Guidelines for the organization of INTER-NOISE Congresses are presented in five sections as follows:

A  General
B  Timeline sequence of events
C  Specifications
D  Sample letter of agreement
E  Effective date

SECTION A: GENERAL

A1. INVITATION TO ORGANIZE AN INTER-NOISE CONGRESS

The International Institute of Noise Control Engineering (I-INCE) initiates and sponsors INTER-NOISE Congresses in countries of its Member Societies. The I-INCE Board of Directors meets once a year, just prior to an INTER-NOISE Congress. At each meeting, the Board acts upon the recommendation of the Congress Selection Committee (CSC) which was established by the General Assembly to assist the Board in making its decisions concerning venues for future INTER-NOISE Congresses.

The typical sequence for the process:

Y-4  the members in the regional area are invited to present an informal proposal to the CSC and the board acts on the recommendation by the CSC for those to be invited to present a formal proposal

Y-3  the formal proposals are presented to the CSC and the Board acts upon the recommendation of the CSC to negotiate with the presenters for one of the proposals to hold an INTER-NOISE Congress in the year Y and to establish the contract.

Once this has been finalized all references to Congress, Congress President, Technical Program Chair etc in this document refer to these persons for the successful host organization.

Y-2  the Congress President designates a Technical Program Chair (if not done so in Y-3) and provides a report to the Board, to the General Assembly on the planning progress and participates in the Future Congress Technical Planners (FCTP) committee meetings along with the Technical Program Chair; see this link for more details: http://i-ince.org/activities.php

Y-1  the Congress President provides a report to the Board, and to the General Assembly on the planning progress. The Congress President, Technical Program Chair and key organizer(s) participate in the FCTP. The Congress President is appointed a member of the Y-1 Congress evaluation committee. The future host advertises their INTER-NOISE Congress and coordinates
catering for the farewell reception with the current INTER-NOISE congress committee.

Y the INTER-NOISE Congress is held

Y+1 the Congress President, or their representative, is appointed as a member of the I-INCE board, leads the congress evaluation committee for the INTER-NOISE Congress in Y+1 and participates in the pre-FCTP and FCTP meetings along with Technical Program Chair.

Y+2 the Congress President, or their representative, is a member of the I-INCE board, a member of the congress evaluation committee for the INTER-NOISE Congress in Y+2; Technical Program Chair or a designate participates in the pre-FCTP and FCTP meetings

Y+3 the Congress President, or their representative, is a member of the board, a member of the congress evaluation committee for the INTER-NOISE in Y+3; Technical Program Chair or a designate participates in the pre-FCTP and FCTP meetings.

A2. RESPONSIBILITIES

The I-INCE Member Society that accepts the invitation to organize an INTER-NOISE Congress is responsible for all legal and financial matters in connection with the Congress. The I-INCE President, the I-INCE Vice President for Technical Activities, and the I-INCE Board have the responsibility for monitoring the progress of the Congress including its technical program and for assisting with the planning.

Normally within six (6) months of the decision on the venue, dates and registration fee by the Board, the I-INCE President and the President or presiding officer of the I-INCE Member Society shall sign a Letter of Agreement (See Section D.). All other Member Societies that submitted proposals shall be notified that an agreement has been signed.

A3. BASIC REQUIREMENTS

The following basic requirements should be carefully considered by the potential host organization before making a preliminary proposal in Y-4. The presentation for the formal proposal in Y-3 should follow the advice from the CSC but the potential host could be called upon to clearly demonstrate how they plan to satisfy these requirements.

In the guidance below, the verb “shall” denotes a firm or mandatory requirement. The verb “should” denotes a recommendation that is not obligatory, but should be given careful consideration by the Organizing Committee. The verb “may” denotes permission to take an action.

**Congress Dates:** The dates chosen should not conflict with or overlap with other major international or national meetings on the control of noise, or major religious celebrations as well as national holidays in countries with major noise control activity – see Annex A for a basic listing. Consideration should also be given to University semester/term times and to avoid high season costs for travel and accommodation.
Congress Duration: Three days plus opening. Preference is for opening Sunday afternoon and continuing through Wednesday.

Congress Location: The host city should have good international and national transport links. It should also have a range of accommodation options, including lower cost lodging for students, with easy access to the venue, as well as an adjoining hotel for I-INCE Board members and other leaders.

Language: English is the official language for all matters relating to the INTER-NOISE Congress. Approval of the I-INCE President shall be sought for any arrangements for any sessions not in English.

Budget: The intent of the budget should be to provide a high quality technical conference for a modest registration fee. The intent should NOT be to generate income for the host organization. If the realistic estimate is for (N) paying registrants (excluding exhibitor personnel and accompanying persons) the budget should be planned to break even with revenues from about 0.75N registrants. The registration fee should be based on the combination of an estimate of registration fees, a realistic estimate of exhibition income and any other forms of sponsorship.

Registration fee: There shall be three full registration fees and one student registration fee. All fees shall include the copy of the Congress Proceedings:

- “Early bird” registration fee (0.50 to 0.60N will usually register at this fee) – required to be paid for acceptance of INTER-NOISE paper into technical program.
- Regular registration fee (0.15N to 0.25N will usually register at this fee) – applicable between close of the early bird rate and the close down before moving on-site.
- On-Site fee (0.05N to 0.1N will usually register at this fee) – applicable for on-site registrations.
- Student registration fee (0.10N to 0.20N will usually register at this fee) should be based on cost recovery and represent a considerable reduction on the regular registration fee (typically it shall not be more than 25% of the regular registration fee).

Single-day registration is discouraged. If necessary, day registration may be used, but not widely promoted and with a high proportional rate (say 40 to 50% of the regular fee).

The I-INCE board shall consider and reserve the right to request revisions to the arrangement for the INTER-NOISE Congress as presented in the bid proposal and in particular these may apply to the proposed registration fees and the congress location or dates. The revised proposal shall be presented to the board in year Y-2 and approval from the I-INCE President shall be obtained before the congress location, dates, and registration fees are publicly announced. The registration fees announced shall provide allowance for the amount to be remitted to I-INCE from each registration, excluding student and accompanying delegate registrations. Currently (2016) this amount is 20 Euros per paid registrant, excluding students and accompanying delegates. This amount is subject to change pending I-INCE board action and an agreement to
increase to 30 Euros effective from INTER-NOISE 2020 has been implemented.

**Technical Program Support:** The professional noise control or acoustical engineering activities in the potential host’s country should be sufficiently well-developed that active participation can reasonably be expected by at least 200 paid registrants from that host country or the immediate region.

**Venue**

**Opening and Plenary sessions:** At least one room should be able to cater for the estimated 0.6-0.7N for the opening session (and about 0.5N for closing session). The room for the plenary should be able to cater for at least 0.8N

**Meeting rooms:** The congress venue should be able to cater for at least 15 parallel sessions, each with capacity of 50 to 75. Transit between rooms should be easy and fast (2 minutes is allowed for in the program timing). Large, easy to read signs and displays should be placed outside each room to clearly denote the current session and talks. Good acoustic isolation should exist between rooms and between rooms and the foyer. Heating, ventilation, and air conditioning noise within rooms should be low. The data projector screen should be clearly visible by all in the room. There should be a lectern and microphone for the speaker incorporating a networked system or computer. A small table and chairs should be provided at the front of the room for the session chair(s), oriented so that the chairs may both (a) address the audience, and (b) view the presentation on the screen.

**Poster sessions:** A good viewing area should be provided for poster presentations. The area should be within the exhibit space or chosen to be within the main traffic flow of the congress attendees.

**Exhibition area:** The congress venue should have a separate area to cater for an exhibition. The space immediately outside the meeting rooms should not be used for exhibition to avoid noise and congregation of persons directly outside the meeting rooms. To enhance attendee traffic, the organizers should consider holding the coffee breaks within the exhibition area.

**Other spaces:** Informal meeting spaces with chairs should be available for ad-hoc networking meetings.

**Wireless internet access (Wi-Fi):** Complimentary Wi-Fi should be available for all registrants at convenient locations at the venue.

**Satellite symposia:** Any national or satellite symposium held following or preceding an INTER-NOISE Congress shall be entirely independent of the INTER-NOISE Congress, shall have a separate organizing committee, an independent budget, and an income and expense account separate from the INTER-NOISE Congress. The theme for such focused symposia shall not compete with any of the sessions of the congress.

**Short courses:** Any short courses or seminars held following or preceding an INTER-NOISE Congress shall be entirely independent of the INTER-NOISE Congress, and shall have an independent budget and an income and expense
account separate from the INTER-NOISE Congress. However, as the courses will be advertised on the congress website, the INTER-NOISE Congress President and Technical Program Chair should ensure that only short courses of high quality, relevant to noise control and which will enhance the reputation of the I-INCE should be promoted. If in doubt the Congress President or Technical Program Chair should consult with the I-INCE President.

**SECTION B: SEQUENCE OF EVENTS**

**B1. Communications**

**Website:** A functional website shall be available by Y-2 until at least Y+0.5. The preferred website address is [www.internoise20XX.org](http://www.internoise20XX.org). If that domain is unavailable then [www.internoise20XX.com](http://www.internoise20XX.com) should be used.

**Announcement Distribution:** Announcements, calls for papers and reminders should be sent to all the I-INCE member societies, Institutional Members and Sustaining Members for distribution to the individual members of the member society. Email listings from the previous INTER-NOISE congresses should be used for direct distribution. The organizers are encouraged to work with other conferences on acoustics, noise control, etc. that precede their INTER-NOISE for promotion. A prominent location for a booth or table for promotion should be sought from the organizers of the INTER-NOISE in Y-1; likewise, the current congress should provide a booth/table to Y+1 congress. While the first announcement provides advance notice, to avoid conflict and confusion the main promotion of the congress should not occur till the time of the Y-1 congress.

**First announcement:** Should be issued approx. Y-2 and include at least:

- The dates and place of the Congress
- Technical program topics
- The date when the Announcement and Call for Papers will be available
- The website for the Congress where additional information may be found
- Contact email(s) for further information

The brochure (hard copy or e-file) shall be distributed to at least the following:

- The editor for NNI
- At the INTER-NOISE Congress in Year Y-1
- All major acoustics and noise-control publications in the world
- The International Commission on Acoustics (ICA) for inclusion in the meetings calendar
- All I-INCE Member Societies, Institutional Members, and Sustaining Members.
- The I-INCE VP Communications for inclusion on the I-INCE website.

**Announcement and Call for Papers:** Should be issued (and posted on the
website) approximately Y-1 and include at least:

- The dates and place of the Congress
- A list of the technical topics and special sessions that will be emphasized at the Congress, including special sessions along with the names of the organizers of these sessions
- Information about contributed, special-session papers and poster presentations. This information shall include instructions for preparation, arrangements for optional screening of papers (if requested) and deadlines.
- The Announcement and Call for Papers shall include the following statements:

  "Prospective presenters are invited to submit abstracts on topics in noise and vibration. The Congress Organizing Committee will select papers for presentation and arrange the final program of the Congress. Papers will be presented in lecture and poster sessions. A manuscript of each paper to be presented will be published in the Proceedings of the Congress and then placed on the online database.

Submission of an abstract implies a commitment on the part of the submitter to present a paper, subject to acceptance by the Organizing Committee. Participation in the program is conditional on adherence to the schedule and to the procedures outlined in the Call for Papers. Abstracts will not be accepted if (1) they are received after the deadline, (2) they do not follow the instructions for submission of abstracts, (3) they are received from authors who have failed, without justification, to present papers accepted at previous INTER-NOISE Congresses, or (4) are unacceptable because of their content (e.g., poor scientific quality, repetition of material presented previously, primary topics not directly related to noise control engineering, poor language, plagiarism or excessive commercialization).

The presenter for a paper shall pay a registration fee at the time of submission of the manuscript. At the same time an additional presentation fee must be paid for each additional paper presented by the same registrant. A manuscript submitted without accompanying fee shall not be accepted."

The Announcement and Call for Papers shall be distributed (via email) at least to the following while also posting on the Congress website:

- The editor for the NNI
- All I-INCE Member Societies, Institutional Members, and Sustaining Members.
- All names on mailing lists available to the Organizing Committee of persons and institutions known to be interested in noise control engineering.

**Announcement/Reminders:** Should be issued at least 4 times during Y-1. The timing should be in advance of:

1. The deadline for abstracts
2. The deadline for full manuscripts
3. The deadline for “early bird” fees
4. The deadline for regular fees; before going to on-site fee.

B2. ACTIONS REQUIRED DURING YEAR Y-1

Presentation to the I-INCE Board of Directors At the meeting of the I-INCE Board in year Y-1, the Congress President or a designated representative, shall give an overview of planning for the Congress. The overview shall include the following:

1. A review of all significant advance planning items for the Congress.
2. The organizing committee with a clear identification of the roles of each member of the organizing committee.
3. The income and expense budget for the Congress (in a clear and concise manner).
4. The proposed schedule for publicity during Y-1
5. Detailed timeline for key milestones for the website, such as functionality for abstract submission, paper submission, secure registration site, presentation upload, etc. and postings of important information (including submission dates for abstracts and papers, registration fees, etc.).
6. A brief report on the status of the technical program
7. Report on any associated satellite meetings or I-INCE symposia
8. A description of the programs for accompanying persons, particularly during the three days of the Congress.

At any time during year Y-1, the Congress President may seek the advice of the I-INCE President, Secretary General, or Vice President for Technical Activities on any matter related to the Congress.

Attendance at the pre-FCTP and FCTP: The pre Future Congress Technical Planning (FCTP) meeting (on Sunday preceding the congress) and the formal FCTP meeting (on Wednesday afternoon of the congress) are chaired and organized by the I-INCE Vice President of Technical Activities. The Congress Technical Chair, or a designated representative, is obligated to attend both these meetings in year Y-2 and Y-1. Refer to http://i-ince.org/activities.php for details. The Congress Technical Chair shall give an overview of the technical planning for the Congress which shall include the following:

1. A report on the status of the technical program for the Congress. This shall include the plans for managing poster sessions and for handling the paper screening process (if requested)
2. The names of the International Advisory Committee for the Congress.
3. The technical program or organizing committee with a clear identification of the roles of each member.
4. The schedule for technical program development during Y-1
5. The title and selected experts for the distinguished plenary lectures
6. A preliminary list of proposed technical sessions and the identified organizers.
7. Other technical program issues and areas where assistance from the international community is needed

The Technical Program Chair shall coordinate with the VP of Technical Activities to provide the information prior to the FCTP and to encourage advice and contributions for the technical program. After the FCTP, the Technical Program Chair shall finalize the list of proposed technical sessions and organizers, and confirm the contact information for each organizer. The website will be updated to include the finalized proposed technical session and workshop list.

**B3. ACTIONS REQUIRED DURING YEAR Y**

**Timetable for the Handling of Abstracts and Manuscripts**

Suggested time line – O represents opening of the congress and numbers indicate number of preceding months:

- O-6 Deadline for the receipt of abstracts
- O-5 Notification of acceptance abstracts
- O-5 Deadline for manuscripts seeking assessment
- O-4 Deadline for all manuscripts
- O Full proceedings available for the registrants

Deadlines for abstracts and manuscripts should aim to be firm but if necessary the abstract deadline may be extended a few days for authors with exceptional circumstances. The firm deadlines must be strongly communicated to all session organizers and authors, with several reminders. Most abstracts and manuscripts are submitted very close to the deadline, giving little advance indication of final conference participation. From recent conferences, the following may be used as a rough guide.

- 3 weeks before deadline < 5% submitted
- 2 weeks before deadline < 10% submitted
- 1 week before deadline < 20% submitted
- 2 days before deadline < 40% submitted
- 1 day before deadline < 50-60% submitted

Deadline ~95% submitted with another 5% arriving late at the discretion of the organisers.

Not all accepted abstracts are followed up with manuscripts and registrations and the loss can be up to 30% of the number of submitted abstracts. Therefore, organisers are advised not to spend significant time reducing and combining sessions until after the final manuscript submission date. **Venue Facilities** at Y-1 the Congress President should ask the I-INCE Secretary-General and I-INCE VP of Technical Activities to identify meeting rooms and their capacity that will be needed before, during, and after the Congress for committees and working groups.

**Information for Session Organizers.** Some means for session organizers to track abstract and manuscript submissions for their sessions should be provided,
preferably online, or by frequent email updates. This information will help the organizers identify and communicate with authors who have promised, but not yet delivered submissions. When manuscripts are submitted, the organizers should be able to screen their sessions to ensure suitability of the papers, as well as specify the presentation order.

Information for Participants should be regularly added to the website.

By O-10 this should include general information on the congress at a minimum:
• General information about the Congress venue
• Information on accommodation – and any special arrangements for registrants
• Visa requirements, if necessary
• Social activities, tours, and attractions in the area that may be of interest to participants and their accompanying persons
• Travel advice including any special arrangements for airlines, car rental. Options for travel from the airport to accommodations and congress venue

By O-3 this should include advance information on the congress program:
• Listing of the papers listed by author, title, and a draft program
• Information on the technical exhibition
• Identification and confirmation of Session Chairs

By O-1 this should include the final arrangements for the congress including:
• Final program for the technical sessions and workshops, such as the Young Professionals Workshop
• Final program for the receptions and social functions
• Final program for the accompanying delegates

Information on Special functions for Board and Session Chairs

By O-2 by email
• Information to all board members about the arrangements for the Board Lunch on Saturday, and Board Dinners on Saturday and Wednesday. This should request confirmation of attendance by 0-1.
• Information to all session chairs about the arrangements for the function on Sunday evening and advice that the invitation only extends to registered accompanying delegates. This should request confirmation of attendance by 0-1.

B4. ACTIONS REQUIRED DURING THE CONGRESS,

Presentation to the I-INCE Board of Directors At the meeting of the I-INCE Board held at the time of the INTER-NOISE Congress, the Congress President, or a designated alternate, shall give an overview of the Congress. The overview shall include the following:
• The schedule of events with details on what is expected of members of the I-INCE Board during the Congress.
• A report on the number of abstracts received, abstracts accepted, manuscripts received for the Proceedings, the number of pre-registrants, and a current count of the total number of registrants.

Presentations to the Congress Attendees The Congress President will address the congress attendees at an opening ceremony on Sunday evening immediately following the I-INCE General Assembly (see item C.9 for details). General information about the congress and congress venue shall be provided. The opening ceremony shall be coordinated with the I-INCE President, who will also address the attendees, and formally declare the opening of the congress. The Congress President shall also address the attendees at a closing ceremony on Wednesday afternoon, and provide final registration statistics (including number of attendees by country). The closing ceremony shall be coordinated with the I-INCE President, and the President of the following year’s INTER-NOISE, who will end the ceremony with an invitation to attend the closing reception or social.

Attendance at the pre-FCTP and FCTP The Congress Technical Chair for the current INTER-NOISE Congress shall attend the pre-FCTP and FCTP meetings and make recommendations to future organizers regarding the technical program lessons learned. See http://i-ince.org/activities.php for details.

B5. ACTIONS REQUIRED AFTER THE CONGRESS,

Report on the Congress Within two months after the closing of the Congress, the Congress President shall send the I-INCE President a report on the Congress. The report shall include the actual and budgeted income and expense items. Submission of the report shall be accompanied by payment to the International Institute of Noise Control Engineering for the product of the total number of paid registrants (excluding students and accompanying delegates) and the portion of the registration fee that was agreed upon in writing by the Organizing Committee acting for the host I-INCE Member Society and the I-INCE President. A summary table shall be included in the report, per Appendix 2. Finally, I-INCE and INCE-USA will arrange for the congress proceedings to be added to the online database of papers managed by INCE-USA. The congress organizers shall provide to I-INCE and INCE-USA the names of any authors who did not appear at the congress to present their papers without prior notification. Papers written by these authors will not be included in the online database.
SECTION C: SPECIFICATIONS

For emphasis, there is intentional repetition of some of the material in this section with material in previous sections. The I-INCE President shall be consulted for clarification, if required.

C1. OFFICIAL LANGUAGE

English is the official language of an INTER-NOISE Congress. Should there be any special arrangements for translations for some of the participants, all costs associated with this shall be borne by the host organization and not included in the Congress Budget.

C2. ORGANIZING COMMITTEE

The appointment of the Congress President and the composition of the Organizing Committee of the INTER-NOISE Congress shall be approved by the I-INCE President during year Y-2 and before the initial public announcement of the Congress. See Section D for the content of the Letter Agreement between I-INCE and the host Member Society. The Congress President is expected to participate in the meetings of the I-INCE Board in conjunction with the INTER-NOISE Congresses to make presentations as required in Section B. It is the responsibility of the Congress President and host I-INCE Member Society to ensure fulfillment of all relevant requirements of these I-INCE Guidelines.

The Organizing Committee shall include persons for at least the following assignments, as appropriate:

- Congress President (Official Title)
- Technical Program Chair(s)
- Proceedings Editor(s) (may be the Technical Program Chair(s))
- Exhibition Manager
- Treasurer
- Space and Audiovisual Manager
- Technical Visits Manager (if such visits are included)
- Local Committee Manager (for accompanying persons programs)
- Congress Secretariat for all communications relating to the Congress (or PCO)

C3. INTERNATIONAL ADVISORY COMMITTEE

An International Advisory Committee (IAC) shall be selected by the Congress President to assist the Organizing Committee. The IAC shall be balanced on a worldwide basis with the understanding that each committee member is expected to attend the Congress. It is recommended that each Member Society be contacted to suggest nominees and that the IAC include at least one representative from the organizing committee of each of the past five Congresses. The IAC should consist of 10 to 20 members.

The IAC assists the Organizing Committee with promotion of the Congress, advice on distinguished lecturers, organizers for special sessions and as chairs for technical sessions during the INTER-NOISE Congress. The Advisors
to FCTP may be suitable candidates for IAC (see http://i-ince.org/activities.php).

Note that it is inappropriate for prospective organizers to approach members of the CSC to serve on the IAC prior to selection of an INTER-NOISE. CSC members may only be invited to serve on an IAC after the final agreement between I-INCE and the organizing committee has been signed.

C4. CONGRESS LOGO

Each INTER-NOISE Congress shall have a unique logo selected by the Organizing Committee. The logo shall be linked to the location of the Congress. The logotype font "Pump" or near equivalent shall be used. The logo shall appear on all correspondence, on the home page of the Internet website for the Congress, on the first page of each manuscript in the Proceedings, on badges, and on all signage for the Congress. A manuscript template should be provided which has the logo locked in position on the first page - the template from the preceding congress may be used as a guide. The congress template should be provided in both Word and LaTex.

C5. OPENING AND CLOSING

The following events shall be held during an INTER-NOISE Congress:

1. **Opening and first distinguished lecture/plenary talk.** The Opening Ceremony is the first major event of an INTER-NOISE Congress and normally held after the General Assembly on Sunday afternoon. Inclusion of some musical and entertainment event(s) in the session is encouraged, preferably representative of the country/region hosting the INTER-NOISE. The total time for the Opening Ceremony shall be limited to one hour. The program shall include the following two presentations:
   a. **Welcome** to participants by the Congress President and local officials: If one or two of the officials is not fluent in English, the local language may be used for short speeches of less than five minutes duration. Sequential translation into English shall not be permitted. Instead either a printed translation may be distributed, or the translated text projected using the A/V equipment, in lieu of a simultaneous translation.
   b. **Official opening** of the INTER-NOISE Congress by the I-INCE President. The official opening is preceded by the I-INCE President’s address of no more than ten minutes duration.
   c. **Distinguished lecture/plenary talk** normally follows the Opening Ceremony and should be limited to 45 minutes and be of interest to a general and non-technical audience.
   d. **Welcome Reception** shall be hosted by the current INTER-NOISE congress

2. **Closing.** This is the last major event of the Congress and normally follows the last distinguished lecture/plenary talk normally includes:
   a. **Thank you by the Congress President** to the participants, the Organizing Committee and Staff, Congress Secretariat, and others as appropriate.
b. **Thank you by the I-INCE President** to the Congress President and host Member Society.

c. **Invitation by the next Congress President** to participate in the next INTER-NOISE Congress of that Congress.

d. **Closing Reception** hosted by the next congress Member Society

**Note:** Presentations on other future conferences or congresses are strongly discouraged. The focus shall be on the INTER-NOISE congresses.

C6. **LOCAL HOST SOCIETY EVENTS**

The host societies should not hold events (such as awards ceremonies) that are specific to the host society members as part of the official INTER-NOISE ceremonies. These events should be separately scheduled at appropriate times so as not to interfere with the main INTER-NOISE program. The I-INCE President should be made aware if there will be such events.

C7. **REQUIREMENTS FOR TECHNICAL SESSIONS**

**Opening Ceremony Room** shall have a capacity corresponding to at least 0.7N, where N is the number of registrants.

**Closing Ceremony Room** shall have a capacity corresponding to at least 0.5N.

**Plenary Session Room** shall have a capacity corresponding to at least 0.8N. Two parallel keynote lectures (if arranged) shall have a capacity of about 0.4N each.

**Parallel Session Rooms** – advice shall be sought from previous congress organizers to gauge the proportional attendance at each of the parallel sessions. During the congress, the details of each session should be clearly displayed at the door of each room.

**Direction** The directions to lecture rooms shall be clearly posted, particularly if the lecture rooms are on different floors. The participants have only 2 minutes to move from room to room between presentations in different sessions and so the allocation of sessions should aim to keep those with similar topics close by.

**Room Layout** The room seating shall be in ‘theatre’ style, with at least 60 chairs per room (and preferably more). There should be clear pathways to the seating rows. A lectern and microphone shall be provided, along with a laptop, projector, screen, and loudspeakers available for use when requested by the presenter (computer loudspeakers are discouraged, as they do not reproduce low frequency sound well). A small table with at least two chairs should be at the front of the room, aligned so that the session chair(s) may face and address the audience, and then sit and rotate to face and view the projection screen. Water shall be provided in each room.

**Presentation Management/Upload System** A robust and reliable presentation management system shall be used to ensure that the correct presentation is in the correct room for the correct session. Provisions for uploading presentations
through the Congress website should be made and publicized. During the congress a presentation upload room with at least four computers and two aides shall be available for the speakers to upload their presentations. A networked computer system throughout the venue is preferred, so that presentations are not hand carried from the upload room to the parallel session rooms.

**Presentation Timing System** A simple, but effective, timing system shall be used to keep the presentations in the parallel sessions synchronized. A digital “count down” clock is preferred and should be clearly seen by the session chair(s) and the presenter.

### C8. REQUIREMENTS FOR OTHER MEETINGS

**General Assembly** – traditionally this committee meets on Sunday afternoon from 13.00 to 15.30. The typical requirements include room capacity 100 and projector with screen.

**Conference Selection Committee** – traditionally this committee meets on Saturday morning from 08.30 to 12.00. The typical requirements include: room capacity 20-25, preferred layout open U, projector, screen, and compatible computer for the bidders to load their presentations during the meeting. Breakfast should be available for the committee from 7.30 and coffee mid-morning. Power outlets for laptops and free Wi-Fi should be available in the meeting room.

**Informal pre-Board Meeting** – the President may wish to arrange for a small group of 4 to 6 Board members to meet informally on the Friday afternoon from 15.00 to 17.00. The congress organisers should assist the President with advice on a suitable space for such a meeting and arrangements for tea/coffee. This is just a discussion meeting and has no requirement for technical facilities.

**First Board Meeting** – traditionally this committee meets on Saturday afternoon from 13.00 to 18.00. The typical requirements include: room capacity 30, preferred layout open U, projector, and screen. Lunch should be available for the committee nearby from 12.00 and coffee midafternoon. Power outlets for laptops and free Wi-Fi should be available in the meeting room.

**Second Board Meeting** – traditionally this committee meets on Wednesday afternoon from 18.00 to 19.00. The typical requirements include: room capacity 25-30, preferred layout open U, projector, and screen.

**Pre-Future Technical Planning Meeting (pre-FCTP)** – traditionally this committee meets on Sunday morning from 07.30 to 10.00. This meeting is by invitation of the I-INCE VP Technical Activities only. The typical requirements include: room capacity 15-20, preferred layout open U, projector, and screen. The INTER-NOISE organization provides breakfast for this committee from 7.30.

**Future Technical Planning Committee Second Meeting (FCTP)** – traditionally this committee meets for 2 hours during the congress on Wednesday (in the afternoon). One of the technical meeting rooms with capacity up to 50 and projector/screen with compatible PC for loading of presentation during the meeting is suitable. This meeting is chaired by the I-INCE VP Technical Activities and arrangements shall be reviewed by this VP.
Young Professionals Workshop – traditionally this workshop is held on Monday or Tuesday afternoon at a time specified by the I-INCE VP Technical Activities. The typical requirements include: room capacity from 50 to 75, projector/screen and compatible laptop. Some form of catering is required for the post-workshop reception and the I-INCE VP Technical Activities shall be contacted for the details. The workshop and location shall be clearly listed in the program guide, and in any online congress scheduling app.

Technical Study Group (TSG) Meetings – these either meet on Sunday morning (from about 10am to noon) or during the congress. The congress organizers shall contact the I-INCE VP of Technical Activities to find out the number of meetings and requirements regarding room size and projector. No catering is required for these meetings.

Ad hoc I-INCE Meetings – the congress organizers should try to comply with requests for meeting rooms by I-INCE committees and working groups. There should be no charges for the use of the rooms and any requests for catering and additional projection equipment require authorization by the Congress President in concurrence with the I-INCE President.

Non I-INCE Meetings – the congress organizers should try to comply with requests for meeting rooms by I-INCE committees and working groups. There should be no charges for the use of the rooms and any requests for catering and additional projection equipment require authorization by the Congress President in concurrence with the I-INCE President.

C9 TECHNICAL PROGRAM

It should be clear from the website that only papers on noise and vibration control engineering (as central to I-INCE mission) shall be included in the program. The listing of sessions should be inclusive and allow contributors to select one or more appropriate sessions for their paper at the abstract submission time.

The advice from the FCTP should be followed in regard to the selection of special sessions and the organizers for such sessions. Special session organizers should specifically invite colleagues to consider submitting papers for their topic area.

C10 TYPES OF PAPERS AND THEIR PRESENTATION

- Distinguished Lectures
  These are presentations that are 35 to 50 minutes in duration and are presented in either a Plenary Session (which is the only technical event during this time), or as a Keynote Session (where there might be just a few concurrent sessions in very different topic areas) by outstanding noise control engineers. There shall be at least two, and preferably not more than six, time slots allocated to plenary or keynote lectures during a Congress. Plenary and keynote lecture topics must be related to the aim of I-INCE and focused on an aspect of the control of noise and/or vibration. The I-INCE President and Vice President for Technical
Activities should be consulted before the plenary/keynote lectures are finalized.

- **Survey/Tutorial Papers**
  These are invited papers that may be presented as the first papers in special sessions on featured topics. A survey or tutorial paper may be allotted one or two standard 20-minute time periods. See below for more details for logistics.

- **Invited and Contributed Papers**
  All sessions must be programmed to the same time sequence. A standard time period consists of 15 minutes for the lecture + 3 minutes for discussion + 2 minutes to allow the attendees to relocate to another lecture room. Special session organizers may invite experts to present papers in their sessions and these invited papers should be identified as such in the program and the proceedings.

- **Poster Papers**
  Each poster presentation must have a formal written paper as it shall be included in the proceedings and online database. Presenters of poster papers are expected to remain at their posters for the entire announced duration of a poster session and interact with attendees. The posters shall remain on display for the duration of the poster session and, if practical, for a longer duration.

- **Panel or Workshop Sessions**
  A limited number of Panel or workshop sessions may be organized on topics of special interest with the approval of the I-INCE VP Technical Activities. No abstracts or written papers are required but the outcomes and written summaries should be posted on the I-INCE website after the closing of the Congress.

If the number of contributed papers exceeds the number that the Organizing Committee considers reasonable for oral presentation (considering the recommended upper practical limit of 15 with an absolute limit of 20 parallel sessions) the Congress President shall contact the I-INCE President for guidance and recommendations concerning assignment of papers to poster sessions.

**C11. ABSTRACTS**

An abstract is required for each invited, contributed, or survey paper, and for each distinguished lecture. The Call for Papers shall provide detailed information to explain how abstracts are to be submitted. The abstract shall be limited to 200 words. The corresponding author should be required to certify that the content of the proposed paper has not previously been presented at an engineering or scientific conference or published in an archival refereed journal; a statement by the authors shall be required at the time of submission.

Full contact details for the corresponding author shall be required as part of the submission. The names of additional authors shall be required on the
abstract submission form. The abstract submission shall require a preference for lecture or poster presentation and if the option of paper screening is requested.

C12. ACCEPTANCE OF ABSTRACTS

Abstracts that are clearly irrelevant, inferior, not understandable, or not in a field of noise control engineering shall not be accepted.

A manuscript is required for all oral presentations. A manuscript is also required for all poster presentations though it may be shorter than a regular paper.

Each paper that appears in the Proceedings requires the payment of one registration fee. If the same author submits more than one paper, an additional charge for inclusion in the Congress, identified as a presentation fee, shall be paid for each additional paper submitted. The amount of the presentation fee shall be set by the Organizing Committee and shall be between 10% and 20% of the full registration fee.

C13. INSTRUCTIONS FOR MANUSCRIPTS

When the technical program committee accepts an abstract, the author shall be informed of the following:

- The template for preparation of the manuscript.
- Any page limits - more than 12 pages should be discouraged.
- The file size upload limits and upload required in PDF format
- The special arrangements for those requesting a formal screening
- For poster presentations: detailed information about the panels that will be provided to display the posters or arrangements for e-posters, the timing and duration of the poster sessions and the need to provide a manuscript for the proceedings.
- The requirement to pay the registration for the conference for the paper to be accepted

C14. INSTRUCTIONS FOR PRESENTATIONS

Once a manuscript has been accepted, registration fee received and the preliminary program prepared the Chair of the Technical Program shall contact each of the corresponding authors

- Advising of the preliminary program and seeking a quick response if there are any conflicts
- Providing the instructions for preparation of oral presentations, including the timing and the arrangements for the uploading of the presentation. The presentation is usually in the form of a PPT or PDF file. Clear guidance should be provided to presenters to ensure that all the diagrams, figures, photographs and text can be clearly read by the audience.
- Advising of the arrangements for uploading the file before the congress as well as uploading during the time of the Congress. A preview room should
be provided in the conference venue to allow for the uploading and for checking presentations.

- Advising of the standard audio-visual facilities to be provided in each meeting room. Seeking advice in advance if any presenters have accompanying video or audio files so that they can be catered for. Any additional facilities requested by a presenter, beyond what is normally provided, will need to be paid for by the presenter.
- Advising of arrangements should the corresponding author not be able to present the paper at the Congress. The preference is that the paper is presented at the allocated time slot by a colleague of the author.
- Advising of the earlier deadline if an author requests that a submitted manuscript go through a formal screening process to obtain permission to travel or any other specific reason

C15. CHAIRS OF TECHNICAL SESSIONS AND CHAIR’S DINNER

Each technical session shall have two co-chairs, preferably one from the country (region) of the host Member Society and one from another country (continent). Special session organizers should be asked to be session chairs. For other sessions it is practical to invite the two chairs from among those presenting papers at that session. All members of the I-INCE Board of Directors presenting at an INTER-NOISE Congress are expected to assist as chairs of Technical Sessions.

Instructions concerning the responsibilities of the session chairs shall be provided to all session chairs by email before the congress, by notice issued at the time of their registration and during a Session Chair dinner following the Opening reception. By O-2 the Congress President shall invite to the Session Chairs dinner all session chairs and any guest who is registered as their accompanying person. All I-INCE board members and officers should also be invited. Confirmation of attendance should be required by O-1. This dinner should be in a separate area and may be a continuation of the opening reception with further catering. Note that a sit-down dinner is not required; a buffet-style dinner is acceptable but some tables and chairs should be available. The total number of estimated attendees at a typical Chair’s Dinner is 200.

During this dinner the Technical Chair of the Congress or his/her designee will give the necessary instructions. The instructions for session chairs include:

- Recommendation to be at the room at least 15 min before the commencement of the session to become familiar with the presentation system and to welcome and assist the presenters
- Advice on the timing system to be used
- Importance of not allowing any presenter to go over time
- Recommendation that, should there be a no-show for a presenter, the session chairs may initiate a technical discussion with the audience during that time slot.
- Maintain a record of the approximate attendance and the details of any no-shows on the form provided in the room by the congress organizers
- Advice on how to deal with attendees photographing and/or recording presentations (this is forbidden unless the speaker has given permission)
C16. PROCEEDINGS

The Proceedings of the Congress shall be available as PDF files on a USB drive and provided to all registrants at the time of registration.

The USB of the proceedings shall include:

- Bibliographic information about the publication – see example below
- Editors
- The International Standard Serial Number assigned to INTER-NOISE Proceedings: ISSN 0105-175x.
- An International Standard Book Number (ISBN) or a National Library catalog number may be added at the discretion of the Organizing Committee
- Statement about the optional screening process and clear listing of those relevant papers
- Index by author last name
- Index by session

C17. PROGRAM AND ABSTRACT BOOK

To assist participants find the sessions of interest the following should be made available:

- The final program organized by sessions should be available
  - freely from the website prior to the opening of the congress;
  - via an online app for use during the congress; and
  - in a hard copy format (booklet) at the time of registration
- The abstracts should be compiled and made available
  - freely from the website prior to the opening of the congress
  - via an online app for use during the congress

Example of BIBLIOGRAPHIC INFORMATION to be included in Proceedings

<table>
<thead>
<tr>
<th>Title</th>
<th>Proceedings of XXXX International Congress on Noise Control Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Title</td>
<td>INTER-NOISE 2XXX</td>
</tr>
<tr>
<td>Conference Dates</td>
<td>XXXX</td>
</tr>
<tr>
<td>Conference Location</td>
<td>City, Country</td>
</tr>
<tr>
<td>Publication date</td>
<td>XXXX</td>
</tr>
<tr>
<td>Format</td>
<td>USB memory stick/online and two printed books</td>
</tr>
<tr>
<td>ISSN</td>
<td>0105-175x</td>
</tr>
<tr>
<td>ISBN Program Book</td>
<td>XXXXXX</td>
</tr>
<tr>
<td>ISBN Abstract Book</td>
<td>XXXXXX</td>
</tr>
<tr>
<td>ISBN USB Stick/Online</td>
<td>XXXXXX</td>
</tr>
<tr>
<td>Editors</td>
<td>insert/insert names</td>
</tr>
<tr>
<td>Copyright</td>
<td>© 2XXX The XXXX Acoustical Society, postal address for host society</td>
</tr>
</tbody>
</table>
ASSESSED PAPERS
The papers with the following paper numbers went through additional assessment at the request of the author(s) before being accepted for the INTER-NOISE 2XXX conference. The papers were assessed by a review panel composed of the topic organizers, the session organisers or others with expertise relevant to the technical content of the paper. The identities of the assessors were not disclosed to the authors. The assessment of these papers was to ensure that they were of a high standard for the conference and the criteria included technical content, originality, English expression and technical significance.
(Provide list of paper numbers that were assessed)

C18. REGISTRATION DESK
The registration desk shall be open at least:
- from 14.00 to 20.00 hours during the day of Congress opening.
- from 08.00 to 16.00 on the first and second day of the Congress
- from 08.00 to 12.00 on the third and last day of the Congress

C19. BADGES
The registration form shall include a place where the registrant can indicate how their name (and the name of the accompanying person) shall be shown on the name badge. The preferred order is first name followed by last name.

A name badge shall be provided at the time of registration to each registrant and accompanying person. The badge shall be pre-printed in large block letters, so that the name of the registrant or accompanying person is easily readable at a distance of one meter. Below the name, their country and simplified affiliation should be added. Badges should be printed on both sides if they are displayed via lanyard.

Badges shall be distinctive, simple, and consistent with the approved budget. Badges shall have a style that permits the badge to be worn around the neck. Badges with a pin shall not be used.

C20. TECHNICAL EXHIBITION
A technical trade exhibition of instruments, equipment, materials, software, and books shall be organized in connection with an INTER-NOISE Congress. The organizer(s) of the Technical Exhibition shall give special preference to the Sustaining Members of I-INCE, for instance by giving them first choice on the location of exhibition booths. An exhibition prospectus shall include complete details regarding the physical layout and attributes of the exhibition area.

The location of the exhibition area with respect to the meeting rooms for technical sessions (lecture and poster) shall be planned to maximize the flow of participants through the exhibition area. The space immediately outside the meeting rooms should not be used for exhibition area.

The area for Poster sessions should be located close to (or within) the exhibition area.

Refreshments served in the exhibition area (at the expense of the
exhibitors) tend to increase the number of attendees who visit the exhibits.

C21. DISTRIBUTION AND DISPLAY OF PROMOTIONAL MATERIALS

Organizers of INTER-NOISE Congresses are frequently requested to freely distribute, or to permit the distribution of, literature and other material, such as posters, that advertise future events or publications that are neither sponsored by, nor in any way connected with, I-INCE or the host Member Society.

All requests relating to commercial products should be referred to those responsible for the Technical Exhibition to arrange for either inclusion in the exhibition or provision in the congress satchel.

For those relating to future events and similar promotions the organizers shall make available a table on which a limited amount of such material may be placed with the permission of the Congress President.

C22. TECHNICAL VISITS

As an extra-cost option the Organizing Committee may arrange visits of scientific and technical interest. All technical visits shall be arranged for the days after the closing of the Congress. Technical visits shall not be scheduled on a Congress meeting day.

C23. SATELLITE SYMPOSIA

All satellite symposia planned to be held before or after an INTER-NOISE Congress and promoted in conjunction with the INTER-NOISE Congress, shall have I-INCE Board of Directors approval before their initial public announcement. The topics for Satellite symposia should not conflict with or detract participation at the main INTER-NOISE Congress.

Planning for such symposia shall be concurrent with the planning for the INTER-NOISE Congress because coordination of program, time, and place of the symposia is critical. Satellite symposia shall have their own organizing committees, budgets, and secretariats. Seminars or symposia sponsored by I-INCE must be given a priority and the congress organization must accommodate their needs.

The I-INCE President shall approve the registration fees for I-INCE Satellite Symposia in advance of the first public announcement. A Letter of Agreement shall be signed by the I-INCE President, the Congress President, and the organizer(s) of a satellite symposium. If any money transfers or allocations are to be made according to this Letter Agreement they shall be fully documented in writing.

C24. SERVICES

1. Registration desk. The number of assistants at the registration desk shall be sufficient to provide prompt service, especially on the day of the Opening Ceremony and the first day of the Congress.
If the native language of the host Member Society is not English, a special registration desk may be provided for participants from the country of the host Member Society.

A separate registration desk shall be provided for on-site registration or for those with a problem at the time of registration. This is to avoid delays for those who have completed all the necessary pre-registration.

2. **Bank service.** The registration fee is to be paid in the currency in which the registration fee is stated in the announcements. It is helpful to the registrants if the services of a commercial bank are available at a location convenient to the Congress venue.

3. **Internet access.** Free Wi-Fi should be available to all registrants at convenient locations at the venue. A space with tables and chairs shall be identified as a “quiet space”.

4. **Tour information and travel services.** During the Congress, a desk and attendant should be available to provide information about tours in the host country and for assistance with travel arrangements.

5. **Tourist Information** Complimentary maps and information on the area surrounding the Congress venue (for example, dining, shopping, and historic sites) shall be available for registrants.

6. **Message center.** A board or other arrangement (such as an app) shall be provided for the posting of messages addressed to Congress attendees.

7. **Emergency service.** Telephone number(s) and email addresses shall be given in the advance program so that families of registrants can contact them in the event of an emergency.

8. **Beverage service.** The Organizing Committee shall plan the technical sessions with breaks of 20-minute duration during mornings and afternoons. The breaks may be staggered across different sessions so that all participants are not on break at the same time. Beverages (coffee, tea, juice, water, etc.) shall be available to the registrants during these two breaks as a minimum. Beverages should be available for 60 minutes, aligned with the staggered 20 minute session breaks. It is appreciated by the exhibitors if the beverage services are located in or adjacent to the exhibition area.

9. **Eating facilities.** The Organizing Committee shall provide information to each registrant on eating places in the vicinity of the Congress for breakfast, lunch, and dinner. A map showing the location of the eating places shall also be provided. At least one hour shall be included in the schedule for lunches.

Information about items in the above list shall be posted on the Congress website at least 0-3 months of the INTER-NOISE Congress.

**C25. PROFESSIONAL CONGRESS ORGANISERS (PCO)**

Experience with PCO’s suggest they must be chosen carefully as with any firm, and should be used to perform tasks that the Organizing Committee and Secretariat either does not have the time, or the experience to perform. If the Organizing Committee wants to engage the services of a PCO, it is suggested that several be considered to get the maximum benefit at a reasonable cost.
PCOs must read and follow rules and procedures specified by I-INCE. If the organisers anticipate using a PCO, they should include a realistic PCO cost estimate in the budgets presented to the CSC.

C26. RELATIONS WITH I-INCE BOARD

A Congress is the most important activity sponsored and supervised by I-INCE. Therefore the members of the I-INCE Board of Directors should be major contributors to the success of every INTER-NOISE Congress. The Organizing Committee should not hesitate to call on any individual member of the Board for advice and assistance, as each of them has had valuable personal experience in the organization and management of INTER-NOISE Congresses. The I-INCE President and the Congress President shall work together as closely as possible to ensure the success of the Congress.

All Board members serve as volunteers, and travel long distances to attend I-INCE Board meetings and to participate in Congresses. All Board members should be invited to the Session Chairs dinner. Board members should also be considered for chairs and co-chairs of sessions. Members of the I-INCE Board should expect to have their registration fee waived for those employed less than half time.

The I-INCE President should receive a complimentary premium quality hotel room during their stay in the host city corresponding to the days of business and the congress i.e., the Friday to Wed nights inclusive. A space in the hotel should be available for ad-hoc meetings related to I-INCE board and various committees. This can be provided by either a suite or complimentary access to the hotel business club/center.

The I-INCE Saturday dinner should be hosted and paid for by the congress organisers. The I-INCE Wednesday dinner is traditionally paid for by I-INCE, but recommendations for suitable venues are provided by the congress organisers. If held off site appropriate transport to and from the venues should be discussed with the I-INCE President.

C27. SCHEDULE FOR CONGRESS ACTIVITIES

The following is a summary for activities in conjunction with an INTER-NOISE Congress. All times are provisional with the precise time schedule for Congress activities decided by the Congress Organizing Committee in consultation with the I-INCE President and Secretary-General. “Day 1 of the Congress” is the first full day of sessions. These activities and their locations should be clearly listed in the congress program.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500-1700</td>
<td>Informal pre-board meeting – called by President</td>
</tr>
<tr>
<td><strong>Two days prior to Day 1 of the Congress</strong></td>
<td></td>
</tr>
<tr>
<td>0830 – 1200</td>
<td>Congress Selection Committee</td>
</tr>
<tr>
<td>1300 – 1900</td>
<td>I-INCE Board of Directors Meeting</td>
</tr>
<tr>
<td>1930 - 2100</td>
<td>Board Dinner</td>
</tr>
<tr>
<td><strong>One day prior to Day 1 of the Congress</strong></td>
<td></td>
</tr>
<tr>
<td>0730 – 1000</td>
<td>TPP meeting - Breakfast provided – by invitation only</td>
</tr>
<tr>
<td>1000 – 1200</td>
<td>Technical Study Groups or Other I-INCE Meetings</td>
</tr>
<tr>
<td>1300 – 1545</td>
<td>General Assembly</td>
</tr>
<tr>
<td>1600 – 1800</td>
<td>Opening Ceremony and Plenary</td>
</tr>
<tr>
<td>1830 – 1930</td>
<td>Opening Reception (Congress Member Society is host)</td>
</tr>
<tr>
<td>2000 - 2130</td>
<td>Session Chairs’ Dinner (by invitation)</td>
</tr>
<tr>
<td><strong>Day 1 of the Congress</strong></td>
<td></td>
</tr>
<tr>
<td>0800 – 1200</td>
<td>Plenary (if held) and Technical Sessions</td>
</tr>
<tr>
<td>1300 – 1800</td>
<td>Technical Sessions</td>
</tr>
<tr>
<td>1500 - 1800</td>
<td>Young Professional’s Workshop and post-workshop social*</td>
</tr>
<tr>
<td>1900 -</td>
<td>Optional social event</td>
</tr>
<tr>
<td><strong>Day 2 of the Congress</strong></td>
<td></td>
</tr>
<tr>
<td>0800 – 1200</td>
<td>Plenary (if held) and Technical Sessions</td>
</tr>
<tr>
<td>1300 – 1800</td>
<td>Technical Sessions</td>
</tr>
<tr>
<td>1900 - 2230</td>
<td>Congress Banquet</td>
</tr>
<tr>
<td><strong>Day 3 of the Congress</strong></td>
<td></td>
</tr>
<tr>
<td>0800 – 1200</td>
<td>Plenary (if held) and Technical Sessions</td>
</tr>
<tr>
<td>1300 – 1600</td>
<td>Technical Sessions (including Future Congress Technical</td>
</tr>
<tr>
<td>1600 – 1700</td>
<td>Closing Ceremony</td>
</tr>
<tr>
<td>1700 – 1800</td>
<td>Closing Reception (next Congress Member Society is host)</td>
</tr>
<tr>
<td>1800 – 2000</td>
<td>Board of Directors (2\textsuperscript{nd} Board meeting)</td>
</tr>
<tr>
<td>2000 – 2130</td>
<td>Board Dinner</td>
</tr>
</tbody>
</table>

* Consult with the VP Technical Activities if an alternate schedule is desired. The actual times are flexible but should be a 3 hour time block in late afternoon.
SECTION D: SAMPLE LETTER OF AGREEMENT

A sample of the letter of agreement between the International Institute of Noise Control Engineering (I-INCE) and an I-INCE Member Society that has been selected to host a future INTER-NOISE Congress is shown below. This letter shall be modified as necessary to suit the particular requirements of a future INTER-NOISE Congress. Should the venue or dates still be open, an Interim Letter of Agreement may be signed which is binding and shall be replaced later by a formal Letter of Agreement.

(Insert date of letter)

(insert name of president)
President, (insert name of I-INCE Member Society) (postal mail address)
(e-mail address)

Subject: Letter Agreement

Dear President (insert last name):

I am pleased to inform you that the Board of Directors of the International Institute of Noise Control Engineering (I-INCE) has agreed to accept the proposal from XXXXX to host the INTER-NOISE Congress in the year XXX pending approval of this agreement.

It is our understanding that INTER-NOISE XXXX will be held at XXXXXXX. The opening ceremony will be held in the afternoon of XXXXX (Sunday) followed by three full days of technical programs. It is our understanding that XXXXX will serve as the Congress President and that the congress will be organized by XXXX.

As the I-INCE President, it is my duty to work with the host society for a future INTER-NOISE Congress to confirm financial and organizational matters relating to the Congress, and to ensure that there is a complete understanding of the respective responsibilities of I-INCE and the host society. The Guidelines for the Organization of INTER-NOISE Congresses describe financial and organizational matters in some detail, as well as the respective responsibilities of the organizations involved. These Guidelines will be sent to you if you do not already have a copy. Any revised versions will be sent to you after they have been approved and you will be expected to follow the most recent Guidelines as you organize the congress. Further, the recommendations of the Congress Evaluation Committees for recent Congresses will also been sent to you to assist in Congress planning. It is unnecessary to go into details in this letter.

It is important that there be a complete understanding of the following major items of finance and administration:

1. In preparing for INTER-NOISE XXXXX agrees to follow the I-INCE Guidelines for the Organization of INTER-NOISE Congresses.
2. When exceptions to the Guidelines are proposed, the Congress President will seek the I-INCE President's prior approval in a timely fashion.

3. XXX will limit the number of parallel sessions to not more than 20 by encouraging the use of posters and by other means that may be developed, while still adhering to the three-day Congress format.

4. XXX will make every effort to keep the registration fee for individual participants as low as possible and equal to or not more than 5% greater than XXX for early registration, XXX for regular registration and XXX for registration on site according to the proposal presented to the Congress Selection Committee of I-INCE.

5. XXX will establish an earlier student registration fee of XXX with late/on-site fee of XXX.

6. In the budget of the Congress, XXX will include a fee of not less than XXX for each full registrant (not to include student registrants or accompanying persons registrants) to defray the cost of services provided by I-INCE, as described in the I-INCE Bylaws. Within one month after the closing of the Congress, the Congress President shall send the I-INCE President a written report on the Congress including a comparison of actual and budgeted income and expense items, and payment of the fraction of the registration fee per registrant (at least XXX) due to I-INCE. The addressee for this payment shall be confirmed before the amount is sent.

7. Papers from INTER-NOISE XXXX will be made available in pdf format to INCE/USA for inclusion in an online database where papers may be searched by author, words in the title and subject classifications, and downloaded on an individual basis for a nominal fee or through subscription of their I-INCE Member Society. The papers will not be made available on-line by INCE/USA until three months after INTER-NOISE XXXX Congress is complete. All other rights for use of INTER-NOISE XXXX papers are reserved for the INTER-NOISE XXXX host society, XXX.

   You may have questions concerning the above items. I would be pleased to discuss them with you. If the foregoing fairly sets forth our understanding of the key financial and administrative matters relating to INTER-NOISE XXX, please sign this letter and return it to me as soon as possible but no later than within thirty (30) days of receipt.

   We look forward to working with you and the Organizing Committee to make INTER-NOISE XXXX an outstanding Congress.

Sincerely yours,

I-INCE President

Accepted by:

(Insert typed name),

For:

(insert name of I-INCE host Member Society)

Date:

V8 March 2017
SECTION E: EFFECTIVE DATE FOR THESE GUIDELINES

On 2017 31 March the Board of Directors of the International Institute of Noise Control Engineering (I-INCE) approved this edition of the Guidelines for the organization and operation of INTER-NOISE Congresses. The requirements of the Guidelines are effective as of the date of Board approval.

The Organizing Committees for INTER-NOISE Congresses in subsequent years are required by letter agreement to conform to the Guidelines given in this edition, or applicable later edition.
**APPENDIX 1** Listing of dates to be avoided when planning for a congress  
This is a simple listing and a careful check should be made to avoid clashes with other major holidays and events.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas/new year:</td>
<td>Dec/Jan</td>
</tr>
<tr>
<td>Chinese New Year:</td>
<td>end Jan</td>
</tr>
<tr>
<td>Easter (Christian):</td>
<td>around April</td>
</tr>
<tr>
<td>Passover (Jewish):</td>
<td>near Easter</td>
</tr>
<tr>
<td>EID (end Ramadan):</td>
<td>varies</td>
</tr>
<tr>
<td>Shavuot (Jewish):</td>
<td>mid year</td>
</tr>
<tr>
<td>Summer holiday (Japan):</td>
<td>mid Aug</td>
</tr>
<tr>
<td>Mid autumn festival (China)</td>
<td>Sept</td>
</tr>
<tr>
<td>Rosh Hashanah (Jewish):</td>
<td>Sept/Oct</td>
</tr>
<tr>
<td>Equinox (Korea):</td>
<td>late Sept</td>
</tr>
<tr>
<td>Thanksgiving (US):</td>
<td>late Nov</td>
</tr>
</tbody>
</table>
APPENDIX 2 Example of summary data to be provided for the report to I-INCE President at the completion of the congress.

<table>
<thead>
<tr>
<th>Summary Data for INTER-NOISE XXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>City and Country:</td>
</tr>
<tr>
<td>Dates:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Host organization:</td>
</tr>
<tr>
<td>Sponsor:</td>
</tr>
<tr>
<td>Congress President:</td>
</tr>
<tr>
<td>Congress Secretary:</td>
</tr>
<tr>
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<td>Treasurer:</td>
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<tr>
<td>Exhibition Manager:</td>
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<td>Proceedings Editor:</td>
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