

Minutes, Teleconference of the DFD Executive Committee, March 1, 2007

Participants: S. Pope, A. Smits, J. Brasseur, H. Stone, P. Marcus, E. Longmire, J. Hertzberg, M. Maxey, W. Dahm, M. Yoda, S. Troian, P. Steen, R. Lueptow (as member of Program Committee)

The committee met to decide on the DFD meeting location for 2010. Lex Smits summarized the report of the Program Committee (see Appendix A below) which included information on site visits to Baltimore (by Jim Wallace, Andrea Prosperetti, and Monica Malouf) and Long Beach (by Rich Lueptow, Julian Domaradzki and Monica Malouf). The committee concluded that both sites would be excellent for a DFD meeting. Because Long Beach had already been asked to defer for one year and because the convention center in Long Beach would not be available in 2011, the committee recommended Long Beach for 2010 and Baltimore for 2011 (assuming that the latter will be possible). After some discussion, the Executive Committee agreed with this recommendation. Members recommended further that the Long Beach organizers be encouraged to keep overall costs down where possible. A number of members stressed the importance of communicating to the Baltimore organizers that their proposal was indeed perceived as excellent, that we very much appreciate their efforts, and that we hope they will be willing to host the 2011 meeting.

There was some discussion regarding the cost of holding the meeting in Long Beach related to the cost of renting space in the convention center and the relatively high cost of hotel rooms at the Hyatt (closest hotel). The cost of the convention center was \$36,880 (\$20-\$25 per attendee), and room costs in the closest hotels were estimated as \$145-194. The hotel prices were thought to be typical for a large West Coast city. Also, it was suggested that one way of avoiding a sharp increase in registration fees would be for DFD to absorb a relatively small loss in running the 2010 meeting.

Some specific recommendations for local program organizers:

The organizers are requested to ensure that attendees are aware of which neighborhoods surrounding meeting venues may be more or less safe for pedestrians.

In the case of Long Beach, organizers should use sufficient student workers and/or signage to clarify key meeting locations (including locations of invited lectures and location of DFD meeting vs. 2nd concurrent meeting in the convention center).

The organizers are urged to be careful with locking in blocks of hotel rooms so that blocks do not end up undersubscribed. In Long Beach, attendees could potentially choose from many local hotels. A total of 375 rooms are available in the Hyatt adjoining the convention center, but ~600 rooms will be required and many more are potentially available.

For the reception, large 'open' gathering spaces were favored. Also, a location within walking distance was recommended so that busing could be avoided.

Other items discussed:

Monica Malouf of Meetings and More communicated that she would like to continue working with DFD in the future.

Lex Smits reported on several items related to the Program Committee:

1. The 2007 meeting in Salt Lake City will include four minisymposia. The topics are not yet finalized.
2. The Program Committee recommended continuation of a Poster Session at each DFD meeting for two reasons: it provides a presentation format for non-native English speakers who might not be comfortable giving an oral presentation, and it gives the organizers a way to handle late submissions. It was suggested that the Poster Session be located close to the Gallery of Motion if possible.
3. The Program Committee is working on a publication venue for winning videos from the Gallery of Motion. The goal is to develop a means to save and distribute these videos. A website could initially be hosted by efluids.com, and copyrights would be retained by the contributors. The Committee is also working on establishing a separate category for educational videos. The Publications and Media Committee will also be asked to consider this issue. If the DFD website were used as the host, some financial investment would be necessary in order to support editing and oversight of the website.

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## **Appendix A**

### **Program Committee Report on 2010 Meeting**

#### Baltimore site visit on December 2, 2006: report from Jim Wallace

I met Andrea and Monica at the Baltimore Marriott Waterfront Hotel yesterday, and we were given a tour by Pat Mallak, their meetings sales person. If the meeting doesn't grow larger than the numbers we had in Chicago, and I don't think that is too likely, I think this hotel would be fine for the 2010 meeting. There are 15 breakout rooms on two levels with easy access to each other by escalator. All of these rooms hold at least 100 each. There are several other smaller breakout rooms on these two levels that hold 50 each, and these could be used for one or two sessions in each time block where we know, from historical data, that the attendance is small (e.g. general fluid dynamics). They could also be used for speaker ready rooms and other purposes. On the ground level are two other nice rooms, each of which hold 100. Although these are only accessible by elevator or by walking past the hotel restaurant, mini symposia and/or sessions that tend to draw participants who stay in the session could be held there. The space for the award session

and Laporte lecture is more than ample, and it can be divided easily and quickly for the invited lecture sessions. There is also very good contiguous space for the exhibits, Gallery of Fluid Motion and coffee breaks.

The hotel is convenient to a number of places along and around the waterfront where lunch can be obtained quickly, as well as many restaurants for dinner in the evening. The Aquarium, where Andrea would like to hold the reception, is an easy walk from the hotel. The price he has been quoted for holding it there seems very reasonable to me. It is not much more than what we paid at the Building Museum in Washington, which will have been 10 years ago by the time 2010 comes around. The hotel has 750 sleeping rooms, nearly all of which, it seems, could be made available to the DFD for the meeting. Pat Mallak appears to want the business and is optimistic that she can convince her boss to offer the sleeping rooms at \$140. Again, compared to Washington where they were \$125, this is pretty good. There are also cheaper overflow hotels nearby.

Jim

Long Beach site visit on February 19, 2007: report from Rich Lueptow

I met Julian Domaradzki and Monica Malouf in Palm Beach on February 19 to review the Long Beach site. We were given a tour of Long Beach hotels and the convention center by a representative from the Long Beach convention bureau. Long Beach has very nice convention facilities very near the waterfront. However, there are several problems. None of the hotels is large enough to host the meeting, so the convention center will need to be used (cost probably \$36,000). The convention center has nice 18-20 large rooms on two floors. All are easily accessed. Another event (a show) will be taking place simultaneously on a lower level. There may be minor disruptions with foot traffic, but I don't think this will be significant. One problem will be the invited speaker sessions—they will require the use of one room in the convention center and another in the adjacent Hyatt hotel. Exhibits will be in a large hall in the convention center.

The convention center is adjacent to a Hyatt hotel and within 1-4 blocks of several other hotels (Weston, Courtyard, Best Western, Renaissance). None of the hotels has enough guest rooms for the entire conference group, so attendees will be scattered among 3-4 hotels. This may result in a problem for "pick-up" as well as diminishing the social aspect of having most attendees centrally located. Another issue is the cost of hotel rooms—the current Hyatt rate is \$194/night. Other hotels are \$20-\$50 less. The problem is that the Hyatt is directly connected to the convention center, so this would be the best hotel to stay at for the meeting. The hotels and convention center are within easy walking distance of many restaurants.

The reception could be held at the Hyatt, an outdoor tented area adjacent to the Hyatt and the convention center, the Queen Mary, or the local aquarium. Cost will probably help determine the best option. The Queen Mary will require transportation; other venues are within walking distance.

Long Beach is readily accessible from LAX, Long Beach, and Orange County airports. By the time of the meeting, there will be light rail service to Long Beach (but I am not sure about connecting to the light rail at LAX).

The Long Beach site is very nice from a visitor standpoint (warm, near the water, near restaurants), but it is not perfect for the DFD meeting (convention center cost, hotel location, hotel cost). Nevertheless, we have a group that is very interested in hosting the meeting. Overall, I think the Long Beach site will provide an effective and memorable DFD meeting.

Rich Lueptow

In a later email, Rich added: "My report was very positive. I think Long Beach would be a very nice venue for the DFD meeting."

Julian Andrzej Domaradzki independently wrote: "During the site visit in Long Beach it occurred to me that not everyone involved was aware of the price reduction for the convention center rental that was negotiated by Karen Strgacich on our behalf after the Tampa meeting. The final cost of the rental is \$36,880, about \$25 per participant assuming a 1,500 person meeting, or \$20 for 1,800. I think that having an accurate number might be important in the Committee's deliberations so I wanted to make sure that you have this information."

#### Program Committee discussion and recommendation (February 22, 2007)

The committee interpreted Jim Wallace's report on the Baltimore site as clearing up the questions raised by the XCOM as to the size and number of meeting rooms available at the Baltimore Marriott Waterfront Hotel. The committee was of the opinion that the site is suitable and attractive for the 2010 DFD meeting, and that the local organizing committee is of a high caliber.

Rich Lueptow attended the teleconference and was able to expand on his report on the long Beach site. His principal conclusion was that the Long Beach site seemed to provide an excellent location for the DFD meeting, in the sense of convention center amenities and ambience, accessibility to hotels, restaurants and other places of interest, accessibility to major airports, etc. The local organizing committee is spread among several local institutions, and it appears to be enthusiastic, qualified, and have good leadership. The principal issue would be the meeting cost, in terms of convention center charges (\$36,880) and the high cost of local hotels (in the range \$145 to \$194). It is anticipated that convention centers (and their inherent costs) will become more and more part of our future meetings as we continue to grow in size. The hotel cost is probably the more serious burden on meeting attendees, but it seems unlikely to find meeting sites in major West Coast metropolitan areas where these costs would be significantly lower. In summary, the committee did not believe that this issue should prevent DFD from having the meeting at this location, since in all other respects the site and the organization look very attractive.

The committee therefore concluded that we now have two proposals for the 2010 meeting that would lead to an excellent outcome. We note that the Long Beach group has already accepted one deferral from 2009 to 2010, and that the Long Beach Convention Center is likely to have difficulty accommodating the meeting in 2011 due to prior commitments. **Therefore it is recommended to the XCOM that the DFD meeting for 2010 be held at Long Beach. We also recommend that the Baltimore group would be asked to defer one year and host the 2011 meeting.** In terms of the East/West alternation of meeting sites, this would give the following chronology:

2003	NJ	E
2004	Seattle	W
2005	Chicago	E/C
2006	Florida	E
2007	SLT	W
2008	San Antonio	W/C
2009	Minneapolis	C
2010	Long Beach	W
2011	Baltimore	E

We see that in 9 years we would have E or E/C 4 times, and W or W/C 4 times, plus one C.

Finally, we note that meetings on average should be revenue neutral, and therefore not all meetings need to be profitable. Hence, we further suggest that the XCOM consider the possibility of allowing the Long Beach meeting to make a small loss to help it maintain registration costs within some natural growth window.

Presented 2/27/07 by Lex Smits, on behalf of the Program Committee (Melany Hunt, David Kassoy, Wolfgang Losert, Jim Riley, Rich Lueptow, Andrew Belmonte).