

## **Part 6 of the I-INCE Rules for Operation**

### **I-INCE SYMPOSIUM SERIES**

#### **Article 1. CONCEPT**

To meet the expanding needs of the field of noise control engineering, the I-INCE Symposium Series will provide opportunities for the Institute to participate in the development of new and established disciplines within the field. Precedence will be given to the promotion of new topics that are relevant to the mission of I-INCE.

#### **Article 2. GUIDELINES**

In 2006 the Board adopted the following guidelines for I-INCE Symposia:

- The timing of a Symposium or workshop shall not interfere with an I-INCE Congress.
- The theme of the Symposium shall be focused rather than general.
- Evidence shall be provided that the Symposium will be well-organized.
- Designation of an event as an I-INCE Symposium shall include naming of an I-INCE Director or officer as the liaison to the Symposium.
- When possible it is often desirable to schedule an I-INCE Symposium just before or immediately following an INTER-NOISE Congress in or near the same location as the congress.

#### **Article 3. FOCUS OF SYMPOSIUM SERIES**

The focus of the Symposium series shall be on the engineering aspects of noise control, including the measurement, prediction, reduction of noise levels, and relevant standards and policies.

To encourage participation by those interested in a specialized topic, the Symposium focus shall be limited to this topic so that the expected attendance can be accommodated in one room in which all Symposium papers are to be presented with no parallel sessions. Expected attendance should be typically no more than 100 persons.

#### **Article 4. SYMPOSIUM APPLICATION PROCESS**

The organizations responsible for planning an I-INCE Symposium shall be one or more not-for-profit organizations, governmental institutions, or universities. The I-INCE Member Societies are examples of not-for-profit organizations that can be expected to plan I-INCE Symposia.

An application to organize an I-INCE Symposium is limited to 2 pages (word or pdf file) and it must contain the following information: Symposium title, date(s), venue, expected number of participants, registration fee (if any), budget summary, contact information of symposium organizer(s), symposium web address, amount of grant requested, brief description of program, explanation of how the grant would be used and benefit to I-INCE. (Examples of previously sponsored Symposia can be found on [I-INCE Technical Activity](#))

[page](#).) The deadline for applications shall be posted on the I-INCE site; these may also be announced via emails to the I-INCE community.

#### **Article 5. LIAISON WITH I-INCE**

The I-INCE Vice President of Technical Activities shall be the contact between the Board and the organizing committee of the Symposium and shall appoint an individual to serve on the organizing committee to represent the Institute. This individual shall play an active role in the organization of the I-INCE Symposium. The organizers will discuss the proposed Symposium thoroughly with the I-INCE Vice President of Technical Activities who will normally present the proposal for approval by the I-INCE Board with assistance from the organizers.

#### **Article 6. FINANCES**

The financial arrangements between I-INCE and the Symposium organizing committee shall be the subject of a letter of agreement. The letter of agreement shall clearly define the responsibilities of the Board, the Vice President of Technical Activities, and the liaison person appointed by the Vice President of Technical activities with respect to the preparation and fulfillment of the program for the Symposium. The Board may budget funding annually to assist one or two Symposium organizing committees to partially defray expenses. The organizing committee for the I-INCE Symposium shall have financial responsibility for the event.

#### **Article 7. IDENTIFICATION OF SYMPOSIUM**

Each event in the Symposium series shall be clearly identified in all publications and announcements of the Symposium as “An International INCE Symposium on (subject) organized by (organization name) or co-organized by (organizations’ names).” Any cooperating organizations shall be listed after the name(s) of the organization or co-organizations.

#### **Article 8. FINAL REPORT OF SYMPOSIUM**

The organizers must submit a final report to I-INCE within 6 months of the Symposium. It shall include the following: 1. Technical report (or a link to an open domain report) that may be posted on the I-INCE site. 2. Financial report that must provide details of income and expenses. If the full allocation is not used, the residual money must be returned to I-INCE within two months of the completion of the Symposium.

**NOTE:** Part 6 of the I-INCE Rules was approved by the General Assembly at its meeting in Lisbon, Portugal, on 2010 June 13, and approved in revised form on 2017 August 27.