 01/18/2022

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8226304 105 Non-voting

Term in Position: 06/18/2019 to 06/18/2021

Term on Committee: 06/18/2019 to 06/18/2021

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Term in Position: 07/01/2002 to

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5138006 025 Non-voting

Term in Position: 07/01/2015 to

Term on Committee: 07/01/2010 to 06/30/2015

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74721 020 Non-voting

Term in Position: 07/01/2006 to

Term on Committee: 07/01/2004 to 06/30/2006

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Term in Position: 07/01/2005 to

Term on Committee: to

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

As of Any Date

Corresponding Member

113108 104 Non-voting

Term in Position: 07/01/2006 to

Term on Committee: 07/01/1996 to 06/30/2006

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Term in Position: 07/01/2004 to

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Term on Committee: 07/26/2016 to 06/30/2017

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Term on Committee: to

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

As of Any Date

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5200188 026 Non-voting

Term in Position: 07/01/2012 to

Term on Committee: 07/01/2007 to 06/30/2012

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Term in Position: 07/01/2003 to

Term on Committee: 07/01/1986 to 06/30/2003

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Term in Position: 07/01/2017 to

Term on Committee: 07/01/2007 to 06/30/2017

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Term on Committee: 04/01/2014 to 06/30/2019

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2006379 030 Non-voting

Term in Position: 07/01/1997 to

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

As of Any Date

Corresponding Member

2049280 014 Non-voting

Term in Position: 07/01/1988 to

Term on Committee: 07/01/1996 to 06/30/2000

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Term in Position: 07/01/1993 to

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8071140 075 Non-voting

Term in Position: 07/01/2018 to

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Term in Position: 07/01/2011 to

Term on Committee: 07/01/1989 to 06/30/2011

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

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8091166 015 Non-voting

Term in Position: 07/01/2013 to

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

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VENTILATION REQUIREMENTS & INFILTRATION-T-TAC-TC04.03

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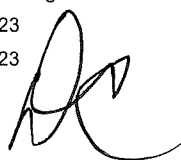
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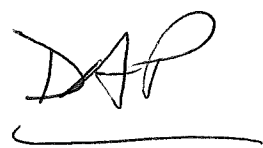
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Appendix B: CEC Update

Conferences and Expositions Committee Information Items for Technical Committees

2020 Winter Conference, Orlando, Florida
February 1-5, 2020

2020 Winter Conference, Orlando, Florida

Thank you to all the TCs who helped with the review of the technical, conference and extended abstract papers, submitted program proposals and otherwise participated in the development of the conference!

Technical Program Statistics for Orlando:

Paper Sessions

(Conference/Technical Papers combined)

- 25 Paper Sessions

Conference Papers

- 165 conference paper abstracts submitted, 137 approved
- 73 conference papers presented

Technical Papers

- 27 Technical papers received
- 25 Technical papers presented

Seminars

- 123 submitted
- 75 presented

Panels

- 2 submitted
- 2 scheduled

Workshops

- 6 submitted
- 2 scheduled (*1 presented in TC Mtg.*)

Forums

- 5 submitted
- 1 scheduled

Debates

- 2 submitted
- 2 scheduled

Conferences and Upcoming Deadlines

A full list of ASHRAE conferences and program details is available at <https://www.ashrae.org/conferences>.

Conference	Upcoming Deadline	Conference Site
2020 ASHRAE Annual Conference Austin, TX June 27 – July 1, 2020	Extended Paper abstracts and program proposals due February 10	ashrae.org/Austin
IAQ 2020: Indoor Environmental Quality Performance Approaches , Athens, Greece September 14-16, 2020	Notifications on abstract submissions, February 12	ashrae.org/iaq2020
The Fourth International Conference on Efficient Building Design Beirut, Lebanon October 1-2, 2020	Conference papers due February 15	ashrae.org/beirut
2021 ASHRAE Winter Conference Chicago, Illinois January 23–27, 2021	Conference paper abstracts and technical papers due March 18	ashrae.org/chicago
Ventilation 2021 Toronto, ON Canada August 15-18, 2021	Call for papers to be announced shortly	ashrae.org/ventilation2021

2020 Annual Conference, Austin, Texas

The 2020 ASHRAE Annual Conference technical program is comprised of eight tracks as well as a mini-track, selected to represent areas of focus common among ASHRAE membership. The track focus areas include fundamentals and applications, HVAC&R systems and equipment, research summit, professional development and other specific topics including grid-interactive efficient built environment, multifamily and residential buildings, resilient buildings and communities, zero energy buildings, communities: opportunities and challenges and a building myths mini-track.

“We are living in a constant changing world. ASHRAE members are facing a major evolutionary change in how buildings and energy systems interact,” said Bing Liu, chair of the 2020 Annual Conference. “Instead of individual equipment and system, buildings are becoming integrated, flexible and resilient systems to respond to the climate change challenges. The 2020 ASHRAE Annual Conference aims to address these challenges and feature a strong technical program with a wide range of topics applicable to engineers, architects, designers and professionals.”

Extended abstracts and program proposals are due February 10.

2021 Winter Conference, Chicago, Illinois

The deadline for submitting a conference paper abstract and or technical paper is March 18, 2020. Decisions on conference paper abstracts will be sent by April 22. Conference Papers for accepted abstracts will be due July 8, 2020.

Tracks

Track 1: Fundamentals and Applications

Track 2: HVAC&R Systems and Equipment

Track 3: Refrigeration and Refrigerants

Track 4: Environmental Health Through IEQ

Track 5: Building Performance and Commissioning for Operation and Management

Track 6: Energy Conservation

Track 7: International Design

Track 8: Standards, Guidelines and Codes

Topical Conferences

CIBSE ASHRAE Technical Symposium 2020

Organized by CIBSE and ASHRAE, Glasgow, Scotland, April 16-17, 2020 www.cibse.org/symposium

IAQ 2020: Indoor Environmental Quality Performance Approaches

Co-organized by ASHRAE and AIVC, Athens, Greece, September 14-16, 2020 ashrae.org/iaq2020

Topics

- Health and Well-being
- Performance Metrics
- Interactions between IEQ parameters
- Occupant Behavior
- Smart Sensors and Big Data
- Smart Controls
- Resilience and IEQ
- Ventilation
- Air Tightness
- Thermal Comfort
- Policy and Standards

The Fourth International Conference on Efficient Building Design

Co-organized by ASHRAE, the American University of Beirut, the ASHRAE Lebanese Chapter and the Munib and Angela Masri Institute of Energy and Natural Resources, Beirut, Lebanon, October 1-2, 2020 ashrae.org/beirut

Topics

Sustainable building designs
Energy efficiency standards
Building materials
Indoor air quality systems

HVAC technologies
Solar heating and cooling for built environment
Low and near zero energy buildings

Ventilation 2021

Organized by ASHRAE, Toronto, ON Canada, Aug. 15-18, 2021 ashrae.org/ventilation2021

Topics

- Occupational health, environmental emissions and safety considerations in industrial process ventilation system design and applications
- Innovations in ventilation systems
- Thermal hydraulic modeling, measurement and test and balancing techniques, AI applications, optimization models, data mining
- Industrial HVAC Systems: Innovation and Best Practices
- Best practices and risk evaluations and management in industrial ventilation and air conditioning systems application

Future Annual and Winter Conferences

Annual 2021 – Phoenix, Arizona, June 26 – 30

Winter 2022 – Las Vegas, Nevada, Jan. 29 – Feb. 2

Annual 2022 – Toronto, ON Canada, June 25-29

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Appendix C: TC/TWG Reorganization Update

Update on TC Reorganization for TC leadership, 12/2019

In an effort to keep all TC leadership in the loop, TAC thought it was a good idea to give you a little history, an update, and possible future steps in the efforts of the TC Reorganization.

History

The direction to look at the TC structure came from the 2014 strategic plan. Based on a survey of TC chair and vice-chairs, we found the following issues were important to our members:

- We are working in silos; too specific; need wider perspective
- We need to better manage stagnant TCs and membership
- Takes too long to change things; get discouraged
- We are not maintaining industry leadership
- We need to do a better job of sharing best practices

By taking on this reorganization, we hope to accomplish many things, including:

- Increase opportunity for collaboration for programs & research
- Increase opportunity for workshops for Handbook
- Increase meeting efficiency and increase effectiveness of members' volunteer time

We asked our SHs to discuss restructuring the TCs with TC leadership- this could include merging some TCs or creating a new TC organizational structure for example. As with major change anywhere, some TCs took this as an opportunity for real change and some dug in their heels.

Update

In the past year, TAC has looked into making small changes to the processes we have in place, in an effort to seek collaboration and meeting efficiency.

TC Breakfast: In Kansas City, we rolled out a joint breakfast for the first time. The reasons for this were many, including a more efficient way of getting important information into everyone's hands and increasing collaboration. Overall this effort was well-received, with a couple details to work out. In Orlando we will have larger tables and a bigger room, offering less background noise and enough room for everyone to have a seat at the table. This format has been very successful for RAC, so it is not a new concept.

Large Meeting Room for small meetings:

In Orlando, we are working with staff to offer a large meeting room (similar to Atlanta, if you remember) which will be setup with many round tables. There will also be a quiet area if members need to get work done. Smaller TCs or subcommittees (10 people or less) will be encouraged to utilize this area instead of taking up multiple meeting rooms, and/or cancelling last minute. This will most likely continue in future meetings, depending on feedback in Orlando.

TC Mergers: Many TCs are looking into restructuring. We encourage all TCs to voluntarily consider their scope, membership and leadership, and how they can be merged with other, similar, TCs with a vote on this action at the Orlando meeting. That being stated, TAC may need to take a more proactive approach, if there is evidence of an unwillingness on the part of Functional Groups to consider change. The first round of change needs to be wrapping up in Orlando, so staff has time to update rosters as part of the regular timeline.

For TCs looking into mergers, we would recommend that the merging TCs have a revised Title, Purpose & Scope ready for TC vote in Orlando. In addition, proposed leadership and voting roster should be completed.

Review Reminder: Please recall that there is an annual review requirement for each committee as detailed below. We will ask each Section Head to report the recommendations from each committee to their Section at the Annual meeting in Austin. If not already on the agenda, your committee should be prepared to start discussing this recommendation in Orlando.

From the Manual of Operating Procedures (MOP):

1.5. Review

1.5.1.

Once a year, preferably at, or prior to, each Annual meeting, the Committee Chair and Committee Membership shall evaluate their progress in accomplishing the purpose for which they were constituted and recommend one of the following actions to their Section Head:

- a) Continue as a TC, TG, MTG, or TRG
- b) Convert from a TG to a TC
- c) Convert from a TRG to a TG or TC
- d) Merge with a TC/TG/TRG and submit a revised scope for the merged committee
- e) Dissolve the TC, TG, MTG, or TRG
- i) If a TC/TG/TRG/MTG votes to disband, it must establish whether any current responsibilities should be continued and, if so, recommend existing TC/TRG/MTG(s) to assume responsibility and obtain those committee's written concurrence

Future Steps

So, a couple things that were identified early on, are still in process:

- Review functional group definitions and scopes of work to determine if current groups are efficient and best use of volunteer time.
- Clarify procedures for combining and/or dissolving FGs.
- SHs to review Activity Forms and determine which TCs are not performing. Determine plan for TC to perform or dissolve.
- Adjusting meeting times into a block schedule. We currently have many meetings happening at non-standard times which leads to conflicts in people's schedules and is a very inefficient use of meeting space.
- Looking into moving subcommittee meetings into a time slot on the same day as the main TC meeting, and maybe immediately before the main group meeting. This way, if someone can only attend for a few days, they can attend all meetings for a functional group.

As we embark in the effort of organizational restructuring to become more efficient and effective in this new strategic plan, we think it is important to focus on what makes ASHRAE special. If someone in the HVAC industry could only afford to attend one conference a year, why would they come to ASHRAE? Are we showcasing our volunteers and their knowledge effectively? We think what makes our conference great is the ability to collaborate with professionals from all over the world. Meet real people and serve humanity by solving real problems. Together. We need to step up our game- provide more opportunities for the dispersion & discussion of technical information. This is where the FG Reorganization can make a difference.