

Minutes
Eastern States Section Combustion Institute
Executive Committee Meeting

Date: Thursday 16 May
Time: 9:00 – 10:00 AM
Location: Meeting held via WebEx

Agenda – Final

Approval of the Minutes from the Warsaw Meeting
Budget details (very briefly from Bill R.; Yiguang to provide detailed report later)
Review awards to be given at Fall Tech Meeting in Clemson (presented by Baki for Mike)
Update on plans for Clemson meeting (attached, Chenning or Rich)
Update on elections for new board members (Baki)
Including Canadian section in next national meeting (Arnaud)
Enhancing communications regarding importance of combustion (Peter)
New business
Adjourn

Attendees (alphabetical by last name): Beth Bennett, Baki Cetegen, Catalin Fotache, Bill Green, Paul Papas, Bill Roberts, Peter Sunderland, Rich Yetter

CI Support: Barb Waronek (absent)

Attachments:

Minutes from Warsaw Meeting
Plans for Clemson meeting

Meeting called to order at 9:03 AM, 16 May 2013 by Bill Roberts presiding as Chair of the ESSCI Executive Committee.

Minutes approved as submitted.

Treasurer's Report (presented briefly by Bill R. in lieu of Yiguang)

Transition from old Treasurer (Harsha) to new Treasurer (Yiguang) is more or less complete. Yiguang is currently traveling and will send Treasurer's Report in the next few days. According to Bill R., Yiguang received a check from Harsha for \$14,116 on April 1st. There have been 39 student applications for travel support to the National Meeting. The amount of support per student will be \$250, which comes to a total slightly less than \$10,000. Janus Money Market Fund currently has approximately \$80,000.

Review of the awards to be given at the Fall Tech. Mtg. at Clemson (presented by Baki/Bill R. for Mike)

Need to solicit nominations for the Glassman lecture. Solicitation e-mail will go out after the Utah meeting. Based on a decision made at the Warsaw meeting, the award amount has been increased to \$1000 travel plus a \$500 honorarium, instead of just travel. The awards committee will remain the same for the fall (Mike Renfro, Bill Green, and Jerry Seitzman).

At the Clemson meeting, plaques for the UConn meeting's best paper award (and best presentation award?) will be given out. Presentation of the plaques needs to be added to the agenda, and the plaques need to be ordered.

For the Clemson meeting, the program needs to be set up such that session chairs do not chair their own papers, in order to make the nominations for best paper and best presentation cleaner.

Best paper award: There was some discussion about re-imposing a page limit on the extended abstracts in order to make judging for best papers fairer. Last time around some papers stuck to the historical 4-page limit, while others were 15 pages; the latter were obviously more detailed and thus more likely to win. During the discussion, it was mentioned that 4 pages may be too short to allow enough content for accurately judging best paper, but 6 pages or 8 pages entails more work for the session chairs who will have to read the papers. In the end, it was decided that we will impose a 6-page limit for the extended abstracts at the Clemson meeting.

Mike R. says (via Bill R. and Baki) that metrics are needed for judging the presentations and papers. Beth volunteered to forward to them some examples of judging forms that she has come across previous while judging presentations and posters at local universities and for ASME. These will provide a starting point for the awards committee to develop forms for the session chairs to fill out at the Clemson meeting.

Workshop for students on presentation skills at the Clemson meeting

This topic was not originally on the agenda but was an outgrowth of the discussion about the best presentation award.

Bill R. suggested that a good use of our resources would be to have a series of workshops (first one to be held at the Clemson meeting) on skills that would greatly benefit grad students, such as how to give a good presentation, how to write a technical paper, how to prepare for an interview, etc. The workshops would provide coaching on topics that students apparently are not getting at their home institutions.

Catalin immediately agreed that the ability to give a good presentation is the number one skill lacking from nearly all new hires that he sees.

Further discussion fleshed out the workshop idea. The workshop at Clemson will likely be on presentation skills; it will be held during a dinner/networking session for students. Usually 70-90 students attend the Eastern States Meeting. The workshop will add value to the meeting.

Catalin volunteered to coordinate with Arnaud in order to schedule the workshop into the program for the Clemson meeting. Someone (Catalin?) will have to investigate getting a speaker to lead the workshop.

Update on plans for Clemson meeting (attached, discussion led by Bill R. in lieu of Chenning and Rich M.)

Neither Chenning or Rich M. could attend, so Bill R. ran through their PowerPoint slides (attached) and discussion ensued.

Airports: Closest airport is the Greenburg/Spartanburg [GSP] airport (45-min. drive from Clemson), followed by Charlotte [CLT] (2-hour drive from Clemson), and Atlanta [ATL] (2¼-hour drive from Clemson). Baki mentioned fluctuations in ticket prices, based on his experience visiting family in the area, and pointed out that attendees may not be able to choose GSP (due to cost) even though it is the closest airport. Regardless, there are apparently no shuttles available, so attendees will have to rent cars in order to get from airports to Clemson.

Venue: Venue will be the Madren Conference Center, which has a restaurant (Seasons Restaurant), and an adjacent hotel (Martin Inn), all of which are apparently owned by the university. Other restaurants are a 5-minute drive away, which should not be a problem since most attendees will have to rent cars anyway.

Facilities: There was some discussion as to whether the 140-seat auditorium will be large enough, and it's not clear how many 40-seat conference rooms are available. Everyone concurred that even if some people have to stand at the back of the auditorium, that is OK. More details will be forthcoming from Rich and Chenning.

Schedule: The draft of the 2.5-day schedule is standard (ending at 12:30 p.m. on Wednesday).

Banquet versus an extra reception: The minutes at the Warsaw meeting indicated that there was some flexibility regarding whether to have a banquet (at which attendees get to meet a few people in-depth) or

an extra reception (at which there is more chance for networking). It was pointed out that a good speaker would be needed for a successful banquet. The decision of banquet versus an extra reception will be left up to Arnaud and the local organizers.

Tour: If there will be a tour of BMW or GE (one of which is near the GSP airport), it would be good to have it on Wednesday afternoon so that it wouldn't coincide with any talks.

Budget: Budget details for the meeting are still needed.

Update on elections of new board members (Baki)

Six nominations (some of which were self-nominations) were received. The nominating committee, chaired by Baki, then requested a brief vision statement and a brief CV from each nominee.

Barb sent an e-mail to ESSCI members asking them to vote. As of last week, 37 people have voted so far.

Given that the ESSCI has about 350 (?) members and that 10%-20% response rate for a survey is deemed excellent, we are doing well. Voting will be open until the end of May. Baki will request that Barb send another reminder e-mail to members, since some people may have renewed their memberships since the 1st e-mail was sent a few weeks ago.

The two new board members will be installed at the Clemson meeting.

Including Canadian section in next national meeting (Bill R. in lieu of Arnaud)

A possibility of including the Canadian section (and perhaps the Mexican section) in the U.S. National Meeting to make it a "North American Meeting" had been discussed at recent meetings. The ESSCI had thought it was a good idea.

Arnaud, who is a member of the Executive Committee of the U.S. Sections of the Combustion Institute, recently heard back from Larry Kostiuk of the University of Alberta. Larry stated in an e-mail that "the discussion at both the Board of Directors and the General Business Meeting of the Combustion Institute Canadian Section was broadly negative to the idea of having joint meetings with the combined US Sections Meeting." The two main reasons were that no one would want to organize a huge meeting, and that it is extremely difficult for students to obtain visas to go from Canada to the US for meetings.

Enhancing communications regarding the importance of combustion (Peter)

Peter said that one way of making the government more aware of the importance of combustion research (and thus potentially to allocate more funds for combustion) is for the US Sections of the Combustion Institute to become more active in Washington. Given that Washington is within our geographical jurisdiction, it would make sense for the ESS to take the lead.

Living in Washington, Peter has found it easy to go to Capitol Hill with a group of students to speak to members of Congress. He says that letter writing is effective, too.

Peter suggested that we hire a professional to enhance our communications with the federal government. A brief discussion brought out the concern that professionals are not cheap, especially in Washington.

Peter said he will speak with Cindy Martin-Brennan, who has been hired by AIAA, to find out what her rates are. He will report back at the Utah meeting.

New business: None

Adjourn: The meeting was adjourned at 9:57 AM.

Respectfully submitted,
Beth Anne V. Bennett, Secretary
Eastern States Section

Minutes
Eastern States Section Combustion Institute
Executive Committee Meeting

Date: Monday 30 July
Time: 12:30 – 2:00 PM
Location: Room 207
Institute of Heat Engineering
Nowowiejska 21/25
00-665 Warsaw
Poland

Agenda – Final

Approval of the Minutes from the UConn Meeting (attached)
Treasurer's report (Harsha Chelliah, presented by Bill, attached)
Final Summary of the UConn meeting (Mike Renfro)
Update on 8th National Meeting, May 2013 in Utah (Arnaud Trouve)
Suggestions to improve the ESS Best Paper Awards (Mike Renfro)
New Treasurer?
Proposal to host the next Eastern States Meeting in Fall 2013 (Chenning Tong)
Old business
New business
Adjournment

Attendees: Cetegen, B.; Green, Wm.; Ju, Y.; Papas, P.; Renfro, M.; Roberts, Wm.; Trouve, A.; Yetter, R.

CI Support: Waronek, B. (absent)

Guest: Tong, C.

Attachments:

Minutes from UConn Meeting
Treasurer's report
Map to luncheon

Meeting called to order at 12:35 PM, 30 July 2012 by Bill Roberts presiding as Chair of the ESSCI Executive Committee.

Minutes approved as submitted.

Treasurer's Report (presented by Bill)

Summary Statement provided by Treasurer.

The section has brought in \$9800 from UConn meeting, and spent \$7000; so, the budget balance is still increasing.

Expecting about \$8500 from National meeting, and we should receive about 50% for hosting.

(It is unclear if and when Ga Tech will pay for the Joint meeting). To explore tax exempt status, will need to get ID number for each section.

Final Summary of the Fall 2011 UConn Meeting (presented by Mike Renfro)

Total attendance: 153 attendees; about 50% student and 50% regular. Pratt & Whitney covered costs of banquet (about \$25k).

Irv Glassman award was given out to Tianfeng Lu from the University of Connecticut.

There was a discussion about student best paper and presentation awards, and what would be a better approach and metrics. Based only on the session chair recommendations, it is currently difficult to determine the best student presentation. There was a suggestion to fill out feedback forms with categories (e.g. clarity) and associated numeric rankings. PDF versions of the presentations could also be obtained and nominations could be solicited from the session chairs with guidelines to the chairs. Mike will draft recommendations for the Fall 2013 meeting.

In terms of awards, the cost was negligible except for best student presentation received \$1500 travel grant to Poland meeting. In the future, there was a discussion of also including an honorarium (\$400) for the young investigator award.

Need to verify that Harsha paid the Charles P. Fenimore Best Student Presentation Award of \$1500 (Nicole Lavee, Westmoreland's student).

Discussed opening for Treasurer and responsibilities. Yiguang Ju was nominated, and accepted, to take over as Treasurer starting in May 2013.

Joint US meeting from May 19-22, 2013 at Park City, Utah (presented by Arnaud)

Entire meeting will be held at Canyon resort. There will be a choice of 3 hotels and catering at venue.

Visit and tours of campus are planned on Wednesday. Banquet costs are planned to be lumped into registration fees. About 350 (break even point) attendees expected. Student registration will be \$250, and \$450 for regular registration.

The organizers are looking at using shuttles as an option instead of car rentals for participants to reach the resort from airport; Organizers are also planning a tribute for Adel Sarofim.

Next ESS Meeting at Clemson University, SC (presented by Chenning Tong)

The targeted dates are Oct. 13-16 for Fall 2013.

Closet airport is Greenville-Spartanburg (about 45 minutes away). The venue for meeting is planned to be held at conference center (Martin Inn) near Lake Hartwell. Costs will include about \$800/day for 3 conference rooms. The seating capacity would be an auditorium with about 150 seats as well as 2 rooms that can hold about 50 seat rooms each. Other rooms are available if needed. Lunches would be catered. It was discussed that a preferred format would be to have 2 receptions and leave out the banquet. Tours to different locations were discussed such as GE in Greenville or BMW in Spartanburg, but would need to be arranged. A budget will be generated and circulated. A conference organizing service will need to be identified to handle registration, etc.

Call for papers would be announced right after US Joint meeting in May 2013.

Old Business: None

New Business: None

Adjourn: The meeting was adjourned at 2:30 PM.



Eastern States Sections Meeting – Fall 2013

October 13-16

Clemson University

Clemson, SC

Location



- Clemson, SC
 - 45 minutes from Greenville-Spartanburg Airport (Shuttle \$55/pp one way)
 - 1hrs 40 mins from Atlanta (2hr 15min from Hartsfield-Jackson Airport)
 - 2hrs from Charlotte (Douglas Airport)

- Car rental best option
- for airport transfers



Hosts



- ▮ Combustion Faculty at Clemson (Mech. Eng.):
 - ▮ Richard Miller (Computation)
 - ▮ Chenning Tong (Experiment)

Dates



- ▮ October 13-16
 - ▮ Monday is Columbus Day
- ▮ Clemson is in session during conference
- ▮ Mid-October weather suitable for outdoor breaks/receptions
 - ▮ Average High 75, Average Low 50, Average precipitation 1.7 in.

Venue



- ▮ Madren Conference Center
- ▮ Martin Inn
- ▮ Seasons Restaurant



Regional Interest



- ▮ Walker Golf Course (onsite)
- ▮ Lakes: Hartwell, Keowee Key
- ▮ Highland, NC
 - ▮ 30 minutes
- ▮ Helen, GA
 - ▮ 1hr 30 minutes
- ▮ Blue Ridge Mountain
 - ▮ 1hr
- ▮ Greenville/Atlanta/Charlotte
 - ▮ 0.5/1.5/2 hours



Schedule



- | Sunday October 13th
 - | Welcome Reception and Registration
- | Monday October 14th
 - | Continental breakfast and Registration
 - | Morning and Afternoon Plenary
 - | Morning and Afternoon Breaks
 - | Sessions ~8:30-5:00
 - | Business Meeting
 - | Banquet
- | Tuesday October 15th
 - | Morning and Afternoon Plenary
 - | Morning and Afternoon Breaks
 - | Sessions ~8:30-5:00
- | Wednesday October 16th
 - | Morning Plenary
 - | Morning Break
 - | Sessions ~8:30-12:30

Hotels



- | Martin Inn
 - | Connected to facilities
 - | Onsite restaurant, bar
 - | \$99/night + tax conference rate
 - | 80 rooms blocked
- | Alternative hotels require car (5 minutes)
 - | Holiday Inn Express (\$95/night),
 - | Courtyard, etc. 3 miles



Meeting Rooms



- ▮ Madren Center Auditorium
 - ▮ 140 seats
- ▮ Seminar Rooms
 - ▮ 50 seats



Dining Options



- ▮ Seasons Restaurant in Madren Center
- ▮ Many other restaurants require car (5 minutes): American, Chinese, Japanese, burgers, pizza



On Site Catering



- All campus catering provided by Clemson Catering

- Many options for all meals and breaks

- Breakfast and break buffets:

- \$10-\$16 per person

- Lunches:

- Seated hot lunches \$13-\$19 per person

- Buffets \$13-\$19 per person

- Boxed lunches \$9-\$10 per person

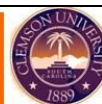
- Dinners: Many options

- Plated \$14-\$27 per person

- Buffets



Banquet Options



- Madren Center Ballroom
 - Attached to Hotel
 - \$800 rental (lunch or dinner)
 - Clemson Catering

- Off Campus Options

- GE
 - BMW



Registration and Conference Services



Conference facilities

- ▮ \$1650/day including rooms for meeting and lunch/dinner
 - ▮ Video projectors installed in the meeting rooms (no extra charge)
- ▮ Registration services –
 - ▮ Setup online registration site
 - ▮ Setup and staff on-site registration: Sunday night and Monday morning
 - ▮ Manage credit card payments (to be arranged)
 - ▮ Prepare name badges and handouts