

Part 5 of the I-INCE Rules for Operation I-INCE CONGRESS EVALUATION COMMITTEE

Article 1. ESTABLISHMENT

The Congress Evaluation Committee (CEC) was established as a standing committee of the I-INCE General Assembly at its meeting in Dearborn, Michigan, USA, 2002 August 18. The CEC for a current-year INTER-NOISE Congress is charged with providing a report with a frank and comprehensive assessment of that Congress.

Article 2. MEMBERS

Members of the CEC are individuals who are interested in assisting in the evaluation of the INTER-NOISE Congress they are attending. Each member of the CEC shall be able to send and receive electronic mail (e-mail).

The CEC shall have at least three, but no more than seven members. Each of the three I-INCE geographical regions of the world shall be represented by at least one member of the CEC. The I-INCE geographical regions are Europe-Africa, Pan-America, and Asia-Pacific.

The I-INCE Member Societies and the I-INCE Board may nominate candidates for membership on the CEC. The nominees preferably shall have recent experience related to Congress planning and management. New members shall be appointed during the annual meeting of the General Assembly in the year of the current-year INTER-NOISE Congress. Service as an appointed member of the CEC is contingent upon the I-INCE dues of the Member Society (to which the member belongs) being current, as certified by the I-INCE Treasurer.

Article 3. OFFICERS

The officers of the CEC are the Chairman, who is appointed by the I-INCE President from among the members nominated, and any other officers that the Chairman may wish to appoint.

Article 4. TERM OF SERVICE

The term of service is one year for the Chairman and the other members of the CEC. The term may be extended by action of the General Assembly. The duties of the Chairman and the members of the CEC commence immediately upon the confirmation of appointment by the General Assembly.

Article 5. EVALUATION REPORT

The principal task of the CEC is to prepare a detailed evaluation report of the current-year INTER-NOISE Congress that shall include a statistical analysis section and a narrative section. To the final copy of the evaluation report shall be appended the Congress President's report on the Congress that appears in the next issue of Noise/News International published following the Congress.

The statistical analysis section of the report shall be provided by the Congress President within 30 days of the close of the Congress, and shall include a table of detailed information concerning the number of attendees, the technical program, the meeting facilities used, the proceedings published, the exhibition, the program for accompanying persons, and other quantitative data related to the Congress .

The narrative section of the report shall assess the efficiency of the operation of the Congress Secretariat, discuss practical problems that occurred during the planning and execution of the Congress, determine how effective the I-INCE Instructions were in guiding the organization of the Congress and the need for changes to the Instructions, identify errors and overlooked items in the planning and execution of the Congress, and make recommendations, as needed, for changes that should be implemented for future INTER-NOISE Congresses. Such recommendations may involve the maximum number of parallel sessions, the type of structured sessions, the number and type of poster sessions, and the preparation of electronic versions of Congress proceedings. In short, the narrative section summarizes what worked well during the Congress as well as those features that need to be improved in the future. The report shall also recognize outstanding accomplishments of the Organizing Committee that delivered the current-year Congress to the participants. This recognition should include recommendations for actions or precedents that worked well and should be emulated by the Organizing Committees for future INTER-NOISE Congresses.

Article 6. ANNUAL BUSINESS

The Congress Evaluation Committee may meet once a year on the final day of the current-year Congress, following approval of the membership by the General Assembly, subject to the call of the Chair. If a suitable time and place for the meeting cannot be found on the final day of the Congress, the business of the committee may be conducted by e-mail.

Article 7. BUSINESS TO BE CONDUCTED

The data to be included in the statistical analysis section are to be provided by the Congress President within 30 days of the close of the Congress. A representative of the Organizing Committee may be assigned by the Congress President to assist in this task. The principal task of the members of the CSC is to provide commentary for the narrative section of the evaluation report. A draft of the evaluation report should be prepared and circulated by the Chair to the members of the CEC within 45 days after the close of the current-year INTER-NOISE Congress.

Article 8. PRELIMINARY REPORT

Because the CEC meets during a current-year INTER-NOISE Congress, it will be very helpful to the Next Congress Planning Committee (NCPC) to have the benefit of the evaluation of the current-year Congress. A preliminary draft of the CEC report shall be furnished to the Chair of the NCPC within 90 days after the close of the current-year Congress

Article 9. FINAL REPORT

The work of the CEC for the current-year Congress shall be complete upon presentation of its written report to the I-INCE Board and General Assembly. The presentations shall take place at

the Board and General Assembly meetings in the year after the current-year Congress. The written version of the report shall be made available to Board members at least 30 days in advance of the Board meeting. Unless requested otherwise by the General Assembly, the members of that CEC are discharged upon presentation of the report.

NOTE: Part 5 of the I-INCE Rules was approved by the Board of Directors at a meeting in The Hague, The Netherlands, on 2001 August 26.