

# **COST ACTION C23**

## **Strategies for a Low Carbon Urban Built Environment**

**December 2006**

**WG3 Meeting - 5<sup>th</sup> December 2006**

### **Minutes**

The main items discussed related to the planned conference in Vienna in April 2006.

- It was agreed to extend the conference from 1 day to 1½ days *plus* an excursion on the afternoon of the second day. The revised programme is appended.
- The venue was confirmed to be Vienna, Austria.
- One keynote speaker has been confirmed (Mr Kaufman) and suggestions for the second passed to the organising committee.
- It was agreed that the two WG sessions should include invited speakers from outside the C23 action.
- It was agreed to ask C24 and C25 to make presentations at the conference.
- Funding was discussed and it was agreed to apply for 10,000 Euro's from COST and also to seek funding for invited speakers.
- It was agreed to explore publication opportunities, either as a bound proceedings or as a special edition of an established journal. It was recognised that separate funding is available for publications from COST.
- GL will distribute a template for producing papers for the conference.
- It was agreed that C23 case studies could be presented as posters, which could be written up as papers for publication. A template for posters will be needed.
- It was agreed to add a conference page to the website.
- It was agreed to finalise details of speakers by Christmas in order to publicise the conference in good time.

**Actions**

- PJJ Liaise with LBL to explore how C23 could collaborate with C24 and C25.
- JP Send draft of AMR to WG leaders prior to submission.
- PJJ Arrange date in January 2007 for meeting in Paris.
- PJJ Speak to LBL about holding meeting in September 2007 at time of C24 conference.
- PP Circulate template for city presentations in Athens.

**CONFERENCE**

- ALL Send possible keynote speakers and other presenters to PJJ for consideration by organising committee.
- PJJ Invite C24 and C25 to make presentations at the conference
- PJJ Apply for to COST for funding for conference.
- GL Distribute a template for papers and posters for conference.
- JP Add conference page to the website.