

# Final Minutes



## *Indoor Air Quality Symposium Subgroup #1*

Date: February 1, 2008

Time: 10,00- 3.30

Location: CMHC Calgary

### In attendance:

<b>Name</b>	<b>Stakeholder group</b>
Anand Mishra	CMHC
Tannis Zuk	Health Canada
Ian Peace (afternoon)	RAPID
Jennifer Allan	CASA
Roy Clough	Alberta Employment, Immigration and Industry

Anand Mishra chaired the meeting. Quorum was not achieved. The subgroup will present the results of their work today to the Project Team for approval.

### Current Action Items:

Action item 1.1: Jennifer will use the list above to draft a workplan, including who will be responsible for tasks (CASA secretariat, team, event planner)	Jennifer	
Action item 1.2: Jennifer will draft an RFP for an event planner.	Jennifer	
Action item 1.3: Jennifer will draft the survey and send to the subgroup for their approval	Jennifer	
Action item 1.4: Jennifer and Anand to develop the presentation for the CASA Board.	Anand, Jennifer	
Action item 1.5: Anand to contact the Calgary locations and Tannis to contact the Edmonton locations.	Anand, Tannis	

## 1) Administration

- a. Greetings and introductions
- b. Approval of agenda and meeting objectives:
  - o The agenda was approved as drafted. The subgroup wanted to make sure there was a clear understanding of what would be presented to the Board. It was also felt that once the 'big pieces' were put in place, the subgroup could meet via teleconference in the future.

## 2) Symposium Workplan

- a. Develop a list of tasks

The subgroup created a high-level 'to do' list to guide their work. It was noted that the workplan could become far more detailed, but at a higher level the subgroup covered the major items of work.

The Workplan task list is:

- Present the IAQ Symposium Proposal to the CASA Board
- Hire an event planner
  - i. Develop an RFP
- Fundraising
  - i. Develop Fundraising / Sponsorship plan
  - ii. Contact sponsors
  - iii. Trade fair booths – contact interested industry
- Book facility
  - i. Scout locations – 3 rooms, one large enough for 250 people; area for trade show, preferable near coffee areas.
  - ii. Book facility
- Develop program
  - i. Audience
  - ii. Survey – ask our audiences what they want to see
  - iii. Speakers
    - 1. keynote speaker(s)
    - 2. contact session speakers
- Communications
  - i. Develop a communications plan
  - ii. Advertise / alert audiences of the symposium dates
- Plan networking events
  - i. Evening (Sunday night wine and cheese)
  - ii. Door prizes
  - iii. Entertainment
- Plan for Interactive / engagement with audiences. Possibilities:
  - i. Find and use air quality monitors during symposium
  - ii. Youth engagement (e.g. students)
- Misc
  - i. Audio / visual
  - ii. Headsets
  - iii. Catering
  - iv. Logistical details

Short-term priorities were identified: CASA Board presentation; fundraising; book facility; line-up speakers.

The team identified key tasks for the event planner:

- Organize speakers' travel, hotel, etc
- Registration
- Equipment (laptops, projectors, etc)
- Liaison with the conference facility: room set up, catering, details (water on tables, etc)
- Conference packages
- Other logistical details

The subgroup discussed if the event planner should also have communications capacity and experience. It was felt that between the stakeholders on the subgroup, team and CASA, there is enough communications experience available. The event planner will be focused on the logistics of the event.

**Action item 1.1: Jennifer will use the list above to draft a workplan, including who will be responsible for tasks (CASA secretariat, team, event planner)**

**Action item 1.2: Jennifer will draft an RFP for an event planner.**

While drafting the workplan, the subgroup discussed other elements of the symposium.

- A way to attract more professionals is to have learning credits applied to the symposium. Some associations, such as realtors, home inspectors, etc require training to keep their certifications. Once the program is developed, we could approach associations to have credits attached to the symposium.
- A survey would be a useful way to engage our audiences and ask what sessions they would be interested to see. It could be both web-based and informal through the networks at the table. Team members could ask their stakeholders what sessions they would like to see. The survey would help build interest in the symposium and ensure a high level of participation. Other possible questions would relate to the respondent, such as their location, when they would be available (in terms of days: Thursday – Saturday or Sunday through Tuesday). The survey should run from March 3 to March 14. Initial findings could be presented to the CASA Board.

**Action item 1.3: Jennifer will draft the survey and send to the subgroup for their approval.**

### 3) CASA Board Presentation

The subgroup felt that today's work would be the basis for the team's presentation to the CASA board in March. Anand volunteered to present on behalf of the subgroup.

The presentation should show the Board the content of the symposium (draft programme, themes, etc) and the team's ability to hold a successful event. The subgroup worked on the program during the day (see below). A quick update regarding the workplan and fundraising plan would be useful, but should be kept to a minimum as the Board is more likely to be interested in the content.

The presentation should also highlight why CASA should support Indoor Air Quality as their Science Symposium. CASA Science Symposia are designed to provide CASA stakeholders with information regarding emerging air issues in Alberta. Indoor air quality has a strong role in the rise in inflammatory disease and other health trends. It is also an issue CASA stakeholders are relatively unfamiliar with, but it impacts their daily lives.

**Action item 1.4: Jennifer and Anand to develop the presentation for the CASA Board.**

## 4) Fundraising plan

The subgroup developed a fundraising plan, including various sponsorship options.

Sponsors will want to know what they will get for their funds. The subgroup will need to decide if logos will be placed on all conference materials and if sponsors will be able to give out materials to conference participants. The cover letter for the sponsors should clearly outline these options.

The sponsorship options are:

<i>Conference Sponsors (and number)</i>	<i>Contribution</i>
Platinum Sponsor (1)	\$10 000
Gold (3)	\$7500
Silver (8)	\$5000
Bronze (12)	\$2500
<i>Event Sponsors</i>	
Coffee Break (4)	\$500
Breakfast (2)	\$1500
Wine / Cheese (1)	\$2000
Lunch (2)	\$2500
Dinner (1)	\$3500
<i>Other sponsorship options:</i>	
Booths (25)	\$500
Media Partner (1)	

Should the subgroup be able to fill all sponsorship options, the total would be \$140,500.

The registrations fees are currently set at:

<i>Participant</i>	<i>Cost</i>
Government and industry (entire event)	\$350 Early Bird: \$300
NGO (entire event)	\$150 Early Bird:
Student (entire event)	\$100 Early Bird:
Additional Dinner Guest	\$30

The subgroup will revisit registration fees once costs such as the hotel are known in order to set a package fee that includes everything for the event (registration, hotel, dinner). Some early-bid costs are still to be determined.

## 6) Location

The subgroup discussed some of the location options. Canmore would require using multiple hotels, which would add extra logistical details and possible confusion for participants (it would also be less pleasant if the weather does not cooperate). The subgroup ruled out Canmore as an option and instead will focus on Edmonton or Calgary.

The facility would need to accommodate up to 300 participants, have 3 rooms (one large, 2 smaller), an exhibition area and ample parking. The possibilities identified were:

Edmonton:

- Shaw Conference Centre
- Royal Executive by the airport
- New Marriot on Enoch reserve
- Westin

Calgary:

- Telus Centre
- Roundup Centre
- Sheraton and Hyatt

**Action item 1.5: Anand to contact the Calgary locations and Tannis to contact the Edmonton locations.**

The subgroup also discussed possible dates to approach the facilities. It was felt that having target dates would be more effective than asking for availability.

The team previously decided to hold the symposium between February and April. The subgroup would like to target April because the weather is better, but registration could occur in March (before fiscal year ends). The dates are: April 24 – 26; April 26-28 and April 5-7.

## 7) Program and speakers

The program and speakers will be the primary responsibility for the subgroup. Logistics can be taken care of by the Secretariat and the event planner; however, the subgroup will be in a better position and have the expertise to set the program and identify / contact speakers.

The initial program drafted is attached to these minutes as Appendix A. In general, the subgroup decided the following would be the general flow of the symposium.

Day One:

Morning – big picture of IAQ in Alberta

Afternoon – start breakout sessions

Last session, bring everyone together for a plenary

Day Two:

Morning – continue breakout sessions

Afternoon – Plenary or workshop session(s)

The subgroup discussed various themes to organize the breakout sessions. One suggestion was trends and interventions; however this was felt to be too broad. The subgroup developed the following set of themes:

<i>Technology</i>	<i>Buildings</i>	<i>Health and Safety</i>
Monitoring and assessment	Green Building	Occupational Health and Safety
Instrumentation	Green Products	Policy
Cutting Edge	Design	Health effects
International Case Studies	Renovations	Schools / Hospitals
Policy implications	International Case Studies	International Case Studies
	Policy implications	
Roundtable discussion	Roundtable discussion	Roundtable discussion

The subgroup identified the purpose of the symposium as follows:

- To disseminate new information, including challenges and opportunities to improve IAQ in Alberta
- To explore implications and solutions for IAQ issues in Alberta
- To create awareness among different stakeholders involved in IAQ in Alberta

## 8) Speakers

Speakers are a key aspect of the symposium – a good set of speakers will “sell” the event more than advertisements. The subgroup will start looking for speakers to contact for the issues identified. Booking speakers was also noted as a priority – well known speakers need ample notice.

Meeting adjourned at 3.30 pm.

Appendix A: Revised Program based on Subgroup Meeting

**Indoor Air Quality Symposium  
Draft Program Outline**

The purpose of the IAQ Symposium is to disseminate new information among stakeholders, including challenges and opportunities, to improve indoor air quality in Alberta. Symposium participants will also explore various issues and solutions in interactive sessions, raising awareness and contributing to the indoor air quality knowledge.

When	Topic and Speaker	Objective / Questions Addressed	
Day 1			
Morning			
8.00	Introduction and Overview of CASA Speaker: Kerra Chomlak	Introduce CASA and the CASA decision-making process	
State of IAQ Environment in Alberta			
	IAQ causes and trends Speaker:	Give an overview of IAQ issues in Alberta	
	Human Health – effects and trends Speaker:	Give an overview of the health effects of IAQ contaminants and associated trends	
	Housing Speaker:	Give an overview of housing related issues such as mould, ventilation, etc	
	Link between indoor air and outdoor air Speaker:	Provide information on the link between indoor and outdoor air we breathe	
Afternoon			
	Breakout theme #1: Technology	Breakout theme #2: Buildings	Breakout Theme #3: Health and Safety
1.00	Monitoring and Assessment Speaker:	Green Buildings Speaker:	Occupational Health & Safety
	Instrumentation Speaker:	Green products Speaker	Health Effects
3.00 - 4.00	Positive trends – policy, bylaws, technologies, other initiatives Speaker:		

Day 2 – Morning			
8.00	Breakout theme #1: Technology	Breakout theme #2: Buildings	Breakout Theme #3: Health and Safety
9.00	International case study Speaker:	International case study Speaker:	International case study: Speaker:

10.15	Cutting edge of technology Speaker:	Design and renovations Speaker:	Schools and Hospitals Speaker:
11.15	Policy implications Speaker:	Policy implications Speaker:	Policy implications Speaker:
1.15	Workshop / Roundtable session Question:	Workshop / Roundtable session: Question:	Workshop / Roundtable session Question:
Afternoon			