

## **INTERNATIONAL INCE**

### **MINUTES OF THE TWENTY-NINTH MEETING OF THE I-INCE BOARD OF DIRECTORS**

**SUNDAY, 2003 AUGUST 24 and THURSDAY, 2003 AUGUST 28  
JEJU ISLAND, REPUBLIC OF KOREA**

#### **Present**

#### **Members of the Board**

Kihlman, T. – President  
Lang, W. – Immediate Past President  
Bernhard, R. – Secretary-General and Vice President - Pan American Affairs  
Vermeir, G. – Treasurer  
Daigle, G. – Vice President – Development  
Koyasu, M. – Vice President – Asia Pacific Affairs  
Maling, G. – Vice President – Communications  
Tachibana, H. – Vice President – International Relations  
Bruehl, P. – Distinguished Board Member  
Kotschy, A. – INTER-NOISE 97  
Keith Ballagh – INTER-NOISE 98  
ten Wolde, T. – INTER-NOISE 2001  
Schomer, P. – INTER-NOISE 2002

#### **Guests**

Eun, H.J. – INTER-NOISE 2003  
Ih, J.G. – INTER-NOISE 2003  
Jiricek, O. – INTER-NOISE 2004  
Gerges, S. – INTER-NOISE 2005  
Holger, D. – INTER-NOISE 2006  
Kuwano, S. – INTER-NOISE 2006  
Donavan, P. – VP Elect, Pan America

#### **Members Absent**

Berry, B. – Vice President, Europe/Africa  
Cuschieri, J. – INTER-NOISE 99  
Embleton, T. – Distinguished Board Member  
Marsh, A. – Vice President, Technical Activities  
Tourret, J., Distinguished Board Member  
Vallet, M. – INTER-NOISE 2000

(Note: The Board met from 09.00 to 18.30 on Sunday, 2003 August 24 and from 19.30 to 21.30 on Thursday, 2003 August 28)

1. **Opening.** President T. Kihlman opened the 29th meeting of the I-INCE Board of Directors at 09.00 on Sunday, 2003 August 24.
2. **Approval of the Agenda.** Additional items were added to the draft agenda
  - under 6. **Nominating Committee**, add Congress Evaluation Committee
  - under 16. **INTER-NOISE Congresses**, add Next Congress Planning Committee
  - item 17. **INTER-NOISE 2006** moved to 13.00
  - under 19. **Other business**, 19.1 Active 2004, 19.2 Travel supportThe approved, revised agenda is appended as Attachment 1.
3. **Approval of the Consent Agenda.** The Consent Agenda items were distributed prior to the meeting with voting papers. The following items were approved without discussion.
  - the minutes of the 2002 Board of Directors meeting in Dearborn, Michigan, USA
  - a recommendation to take the application for membership of INCE/Europe forward to the General Assembly
  - a recommendation to take the application for membership of the Sociedad Chilena de Acustica (SOCHA) forward to the General Assembly
  - revised By-Laws of the International Institute of Noise Control Engineering
  - revised instructions for organizing INTER-NOISE Congresses
4. **Report of the Secretary General.**
  - Member Society Applications-***
    - No response has been received from the President of ASSOACUSTICI in Italy in response to President Kihlman's request for further information. No action is required.
    - The applications of INCE/Europe and SOCHA will be presented to the General Assembly for approval.
    - No other applications have been received.
  - Sustaining Members***
    - GRAS and ECOPHON have been added as new Sustaining Members since last year.
    - The benefits of Sustaining Membership were reviewed. The benefits are as follows: listing in NNI, copies of NNI and INTER-NOISE Proceedings, link and listing on the I-INCE web site, and announcements in the Product News section of NNI.
    - Efforts to attract new Sustaining Members were discussed. It was decided that a brochure about the benefits of Sustaining Membership would be developed. Gilles Daigle will collect company names from INTER-NOISE exhibitor lists and other sources. This list will be distributed to the Board before the end of 2003 October. Board members are requested to identify contacts and personally contact companies to solicit new Sustaining Members. This will be a major effort of the Board in 2004.
  - Institutional Members***
    - The cost of Institutional Membership is set at 70 Euros and is available only to non-profit organizations
    - a solicitation will be made to increase the number of Institutional Members in the next year



### ***I-INCE Secretariat***

The I-INCE Secretariat is well established at Purdue University. The largest challenge is maintaining contact information and securing responses from the member societies. New initiatives were discussed to develop a set of secondary contacts at the Member Societies to improve communication about I-INCE business.

### ***I-INCE web site***

The Secretary-General is currently the Webmaster of I-INCE and handles the development of content on the web site. The National Research Council of Canada through G. Daigle hosts the web site. The address of the new web site is [www.i-ince.org](http://www.i-ince.org). The web site seems to be functioning well. An update of the information on the site will be made in late 2003 September.

## **5. Report of the Treasurer**

***Payment of Dues.*** A report of the current status of payment of dues was presented and is appended as Attachment 2. The dues report is typical of mid-year status. There did not appear to be any significant problems.

***Financial Report.*** The financial report for the year ending 2002 December 31 was presented and is appended as Attachment 3. As of 2002 December 31, the balance in the I-INCE accounts was 92,104.21 euros.

***Budget 2003.*** The draft I-INCE budget for the year 2003 January 01 to 2003 December 31 was presented. Income to I-INCE from INTER-NOISE 2003 and expense to I-INCE to support NNI are equivalent and are included in the budget as "x". Total budgeted income for the year is 19,830.00 euros. Total budgeted expenses for year 2003 are 24,327.50 euros. Expenses include two annual payments in support of NNI due to a change in billing period. The approved, revised budget is appended as Attachment 4.

***Estimated Budget 2004.*** A draft estimated I-INCE budget for the year 2004 January 01 to 2004 December 31 was presented. It was proposed that the dues be increased and that the General Assembly also be asked whether annual indexing of the dues be initiated in order that the budgets of the Institute can be increased to keep pace with inflation. The Board approved a recommendation to increase the dues for 2004 to 225 euros for small societies, 450 euros for medium societies, and 675 euros for large societies. These increases are approximately a 2.5% annual increase since the dues were last adjusted in 1998. The revised estimated budget for 2004 is appended as Attachment 5. Estimated income was approximately 22,605.00 euros. Estimated expenses were approximately 20,500.00 euros.

## **6. Nominating Committee**

A new officer, the Vice President for Global Noise Policy was proposed by the Nominating Committee. P. Schomer moved that this office be initiated. The VP Global Noise Policy was approved. The report of the 2003 Nominating Committee follows.

***Approved version: 2003.08.28***

## **REPORT OF THE 2003 NOMINATING COMMITTEE**

*The 2003 Nominating Committee presents a slate of Officers and Directors to serve on the I-INCE Board of Directors commencing 2004 January 01. Only nominations to fill positions becoming vacant on that date are presented. The members of the Nominating Committee are Bill Lang, chair, Tony Embleton (Pan-America), G. Vermeir (Europe-Africa) and M. Koyasu (Asia-Pacific).*

<i>Office:</i>	<i>Present office holder:</i>	<i>Nominated for the office:</i>
<i>President</i>	<i>Tor Kihlman</i>	<i>Hideki Tachibana (2004/01 – 2007/12)</i>
<i>President-Elect</i>	<i>Hideki Tachibana</i>	<i>Gilles Daigle (2004/01 – 2007/12)</i>
<i>Immediate Past President</i>	<i>Bill Lang</i>	<i>Tor Kihlman (2004/01 – 2007/12)</i>
<i>VP Publications &amp; E-in-C</i>	<i>George Maling</i>	<i>George Maling (2004/01 – 2004/12)</i>
<i>VP Pan-America</i>	<i>Robert Bernhard+</i>	<i>Paul Donovan (2004/01 – 2006/12)</i>
<i>VP Global Noise Policy</i>		<i>Bill Lang (2004/01 – 2006/12)</i>
<i>Director representing I-N 97</i>	<i>Andras Illenyi</i>	
<i>Director representing I-N 03*</i>		<i>Hee Joon Eun (2004/01 – 2009/12)</i>
<i>Distinguished Board Member</i>	<i>Per Bruel</i>	<i>Per Bruel (2004/01 – 2004/12)#</i>

*\* Designated Alternate is Seong-Hong Lee*

*# Nomination contingent upon participation at Board meetings on 2003-08-24/28*

*+ Term completed on 2002-12-31*

*Respectfully submitted,*

*William W. Lang  
Immediate Past President*

The composition of the Nominating Committee and the slate proposed by the Nominating Committee were approved. The resulting slate of officers and directors to serve commencing 2004 January 01 is listed in Attachment 6.

A Congress Evaluation Committee for INTER-NOISE 2003 was appointed. T. ten Wolde (chair), H. Tachibana, and P. Schomer agreed to serve.

- 7. INTER-NOISE 2008** The Board discussed possible venues in the Asia-Pacific region. There appears to be interest in both China and Australia. There was some discussion of the findings of the ad hoc committee formed last year to investigate the difficulties that occurred during the choice of venue for 2005. The recommendation of that committee

was to continue to make decisions on an annual basis with preference for rotating the region of the Congress through each of the three geographical regions every three or four years. It was agreed that when strong proposals presented as formal proposals (three years before the congress) are not selected, that the member societies preparing such proposals be asked if they would be willing to resubmit a proposal later in case no strong proposals are presented as informal proposals (four years before the Congress). This process allows some flexibility for special conditions.

It was agreed that informal proposals for INTER-NOISE 2008 would be invited from the Asia-Pacific region.

**8. Report of the I-INCE VP Development** G. Daigle reviewed progress toward the Strategic Plan: 2001-2004 as follows (*with activity in italics*):

1. Monitor the quality of the INTER-NOISE Congresses and strive to increase their value to participants and concerned professionals worldwide.  
*Status: Many activities are ongoing. The reports from the Congress Evaluation Committee will be a source to revise the guidelines.*
2. Increase the value of the I-INCE web site for I-INCE Member Societies and noise professionals worldwide.  
*Status: Continuing effort. Website should be updated more often.*
3. Develop, announce, publish, and maintain an international register of noise professionals.  
*Status: On hold*
4. Establish technical sections within I-INCE to provide a sharper focus on activities in technical areas narrower than the broad field of interest of I-INCE.  
*Status: Formed in 2002, continued development in 2003. 2<sup>nd</sup> meeting of the Sections scheduled during INTER-NOISE 2003*
5. Develop and work for the adoption of an international noise control policy in cooperation with relevant organizations.  
*Status: Establish new VP for Global Noise Policy*
6. Complete the restructuring of the I-INCE organization so that the Board of Directors and the General Assembly share more equally in its management.  
*Status: Much of this objective has been implemented*
7. Enhance the financial and organizational effectiveness of I-INCE to ensure that it will continue to serve future generations working toward the realization of the I-INCE vision and goals.  
*Status: Improvement of Sustaining Members Program, continued publication of NNI, establishment of Technical Sections, focus on benefits to members*

**9. By-Laws and Governance**

The By-Laws of the Institute were revised by W. Lang and distributed to the Board. The suggestions of the Board were incorporated. The revised By-Laws were approved as part of the consent agenda. The revised By-Laws will be presented to the General Assembly

for approval in 2004.

W. Lang reviewed the status of other governance documents

- Rules, Part 1 is posted on the web site, no changes required
- Rules, Part 2 is posted on the web site, no changes required
- Rules, Part 3 is posted on the web site, minor changes were made in 2002
- Rules, Part 4 is posted on the web site, no changes required
- Rules, Part 5 is posted on the web site, approval date must be added
- Rules, Part 6 is posted on the web site, approval date and Annex B must be added
- the Instructions for Organization of INTER-NOISE Congresses has been updated, it will not be posted. The Instructions also need to be updated to include directions about conducting the Next Congress Planning Committee meetings.
- Travel Policy has been approved, it will not be posted.
- Job Descriptions of I-INCE Officers were distributed 2003.08.04. These descriptions will be updated and presented to the Board in 2004.

#### **10. Report of the I-INCE VP – Technical Activities**

##### ***Technical Study Group #6 – Environmental Noise Impact Assessment***

The revised scope and membership of Technical Study Group (TSG) #6 was presented by W. Lang for A. Marsh. Approximately 18 I-INCE Member Societies have agreed to nominate experts to participate in this effort. W. Lang (for A. Marsh) proposed a resolution recommending that the General Assembly form TSG #6 with L. Finegold as Convener and with the scope of work as revised in 2002 August. The resolution was approved. A. Marsh's report with the scope of TSG #6 is appended as Attachment #7.

***No new TSG's were proposed.***

##### ***Technical Sections (TS)***

Petitions for establishment of Technical Section 1: Emission, Technical Section 3: Immission, Technical Section 4: Instruments and Analysis, and Technical Section 5: Requirements and Policies were completed at TS meetings during INTER-NOISE 2002. The petition for establishment of Technical Section 2: Vibration and Shock was partially completed at INTER-NOISE 2002 and was completed during the Board meeting. These petitions were taken to the General Assembly for approval to establish five Technical Sections.

Significant discussion followed about the Technical Section meetings to be held at INTER-NOISE 2003 and the long-range goals of the Technical Sections. Arrangements were made by A. Marsh to have TS meetings during the lunch breaks at INTER-NOISE 2003. Arrangements were confirmed with the Organizing Committee of I-N2003 to ensure that congress participants could get lunch and attend the meetings. Organizers were assigned from among the Board to conduct these meetings. They were TS#1, G. Maling, TS #2, B. Bernhard, TS #3, H. Tachibana, TS #4, W. Lang, and TS #5, T. Kihlman. The primary objectives of the TS meetings were to identify special structured sessions for I-N 2004 and to develop Focus Groups. W. Lang distributed listings of possible Focus Groups developed by A. Marsh and W. Lang from lists of special sessions at past Congresses.

***TSG Progress Reports***, A. Marsh submitted a report of TSG progress. The report is



appended as Attachment 8. The report was accepted

***I-INCE Report Publication*** A. Marsh submitted a report on the potential publication schedule for I-INCE reports from Technical Study Groups. This report generated discussion of the progress of the TSG's. Activity of several of the TSG's is slow and concern was expressed that there is no deadline for action for the groups. An *ad hoc* committee of W. Lang (chair), T. ten Wolde, and T. Kihlman was assigned to set deadlines for draft reports from each of the TSG's and to formulate action if these deadlines are not met. The publication report is appended as Attachment 9.

**11. Report of the I-INCE VP – European Affairs**

B. Berry submitted a written report. The report is appended at Attachment 10. At the second meeting of the Board of Directors on Thursday evening, there was discussion about the difference between the description of the formal relationship between INCE/Europe and EAA described in B. Berry's report and the description given at the General Assembly meeting on Monday. R. Bernhard and T. Kihlman will investigate. However, INCE/Europe has addressed the questions raised in previous Board meetings about their role in Europe relative to other Member Societies of I-INCE and EAA. Whether the relationship between EAA and INCE/Europe has been formalized or not is not necessary to the application of INCE/Europe for membership in I-INCE.

**12. Report of the I-INCE VP – Pan American Affairs**

***Pan American Members*** – S. Gerges and R. Bernhard have contacted many of the South American acoustical societies to solicit membership in I-INCE. The application from SOCHA will be presented to the General Assembly. Other societies will be encouraged to apply for membership prior to I-N 2005.

***Events*** – a partial list of future events in the Pan American region follows  
Spring 2004 meeting of ASA, 2004 May 24-28, New York, NY (75<sup>th</sup> anniversary)  
Noise-Con 2004, 2004 summer, Baltimore, Maryland, [joint meeting with the Transportation Research Board, Committee A1F04 - Transportation Noise]  
Fall 2004 meeting of ASA, 2004 November 15-19, San Diego  
Spring 2005 meeting of ASA, Vancouver, BC  
Noise-Con 2005, 2005 fall, Minneapolis, MN [joint meeting with ASA]  
Fall 2005 meeting of ASA, Minneapolis, MN  
Joint meeting ASA/ASJ, 2006 November 28 – December 2, Honolulu, Hawaii,  
INTER-NOISE 2006, 2006 December 3-6, Honolulu, Hawaii {joint meeting of INCE/USA and INCE/Japan}

**13. Report of I-INCE VP – Asia-Pacific Affairs**

***Events*** – a partial list of future events in the Asia-Pacific region follows  
ICA 2004 April 4-9, Kyoto, Japan [H. Tachibana, chair]  
WESPRAC 2006, Korea  
Joint meeting ASA/ASJ, 2006 November 28 – December 2, Honolulu, Hawaii,  
INTER-NOISE 2006, 2006 December 3-6, Honolulu, Hawaii {joint meeting of INCE/USA and INCE/Japan}

**14. Report of the I-INCE VP – International Relations**

Recently the ICA has been investigating its affiliation with IUPAP and the activities of similar unions. Organizations such as IUPAP and ICSU (the International Commission

of Scientific Unions) receive funding directly from national academies and government organizations. ICA has initiated an informal inquiry about becoming a union of ICSU. The officers of I-INCE will continue to monitor the advisability of I-INCE helping to form an international union of acoustics.

*ICA* – the Kyoto meeting will have 850 papers and 250 posters. The 2007 meeting of ICA will be held in Madrid.

#### 15. Report of the I-INCE VP – Communications

***Job description*** – the job description for the VP – Communications includes responsibility as Webmaster. The Board agreed that these duties should be deleted from the job description of the VP – Communications and a job description should be written for the I-INCE Webmaster.

***Noise News International (NNI)*** – The financial situation for *NNI* is much improved from what it was in 2002 August. Production has been shifted to Iowa State University at significant cost savings. Some layout and format changes will occur in future issues. Responsibility for obtaining advertisements has been taken over by Richard Peppin. Advertising revenues have increased to approximately \$42,000. The budget for *NNI* is now approximately \$85,000/year. The I-INCE portion of the budget is approximately \$21,000. I-N 2003 will generate \$15/delegate for 700 delegates. The I-INCE budget contribution from dues is approximately \$8000 (7500 euros). Thus there will be more than a \$2000 short fall in what should be the I-INCE contribution to *NNI*.

Gordon Ebbitt has agreed to be the Features Editor for *NNI*.

Circulation levels for *NNI* are staying approximately constant. A survey of Member Societies was undertaken to determine what improvements could be made. Response was minimal. Effort by the VP – Communications will continue to examine and improve circulation.

#### 16. INTER-NOISE Congress Series

***2002 Congress Evaluation Committee*** The final report of the 2002 CEC was distributed for review. The report was approved. The report is appended as Attachment 11.

***INTER-NOISE 2003*** Preliminary information about the Congress was presented by H-J. Eun and J-G. Ih. Approximately 658 papers were included in the conference from 39 countries. The exhibition included 46 booths. Preregistration totaled 656 persons. Other details about transportation, lunches, and the venue were also discussed. The Board expressed their appreciation for a job well done, particularly in light of the many difficult circumstances that the organizers had to overcome.

***INTER-NOISE 2004*** INTER-NOISE 2004 will be held in Prague, the Czech Republic on 2004 August 22-25. O. Jiricek updated the Board about budget revisions and the hiring of a Congress Secretary General. There was significant discussion of the plans for the technical program and the budget. The Congress organizers were strongly encouraged to reach out to the Scientific Committee and previous special session organizers to help solicit papers and contribute to a strong technical program. The organizers were also encouraged to activate an efficient web site as soon as possible. Planning for the Congress appeared to be lagging and the Board authorized President Kihlman to travel to Prague with Rinus Boone from the Netherlands and a member of the Organizing Committee for I-N 2001 to resolve difficulties and help get planning on



schedule.

**INTER-NOISE 2005** INTER-NOISE 2005 will be held in Rio de Janeiro, Brazil 2005 August 7-10. S. Gerges presented a summary of the arrangements for INTER-NOISE 2005. The discussion focused primarily on the choice of venue. The Organizing Committee for I-N 2005 was considering a hotel with more rooms and more conference space farther from the Copacabana beach and less accessible to other hotels. The Board encouraged the Organizing Committee not to change the proposed venue. There was also concern that the budget was constructed assuming too many delegates. T. Kihlman, P. Bruel, and P. Schomer agreed to work with S. Gerges to resolve these issues.

**INTER-NOISE 2006** INTER-NOISE 2006 will be jointly organized by INCE/USA and INCE/Japan. D. Holger and S. Kuwano, the co-Presidents of the Congress, gave a summary of meeting preparations. The meeting will be held 2006 December 03-06 in Honolulu, Hawaii, USA immediately following a joint meeting of ASA and ASJ. Hotel contracts have been signed with the Sheraton Waikiki. The venue has been used before by ASA and appears to be excellent. Other arrangements seem to be proceeding very well.

#### 17. Report of the Congress Selection Committee (CSC)

**INTER-NOISE 2006** At the 2002 meeting of the Board, the Board designated that I-N 2006 would be held in Honolulu organized by INCE/USA and INCE/Japan. The CSC reviewed the formal proposal and found it acceptable. The CSC recommended the proposal be accepted. The Board accepted the recommendation of the CSC.

**INTER-NOISE 2007** Three proposals for I-N 2007 were reviewed by the Congress Selection Committee. The CSC recommended that formal proposals be invited from Istanbul, Turkey and Munich Germany. The joint proposal of EEAA and RSA for St. Petersburg, Russia is also acceptable provided the issue of membership could be resolved. The Board agreed that all three proposals should be invited, but the Russian delegates must satisfactorily resolve membership prior to presenting a proposal. This requirement will be made known to the Russian delegates by the President of I-INCE.

#### 18. Other Business

**I-INCE Nominating Committee** The Organizing Committee for I-N 2003 nominated H-J. Eun to serve as the I-INCE Director to represent I-N2003 and S-H. Lee to serve as his designated alternate. The Board accepted this recommendation. The Board also expressed its gratitude to the Organizing Committee of I-N 2003 for an outstanding Congress. The I-N 2003 President was given an enthusiastic round of applause.

**Congress Evaluation Committee Report** A draft report of the 2003 Congress Evaluation Committee was distributed. The Board was asked to send input by email T. ten Wolde with copies to the entire Board. This input was requested within two months if possible.

**Active 2004** Active 2004 will be held in Williamsburg, VA, USA on 2004 September 20-22. INCE/USA members from NASA Langley will organize it. The organizers request the designation as an I-INCE Symposium, as for past Active conferences. The Board approved the request..

**Travel Support** Travel support is available for Board members with insufficient support

to travel to Board of Directors meetings. Requests must be received at least ninety days prior to a Board meeting. One request was received for the amount of 545 euros. The request was approved.

***IIAV Congress in 2004*** The IIAV recently changed its 2004 meeting from Singapore to St. Petersburg, Russia in 2004 July. This timing brings that congress very close in both time and location to the I-N 2004 Congress in Prague. This change may have an effect on participation in I-N 2004. The Board agreed that special effort will be taken by the Board to support the Organizing Committee of I-N 2004 in every way possible.

**19. Closing of the Meeting**

The 29<sup>th</sup> Meeting of the I-INCE Board of Directors was adjourned at 21.26 hours on 2003 August 28.

Respectfully submitted

Robert J. Bernhard  
Secretary General

**Attachment 1**  
**Board of Directors Meeting Agenda**

Sunday, 2003 August 24 (09.00-18.00)

Thursday, 2003 August 28 (Immediately following reception)

Location: Convention Center, Room 101B (tentative)

1. Opening of the meeting.
2. Approval of the Agenda.
3. Approval of the consent agenda\*:
  - minutes of the Meeting held in Dearborn, 2002 August 17 21
  - INCE/Europe membership approval
  - Sociedad Chilena de Acústica membership approval
  - approval of the revised By-Laws
  - approval of the revised Instructions for Organization of INTER-NOISE Congresses
4. Report of the Secretary-General on the affairs of I-INCE. (Bernhard)
  - Other membership applications
  - I-INCE Sustaining Members (Kihlman et al.) *All Board members are requested to bring suggestions of Sustaining Members.*
  - I-INCE Institutional Members
  - other matters relating to the I-INCE Secretariat.
5. Report of the Treasurer on the economic matters of I-INCE. (Vermeir)
  - approval of the audited account for fiscal year 2002,
  - member dues report,
  - approval of the budget for 2003, and
  - consideration of preliminary budget for 2004,
6. Report of the Nominating Committee. (Lang)
  - appointment of the Congress Evaluation Committee
7. Decision on geographical region for INTER-NOISE 2008. (Kihlman)
8. Report of I-INCE Vice President - Development. (Daigle)
  - progress in preparing a long range plan for I-INCE including financial considerations
9. Consideration of By-Laws and Governance (incl. rules & policies). (Lang)
  - review of draft By-Laws changes
10. Report of I-INCE Vice President - Technical Activities. (Marsh)
  - review proposal for TSG #6 prior to General Assembly approval,
  - review proposals for other new TSG's
  - establishment of Technical Sections
  - brief report on progress of TSG #1, #2, #3, #4 and #5, and
  - potential publication schedule for I-INCE reports.
11. Report of I-INCE Vice President - European Affairs. (Berry)



12. Report of I-INCE Vice President – Pan American Affairs. (Bernhard)
13. Report of I-INCE Vice President – Asia-Pacific (Koyasu)
14. Report of I-INCE Vice President - International Relations. (Tachibana)
  - relations with International Commission on Acoustics (ICA),
  - representation of I-INCE on ICA General Assembly, and
  - affiliation of I-INCE with other organizations such as WHO and ICBEN.
15. Report of I-INCE Vice President - Communications. (Maling)
  - status report on NNI, including circulation, advertisement, and finances,
  - report of INCE/USA, I-INCE committee to oversee NNI
  - 2002/2003 Program Summary
  - other I-INCE publications
16. Reports on the INTER-NOISE Congress series: *Approx. at 15.00 - 16.00*
  - Report of the 2002 Congress Evaluation Committee (Dearborn),
  - Report by a representative of INTER-NOISE 2003 (Jeju Island),
  - Report by a representative of INTER-NOISE 2004 (Prague),
  - Plan for Next Congress Planning Committee meeting, and
  - Report by a representative of INTER-NOISE 2005 (Rio de Janeiro).
17. Review of proposal(s) for INTER-NOISE 2006. *at approximately 13.00*
18. Report of the Congress Selection Committee for INTER-NOISE 2007. *Thursday*
19. Other business.
  - Active 2004
  - Travel support applications
20. Close of the meeting.

### Member Dues Payment History

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
Australia														
Austria														
Belgium														
Brazil														
Canada														
China														
Czech Republic														
Denmark														
Finland														
France														
Germany-NALS														
Germany-DEGA														
Greece														
Hong Kong														
Hungary-Acad.														
Hungary-OPAKFI														
Italy														
Japan-Ac. Soc.														
Japan-INCE/J														
Korea-Ac. Soc.														
Korea-Vibr. Eng.														
Lithuania														
Mexico (SMA)														
Mexico (IMA)														
Netherlands														
New Zealand														
Norway														
Portugal														
Poland														
Romania														
Russia-EEAA														
Singapore														
South Africa-A.S.														
South Africa-Vibr.														
Slovakia														
Slovenia														
Spain														
Sweden														
Switzerland														
Turkey														
United Kingdom														
USA-ASA														
USA-INCE/USA														

Legend:

- payment on a local account
- payment from INTER NOISE 79
- stopped
- special

In case of errors, please contact the treasurer, Prof. G. Vermeir at [Gernt.Vermeir@bwk.kuleuven.ac.be](mailto:Gernt.Vermeir@bwk.kuleuven.ac.be)

## 2002 Financial Report

<b>I-INCE FINANCIAL REPORT 2002</b>		<b>EURO</b>	
<b>Revenues 2002</b>		<b>Credit balance 2002</b>	
Transfer of credit balance 2001-12-31	86921,37		
Dues sustaining, institutional and sustaining members (with various transfer costs)	14946,14	Revenues-Expenses	92104,21
Interests on deposits 2002	2261,76		
<b>Total revenues</b>	<b>104129,27</b>		
<b>Expenses 2002</b>		<b>State of accounts on 2002-12-31</b>	
Support of I.INCE for Noise News International	7513,80		
Costs treasurer	185,00	Current 431 0072711-28	2313,07
Travel Expenses Support to President (Brazil and Dearborn)	390,00	Deposit 431 0072719 36	30205,31
Costs Secretariat Perdue Univ.	3936,26	Deposit 431 0072710 27	59585,83
<b>Total expenses</b>	<b>12025,06</b>	<b>TOTAL</b>	<b>92104,21</b>
(signed)		(signed)	
prepared by Prof. G. Vermeir, treasurer, on 2003-08-01		audited by Prof. A. Cops on 2003-09-01	
<p>International INCE Financial Report for 2002.</p> <p>The 2002 financial report for International INCE has been released with the following statement by the auditor.</p> <p>We have examined the consolidated balance of the International Institute of Noise Control Engineering for the period of 2002 and the related statements of operation and retained earnings and changes in financial position for the year then ended. Our examination was made in accordance with the generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances. In our opinion, the aforementioned statements present fairly the financial position of the International Institute of Noise Control Engineering, and the results of its operations and changes in its financial position for the year then ended, in conformity with the general accepted accounting principles applied on a consistent basis.</p> <p>Leuven-Heverlee, 2003 September 01,</p> <p>(signed)</p> <p>Prof. André Cops</p>			

### Attachment 4 2003 Budget

I-INCE BUDGET FOR 2003				EURO
<b>Credit balance 2002-12-31</b>				<b>92104,21</b>
Expected membership fees				
Income Jeju INTER.NOISE 2003				x
small	17	200,00		3400,00
medium	15	400,00		6000,00
large	8	600,00		4800,00
Sustaining membership	6	500,00		3000,00
Institutional membership	9	70,00		630,00
Estimated bank account interest		2000,00		2000,00
<b>Total estimated income</b>				<b>19830,00</b>
<b>Expenses</b>				
Support NNI Jeju INTER.NOISE 2003				x
IINCE contribution to publication and distribution of NNI				15027,60
cost treasurership (secretariat, mailing)				300,00
different costs TSG's (G. Daigle)				500,00
special costs President				1000,00
travel support				6000,00
maintenance website				1000,00
contribution cost secretariat Perdue Univ.				500,00
<b>Total estimated expenses</b>				<b>24327,60</b>
<b>Estimated Credit Balance 2003-12-31</b>				<b>87606,61</b>

### Attachment 5 2004 Preliminary Budget

PRELIMINARY BUDGET 2004				EURO
<b>Estimated Credit balance 2003-12-31</b>				<b>87606,61</b>
Expected membership fees				
Income Prague INTER NOISE 2004				x
small	17	225,00		3825,00
medium	15	450,00		6750,00
large	8	675,00		5400,00
Sustaining membership	8	500,00		4000,00
Institutional membership	9	70,00		630,00
Estimated bank account interest		2000,00		2000,00
<b>Total estimated income</b>				<b>22605,00</b>
<b>Expenses</b>				
Support NNI Prague INTER.NOISE 2004				x
IINCE contribution to publication and distribution of NNI				9000,00
cost treasurership (secretariat, mailing)				500,00
different costs TSG's (G. Daigle)				1000,00
special costs President				1000,00
travel support				6500,00
maintenance website				1000,00
contribution cost secretariat Perdue Univ.				1500,00
<b>Total estimated expenses</b>				<b>20500,00</b>
<b>Estimated credit balance on 2004-12-31</b>				<b>89711,61</b>



**Attachment 6**  
**I-INCE Officers and Directors (2004.01.01)**

<b>Office:</b>	<b>Office holder:</b>	<b>Term (yrs.):</b>	<b>Ending:</b>
President	Hideki Tachibana	4	2007.12.31
President-Elect	Gilles Daigle	4	2007.12.31
Immediate Past President	Tor Kihlman	4	2007.12.31
Secretary General	Robert Bernhard	4	2004.12.31
Treasurer	Gerrit Vermeir	4	2004.12.31
VP Asia-Pacific	Masaru Koyasu	3	2005.12.31
VP Europe Africa	Bernard Berry	3	2005.12.31
VP Pan-America	Paul Donavan	3	2006.12.31
VP Publications & E-in-C	George Maling	1	2004.12.31
VP Development	Gilles Daigle	3	2005.12.31
VP Technical Activities	Alan Marsh	3	2005.12.31
VP Global Noise Policy	Bill Lang	3	2006.12.31
Director representing I N 98	Harold Marshall	6	2004.12.31
Director representing I-N 99	Joseph Cuschieri	6	2005.12.31
Director representing I-N 00	Michel Vallet	6	2006.12.31
Director representing I-N 01	Tjeert ten Wolde	6	2007.12.31
Director representing I-N 02	Raj Singh	6	2008.12.31
Director representing I-N 98	Hee Joon Eun	6	2009.12.31
Distinguished Board Member	Per Bruel	1	2004.12.31

2003.10.03

**Attachment 7**  
**TSG #6**

**Proposal to authorize the formation of TSG 6, Status as of 2003 August**

Since the meeting of the I-INCE Board of Directors in 2002 August, with the assistance of Secretary-General, Robert Bernhard, approximately 18 of the I-INCE Member Societies agreed to nominate an expert to participate in the work of the proposed Technical Study Group 6 (TSG 6) according to the scope revised 2002 August and under the leadership of Larry Finegold.

Under the assumption that the I-INCE General Assembly would approve the formation of the TSG during their meeting on Jeju Island in 2003 August, the proposed Convener issued a call for a meeting of the TSG during INTER-NOISE 03. A meeting notice was sent by the Convener to the designees of the Member Societies and to certain additional individuals selected by the Convener to serve as consultants to the TSG.

The I-INCE Board of Directors should take note of the actions that have occurred relative to the proposed TSG 6. The Board then should adopt a resolution recommending to the General Assembly that TSG 6 be formed with L.S. Finegold as Convener and with the scope of work as revised in 2002 August. The resolution should be recorded in the Minutes of the 2003 August meeting of the I-INCE Board of Directors, with thanks to Robert Bernhard for his help.

Alan Marsh  
Vice President-Technical Activities

## **Attachment 8**

### **TSG progress**

#### **Progress since 2002 August for I-INCE Technical Study Groups**

##### **TSG 1, Noise of Recreational Activities in Outdoor Areas, Phillip Dickinson, Convener**

The Convener prepared a single-author manuscript for an invited paper for INTER-NOISE 03. The manuscript summarized the activities and information gathered by the TSG. The manuscript may not be included in the Program because the author could not attend the Congress and did not pay the registration fee. This manuscript should be useful as the basis for a draft of the report from TSG 1 with its findings and recommendations.

##### **TSG 2, Noise Labels for Consumer and Industrial Products, Bernard Berry, Convener**

I have no information concerning the activities of TSG 2 since 2002 August.

##### **TSG 3, Assessment of the Effectiveness of Noise Policies and Regulations, Hideki Tachibana and William Lang, Co-Conveners**

TSG 3 has made considerable progress since the meeting during INTER-NOISE 02 in Dearborn. For the consideration and discussion on global noise policy in I-INCE, it is necessary to assemble and catalogue the legislation in each country as basic data. TSG#3 has carried out questionnaire surveys and a final report has been drafted. The content of this report is inadequate at present and will be supplemented by future work. It has been realized that there are major differences in the legislative policies (characteristics of noise regulation/guidelines/standards etc.), noise indicators, noise assessment/measurement method around the world. In European countries, unification of the assessment method for environmental noises is now proceeding under the EU Directive. This problem is very important and has to be discussed internationally. When considering noise assessment method and indicators, not only monitoring (measurement) of existing noise situations but also prediction (impact assessment) of future noise situations has to be taken into account. On this point, the noise prediction/calculation methods used in each country should be surveyed internationally.

##### **TSG 4, Noise and Reverberation Control for Schoolrooms, Zerhan Karabiber and Michel Vallet, Co-Conveners**

TSG 4 met during INTER-NOISE 02 in Dearborn, Michigan where the member's assignments to provide data on sound levels in classrooms and policies on permissible noise levels were reviewed. Since then, the Conveners have encouraged the members to complete their assignments and submit information. The Co-Conveners produced and submitted a manuscript for an invited paper for INTER-NOISE 03 summarizing the work of TSG 4. Because neither Co-Convener could attend INTER-NOISE 03, no registration fee was paid and the paper may not be included in the Program. A request to waive the fee was made, but may not have been honored.



TSG 5, Noise as a Global Policy Issue, Tjeert ten Wolde and William Lang, Co-Conveners

In the year since INTER-NOISE 02, the Conveners, with inputs from the members of the TSG, have labored to produce drafts of the planned 4-part report from TSG 5. Drafts of the parts will be reviewed at a meeting of the TSG to be held during INTER-NOISE 03.

No meeting of TSG 1, TSG 2, and TSG 4 will occur during INTER-NOISE 03.

Meetings of TSG 3, TSG 5, and TSG 6 were scheduled to occur during INTER-NOISE 03.

Alan Marsh  
Vice President-Technical Activities  
2003 August 18

**Attachment 9**  
**TSG Publication report**

**Potential Publication Schedule for I-INCE reports from Technical Study Groups**

From correspondence with the Convener of TSG 1 on noise in recreational areas, I understand that no additional information is expected from the Members of the TSG. Hence, the paper prepared by the Convener for presentation at INTER-NOISE 03 (which may not be included in the Program because the Convener was not able to attend the Congress and did not pay the registration fee) will serve as the basis for the draft of the final report. With that background, it is possible, with encouragement, that an I-INCE report from TSG 1 could be ready for review in 2004 and publication in 2005.

I have no information from TSG 2 or TSG 3 to use as the basis for estimating a date for publication of an I-INCE report of the result of the work performed by these two Technical Study Groups. Hideki Tachibana may be able to estimate a date when a complete draft of the report from TSG 3 will be ready for review by the I-INCE Board of Directors.

For TSG 4 on classroom acoustics, it appears that progress has been slow and that we will be lucky to have a draft ready for review in 2005 with potential publication in 2007, if we agree to such a schedule.

For TSG 5, the Co-Conveners and members of the TSG have worked hard since INTER-NOISE 02 on preparation of drafts of a multi-part report related to noise policies. If the momentum is maintained, publication of an I-INCE report from TSG 5 should occur in 2005, possibly in 2004.

It is too early to be able to estimate a date when a complete draft from TSG 6 might be ready for review by the I-INCE Board of Directors. My guess is that it will not be before some time in 2005 with possible publication in 2007.

Alan Marsh  
Vice President-Technical Activities

## **Attachment 10**

### **REPORT TO I-INCE Board**

**from Bernard Berry , Vice President for European Affairs. August 2003.**

I am really sorry that I am unable to join you in Jeju, but am sure it will be a very successful meeting. Here are a few brief notes on items of relevance.

#### **1. EURONOISE 2003. Naples**

I was unable to attend the Euronoise 2003 conference in Naples in person.

This was organised by the AIA and EAA and held from 19 to 21 May 2003 at the University of Napoli Federico II Campus. The XXX Congress of the Acoustical Society of Italy was part of the Conference.

By all accounts it was a success. 502 abstracts were accepted, 421 papers were received and published in the CDROM, and 400 were presented. There were around 500 delegates from 29 countries.

The Programme included;

- 4 plenary lectures
- 34 structured sessions organized by 35 coordinators
- 7 contributed sessions
- 4 poster sessions
- 20 Exhibitors
- a technical visit at the C.I.R.A. (Italian Aerospace Research Centre)
- 6 parallel meetings

#### **2. INCE/Europe**

Although there had been some activity at the time of the Forum Acusticum in Seville in September 2002, when INCE/Europe representatives, including myself, were involved in what I took to be the inaugural meeting of the EAA Technical Committee on Noise, communications to the members of the Provisional Board of INCE/Europe were characteristically non-existent until just before and just after Euronoise 2003. The following is based on recent communications from Dr Roy Lawrence.

A meeting was held at CETIM in February 2003 between the Directors, President and Company Secretary of INCE/Europe on the one hand and senior representatives of EAA (President, Past President and General Secretary) on the other. This led to several drafts of an Agreement on Collaboration between the two organisations that strongly focused on collaboration in respect of the new Technical Committee on Noise.

The final version of the Agreement, which established the Technical Committee on Noise as a joint venture and also admitted INCE/Europe as a Sustaining Member of EAA, was approved by the EAA Board on Saturday 17 May and by the EAA General Assembly on Sunday 18 May 2003 during EuroNoise 2003 at Naples.

An initial meeting of the TC on Noise took place on 21 May in Naples to explain and discuss steps which will lead to the official implementation/ foundation of the TC-Noise during the joint SFA/DAGA '04 meeting in Strasbourg, March 22 - 24, 2004.

A Preliminary Committee/Implementation Council was set up to create the preconditions for a founding session of TC Noise in Strasbourg in close correspondence with the Board of the EAA. This committee so far consists of the following members:

Luigi Maffei (Italy)  
Joachim Scheuren (Germany)  
Brigitte Schulte-Fortkamp (Germany)  
Jean Tourret (France)

The achievement of membership of I-INCE was seen as "allowing INCE/Europe to move forward with its own set of activities, plus those that involve the EAA-INCE/Europe TC on Noise, without difficulties from European acoustical societies. The TC on Noise will be responsible for the conduct of future EuroNoise Congresses."

INCE/Europe has supported, through personal involvement and publicity, events such as the CETIM conference on Materials and Methods for Noise and Vibration Control, the Glass in Acoustics meeting at the Hague, the Low Frequency Noise meeting at York and the up-coming Fan Noise Meeting at CETIM in September.

The issue of individual membership of INCE/Europe was simplified some time ago; it was decided that proceeding with elected Grades of Membership was inappropriate for the foreseeable future, and that instead membership in the Grade of Affiliate Without Fee would be offered. This is open to anyone interested in noise control engineering and anyone signing up to be a member gives permission for emails relevant to the activities of INCE/Europe to be sent to them.

Bernard Berry  
VP European  
August 17 2003.



## **Attachment 11**

### **Congress Evaluation Report for INTER-NOISE 02**

**(Final, 2002-10-24)**

#### **Introduction**

The INTER-NOISE 2002 Congress was held at the Hyatt Regency Hotel in Dearborn, Michigan, USA from 2002 August 18 to 21.

#### **General comments**

INTER-NOISE 02 was a well-run and highly successful Congress with an exemplary technical program, an outstanding exposition, and excellent social functions. There were problems for the accompanying persons and with the hotel.

#### **Communications with participants and authors before the Congress**

In general, communications between the Congress Secretariat and authors and participants was excellent. Initial communications were by means of announcements in *Noise/News International*. Later communications were by means of e-mail messages from the Secretariat and by the I-INCE website.

Some participants failed to receive a confirmation from the Hyatt Regency for their reservation for a sleeping room. Some participants failed to receive a confirmation from the Congress Secretariat for their advance registration requests and payments. Some participants had to telephone or send facsimile messages to obtain the confirmations before leaving home. Especially in the US hotels need to be made aware that reservation confirmation should be sent to delegates making reservations by FAX or by POST.

#### **Technical Program**

##### **Content**

The principal content of the technical program was excellent and was focused on the transportation noise theme of the Congress.

##### **Organization**

The organization of the Congress and the schedule of technical sessions met all expectations, except for one minor aspect: single topics (for example community noise) were sometimes presented in parallel sessions while, at other moments, no sessions were given on that subject.

##### **Recommendation**

In future congresses parallel sessions on the same topic should be avoided.

##### **Exposition**

Great job by the exposition manager Richard Peppin. The booths were well spaced and not crammed and the serving of coffee and refreshments towards the back of the exposition hall is good practice. In spite of the somewhat remote location the attendance was good and exhibitors were very satisfied.

##### **Projectors**

All technical-session rooms were equipped with an overhead transparency projector and a PC projector for display of the output of a laptop personal computer. For the latter display, each room had a PC attached to a switch box. A cable was also attached to the switch box. In position A, the signal from the standard PC was displayed. The cable permitted the option for a presenter to bring his/her own PC for displaying the presentation by selecting switch position B.

For the most part, the provision of the PC display option worked well, especially for presentations that were loaded into the standard PC instead of from a presenter's PC.

Many of the PC projectors had low resolution, by current standards. In certain instances, details of a slide were lost because of the low resolution.

Furthermore, the PC projectors were of the type designed for small conference rooms and were not suitable for use in the large room required for the plenary sessions. Moving the PC projector close to the screen resulted in projection of a small image that was hard to read for most of the audience.

A concern about providing the PC display projectors was the cost. It was understood that a PC video display projector costs approximately 500 USD per day, when generally obtained through the audio-visual department of a hotel. For ten parallel sessions, the cost for a three-day rental would be approximately 15,000 USD. For INTER-NOISE 02, the Organizing Committee was able to negotiate a volume discount for rental of 11 personal computers, 11 PC video projectors, and 11 A-B switch boxes and cables for a total cost of approximately 9000 USD for the duration of the Congress, plus the preceding INCE Seminar, plus the following Sound Quality Symposium, and including an additional PC for use by the Congress Secretariat.

### **Recommendation**

The increasing popularity of PC projectors for displaying the visuals to supplement a technical presentation should be recognized by organizers of future INTER-NOISE Congresses. The rental cost should be examined carefully in planning the Congress and multiple quotes obtained before committing with the hotel AV department. It is however important to emphasize to authors that a backup overhead transparencies presentation should be brought to the meeting just in case of minor technical problems. The PC projectors should have high (VGA) resolution and are of meeting-room quality. For the plenary sessions, the PC projector should be placed toward the middle of the room to achieve a large screen projection while maintaining enough intensity in the projected image.

### **Microphones**

Although not all presenters will wear or need a microphone, there were several presentations where it was hard to hear the words of the presenter except in the first few rows of seats.

### **Recommendation**

Provide a lavalier or lapel microphone for the presenter to use in every technical session room and for the plenary sessions. The microphone should use the hotel's built-in public-address system without the need to rent amplifiers and loudspeakers.

### **Proceedings of the Congress**

The Proceedings of the Congress that were provided on a CD were excellent.

### **e-mail room**

The room that was open 24-hours a day with six PC computers that could be used to access the Internet and thus to send and receive e-mail messages was a great success. For future Congresses, it would be desirable to provide, if practical, ports into which a delegate could plug a laptop computer for access to the network connection without tying up one of the dedicated computers. The 24 hour access is a great idea to eliminate waiting time.

### **The Hotel**

There were several problems with the hotel.

The first problem was one that is all too common in hotels that provide facilities for meetings. It is particularly ironic that this problem was present in a hotel selected for a Congress on noise control engineering. Acoustical conditions for good speech communication were at best marginal in some breakout rooms and were a serious impediment to the presentation and understanding of a presenter's work in other breakout rooms.

In many breakout rooms, the A-weighted sound level of the background noise from the air-conditioning system was estimated to exceed the unacceptable value of 50 dB.

In addition, the noise isolation provided by the pullout "air walls" used to make the breakout rooms from a larger room (e.g., the Regency Ballroom) ranged from moderate to only fair. The result was sound (presenter's voices and applause) in a breakout room intruded and distracted the presentations in adjacent breakout rooms.

## **Recommendations**

Modify the I-INCE Guidelines for INTER-NOISE Congresses to require that a critically important criterion for the selection of a hotel or other venue for an INTER-NOISE Congress be that the A-weighted sound level of the background noise from the air-conditioning system not exceed 50 dB at the time of hotel selection in the rooms (large and breakout) to be used for technical sessions. Also require that amplified sound from a lecturer in a breakout room shall be sufficiently reduced by the pullout “air walls” that it is barely audible in adjacent breakout rooms at the time of hotel selection. A representative of the Congress Organizing Committee shall be responsible for conducting sufficient, but simple, tests to certify that a proposed hotel or other venue satisfies these two criteria. Evidence that these criteria have been considered shall accompany the detailed proposal submitted to the Congress Selection Committee.

The second problem was specific to the Hyatt Regency hotel although can happen in similar venues. With an early start of 07.45 or 08.00 for a plenary session, it is essential to have adequate restaurant capacity and service quality to enable delegates to get a quick, nourishing breakfast at a reasonable cost. A cost of 11 to 15 USD for a continental breakfast seemed to many to be excessive considering the rather poor quality of the service, even for the buffets. A line of 40 persons waiting to be seated for breakfast is simply unacceptable.

There was no alternative location in the Hyatt for breakfast unless one ate junk food at the ground-floor coffee bar, where there often was a substantial line as well. There were no nearby restaurants within a reasonable and safe walking distance as there often is when the venue for the Congress is in other locations.

## **Recommendations**

Modify the I-INCE Guidelines to require the Organizing Committee to obtain written assurance that the hotel, as a condition of selection, will have the capability to serve several hundred healthy, high-quality, moderate-cost breakfasts in the 90-minute period before the scheduled start of the morning plenary sessions. The organizing committee needs to ensure that the hotel has the facilities to offer a reasonable meal in reasonable time especially if the hotel restaurants are the only choice available as was the case in Dearborn.

The third problem was related to the second and concerns the lunches. The delegates were expected to eat lunch in one of the hotel’s restaurants or in a restaurant in the vicinity of the hotel. Lunch lines were long, lunch service was rather poor, and the cost of lunch ranged from 12 to 20 USD, which is representative of current hotel costs.

## **Recommendations**

Modify the I-INCE Guidelines to include a recommendation that, whenever practical, the Organizing Committee shall arrange to provide buffet lunches for all registered delegates. When feasible, choose the location for serving and eating these lunches to be near the exposition area. Consider including the cost of three buffet lunches in the registration fee -- including food, a beverage, and service charge. Lunch tickets should be included in the registration package.

The fourth problem was not so much a problem with the Hyatt Regency hotel as it was with the false impression that delegates had of the cost of a sleeping room. The registration material stated, correctly, that the charge for a room was 125 USD per night, single or double. However, upon checkout, it was learned that the actual cost included a daily charge of 6.25 USD for a “Convention Facilities” tax, plus a 2.50 USD charge for a “Convention Bureau” tax, plus a Michigan state use tax of 7.50 USD, plus a County tax of 1.25 USD. Thus, the total daily charge for a sleeping room was 142.50 USD or 14 % more than the expected rate of 125 USD.

The 17.50 USD increment in the daily charge for a sleeping room led to “sticker shock” upon checkout for many delegates. The amount of these daily incremental charges for taxes should have been known to the Organizing Committee and should have been made known to the delegates as part of the promotional material for the Congress. Even better, the Organizing Committee should have negotiated the total daily cost of a sleeping room to 125 USD, including all taxes.

## **Recommendation**

Modify the I-INCE Guidelines to require the registration material to state the expected amount of the separate incremental charges for taxes and other fees on the daily cost of a sleeping room, unless the incremental charges are included in the cost that is announced in the promotional material for an INTER-NOISE Congress.



The fifth problem with the hotel was with the setting and control of the temperature and humidity of the conditioned air in the rooms used for technical sessions. In many rooms, the temperature was set much too cold. The hotel's air-conditioning system removed most of the moisture from the humid outside air in the process of reducing the temperature.

The combination of too-cold and too-dry air in the technical-session rooms led to respiratory illnesses for several delegates as well as discomfort for many. Coupled with an unacceptable noise level, the hotel's air-conditioning system was generally unsatisfactory, a fact that should have been known in advance to the Organizing Committee and should have been a consideration in negotiating the hotel's charges for use of the meeting rooms and the sleeping rooms.

### **Recommendation**

The Organizing Committee should be required to have a contractual understanding with the hotel or the operator of the meeting place about the means by which comfortable temperatures will be maintained in the rooms used for technical sessions.

### **Badges**

Badges for registered delegates and accompanying persons were well designed with the names in large and easily read type font. The standard provision of a neck lanyard instead of clips or pins to hold the badges should be encouraged for future Congresses.

Badges for accompanying persons had an extra stripe with the word "SPOUSE" adhered to the bottom of their badge. This additional stripe was unnecessary and offensive; it should not have been used. The name of the accompanying person would have been sufficient. If some identification is required of accompanying persons, then possibly a different colored badge is used.

### **Recommendations**

Modify the I-INCE Guidelines for INTER-NOISE Congresses to indicate a preference for use of neck lanyards to hold the badges. Require that a badge for an accompanying person only show the name of the person with no indication of any status.

### **Accompanying persons**

Normally, INTER-NOISE Congresses are held in places that have natural or tourist attractions of particular interest to accompanying persons. Dearborn, Michigan, near the center of the automotive industry in the USA, was a good choice for a Congress themed around transportation noise, but it lacked a significant number of additional attractions.

Although the Organizing Committee tried to provide a program of events for accompanying persons by contracting with a local tour operator, the program that was offered apparently was not sufficiently attractive to ensure that the cost of the program would be covered by the deadline imposed by the tour operator. As a result, all tours had to be canceled.

No contingency provision had been made in the Congress budget for the possibility that all tours would be cancelled because of insufficient advance registration. Hence, there had to be a last-minute Sunday-afternoon scramble to provide a small room near the hotel lobby where the accompanying persons could gather to plan an activity on the following Monday morning. Some confusion appeared to arise from reluctance to pay the hotel for the unanticipated additional cost associated with the use of another room and the coffee and tea.

A minimum effort was made to make all accompanying persons aware of the availability and location of the hospitality room for Tuesday and Wednesday mornings.

Advance registration for the Congress required payment of 30 USD for each accompanying person. The 30 USD charge was reasonable considering the likely hotel cost for providing the bartenders, two beverage drinks, and finger food at the receptions on Sunday and Monday. A small increment to this charge would have covered a portion of the contingency expense for provision of a small hospitality room with morning coffee and tea.



## **Recommendations**

Modify the I-INCE Guidelines to require that the proposed income and expense budgets for an INTER-NOISE Congress include a contingency expense item for a hospitality room with morning coffee and tea for accompanying persons. Require the contract for the Congress hotel or meeting location to guarantee that the hospitality room is provided as part of the congress room requirements. Require the Organizing Committee to set the registration fee for accompanying persons to an amount that is 15 % to 20 % greater than the amount needed to cover the cost of providing finger food and two beverages per accompanying person at the planned receptions. The need for the hospitality room should not be contingent on the availability of the tours. If the tours planned for the accompanying persons are cancelled after an advance-registration cut-off date prior to the start of the Congress, then the packages delivered to the delegates at the time of registration shall contain a bulletin announcing the location and availability of the hospitality room for accompanying persons.

## **Opening and Closing Ceremonies**

The opening and closing ceremonies were well organized and accomplished the objectives with dispatch.

When INTER-NOISE Congresses are held in countries other than the USA, the opening ceremony often includes a musical interlude or other event to highlight the culture of the host Member Society. For this INTER-NOISE 02 Congress, the opening ceremony, on Monday morning before the start of the technical sessions, followed tradition and was conducted in a business-like manner, sticking to the published schedule. The speeches were brief and to the point.

## **Recommendation**

Modify the I-INCE Guidelines to indicate the desirability of including a cultural event as part of the opening ceremony and include the cost of the event in the proposed expense budget for an INTER-NOISE Congress, if the cost is considered reasonable to the Organizing Committee. Also, require the opening ceremony to be scheduled for the afternoon of the day preceding the first day of technical sessions.

## **Congress banquet and Grand Reception**

The Congress banquet on Tuesday evening was held at the Henry Ford Museum. The food was served buffet style and was OK. The exhibition of items in the museum was awesome.

## **Chairperson's dinner**

The Sunday evening dinner for the Chairs of the technical sessions was well organized and provided a good start to the Congress. The speeches were to the point and informative. The only missing part was a run-through where the names of the session chairs were read out so that the Chairpersons could stand and recognize one another.

## **STATISTICAL OVERVIEW OF INTER-NOISE 2002 (provided by the Congress President)**

City:	Dearborn, MI, USA
Dates:	2002 August 19-21, Monday - Wednesday,
Location:	The Hyatt Regency Dearborn, Dearborn, MI, USA
Theme:	"Transportation Noise"
Host organization:	Institute of Noise Control Engineering of the USA and The Ohio State University
Co-hosts:	International Institute of Noise Control Engineering, SAE International, Canadian Acoustical Association and Sound & Vibration Magazine
Congress president:	Rajendra Singh
Technical program:	Ahmet Selamet
Proceedings editor:	Ahmet Selamet, Rajendra Singh, George C. Maling
Disting. Lecturers:	Nicholas Miller, Chris Fuller, Steve Elliot and Dominique Collin
Weather:	Fine summer weather, no rain during congress
Attendance (total):	1,036
Pre-registered:	637

At door:	86
Exhibitor badges:	228
Exposition Only Attendees:	28
Accompanying:	57
Number countries:	32
Abstracts received:	550
Abstracts accepted:	546
MSS received:	402 (including 13 poster papers)
No-show authors:	11
Papers in proceedings:	402
Copies proc. printed:	1,200 (CD-ROM Only)
Pages in proceedings:	CD-ROM Only
Price of proceedings:	Included in the registration fee
Number lecture sessions:	83
Number poster sessions:	1 (with 13 papers)
Total number sessions:	84
Any evening sessions:	No
Committed hotel rooms:	1,367
Rooms actually used:	1,517
Number luncheons:	None
Number dinners:	Two (Sunday dinner for chairs only and Tuesday evening's banquet & tour for ticket holders)
Number receptions:	Two (Opening of Exposition and Closing Ceremony) - both included in registration fee
Number evening tours:	None
Accomp. persons' tours:	None of the pre-arranged tours had enough registrants, however two tours were arranged on site
Technical visits:	None
Exhibition management:	Rich Peppin
Number booths:	57
Registration & hotels:	Hyatt Regency Dearborn
Congress secretariat:	The Ohio State University (with Hild Peersen as the Conference Coordinator)
Registration fees:	450 USD prior to July 15, 490 USD thereafter (discounts offered to corporate clients with 5 or more registrants)..

The Congress Evaluation Committee for IN 2002,  
(H. Marshall, J. Cuschieri, T. ten Wolde)