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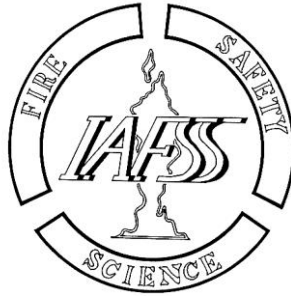
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Immediate Past Chairman

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Minutes (draft) IAFSS Committee Meeting rev1 Held in conjunction with INTERFLAM, Royal Holloway College, Nr Windsor, UK

Venue: Windsor Building

Date: 24 June, 6.15 - 8.00 pm local time

Teleconference access

Attachments

1. Apologies for absence and introduction of invited members

Members and guests present and those who sent apologies are summarised in Appendix 1.

Appendix 1:
Attendance sheet
rev1

2. Matters arising from the minutes of the last meeting

Minutes from Maryland are due to be ratified at the next IAFSS meeting in NZ. A minor spelling change has been corrected in Appendix 2a.

Appendix 2a:
Minutes from
Maryland – FINAL
unratified

The minutes from the Hefei meeting have been accepted (according to point X) and are distributed in their final form in Appendix 2b.

Appendix 2b:
Minutes from Hefei –
FINAL

3. Organisation of the 11th Symposium (Prof Fleischmann)

Only Appendix 3b was discussed in detail at this meeting. A number of questions were posed. These are summarised with the answers below:

Appendix 3a: Report
from Charley
Fleischmann (CF)

Do we provide breakfast? NO but we should provide coffee.

Appendix 3b: PP
from CF

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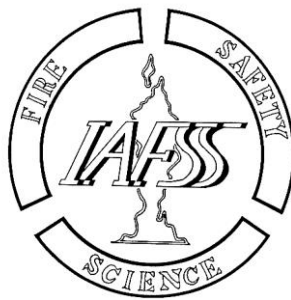
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Lunches are an informal buffet with no real eating area? This is OK.
Look into arranging tables that people can stand around in groups.

Appendix 3c:
Budget CF

Cash bar is planned for all events? Provide 2 tickets for drinks at the banquet. All other events can have a cash bar.

Do we need a partners program? NO Provide a spouses' event on Sunday evening in conjunction with welcome reception. Have a designated "spouses information person" in the reception area.

How many unpaid do we allow? Approx 12 (Keynote speakers, prize winners etc) + student volunteers from University host.

Do we want insurance? Obtain a quote and bring this up at the next meeting of the IAFSS Executive Committee.

Do we need a Symposium bag? NO

4. Report on the Program Committee (Dr He and Prof Trouvé)

Approximately 205 papers have been submitted in the various tracks as presented in Appendix 4a.

Approximately 100 reviews have been received thus far.

Keynote speakers have been selected and approached:

- Jose Torero
- Bart Merci
- Richard Lyon
- Yuan Hu
- (Sam Manzello as reserve)
- Name to be selected from host.

Appendix 4a: Report from Arnaud Trouve and Yaping He

Appendix 4b: Workshop outline

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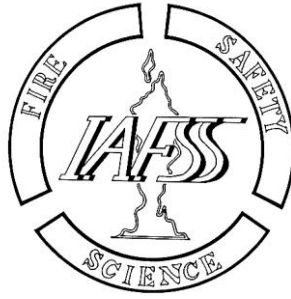
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Workshops will be arranged from Sunday before the conference as outlined in Appendix 4b. It was agreed that it would be possible to have up to 4 moderators in each WS (presently 3) with persons from Japan to be suggested by Ai Sekizawa.

ACTION: Ai will send his suggestions to Bart Merci after INTERFLAM.

5. Report on the Asia-Oceania Association for Fire Science and Technology

Expressions of interest are presently sought for venue of the next Asia-Oceania Symposium.

6. Printing of the proceeding of the 11th Symposium

It was agreed to send a question to the membership concerning this.

ACTION: Bodzio will ask Carole to prepare information concerning the cost of printing as today and on a printing-on-demand basis. Once this information is available Bodzio will draft text together with Carole, Craig, Ed, Michael and Vyto for a question to the members. Three alternatives will be presented in the question:

- E-book only
- Print-on-demand
- Printed proceedings as previously

7. Offer of Fire Technology Special Issue after 11th Symposium (Guillermo Rein)

Guillermo kindly offered to make a Special Issue of Fire Technology based on the best 10-15 papers from the next IAFSS in NZ. This was discussed together with the alternative of making one or more SI of the Fire Safety Journal. **ACTION: see next point**

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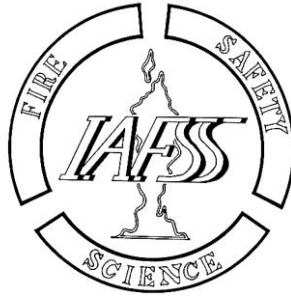
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8. Fire Safety Journal

a. New Agreement with Elsevier

Bodzio has spoken to Elsevier concerning three points:

- Appointing the editorial board
- Free subscription to IAFSS members
- Whether they can turn the proceedings into a formal journal

ACTION: Bodzio will continue dialogue with Elsevier to move forward with the agreement. At its next meeting, the Committee will discuss special issues of Fire Technology, Fire Safety Journal or other fire journals, to include papers from the proceedings from the 11th Symposium.

Appendix 5: PM
from Bogdan
Dlugogorski

9. IAFSS Website

Ed Galea gave Michael and Terry's presentation on their behalf giving an update of the website. It was agreed that the website is in very good shape.

Appendix 6: PP
Michael Gollner and
Terry Fay

10. IAFSS Newsletter

The new version of the Newsletter was shown as part of the presentation above. All members were asked to solicit/provide input to the Newsletter.

ACTION: Solicit input through the LinkedIn site and the IAFSS Website.

11. IAFSS LinkedIn List

Discussed in points above. No actions.

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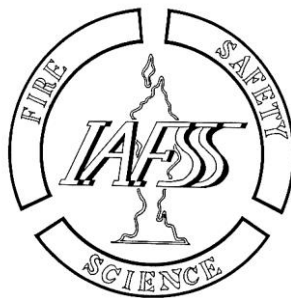
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12. European Symposia of IAFSS

George Boustras presented the venue for the 2nd EFSS to be held in Nicosia in June 2015, see Appendix 7 for more information.

Appendix 7: PP
George Boustras

George will work with Patrick and other European members of the IAFSS Committee in organising the Symposium.

13. Identification of users of IAFSS Digital Repository and alternatives to password protection (Craig Beyler)

It was agreed that the Federated Search is ready to be launched on the website.

ACTION: A link will be provided for the website. The chat function will be open for a period of time (no decision how long) to allow feedback concerning the function of the system.

14. Any other business

a. Young Scientist Award (Guillermo Rein)

Not discussed

b. Nominating committee

The IAFSS Committee have approved the Nominating Committee to be comprised of Craig Beyler (Chair), Dougal Drysdale, Ai Sekizawa, Karen Boyce and Bill Grosshandler.

15. Date (and time) of next meeting

The next Full Committee meeting will be held in conjunction with the IAFSS in NZ 2014.