

# Report

**CELA Standing Committee on Conferences & Events Committee Meeting/Call**  
**Wednesday, April 10, 2019, 10-11 am (CDT)/11 am – 12 Noon (EDT)**  
**Call in number: 1-800-325-1307**  
**Pass Code: 927218**

## I. Attendance

### A) Those attending:

- Irene Angelos, Vice-President, IMN Solutions, Ex-Officio
- Sadik Artunc, CELA President- Elect, Committee Member
- Matthew Kirkwood, CELA Region 4 Director, Committee Member
- Charlene LeBleu, CELA Past President, Committee Chair
- Peter Kralka, CELA Executive Director, Ex-Officio
- Ashley Steffens, CELA President, Ex-Officio

## II. CELA 2020

### A. Irene Angelos Status Report

- a. Irene and Robin Wheeler (IMN Solutions) are synthesizing CELA 2019 information.
  - i. Need CELA 2019 Hotel Room Audit/Room Pick-Up (Night by Night; 3/11-16/19).
  - ii. Need food & beverage cost.
  - iii. Hotel Banquet event orders.
  - iv. Any additional information (handouts shared, etc.) from 2019 conference committee.
  - v. Charlene will ask UC Davis for this information.
- b. Need to address any programmatic updates.
  - i. See *Attachment 1* re Draft CELA 2020 Program Schedule from Marriott contract.
  - ii. Should we change the format of our workshops?
    1. Traditionally one-hour workshops; change to 30 min. Ted Talks format?
      - a. Ted Talks Speakers Guide,  
<http://storage.ted.com/tedx/manuals/tedxspeakerguide.pdf>
      - b. Could do 4 rounds of 30 min. workshops.
      - c. What are our workshop needs? Charlene will address this with TRIAD.
  - iii. Call for Abstracts—Is our timing good?
    1. Traditionally the call for conference abstracts/presentations is sent by the Vice-President of Research during the month of June or July prior to the annual conference.
    2. Due date for abstract submissions is typically the 3<sup>rd</sup> week of September.
      - a. West coast LA programs are on quarter system and begin school after labor day; need time to write and submit abstract.
    3. Note: Time is needed to rework the schedule as presenters change their mind re what day they will be able to make their presentation.
      - a. *Proactive suggestions:* 1) Ask abstract submitters to mark days of preference for presentation; 2) shorten call for; 3) Expedite the review process.

c. Tours

- i. IMN Solutions (Irene) would like to be in charge of tours—Agreed.
- ii. Irene will contact Louisville Tourism for suggestions.
- iii. Suggestions from committee (and former communication with University of Kentucky (UK) include: Riverfront Planning & Design Tour; Louisville Olmsted Park System re renovations and additions; Mammoth Cave National Park; Kentucky Horse Farm; Louisville Slugger Museum; Kentucky Bourbon Trail.
  1. For attendees to receive LA CES or other CEU credit for attending the field sessions, the sessions must meet Health, Safety and Welfare (HSW) criteria. See items C. below—Continuing Education Units & CEU Providers.
- iv. Tours may be a whole day or half day. TBD. In the past, field sessions have been offered on Friday or Saturday all day.

B. University of Kentucky Participation

a. What exactly do we need volunteers from the UK Landscape Architecture to do?

i. Student Volunteers

1. Irene will oversee and provide a job description and expectations;
2. Student volunteers would receive free registration to CELA Conference;
3. Students will assist with registration, collecting CEU information; signage changes; runners of information...etc.

b. Summary of what UK to provide:

- i. Provide student volunteers to work registration table and ad hoc duties (student volunteers will receive free registration). See above University of Kentucky Participation, B. b.
- ii. Organize and provide a digital copy of conference proceedings (peer-reviewed abstracts and non-peer reviewed full papers).
  1. CELA 2016 Utah State is a good example of "conference proceedings." It includes items stated in iii above.
    - a. <https://thecela.org/wp-content/uploads/Dillema-Debate-2016-proceedings-FINAL.pdf>
  2. Program Schedule—IMN Solutions will provide the program schedule for the conference event.
    - a. Example: CELA 2018 in Blacksburg, VA
      - i. <https://cela2019.ucdavis.edu/program>
- iii. Other Services?
- iv. Draft MOU Partnership Agreement for UK & issue by the end of May 2019.

C. Continuing Education Units & CEU Providers

- a. Below is a list of possible CEU providers listed by most likely to be requested by attendees.
  - i. LA CES—Landscape Architecture Continuing Education System, <https://laces.asla.org/>

1. Presentations must meet HSW criteria for LA CES. This is taken care of at abstract submission by CELA Vice-President of research and CELA Track Chairs. In the future, we hope that our field sessions will receive LA CES credit. This could increase attendance of field sessions. They would need to state learning outcomes and provide the following:  
[https://www.asla.org/uploadedFiles/LACES/HSW\\_Classification.pdf](https://www.asla.org/uploadedFiles/LACES/HSW_Classification.pdf)
- ii. AICP—American Institute of Certified Planners, <https://www.planning.org/cm/>
  1. Criteria for AICP Certification Maintenance (CMs) can be found at <https://www.planning.org/cm/activities/eligibilit>
- iii. AIA—American Institute of Architects <https://www.aia.org/continuing-education>
  1. AIA CEU Requirements, <https://www.aia.org/pages/3276-continuing-education-provider-toolkit>
- iv. LEED—Leadership in Energy Efficient Design (U.S Green Building Council) <https://new.usgbc.org/leed>
  1. LEED CE requirements, <https://www.usgbc.org/resources/gbci-continuing-education-course-review-criteria>

III. CELA 2020 Conference Sub-Committee (includes members of the Standing Committee, Past Presidents, Faculty from UK, etc.)

a) Charge

- a. History of CELA display.
- b. Perform duties (i.e. duties not covered by student volunteers) as needed at the CELA 2020 Annual Conference; be the “go to” group when needed.

IV. Review of 2019 – 2020 Standing Committee Priorities

**Standing Committee on Conferences and Events**

Chair: Past President (Charlene LeBleu); 1<sup>st</sup> Vice President (Sadik Artunc); Region 4 Director (Matthew Kirkwood)

2019-2020 priorities:

1. Review post conference reviews and host report for implementation and inclusion in the appendix of the Management and Operations Manual.
  - a. *Post-conference survey or another method of evaluation (App). Need to do this for CEU credits anyway. Irene will think about how best we might provide a post conference survey. Peter Kralka suggested that certificates of attendance be provided after a post-conference survey is completed.*
2. Review 2021 CELA conference sites and decide on conference venue and theme.
  - a. See item V. CELA 2021 below.
3. Develop conference partnership proposal form and revise policies and procedures regarding conference partner and CELA split, international conferences and expectations
  - a. Need to develop CELA Conference Partnership form, policies, procedures and expectations for both domestic and international partners. TBD as we work through our 2020 partnership with UK.

## CELA Conferences & Events Committee Meeting/Call—April 10, 2019

4. Investigate sponsorships/vendors and Event organizers (ESRI plus others who sponsored CELA 2019)
  - a. Charlene will ask UC Davis for a list of sponsors, what they sponsored, & amount of sponsorship, and if they had a Marketing Packet for sponsors.
  - b. Irene will develop a “thoughtful menu” of sponsorship opportunities and associated dollar amounts.
5. Investigate potential for Zoom presentations from international registrants.
  - a. This is a new request by several CELA 2019 international registrants; committee discussed, and video presentations were thought to be the best option.
    - i. Matthew Kirkwood will explore the possibilities for video presentations.
    - ii. Sadik Artunc will also share his experience as he will be making a video presentation for a conference in Turkey.
6. Provide a timeline April 2019 – March 2020 of priorities to use in reporting to the CELA Board.

### V. CELA 2021

A. South Korea

B. Rutgers University, NJ

C. Considerations

- a. The Landscape Architecture Foundation (LAF) will hold its 2nd Landscape Architecture Summit (conference) in May or June 2021. This may reduce CELA 2021 attendance as faculty will need to decide which one of these events to attend or try to split their travel money between both (reduced days of attendance).

### VI. Other Business

A. Meeting time—Schedule our future meeting times.

- a. This Standing Committee will meet the 2<sup>nd</sup> Wednesday of every month at 10 am Central/ 11 am Eastern.

### VII. Adjourn/ confirm next meeting date & time.

A. Next Meeting

**CELA Standing Committee on Conferences & Events Committee Meeting/Call**

**Wednesday, May 8, 2019, 10-11 am (CDT)/11 am – 12 Noon (EDT)**

**Call in number: 1-800-325-1307**

**Pass Code: 927218**