

GUIDELINES OF THE INTERNATIONAL INSTITUTE
OF NOISE CONTROL ENGINEERING (I-INCE)
For the Organization of INTER-NOISE Congresses
Version: 27 July 2021

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) concerning venues for future INTER-NOISE Congresses.

The typical sequence for the process is below, where 'Y' indicates the year of the congress:

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 and 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 (with expenses paid by the Y-1 team).

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; the 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; the 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. The congress shall open Sunday afternoon and continue 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; along with estimates of costs, including venue, audio-visual, catering, and planning. Appendix 4 provides a budget template.

Registration fee: There shall be three full registration fee levels and one student registration fee. All fees shall include a 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).

I-INCE does not support the concept of reduced/discount registration fees for members of the host society even if this is the common practice for national meetings of that society. However, other means of encouraging attendance by members of the host society may be considered.

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. Applicable from Internoise 2020 this amount is 30 Euros per paid registrant, excluding students and accompanying delegates. This amount is subject to change pending I-INCE board action.

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 opening 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 at least 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/or 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 and vibration 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. The rights to the websites www.internoise20XX.org and www.internoise20XX.com from 2021 to 2031 may have been previously acquired, with details available from the I-INCE webmaster. Appendix 3 provides basic requirements for an Internoise website.

Announcement Distribution: Announcements, calls for papers and reminders should be sent to all the I-INCE member societies for distribution to the individual members, Institutional Members and Sustaining Members as well as the I-INCE Board and the editor of NNI. Email listings from the previous INTER-NOISE congresses may also be used for direct distribution. However, new (2018) privacy requirements in EU countries require permissions be obtained prior to sending congress announcements to EU email addresses. The I-INCE board is considering how to comply with these new regulations and updated guidance will be provided soon. 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 Call for Papers will be available
- The website for the Congress where additional information may be found
- Contact email(s) for further information

This announcement shall be distributed to at least the following along with a request for assistance with distribution:

- The editor for Noise News International (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 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-2 and Y-1

Presentation to the I-INCE Board of Directors At the meeting of the I-INCE Board in years Y-2 and Y-1, the Congress President or a designated representative, shall give an overview of planning for the Congress. The overview in Y-1 should be detailed and 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, using the template provided in Appendix 4).
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. Items 1-4 shall be presented to the Board in year Y-2.

Attendance at the pre-FCTP and FCTP: The pre Future Congress Technical Planning (FCTP) meeting (on Sunday morning 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. The technical chair(s) are advised that Internoise congresses are not 'self-sustaining', i.e., it is not sufficient to simply list sessions online and send out periodic emails to member societies and past congress attendees and expect a large number of submitted abstracts/papers. Frequent interaction with motivated session organisers is critical for a successful conference. Therefore, 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 session organizers should be asked to screen their sessions to ensure suitability of the papers and if necessary suggest more appropriate sessions for inappropriately assigned 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 O-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 O-1.

B4. ACTIONS REQUIRED DURING THE CONGRESS

Presentation to the I-INCE Board of Directors At the meeting of the I-INCE Board held immediately prior to 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 Professional Congress Organizer - 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 at least 10 and nominally 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 the 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 venue. 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 AND I-INCE LOGO

Each INTER-NOISE Congress shall have a unique logo selected by the Organizing Committee. The logo shall be associated with the location of the Congress. The logotype font "Pump" or near equivalent shall be used for the text INTER-NOISE XXXX. The logo shall appear on all correspondence, on the home page of the Internet website for the Congress, on the cover of the program book, on the first page of each manuscript in the Proceedings, on badges, and on all signage for the Congress, including any large signs or banners at the front of the congress venue. 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.

The I-INCE logo shall also appear on the internet website home page, cover of the program book, and on all signage for the Congress.

C5. OPENING, CLOSING, AND CONGRESS SOCIAL

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 and financed by the current INTER-NOISE congress
2. **Congress Social.** Traditionally a congress banquet has been held on Tuesday evenings. Banquet attendees have paid an additional fee to attend the event. It is expected that the banquet should be budget neutral, with the bulk of the costs paid by the attendee fees. In future, it is at the discretion of the organizers whether to hold a banquet (with additional banquet fees), or instead an open social event with modest food and beverages (without additional fees). The proposed social, along with its budgeting and impact on congress registration fees, should be presented to the I-INCE board in Y-1 for approval.
3. **Closing.** This is the last major event of the Congress and normally follows the last distinguished lecture/plenary talk on Wednesday afternoon and 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

General Scheduling Guidance – Sessions should be scheduled in blocks of 20 minute presentations subdivided by coffee and lunch breaks. Note that the number of presentations in different technical sessions can vary considerably. In some cases, a session must be split into multiple blocks. No more than 7 presentations may be scheduled contiguously. Important: when a session is completed, it must be followed by an empty 20 minute time slot to allow the chairs of the subsequent session sufficient time to prepare the room and A/V system. On some mornings or afternoons, plenary talks may be held in lieu of technical sessions. In many cases, parallel sessions will not have the same number of presentations. It is therefore acceptable (and encouraged), to schedule staggered coffee breaks between rooms so that the empty 20 minute slot before the next session is also the coffee break for that room.

Directions 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 or online cloud-based repository 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 the General Assembly meeting is held 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. Power outlets for laptops and free Wi-Fi should be available in the meeting room.

Coffee/tea/water should be available throughout the meeting from 8.30 and some refreshments mid morning. All members of the Conference Selection Committee should be invited to the lunch with the Board.

Informal pre-Board Meeting – the President may wish to arrange for a small group of 4 to 6 Board members to meet informally on 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 board (and conference selection committee) nearby from 12.00 and coffee midafternoon. Power outlets for laptops and free Wi-Fi should be available in the meeting room. Lunch for the board members and the CSC members should be provided prior to this board meeting. Accompanying delegates of the board and CSC members may be invited to this lunch.

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 may provide a light 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. The cost for this is provided by I-INCE and the arrangements shall be made in consultation with the I-INCE VP Technical Activities. 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 organizers should strive to balance the topic areas across I-INCE subject areas, as well as the regions of the distinguished speakers. 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 manuscript screening will be requested.

C12. ACCEPTANCE OF ABSTRACTS

Abstracts that are clearly irrelevant, inferior, not understandable, or not in a field of noise or vibration 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. Templates for both MS/Word and LaTeX are required.
- Any page limits - more than 12 pages should be discouraged. However, all papers must be at least four pages long.
- The file size upload limits and upload required in PDF format
- The special arrangements for those requesting a formal assessment of their manuscript for approval to participate from their home institution. Note: these assessments are not peer reviews.
- 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 presentation 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 co-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
- Guidance in the event of a no-show for a presentation, the session chairs may advise of a break for the time slot, or if appropriate initiate a technical discussion with the audience during that time slot. Under no circumstances should the subsequent presentations be moved earlier to fill a no-show's 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 discouraged unless the speaker has given permission)

C16. PROCEEDINGS

Copyright for INTER-NOISE papers resides with the organizing member Society. The organizing Member Society must obtain a copyright transfer agreement from the author with the paper submission. This copyright transfer agreement should give permission to the sponsoring organization (university, agency, company, etc.) that supported the work described in an author's INTER-NOISE 2XXX paper(s) and to the author(s) to host the author's INTER-NOISE 2XXX paper(s) on a publicly accessible publication repository and/or on the author's personal website/publication repository. Such posting should be in the form of the published paper in the congress format and with the congress logo. 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
- Details of 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 shall be added by 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 BOOK, ABSTRACTS, AND PHONE/ONLINE APPLICATION

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

The program book should include:

- Information and welcome letters from the host society and I-INCE
- Lists of committees (main organizers, technical, international advisory, topic/theme and session organizers)

- The schedule for all events (including those on Saturday and Sunday preceding the technical sessions) and technical sessions. A 'program at a glance' with tables of parallel sessions, should be provided in addition to the detailed sessions listings.
- Social and accompanying person events
- Short course schedule
- Poster session schedule/location
- Abstracts, photos, and short biographies for all plenary and keynote speakers
- Session titles and chair names and affiliations
- Paper titles, author names, and author affiliations
- Exhibition map, list of exhibitors, and exhibition hours
- Venue maps and floor plans, highlighting room names/numbers, and presentation upload room
- Emergency information
- An index of authors and technical chairs

The phone/online application should allow scheduling of all events, including those on Saturday and Sunday. Technical sessions (oral and poster) should list each paper, including the name of the lead author and include links to abstracts. Keynote/plenary talks should be listed separately. The application should also include a listing of all delegates and their affiliations. Finally, all exhibitors should be listed along with their contact information.

Example of BIBLIOGRAPHIC INFORMATION to be included in Proceedings

Title	Proceedings of XXXX International Congress on Noise Control Engineering
Short Title	INTER-NOISE 2XXX
Conference Dates	XXXXX
Conference Location	City, Country
Publication date	XXXX
Format	USB memory stick/online and two printed books
ISSN	0105-175x
ISBN Program Book	XXXXXX
ISBN Abstract Book	XXXXX
ISBN USB Stick/Online	XXXXX
Editors	insert names
Copyright	© 2XXX The XXXX Acoustical Society, postal address for host society

The INTER-NOISE 2XXX organizing Member Society grants permission to the sponsoring organization (university, agency, company, etc.) that supported the work described in an author's INTER-NOISE 2XXX paper(s) and to the author(s) to host the author's INTER-NOISE 2XXX paper(s) on a publicly accessible publication repository and/or on the author's personal website/publication repository. Such posting should be in the form of the published paper in the congress format and with the congress logo.

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 with the intent to have maximum exposure for those presenting posters.

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 vibration, acoustics, and noise control related 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 before or 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.

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 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 O-3 months of the INTER-NOISE Congress.

C25. PROFESSIONAL CONGRESS ORGANISERS (PCO)

Experience with PCO's suggest they must be chosen carefully 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. The 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-

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. The President should be contacted regarding needs for Thursday night accommodation in relation to a pre-board meeting on Friday. 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 latter is preferable as long as it allows access for the President plus up to three guests.

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 restaurants within I-INCE provided budgets (by the I-INCE treasurer) are provided by the congress organisers. 20-30 participants typically attend the Wednesday dinner. Preference is for the suggested restaurants to be within a short walking distance of the congress venue. If held further away appropriate transport to and from the venues should be discussed with the I-INCE President.

C27. ACCOMPANYING PERSONS

The fee for Accompanying Persons should include access to all included social activities in the program plus at least two special events. One event early in the congress could be a breakfast or similar gathering for the accompanying delegates to meet. This can be the opportunity to offer a selection of tours of the host city and select venues. At least one tour should be offered at no extra cost to the accompanying delegates.

C28. 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.

Friday	
1500-1700	Informal pre-board meeting – called by President
Saturday	
0830 – 1200	Congress Selection Committee
12.00 – 13.00	Lunch for I-INCE Board and Congress Selection Committee
1300 – 1900	I-INCE Board of Directors Meeting
1930 - 2100	Board Dinner
Sunday	
0730 – 1000	TPP meeting - Breakfast provided – by invitation only
1000 – 1200	Technical Study Groups or Other I-INCE Meetings
1300 – 1545	General Assembly
1600 – 1800	Opening Ceremony and Plenary
1830 – 1930	Opening Reception (Congress Member Society is host)
2000 - 2130	Session Chairs' Dinner (by invitation)
Monday	
0800 – 1200	Plenary (if held) and Technical Sessions
1300 – 1800	Technical Sessions
1500 - 1800	Young Professional's Workshop and post-workshop social*
1900 -	Optional social event
Tuesday	
0800 – 1200	Plenary (if held) and Technical Sessions
1300 – 1800	Technical Sessions
1900 - 2230	Congress Banquet
Wednesday	
0800 – 1200	Plenary (if held) and Technical Sessions
1300 – 1600	Technical Sessions (including Future Congress Technical Planners)
1600 – 1700	Closing Ceremony
1700 – 1800	Closing Reception (next Congress Member Society is host)
1800 – 2000	Board of Directors (2 nd Board meeting)
2000 – 2130	Board Dinner

* 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 XXXXXXXX. 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 be 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 XXXX 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 INTER-NOISE 2XXX organizing Member Society agrees to grant permission to the sponsoring organization (university, agency, company, etc.) that supported the work described in an author's INTER-NOISE 2XXX paper(s) and to the author(s) to host the author's INTER-NOISE 2XXX paper(s) on a publicly accessible research repository and/or on the author's personal website/paper repository. Such posting should be in the form of the published paper in the congress format and with the congress logo. The INTER-NOISE 2XXX organizing Member Society agrees to advise the author of these permissions and to obtain a copyright transfer agreement from the author with the paper submission. 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.

8. I-INCE will provide a congress website template with a look and feel that is consistent with past INTER-NOISE congresses. Along with the basic template, systems for abstract/paper submission and management, registration and payment, and personal scheduling will be made available. You are strongly encouraged to use as much of these features as possible in your site to reduce preparation costs and time, and subsequently registration fees. You will pay I-INCE 3,000 Euros for this template, which includes technical support from the I-INCE web developer to add content specific to INTER-NOISE XXXX.

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:

SECTION E: EFFECTIVE DATE FOR THESE GUIDELINES

On 2021 27 July 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 of major holidays and a careful check should be made to avoid clashes with other major holidays and events.

Christmas/new year:	Dec/Jan
Chinese New Year:	end Jan
Easter (Christian):	around April
Passover (Jewish):	near Easter
EID (end Ramadan):	varies
Shavuot (Jewish):	mid year
Summer Obon holiday (Japan):	mid Aug
Mid autumn festival (China)	Sept
Rosh Hashanah (Jewish):	Sept/Oct
Equinox (Korea):	late Sept
Thanksgiving (US):	late Nov

Also, the International Commission for Acoustics (ICA) calendar of meetings and congresses should be consulted for other possible conflicts with upcoming meetings in vibration and noise control.

APPENDIX 2 Example of summary data to be provided for the report to I-INCE President at the completion of the congress.

General Information				
City and Country:				
Dates:				
Location:				
Host organization:				
Congress President:				
Congress Secretary:				
Technical Program Chair(s):				
Treasurer:				
Exhibition Manager:				
Proceedings Editor:				
Dates				
Website launch:				
Registration availability:				
Early registration deadline:				
Regular registration deadline:				
Registration Fees	Early	Regular	On-Site	
Regular				
Student				
Accompanying				
Lunch included in registration? (Y/N)				
Registrants	Early	Regular	On-Site	
Paid regular:				
Complimentary (unpaid) regular:				
Paid student (including YP or similar):				
Complimentary students (volunteers):				
Accompanying persons:				
Total (sum of all the above)				
Number of countries:				
Number of exhibitor booths and tables:				
Abstracts and Papers	Abstract initial	Abstract final	Paper initial	Paper final
Deadlines				
Number received:				
Total numbers accepted:				
Number of presented papers				
Number of no-show presenters:				
Number of poster papers				
Number of plenary and keynote lectures:				
Maximum number of parallel sessions:				
Number of poster sessions				
Social Events				
Banquet (Y/N), If yes, list number of attendees				
Chair's Dinner (Y/N), if yes list approximate number of attendees				
Approximate number at opening reception				
Approximate number at closing reception				

APPENDIX 3 Website Guidelines.

I-INCE provides a congress website template with a consistent look and feel that must be used as a basis for the official congress website. The template also includes systems for abstract and paper submission and management, registration, payment, personal scheduling, and access to the proceedings. The template works on all electronic platforms, including smart phones (so that no separate 'app' is required). Conference organizers are strongly encouraged to leverage as much of this capability as possible to ensure consistency from year to year and reduce conference preparation costs (and therefore registration fees).

The official congress website must be clearly viewable and usable from all major current web browsers. The home page must indicate the dates and venue of the congress, key deadlines, and any news items. Other pages are at the discretion of the organizers, but must include as a minimum:

- Venue information, including local hotels and any discounts available to congress attendees, and travel guidance
- An authors page with guidelines for abstract and paper submissions
- Registration and abstract/paper submission pages may be hosted separately, but must be easily accessible from the main conference website. Contact information (email addresses and phone numbers) for technical support for registration and/or abstract/paper upload problems must be prominently displayed on the main website, as well as on the separate pages. These email addresses must be monitored constantly, particularly within a few weeks of any deadlines.
- A list of all technical sessions and organizers
- An accompanying persons page with information on meetings and tours, along with conference social events
- A young professionals page with information on the I-INCE young professionals travel program, any paper competitions, low-cost accommodations, and transportation.
- A list of the organizing committee and their contact information, along with the international advisory committee
- An exhibition page listing all exhibitors with links to exhibitor websites
- Shortly before the congress, a page with the full technical and social programs and a link to a PDF of the official printed program shall be provided

Appendix 4 Budget Template

INCOME			
CATEGORY	Number	Item Cost	Total Cost
Registrations			
Early			
Standard			
Late/On-Site			
Student Early			
Student Late/On-Site			
Accompanying Persons			
Banquet			
Fixed			
Exhibition			
Sponsors			
Other			
Total Income			
EXPENDITURE			
CATEGORY			
Variable			
Chairs Dinner			
Lunches (if provided)			
Coffee Breaks			
Welcome function			
Farewell function			
Registration Packets (Stachel, lanyard)			
Proceedings CD + Abstract book			
Banquet			
Accompanying Persons (e.g. buses and tours)			
Payment to I-INCE (30 euro equiv per full registrant)			
Fixed			
Venue rental			
Audio/Visual			
Professional Congress Organizer (PCO)			
Support Staff, e.g. Registration Desk			
Bank and Credit Card Services			
Office Expenses, including postage and phone			
Pre-Conference, e.g. Promotion, Venue signage			
Web Site			
I-INCE BoD and CSC Social and Breaks			
Plenary and Keynote speakers			
Exhibition Manager			
Exhibition Rental and Costs			
Travel			
Other			
Total Expenses			
NET = Income-Expenses			

Appendix 5 Revision History

The revision history for the Congress Guidelines was not tracked until the June 15 2019 version. Future revisions will be tracked in the table below.

Date	Revisions
15 June 2019	<p>Added General Scheduling Guidance in section C7 to formalize longstanding Inter-Noise session scheduling best practices</p> <p>Amended Appendix 2 to clarify attendee categories and other information provided by congress organisers after an Inter-Noise</p> <p>Added Appendix 4 which provides a budget spreadsheet</p>
31 July 2020	<p>Added requirement that no more than 7 contiguous presentations be allowed without a break</p> <p>Added recommendation that cloud-based repository for congress presentations be considered</p> <p>Added the requirement to use the I-INCE provided congress website template as much as possible, both to the Sample Letter of Agreement and to Appendix 3. Also required a fee of 3,000 Euros for the website template.</p>
<u>27 July 2021</u>	<p><u>Added language to sections C16, C17, and Item 7 of section D (Sample Letter of Agreement) to grant permission to the sponsoring organization (university, agency, company, etc.) that supported the work described in an author’s INTER-NOISE 2XXX paper(s) and to the author(s) to host the author’s INTER-NOISE 2XXX paper(s) on a publicly accessible research repository and/or on the author's personal website/paper repository.</u></p>