

International Institute of Noise Control Engineering (I-INCE)

**MINUTES OF THE 42nd MEETING OF THE
I-INCE BOARD OF DIRECTORS**

**Saturday, 2016 August 20; 13.00 – 18.15
Shanghai Room, Radisson Blu, Hamburg, Germany**

**Wednesday 2016 August 24, 17.30 – 19.10
Planten un Bloomen Room, Congress Center Hamburg, Germany**

Board Members Present:

Joachim Scheuren	President (2013 - 2016)
Marion Burgess	President-Elect (2013 - 2016)
Gilles Daigle	Immediate Past President (2013 - 2016)
Paul Donavan	Secretary-General (2016 - 2019)
Douglas Manvell	Treasurer (2016 - 2019)
Dick Botteldooren	Vice President Europe Africa (2016 - 2018)
Ichiro Yamada	Vice President Asia-Pacific (2015 - 2017) INTER-NOISE 2011 (2012 - 2017)
Steve Hambric	Vice President Pan-America (2016 - 2018)
Jorge Patricio	INTER-NOISE 2010 (2011 - 2016)
Werner Talasch	INTER-NOISE 2013 (2014 - 2016)
Norm Broner*	INTER-NOISE 2014 (2015 - 2017)
Yang Hann Kim	INTER-NOISE 2015 (2016 - 2018)
Kohei Yamamoto	Director at Large (2015 - 2017)
Ondrej Jiricek*	Director at Large (2016 - 2017)
Davi Akkerman*	Director at Large (2015 - 2017)
Luigi Maffei	Vice President, Development & Outreach (2016 - 2018)
Raj Singh	Vice President, Technical Activities (2015 - 2017)
David Holger	Vice President, Rules and Governance (2016 - 2018)
Joe Cuschieri	Vice President, Communications and Webmaster (2016 - 2017)
Samir Gerges	Vice President, Membership (2016 - 2018)
Tor Kihlman*	Distinguished Board Member (2016)
Jean-Pierre Clairbois	Ex-Officio (2016)
Robert Bernhard	Ex-Officio (2016)

*Present Sunday only

Board Members Absent:

William Lang	Distinguished Board Member (2016)
George Maling	Distinguished Board Member (2016)

1. **Opening.** President Joachim Scheuren opened the 42nd meeting of the I-INCE Board of Directors at 13.00 on 2016 August 20. The President welcomed Dick Botteldooren (VP Europe/Africa) and Ondrej Jiricek (DiL Europe/Africa) as new members of the board and discussed the new rolls of Board members including the Secretary General, the Treasurer, and the Director for INTER-NOISE 2015.
2. **Approval of the Agenda.** Joachim reviewed the agenda and it was approved with removal of the report of the ad hoc committee on I-INCE finances which had been completed in 2015. The revised agenda is appended as Attachment 1.
3. **Approval of the Consent Agenda.** Joachim explained the concept of the consent agenda and it was accepted with the exception of the report of the I-INCE VP Membership which was not distributed prior to the meeting.
4. **Report of the Secretary-General on the affairs of I-INCE (Donavan)**

The Secretary-General Paul Donavan called for any revisions to the minutes of the 2015 Board meeting. Receiving none, the minutes were accepted as presented. The status of Membership applications was deferred to be discussed by the VP Membership. There have been no membership changes during 2015/16. No further communications have been received from Slovakia. Paul thanked those who provided their reports in a timely manner so that they could be distributed prior to the meeting. Joachim also thanked Bob Bernhard for his involvement in the transition to the new Secretary-General
5. **Report of the Treasurer on financial matters of I-INCE (Manvell)**

The Treasurer Doug Manvell thanked Jean-Pierre Clairbois for his assistance in the transition of the Treasurer's position. Doug reviewed some points from his submitted Treasurer's Report (Attachment 2). Several particular issues for 2016 were raised. He noted that there were still a fair number of outstanding dues to be paid by Member Societies and particularly small Member Societies. Switching from letter to email invoices may have contributed to this. It was discussed that in future, Secretary-General and the VP Membership assist the Treasurer in maintaining contact information with the Member Societies to help with this problem. Doug recommended that the rules regarding delinquent payments be enforced for those Member Societies that are more than one year delinquent. This was generally agreed to with some reservation about losing Member Societies. There was also discussion about Institutional Members and whether it was worthwhile maintaining this class as the 90€ fee was not sufficient to offset the organization cost to pursue delinquent members; however, it was decided to keep this membership type for the time being, and that possibly the VP Membership could pursue more Institutional Members. Doug also noted in the 2016 budget review that the fees due to INCE USA for paper data base for 2016 were waived due to problems associated with access.

Doug then discussed the 2017 budget which is largely based on the 2016 budget. He noted that the 5,000€ seed money for the "International Year of Sound" was included in the 2017 budget, but that it was intended to be paid in 2016. Doug also said that he reduced the budget for the office of the Treasurer and the Secretariat had not been expended in 2016 to date and was reduced according to 2,000€ each for both offices for 2017. Support for NNI

was included although there was some uncertainty in which year this would fall in. The current 2017 Budget shows a small surplus as presented.

The recommendation of the Treasurer was that member dues not be increased for 2017. This was not contested. The issue of increasing the fee to be paid to I-INCE for full registrants at INTER-NOISE was brought up and it was proposed to increase from 20€ to 30€ for more scientific support of I-INCE activities. This was approved by the Board to be effective in 2020. The conference guidelines need to be changed to reflect this change. The revision is to be implemented in the guidelines by Marion Burgess and Steve Hambric.

On Wednesday, Doug reviewed the Final 2017 budget as presented to the General Assembly on 21 August (see Attachment 3) which included the revision from the Saturday meeting. The 2017 budget was approved as presented. Joachim recommended installing an independent auditor for 2016 accounts and identified Gijsjan van Blokland, former Chief Executive Officer of M+P of the Netherlands as a candidate for this position. Gijsjan had agreed to this duty if so appointed by the Board. This was approved with no objection.

At the close of the Treasurer's Report, Joachim thanked Jean-Pierre Clairbois for his involvement in the transition to the new Treasurer and for his ongoing availability for advice.

6. Report on INTER-NOISE 2016

Otto von Estorff with Brigitte Schulte-Fortkamp and Stephan Lippert reported on the INTER-NOISE 2016. There are around 1500 registrations from 62 nations with 812 oral plus 97 posters, 15 parallel sessions, and 2 plenary and 4 keynotes. The special events include 6 short courses, 2 technical visits, a Young Professionals Workshop, the I-INCE symposium Buy Quiet on the day following in Hamburg and 3 satellites in the following days in Berlin with around 150 participants. The majority of participants were from Germany (~327) with others from 25 other countries. The industry exhibition has 56 exhibitors. Lessons: keep rigid deadlines for abstracts and papers and promotions of poster presentations is important, and having one point of organizational contact, The committee was thanked for their efforts in this INTER-NOISE. The presentation material is given in Attachment 4.

After Otto's presentation, the Congress Evaluation Committee (CEC) for INTER-NOISE 2016 was appointed as Yang Hang Kim (Chair), Norm Broner, Werner Talash, and an INTER-NOISE representative. Otto was formally elected as an I-INCE Director for INTER-NOISE 2016 at the Wednesday evening session.

On Wednesday, Otto von Estorff, as the newly elected I-INCE Director for INTER-NOISE 2016, reported that about 1500 registrants will be confirmed once the final tallying is complete. Those from Turkey who had been allowed to attend will have their registration fee refunded. He asked the advice of the Board on the use of the photographs taken by the Congress photographer. It was agreed that it was acceptable to make the photos available from the website. Before any are used in any other media, such as NNI, approval of those identifiable in the image should be sought.

7. Report of the Congress Selection Committee (Burgess)

Marion reported that there were two proposals for INTER-NOISE 2019, one for Madrid (Spanish Acoustical Society) and one for Glasgow (Institute of Acoustics). The CSC recommended accepting the proposal for Madrid by a clear majority. This was approved by the Board. Two dates were proposed by the Spanish Acoustical Society (SEA), 9-12 June 2019 and 1-4 September 2019. There was concern about conflicts with the ICA Congress in Aachen, Germany to be held 8-13 September 2019. After much discussion of whether it was better to have the INTER-NOISE close to the ICA Congress or separated, it was decided to work with SEA to determine which date worked best for them. (Note: the date was later fixed for 9-12 June 2019.)

Marion also reported that there were two informal proposals for INTER-NOISE 2020, one for Fukuoka, Japan organized by INCE/Japan and the Acoustical Society of Japan and one for Seoul, Korea organized by the Korean Society for Noise and Vibration Engineering. The CSC recommended that both be invited to make formal proposals at INTER-NOISE 2017. This was supported by the Board.

Marion reported on the work done by Steve Hambric and herself on revising and consolidating the guidance for future INTER-NOISE Congresses (Attachments 5 and 6). The Guidance document had been circulated to the Board prior to the meeting. Marion summarized the changes that were not contested and also noted the document already needed to be updated to change the fee per full registrant from 20€ to 30€ as approved by the Board under agenda item 5. The primary controversial issue was the current specification of Chair's dinner typically on Sunday night. The proposed revision was to call this a Chair's function which would not necessarily be a dinner. After some discussion, it was decided to maintain the Chair's dinner wording with the recognition that the Congress organizers had the freedom to decide what type of dinner it will be. There was considerable discussion about the wording "optional assessment or review of papers (if requested)" and the connotation that this is a peer review. It was decided to change the "shall" requirement to "may" and drop the words "or review".

Steve Hambric discussed his proposal for a common INTER-NOISE conference management system (Attachment 7). One feature would be developing a common data base of Congress statistics, participants, etc. Steve recommended that a committee be formed to consider what and how much could be made common. Pros and cons and level of communization were discussed by the Board including the potential difficulty of imposing a common management system on conference organizers. Topics discussed included a common App, common website, and/or a common website template. A committee was appointed to consider developing a common website template, followed by a common paper management and registration system. The committee members are Steve Hambric, Raj Singh, Otto von Estorff (or designate), and Joe Cuschieri.

8. Decision on Geographical Region for INTER-NOISE 2021 (Burgess)

Marion stated that the normal rotation would be that informal proposals from the Americas would be invited for INTER-NOISE 2021. It was pointed out that 2021 will be the 50th Congress of the INTER-NOISE series and this should be considered in the plans for that

Congress. It was agreed that the proposals for 2021 would be solicited from the Americas. There was some discussion that changes in the geographical rotation should be considered. Luigi Maffei, VP of Development and Outreach, was directed to prepare a white paper on the rotation system regarding if and how it might be altered for discussion at the next Board meeting.

9. Reports on the INTER-NOISE Congress Series

INTER-NOISE 2017. Tom Ho, the Co-President of INTER-NOISE 2017 reviewed the plans for the Congress in Hong Kong. It will be held at the Hong Kong Convention and Exhibition Centre and it has room for 19 parallel sessions. There are a number of hotels in the area, however, Tom recommends that the Board members consider the Renaissance Harbor View hotel which is attached to the convention center. There are only 200 rooms put aside so Tom recommends booking as soon as it becomes available on the website. Conference rates will be available 2 days before and 2 days after the Congress. Tom's presentation is included as Attachment 8.

INTER-NOISE 2018. Charlie Mortiz, the Co-President of INTER-NOISE 2018 reviewed the plans for the Congress. The congress hotel has changed and it is now at the Marriott Downtown Magnificent Mile. There is space for 15 parallel sessions on 2 floors with the exhibition on an upper level where the coffee breaks will be held. The banquet is planned to cost \$120 per person at a museum with the support from sponsors and a food station concept instead of a traditional sit down dinner.

INTER-NOISE 2015 – The written Report of the 2015 Congress Evaluation Committee was accepted as a consent agenda item (see Attachment 9).

With respect to Congress Evaluation Committee Reports, Joachim raised the concern that the suggestions and proposals made by the reports need to be validated before being incorporated into the Congress Guidelines. It was agreed that Joachim and the Vice Presidents for Development and Outreach and Technical Activities would define a procedure confirming the value of any such suggestions or proposals.

10. Report of the Nominating Committee (Daigle)

Gilles Daigle, Chair of the Nominating Committee, reported on several proposed changes to the officers and director positions (see Attachment 10). These included Marion becoming the I-INCE President in 2017, Joachim Scheuren becoming the Immediate Past President. Bob Bernhard was nominated to become the President-Elect for 2017. Gilles noted that there was a proposed change to the I-INCE Bylaws that would change these offices from a four year term to three years. Otto von Estorff has agreed to be nominated as the Director for INTER-NOISE 2016. For Distinguished Board Members, Bill Lang and Tor Kihlman have agreed to be nominated for another one year term. Gilles was nominated to be a new Distinguished Board Member for 2017. There were no nominations for Ex-Officio Board members. The recommendations of the Nominating Committee were all accepted by the Board.

11. Report of the I-INCE Vice President - Rules and Governance (Holger)

Dave Holger reported on proposed changes to the I-INCE Bylaws that he developed with assistance from Bill Lang and review and comments from Marion Burgess, Gilles Daigle, Paul Donovan, and Raj Singh. Dave noted that many of the changes were not substantive and basically brought the By-Laws into what current practice has become. He reviewed a list of changes that were of more substance (Attachment 11). The highlights of these were:

- The President-Elect is a member of and will chair the I-INCE CSC
- Formal establishment of the duties of the Past President including chairing the Nominating Committee
- Staggering the election of Directors at Large such only one is elected per year
- Adding the requirement that a Director be present at the Board meeting to vote
- The stipulation that President, chair of the CSC, or other presiding officer only vote to break ties and not to create ties
- The terms of the President, President-Elect, and Past President terms are reduced from 4 to 3 years while the Treasurer and Secretary General remain at 4 year terms
- Creating an optional Executive Committee.

Prior to discussion of these changes, Joachim discussed I-INCE Incorporation. He explained the need to have a formal address for I-INCE. As the I-INCE statutes refer to incorporation under Swiss law, the optimum action is that I-INCE should explicitly state in the By Laws that the seat is in Switzerland and that the address of the I-INCE will be the address of the Schweizerische Gesellschaft für Akustik (SGA-SSA) (not a specific address, but whatever the SGA-SSA is address at any time) this avoids the legal address changing with the Secretary General. He strongly recommended that the Bylaws be modified to say that the address of SGA-SSA is the address (also) of I-INCE.

Returning to the other Bylaws, discussion was on the Executive Committee (EC). It was noted that the powers of the EC were limited in the complete Bylaws. It was agreed that the EC shall be limited formally to the President, President-Elect, immediate past president, Secretary General and Treasurer with the option for the President to involve others if needed. It was confirmed that the terms of Directors should be limited to two and that the Secretary General and Treasurer are not limited. It was suggested that all references to Noise News International (NNI) be eliminated from the Bylaws. Joachim called for further discussion and revision of the Bylaws by a smaller committee with the final wording of all changes to be approved by e-mail. The goal is to prepare a set of revised rules to be presented to the I-INCE Member Societies for review and approval by General Assembly in 2017.

Joachim reported further on the discussions with regard to the bank accounts. As a result of discussions with banks in Europe, he emphasized that eventually I-INCE may need a tax number. Under Swiss tax law, it appears that the present financial transactions of I-INCE would not imply any tax liabilities. Joachim will check this more thoroughly. If tax is applicable, the amount would relatively small, probably not exceeding several hundred Euros. The Board explicitly appreciated and supported the effort for clear and unambiguous positioning of the I-INCE legal status and duties.

It was noted that Joachim will no longer be President after January 2017 and would not have the authority to act for I-INCE in following up on these matters with the banks. Developing

a formal resolution to authorize Joachim to act on the behalf was postponed until the proper wording could be drafted for approval by the Board in its Wednesday night meeting.

On Wednesday, Dave presented a revised version of the Bylaws that was given to the General Assembly (see Attachment 12). He also reviewed some new changes that were the result of his working group which met after the General Assembly. These included removing all references to NNI, revising the requirement that Distinguished Board members attend the Board meetings if service was provided to the Institute instead, the possibility of a third term for Vice President in exceptional circumstances, and the changes that reflect the current practices of the Board. These changes were approved. Before the Bylaws are approved by the General Assembly, the address of the Institute needs to be added. Approval of this change will be done by email once it is added.

A formal resolution for Joachim to have power of attorney to act on behalf of the Institute to open a bank account was presented. The resolution stated: “The board confirms its intention to establish a Bank Account in Germany and resolves that Joachim Scheuren continues to have the authority to take all actions necessary to take up and finalize arrangements for establishment of such a Bank Account in Germany”. This resolution was approved unanimously.

During the discussion of the above resolution, a concern about liability was raised by a former Board member. Dave Holger referred to Article 20 of the Bylaws that limits liability of Officers and Directors: “A Director or officer acting in the affairs of the Institute in good faith, and with ordinary diligence and reasonable discretion, has no personal liability for the debts, liabilities, or other obligations of the Institute.”

12. Report of I-INCE Vice President - Technical Activities (Singh)

Raj reviewed the status of activities and issues presented on his attached report (Attachment 13). Raj called for discussion of his listed items: allocating funds for Young Professional (YP) grants for 2017 and 2018, disbanding the Noise Control Technology Committee, and forming a sub-committee to develop a recommendation for I-INCE Symposia and the role and scope of I-INCE Technical Activities. Raj also explained that the YP program has gone to a point where it is too much for the VP Technical Activities.

Raj requested additional funds for the YP grants since the program and number of applicants have grown in recent years. It has been 10,000€ per year supporting at least 15 awards. It was proposed to increase this amount to 13,000€ to support 20 awards of 600€ plus 1,000€ to support the YP Workshop for 2017 and 2018. This motion was approved.

As recommended by Raj, it was agreed to disband the NCTC. Thanks were given to Tor Kihlman and Bill Lang for their efforts in this activity.

The recommendation for creating a new I-INCE VP for YP was discussed. It was noted that this is an issue for the Nominating Committee; however comments were requested from the Board. The comments were favorable to splitting a VP Young Professionals from the VP Technical Activities.

The issues 2017 I-INCE Symposium and future Technical Activities were assigned to the sub-committee as proposed in his report with Singh, Daigle, Patricio, Kim, and Donavan. This sub-committee was to develop recommendations for the Wednesday continuation of the Board meeting.

On Wednesday, Raj reported that the sub-committee met and developed recommendations regarding the 2017 I-INCE Symposium and future I-INCE Technical Activities. For the proposed 2017 Symposium, it was noted that the proposal for Flinova II (Attachment 14) included opportunities to demonstrate the I-INCE involvement including the filming of one lecture which would be made available for posting on the I-INCE website. The main Flinova organization was spending up to \$14,000 USD while the request for I-INCE funding was \$4000 USD. The proposal for the support of Flinova II as the 2017 I-INCE Symposium was moved and approved unanimously.

Raj reported that the subcommittee also proposed a pilot project for the 1,000€ remaining from the 2017 Symposium budget. The pilot project proposal was to have an I-INCE lecture at INTERNOISE 2017 in Hong Kong as an opening or closing plenary. The lecture would be video recorded and made available on the I-INCE website. The Hong Kong organizers have already agreed to give the lecturer a complimentary register. The 1,000€ would be allocated to support this pilot project. The I-INCE lecture proposal was approved by the Board.

Raj reported on other items for future discussion including eliminating the theme for future INTER-NOISE Congresses and that CSC should invite future Congress bidders to the pre FCTP meetings so they would gain some idea of technical program organizing and help them in their final proposals.

13. Report of the I-INCE Vice President –Communications and Webmaster (Cuschieri)

Jim Thompson, Editor of NNI, discussed NNI going to as a web based publication (see Attachment 15). Ultimately, it is intended that it evolves to a blog format. It is recently up and running and appears to be stable. He reviewed the benefits of this format and potential directions for the future. Jim noted that getting input from the Regional Vice Presidents has been limited and that he would like to find ways to improve it.

Joachim reported on a separate meeting on NNI where expanding more international input was discussed. The VP Outreach and Development was charged with acting as a starting point for increasing this input. Joachim also reported that financial support for NNI was assured through 2017, however, it was agreed that more detailed accounting of NNI income and expenses would be made available to I-INCE before the 2016 payment could be made. This payment will be within the amount that was set in the 2016 budget.

Doug Manvell discussed the status of the on-line conference paper database as reported in Attachment 16. He had two items. First was a proposal to maintain the 2016 fees in 2017. This was agreed to by the Board. Second was that this pilot project was defined for three

years and 2017 is the third year. It was proposed that original task force that started the on-line data base assess the results of pilot project and report to the Board at the next meeting and that the annual subscription fee be included in the annual member society fee package. This was also agreed to by the Board.

Joe Cuschieri reported that he and Luigi Maffei met and developed a draft of the duties of the VP Communications and Webmaster and the VP Outreach and Development (Attachment 17). They will be looking for comments on these duties and with a goal to finalizing them at the 2017 Board meeting.

Joe's written report for the I-INCE Webmaster is Attachment 18.

14. Report of I-INCE Vice President – Development & Outreach (Maffei)

The report is given in Attachment 19 and is part of the Consent Agenda. There was no further discussion

15. Report of I-INCE Vice President - Membership (Gerges)

Samir Gerges, Vice President Membership, reported that an application to be observer member had been received from the Acoustical Society of Tunisia. There was a positive reception to this application; however, the application needs to be formally accepted by the General Assembly in 2017. Further, the Society Bylaws need to be translated into English or at least reviewed by a French speaking person. As an interim measure, the Acoustical Society of Tunisia will be included on the member society mailing list. The application information as received is in Attachment 20.

16. Report of I-INCE Vice President – Europe-Africa (Bottledooren)

The report is given in Attachment 21 and is part of the Consent Agenda. Dick asked if there is a template for the Regional VP reports (there is not), however, Joachim will discuss report content with Dick later.

17. Report of I-INCE Vice President – Pan America (Hambric)

The report is given in Attachment 22 and is part of the Consent Agenda. Steve has had difficulty contacting member societies in South America. Some of the Board members offered help in identifying contacts for these member societies. There was no further discussion.

18. Report of I-INCE Vice President – Asia-Pacific (Yamada)

Ichiro Yamada's report is given in Attachment 22.

19. Other Business

Joachim noted that the Nominating Committee needs to be approved by Board. The Bylaws identify the Past President as the Chair of the committee. Traditionally, the Committee also is comprised of the President, the President-Elect, and Secretary-General. This is the proposed membership for 2017. This composition was approved by the Board for 2017.

Report on the history of I-INCE project (Scheuren/Bernhard)

Joachim Scheuren gratefully acknowledged the efforts of Gilles Daigle and Bob Bernhard in this project. Bob reported that the Board minutes are available on the webpage with one exception currently (1986). Bob could not find General Assembly meeting minutes for those occurring before 2000. The records of the officers over the decades have also been extracted and uploaded to the web. Other documents that do not relate to these topics will be returned to storage at Purdue University. Dave Holger brought up the photo history of the INTER-NOISE Congresses that George Maling had created. It was encouraged that this be located and updated. Paul Donovan said he had a copy and would update it and get it posted on the web.

Liaison to ISO TC43

Joachim discussed the item brought earlier about Samir Gerges regarding establishing a formal link between I-INCE and ISO TC43. It was noted that Doug Manvell is the Chair of TC43 and thus may provide this linkage in the short term. If a formal liaison becomes advantageous to I-INCE, this matter shall be reconsidered.

Travel Support

Joachim reported that there was one request for travel support and this was within the limits of the budget and in agreement of the rules. It was agreed to provide the support requested in this application.

Acknowledgement of Directors and Officers

Joachim thanked outgoing Directors and Officers on the behalf of the Board for their service. These include Jorge Patricio and Werner Talasch for their contributions to the Board and chairing of INTER-NOISE 2010 and INTER-NOISE 2013. George Maling's term as Distinguished Board Member is ending in 2016 and his contributions and service was duly noted and appreciated. Jean Pierre Clairbois was thanked for his services as I-INCE Treasurer from 2006 to 2015 and for assistance as an Ex-officio Board Member in 2016 aiding in the transition of the 2016 Treasurer.

Joachim also acknowledged Board Director and Officer transitions including Marion Burgess going from President-Elect to 2017 President, Bob Bernhard going Ex-officio Board Member assisting in the transition of the Secretary-General to President-Elect for 2017, and Gilles Daigle going from Past President to Distinguished Board Member for 2017. These people were all thanked for the service to date and anticipated future contributions. Joachim then discussed his transition from President to Past President. He thanked all those present as well as past Board members for their help in the past four years. Joachim's service was recognized by the Board

20. Close of the Meeting

The Wednesday meeting was adjourned 19:10.

Respectfully submitted,

Paul Donovan
I-INCE Secretary General

Attachments to the Minutes of the 42nd Meeting of the I-INCE Board of Directors

Contents

1. Agenda of the 41st Meeting of the I-INCE Board of Directors
2. Report of the Treasurer
3. Final Budget presented to the I-INCE General Assembly
4. Report on INTER-NOISE 2016
5. Executive summary of the INTER-NOISE Congress Instructions
6. INTER-NOISE Congress Instructions, version 6
7. Proposal for a common INTER-NOISE conference management system
8. Report on INTER-NOISE 2017
9. Report on INTER-NOISE 2018
10. Report of the Nominating Committee
11. Summary of changes to the I-INCE Bylaws and Rules
12. Revised Bylaws as presented to the General Assembly
13. Report of I-INCE Vice President - Technical Activities
14. Proposal for 2017 I-INCE Symposium – Flinova II
15. Report on Noise News International
16. Report on the Conference Data Base
17. Draft duties of VP Communications and Webmaster and the VP Outreach and Development
18. Report of the I-INCE Webmaster
19. Report of I-INCE Vice President – Development & Outreach
20. Report of I-INCE Vice President - Membership
21. Report of I-INCE Vice President – Europe-Africa
22. Report of I-INCE Vice President – Pan America
23. Report of I-INCE Vice President – Asia-Pacific

Attachment 1: Agenda

AGENDA of the 2016 I-INCE Board of Directors Meeting

Saturday, 2016 August 20; 13.00 – 18.30

Wednesday, 2016 August 24; 18.30 – 20.00 (tentative)

Location: Saturday: Shanghai Room, Radisson Blu Hotel Hamburg

Note: Lunch will be hosted Filini Restaurant, Radisson Blu Hotel 12.00

Wednesday: Planten un Bloomen Room, Congress Center Hamburg

- 13.00 1. Call to order and opening remarks from the President. (Scheuren)
- 13.05 2. Approval of the Agenda.
- 13.10 3. Approval of the consent agenda (these items will be distributed at least one week prior to the meeting and will be approved without discussion unless there is objection):
- approval of the audited account for fiscal year 2015*
 - report of the I-INCE VP – Development & Outreach*
 - report of the I-INCE VP – Europe-Africa *
 - report of the I-INCE VP – Pan America *
 - report of the I-INCE VP – Asia-Pacific *
 - report of the I-INCE VP – Communications and Webmaster *
 - report of the I-INCE VP - Membership *
- 13.15 4. Report of the Secretary-General on the affairs of I-INCE. (Donavan)
- minutes of the 2015 meeting
 - Membership applications
 - Membership changes
 - other matters relating to the I-INCE Secretariat.
- 13.30. 5. Report of the Treasurer on the financial matters of I-INCE. (Manvell)
- approval of the audited account for fiscal year 2015, *
 - Treasurer's report
 - review of the budget for 2016 including discussion and agreement on request for seed funding for "International Year of Sound"
 - consideration of preliminary budget for 2017 including proposal for Member dues for 2017
 - report of the ad hoc committee on I-INCE finances (Scheuren)
- 14.05 6. Report on INTER-NOISE 2016 (Hamburg)
- appointment of Congress Evaluation Committee (CEC) for INTER-NOISE 2016
- 14.20 7. Report of the Congress Selection Committee (Burgess)
- recommendation for INTER-NOISE 2019 and decision of the Board of Directors.
 - recommendation for invitations for proposals for INTER-NOISE 2020 and decision
 - revision of the congress guidance document (Burgess/Hambric)
 - discussion of possible common INTER-NOISE website and elements
- 14.50 8. Decision on geographical region for INTER-NOISE 2021. (Burgess)
- 15.00 9. Reports on the INTER-NOISE Congress series: *Approx. at 14.50- 15.40*
- Report by a representative of INTER-NOISE 2017 (Hong Kong),
 - Report by a representative of INTER-NOISE 2018 (Chicago),
 - Report of the 2015 Congress Evaluation Committee (San Francisco),

Attachment 1: Agenda

- 15.50 Break
- 16.10 10. Report of the Nominating Committee. (Daigle)
- Nominations to fill expiring terms of Officers and Directors
- 16.20 11. Report of the I-INCE Vice President - Rules and Governance (Holger)
- changes to By-laws and Rules
- 16.50 12. Report of I-INCE Vice President - Technical Activities. (Singh)
- summary of technical activities and status of TSG reports
- future congress technical planners meetings
- workshop for young professionals
- I-INCE Symposia
- 17.15 13. Report of the I-INCE Vice President –Communications and Webmaster (Cuschieri)
- *report of the I-INCE VP – Internal Communications and Webmaster*
- status report on NNI, including circulation, advertisement, and finances
- Status of publication and budget of NNI
- on-line database project (Manvell)
- report on final version of VP Communications and Webmaster duties
- other I-INCE publications
- 17.40 14. Report of I-INCE Vice President – Development & Outreach. (Maffei)
- *report of the I-INCE VP – Development & Outreach**
- report on final version of VP Development & Outreach duties
- other issues related to Development
- 17.55 15. Report of I-INCE Vice President - Membership. (Gerges)
- *report of the I-INCE Vice President - Membership **
- other issues related to Membership
- 18.10 16. Report of I-INCE Vice President – European-Africa. (Bottledooren)
- *report of the I-INCE VP – Europe-Africa **
- other issues related to the Europe-Africa region
- 18.20 17. Report of I-INCE Vice President – Pan America. (Hambric)
- *report of the I-INCE VP – Pan America **
- other issues related to the Pan American region
- 18.30 18. Report of I-INCE Vice President – Asia-Pacific (Yamada)
- *report of the I-INCE VP – Asia-Pacific **
- other issues related to the Asia-Pacific region
- 18.40 19. Other business.
- report on the history of I-INCE project (Scheuren/Bernhard)
- travel support
- 19.00 20. Close of the meeting.

(*) possible consent agenda item

Attachment 1: Agenda

AGENDA of the 2016 I-INCE Board of Directors Meeting (continued)

Wednesday, 2016 August 24; 17.30 – 19.15

Location: Wednesday: Planten un Bloomen Room, Congress Center Hamburg

- 17.30 1. Call to order by the President. (Scheuren)
- 17.35 2. Review of the remainder of the Agenda.
- 17.37 5. Report of the Treasurer on the financial matters of I-INCE. (Manvell)
 - review of the budget for 2017
 - approval of an auditor for 2016 (Scheuren)
- 17.45 6. Report on INTER-NOISE 2016 (Hamburg)
 - Congress final summary
- 17:55 11. Report of the I-INCE Vice President - Rules and Governance (Holger)
 - changes to By-laws and Rules & communication to the General Assembly
 - Approval of By-laws
 - Bank negotiations & approval of resolution
- 18:15 12. Report of I-INCE Vice President - Technical Activities. (Singh)
 - I-INCE Symposia
- 18:30 13. Report of the I-INCE Vice President –Communications and Webmaster (Cuschieri)
 - status report on NNI, including circulation, advertisement, and finances
 - Status of publication and budget of NNI
 - on-line database project (Manvell)
 - report on final version of VP Communications and Webmaster duties
 - other I-INCE publications
- 18:45 14. Report of I-INCE Vice President – Development & Outreach. (Maffei)
 - report on final version of VP Development & Outreach duties
 - other issues related to Development
- 18:50 15. Report of I-INCE Vice President - Membership. (Gerges)
 - other issues related to Membership
- 18.55 16. Report of I-INCE Vice President – European-Africa. (Bottledooren)
 - other issues related to the Europe-Africa region
- 19:00 17. Report of I-INCE Vice President – Pan America. (Hambric)
 - other issues related to the Pan American region
- 19:05 18. Report of I-INCE Vice President – Asia-Pacific (Yamada)
 - other issues related to the Asia-Pacific region
- 19:10 19. Other business.
 - report on the history of I-INCE project (Scheuren/Bernhard)
 - liaison to ISO TC43
 - travel support

- Thank you to out-going Board members and Officers (Scheuren, Daigle, for completion of terms and Clairbois, Patricio, Talasch, Maling for I-INCE service

19.15 20. Close of the meeting.

(* possible consent agenda item

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Douglas Manvell

Treasurer of I-INCE
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Our ref.: I-INCE Treasurer's report 2015-16

Your ref.:

Nærum, 2nd August 2016

I-INCE Treasurer's report 2015-16

Dear Mr the President,
Dear Mr the Secretary General,
Dear Members of the I-INCE board,
Dear friends and colleagues,

Please find herewith my report at 2015-08-02, it is based on the attached following documents:

1. *financial report 2015 old presentation,*
2. *financial report 2015 compared with budget,*
3. *intermediate financial report 2016 old presentation,*
4. *intermediate financial report 2016 compared with budget,*
5. *membership payment status at 2016-07-11*
6. *membership payment status conference database at 2016-07-11*
7. *draft budget 2017.*

Like in 2015, in agreement with the previous treasurer and wishes of the President, the annual financial accounts are aligned with the bank account year in order to significantly ease preparing and explaining the financial report. This is due to many revenues and expenses for a particular budget year occur in a different calendar year.

This year has focused on the handover of the treasurer post and ensuring access to the bank. This led to FATCA issues to ensure clear and legal definition of I-INCE as a non-profit organization. Work is ongoing to resolve this.

The reporting format from 2015 has been retained with the exception of the financial aspects of the conference database.

Invoices have been sent out by email for cheaper, faster communication but has required significant effort to update the contact list. There remain several issues with getting correct email addresses, getting handshake to confirm receipt, and ensuring payment. In addition, bank correspondence is now by email. Both of these actions will help ensure minimal administration costs.

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2 additional focus tasks remain for the rest of this year:

- Ensuring follow up on outstanding fees from 2016 and earlier based on guidance from the Board on how far back in time to go
- Clearer status regarding new or withdrawn Member Societies

Thanks to the previous treasurer, Jean-Pierre Clairbois, for his handover support, advice, patience and support up to and during this my first year as treasurer, including handover of the bank responsibility and the accounting tools.

Let's have a look on the documents...

Doc. 1 financial report 2015 old presentation

This document is the traditional financial report of the fiscal year 2015 (old "official" presentation: a new type of presentation will start with the fiscal year 2016, together with the new treasurer), kindly made by Jean-Pierre Clairbois, outgoing treasurer, and audited by myself. Everything is now perfectly balanced with no more forward / backward corrections. Explanations are provided in Doc.2.

Doc. 2 financial report 2015 compared with budget

Using the same presentation as for the budget sheets, this document presents in 2 columns:

- "2015 budget" as **accepted in Melbourne**, and
- "2015 bank account" with all the **amounts paid or received on our bank accounts between 2014-01-01 and 2014-12-31**.
- Comparing the 2 columns, we see that:

Revenues (35 448.18 €):

- Membership payments (16 230.00 €):
For 2015, 5 small, 8 medium and 1 large societies did not paid, but we will see hereafter that some other incomes have been received for the previous / next years to an amount of 1 575.00 €.
- The database fees (495.00 €): some confusion about the effective start: should be definitely solved from 2016
- An invited speaker at Melbourne IN2014 donate his amount (Jung Wwoo Choi :1 320.00 €)
- Interest deposit (294.18 €): lower than the budget (rates are very low).
- previous (Slovenia 2014 ? member fees) and next years (Australia: member fees and database fees...): 1 575.00 €
- Internoise 2014 (15 534.00 €): this payment has been received in 2015.
- The budgeted 20 000.00 € were for Internoise 2015 (San Francisco) but the payment did not come in 2015.

Expenses (29 871.50 €)

- As decided by the SF IN2015 BoD: the support to NNI is 12 500 US\$ (11 159.17 €)
- ICA 2015 normal fees 500.00 €.
- Costs TSG's: effective 710.36 € facing the 2 000.00 € budgeted.
- YSG: the budgeted 10 000.00 € have not been paid by the bank, but have been deducted from the Internoise 2014 contribution when Australia paid it in 2015, but lower than budgeted: the 2015 contribution and YSG were not paid in 2015...
- I-INCE symposium: no symposium this year.
- The total amount received for the database has been paid to INCE USA (2 217.00 €)

This gives a total of 24586.53 € of expenses for scientific support.

- Cost treasurer operations 1 000.00 € unchanged, but additional 210.00 € for Doug Manvell transports to Brussels (meeting with Jean-Pierre Clairbois for the treasurer transfer).
- Special cost President + travel support: 3 115.02 € instead of 3 500.00 €.

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- Website costs (796.56 €): renewal for 5 years.
- Transfer & bank costs (163.39 €): lower than budgeted, but still suffering some recurrent transfer costs.

This gives a total of 5 284.97 € of expenses for functional costs.

Final results of + 5 576.68 €, much better than the loss that was budgeted (-8 320.00 €): this year, new amounts for supporting NNI have been decided by the BoD. In addition, controlled TSG costs, and no Symposium also reduced the expenses.

Important: the delays for getting the payments of the successive Internoise conferences become reluctantly late, together with the corresponding YPG “payments / deductions”: this has to be improved...

Additional comments by Doug Manvell, Treasurer 2016:

- I propose tighter follow up on this and previous years' fees from 2016 Q3 onwards.
- database fees are now requested at the same time as annual fees to provide a clearer situation
- Payment from Internoise 2015 (San Francisco) 19 912,73 EUR was received 25-Jan 2016
- NNI

There is a Memorandum of understanding INCE/I-INCE (mail 16-sep-2015):

”For 2015, 50% of net expenses would be payable after approval of the 2015 NNI annual financial accounting. For budget purposes, the 2015 contribution was estimated to be 12,500 USD. The 2016 budget amount was estimated to be 15,000 Euro.”

At this moment in time, I have not seen a NNI report.

This explains why there is no agreed post for NNI in 2015 in the approved budget. Prior to Internoise 2016, I will be taking action with the relevant parties to deal with this

Doc. 3 intermediate financial report 2016 old presentation

This document is the traditional financial report (old “official” presentation), as it states on 2016-07-11.

There is a small discrepancy which is being investigated and I hope to have this clarified before the General Assembly. Short explanations come with Doc. 4

Doc. 4 intermediate financial report 2016 compared with budget

This is just the intermediate situation, not the final one, so many operations are still pending. Some key remarks can be done as of 2016-07-11

- We got 600 € for previous years' member fees and next years' member fees (Australia)
- 1 YP support for 2015 has been transferred to 2016
- Many pending payments are to be done directly by Douglas Manvell in Hamburg
- Payment to support NNI for both 2015 and 2016 are pending. NNI 2015 is not in the approved budget. This could amount to ca 10-15 k€ additional expenses. However we have sufficient reserves to cover this

Requests:

- 5000 € Seed Funding support to ICA for Year of Sound has been requested paid in 2016 (discussed during 2015 board but no budget set aside). I propose that this be agreed in the 2017 budget and paid for in Q4 this year.
- more support to sponsors. What benefit can I-INCE provide? I propose that a task force work on this and prepare a proposal ready for approval next year.

Doc. 5 membership payment status at 2016-07-11

Situation at 2016-07-11 is, as usual, unfortunately with often late or missing payments, also for previous years. The Treasurer proposes this to the Board as a focus action for the Treasurer in the coming 12 months.

Doc 6 membership payment status conference database at 2016-07-11

After the 2015 Board Meeting it was agreed to waive the fees for 2015 as several Member Societies had not yet accessed the database.

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14 Member Societies (an increase of 3) now participate, 10 have declined to participate, 15 are pending a decision.

Doc. 7 draft budget for 2017 (to be discussed / approved in Hamburg)

After having increase the fees in 2015, my suggestion is to keep a similar budget for 2017 with additional allowance for costs incurred by secretary and treasurer.

I recommend that further activities such as the conference database and other scientific support are considered to ensure that our reserves are utilised.

Finally, my thanks go once again to the previous treasurer, Jean-Pierre Clairbois, for his handover support, advice, patience and support up to and during this my first year as treasurer, including handover of the bank responsibility and the accounting tools.

Kind regards,

Douglas Manvell
Treasurer of I-INCE 2016

Attachment 2: Report of the I-INCE Treasurer

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Doc 1 financial report 2015 old presentation

Intermediate I-INCE FINANCIAL REPORT 2015		EURO	
Revenues 2015		Credit balance 2015	
Transfer of credit balance 2015-01-01	148 181.17 €		
Dues sustaining, institutional and sustaining members	16 230.00 €	Revenues-Expenses	153 757.85 €
Interests on deposits	294.18 €		
donation	1 320.00 €		
database fees	495.00 €		
Support of I-INCE to NNI from IN14	15 534.00 €		
amount paid for other years	1 575.00 €		
Total revenues	183 629.35 €		
Expenses 2015		State of accounts on 2015-08-04	
scientific support	NNI support from IN14	-11 159.17 €	Current 431 0072711 28 914.91 €
	database	-2 217.00 €	Deposit 431 0072719 36 152 842.94 €
	ICA subscription	-500.00 €	
	TSG Technical Study Groups	-710.36 €	
	YPG Young Professional Group support	-10 000.00 €	
	Symposia support	-24 586.53 €	
functional costs	Treasury support	-1 210.00 €	
	president & travel	-3 115.02 €	
	website	-798.56 €	
	transfer & bank costs	-163.39 €	
	-5 284.97 €		
Total expenses	-29 871.30 €	TOTAL	153 757.85 €
(signed) 			(signed)
drafted by J-P. Clairbois, treasurer, on 2016-02-12		audited by Douglas Manvell, auditor, on 2016-07-05	

International INCE Financial Report for 2015.

The 2015 financial report for International INCE has been released with the following statement by the auditor.

We have examined the consolidated balance of the International Institute of Noise Control Engineering for the period of 2015 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.

Nærum, 2016-07-05

(signed) 

Douglas Manvell, Auditor

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Doc 2 financial report 2015 compared with budget

	€ 2015		€ 2015		€ 2015	
		#	budget	#	accounts	
proposed budget for 2015						
Revenues						
Expected membership dues	300,00	15	4.500,00	10	3.000,00	
small	600,00	15	9.000,00	7	4.200,00	
medium	900,00	9	8.100,00	8	7.200,00	
large	550,00	8	4.400,00	3	1.650,00	
Sustaining membership	90,00	2	180,00	2	180,00	
Institutional membership						
Total membership dues			26.180,00		16.230,00	
conference database (specific member societies)						
other (speaker donation at Internoise Melbourne 2014)			2.400,00		495,00	
other incomes from previous years					1.320,00	
Estimated bank account interest / effective			1.000,00		1.575,00	
Estimated income Inter.Noise 2015 (1000 X 25)	20,00	1000	20.000,00		294,18	
Total Revenues			49.580,00		35.448,18	
Expenses						
2015 I-INCE NNI pubi & distrib NNI + honor editor (8 000 + 2 000)			10.000,00		11.159,17	
Support of I-INCE to NNI from Inter.Noise 2014 estimation (1000 X 20) decided by BoD: 12.500 US\$ (11 159.17)			20.000,00		500,00	
ICA 2015 subscription			500,00		710,36	
different costs TSG's / effective			2.000,00		10.000,00	
support to young participants			10.000,00		5.000,00	
I-INCE symposium 2015			5.000,00		2.217,00	
conference database (specific member societies)			2.400,00		24.586,53	scientific support
Total scientific support			49.900,00		24.586,53	
functional costs						
cost treasuryship (secretariat, mailing + new treasurer transports)			1.000,00		1.210,00	
special costs President (2 000)+ travel support (1 500) / effective			3.500,00		3.115,02	
website renewal + running costs in facts: renewal for 5 years			200,00		796,56	
transfer & bank costs			300,00		163,39	
review and retrieval of I-INCE history			3000,00		5.284,97	functional costs
Total functional costs			8000,00		5.284,97	
Total Expenses						
Total Expenses			57.900,00		29.871,50	
expected result						
			-8.320,00		5.576,68	

too low: the reminders are not correctly considered.

scientific support
24.586,53functional costs
5.284,97

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Doc 3 intermediate financial report 2016 old presentation

intermediate I-INCE FINANCIAL REPORT 7-2016	EURO		
Revenues 2015	153.757,85 €	Credit balance 2015	
Transfer of credit balance 2015-01-01	16.240,00 €	Revenues-Expenses	174.835,30 €
Dues sustaining, institutional and sustaining members	57,22 €		
Interests on deposits	-		
donation	375,00 €		
database fees	19.912,73 €		
Support of I-INCE to NNI from IN14	600,00 €		
amount paid for other years			
Total revenues	190.942,80 €	State of accounts on 2015-08-04	
Expenses 2015			
NNI support 2016	0,00 €	Current 431 0072711 28	407,41 €
conference database (specific member societies)	0,00 €	Deposit 431 0072719 36	174.399,98 €
ICA subscription	-500,00 €		
TSG Technical Study Groups	0,00 €		
YPG Young Professional Group support	-10.600,00 €		
Symposia support	-5.000,00 €		
	-16.100,00 €		
Treasury support	0,00 €		
cost secretariat transfer	0,00 €		
president & travel & lawyer support	0,00 €		
website	0,00 €		
transfer & bank costs	-7,50 €		
	-7,50 €		
Total expenses	-16.107,50 €	TOTAL	174.807,39 €
(signed)			(signed)
drafted by Douglas Manvell, treasurer, on 2016-08-02		audited by J-P. Clairbois, auditor, on 2015-08-04	

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Doc 4 intermediate financial report 2016 compared with budget

intermediate financial report 2016 at 2016-07-15		€	#	€	€
Revenues			2016 budget	2016-07 bank account	
Expected membership dues					
	small	300,00	15	4.500,00	4
	medium	600,00	15	9.000,00	12
	large	900,00	9	8.100,00	5
Sustaining membership		550,00	3	4.400,00	7
Institutional membership		90,00	2	180,00	1
Total membership dues				26.180,00	16.840,00
conference database (specific member societies)				2.400,00	375,00
Estimated bank account interest				1.000,00	57,22
Estimated income Inter.Noise 2016 (1000 X 20)	20		1000	20.000,00	0,00
income Internoise 2015					19.912,73
amount paid for other years					600,00
Total				49.580,00	37.784,95
Expenses					
NNI support 2016				15.000,00	0,00
ICA 2014 subscription				500,00	500,00
different costs TSG's				2.000,00	0,00
support to young participants				10.000,00	10.600,00
I-INCE symposium 2016				5.000,00	5.000,00
conference database (specific member societies)				2.400,00	0,00
Total scientific support				34.900,00	16.100,00
cost treasurer'ship transfer				3.000,00	0,00
cost secretariat transfer				3.000,00	0,00
special costs President (2 000)+ travel support (1 500)				3.500,00	0,00
website renewal (done in 2012) + running costs				200,00	0,00
transfer & bank costs				300,00	7,50
lawyer support				1500,00	
Total functional costs				11.500,00	7,50
Total				46.400,00	16.107,50
results at 2016-07-15				3.180,00	21.677,45

16.840,00
vs budget
26.180,00
NB Better than 2015

scientific support
16.100,00
vs budget
34.900,00

functional costs
7,50
vs budget
11.500,00

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Doc 5 membership payment status at 2016-07-11:

MEMBERS	CATEGORY	COUNTRY	MEMBERS												CATEGORY	COUNTRY	CATEGORY	MEMBERS																																		
			2016	2015	2014	2013	2012	2011	2010	2016	2015	2014	2013	2012				2011	2010	2016	2015	2014	2013	2012	2011	2010																										
1	Australian Acoustical Society	AUSTRALIA																M																	M	AUSTRALIA																
2	Österreichischer Arbeitskreis für Lärmbekämpfung	AUSTRIA																S																		S	AUSTRIA															
3	ABAV	BELGIUM																M																		M	BELGIUM															
4	Sociedade Brasileira de Acustica	BRASIL																M																		M	BRASIL															
39	PRO ACUSTICA	BRASIL																S																		S	BRASIL															
5	Canadian Acoustical Association	CANADA																M																			M	CANADA														
6	Sociedad Chilena de Acustica	CHILE																S																			S	CHILE														
7	Acoustical Society of China	CHINA																M																			M	CHINA														
8	Czech Acoustical Society	CZECH REPUBLIC																M																			M	CZECH REPUBLIC														
9	Danish Acoustical Society	DENMARK																M																			M	DENMARK														
10	Acoustical Society of Finland	FINLAND																M																			M	FINLAND														
11	Société Française d'Acoustique	FRANCE																L																			L	FRANCE														
12	NALS im DIN und VDI	GERMANY																M																			M	GERMANY														
13	Deutsche Gesellschaft für Akustik	GERMANY																L																			L	GERMANY														
14	Hong Kong Institute of Acoustics	HONG KONG																S																			S	HONG KONG														
15	Science Society for Optics, Acoustics, Motion Pictures, and Theater Technology	HUNGARY																S																			S	HUNGARY														
16	Associazione Italiana di Acustica	ITALY																M																			M	ITALY														
17	Acoustical Society of Japan	JAPAN																L																			L	JAPAN														
18	Institute of Noise Control Engineering of Japan	JAPAN																L																			L	JAPAN														
19	Acoustical Society of Korea	KOREA																L																			L	KOREA														
																			15 small, 15 medium, 10 large																																	

Attachment 2: Report of the I-INCE Treasurer

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Doc 6 membership payment status conference database at 2016-07-11

ID	Société	Pays	Size	Database	Database	Paid	Database 2016
1	Acoustical Society of Japan	JAPAN	Large	225	Paid 2015		Y
2	Acoustical Society of Korea	KOREA	Large	225	225		
3	DEGA-Geschäftsstelle (Deutsche Gesellschaft für Akustik)	GERMANY	Large	225	Paid 2015	23-feb	Y
4	Acoustical Society of America	U.S.A.	Large	225	225	25-feb	N
5	Institute of Noise Control Engineering of the U.S.A.	U.S.A.	Large	225	225		
6	Institute of Acoustics	UNITED KINGDOM	Large	225	225	09-mar	Y
7	Korean Society for Noise and Vibration Engineering	KOREA	Large	225	Paid 2015		Y
8	Institute of Noise Control Engineering of Japan	JAPAN	Large	225	225	08-mar	N
9	Société Française d'Acoustique	FRANCE	Large	225	Paid 2015	26-feb	Y
10	INCE/Europe	UNITED KINGDOM	Medium	150	150	05-apr	N
11	Acoustical Society of Finland	FINLAND	Medium	150	150		
12	Czech Acoustical Society	CZECH REPUBLIC	Medium	150	150	17-mar	N
13	Danish Acoustical Society	DENMARK	Medium	150	Paid 2015	02-mar	Y
14	Australian Acoustical Society	AUSTRALIA	Medium	150	Paid 2105	2014	Y
15	Swedish Acoustical Society	SWEDEN	Medium	150	150		
16	Schweizerische Gesellschaft für Akustik (SGA-SSA)	SWITZERLAND	Medium	150	Paid 2015	04-mar	Y
17	Acoustical Society of Norway	NORWAY	Medium	150	150	24-feb	N
18	Associazione Italiana di Acustica	ITALY	Medium	150	Paid 2015	01-mar	Y
19	DIN Deutsches Institut für Normung e. V./ Normenausschuss Akustik, Lärminderung	GERMANY	Medium	150	150	05-apr	N
20	Belgische Akoestische Vereniging - Association Belge des Acousticiens	Belgium	Medium	150	Paid 2015	24-feb	Y
21	Canadian Acoustical Association	CANADA	Medium	150	150	07-mar	N
22	Nederlands Akoestisch Genootschap	THE NETHERLANDS	Medium	150	150	29-feb	N
23	Sociedade Brasileira de Acustica	BRASIL	Medium	150	150		
24	Acoustical Society of China	P.R. CHINA	Medium	150	Paid 2015		Y
25	Scientific Society for Optics, Acoustics, Motion Pictures, and Theater Technology	Hungary	Small	75	75		
26	Polska Akademia Nauk	POLAND	Small	75	75		
27	Hong Kong Institute of Acoustics	P.R. CHINA	Small	75	75	23-feb	Y
28	Turkish Acoustical Society	TURKEY	Small	75	75		
29	Institute of Acoustics - Universidad Austral de Chile	CHILE	Small	75	75		
30	Sociedade Portuguesa de Acústica	PORTUGAL	Small	75	Paid 2015	07-mar	Y
31	The Slovak Acoustical Association	SLOVAKIA	Small	75	75		
32	Slovenian Acoustical Society	SLOVENIA	Small	75	75		
33	Österreichischer Arbeitsring für Lärmbekämpfung	AUSTRIA	Small	75	75	06-jun	Y
34	INSTITUTO MEXICANO DE ACUSTICA, A. C.	MEXICO	Small	75	75		
35	Pro Acustica	BRAZIL	Small	75	75		
36	Environmental Engineering Society of Singapore	SINGAPORE	Small	75	75		
37	Sociedad Española de Acústica	SPAIN	Small	75	75		
38	G.R.A.S. Sound and Vibration ApS	DENMARK	Sustaining	N/A	N/A	25-jan	N/A
39	Brüel and Kjær A/S	DENMARK	Sustaining	N/A	N/A	05-apr	N/A
40	Norsonic AS	NORWAY	Sustaining	N/A	N/A	11-jun	N/A
41	NTI AUDIO AG	LIECHTENSTEIN	Sustaining	N/A	N/A	01-mar	N/A
42	Acoustic Technologies	Belgium	Sustaining	N/A	N/A	16-jun	N/A
43	Chalmers University of Technology	SWEDEN	Institutional	N/A	N/A	11-jul	N/A
44	KU LEUVEN	Belgium	Institutional	N/A	N/A		
45	New Zealand Acoustical Society	NEW ZEALAND	Small	75	75	17-mar	N
46	Ecophon AB	SWEDEN	Sustaining	N/A	N/A	24-jun	N/A
47	Rion Co., Ltd.	JAPAN	Sustaining	N/A	N/A	04-mar	N/A
48	ASME Noise Control and Acoustics Division	USA	Medium	150	150	01-jul	N
				5475			375

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Doc 7 draft budget 2017

proposed budget for 2017: similar to 2016		€	#	€
		2017		2017 budget
Revenues				
Expected membership dues				
	small	300,00	14	4.200,00
	medium	600,00	16	9.600,00
	large	900,00	9	8.100,00
Sustaining membership		550,00	7	3.850,00
Institutional membership		90,00	2	180,00
Total membership dues				25.930,00
conference database (specific member societies)				5.500,00
Estimated bank account interest				500,00
Estimated income Inter.Noise 2016 (1000 X 20)		20,00	1000	20.000,00
	Total Revenues			51.930,00
Expenses				
NNI support 2017				15.000,00
Year of Sound (Seed funding expenses in 2016?)				5.000,00
ICA subscription 2017				500,00
different costs TSG's				2.000,00
support to young participants				10.000,00
I-INCE symposium 2017				5.000,00
conference database (specific member societies)				5.500,00
	Total scientific support			43.000,00
cost admin treasury and secretariat (costs incurred, mailing etc)				15.000,00
special costs President (2 000)+ travel support (1 500)		1000,00	2	2.000,00
website renewal (done in 2012) + running costs				3.500,00
transfer & bank costs				200,00
Other activities (eg conference database after evaluation report?)				300,00
	Total functional costs			6000,00
	Total Expenses			49.000,00
expected result				
				2.930,00

Overly ambitious?

Overly ambitious?

Lower interest rates

new expenses (once)

scientific support

43.000,00

(recurrent)

functional costs

6.000,00

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Doc 7 draft budget 2017

proposed budget for 2017: similar to 2016		€	#	€
		2017		2017
Revenues		budget		
Expected membership dues				
	small	300,00	14	4.200,00
	medium	600,00	16	9.600,00
	large	900,00	9	8.100,00
Sustaining membership		550,00	7	3.850,00
Institutional membership		90,00	2	180,00
Total membership dues				25.930,00
conference database (specific member societies)				5.500,00
Estimated bank account interest				500,00
Estimated income Inter.Noise 2017 (1000 X 20)		20,00	1000	20.000,00
				Lower interest rates
Total Revenues				51.930,00
Expenses				
NNI support 2017				15.000,00
Year of Sound (Seed funding expenses - transfer in 2016?)				5.000,00
ICA subscription 2017				500,00
different costs TSG's				2.000,00
support to young participants				13.000,00
I-INCE symposium 2017				5.000,00
conference database (specific member societies)				5.500,00
Total scientific support				46.000,00
				new expenses (once)
				scientific support
				46.000,00
				(recurrent)
cost admin treasurership and secretariat (costs incurred, mailing etc)				
special costs President (2 000)+ travel support (1 500)		1000,00	2	2.000,00
website renewal (done in 2012) + running costs				3.500,00
transfer & bank costs				200,00
Lawyer support				300,00
Other activities (eg conference database after evaluation report?)				3000,00
				0,00
Total functional costs				9000,00
				functional costs
				9.000,00
				TBC
Total Expenses				55.000,00
expected result				-3.070,00
				we have reserves

**INSTRUCTIONS OF THE INTERNATIONAL INSTITUTE OF
NOISE CONTROL ENGINEERING (I-INCE)
FOR THE ORGANIZATION OF INTER-NOISE CONGRESSES
2016, version 6 at 13 July 2016**

Executive summary

Main changes in 2016 version 6 as compared with 2011 version

1. Background

The draft 2016 version of the instructions was prepared by Marion Burgess and Steve Hambric following the direction from the Board in 2015. This document is provided for consideration by the Board of I-INCE for adoption at the Board meeting in 2016.

The aims of this revision were to consolidate, clarify and update the instructions that are provided to those hosting the INTER-NOISE congress. The opportunity was also taken to simplify the words used without changing the intent. It is important to emphasise that it was not the intent of this revision to substantially change any aspects of an INTER-NOISE congress.

The early drafts were sent to President, Sec General, VP technical and VP rules. The comments were followed up and subsequent changes made in consultation to lead to this V6.

2. Overall

Consistency in terminology has been attempted – for example the change to “INTER-NOISE Congress” throughout.

Moving of sections/paragraphs to provide for a more logical sequence for guidance as the reader is working through the document. For example the time sequence , Y-4, Y-3 etc is now in section A1 for easy reference,

Removal of duplications – where repetition was considered necessary the same terminology was adopted.

Important actions that were within the paragraphs have been reformatted as bullet points to provide emphasis and clarity.

The development of a list of “black out” dates was more challenging than expected and adoption of all is clearly impractical. Appendix 1 is a simplified listing.

3. Summary of main changes or clarifications

The heading “Action Items” has been changed to “Specifications” in the hope that it will be very clear to the hosts that this section spells out their obligations.

It has been made clear that the I-INCE levy is based on the number of registrants excluding student and accompanying delegates.

Attachment 5: Executive Summary of the INTER-NOISE Congress Instructions

Web and email are now the primary means for communications for the Congress including the web based version of NNI.

The instructions for the chairman's dinner have been changed to allow for a function that better meets the needs of what has become such a large group. The main duties for chairs have been simplified with modern technology at the venues and the instructions can be provided by other means (email, hard copy etc) The intent of this function is to thank chairs for their work before the congress, remind them of duties during the congress and encourage networking, especially important for new chairs. Hence the obligation for a formal dinner has been removed leaving it to the host organization to choose more appropriate options. The entitlement of spouses/partners to attend has been clearly stated as only applicable to those partners who are registered as accompanying delegates.

A section on short courses has been added. These have grown over the years and despite being independent of the I-INCE they are promoted as an option for the INTER-NOISE attendees and so there is an obligation for the organisers to ensure that these are of good quality and not simply income generating activities.

A new paragraph has been added to state that it is inappropriate for congress bidders to invite members of the CSC to the International Advisory Committee prior to the selection of the host.

The requirements for a 'count down' digital timing system and for a presentation management system are updated.

Examples are added to show the bibliographic information that should be included in the proceedings and of the statistics to be provided after the congress.

An example template for the manuscript has been included

The requirement for a hard copy book of abstracts is removed as it should be available via the web, on the proceedings USB, and via an app.

Guidance on the maximum number of parallel sessions has been increased in line with data from recent congresses

Guidance on the submission over the weeks preceding deadlines is provided

The requirement for the Congress President to work with the I-INCE President is clarified in the text and added into the sample letter.

The recent historic data has been used to modify the estimates of attendance at opening and closing events.

The pre FCTP meeting has been given a new name – the associated rule for FCTP needs to be updated accordingly.

M Burgess and S Hambric 13 July 2016

INSTRUCTIONS OF THE INTERNATIONAL
INSTITUTE OF NOISE CONTROL ENGINEERING
(I-INCE)
For the Organization of INTER-NOISE Congresses
Version 13 July 2016 - with comments in italic

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

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

SECTION A: GENERAL

A1. INVITATION TO ORGANIZE AN INTER-NOISE CONGRESS

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

The typical sequence for the process:

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

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

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

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

Y-1 the Congress President provides a report to the Board, and to the General Assembly on the planning progress. The Congress President, Technical Program Chair and key organizer(s) participate in the FCTP and Technical Program Planning meeting (TPP) meetings. The Congress President is appointed a member of the Y-1 Congress evaluation committee. The future host

advertises their INTER-NOISE Congress and coordinates catering for the farewell reception with the current INTER-NOISE congress committee.

Y the INTER-NOISE Congress is held

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

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

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

I-INCE Congress Guidelines

Page 3

Congress Duration: Three days plus opening. Preference is for opening Sunday afternoon and continuing through Wednesday.

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

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

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

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

“Early bird” registration fee (0.50 to 0.60N will usually register at this fee) – required to be paid for acceptance of INTER-NOISE paper into technical program

Regular registration fee (0.15N to 0.25N will usually register at this fee) – applicable between close of the early bird rate and the close down before moving on-site

On-Site fee (0.05N to 0.1N will usually register at this fee) – applicable for on-site registrations.

Student registration fee (0.10N to 0.20N will usually register at this fee) should be based on cost recovery and represent a considerable reduction on the regular registration fee (typically it shall not be more than 25% of the regular registration fee)

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

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

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

Venue

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

Meeting rooms: The congress venue should be able to cater for at least 12-15 parallel sessions, each with capacity of 50 to 75. Transit between rooms should be easy and fast (2 minutes is allowed for in the program timing). Large, easy to read signs and displays should be placed outside each room to clearly denote the current session and talks. Good acoustic isolation should exist between rooms and between rooms and the foyer. Heating, ventilation, and air conditioning noise within rooms should be low. The data projector screen should be clearly visible by all in the room. There should be a lectern and microphone for the speaker incorporating a networked system or computer. A small table and chairs should be provided at the front of the room for the session chair(s), oriented so that the chairs may both (a) address the audience, and (b) view the presentation on the screen.

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

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

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

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

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

Short courses: Any short courses or seminars held following or preceding an INTER-NOISE Congress shall be entirely independent of the INTER-NOISE Congress, and shall have an independent budget and an income and expense account separate from the INTER-NOISE Congress. However, as the courses will be advertised on the congress website, the INTER-NOISE Congress President and

Technical Program Chair should ensure that only short courses of high quality, relevant to noise control and which will enhance the reputation of the I-INCE should be promoted. If in doubt the Congress President or Technical Program Chair should consult with the I-INCE President.

SECTION B: SEQUENCE OF EVENTS

B1 Communications

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

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

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

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

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

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

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

- The dates and place of the Congress
- The theme 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 assessment or review 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 any of the subjects listed in the I-INCE Classification of Subjects. The Congress Organizing Committee will select papers for presentation and arrange the final program of the Congress. Papers will be presented in lecture and poster sessions. A manuscript of each paper to be presented will be published in the Proceedings of the Congress and then placed on the online database.

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

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

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

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

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

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

B2. ACTIONS REQUIRED DURING YEAR Y-1

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

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

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

Attendance at the FCTP and TPP: The Future Congress Technical Planning (FCTP) meeting and the Technical Program Planning meeting (TPP) 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 review 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-8 Deadline for the receipt of abstracts
- O-7 Notification of acceptance abstracts
- O-5 Deadline for manuscripts seeking peer review
- 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 abstract deadline may be extended by 2-3 weeks. If firm deadlines are to be applied, this must be strongly communicated to all session organizers and authors, with several reminders. Most abstracts and manuscripts are submitted very close to the deadline, giving little advance indication of final conference participation. From recent conferences, the following may be used as a rough guide.

- 3 weeks before deadline < 5% submitted
- 2 weeks before deadline < 10% submitted
- 1 week before deadline < 20% submitted
- 2 days before deadline < 40% submitted
- 1 day before deadline < 50-60% submitted
- Deadline ~95% submitted with another 5% arriving late at the discretion of the organisers.

Not all accepted abstracts are followed up with manuscripts and registrations and the loss can be up to 30% of the number of submitted abstracts. Therefore, organisers are advised not to spend significant time reducing and combining sessions until after the final manuscript submission date.

Venue Facilities at Y-1 the Congress President should ask the I-INCE Secretary-General and I-INCE VP of Technical Activities to identify meeting rooms and their capacity that will be needed before, during, and after the Congress for committees

and working groups.

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

Information for Participants should be regularly added to the website.

By O-10 this should include general information on the congress at a minimum:

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

By O-3 this should include advance information on the congress program:

- Listing of the papers listed by author, title, and I-INCE Classification Number, and a draft program
- Information on the technical exhibition
- Identification and confirmation of Session Chairs

By O-1 this should include the final arrangements for the congress including:

- Final program for the technical sessions and workshops, such as the Young Professionals Workshop
- Final program for the receptions and social functions
- Final program for the accompanying delegates

Information on Special functions for Board and Session Chairs

By O-2 by email

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

B4. ACTIONS REQUIRED DURING THE CONGRESS,

Presentation to the I-INCE Board of Directors At the meeting of the I-INCE Board held at the time of the INTER-NOISE Congress, the Congress President, or a designated alternate, shall give an overview of the Congress. The overview shall include the following:

- The schedule of events with details on what is expected of members of the I-INCE Board during the Congress.
- A report on the number of abstracts received, abstracts accepted, manuscripts received for the Proceedings, the number of pre-registrants, and a current count of the total number of registrants.

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

Attendance at the FCTP and TPP The Congress Technical Chair for the current INTER-NOISE Congress shall attend the FCTP and TPP 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 Instructions.

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

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

C3. INTERNATIONAL ADVISORY COMMITTEE

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

Congresses. The IAC should consist of 10 to 20 members

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

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

C4. THEME

A theme of no more than eight words shall be adopted for purposes of promoting the INTER-NOISE Congress. The proposed theme should be relevant to the central mission of I-INCE and shall be presented to the Board meeting in Y-2 for approval

C5. CONGRESS LOGO

Each INTER-NOISE Congress shall have a unique logo selected by the Organizing Committee. The logo shall be linked to the theme of the Congress and to the location of the Congress. The logotype font "Pump" or near equivalent shall be used. The logo shall appear on all correspondence, on the home page of the Internet website for the Congress, on the first page of each manuscript in the Proceedings, on badges, and on all signage for the Congress. A manuscript template should be provided which has the logo locked in position on the first page. See example of template in Appendix3. The congress template should be provided in both word and Latek.

C6. OPENING AND CLOSING

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

1. **Opening and first distinguished lecture/plenary talk.** The Opening Ceremony is the first major event of an INTER-NOISE Congress and normally held after the General Assembly on Sunday afternoon. Inclusion of some musical and entertainment event(s) in the session is encouraged, preferably representative of the country/region hosting the INTER-NOISE. The total time for the Opening Ceremony shall be limited to one hour. The program shall include the following two presentations:
 - a. **Welcome** to participants by the Congress President and local officials: If one or two of the officials is not fluent in English, the local language may be used for short speeches of less than five minutes duration. Sequential translation into English shall not be permitted. Instead either a printed translation may be distributed, or the translated text projected using the A/V equipment, in lieu of a simultaneous translation.

- b. **Official opening** of the INTER-NOISE Congress by the I-INCE President. The official opening is preceded by the I-INCE President's address of no more than ten minutes duration.
 - c. **Distinguished lecture/plenary talk** normally follows the Opening Ceremony and should be limited to 45 minutes and be of interest to a general and non-technical audience.
 - d. **Welcome Reception** shall be hosted by the current INTER-NOISE congress
2. **Closing.** This is the last major event of the Congress and normally follows the last distinguished lecture/plenary talk normally includes:
- a. **Thank you by the Congress President** to the participants, the Organizing Committee and Staff, Congress Secretariat, and others as appropriate.
 - b. **Thank you by the I-INCE President** to the Congress President and host Member Society.
 - c. **Invitation by the next Congress President** to participate in the next INTER-NOISE Congress of that Congress.
 - d. **Closing Reception** hosted by the next congress Member Society
- Note:** Presentations on other future conferences or congresses are strongly discouraged. The focus shall be on the INTER-NOISE congresses.

C7. 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.

C8. REQUIREMENTS FOR TECHNICAL SESSIONS

Opening Ceremony Room shall have a capacity corresponding to at least $0.8N$, where N is the number of registrants.

Closing Ceremony Room shall have a capacity corresponding to at least $0.6N$.

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

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

Direction The directions to lecture rooms shall be clearly posted, particularly if the lecture rooms are on different floors. The participants have only 2 minutes to

move from room to room between presentations in different sessions and so the allocation of sessions should aim to keep those with similar topics close by.

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

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

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

C9. REQUIREMENTS FOR OTHER MEETINGS

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

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

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

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.

Technical Program Planners meeting (TPP) – traditionally this committee meets on Sunday morning from 07.30 to 10.00. This meeting is by invitation

only. The typical requirements include: room capacity 15-20, preferred layout open U, projector, and screen. The INTER-NOISE organization provides breakfast for this committee from 7.30.

Future Technical Planning Committee Second Meeting (FCTP) – traditionally this committee meets for 2 hours during the congress on Wednesday (in the afternoon). One of the technical meeting rooms with capacity up to 50 and projector/screen with compatible PC for loading of presentation during the meeting is suitable. This meeting is chaired by the I-INCE VP Technical Activities and arrangements shall be reviewed by this VP.

Young Professionals Workshop – traditionally this workshop is held on Monday or Tuesday afternoon at a time specified by the I-INCE VP Technical Activities. The typical requirements include: room capacity from 50 to 75, projector/screen and compatible laptop. Some form of catering is required for the post-workshop reception and the I-INCE VP Technical Activities shall be contacted for the details. The workshop and location shall be clearly listed in the program guide, and in any online congress scheduling app.

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

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

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

C10 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 (refer to the I-INCE Classification of Subjects). 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.

C11 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.
- ***Survey Papers***
These are invited papers that may be presented as the first papers in special sessions on featured topics. A survey 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 abstracts 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.

C12. 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 assessment or peer review is requested.

C13. ACCEPTANCE OF ABSTRACTS

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

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

Each paper that appears in the Proceedings requires the payment of one registration fee. If the same author submits more than 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.

C14. 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 including the requirement for inclusion of at least one appropriate number from the I-INCE Classification of Subjects.
- Any page limits - more than 12 pages should be discouraged.
- The file size upload limits and upload required in PDF format
- The special arrangements for those requesting a formal screening or review
- 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

C15. INSTRUCTIONS FOR PRESENTATIONS

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

- Advising of the preliminary program and seeking a quick response if there

are any conflicts

- Providing the instructions for preparation of oral presentations, including the timing and the arrangements for the uploading of the presentation. The presentation is usually in the form of a PPT or PDF file. Clear guidance should be provided to presenters to ensure that all the diagrams, figures, photographs and text can be clearly read by the audience.
- Advising of the arrangements for uploading the file before the congress as well as uploading during the time of the Congress. A preview room should be provided in the conference venue to allow for the uploading and for checking presentations.
- Advising of the standard audio visual facilities to be provided in each meeting room. Seeking advice in advance if any presenters have accompanying video or audio files so that they can be catered for. Any additional facilities requested by a presenter, beyond what is normally provided, will need to be paid for by the presenter.
- Advising of arrangements should the corresponding author not be able to present the paper at the Congress. The preference is that the paper is presented at the allocated time slot by a colleague of the author.
- Advising of the earlier deadline if an author requests that a submitted manuscript go through a formal review process to obtain permission to travel or any other specific reason

C18. CHAIRS OF TECHNICAL SESSIONS AND THEIR BRIEFING

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 present at an INTER-NOISE Congress are expected to assist as chairs of Technical Sessions

Instructions concerning the responsibilities of the session chairs shall be provided to all session chairs by email before the congress, by notice issued at the time of their registration **and during a Session Chair function following the Opening reception.** *This has led to much discussion with arguments for and against a formal dinner - needs to be resolved at the Board meeting* By O-2 the Congress President shall invite to the Session Chairs function all session chairs and any guest who is a registered as their accompanying person. Confirmation of attendance should be required by O-1. This function should be in a separate area and may be a continuation of the opening reception with further catering. During this function the Technical Chair of the Congress or his/her designee will give the necessary instructions.

The instructions for session chairs include:

- Recommendation to be at the room at least 15 min before the commencement of the session to become familiar with the presentation system and to welcome and assist the presenters

- Advice on the timing system to be used
- Importance of not allowing any presenter to go over time
- Recommendation that, should there be a no-show for a presenter, the session chairs may initiate a technical discussion with the audience during that time slot.
- Maintain a record of the approximate attendance and the details of any no-shows and return form to the congress organizers
- Advice on how to deal with attendees photographing and/or recording presentations (this is forbidden unless the speaker has given permission)

C19. PROCEEDINGS

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

The USB of the proceedings shall include:

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

C19. PROGRAM AND ABSTRACT BOOK

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

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

Example of BIBLIOGRAPHIC INFORMATION to be included in Proceedings

Title	Proceedings of 43rd International Congress on Noise Control Engineering
Short Title	INTER-NOISE 2014
Theme	Improving the World through Noise Control
Conference Dates	16-19 November 2014
Conference Location	Melbourne, Australia
Publication date	16 November 2014
Format	USB memory stick/online and two printed books
ISSN	0105-175x
ISBN Program Book	978-0-909882-02-0
ISBN Abstract Book	978-0-909882-03-7
ISBN USB Stick/Online	978-0-909882-04-4
Editors	John Davy, Charles Don, Terry McMinn, Liz Dowsett, Norm Broner and Marion Burgess
Copyright	© 2014 The Australian Acoustical Society PO Box 1843, Toowong DC QLD 4066, AUSTRALIA

PEER REVIEWED PAPERS

The 98 papers with the following paper numbers were peer reviewed at the request of the author(s) before being accepted for the INTER-NOISE 2014 conference. These papers were peer reviewed by a review panel composed of the topic organizers, the session organisers and the peer reviewers. The identities of the peer reviewers were not disclosed to the authors. The peer reviewers reviewed these papers to ensure that they were of a high standard for the conference, and provided written feedback on the quality of the manuscripts. The review criteria included technical content, originality, English expression and technical significance. Papers were matched where possible to peer reviewers in the same field with similar interests and areas of expertise as the authors.

1, 8, 10, 11, 34, 46, 50, 51, 52, 54, 74, 78, 81, 83, 84, 85, 89, 91, 96, 97, 100, 103, 112, 115, 120, 122, 124, 133, 141, 145, 151, 155, 173, 174, 180, 182, 184, 207, 208, 235, 237, 251, 264, 275, 296, 302, 308, 321, 324, 351, 354, 377, 386, 389, 400, 439, 443, 456, 477, 525, 582, 590, 596, 601, 606, 623, 655, 661, 670, 672, 680, 684, 691, 695, 700, 710, 723, 724, 726, 730, 771, 774, 787, 788, 790, 801, 813, 817, 829, 841, 869, 886, 887, 894, 904, 912, 971, 1000

C20. 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

C21. 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.

C22. TECHNICAL EXHIBITION

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

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

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

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

C23. DISTRIBUTION AND DISPLAY OF PROMOTIONAL MATERIALS

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

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

For those relating to future events and similar promotions the organizers shall make available a table on which a limited amount of such material may be placed with the permission of the Congress President. **This table shall be the sole distribution point for such material at an INTER-NOISE Congress.** *Suggestion has been to delete this last sentence*

C24. TECHNICAL VISITS

As an extra-cost option the Organizing Committee may arrange visits of

scientific and technical interest. All technical visits shall be arranged for the days after the closing of the Congress. Technical visits shall not be scheduled on a Congress meeting day.

C25. SATELLITE SYMPOSIA

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

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

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

C26. 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. During these breaks beverages (coffee, tea, juice, water, etc.) shall be available to the registrants. It is appreciated by the exhibitors if the beverage services are located in or adjacent to the exhibition area.
9. Eating facilities. The Organizing Committee shall provide information to each registrant on eating places in the vicinity of the Congress for breakfast, lunch, and dinner. A map showing the location of the eating places shall also be provided. At least one hour shall be included in the schedule for lunches.

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

C27 PROFESSIONAL CONGRESS ORGANISERS (PCO)

Experience with PCO's suggest they must be chosen carefully as with any firm, and should be used to perform tasks that the Organizing Committee and Secretariat either does not have the time, or the experience to perform. If the Organizing Committee wants to engage the services of a PCO, it is suggested that several be considered to get the maximum benefit at a reasonable cost. 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.

C28. RELATIONS WITH I-INCE BOARD

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

All Board members serve as volunteers, and travel long distances to attend I-INCE Board meetings and to participate in Congresses. During their stay in the city of the host Member Society, members of the I-INCE Board should expect to have their registration fee waived for those employed less than half time. All Board members should be invited to the Session Chairs function.

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

C29. 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.

Two days prior to Day 1 of the Congress	
0830 – 1200	Congress Selection Committee
1200 – 1300	Lunch for the Board of Directors
1300 – 1900	I-INCE Board of Directors Meeting
1930 - 2100	Board Dinner
One day prior to Day 1 of the Congress	
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)
Day 1 of the Congress	
0800 – 1200	Plenary (if held) and Technical Sessions
1300 – 1800	Technical Sessions *
1900 -	Optional social event
Day 2 of the Congress	

0800 – 1200	Plenary (if held) and Technical Sessions
1300 – 1800	Technical Sessions*
1900 - 2230	Congress Banquet

Day 3 of the Congress	
0800 – 1200	Plenary (if held) and Technical Sessions
1300 – 1600	Technical Sessions (including Future Congress Technical Planners meeting). Closing plenary session
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

* Young Professional workshop and social either on Monday or Tuesday 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):

The Board of Directors of the International Institute of Noise Control Engineering (I-INCE) accepts the proposal of the (insert Member Society name) to host the INTER-NOISE Congress in 20xx. It is our understanding that INTER-NOISE 20xx will be held in (insert Congress venue in host country) on (insert year, month, and days of Congress). The Opening Ceremony will be on (insert date of day before technical programs start) followed by three full days of technical program. It is our understanding that (insert full name) will serve as the Congress President. It is the duty of the INTER-NOISE Congress President to work with the I-INCE President to confirm financial and organizational matters relating to the Congress and to ensure that there is a complete understanding of the respective responsibilities of the host society and the I-INCE.

The Instructions 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. You have received a copy of these Instructions as approved by the Board on (insert latest date of Board approval). Further, the recommendations of the Congress Evaluation Committees for recent Congresses have also been sent to you to assist you in Congress planning. It is unnecessary to go into details in this letter. However, it is important that there be a complete understanding of, and mutual agreement on, the following major items of finance and administration:

In preparing for, and while hosting, INTER-NOISE 20xx, (insert name of host society) agrees to follow the I-INCE Instructions for the Organization of INTER-NOISE Congresses.

The I-INCE President shall approve the appointment of the members of the Organizing Committee before the initial public announcement of the Congress.

If exceptions to the Instructions are proposed, the Congress President will seek the I-INCE President's prior approval in a timely fashion.

The Organizing Committee shall take measures to target the number of parallel sessions to 15, but limit to no more than 20, by encouraging the use of poster sessions and by other means that may be developed, while still adhering to the Congress format required by the Instructions.

The Organizing Committee will make every effort to keep the registration fee for individual participants equal to or not more than 10% greater than that charged for the previous INTER-NOISE Congress held in (Insert location and dates of the previous INTER-NOISE Congress in the same geographical region of the host society.).

After preparation of the preliminary budget but before the initial public announcement of the registration fees, the fee for each registrant shall be increased by xx € to defray the cost of services provided by I-INCE as described in the I-INCE By-laws. Within two months after the close of the Congress, the Congress President shall send the I-INCE President a written report on the Congress. The report shall include a comparison of actual and budgeted income and expense items and shall be submitted with a payment amounting to the product of the number of paid registrants and the fraction of the registration fee per registrant agreed to by the (insert host Member Society) and the I-INCE President as stated at the beginning of this section.

You may have questions concerning the above items, and I would be pleased to discuss them with you. If the above clearly states our mutual understanding of the key financial and administrative matters relating to INTER-NOISE 20xx, please sign and return a scanned copy to me within thirty (30) days.

I look forward to working with you and your Organizing Committee to make INTER- NOISE 20xx 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 INSTRUCTIONS

On 2016 XXX XX the Board of Directors of the International Institute of Noise Control Engineering (I-INCE) approved this edition of the Instructions for the organization and operation of INTER-NOISE Congresses. The requirements of the Instructions 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 instructions given in this edition, or applicable later edition.

APPENDIX 1 Listing of dates to be avoided when planning for a congress
This is a simple listing and a careful check should be made to avoid clashes with other major holidays and events.

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 holiday (Japan):	mid Aug
Mid autumn festival (China)	Sept
Rosh Hashanah (Jewish):	Sept/Oct
Equinox (Korea):	late Sept
Thanksgiving (US):	late Nov

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

APPENDIX 3 Example of template to be provided for the submission of manuscripts. Note that the logo for the conference is in the header

Summary Data for INTER-NOISE XXX

City and Country:	
Dates:	
Location:	
Theme:	
Host organization:	
Sponsor:	
Congress President:	
Congress Secretary:	
Technical Program Chair(s):	
Treasurer:	
Exhibition Manager:	
Proceedings Editor:	
Number of countries (Registrants):	
Number of total registrants:	
Number of paid regular registrants:	
Number of regular registrants exempted	
Number of paid student registrants:	
Number of student registrants from I-INCE YS	
Number of student registrants other support	
Number of Accompanying Persons:	
Number pre-registered:	
Number of on-site registrations:	
Number of Exhibitors:	
Abstracts received by final deadline:	
Abstracts received after final deadline:	
Number of abstracts accepted:	
Number of abstracts rejected:	
Number of manuscripts received:	
Number of no-show presenters:	
Number of papers in Proceedings:	
Number of USB-sticks produced:	
Number of Distinguished Lectures:	
Number of lecture sessions:	
Number of parallel sessions:	
Number of workshops	
Number of poster papers:	
Number of luncheons:	
Number of dinners:	
Number of receptions:	

Attachment 7: Proposal for a common INTER-NOISE conference management system

Common Internoise Conference Management System

S.A. Hambric

5 August 2016

I recommend that I-INCE consider using a common website, registration, abstract/paper handling, and scheduling for future Internoise congresses.

Benefits:

- Capture year-to-year authors and attendees more easily for future conferences
- Carry forward author/registrant information
- Reduce costs/hours required (may encourage more future hosts to apply)

There does not appear to be any all-in-one solution. However, below are some options for each of these pieces based on a web search. Others are likely also available.

Registration/session management (these also provide rudimentary websites):

- Regpack
- Cvent
- Conftool
- Eventbrite
- BusyConf
- Lanyon

Abstract/paper submission (the least commonly supported element):

- OpenConf (includes peer review, used by IEEE, also handles scheduling/mobile program)

Integrated:

- Ungerboeck (website, registration, event management/scheduling, unsure if they handle abstracts/papers)
- Etouches (claims to handle abstracts and reviews, not sure about papers)
- Sciencesconf.org (French, incomplete English version)

Key questions to consider:

- Costs
- Which of these options appear to be strong enough to survive over many years?
- How many different components shall we consider, or shall we try to find options that consolidate as much as possible?
- Would forcing a member society to use common registration and paper handling system be more of a burden than a benefit? Initial reaction from PCOs may be negative (don't want to change from what they're used to).

I suggest a committee investigate the idea. The committee could include chairs and/or PCOs of the last 2-3 Internoise, as well as Joe Cuschieri, who manages the INCE-USA conference website/system.



inter.noise

27-30 AUGUST
HONG KONG 2017

Taming Noise and Moving Quiet

Hong Kong - Your Gateway to a World of Endless Possibilities!

A Conference at the state-of-the-art Hong Kong Convention & Exhibition Centre, at the heart of the city and feeling the pulse of all the actions.



Organizers:



The Hong Kong Institute of Acoustics



The Hong Kong Polytechnic University

In conjunction with:



NVH Branch, The Society of Automotive Engineering
China

Key Dates



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27-30 AUGUST
HONG KONG 2017

Registration & Abstract Submission starts :	1 January 2017
Abstract submission deadline :	31 March 2017
Paper submission deadline :	31 May 2017
	1 May if opt for peer review
Early Bird registration deadline :	28 April 2017
Technical programme finalized :	Early July 2017
INTER-NOISE 2017 :	27 - 30 August 2017

Hong Kong Convention and Exhibition Centre



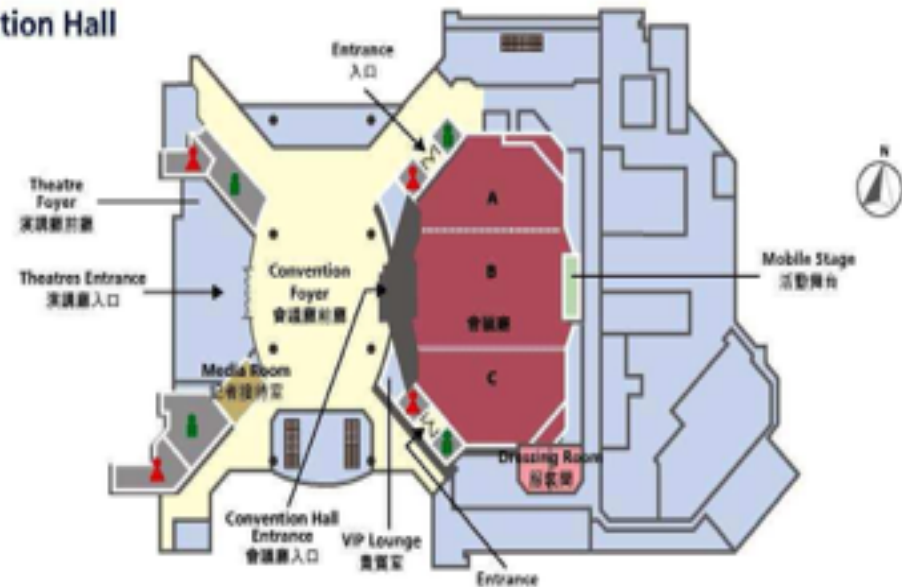
inter.noise

27-30 AUGUST 2017
HONG KONG

Hong Kong Convention and Exhibition Centre

- State-of-the-art Conference Venue
- Hong Kong's best conference venue - in the city centre fronting Victoria Harbour
- Convention Hall and Convention Foyer for opening/closing ceremonies, cocktail parties and technical exhibition

Convention Hall
會議廳



Hong Kong Convention and Exhibition Centre



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27-30 AUGUST
HONG KONG 2017

Hong Kong Convention and Exhibition Centre

- 19 meeting rooms of various sizes for parallel sessions



Hotels



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27-30 AUGUST
HONG KONG 2017



There are 6 hotels nearby have been liaised and will offer a discount rate for the Conference delegates.

The three nearest Hotel - Grand Hyatt , Renaissance Harbour View and The Harbourview have been reserved over 300 rooms for our delegates.



Hotel	Rate	Rooms reserved
Grand Hyatt	HK\$2,300+10% HK\$2,800 +10%	10
Renaissance Harbour View	HK\$1,500+10%	200
The Harbourview	HK\$1,000+10% HK\$1,200+10%	130
Empire Hotel	HK\$1,050+10%	50
Novotel Century	HK\$1,100+10%	70
OZO Wesley Hong Kong	HK\$1,000+10%	50



Venue and Nearby Hotels

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27-30 AUGUST
HONG KONG 2017



There are over 5,000 hotel rooms available within 5-15 minutes walking distance to HKCEC, at an extensive rate from US\$40 - 250.

Website Coming Soon



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27-30 AUGUST
HONG KONG 2017



Call for Papers



inter.noise

27-30 AUGUST
HONG KONG 2017



Key Dates

Conference dates: 27 – 30 August 2017 .
 Technical session proposal stops: 20 December 2016 .
 Abstract submission starts: 1 January 2017 .
 Abstract submission deadline: 31 March 2017 .
 Paper submission deadline: 1 May 2017 *subject to publication* .
 31 May 2017 .
 Early Bird Registration stops: 28 April 2017 .
 Deadlines will not be extended .

Registration

Registration will be opened on 1 January 2017 and should be done via the Congress website at :
www.internoise2017.org .

Full delegate: USD 720 on or before 28 April 2017 .
 USD 800 after 28 April 2017 .

Student: USD 200 on or before 28 April 2017 .
 USD 250 after 28 April 2017 .

Accompanying person: USD 150 .
 Additional paper: USD 180 .
 Congress banquet: To be announced .

Organizing Committee

Congress Co-Chairs: Prof Li Cheng .
 Tom Ho, FEng .
 Technical Programme Chair: Prof S K Tang .
 Congress Secretary: Dr K W Cheng .
 Dr Honglian Li .
 Dr Randolph C K Leung .
 Ms Grace Kwok .
 Mr William Fung .
 Dr Claf C K Tang .
 Dr C W Law .
 Li C K Lee .
 Mr Chris Kwok .
 Mr Cansong Gu .
 Prof Li Cheng .
 Dr C W Law .
 Prof S K Tang .
 Mr C L Wong .
 Ms WY Felice Wong .
 Dr Jie Zhu .

Honorary Treasurer:
 Sponsorship Managers:
 Exhibition Manager:
 Web Manager:
 Web Administration:
 SAE China Liaison:
 Proceedings Editors:
 Members:



Congress Theme

Taming Noise and Moving Quiet

More and more people are living in cities nowadays. As the population density increases, the noise issue has become increasingly important in affecting the living quality of citizens. Noise in urbanized cities mostly comes from human beings, transportation, construction, buildings and city services, which are all essential for the progress of city development. Taming these noises is therefore a very challenging task for governments, professionals and academia. Effort to keep the moving vehicles quiet during operation is of prime importance to the benefits of citizens...

Contact Information

For registration and further information about INTER-NOISE 2017, please visit www.internoise2017.org .

For inquiries, please contact admin@internoise2017.org .



inter.noise

27-30 AUGUST
HONG KONG 2017

46th International Congress and Exhibition on
Noise Control Engineering

Organized by

The Hong Kong Institute of Acoustics



and

The Hong Kong Polytechnic University



In conjunction with

The Society of Automotive Engineering, China



Advisory Committee of
SAE-China

Sponsored by

The International Institute of Noise Control
Engineering



Activities



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27-30 AUGUST
HONG KONG 2017

- Opening Reception (27 August 2017, Sunday)
- Chairman Dinner (27 August 2017, Sunday)
- Banquet (29 August 2017, Tuesday)
- Closing Reception (30 August 2017, Wednesday)



Banquet with Chinese Cuisine -
Approximately USD \$150 per
person



TramOramic Tour



Cath the Skyline



Evening Harbour Cruise



Night Market- Temple Street



360 Buddhist walk



Theme Parks

Social activities for accompanied persons

Chinese Foods



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27-30 AUGUST
HONG KONG 2017



Thank you



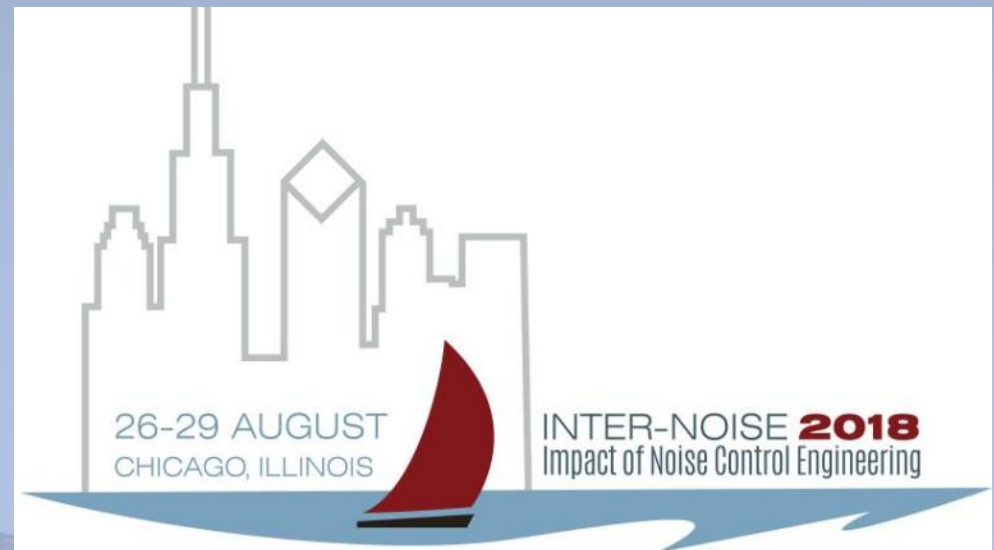
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27-30 AUGUST
HONG KONG 2017



INTER-NOISE 2018

Impact Of Noise Control Engineering 2016 August Update

Marriott Hotel
Magnificent Mile



<http://internoise2018.org>

Organization

- Congress President
 - Charles Moritz
- Congress Co-President
 - Joe Cuschieri
- Technical Program Chairs
 - Teik Lim, David Herrin
- Supporting Committee
 - Joe Cuschieri – INCE/USA
 - Cathy Vail –Conference Secretariat
 - Rich Peppin – Exposition
 - Gordon Ebbitt/Sarah McGuire – Proceedings Editors
 - Dana Lodico - Student Coordinator
 - Accompanying Persons Program – Geri Moritz, Deb Bernhard/Bonnie Donovan



Congress Venue: Marriott Magnificent Mile

Rates

Regular/Student
\$199/\$144

1,200+ guest rooms

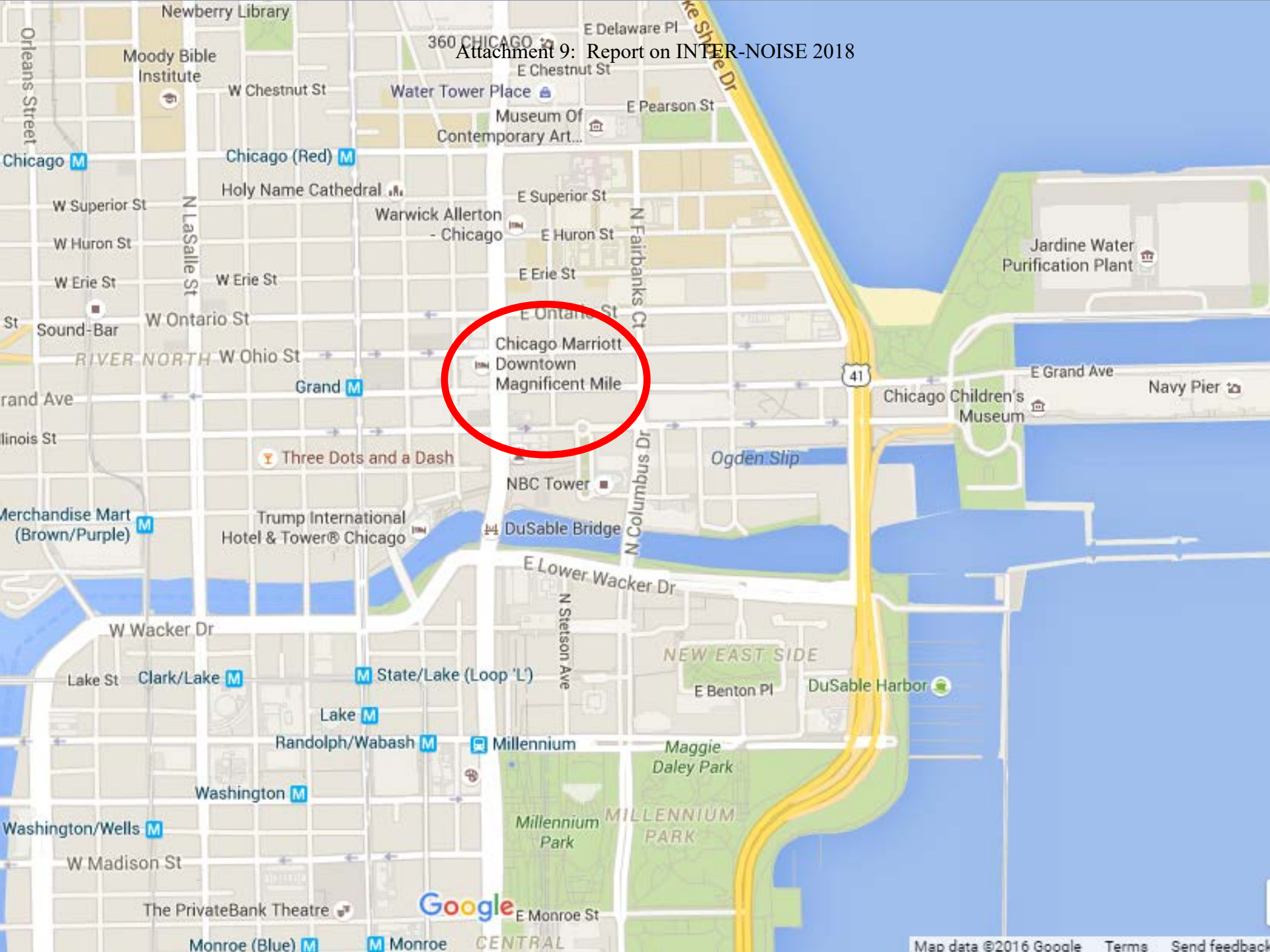
Easily accessible
meeting space on two
floors (15 rooms)

Large Exhibit Space

Additional Meeting
Space



Attachment 9: Report on INTER-NOISE 2018

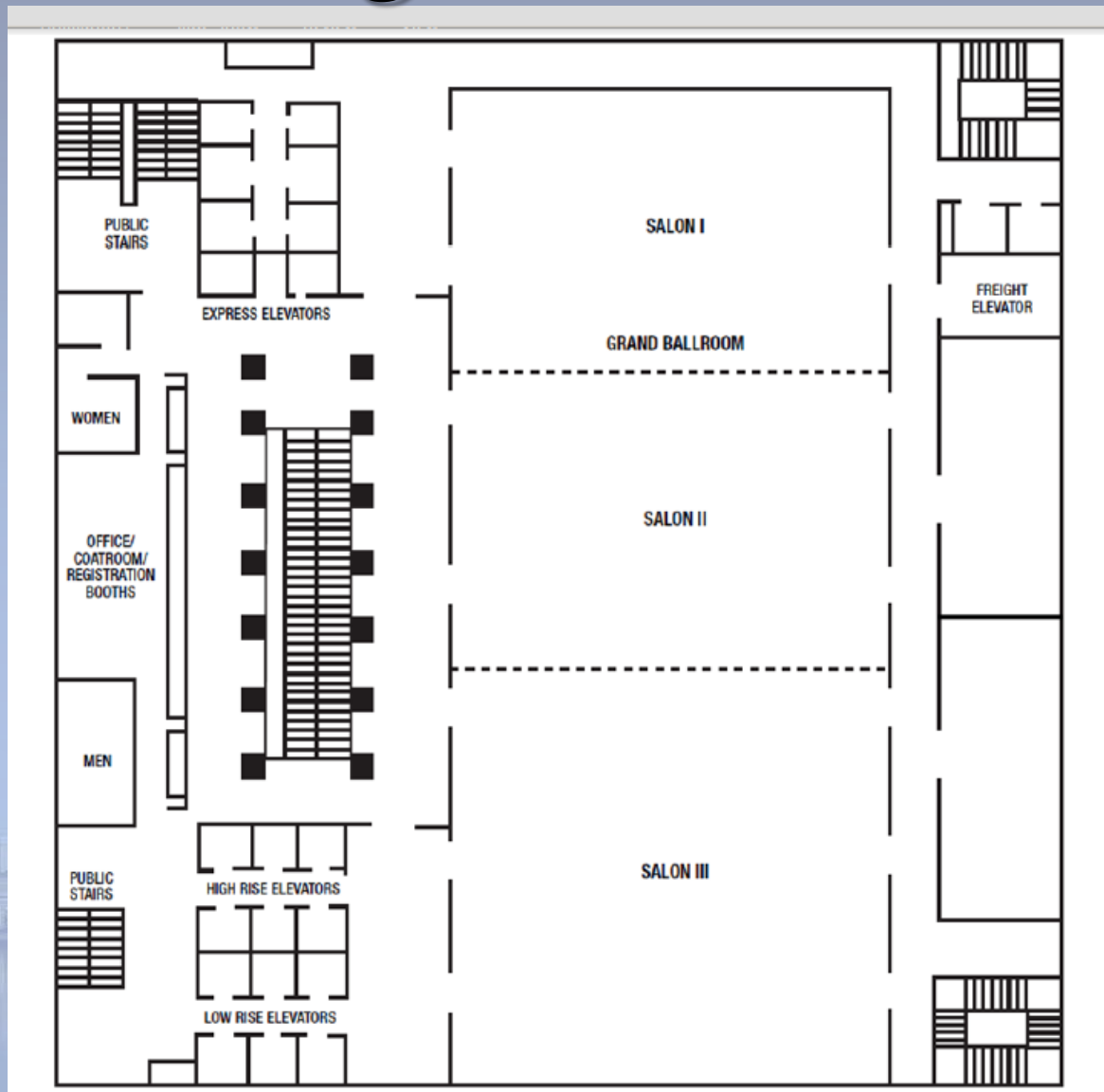


Technical Program

Impact Of Noise Control Engineering

- Sessions within the theme of the congress and general technical sessions
- Maximum of 15 parallel sessions
- General plenaries At the opening and closing ceremonies
- Invited technical keynote speakers during morning and afternoon sessions

7th Floor: Registration/Exhibits



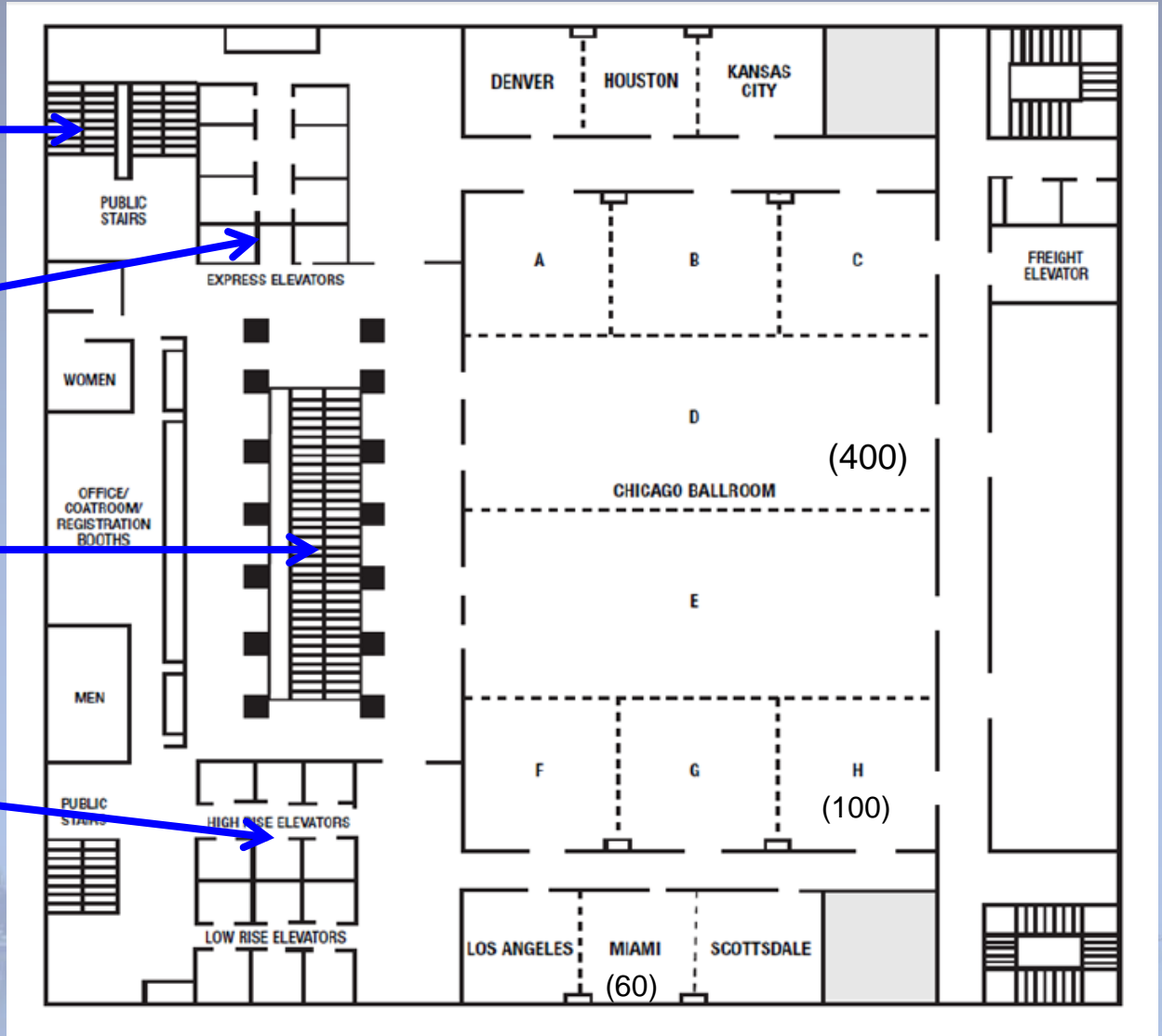
5th Floor: Sessions

Stairwell access

Elevator access

Escalator connects 5th and 7th Floors

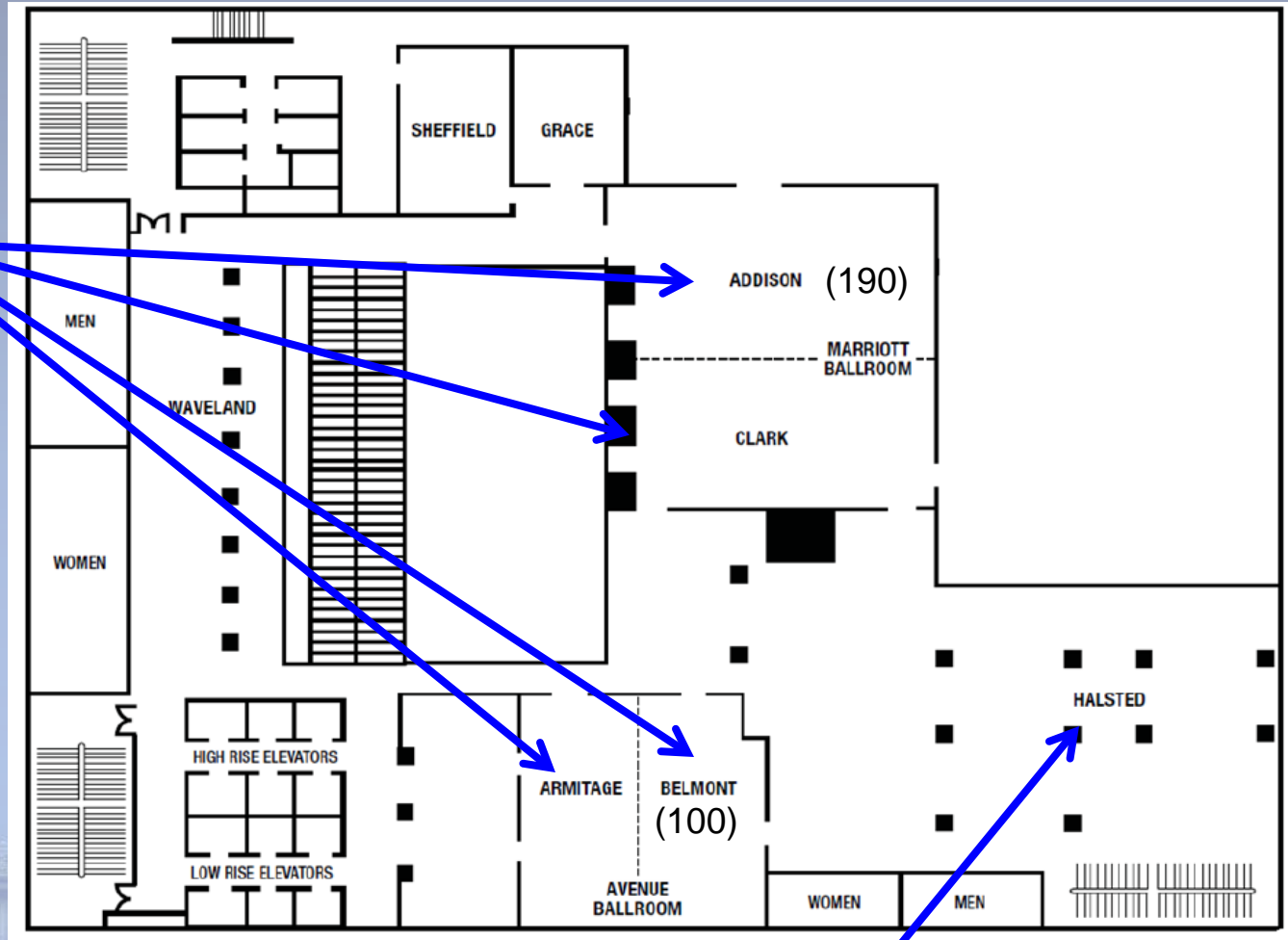
Elevator access



11 Session Rooms

4th Floor: Sessions

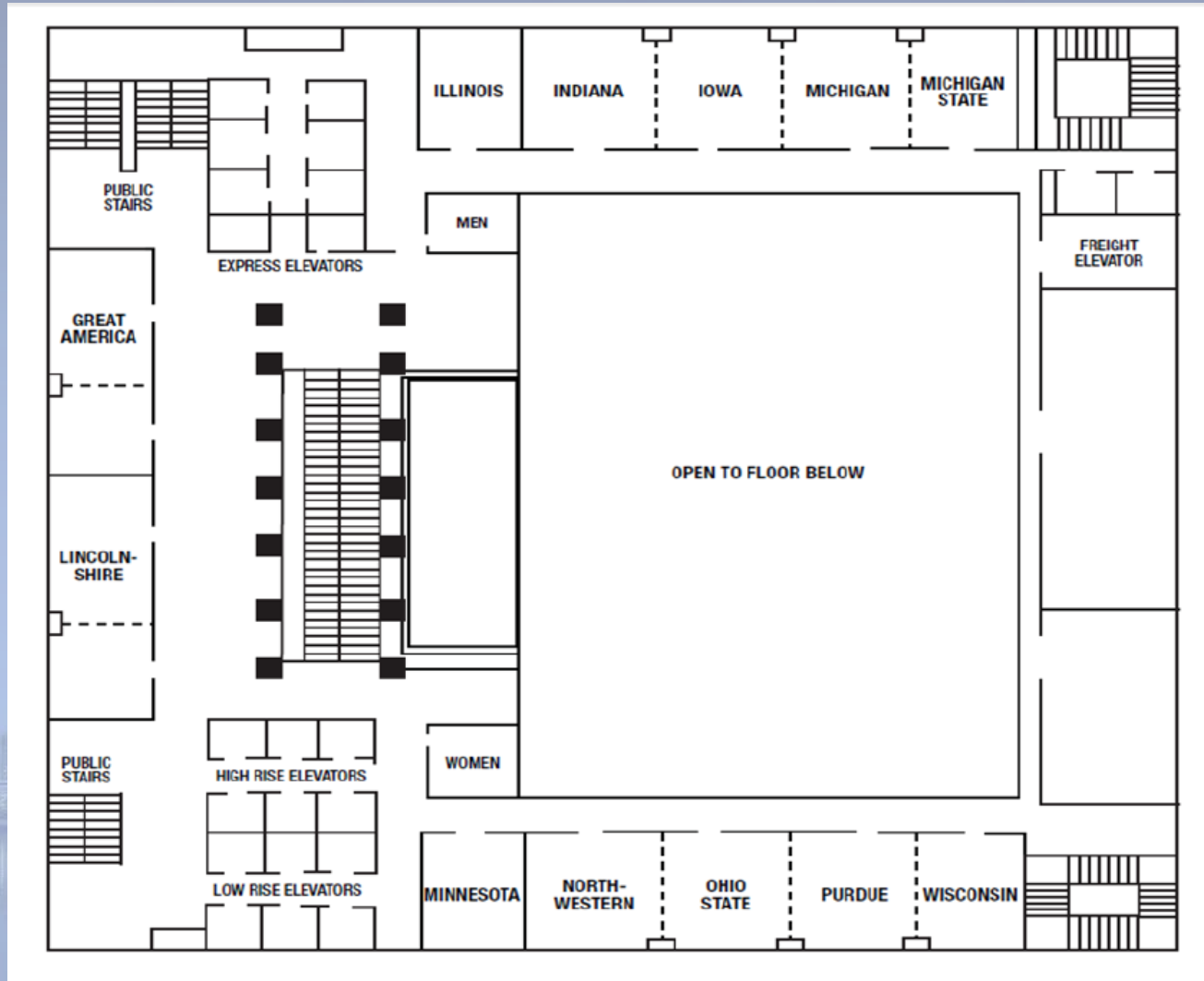
Session Rooms



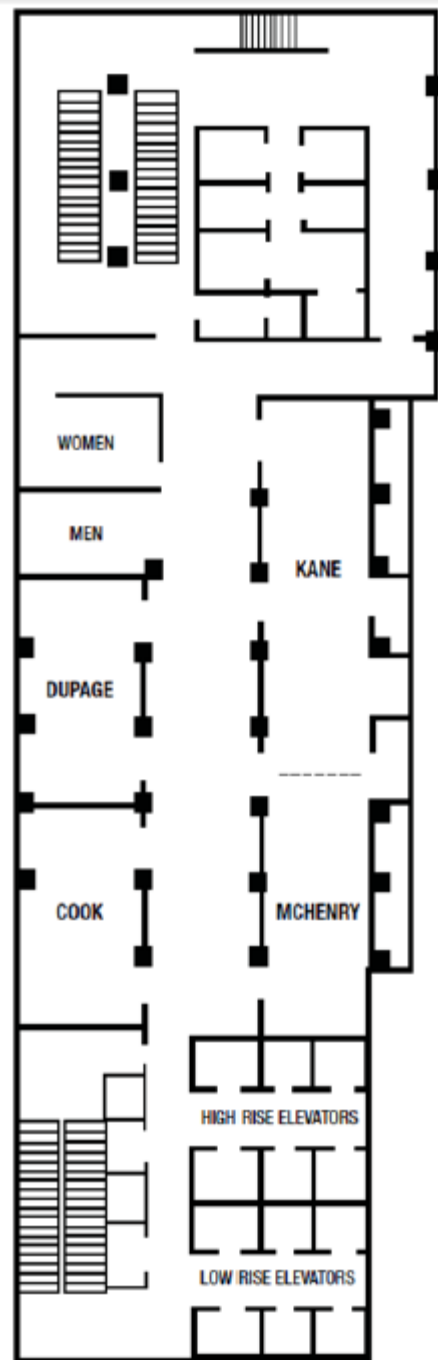
4 Session Rooms

Networking Space

6th Floor: Short Courses/Additional Meetings



3rd Floor: Short Courses Additional Meeting Spaces



Conference Banquet Museum of Science and Industry



- Main floor of museum open to attendees. Dinner stations to allow networking and enjoyment of the museum

Technical Tours & Accompanying Persons Program

- Technical Tours will be available
 - Riverbank Laboratory, Air Movement and Control Association Chicago Laboratories, Columbia College Department of Audio Arts and Acoustics
- Investigating having breakfast off site for one day
- Maintain gathering room at the hotel for all days

Registration Rates and Other Costs

- Registration Rate
 - Early \$680 / Late \$750 / On Site \$800
 - Student \$150
- Accompanying Persons Program
 - \$150 (Breakfast, City Tour, Social Functions)
- Hotel
 - \$199/Standard, \$144 Student

Attachment 9: Report on INTER-NOISE 2018

INCOME	Budget for N=1000			Comparative Budgets	
				0.75N	Breakeven
CATEGORY	Number	Item Cost	Total Cost	Number	Total Cost
Variable with Number Registrants	1000			750	
Early Registrations	800	680	\$544,000	600	\$408,000
Standard Registration	100	750	\$75,000	75	\$56,250
Late/On site Registration	100	800	\$80,000	75	\$60,000
Student Early Registration	75	150	\$11,250	50	\$7,500
Student Late/On site Registration	25	150	\$3,750	20	\$3,000
Single Day Registration	0	600	\$0	0	0
Young Professionals (I-INCE - 10,000 Euros)	1	15000	\$15,000	15000	\$15,000
Accompany Persons	150	150	\$22,500	75	\$11,250
Banquet and other socials	500	125	\$62,500	300	\$37,500
Fixed	0	0	\$0		
Exhibition Income	100	3000	\$300,000	60	\$180,000
Sponsors	5	2000	\$10,000	3	\$6,000
Other Income (Tours)	100	45	\$4,500	75	3375
Total Income			\$1,128,500		\$787,875

Attachment 9: Report on INTER-NOISE 2018

EXPENDITURE CATEGORY	Number	Item Cost	Total Cost		Number	Total Cost
Variable with Number Registrants	1000				750	
Chairs Dinner	450	200	\$90,000		350	\$66,500
Coffee Breaks	4000	35.75	\$143,000		3000	\$96,525
Welcome function	600	100	\$60,000		400	\$40,000
Farewell function	400	70	\$28,000		300	\$21,000
Registration Packets (Satchel, lanyard)	1000	15	\$15,000		750	\$11,250
Proceedings CD + Abstract book	1000	20	\$20,000		750	\$15,000
Banquet	500	175	\$87,500		300	\$47,250
Accompanying Persons (e.g. buses and tours)	150	150	\$22,500		75	\$11,250
Payment to I-INCE (15euro equiv)	15000	1.5	\$22,500		11250	\$16,875
Fixed	1	0	\$ -		1	\$0
Venue rental	1	0	\$ -		1	\$0.00
Audio/Visual	1	150000	\$150,000		0.9	\$135,000
Professional Congress Organizer	0	0	\$0		1	\$0
Support Staff, e.g. Registration Desk	1	65000	\$65,000		1	\$40,000
Bank and Credit Card Services	1	\$33,200	\$33,200		0.75	\$24,900
Office Expenses, including postage and phone	1	20000	\$20,000		1	\$20,000
Pre-Conference, e.g. Promotion, Venue signage	1	20000	\$20,000		1	\$20,000
Web Site	1	15000	\$15,000		1	\$15,000
I-INCE BoD and CSC Social and Breaks	150	250	\$37,500		150	\$15,000
Plenary and Keynote speakers	0	0	\$0		1	\$0
Manager of Exhibition	1	\$70,000	\$70,000		0.75	\$40,000
Exhibition Rental and Costs	100	1000	\$100,000		60	\$60,000
Travel	1	25000	\$25,000		1	\$25,000
Misc (Smart Phone App/Contingency/other)	1	45000	\$45,000		1	\$45,000
Young Professionals (See Above)	1	15000	\$15,000		1	\$15,000
Entertainment/Gifts/Awards/Insurance	1	15000	\$10,000		1	\$5,000
Total Expenses			\$1,094,200			\$785,550
NET = Income-Expenses			\$34,300			\$2,325

Report of the 2016 I-INCE Nominating Committee

The current **2016 I-INCE Officers and Directors** are as follows with those whose term ends this year indicated in **red**:

President	Joachim Scheuren (2013 - 2016)
President-elect	Marion Burgess (2013 - 2016)
Immediate Past President	Gilles Daigle (2013 - 2016)
Secretary General	Paul Donovan (2016 - 2019)
Treasurer	Doug Manvell (2016 - 2019)
Vice President, Europe-Africa	Dick Botteldooren (2016 - 2018)
Vice President, Asia Pacific	Ichiro Yamada (2015 - 2017)
Vice President, Pan America	Steve Hambric (2016- 2018)
Vice President, Development & Outreach	Luigi Maffei (2016 - 2018)
Vice President, Technical Activities	Raj Singh (2015 - 2017)
Vice President, Rules & Governance	David Holger (2016 - 2018)
VP for Communication and Webmaster	Joe Cuschieri (2016 – 2017)
Vice President, Membership	Samir Gerges (2016 – 2018)
Director, INTER-NOISE 2010	Jorge Patricio (2011 - 2016)
Director, INTER-NOISE 2011	Ichiro Yamada (2012 - 2017)
Director, INTER-NOISE 2013	Werner Talasch (2014 - 2016)
Director, INTER-NOISE 2014	Norm Broner (2015 – 2017)
Director, INTER-NOISE 2015	Yang-Hann Kim (2016 - 2018)
Director-at-large	Kohei Yamamoto (2015 - 2017)
Director-at-large	Ondrej Jiricek (2016 - 2017)
Director-at-large	Davi Akkerman (2015 - 2017)
Distinguished Board Member	Bill Lang (2016)
Distinguished Board Member	Tor Kihlman (2006)
Distinguished Board Member	George Maling (2016)
Ex-Officio	Jean-Pierre Clairbois (2016)
Ex-Officio	Robert Bernhard (2016)

Attachment 10: Report of the Nominating Committee

President and President-elect

In 2012, Marion Burgess was elected to the position of President-elect with a three year term (2013 - 2015). However, Marion was then elected President of the ICA with term ending in 2016, thus causing a conflict with the beginning of her term as I-INCE President. Therefore, Joachim's term as President was extended for one year, with the automatic extension of Marion's term as President-elect and my term as Immediate Past President.

The Nominating Committee discussed the term for the three presidential positions and unanimously agreed that a 3-year term would be less of a burden on the incumbent and would also best serve I-INCE by encouraging new persons and new ideas into the board. Thus the Nominating Committee is recommending a 3-year for the positions of President-elect, President, and Immediate Past President.

Bob Bernhard has agreed to be nominated for the position of President-elect for a three year term (2017-2019).

Director

Both Jorge Patricio's term and Werner Talasch's term end this year and no further action is required.

Otto von Estorff has agreed to serve as Director, INTER-NOISE 2016 for a three year term.

Distinguished Board Members

George Maling, Bill Lang, and Tor Kihlman were approached.

Note -There has been an unwritten rule that Distinguish Board Members are expected to attend Board meetings and the GA in the year of their appointment since they serve with vote. Thus, the Nominating Committee asked George, Bill, and Tor for confirmation that they would make every effort to attend INTER-NOISE next year.

George Maling declined the invitation.

Bill Lang accepted the nomination and confirmed his intention to travel to Hong Kong.

Tor Kihlman had not responded at the time of submitting this report.

Ex-Officio

The Nominating Committee concluded that no further action was required.

Attachment 10: Report of the Nominating Committee

The proposed slate for 2017 is shown below with actions highlighted in red:

2017 I-INCE Officers and Directors

President	Marion Burgess (2017 - 2019)
President-elect	Robert Bernhard (2017 - 2019)
Immediate Past President	Joachim Scheuren (2017 - 2019)
Secretary General	Paul Donovan (2016 - 2019)
Treasurer	Doug Manvell (2016 - 2019)
Vice President, Europe-Africa	Dick Botteldooren (2016 - 2018)
Vice President, Asia Pacific	Ichiro Yamada (2015 - 2017)
Vice President, Pan America	Steve Hambric (2016- 2018)
Vice President, Development & Outreach	Luigi Maffei (2016 - 2018)
Vice President, Technical Activities	Raj Singh (2015 - 2017)
Vice President, Rules & Governance	David Holger (2016 - 2018)
VP for Communication and Webmaster	Joe Cuschieri (2016 – 2017)
Vice President, Membership	Samir Gerges (2016 – 2018)
Director, INTER-NOISE 2011	Ichiro Yamada (2012 - 2017)
Director, INTER-NOISE 2014	Norm Broner (2015 – 2017)
Director, INTER-NOISE 2015	Yang-Hann Kim (2016 - 2018)
Director, INTER-NOISE 2016	Otto von Estorff (2017 - 2019)
Director-at-large	Kohei Yamamoto (2015 - 2017)
Director-at-large	Ondrej Jiricek (2016 - 2017)
Director-at-large	Davi Akkerman (2015 - 2017)
Distinguished Board Member	Bill Lang (2017)

Report of the 2016 I-INCE Nominating Committee

Positions with terms ending in 2016 and proposed actions
are highlighted in red

2016 I-INCE Officers and Directors

President	Joachim Scheuren (2013 - 2016)
President-elect	Marion Burgess (2013 - 2016)
Immediate Past President	Gilles Daigle (2013 - 2016)
Secretary General	Paul Donovan (2016 - 2019)
Treasurer	Doug Manvell (2016 - 2019)
Vice President, Europe-Africa	Dick Botteldooren (2016 - 2018)
Vice President, Asia Pacific	Ichiro Yamada (2015 - 2017)
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Director, INTER-NOISE 2013	Werner Talasch (2014 - 2016)
Director, INTER-NOISE 2014	Norm Broner (2015 – 2017)
Director, INTER-NOISE 2015	Yang-Hann Kim (2016 - 2018)
Director-at-large	Kohei Yamamoto (2015 - 2017)
Director-at-large	Ondrej Jiricek (2016 - 2017)
Director-at-large	Davi Akkerman (2015 - 2017)
Distinguished Board Member	Bill Lang (2016)
Distinguished Board Member	Tor Kihlman (2006)
Distinguished Board Member	George Maling (2016)
Ex-Officio	Jean-Pierre Clairbois (2016)
Ex-Officio	Robert Bernhard (2016)

Attachment 10: Report of the Nominating Committee

Proposed slate and changes

2017 I-INCE Officers and Directors

President

President-elect

Immediate Past President

Secretary General

Treasurer

Vice President, Europe-Africa

Vice President, Asia Pacific

Vice President, Pan America

Vice President, Development & Outreach

Vice President, Technical Activities

Vice President, Rules & Governance

VP for Communication and Webmaster

Vice President, Membership

Director, INTER-NOISE 2011

Director, INTER-NOISE 2014

Director, INTER-NOISE 2015

Director, INTER-NOISE 2016

Director-at-large

Director-at-large

Director-at-large

Distinguished Board Member

Marion Burgess (2017 - 2019)

Robert Bernhard (2017 - 2019)

Joachim Scheuren (2017 - 2019)

Paul Donovan (2016 - 2019)

Doug Manvell (2016 - 2019)

Dick Botteldooren (2016 - 2018)

Ichiro Yamada (2015 - 2017)

Steve Hambric (2016- 2018)

Luigi Maffei (2016 - 2018)

Raj Singh (2015 - 2017)

David Holger (2016 - 2018)

Joe Cuschieri (2016 – 2017)

Samir Gerges (2016 – 2018)

Ichiro Yamada (2012 - 2017)

Norm Broner (2015 – 2017)

Yang-Hann Kim (2016 - 2018)

Otto von Estorff (2017 - 2019)

Kohei Yamamoto (2015 - 2017)

Ondrej Jiricek (2016 - 2017)

Davi Akkerman (2015 - 2017)

Bill Lang (2017)

Summary of Proposed Substantive Changes to the I-INCE Bylaws and Rules

3 August 2016

This document is a brief summary of the most substantive changes that are proposed to the I-INCE Bylaws and Rules. It is intended that this summary will guide discussion by the I-INCE Board of Directors at its meeting on 20 August 2016.

Proposed Most Substantive Modifications to the I-INCE Bylaws

1. The language has generally been refined to better represent current and intended practice (for example electronic communication and publication).
2. In Article 5.1 and elsewhere, the elimination of reference to individual membership in I-INCE (which has never been implemented).
3. In Articles 8.1 and 9.1, the formal establishment of the President-Elect and Immediate Past President officer positions.
4. In Article 8.5, the election of one Director-at-Large each year instead of three every three years.
5. In Article 8.8, clarification that a Director must be present to vote; introduction of the requirement that the president or presider only votes to break ties and not to create them.
6. In Article 9.3, the terms of the President, President-Elect, and Immediate Past President are reduced from 4 years to 3.
7. In article 9.6, the President-Elect Chairs the Congress Selection Committee.
8. In Article 9.7, the Immediate Past President chairs the Nominating Committee.
9. In Article 11, an Executive Committee is formally created and defined.

Proposed Most Substantive Modifications to the I-INCE Rules of Operation

1. Part 1, General Assembly, 1.4, Director-at-Large elected one per year; 1.8, revision of timelines, definitions, and actions related to past due and delinquent dues.
2. Part 2, Technical Study Groups, Major rewrite to incorporate current and desired practice.
3. Part 3, Congress Selection Committee, 3.3, Maximum term of 6 years; 3.4, President-Elect is chair; 3.6, Chair only votes to break ties; 3.12, restrictions on voting?; 3.13, Board decision making?
4. Part 4, Future Congress Technical Planners, Major rewrite to incorporate current and desired practice.
5. Part 5, Congress Evaluation Committee, Refined and streamlined to reflect current and desired practice.
6. Part 6, I-INCE Symposium Series, Revised extensively to reflect current and desired practice.
7. Part 7, I-INCE Noise Control Evaluation Panel, Consensus is to eliminate Part 7.

Summary of Substantive Changes to the I-INCE Bylaws

Approved by the I-INCE Board of Directors, 2016 August 24

This document is a brief summary of the most substantive changes to the I-INCE Bylaws that were approved by the I-INCE Board of Directors on 2016 August 24. In addition to the substantive changes summarized below, there were a number of editorial and formatting changes to the document that did not substantially modify the intent or operational impact of the Bylaws.

1. The language has generally been refined to better represent current and intended practice (for example electronic communication and publication).
2. Specific reference to *Noise News International* has been removed from the Bylaws because the Bylaws are intended to be a high level governance document.
3. In Article 5.1 and elsewhere, the reference to individual membership in I-INCE has been eliminated (individual membership had never been implemented).
4. In Articles 8.1 and 9.1, the formal establishment of the President Elect and Immediate Past President officer positions.
5. In Article 8.5, the election of one Director-at-Large each year on a rotating geographical basis instead of three every three years.
6. In Article 8.8, clarification that a Director must be present to vote; introduction of the requirement that the president or presider only votes to break ties and not to create them.
7. In Article 9.3, the terms of the President, President Elect, and Immediate Past President are reduced from 4 years to 3.
8. In article 9.6, the President Elect normally chairs the Congress Selection Committee.
9. In Article 9.7, the Immediate Past President normally chairs the Nominating Committee.
10. In Article 11, an Executive Committee is formally created by redefining and renaming the previously optional operating committee.

**INTERNATIONAL INSTITUTE
OF
NOISE CONTROL ENGINEERING**

Bylaws

(Version approved by the I-INCE Board of Directors on August 24, 2016 for review
by the General Assembly)

Article 1. NAME

The International Institute of Noise Control Engineering (the "Institute") is an international, non-profit, non-governmental, scientific and engineering organization established on the basis of Swiss Civil Law (Schweizerisches Zivilgesetzbuch, Art. 60 ff.). The date of establishment was 1974 October 01. The abbreviation of the name of the Institute shall be "I-INCE".

Article 2. FIELD OF INTEREST

The field of interest of the Institute shall be noise (unwanted sounds), and vibrations that produce such sounds.

Engineering aspects of the field of interest involve the application of physical means to analyze and optimize the levels of noise and vibration produced by structures, machines, products, systems, and processes. The means of achieving the optimum levels include control of the generation, transmission, and radiation of fluid-borne sound and solid-borne vibration. Optimization includes consideration of scientific and engineering principles as well as socio-economic aspects.

Scientific and socio-economic aspects of the field of interest relate the effects of noise and vibration on individuals and communities to the acoustical environment for human activities. These aspects involve psychological and physiological acoustics, social and economic studies of the response of people to sound and vibration, and cost-benefit analyses of technical options to control noise. Included within the Institute's field of interest are international and national standards, health and safety regulations, ordinances, governmental strategies and policies, and promotion of noise control engineering on a global basis.

Article 3. KEY GOALS

Key Goals of the Institute are to:

1. serve as a federation of professional societies of the world that is dedicated to advancing technical developments in the engineering control of noise and vibration; and to
2. provide a leadership role in promoting the applications of noise and vibration control technology for the benefit of mankind.

To achieve the Key Goals, the Institute recognizes the needs and responsibilities of noise control engineers in all countries. The Institute seeks to unite these engineers in common purpose through close cooperation with their national professional societies with interests in the

Attachment 12: Revised Bylaws as approved by the I-INCE Board

engineering aspects of noise and vibration control.

Article 4. PRINCIPAL OBJECTIVES

The Principal Objectives of the Institute are international in scope and aim to:

1. ensure the successful continuation of the annual international congresses on noise control engineering (the INTER-NOISE series) by selecting the venues and the Member Societies that act as hosts, and by overseeing the organization of each congress;
2. sponsor an annual international congress (INTER-NOISE) via a well-defined process and provide funds to facilitate I-INCE seminars and symposia on particular subjects within the Institute's field of interest;
3. promote the international exchange of information related to the engineering control of noise and vibration through electronic and non-electronic publications;
4. define long-range noise-control policy goals; develop short and long term initiatives that provide an international consensus toward eventual achievement of these goals; and publish formal and informal documents reporting on technical work related to these issues;
5. promote international cooperation in research, and in the application of engineering techniques for the control of noise and vibration;
6. form a link between persons and organizations working on engineering aspects of noise and vibration control and related disciplines, including mechanics, and the psychological and physiological effects of noise and vibration;
7. establish liaison with other international and regional organizations, as well as governmental bodies, to promote programs and activities that will reduce the harmful or annoying effects of noise and vibration;
8. promote the recognition of noise control engineering as a technical profession requiring formal education, training and practical experience;
9. organize workshops for young noise control engineering professionals and facilitate their travel to INTER-NOISE congresses;
10. encourage the development of educational programs in noise control engineering at educational institutions around the world;
11. attract qualified persons to the profession by publicizing the achievements of noise control engineers and their contributions to the public welfare;
12. undertake appropriate programs and activities that advance professionalism in noise control engineering and protect the public health and welfare; and
13. foster and support the development of public policy, legislation, and governmental practice pertaining to noise and vibration control engineering.

Article 5. MEMBERSHIP

5.1 Members

Members of I-INCE include: Member Societies, Institutional Members, and Sustaining Members. Member Societies are categorized according to the number of their individual members with interest in noise and vibration control. A member society category (size) determines its annual membership fee to the institute and the number of votes that it may cast on matters as specified in the Rules of the Institute. Criteria for categorization of the Member Societies shall be established by the I-INCE Board of Directors, and, after review and approval by the I-INCE General Assembly, shall be incorporated in the Rules of the Institute.

5.2 Eligibility

Eligibility requirements for membership in I-INCE are:

1. Member Societies: Not-for-profit professional societies having goals and objectives that are consistent with those of the Institute, provided the societies in turn are open to membership by individual persons.
2. Institutional Members: Not-for-profit educational institutions and research organizations whose goals and objectives are consistent with those of the Institute.
3. Sustaining Members: Any organization, corporation, company, or person interested in the work of the Institute.

All applications for membership by professional societies and for changes in membership status by Member Societies shall be reviewed by the Institute's Board of Directors and approved by the General Assembly.

5.2 Termination

Membership in the Institute may be terminated at any time by submittal of a written resignation to the Secretary-General or upon the recommendation of the Board of Directors and approval by the General Assembly.

5.3 Affiliated Organizations

International and regional organizations involved in acoustics and vibration, and in other fields of interest closely related to that of the Institute, may be admitted by the I-INCE Board of Directors as Affiliated Organizations of the Institute.

Each Affiliated Organization may appoint an observer, who may participate in the meetings of the General Assembly without voting privileges. The Board of Directors shall have the reciprocal right to appoint a nonvoting observer to the corresponding council or executive body of the Affiliated Organization.

An Affiliated Organization and the Institute are mutually obliged to keep each other informed when organizing international and regional meetings in order to coordinate such activities to the maximum extent possible.

Affiliated organizations are not required to make annual payments to the Institute.

Article 6. MANAGEMENT OF THE INSTITUTE

The Officers, the Board of Directors, and the General Assembly share responsibilities in the management of the affairs of the Institute in accordance with the Bylaws and Rules of the Institute.

Article 7. SECRETARIAT

The Institute shall establish and operate a Secretariat under the overall direction and supervision of a Secretary-General whose duties are described in Article 9.

The Secretariat shall maintain electronic copies of the records of the meetings of the Board of Directors and the General Assembly. Within six (6) months following a meeting, the Secretariat shall arrange for electronic distribution of the records of a Board meeting to the Officers and Directors and of a meeting of the General Assembly to the designated representatives of the Member Societies of the Institute.

The Secretariat is the headquarters of the Institute with responsibility for relations with the membership and with affiliated and other organizations. Virtually all communication will be via email or web based.

Article 8. BOARD OF DIRECTORS

8.1 Composition

The Board of Directors of the Institute shall be composed of: the Officers of the Institute (the President, the President Elect, the Immediate Past President, one or more Vice Presidents, the Secretary-General, and the Treasurer), three Directors representing the three most recent past INTER-NOISE Congresses, three Directors-at-Large elected by the General Assembly, and Distinguished Board Members. The number of Vice Presidents in office at any one time is not fixed and shall be determined by the Board. All Vice Presidents shall be members of the Board.

The minimum number of Directors shall be twelve (12): the President, the President-Elect, the Immediate Past President, at least one Vice President, the Secretary-General, the Treasurer, three Directors representing the three most recent past INTER-NOISE Congresses, and three Directors-at-Large elected by the General Assembly.

8.2 Vacancy

With the concurrence of the Board, the President may fill a vacancy on the Board, arising at any time and from any cause, with the appointment of a noise control engineer for the unexpired term of the individual vacating the Board. If the vacancy is one of the three Directors-at-Large elected by the General Assembly, the President's appointee shall be from the same geographical region as the individual vacating the Board.

8.3 Distinguished Board Members

The Board may elect an individual as a Distinguished Member of the Board of Directors. The individual shall have made significant contributions to the Institute. Distinguished Board Members serve with vote, and are expected to attend meetings of the Board and General Assembly and/or provide service to the Institute during their term as Distinguished Member.

8.4 Responsibilities of the Board

The Board of Directors shall be responsible for managing and controlling the affairs and property of the Institute, and for specifying the policies of the Institute in a manner consistent with the Bylaws and Rules of the Institute. The Board shall have the full power to interpret the meaning of any provision of these Bylaws and to adopt rules, not inconsistent with these Bylaws, governing actions that may be taken by the Board or the General Assembly. Rules relating to the responsibilities, operations and actions of the General Assembly shall be approved by the General Assembly.

8.5 Election

A Director representing a previously held INTER-NOISE Congress shall be elected by the Institute's Board of Directors. Election of a Director representing an INTER-NOISE Congress shall be held during the Congress or within six (6) months after the Congress. Each year the General Assembly shall elect one Director-at-Large as described in Article 12 of these Bylaws.

8.6 Candidates

Acting upon the recommendation of the Nominating Committee (see Article 10), a candidate for election as a Director representing the most recent INTER-NOISE Congress shall be invited to serve by the I-INCE President and shall be selected from the members of the Organizing Committee that had primary responsibility for the INTER-NOISE Congress. If no suitable candidate is available from the Organizing Committee, the Board shall elect an alternative candidate. Each year one candidate for a Director-at-Large position shall be elected by the General Assembly.

The President shall request, and the candidates shall provide, written assurance that all candidates will make good-faith efforts to attend all meetings of the Board of Directors and the General Assembly, and to participate in the work of the Board during their term of office.

8.7 Terms of office

The term of office of a Director representing an INTER-NOISE Congress begins on January 01 of the year following the year in which the Congress was held and extends for three (3) years thereafter. The term of office of the three Directors-at-Large elected by the General Assembly shall be for three years beginning on January 01 of the year following election.

The term of office of a Distinguished Board Member shall be one year. The individual is eligible for re-election.

The longest period of continuous service as a Director, other than as an officer or Distinguished Board Member, shall be six years. .

8.8 Meetings

The President shall call at least one meeting of the Board of Directors in every calendar year. This annual meeting shall be held on a date and at a time and place fixed by the President in consultation with the Secretary-General, in conjunction with, and preceding, an INTER-NOISE Congress.

Other meetings of the Board, in person or by telephone or web based means, may be held upon the request of either the President or a majority of the Board at such times and places as the

Attachment 12: Revised Bylaws as approved by the I-INCE Board

President or the Board may determine.

The Secretary-General shall provide notice of the time, date, and location of Board meetings at least four weeks prior to the meeting. Materials pertaining to substantive matters to come before the Board for action shall be provided to the Board by the Secretary-General at least two weeks prior to the Board meeting at which they will be considered.

Directors must be present at a meeting of the Board to vote on matters before the Board. No proxy voting shall be allowed.

The President, or if the President is unable to be present at a meeting, the presiding officer, shall only vote to break ties. The President/presiding officer may not vote to create a tie vote on an issue before the Board, but may opt to break a tie (but is not obligated to do so).

With agreement by a simple majority of the Directors in office, the Board may conduct an electronic (email or web-based) ballot on a matter before the Board.

8.9 Quorum

A quorum for transaction of business at a meeting of the Board shall be a simple majority of the Directors then in office.

Article 9. OFFICERS OF THE INSTITUTE

9.1 Officers

The officers of the Institute are the President, President Elect, Immediate Past President, the Vice Presidents, the Secretary-General and the Treasurer. Officers serve as Directors during their terms of office.

9.2 Election of Officers

The officers are elected, or re-elected, by a simple majority of the Directors present and voting at an annual meeting of the Board of Directors.

A person currently serving as a Director may be elected a Vice President, while continuing to serve out a term as Director.

9.3 Terms of Office

The term of office of the President, the President Elect, and the Immediate Past President shall normally be three (3) years. The term of office of the Secretary-General, and the Treasurer shall normally be four (4) years. In special circumstances, the terms of these officers may be less than four years. The term of office of a Vice President shall normally be three (3) years. Newly elected and reelected officers take office on January 01 of the year following the Board meeting at which they were elected or reelected.

A Vice President is normally eligible for re-election by the Board for one additional term. In exceptional circumstances a Vice President may be re-elected for a third and final term.

The President shall not be eligible for reelection to the office of President, but shall serve on the Board as the Immediate Past President for one term of three years. Subsequently, the Past President may be elected to serve as a Distinguished Board Member, or as a Vice President.

The Board may arrange the terms of the Vice Presidents on a staggered basis, in which case the

Attachment 12: Revised Bylaws as approved by the I-INCE Board

duration of a Vice President's term may be less than three years. The Secretary- General, and Treasurer may be elected for shorter terms than four (4) years.

An officer's term as Director of the Institute coincides with the term as an officer. The only exception is when a Director is elected a Vice President; then the term of office as Director of the Institute is that of the Director or the Vice President, whichever is longer.

9.4 Removal

Any officer or Director of the Institute may be removed, with or without stated cause, by majority vote of the Directors then in office at any meeting of the Board of Directors at which a quorum exists. The officer or Director under consideration shall not vote on the question of removal.

9.5 Duties of the President

The President shall be the Chief Executive Officer of the Institute and shall be so identified as the "CEO". The President presides at all meetings of the Board of Directors and the General Assembly. In the event that the President is temporarily unable to preside at a meeting, the President-Elect shall preside. The President works actively with the Member Societies to carry out the policies and objectives of the Institute with guidance from the General Assembly. The President exercises general charge and supervision of the affairs of the Institute, subject to the policies established by the Board of Directors, the Bylaws and the Rules of the Institute.

The President shall appoint the members of the Nominating Committee (see Article 10), subject to the approval of the Board. All agreements, contracts, and financial obligations shall be reviewed and approved by the President before they are signed by the Secretary-General or Treasurer acting for the Institute. The President shall perform such other duties as may be assigned by the Board of Directors, and shall be an ex officio member of all committees.

In the event the President is temporarily unable to perform their duties, the President-Elect shall temporarily act as the replacement for the President.

In the event that the President-Elect is unable to chair a meeting of the Congress Selection Committee, the President shall serve as the temporary chair of the CSC or shall appoint a current member of the Board to serve as temporary chair.

9.6 Duties of the President Elect

The President Elect is expected to take office at the conclusion of the incumbent President's term. The President Elect also serves as chair of the Congress Selection Committee. Should the President be temporarily unable to perform their duties, the President Elect shall temporarily act as the replacement for the President until such time as the President is able to resume their duties. Should the President be incapacitated and unable to competently discharge the duties of the office of President as determined by the Board, the President Elect shall fulfill these duties for the remainder of the President's term.

9.7 Duties of the Immediate Past President

The Immediate Past President facilitates the transition of Institute leadership to the next President at the beginning of their term, and continues to advise the President when requested. The Immediate Past President also serves as the chair of the nominating committee. In the event

Attachment 12: Revised Bylaws as approved by the I-INCE Board

that the Immediate Past President is unable to serve as chair of the nominating committee, the President shall appoint a chair from among the current members of the Board.

9.8 Duties of Vice Presidents

Vice Presidents shall have such powers and perform such duties as may be assigned by the Board of Directors. The Vice President's subtitle indicates the area in which duties have been assigned (e.g., Vice President – Communications).

As the Board has authorized the geographical grouping of Member Societies in regions, Vice Presidents shall be elected to represent each region. These regional Vice Presidents coordinate and facilitate communication and interaction between I INCE and member societies within their region. The regional Vice Presidents serve as members of the Congress Selection Committee.

9.9 Duties of the Secretary-General

The Secretary-General, as the chief administrative officer of the Institute, acting under the direction of the President, is responsible for the general management and administration of the Institute.

The Secretary-General shall be responsible for the operation of the Institute's Secretariat (see Article 7) and shall implement the policies and rules of the Institute as established by the Board of Directors and reviewed by the General Assembly.

9.10 Duties of the Treasurer

The Treasurer, as the chief financial officer of the Institute, acting under the direction of the President, is responsible for the finances of the Institute.

The Treasurer is responsible for all financial records of the Institute, maintains the Institute's bank and investment accounts, prepares a budget for the Institute (see Article 16), and submits annual financial reports to the Board of Directors and the General Assembly. An annual financial report shall contain a balance sheet, a statement of the Institute's income and expenses, a summary of cash receipts and disbursements, and other financial information that may be requested by the Board of Directors or General Assembly. Prior to submittal, annual financial reports shall be audited by an independent outside agency.

Article 10. NOMINATING COMMITTEE

The Nominating Committee shall consist of one representative from each of the three geographic areas of the Institute (Asia-Pacific, Europe-Africa and Pan America). The Immediate Past President shall normally chair the nominating committee. The Nominating Committee shall recommend one or more candidates for each of the offices that the Board wishes to fill, and shall ascertain before nomination that a prospective candidate is willing to serve if elected. The members of the Nominating Committee shall be appointed by the President and approved by the Board.

Article 11. Executive COMMITTEE

The Executive Committee shall consist of the President, the President Elect, the Immediate Past President, the Secretary-General, and the Treasurer. The committee shall assist in the handling of administrative and financial matters of the Institute between meetings of the Board and the General Assembly. Actions of the Executive Committee shall be reported in summary form at each meeting of the Board and the General Assembly.

Article 12. GENERAL ASSEMBLY

12.1 Composition

The General Assembly of the Institute shall be composed of the Directors in office at the time of the meeting and the Corresponding Members representing the Member Societies. Both Directors and Corresponding Members have voting rights. Each Member Society shall appoint one of its members to serve as the Corresponding Member to the General Assembly.

Institutional Members, Sustaining Members, and Affiliated Organizations may be represented at meetings of the General Assembly as observers without voting rights.

Any member of a Member Society may attend a meeting of the General Assembly without vote.

12.2 Meetings

The General Assembly shall meet at least once a year, preferably in conjunction with and preceding an INTER-NOISE Congress.

The Secretary-General shall prepare an agenda and issue the call for a meeting of the General Assembly. The agenda and call for meeting shall be distributed by the Secretary-General at least two weeks prior to the meeting. The President shall chair the meeting.

12.3 Responsibilities

The responsibilities of the General Assembly are to:

1. receive and approve reports from the President and Secretary-General on the activities of the Institute,
2. receive and approve audited reports from the Treasurer on the financial status of the Institute for the preceding year,
3. receive reports from the Vice Presidents of the Institute when substantive activities have occurred within their respective scopes of activity since the last meeting of the General Assembly,
4. each year elect to the Board one Director at-Large on a staggered basis from each of three Member Societies from different geographical regions (Europe-Africa, Pan-America, and Asia-Pacific),
5. monitor and approve the technical work of the Institute,
6. develop recommendations for accomplishing the Key Goals and Principal Objectives of the Institute,
7. approve any changes proposed by the Board of Directors in the amounts of the annual payments to the Institute by the Member Societies,
8. approve all applications for membership by professional societies and for changes in membership status by Member Societies after the applications have been reviewed by the

Attachment 12: Revised Bylaws as approved by the I-INCE Board

Board of Directors,

9. approve all terminations of membership upon the recommendation of the Board of Directors, and
10. review the Institute's Bylaws and approve amendments to the Rules of the Institute.

12.4 Technical work of the Institute

The technical work for which the General Assembly shall be primarily responsible relates to the development and implementation of long term technical initiatives and short term tasks, and to the publication program of the Institute.

Recommendations and formal I-INCE reports of the technical work of the Institute shall be submitted to the Board of Directors for implementation and publication. Procedures for publication of the Institute's documents shall be established by the Board and incorporated in the Rules of the Institute.

12.5 Voting rights

The number of votes that may be cast by the Corresponding Member of a Member Society at a meeting of the General Assembly depends upon the membership category of the Member Society. Membership categories shall be those as described in the Rules of the Institute.

On any specific question, the number of votes to be cast by a representative of a Member Society shall not be split or divided.

A Director of the Institute shall have one vote at a meeting of the General Assembly.

Only Directors and the Corresponding Members of Member Societies or their official substitute who are present at a General assembly may vote (no proxy voting).

Article 13. INTERNATIONAL CONGRESSES ON NOISE CONTROL ENGINEERING

13.1 Continuation of the INTER-NOISE series

The Institute shall act to assure the continuation of the INTER-NOISE series of annual international congresses on noise control engineering in the countries of the Member Societies.

13.2 Organization

After due consideration, the Board of Directors shall invite a Member Society (or a group of Member Societies) to host an INTER-NOISE Congress by undertaking the organization of such a Congress. The organization of the Congress shall conform to those Instructions of the Institute that prescribe the procedures to be followed. Such Instructions shall be revised frequently to reflect improvements that have been made, or should be made, to the organization of an INTER-NOISE Congress.

To assist the Board in making its decisions, a Congress Selection Committee has been established. The chair of the Congress Selection Committee shall normally be the President-Elect. The membership and procedures of the Congress Selection Committee shall be specified in the Rules of the Institute.

All legal and financial obligations related to, and in connection with, an INTER-NOISE Congress rest with the Member Society (or Member Societies) that accepts the invitation to organize an

Attachment 12: Revised Bylaws as approved by the I-INCE Board

INTER-NOISE Congress. A letter of agreement shall be co-signed by the I-INCE President and an authorized representative of the host Member Society. The letter shall detail all financial arrangements for the Congress, including payments to the Institute from the registration fees that are collected (see Article 14).

Article 14. INCOME

14.1 Sources of income

Sources of income to the Institute are:

1. annual payments by the Member Societies, Institutional Members, and Sustaining Members;
2. fees paid to the I-INCE Treasurer by the person responsible for the finances of an INTER-NOISE Congress. The fee shall be based on the total number of paid registrants at the Congress. Such fees are used to defray the cost of the services provided by the Institute;

3. special gifts and grants;

and

4. interest on the reserve funds of the Institute.

14.2 Annual payments

The annual payments for each Member Society, Institutional Member, and Sustaining Member shall be established by the Board of Directors and approved by the General Assembly. The amounts of the payments shall be as given in the Rules of the Institute.

In each calendar year, payments shall be invoiced to the membership of the Institute by the I-INCE Treasurer no later than January 15. All payments shall be in a currency specified on the invoice and shall be payable to the International Institute of Noise Control Engineering. The payments shall be transmitted to the Treasurer for deposit in the Institute's bank account, or accounts, as ordered by the Board of Directors.

If the Treasurer does not receive payment for any year by May 15, the Treasurer shall issue a past-due reminder invoice. If payment for a given calendar year is not received by September 15 in that year, the membership may be terminated upon the recommendation of the Board of Directors and the approval of the General Assembly.

14.3 Fees from INTER-NOISE Congresses

The amount to be paid to the Treasurer from the registration fees collected at an INTER-NOISE Congress shall be established by the Board of Directors and reviewed by the General Assembly.

These fees shall be paid to the I-INCE Treasurer in the currency specified on the invoice within three (3) months after the close of an INTER-NOISE Congress.

Article 15. OPERATING EXPENSES

Operating expenses for the Institute shall be those incurred to operate the Secretariat and the Treasurer's office, and to support other initiatives of the Institute.

The President and the Secretary-General may receive discretionary funds from the Institute to cover out-of-pocket expenses incurred on behalf of the Board or the General Assembly. The

Attachment 12: Revised Bylaws as approved by the I-INCE Board

Institute shall not reimburse any other expenses unless specifically authorized in advance by the Board of Directors.

The policy of the Institute is to not pay any salaries.

Retired members of the Board of Directors may request partial reimbursement for travel expenses incurred to attend Board meetings, and such requests will be considered and acted upon by the Board.

Article 16. ANNUAL BUDGET

The Treasurer shall prepare a draft budget showing estimated income and planned operating expenses (and any known exceptional expenses) for the fiscal year following an annual meeting of the Board of Directors.

The draft budget shall be submitted to the President not later than two months before the annual meeting of the Board of Directors.

The Board shall approve a fiscal year's budget not later than December 31 of the prior year.

Article 17. FISCAL YEAR

The fiscal year of the Institute shall be the calendar year.

Article 18. INDEPENDENT AUDITOR

An independent auditor of the Institute's financial records shall be selected by the President and approved by the Board of Directors for a specified term of engagement.

Article 19. LIABILITIES

The liability of a Member Society for the debts or other obligations of the Institute shall not exceed an additional one-year's annual payment by the Member Society to the Institute. A Director or officer acting in the affairs of the Institute in good faith, and with ordinary diligence and reasonable discretion, has no personal liability for the debts, liabilities, or other obligations of the Institute.

Article 20. AMENDMENTS

The Board of Directors may amend these Bylaws, with revisions to be reviewed by the General Assembly. Action initiated by the General Assembly to change a Bylaw requires a two-thirds majority of the votes by the designated Member Society representatives present and voting on a proposed amendment.

Article 21. DISSOLUTION

At a meeting of the Board where a quorum has been established, the Board of Directors has the right to dissolve the Institute by an affirmative vote of at least two-thirds of the Directors then in office. In the event of dissolution, any remaining assets shall be divided among the Member Societies to the extent permitted by Swiss Civil Law.

Attachment 12: Revised Bylaws as approved by the I-INCE Board

Article 22. LEGAL STATUS

The Institute was established at the following address: International INCE, 8332 Zurich-Russikon, Switzerland. All legal actions are restricted to Zurich 1 (Gerichtsstand).

Article 23. RULES OF THE INSTITUTE

The Board of Directors shall establish and publish appropriate Rules for operating and governing the Institute. The Rules shall be separate from, but consistent with, these Bylaws. New and revised rules shall be reviewed and approved by the General Assembly. Action initiated by the General Assembly to change a Rule requires a two-thirds majority of the votes by the designated Member Society representatives present and voting on a proposed amendment.

The Rules of the Institute shall be maintained by the Secretariat. A copy of the latest issues of the Rules, Instructions, and Bylaws shall be posted on the I-INCE web site, and should be available at meetings of the Board of Directors and the General Assembly.

Article 24. EFFECTIVE DATE

These Bylaws were approved by the Institute's Board of Directors on 2016 August 24 and reviewed by the General assembly on [Insert date]. They shall be effective upon completion of review by the General assembly. These Bylaws supersede previous editions dated 1974 September 20, 1978 June 23, 1989 February 01, 1997 August 24, 1998 November 14, 2003 August 24, 2005 August 7, 2012 August 18 and 2014 November 15.

I-INCE Technical Activities

Report to the I-INCE Board of Directors and General Assembly (INTER-NOISE 2016, August 2016 Meeting in Hamburg)

- **Overview of I-INCE Technical Activities**
- **Technical Study Groups (TSG)**
- **Future Congress Technical Planners (FCTP) Meeting**
- **Grants and Workshops for Young Professionals (since 2010)**
- **I-INCE Symposium Series (since 2011)**
- **Action/Discussion Items for the Board**
- **Appendix**

Links: <http://i-ince.org/activities.php>
<http://i-ince.org/youngprofessionals.php>

Submitted by
Raj Singh

I-INCE Vice President - Technical Activities

Overview of Technical Activities of the I-INCE

<i>Technical Activity</i>	<i>Summary</i>
Overview of Technical Study Groups (TSG)	Each group studies one important aspect of noise and its effect on society, and then issues a formal I-INCE report
Future Congress Technical Planners Meeting (FCTP) (Pre- FCTP and FCTP meetings)	Plan the technical programs of next Congresses (Sunday morning) + Offer advice via an open meeting held on Wednesday afternoon
Young Professionals (YP) Grant Program	Offers 15+ travel grants (600 Euro per person) to young professionals to attend the next INTER-NOISE Congress
Young Professionals (YP) Workshop	A mentorship session for young professionals and students held at INTER-NOISE Congress (1000 EUR allocated)
Miscellaneous	Example: I-INCE Report on Noise Control Engineering Education
I-INCE Sponsored Symposia	Symposia on Noise Control Engineering sponsored by I-INCE (in 2011, 2012, 2013, 2014, 2015, 2016)

Overview of the Technical Studies Groups

Technical Studies Groups (TSG)				
TSG	Title	Convener(s)	Status	Comments
10	"Buy Quiet" Programs	Marco Beltman Robert Hellweg	• Active	<ul style="list-style-type: none"> • Symposium on Buy Quiet on 2016 August 25 in Hamburg • Final report (draft) expected in Dec. 2016; comments and approval to be sought using I-INCE site
NCTC	I-INCE Noise Control Technology Committee	Tor Kihlman William Lang	• Recommend: Disband with thanks to Tor and Bill	• NCTC has been has been inactive and no one has volunteered to head this committee

Future Congress Technical Planners Committee Advisors

- **Aim: Ensure consistency among the technical programs of INTER-NOISE congresses.**
- **I-INCE Vice President of Technical Activities appoints 6 advisors to the Future Congress Technical Planners (FCTP) committee**
- **These appointments formally recognize the important contributions made by the technical program chairs to the noise control engineering community and to the body of knowledge via congress proceedings.**
- **The following advisors have been appointed, with terms indicated.**

Name	Country	Tech. Program Chair of	Term (ending)
Steve Conlon	USA	INTER-NOISE 2012	6 years (Dec. 2018)
Christian Kirisits	Austria	INTER-NOISE 2013	4 years (Dec. 2016)
John Davy	Australia	INTER-NOISE 2014	5 years (Dec. 2017)
Courtney Burroughs	USA	INTER-NOISE 2015	6 years (Dec. 2018)
Yeon June Kang	Korea	INTER-NOISE 2015	4 years (Dec. 2018)
Luigi Maffei	Italy	INTER-NOISE 2016	4 years (Dec. 2018)

- ☑ **Minutes of the FCTP meetings are distributed to advisors, Congress program planners, and attendees.**

Pre-Future Congress Technical Planners (FCTP) Meeting (by invitation only)

Day/Date:	Sunday, 2016 August 21
Time:	07:30 – 10:00 (Breakfast)
Location:	Hall 18/19 (CCH)

Pre-FCTP Meeting Agenda

Raj Singh and Shiu Keung Tang, Co-Chairs

- Introduction
- Technical Program Considerations
- Minutes of Prior FCTP Meetings and Advice Received
- INTER-NOISE 2017 (Hamburg) Technical Program Details (Questions and Suggestions)
- INTER-NOISE 2016 Technical Program (Data and Lessons Learned)
- Preliminary Technical Program Plans for INTER-NOISE 2018 (Chicago, USA)
- Suggestions for FCTP meeting of 2016 August 24

Future Congress Technical Planners (FCTP) Meeting

Link to FCTP: <http://www.i-ince.org/rules4.htm>

Day/Date: Wednesday, 2016 August 24

Time: 13:00 – 15:00 (1-3pm)

Location: Pflanzen um Bloomen (on 1st floor, next to Hall 7)

Co-Chairs Raj Singh & Shiu Keung Tang

Theme: Technical Programs for:

INTER-NOISE 2017, Hong Kong (2017 August 27-30)

[website: <http://www.internoise2017.org>]

INTER-NOISE 2018, Chicago, USA (2018 August 26-29)

[website: <http://www.inceusa.org/node/455>]

I-INCE Grants for Young Professionals (since 2010)

- ✓ Overall, 120 YP grants awarded from 2010 to 2016. (40 more to be granted in 2017 and 2018)
- ✓ Number of countries represented thus far: *Countries Represented = 38 – see Appendix.*
- ✓ 120 I-INCE grants (61 of 500 EUR each and 48 of 600 EUR each) awarded in 7 years since 2010 - out of 247 applications (often these candidates are very good). The Board approved an increase in the grant from 500 EUR to 600 EUR (from 2014) and a reduction to 15 grants.
- ✓ Local congress organizers are expected to enhance these. For example, Melbourne Convention and Visitors Bureau (MCB) provided funding for 11 grants from developing countries in 2014.
- ✓ INTER-NOISE 2016 Allocation: 10,600 EUR (9,600 EUR for 16 Grants + 1000 EUR for the YP Workshop). This includes one unclaimed grant from IN15.
- ✓ INTER-NOISE 2017 and 2018 Request: Money allocated for the next 2 Congresses is 13000 EUR each (9000 EUR for 20 Grants + 1000 EUR for YP Workshop)

Total Allocation by I-INCE for 9 years (2010-2018) = 88,500 EUR

Link: http://i-ince.org/travel_grants.php

2016 Young Professionals Grant (I-INCE) Winners (16)

Name	Status	Country
Simon Brown	Student	United Kingdom
Susumu Hirakawa	Student	Japan/United Kingdom
Paramasivam Balakrishnan	Student	India
Gil Jun Lee	Student	Republic of Korea/USA
Shahab Fatima	YP (Post-doc)	India
Marko Janković	Student	Serbia
Joshua Meggitt	Student	United Kingdom
Alexander Lee	YP	Republic of Korea/Germany/Switzerland
Yuanfang Zhang	Student	China/France
Chang Liu	Student	China/The Netherlands
Behshad Noori	Student	Iran/Spain
Miodrag Stanojević	Student	Serbia
Ana Đorđević	Student	Serbia
Daniel Steele	Student	USA/Canada
Dongwoo Min	Student	Republic of Korea
Gahee Kwon	Student	Republic of Korea

Distribution of YP Grant Winners Since 2010

<i>Country</i>	<i>Country of Origin</i>	<i>Country of Work/Study</i>
Albania	1	0
Argentina	2	2
Australia	1	2
Austria	2	3
Belgium	4	4
Brazil	2	2
Canada	0	1
Chile	1	0
China	20	5
Czech Republic	1	0
Denmark	0	2
France	4	4
Germany	11	10
Hong Kong	0	1
Hungary	2	2
India	7	3
Indonesia	2	2
Iran	2	0
Italy	5	6
Japan	4	6

<i>Country</i>	<i>Country of Origin</i>	<i>Country of Work/Study</i>
Korea	11	8
Malaysia	0	1
Netherlands	5	3
New Zealand	1	2
Pakistan	1	0
Poland	1	1
Russia	1	1
Serbia	4	4
Singapore	0	1
Spain	4	4
Sri Lanka	1	0
Sweden	1	4
Switzerland	1	2
Turkey	4	4
United Kingdom	4	13
USA	7	18
Vietnam	2	0
Zimbabwe	1	0

Young Professional Grant Winner Certificate - Example



The International Institute of Noise Control Engineering (I-INCE) recognizes

Jane Doe

of Australia

as a Young Professional and a winner of the Young Professionals Grant Competition that facilitated participation in the 45th International Congress on Noise Control Engineering held in Hamburg, Germany, 21-24 August 2016.

Dr. Rajendra Singh
Chair, I-INCE YP Grants Panel

Dr. Joachim Scheuren
President, I-INCE

I-INCE Workshop for Young Professionals

Goals

- Engage young professionals
- Professional mentoring issues or case studies presented by world renowned experts
- Informal discussions between young professionals and I-INCE leaders

Audience (by invitation only)

- All I-INCE 'young professional' applicants invited + selected student registrants
- I-INCE leaders

History

Workshop #	INTER-NOISE	Attendees	Comments
1	2010, Lisbon (Portugal)	29	Case Histories
2	2011, Osaka (Japan)	27	Mentoring Workshop
3	2012, New York (USA)	50+	Mentoring Workshop
4	2013, Innsbruck (Austria)	50	Mentoring Workshop
5	2014, Melbourne (Australia)	36	Mentoring Workshop
6	2015, San Francisco (USA)	50	Mentoring Workshop
7	2016, Hamburg (Germany)	50+	Mentoring Workshop

Visit http://i-ince.org/travel_grants.php for detailed information

Workshop on 2016 August 22 for Young Professionals

Day/Date: Monday 2016 August 22

Time: 15.40 to 17.40

Location: Room A2, Congress Center Hamburg

Social (networking session) will be held from 18.00 to 19.00 in the same room

Program:

- Overview and I-INCE Mission - by R. Singh, VP, Technical Activities, I-INCE
- Presentation of the I-INCE Young Professionals Grant Certificates – by J. Scheuren (I-INCE President) or P. Donovan (I-INCE Secretary General) and R. Singh
- How to Network? – by S. Hambric, Pennsylvania State University
- How to Publish a Paper on Noise? - by S. Bolton and P. Davies, Purdue University
- Perspective of a Young Professional – by O. T. Sen, Istanbul Technical University (Turkey) – to be presented by R. Singh
- INTER-NOISE 2017 Young Professionals Program – by R. Singh
- Informal Networking (Social) Event (Information to be provided)

Organizer:

R. Singh, VP, I-INCE Technical Activities

I-INCE Symposium Series (since 2011)

☑ First I-INCE Symposium (2011): “Buy-Quiet”

- Held in Paris, 2011 July 5-6. Jean Turret (President, INCE/Europe) was the symposium chair. Proceedings posted on: <http://www.bruit.fr/buyquiet>

☑ Second I-INCE Symposium (2012): “Noisy Motorcycles - An Environmental Quality-of-Life Issue”

- The Symposium was hosted by the National Academy of Engineering on Wednesday 2012 October 24 at National Academies’ Keck Center in Washington, DC. Final report is available on INCE/USA site: <http://www.inceusa.org/node/310>

☑ Third I-INCE Symposium (2013): “Lessening the Severe Health Effects of EU Traffic Noise by Emission Reductions”

- The 2013 Innsbruck, Austria Symposium emphasized the demands on test methods and limit value formulations for vehicles, tyres, and road surfaces. Link goes to “Quieter Cities of the Future”:
<http://www.ta.chalmers.se/downloads/open/intro/QuieterCities.pdf>

I-INCE Symposium Series (contd.)

- ☑ **Fourth I-INCE Symposium (2014): “Cost-Benefit Analysis—Noise Barriers and Quieter Pavements”** (2014 January 16 at National Academies’ Keck Center in Washington, DC)
 - It reviewed current technology and methods of cost-benefit analysis of two common highway traffic noise reducing measures.
 - Link:
http://ntl.bts.gov/lib/52000/52400/52442/Cost_benefit_analysis_noise_barriers.pdf
- ☑ **Fifth I-INCE Symposium: "Engineering a Quieter America: Progress on Consumer and Industrial Product Noise Reduction"**, a follow-up to the 2010 National Academy of Engineering workshop on “*Technology for a Quieter America*” report , was held over 2015 October 6-7 at the National Academies’ Keck Center in Washington, DC.
 - Organized by the INCE Foundation and INCE/USA. The I-INCE VP of Technical Activities made a presentation on I-INCE mission and activities.
 - Final report published in July 2016
 - Link: <http://inceusa.org/node/346#Engineer Quieter America>
- ☑ **Sixth I-INCE Symposium: “Buy Quiet” Symposium on Thursday 2016 August 25 in Hamburg.**
 - Links: <http://www.internoise2016.org/program/>
<http://www.internoise2016.org/satellites-in-berlin/>

Attachment 13; Report of the I-INCE Vice President - Technical Activities

2016 I-INCE Symposium “Buy Quiet”

Day/Date:	Thursday, 25 August 2016
Time:	09.00 – 17.45
Location:	Radisson Blu Hotel, Hamburg
Organizers	Marco Beltman (willem.m.beltman@intel.com) Robert Hellweg (hellweg@HellwegAcoustics.com) Patrick Kurtz (kurtz.patrick@buaa.bund.de)
Registration	Mrs. Carla Kniewel at +49 (0) 231 9071 2461 Kniewel.Carla@buaa.bund.de
Participation	Limited to 100
Website	http://www.internoise2016.org/satellites-in-berlin/

- Despite efforts to reduce product and machinery noise emissions, noise from machines is still a major reason for excessive noise at workplaces and in communities. Even legal requirements were not effective in some cases.
- I-INCE has identified this problem and therefore will continue the “Buy Quiet” initiative by organising a “Buy Quiet” symposium in 2016. This is a follow-up to the Buy Quiet symposium held in Paris in 2011, and is part of the I-INCE Technical Study Group 10 work on Buy Quiet programs.

Complimentary registrations for I-INCE Board Members if requested in advance.

Sponsorship of I-INCE Symposia on Noise Control Engineering

Rules

- The I-INCE Board will consider requests for sponsorship of an international symposium on a specialized noise control engineering topic with an anticipated small attendance (typically no more than 100).
- Symposium can include workshop or other types of meeting on topics that are central to the I-INCE mission <i-ince.org>.
- Symposium organizers can apply for a grant from 1500 to 5000 Euros.

How to Apply:

- ☑ **Application is limited to 2 pages (word or pdf file) and it must contain the following information: Symposium title, date(s), venue, expected number of participants, registration fee (if any), contact information on symposium organizer(s), symposium web address, amount of grant requested, brief description of program, explanation of how the grant would be used and benefit to I-INCE.**
- ☑ **Application must be sent to the I-INCE VP of Technical Activities (Raj Singh, <singh.3@osu.edu>)**
- ☑ **Deadline for 2017 Symposium Proposal was 2016 April 30.**
- ☑ **Deadline for 2018 Symposium Proposal is 2017 April 30.**

2017 I-INCE Symposium Proposal on “FLINOVIA II”

- **Proposal Title:** Second Workshop on Flow Induced Noise and Vibration – Issues and Aspects (FLINOVIA II)
 - **Organizers:** Stephen Hambric and Amanda Hanford, Penn State University, USA
 - **Dates:** 2017 April 27-28
 - **Request:** 4,000 EUR to cover meeting room and food/beverage costs (Optional: Allocate 1000 EUR to cover travel costs for an I-INCE board representative).
- Flow induced noise and vibration affects nearly all transportation vehicles, as well as any turbomachine.
 - In 2013, CNR (Consiglio Nazionale Ricerche) hosted the first FLINOVIA workshop in Rome, Italy. The workshop featured two days of presentations by invited speakers. The event proceedings are archived in a book published by Springer (ISBN 978-3-319-09712-1).
 - Plan: Hold the second FLINOVIA 27-28 April 2017 at Penn State University, with talks by invited speakers only, along with panel discussions. The FLINOVIA organizing committee will cover the costs of the Springer book.
 - Final report will be posted on I-INCE site. Workshop will encourage experts to organize special sessions at IN17 and/or IN18
 - Non-Financial Co-Sponsor: ASME NCAD (I-INCE Member Society)

Action/Discussion Items for the Board

1. Allocate funds for Young Professional grants

- Allocated 13000 EUR for INTER-NOISE 2017 competition (20 awards, 600 EUR per person plus 1000 EUR for the YP Workshop)
- Allocated 13000 EUR for INTER-NOISE 2018 competition (20 awards, 600 EUR per person plus 1000 EUR for the YP Workshop)

2. Disbanded NCTC committee with thanks to Tor and Bill

3. Discuss and allocate funding for new I-INCE Symposia in 2017 AND 2018 (at least 5000 EUR per year).

- Sub-committee (Singh, Daigle, Patricio, Kim & Donovan)* to discuss comments offered by the Board (and votes via e-ballot) on FLINOVIA II proposal and make a recommendation to the Board on Wednesday**

4. Begin to re-examine the role/scope of I-INCE Technical Activities and I-INCE sponsored seminars

- Sub-committee (Singh, Daigle, Patricio, Kim & Donovan)* should also discuss it**

Appendix

I-INCE Technical Activities

Raj Singh

Board/GA Meetings, August 2016

I-INCE Website and Information Dissemination

I-INCE Site

- Updates on I-INCE Technical Activities, TSG and I-INCE symposium reports are (and will be) posted (<http://i-ince.org/initiatives.htm>); updated annually.
- A dedicated link to “Young Professionals” on the I-INCE site (<http://i-ince.org/youngprofessionals.php>); updated annually.
- All applications for INTER-NOISE 2012, 2013, 2014, 2015, and 2016 submitted via the I-INCE site; this procedure to be continued.

Editorial on the Technical Activities in the NNI (2012 June issue)

- Description of Technical Study Group Activities
- Purpose of Future Congress Technical Planning Sessions
- Young Professionals Grant and Workshop Program
- I-INCE Symposia
- Posted on the Tech Act page

Feature article on the Young Professionals programs in the NNI (2012 September issue)

- Goals of the YP Program
- Workshops
- Summary of Mentoring Presentations
- Posted on the YP page

New Voting Rules for Technical Study Group Reports

<http://i-ince.org/rules2.php>

ARTICLE 8: VOTING PROCEDURES FOR I-INCE REPORTS

A voting draft of an I-INCE report shall be submitted by the convener to the Vice President of Technical Activities in electronic form. The Vice President may seek reviews by anonymous experts on the suitability of its contents before forwarding it to the Secretariat. (Secretariat: Note that technical articles or informal reports are not subject to any formal voting procedures.)

Two alternate methods for seeking votes are possible.

- First, a formal voting draft may be posted on the I-INCE site, and voting shall then be via a secure link. A message shall be sent by the Secretariat to the Member Societies accordingly. The time limit for voting shall be about six weeks from the circulation date.
- Second, the ballot and draft may be circulated about six weeks before a meeting of the General Assembly at which the votes may be cast.

A vote to proceed with publication may be positive, negative with accompanying technical reasons for the negative vote, or abstention. Positive votes conditioned on the acceptance of substantive modifications to the text of the voting draft, as well as negative votes submitted without substantiating technical reasons, will not be accepted. A voting draft is approved for publication if a majority of the votes cast by the Member Societies is positive.

I-INCE INTER-NOISE 2017 Young Professionals Grant Competition

☑ At least 15 Grants available (600 EUR per person)

☑ Link: <http://i-ince.org/youngprofessionals.php>

☑ Deadlines:

- Announcement made January 2017
- Deadline of Abstract and YP Application Submission 31 March 2017
- Notification of the YP Grant ~ 7 May 2017
- Deadline of Early Registration See the web site
- Deadline of Full Paper Submission 31 May 2017

Instructions (Failure to follow these will disqualify your application):

The official website of INTER-NOISE 2017 <www.internoise2017.org> will provide instructions for the submission and presentation of papers (abstract and full paper).

1. Submit your abstract to INTER-NOISE 2017 <www.internoise2017.org> and get the abstract number.
2. Complete the YP grant application form, including the title and an abstract. Submit only one paper for the YP grant process. (Use this link: <http://i-ince.org/youngprofessionals.php>)
3. One additional page that provides more details on theory, experiments, results or conclusions, as relevant to this paper (mandatory).
4. One page professional biography of the applicant (mandatory).
5. A copy of the applicant's passport or comparable (government issued) identity card (mandatory).
6. An optional recommendation or funding support letter from your supervisor or an officer of your local I-INCE member society may also be uploaded.
7. Upload all materials (from step 2 to 6) to the I-INCE site <http://i-ince.org/youngprofessionals.php>

Previous winners of the grant are not eligible.

Attachment 14: Proposal for 2017 I-INCE Symposium - Flinovia II

Proposal for 2017 I-INCE sponsorship of the second Workshop on Flow Induced Noise and Vibration – Issues and Aspects (FLINOVIA II)

Dates/Venue: 27-28 April 2017 at the Nittany Lion Inn, Penn State University

Expected number of participants: 80-100

Registration fee: none

Organizers: Stephen Hambric and Amanda Hanford, Penn State University, USA
Elena Ciappi, CNR-INSEAN, Italy
Sergio De Rosa and Francesco Franco, University of Naples, Italy
Jean-Louis Guyader, INSA de Lyon, France
Randolph Leung, Hong Kong Polytechnic, China

Primary sponsor – I-INCE

Non-financial Co-sponsor: ASME Noise Control and Acoustics Division (NCAD) – I-INCE member society

Web address: www.flinovia.org

Grant requested: 4,000 Euros, with 1,000 Euro travel stipend option for I-INCE board member

Description, use of grant, and benefit to I-INCE:

Flow induced noise and vibration affects nearly all transportation vehicles, as well as any turbomachine. At Internoise congresses, flow induced noise and vibration is usually scattered across several session categories, including aircraft interior and exterior noise, launch vehicle vibration, automotive Noise Vibration and Harshness (NVH), and turbomachinery (often fan) noise. Papers on experiments and simulations are sometimes further spread into generic broader sessions not specific to flow noise and vibration. However, rarely is the topic addressed in a single focused session or workshop.

In 2013, CNR (Consiglio Nazionale Ricerche) hosted the first FLINOVIA workshop in Rome, Italy. The workshop was sponsored by CNR, the University of Naples, and the Lyons Acoustics Centre (CELYA), and featured two days of presentations by invited speakers. Panel discussions were also held, with industry and government guests asking questions of the speakers. The event proceedings are archived in a book published by Springer (ISBN 978-3-319-09712-1).

We plan to hold the second FLINOVIA 27-28 April 2017 at Penn State University¹. Once again, the workshop will span two days, with talks by invited speakers only, along with panel discussions. In particular, previous authors of well regarded Internoise papers in flow noise and vibration will be invited to ensure a strong I-INCE presence. Guests will include several corporations, government agencies, and international universities and research institutes, along with representatives from ASME NCAD², as well as from I-INCE. **We anticipate 20-30 international guests (including the authors).** As with the first workshop, the event will be free to all attendees³. Also, the proceedings will once again be archived in a book by Springer. **A preliminary list of authors and paper titles is available at www.flinovia.org (click the link to the Flinovia II at Penn State box, and then the ‘Program’ heading). 50% of the talks are by authors from countries outside the USA, ensuring a strong international flavor to the workshop.**

¹ The venue reduces costs considerably from those at an Internoise conference center or hotel.

² Note that ASME NCAD is a non-financial co-sponsor. I-INCE is the primary sponsor and will be acknowledged as such

³ Penn State has had great success with free admission for its Center for Acoustics and Vibration (CAV) workshops. Corporate and government attendees often decide to attend at the last minute, and not charging fees leads to more attendees and greater outreach.

Attachment 14: Proposal for 2017 I-INCE Symposium - Flinova II

We propose that I-INCE act as primary sponsor the event, providing 4,000 Euros to cover meeting room and food/beverage costs for the speakers and guests (up to 100). If the I-INCE Board would like to send an independent I-INCE board/leadership member (someone not associated with the organization of the workshop) to attend the workshop, an additional travel stipend of up to 1,000 Euros is proposed. The FLINOVIA organizing committee will cover the costs of the Springer book. I-INCE sponsorship will be prominently acknowledged in the book. A final report on the workshop, which will include extended one-two page abstracts of each talk, will be provided to I-INCE for posting to the I-INCE public website for free access. Below is a breakdown of the workshop costs. I-INCE is covering a portion of the overall costs. The Penn State Center for Acoustics and Vibration (CAV) will pay for the remaining meeting room and food/beverage costs.

- Meeting room, food/beverage (lunches, breaks): \$8,000-10,000 USD (will depend on # of attendees, \$124 USD/attendee)
- Springer book editing and publication: \$3,000 USD

During and immediately following the workshop, the organizers will encourage participants to participate in a special flow-induced noise and vibration topic area at Internoise 2017, 2018, and beyond. This reaffirms one of the main objectives of the workshop – to expand this topic within the I-INCE community.

Attachment 14: Proposal for 2017 I-INCE Symposium - Flinova II

1. Hi Raj,

Seems ok to me !

Regards,

+++++

2. Raj

This is a worthy seminar to support however I have a number of concerns about supporting under the I-INCE Symposium scheme

Don't get me wrong – I don't think that we have to be absolutely locked into following rules but there are a number of problems

* The current rules state this which specifically excludes supporting this sort of activity
"The I-INCE Symposium Series will replace the past procedure in which the Institute has been requested by other organizations to cosponsor an individual event or a series. In the past when approved by the Board as a cosponsor, the Institute has had little or no influence on the programs of the co-sponsored symposia. The I-INCE Symposium Series will be sponsored by the Institute, and requests for co-sponsorship of events outside the I-INCE Symposium Series will no longer be accepted."

* I note that this has been deleted from the draft revised rules -but those revised rules have not yet been accepted and there may be some around the board that think there was benefit in the I-INCE symposium being clearly linked to I-INCE

* If we accept the draft rules then this proposal does not satisfy one of the guidelines:
When possible it is often desirable to schedule an I-INCE Symposium just before or immediately following an INTER-NOISE Congress in or near the same location as the Congress.
I think this is very important aspect for the I-INCE symposium structure. While it is great to see that the organising committee is international, I wonder how many Internationals could go to Penn state in April 2017 for this 2 days only.

* Nor does it satisfy article 8 in the rules
Each event in the Symposium series shall be clearly identified as "An International INCE Symposium on (subject) organized by (organization name) or co-organized by (organizations' names)." Any cooperating organizations shall be listed after the name(s) of the organization or co-organizations.

This will clearly be an ASTM symposium with additional support from I-INCE

* the publication of a Springer book is a worthy outcome BUT that will be limited to those that purchase the book – the book for the previous seminar is around \$269 for ebook and \$349 for hard cover and Article 9 of the new rules refers to the technical report being freely available
"Technical report (or a link to an open domain report)"
The proposal does say "A final report on the workshop highlights will be provided to I-INCE for posting to the I-INCE public website." But 'workshop highlights' is hardly a technical report and may well end up just a promo for the book

Attachment 14: Proposal for 2017 I-INCE Symposium - Flinova II

* the request for the full allocation of EU 5,000 of which EU 1000 is used for a stipend for I-INCE person to attend. If it is supported the obvious person would be Steve who is a member of the organising team and located at Penn state where the event will be held. If Steve is not selected then it would be practical to select a person resident in US and hence the travel costs would be minimal

* I have a little problem with accepting the concept of completely free workshops – I think there should be a nominal charge for catering costs as that ensures some form of commitment to the event. When an event is free it is very easy for early registrations (who then block the 100 limit) to just not show without feeling any obligation to advise the organisers. However if Flinovia and ASTM are ok with managing no charge then that is their decision.

+++++

3. Dear Raj,

I have no comments. The workshop seems to be well justified, organized and with a clear content and objectives.

So, I give my approval to the proposal.

Regards

+++++

4.

Raj,

I had a look at the proposal earlier and so no issues. I did not realize that you specifically wanted a response.

I still see no issues - unless I am missing something?

+++++

5. Dear Raj, sorry I was late in my answer.

I think that the proposal should be supported.

I have only two comments (and suggestion for the final version of the proposal):

A) In the proposal and with references to past Internoise conferences is reported that : *Papers on experiments and simulations are sometimes further spread into generic broader sessions not specific to flow noise and vibration. However, rarely is the topic addressed in a single focused session or workshop.* Can the authors of the proposal promise that in a near future (eg. INTERNOISE 2017 o 2018) they will help I-INCE in setting up a new structured session specifically on this topic and with the presence of new “stake-holders”?

B) With reference to the proceedings that will be published in a book by Springer, will I-INCE be addressed as sponsor of the workshop inside the book?

Best regards,

+++++

6. Dear Raj,

I agree to accept this proposal for the I-INCE sponsorship for small international meetings.

Attachment 14: Proposal for 2017 I-INCE Symposium - Flinova II

It seems that the contents fit the aim of I-INCE, no conflict on the date of the meeting with others, and the organizers cover the three regions of I-INCE member societies.

+++++

7. Raj,

I have two reservations about the proposed workshop.

First, since one of the organizers is from Hong Kong, why not have it just before or just after InterNoise 2017? Otherwise it will likely reduce participation from the flow noise community in InterNoise 2017.

Second, it seems strange that there is no registration fee at all for the workshop. It basically means that I-INCE is being asked to fund the Workshop in place of a registration fee.

I guess if other board members are O.K. with both of these issues, I can be convinced to support the workshop, but right now it is a stretch for me to do so.

+++++

8. Raj,

I agree to the basic funding but I am not sure why funding should be provided for an I-INCE Board member to attend.

See you soon in Hamburg, best regards for now,

+++++

9. Dear Raj,

Board Member #2 clearly sees this as an ASME symposium. I did not see it that way, but I can understand that this could be a politically sensitive point. Perhaps you should clarify this with Hambric before the Board meeting.

The current rules are posted on the I-INCE web site and we are bound by those and not any proposed revision that have not yet been approved.

The rules posted on the web site do not mention the need for any sort of proceedings. Therefore I see no issue with the Springer book.

The current rules also make no mention of a need for a registration fee. So I see no issue with free registration. The first workshop has no registration fee.

Regards,

+++++

2. Raj

Attachment 14: Proposal for 2017 I-INCE Symposium - Flinova II

I see that I am the one that raised the main concerns – I do not modified my response

Its is good that this has come in now for it should focus some attention of the board on reading the rules and deciding to ammend

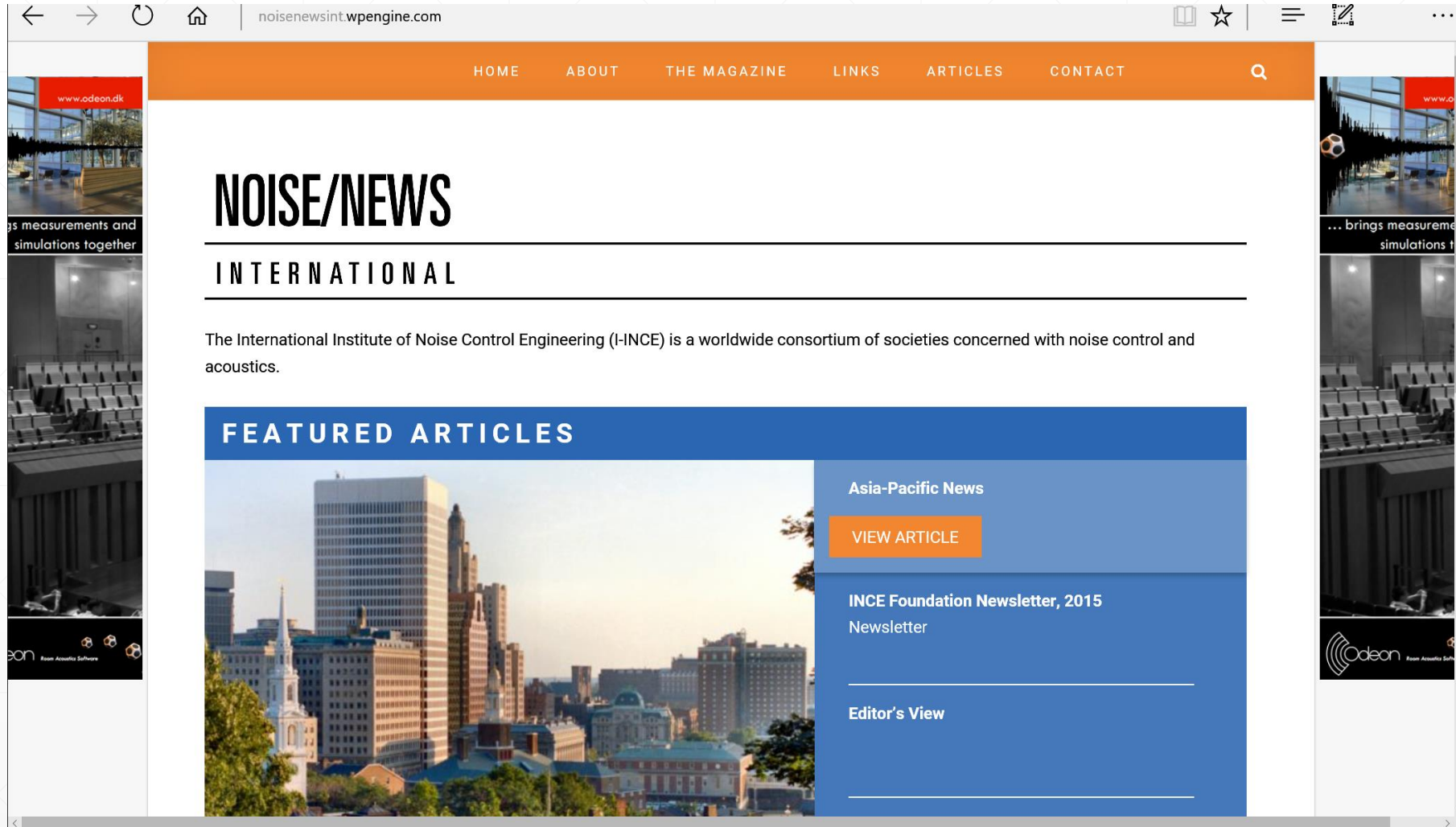
But I do think this will need some discussion during the board meeting

Attachment 15: Report on Noise News International

NOISE/NEWS INTERNATIONAL

Report at INTER-NOISE 2016 Board Meeting

New Website



Publication Evolution

- Continue to provide quarterly PDF of NNI with up to date information
 - Based on some user preference
 - To provide archive in Digital Library
- Provide frequently updated website with current information and easy access to past issues
- Connect with online social network sites to provide links and notifications of important new information
- Host and feature online conversations on important topics

Challenges for the 2016-2017 Time Period

- Moving to the blog format and providing more frequent updates and new content.
- Working with our advertisers during this change and growing the advertising support for NNI – critical to minimizing INCE-USA expenses.
- Working with I-INCE to develop a better means to obtain regional news for NNI that is both comprehensive and of value to I-INCE members.
- Maintaining the financial commitment from I-INCE to support NNI
- Continue to grow the relevance and value of NNI to all those working in noise control around the world.

2016 Editorial Calendar

March 2016

- INTER-NOISE 2016 Call for Papers and Travel Planning
- Report on Quieter America Activity

June 2016

- INCE Foundation Report

September 2016

- NOISE-CON 2016 Report
- Workplace Noise
- INTER-NOISE 2017 First Announcement & Call for Papers

December 2016

- INTER-NOISE 2016 Report
- NOISE-CON 2017 Travel Planning
- INTER-NOISE 2017 Call for Papers and Travel Planning
- Product Noise

2017 Editorial Calendar

March 2017

- INTER-NOISE 2017 Call for Papers and Travel Planning
- Marine Noise

June 2017

- Transportation Noise
- City Soundscapes

September 2017

- NOISE-CON 2017 Report
- Workplace Noise

December 2017

- INTER-NOISE 2017 Report
- NOISE-CON 2018 Call for Papers and Travel Planning
- INTER-NOISE 2018 Call for Papers and Travel Planning
- Environmental Noise

Questions?

I-INCE INCE/USA Conference Paper Database Report to I-INCE BoD 2016

At the 2014 Board Meeting, the I-INCE Board approved the initiative of a joint I-INCE INCE/USA Conference Paper Digital Library for those Member Societies who were willing to join and transfer funds to I-INCE by 31 October 2014 to cover the first year's subscription. In total, 16 Member Societies registered, 10 paid providing 1722 € in financial support for the first year.

As a result of several members reporting that they had problems accessing the database, then after the 2015 Board Meeting it was agreed by Communications VP, Treasurers 2015 and 2016, and the Working Group Coordinator to waive the fees for 2015, enabling access in 2016 for those Member Bodies. Database fees are, as of 1st January 2016, now requested at the same time as annual fees to provide a clearer situation.

In 2016, 11 Member Bodies confirmed participation and have paid.

Society	Country	Size	Fees	Database	Database 2016
Acoustical Society of Japan	JAPAN	L	225	Paid 2015	Y
Acoustical Society of Korea	KOREA	L	225	225	
DEGA-Geschäftsstelle (Deutsche Gesellschaft für Akustik)	GERMANY	L	225	Paid 2015	Y
Acoustical Society of America	U.S.A.	L	225	225	N
Institute of Noise Control Engineering of the U.S.A.	U.S.A.	L	225	225	
Institute of Acoustics	UNITED KINGDOM	L	225	225	Y
Korean Society for Noise and Vibration Engineering	KOREA	L	225	Paid 2015	Y
Institute of Noise Control Engineering of Japan	JAPAN	L	225	225	N
Société Française d'Acoustique	FRANCE	L	225	Paid 2015	Y
INCE/Europe	UNITED KINGDOM	M	150	150	N
Acoustical Society of Finland	FINLAND	M	150	150	
Czech Acoustical Society	CZECH REPUBLIC	M	150	150	N
Danish Acoustical Society	DENMARK	M	150	Paid 2015	Y
Australian Acoustical Society	AUSTRALIA	M	150	Paid 2105	Y
Swedish Acoustical Society	SWEDEN	M	150	150	
Schweizerische Gesellschaft für Akustik (SGA-SSA)	SWITZERLAND	M	150	Paid 2015	Y
Acoustical Society of Norway	NORWAY	M	150	150	N
Associazione Italiana di Acustica	ITALY	M	150	Paid 2015	Y

Attachment 16: Report on the Conference Data Base

DIN Deutsches Institut für Normung e. V./ Normenausschuss Akustik, Lärminderung und Schwingungstechnik (NALS) im DIN und VDI	GERMANY	M	150	150	N
Belgische Akoestische Vereniging - Association Belge des Acousticiens	Belgium	M	150	Paid 2015	Y
Canadian Acoustical Association	CANADA	M	150	150	N
Nederlands Akoestisch Genootschap	THE NETHERLANDS	M	150	150	N
Sociedade Brasileira de Acustica	BRASIL	M	150	150	
Acoustical Society of China	P.R. CHINA	M	150	Paid 2015	Y
Scientific Society for Optics, Acoustics, Motion Pictures, and Theater Technology	Hungary	S	75	75	
Polska Akademia Nauk	POLAND	S	75	75	
Hong Kong Institute of Acoustics	P.R. CHINA	S	75	75	Y
Turkish Acoustical Society	TURKEY	S	75	75	
Institute of Acoustics - Universidad Austral de Chile	CHILE	S	75	75	
Sociedade Portuguesa de Acústica	PORTUGAL	S	75	Paid 2015	Y
The Slovak Acoustical Association	SLOVAKIA	S	75	75	
Slovenian Acoustical Society	SLOVENIA	S	75	75	
Österreichischer Arbeitsring für Lärmbekämpfung	AUSTRIA	S	75	75	Y
INSTITUTO MEXICANO DE ACUSTICA, A. C.	MEXICO	S	75	75	
Pro Acustica	BRAZIL	S	75	75	
Environmental Engineering Society of Singapore	SINGAPORE	S	75	75	
Sociedad Española de Acústica	SPAIN	S	75	75	
G.R.A.S. Sound and Vibration ApS	DENMARK	Sus	N/A	N/A	N/A
Brüel and Kjær A/S	DENMARK	Sus	N/A	N/A	N/A
Norsonic AS	NORWAY	Sus	N/A	N/A	N/A
NTI AUDIO AG	LIECHTENSTEIN	Sus	N/A	N/A	N/A
Acoustic Technologies	Belgium	Sus	N/A	N/A	N/A
Chalmers University of Technology	SWEDEN	I	N/A	N/A	N/A
KU LEUVEN	Belgium	I	N/A	N/A	
New Zealand Acoustical Society	NEW ZEALAND	S	75	75	N
Ecophon AB	SWEDEN	Sus	N/A	N/A	N/A
Rion Co., Ltd.	JAPAN	Sus	N/A	N/A	N/A
ASME Noise Control and Acoustics Division	USA	M	150	150	

The following Member Bodies subscribed for 2015 but did not pay:

Country	Member Body	Contact Details	Funding
Austria	Österreichische Arbeitsring für Lärmbekämpfung	office@oal.at	75
Finland	Acoustical Society of Finland	akustinen.seura@hut.fi	150
Japan	INCE/Japan	omoto@design.kyushu-u.ac.jp	225
Netherlands	Nederlands Akoestisch Genootschap	secr@nag-acoustics.nl	150
Turkey	Turkish Acoustical Society	gunev@itu.edu.tr	75

Attachment 16: Report on the Conference Data Base

A report of usage of the database will be provided orally at the Board Meeting by Joe Cuschieri.

I recommend continuing this initiative in 2017 and ask the Board, as defined in the initiative proposal, to review this initiative in 2017 with a view to utilizing funds from Internoise to enable the initiative to be made available to all of I-INCE members.

The annual subscription fee per Member Society is as follows and is proposed maintained for 2017:

- a. Small: 75 €
- b. Medium: 150 €
- c. Large: 225 €

Sincerely,

Douglas Manvell

Coordinator: The I-INCE Proceeding Digital Library Working Group

5th August 2016

VP Development and Outreach

The VP for Development and Outreach tasks will focus on identifying outreach and development concepts. It would be the duty of the VP D&O to identify sources for content to be implemented on the appropriate communications media. The VP D&O will not be directly responsible for generating the Communications content but will identify and coordinate with individuals that can provide content. Some general ideas may include:

- Development of Concept Ideas
- Development of Communications Content Ideas and Sources
 - Online and On-demand Plenary Presentations (WebTV)
 - Online and On Demand Symposia material – publication and presentation
 - Wide Focus Outreach Presentations, Publications, Tools
 - Schools
 - Industry
 - Summer School in NCE
 - Outreach Toolkits

VP Webmaster and Communications

The duties of the VP W&C will focus on implementation. Having the VP D&O identify the content, the VP W&C will define the approach to implement the developed concepts or add the content to the website or NNI or to the appropriate communication medium. The VP D&O is not responsible for development content but gets the content from the VPs, Directors and members. Communication media may include:

- Communications Tools
 - Website
 - Facebook, Twitter, LinkedIn, SSH
 - NNI
 - NCEJ
 - IN
 - DL
- Main Question is how do we generate new and current material for each/all of these media
 - VP D&O
- Interactive Congress Planning Tool
- Interactive Outreach Toolkits
- Outreach Advertising
 - Schools
 - Non Acoustic Societies
 - Companies

Attachment 18: Report of the I-INCE Webmaster

Webmaster Report (Consent Agenda Item)

Efforts over the past year can be divided under two general categories

- (a) Maintenance of website to update posted material
- (b) Introduction of new features as requested at Board Meeting

Updates to Posted Material

Main update areas over the past year include:

- Technical Activities page including Young Professional
- Rules and Governance
- General Assembly Minutes and Draft Agenda
- Board Draft Agenda and Report
- Board Past Minutes
- Board and CSC historical composition
- Links to Digital Library

New Features

At the last Board meeting the suggestion was made to place a running headline with the names of the I_INCE sustaining member companies. This has been added and completed. Comments received that it was moving too fast causing dizziness, so it was slowed down. It can be made slower if still an issue. Another feedback is to ensure that the list is current.

Another request from the last Board meeting was to have a list of files for direct download before the Board meeting instead of just a link through the agenda. An update has been implemented on the BoD pages to actually see the file in the list as soon as it is uploaded and to be able to download files directly from the same page.

There were no other updates requested.

Attachment 19: Report of I-INCE Vice President - Development & Outreach

July 2016

Report of the VP of Development and Outreaching

Luigi Maffei

The new position of VP of Development and Outreaching was defined and approved at the past Board meeting (year 2015) starting in year 2016.

Although the main area of responsibility was summarized by the Nominating Committee and confirmed by the board as reported in minutes of the BM2015, the first task of the new VP "Development and Outreach" and of the new VP "Communication and Webmaster", together with VP "Rules and Governances", was to prepare a document defining the duties of the positions. This task is at the moment not fully completed. A meeting among the VPs involved could be planned during INTERNOISE 2016.

However, it is felt that the bundling of strategy, survey of effectiveness and outreach of I-INCE could be of value in assuring mutual coordination of internal development and external visibility and impact. However, this challenging task has to be concretized by clear definition of the interface to other responsibilities. This is aimed by the meeting at Inter-Noise 2016.

In the following, some remarks to each of the three areas of responsibility shall illustrate the situation and define potential targets for future work:

STRATEGY AND STRATEGIC PLAN

It had been decided in 2015 to review and adapt the strategic plan to the situation at present. We plan to identify and evaluate strategical needs for the future of noise control engineering by various discussions at Inter-Noise 2016 and to take these needs as a starting point for reassessing the actuality of the present strategic plan. From there, a new version for the strategic plan shall be developed and submitted to the board for further discussion. Eventually a small committee should be appointed to work together on this important issue. Along with reviewing the strategic plan we expect to identify suggestions for potential new action which then will be forwarded to other officers for being taken and followed up.

An item being raised at the last board meeting has been to further develop relations and exchange with the European Acoustics Association EAA. Contacts with EAA lead to agreement in improving mutual information, establishing institutional exchange by assigning respective responsibilities and confirming the project of running a joint symposium after the joint ASA/EAA meeting in Boston in 2017. It was mutually agreed to pick up respective talks after the new EAA board (President Jorge Patricio) has started its work.

EFFECTIVENESS

Referring to board discussions from 2013 to 2015 it can be expected that the redefinition of NNI towards a more-newsletter-like approach will allow a more efficient disposal of financial resources. This will increase financial possibilities of I-INCE and open the floor for considering how these resources can be allocated most efficiently to cope with and promote the strategic targets of I-INCE

OUTREACHING

Apart from the – to some extent – self-running outreach activities of Inter-Noise conferences and I-INCE symposia, the most relevant topics needing perspectives for future activities and responsibilities are a newsletter following up or replacing NNI in the long term and the issue of global noise policy that might need a stronger use of social media.

Both topics will be a matter of discussion in Hamburg and then might lead to some guidance to be picked up and/or accompanied by the VP Development and Outreach.

VP membership Report for I-INCE 2016 Board meeting: Samir N. Y. Gerges

28 July, 2016

Since 2015, only the acoustical society of Tunisia apply to become OBSERVER member at I-INCE sending it by-law (attached).

Regards

SAMIR N. Y. Gerges

Vice-president membership



Membership Application Form

1. What is the complete name of your professional society?

Association Tunisienne d'Acoustique et Vibration Industrielles ATAVI

Tunisian Society of Industrial Acoustics and Vibration

2. When was the society chartered?

23 February 2012 , 17 December 2011.

3. Is the society a not-for-profit organization?

Yes, the society is a not-for-profit organization

4. Does the society have individual members (as opposed to company and organizational memberships)?

The society have members from academia

5. How many members does your society have?

About 100 members

6. What fraction of your members work in the noise control engineering field?

About 80%

7. In what city is the headquarters of the society located?

Sfax - TUNISIA

8. What is the complete mailing address of the society? (This is the address to which administrative correspondence and copies of Noise/News International are to be sent.)

[Association Tunisienne d'Acoustique et Vibration Industrielles ATAVI](#)

[Pr. Tahar Fakhfakh](#)

[ENIS, BP 1173 – 3038 – Sfax](#)

[TUNISIA](#)

9. What is the fax number for the society?

[+216 74 666535](#)

10. What is the e-mail address for the society?

contact@atavi.org

11. Who are the current officers of the society (president or chairman, VP, secretary, treasurer, etc.)?

[President : Pr. Tahar Fakhfakh](#)

[Vice president : Pr. Chafik Karra, Pr. Lasaad Walha](#)

[General secretary : Pr. Fakher Chaari](#)

[Vice General secretary : Moez Abdennadher](#)

[Treasurer : Pr. Mohamed Slim Abbas](#)

[Vice Treasurer : Pr. Mohamed Taktak](#)

12. Which one of the officers is responsible for this application (at least one of the current officers should stand for the application)?

[Pr. Tahar Fakhfakh](#)

13. Please send a copy of your bay-law

Name: Tunisian Association of Industrial Acoustics and Vibration

Address: National School of Engineers of Sfax

Subject: Promotion and scientific development in the fields of acoustics and vibration in industrial environments

Category: Science

Record of expertise No. 17538 dated December 17, 2011.

Création d'une association

Nom : Association Tunisienne d'Acoustique et Vibration Industrielles

Adresse : Ecole Nationale d'Ingénieurs de Sfax

Objet : Promotion et développement scientifique dans les domaines de l'acoustique et de la vibration en milieu industriel

Catégorie : Scientifique

Procès d'expertise n° 17538 en date du 17 Décembre 2011.

2012X00181APSF1

Avis

Nom : Association voiles pour Arts et Créativité

Objet : Culturel

Siège social : Route de sidi Mansour Km 4 - cité Bourguiba numéro 13 Sfax - 3094

Buts : Amélioration de la créativité culturelle

Type : culturelle artistique

Président : Mohamed Chikhawi.

2012X00311APSF1

Association

Nom de l'association : Groupement Technique Vétérinaire de Tunisie

Siège : Maison du Vétérinaire, 13 rue Djebel Lakhdhar 1006 Tunis

Nature : Association scientifique

Objectifs :

Développement des compétences dans le domaine des techniques vétérinaires Organisation de cycles de formation et de symposiums scientifiques

Président : Dr Mohamed Nejib Bouslema

Secrétaire Général : Dr Mohamed Naceur Baccar

Trésorier : Dr Helmi Hamdi

Reçu Numéro : RR 857924720TN du 13 Décembre 2011.

2012X00396APSF1

Constitution

Nom de l'association : «Association Tunisienne humanitaire»

Adresse : Route de Sidi Mansour km 10 cité Mansoura n° 24.

Catégorie : droits civils

Objectifs : Soutenir les droits sociaux et civils de l'homme

PV n° 42473 du 11 Janvier 2012

Président : Wahid Lajmi

Secrétaire Général : Kaouther Sallami.

2012X00397APSF1

Constitution d'une association

Nom de l'association : Association de développement en Louata.

Adresse : Louata, Djebeniana, Sfax.

Buts :

- Représentation du village dans les autorités

Collection et coordination des efforts volontaires des habitants et ses directions dans des différents domaines.

- Participation en encadrement des enfants et les jeunes du village.

- Record de visualisation n° 1185 daté le 23 Janvier 2012.

2012X00402APSF1

Création d'association

Dénomination : amicale agents STIR

Catégorie : Association amicale

Adresse : 1 rue Habib Ben Gharbia Bizerte

Objectifs : Maintenir les liens d'amitié et de fraternité entre le personnel et leurs familles en organisant des activités sociales, culturelles et de loisirs.

Président de l'amicale : Cherbib Adel

Secrétaire général : Lounissi Afef

Trésorier : Mhimed Jalel.

2012E00072APSF1

Constitution d'une association scientifique

Nom : Tunisian Wireless Communications Society (TWCS)

Catégorie : scientifique

Objectifs : L'association a pour objectif la promotion des technologies des communications sans fil et travaillera sur :

- La création et le développement de partenariats entre les laboratoires Tunisiens et leurs homologues étrangers travaillant dans ce domaine

- L'assistance dans la réalisation des études et des recherches dans ce domaine

- L'attraction des entreprises étrangères travaillant dans ce domaine et les inciter à investir en Tunisie et faciliter leurs intégrations dans le pays

- L'organisation et la participation aux conférences, colloques, et séminaires scientifiques et industriels, en Tunisie et à l'étranger, dans le but de rayonner et être informé des nouveautés dans ce domaine

- La participation à l'amélioration de la qualité de l'enseignement supérieur et la formation dans ce domaine pour une insertion réussie des jeunes dans la vie professionnelle

- La mise en place d'une procédure de contrôle continu des réseaux de communications sans fil pour se conformer aux réglementations sanitaires internationales

- La sensibilisation du grand public des effets sur la santé des ondes électromagnétiques issues des différents équipements de communications sans fil, et des bonnes manières

d'utilisation de ces équipements

Adresse : Institut Supérieur des Sciences Appliquées et de Technologies de Matour (ISSATM)

Membres exécutifs :

Président : Dr. Bejaoui Tarek

Secrétaire général : Dr. Sahbani Hela

Report of the vice president Europe and Africa

August 2016

Noise News from Europe

[Environmental noise related transnational projects](#)

Within the *LIFE noise pollution* framework, LIFE- SOUNDLESS - New generation of eco-friendly asphalts with recycled materials and high durability and acoustic performance, LIFE14 ENV/ES/000708 has started late 2015.

In 2016 the EU financed a number of new research initiatives in the domain of aircraft noise control:

SESAR 2020 (Europe's joint undertaking on high performance aviation) and the EU's *Horizon 2020* research and innovation programme has selected several exploratory research projects. One of them, ATM4E (Air traffic management for environment) will explore the scope for the potential reduction of air traffic environmental impacts in European airspace on climate, air quality and noise through optimization of air traffic operations.

Horizon 2020 project starting in 2016: TurboNoiseBB Validation of improved turbomachinery noise prediction models and development of novel design methods for fan stages with reduced broadband noise, coordinated by DEUTSCHES ZENTRUM FUER LUFT - UND RAUMFAHRT EV

A smaller *Horizon 2020 project*, INSPIRE Industrialisation of Jet Noise Prediction Methods, was granted to CFD SOFTWARE - ENTWICKLUNGS- UND FORSCHUNGSGESELLSCHAFT MBH

IMAGE: Innovative Methodologies and technologies for reducing Aircraft noise Generation and Emission, a *Horizon 2020 project* focusses on collaboration with China has 12 European partners and is coordinated by CHALMERS TEKNISKA HOEGSKOLA AB

Horizon 2020 project focusing on the noise aspect of new low emission aero-engines: CORNET: CORE NOISE ENGINE TECHNOLOGY, coordinated by THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF CAMBRIDGE

In 2016 also an EU supported project on building acoustics started:

papabuild: Advanced physical-acoustic and psycho-acoustic diagnostic methods for innovation in building acoustics, coordinated by KATHOLIEKE UNIVERSITEIT LEUVEN

[EU directives and document related to noise](#)

In Europe the EU is responsible for stimulating the member states to actions regarding community noise immissions through the Environmental Noise Directive (2002/49/EC) and for setting limits and guidelines for Road traffic noise, Aircraft noise, Rail traffic noise, and Noise from equipment for use outdoors.

In 2015 the Noise charging - Regulation (EU) 2015/429 was adopted, setting out the modalities to be followed for the application of the charging for the cost of noise effects. On the basis of the modalities set out in this Regulation, the infrastructure manager shall adopt a scheme which differentiates the infrastructure charges depending on the level of noise produced and which applies to all railway undertakings concerned. Both bonus and malus can be implemented.

Attachment 21: Report of the I-INCE Vice President - Europe-Africa

In 2016 no new directives or updates of the environmental noise directive were implemented until today.

In July 2016, the EC commission journal Science for Environmental Policy reported under the title “Does environmental noise lead to depression and anxiety?” on a German study: Noise Annoyance Is Associated with Depression and Anxiety in the General Population – The Contribution of Aircraft Noise. PLoS ONE, 11(5): e0155357

Main conferences on Noise in Europe in 2016

The European Acoustics Association, which gathers all national acoustical societies in Europe (and beyond), organized its *EUROREGIO* conference in Porto, Portugal - June 13-15, 2016. This conference is preceded by a summer school that contained track on amongst others Environmental acoustics and smart cities and Sustainable acoustics and vibrations in buildings. Euroregio was organized by SPA and SEA the Portuguese and Spanish acoustical societies and integrated the 9^o Iberian Congress and the 47th Spanish Congress on Acoustics TECNIACUSTICA® 2016. This event is targeting young acousticians in particular and is organized every 3 years.

The 23rd international congress on sound and vibration (*ICSV*) was held in Athens, Greece, 10-14 July 2016 following ICSV 22 which was held in Florence and preceding ICSV 24 which will also be in Europe, namely in London, UK in 2017. ICSV is the annual conference of The International Institute of Acoustics and Vibration (IIAV).

The third main event on noise in Europe is *Internoise 2016*, August 21st to 24th, Hamburg, Germany. There will be satellite symposia in Berlin on Building Acoustics – towards a better understanding; European Noise Policy – status, aims, vision; and Soundscape and Psychoacoustics – using the resources for environmental noise protection.

Other regional conferences include: 4th International Conference on The Effects of Noise on Aquatic Life 10 - 16 July, Dublin, Ireland; 7th Congress of AAAA 2016, 22 - 23 September, Ljubljana, Slovenia.

Upcoming events in Europe

ICSV 24 will be held in London July 23rd-July 27th 2017

EAA does not organize an event on acoustics in Europe in 2017 as its main event, Forum Acusticum will be organized jointly with ASA in Boston, USA.

EURONOISE 2018 will be held in Crete, Greece 27- 31 May 2018.

New member of the I-INCE CSC

Antonino di Bella has been nominated as the new representative for Europe/Africa for the I-INCE Congress Selection Committee.

Dick Botteldooren

August 2016

I-INCE Pan-Americas Report – 2016

S.A. Hambric
5 August 2016

1. Current I-INCE Pan American Member Societies and Dues Status

Society	2013	2014	2015	2016
Asociacion de Acusticos Argentina (observer only)				
Acoustical Society of America				
Acoustical Society of Chile				
American Society of Mechanical Engineering, NCAD				
Brazilian Acoustical Society (SOBRAC)				
Brazilian Association for Acoustical Quality (ProAcustica)				
Canadian Acoustical Association				
INCE-USA				

Note that SOBRAC will be paying their dues soon (if they haven't already). I have removed the Mexican Acoustical Society from the Pan American member list for non payment of dues since 2012 and lack of responsiveness to emails. However, Mexico is still listed as members on the I-INCE website and I recommend their entry be removed. Also, Argentina is listed as a member on the I-INCE website, but does not appear in the list of dues paying members, and is also unresponsive to email requests for news. If Argentina are no longer members, we should also remove them from the website. This should be confirmed by Samir Gerges, VP for membership.

2. News and Events

The following member societies have been unresponsive to requests for news in 2014, 2015, and 2016: Chile and Argentina. I recommend we try to find other points of contact within these countries to act as 'unofficial' liaisons, provided their dues are up to date. Perhaps Samir would have better success interacting with Argentina and Chile.

Asociacion de Acusticos Argentinos (observer)

No news provided, but the ICA 2016 conference will be held in Buenos Aires, Argentina, 5-9 September 2016.

Acoustical Society of America (ASA)

The purpose of ASA (acousticalsociety.org) is to generate, disseminate, and promote the knowledge and practical applications of acoustics. The ASA publishes the Journal of the Acoustical Society of America, and holds bi-yearly meetings.

ASA meetings

ASA will meeting with the Acoustical Society of Japan (ASJ) for the 5th joint meeting of ASA and ASJ, 28 November-2 December 2016, in Honolulu, Hawaii. Over 80 special sessions have been planned.

Attachment 22: Report of the I-INCE Vice President - Pan America

ASA will meet with the European Acoustics Association (EAA) for Acoustics '17 Boston (the third joint meeting of ASA and EAA) to be held at the Hynes Convention Center in Boston, MA, 25-29 June 2017.

ASA awards

ASA awards at its spring 2016 meeting included the Gold Medal to Whitlow Au, Univ. of Hawaii, (for contributions to understanding underwater biosonar, and for service to the Acoustical Society), Helmholtz-Rayleigh Interdisciplinary Silver Medal to Armen Sarvazyan, Artan Labs. (for contributions to ultrasound imaging and its applications), R. Bruce Lindsay Award to Megan S. Ballard, Univ. of Texas at Austin (for contributions to underwater acoustic propagation modeling and inversion techniques in acoustical oceanography), and the Distinguished Service Citation to Susan B. Blaeser, ASA Standards Secretariat (for dedicated management of the Acoustical Society of America standards program).

ASA will award its Trent-Crede medal to Earl G. Williams, Naval Research Lab., in fall 2016 (for development and application of near-field acoustical holography).

The first Leo and Gabriella Beranek Scholarship in Acoustics and Noise Control was awarded in 2016 to Andrew Hulva of Duke University. The purpose of the scholarship is to support graduate study in the fields of architectural acoustics and noise control. One scholarship will be awarded each year to a student who is a US citizen enrolled in any university that offers a graduate degree program in architectural acoustics or noise control.

ASA leadership

Michael Stinson, National Research Council of Canada, took office as President and Ronald Roy, Univ. of Oxford, took office as Vice President on 27 May 2016.

ASA elected new officers and Members of the Executive in spring 2016. Marcia Isakson, Univ. of Texas at Austin, is the new President-Elect, Michael J. Buckingham, Univ. of California, San Diego, is the new Vice President-Elect, and Tessa Bent, Indiana University, and Preston S. Wilson, Univ. of Texas at Austin, are the new Members of the Executive Council. Their terms began on 27 May 2016.

ASA Other News

Standards Manager change

ASA Standards Manager Susan Blaeser retired in May 2016. Her successor is Neil Stremmel who joined ASA from the United States Bowling Congress where he was Managing Director.

Education Coordinator Hired

ASA has hired Laquitha Jones as its Education Coordinator. She will be responsible for developing new activities and programs in acoustics education as well as to strengthen, improve, and maintain the Society's present endeavors. These include ASA's new program in K-12 educational outreach and hosting demonstrations for high school students at ASA meetings.

JASA Special issue on Wind Turbines

A special issue on Wind Turbines was published as part 2 to the May 2016 issue (Volume 139, issue 5) of the Journal of the Acoustical Society of America. This special issue presents findings of a thorough cross-sectional field study of community response to wind turbines conducted by Health Canada.

Attachment 22: Report of the I-INCE Vice President - Pan America

ASA Strategic Leadership for the Future

A 2.5 day ASA Strategic Leadership for the Future Summit was held in Austin, TX, in January 2015. The Summit brought together a cross section of the Society to discuss the issues facing the ASA including publications, finances, membership, and technology. The group created a shared vision for our future from 2015 to 2025. The ASA Executive Council distilled the Summit outcome into four outcome-focused goals and corresponding high-priority objectives. The goals are 1. Awareness of Acoustics, 2. Member Engagement and Diversity, 3. Dissemination of Information and Knowledge, and 4. Financial Stewardship.

Significant progress has been made on these Strategic goals and the results can be followed on the ASA webpage at AcousticalSociety.org.

Acoustical Society of Chile

No news provided

ASME Noise Control and Acoustics Division

The ASME Noise Control and Acoustics Division (NCAD) (https://community.asme.org/noise_control_acoustics_division/default.aspx) is a new member organization to I-INCE and we look forward to this new opportunity to connect with acoustics and noise societies around the world.

ASME NCAD meetings

Over the past year we participated in two conferences. Annually, we participate in the ASME International Mechanical Engineering Congress and Exposition (IMECE) which will be held in November 11-17, 2016, in Phoenix, Arizona. Every three years, we also participate in the Congress sponsored by I-INCE and hosted by INCE-USA. NCAD sponsored and organized technical sessions at INTER-NOISE 2015 in San Francisco, CA.

We hope to see you at this year's IMECE November 11-17, 2016, in Phoenix, Arizona.

ASME NCAD awards

NCAD acknowledges exceptional achievements by awarding the ASME Per Bruel Gold Medal for Noise Control and Acoustics. This year's recipient is Dr. David T. Blackstock of The University of Texas at Austin. NCAD also honors annually the Rayleigh plenary lecture, student best paper award, special tutorial lecture, and special achievement for Phononic Crystals and Metamaterials.

ASME NCAD leadership

The current chair of the Group Leadership Team is Kristin Cody of Naval Nuclear Laboratory and the vice-chair is Noah Schiller of NASA Langley Research Center. In November, these terms will end and Charlie Zheng of the University of Kansas will be the new chair, with Kristin Cody serving as vice-chair.

ASME NCAD other news

Peer-reviewed publications are sponsored through conference proceedings and the ASME Journal of Vibration and Acoustics for which NCAD provides associate editors.

Attachment 22: Report of the I-INCE Vice President - Pan America

Special thanks go to all of our volunteer members, especially Sue Sung of General Motors (retired) who is chairing the Acoustics, Vibration, and Wave Propagation track at IMECE, Ab Kirwan of Electric Boat who is also on our leadership team, and Brent Paul of Alion Science and Technology who provides editor and administration support.

For more information, please see our annual newsletter and website at https://community.asme.org/noise_control_acoustics_division/m/default.aspx and friend us on Facebook at NCAD.

Brazil - ProAcustica

The Brazilian Association for Acoustical Quality (ProAcústica) (www.proacustica.org.br/) - a Member Society of I-INCE since 2013 - is a nonprofit civil entity with the purpose of congregating companies and professionals looking to develop applied acoustics in Brazil, a field that also covers the science of vibrations. The ProAcústica Association was born from the initiative of companies and professionals that identified the opportunity to disclose to all of society the importance of acoustic quality in buildings and the environment, as a factor of well-being and public health.

Currently 63 companies are members:

- 34 Manufacturers of acoustic products - 54%
- 19 Acoustic project and consulting firms – 30%
- 07 Installation and distribution companies - 11%
- 03 Laboratories - 5%

ProAcustica meetings

The 3rd annual City Council Conference on Noise, Vibration, and Sound Disturbance was held in Sao Paulo, Brasil, 27-28 April 2016. Over 300 participants attended. A key result of the conference was a law that will require Urban Noise Mapping of targets and timetables for noise reduction in the city.

ProAcustica leadership

- Edison Claro de Moraes (AtenuaSom) - Executive Chairman
- Alberto Safra (Aubicon) - Vice President Administrative Financial
- Davi Akkerman (Harmonia Acústica) - Vice President of Technical Activities
- Luciano Nakad Marcolino (Owa Brasil) - Vice President of Communications and Marketing
- Fernando Neves Caffaro (Isover Brasil) - Vice President of Investor Relations
- Cláudio Benevides Soares (Knauf Brasil) - Vice-President of Associative Resources

There are also technical committees on Environmental Acoustics (coordinated by Marcos Holtz), Acoustics in Buildings (coordinated by Juan Frias Pierrard), and Floating Subfloors (coordinated by Rafael Schmitt). An ethics committee has been formed recently to prepare a compliance manual for ProAcustica members.

Brazilian Acoustical Society (SOBRAC)

No news provided.

Attachment 22: Report of the I-INCE Vice President - Pan America

Canadian Acoustical Association

The Canadian Acoustical Associate (CAA) (caa-aca.ca) is the professional, interdisciplinary organization that:

- fosters communication among people working in all areas of acoustics in Canada
- promotes the growth and practical application of knowledge in acoustics
- encourages education, research, protection of the environment, and employment in acoustics
- is an umbrella organization through which general issues in education, employment and research can be addressed at a national and multidisciplinary level

CAA meetings

Acoustics Week in Canada 2016 (AWC16) will be chaired by Kathy Pichora-Fuller and Clair Wakefield and held at the Sutton Place Hotel Vancouver in downtown Vancouver (BC), September 21-23, 2016.

CAA leadership

Frank Russo is currently CAA president, and Christian Giguere is past president.

CAA awards

The winner of the 2016 ICA Early Career award is Frank Russo. Professor Russo works in the Department of Psychology at Ryerson University in Toronto, Canada, and is the current President of the Canadian Acoustical Association.

CAA other news

After several years of service, our colleague Prof. Linda Polka, has decided to leave her position as Associate Editor in Speech Sciences for Canadian Acoustics. All the editorial board is thankful for her dedicated work. The position is now open, and an editor with expertise in speech production would be very welcome! See the CAA website for details.

INCE-USA

INCE-USA (www.inceusa.org) is a non-profit professional organization incorporated in Washington DC. The primary purpose of the Institute is to promote through its members noise control solutions to environmental, product, machinery, industrial and other noise problems.

INCE/USA meetings

In August of 2015 INCE-USA was the host for INTER-NOISE 2015 which was held in San Francisco California. This was a very successful Congress, very well attended with a large number of delegates with a strong noise control materials and instrumentation exposition. Great thanks to Paul Donovan for his superb job as Congress President. Paul had the invaluable help of Yang Hann Kim from the Korean Society for Noise and Vibration Engineering (KSNVE), Co-President of INTER-NOISE 2015. This year, INCE-USA held its Annual Noise Control Engineering Conference – NOISE-CON 2016 – in Providence, Rhode Island. Mike Bahtiarian of Noise Control Engineering LLC was the Conference General Chair. NOISE-CON 2016 was another successful event for INCE-USA with three exciting plenaries and a good number of technical presentations.

Attachment 22: Report of the I-INCE Vice President - Pan America

INCE/USA leadership

2016 was the year for a change of the INCE-USA President that happens every two years. Richard A. Kolano, (Rick) of Saha and Kolano Engineers, Inc. took over from Gordon Ebbitt at the end of the Annual General Meeting which was held in January 2016 in Chicago. Other leadership changes include Gabriella Cerrato taking over as VP of Technical Activities.

INCE/USA awards

Thanks to the INCE foundation, led by Eric Wood, several awards were given during the Internoise 2015 conference. Dr. Marehalli Prasad received the INCE-USA Outstanding Educator award, and Bill Cavanaugh received the Laymon Miller Award for Excellence in Acoustical Consulting. Several student paper award were also given at the Internoise, as well as during the Noise Con 2016. To learn more about the INCE Foundation or to make a donation, see www.inceusa.org/about/foundation

INCE/USA other news

After many years of Courtney Burroughs providing the proceedings editor support, this year for NOISE-CON 2016 Gordon Ebbitt took over the proceedings editor duties. Gordon Ebbitt will be handling the coordination for the NOISE-CON and INTER-NOISE proceedings digital library into the future.

Another change of note is Noise News International, (NNI). After many years of publishing NNI in the form of a journal first in print and then as PDF on-line, the format will be changing to a more modern, more user friendly format, look for the new format on the NNI website, (<http://noiseneewsinternational.net>).

Finally, INCE-USA has just adopted a new logo. The new logo maintains the traditional INCE letter formatting but introduces a digital waveform that represents INCE-USA is keeping up with the digital age.

Report of I-INCE Vice President - Asia-Pacific_2016

Ichiro Yamada @August 17, 2016

1. Current contact addresses of Asia-Pacific Member Societies

Name	M/O	Contact addresses: Official/Additional
Australian Acoustical Society	Member	Secretariat (generalsecretary@acoustics.asn.au) Marion Burgess (M.Burgess@adfa.edu.au)
Acoustical Society of China	Member	Secretariat (asc@mail.ioa.ac.cn) Jun Yang (jyang@mail.ioa.ac.cn)
Hong Kong Institute of Acoustics	Member	Secretariat (admin@hkioa.org) Maurice Yeung (mklyeung@yahoo.com)
Institute of Noise Control Engineering of Japan	Member	Secretariat (office@ince-j.or.jp) Kiyoshi Nagakura (nagakura.kiyoshi.34@rtri.or.jp)
Acoustical Society of Japan	Member	Secretariat (asj-general@asj.gr.jp) Shinichi Sakamoto (sakamo@iis.u-tokyo.ac.jp)
Korean Society for Noise and Vibration Engineering	Member	Yeon-June Kang (VP) c/o (ksnve@ksnve.or.kr) Yang-Hann Kim (yanghannkim@kaist.edu)
Acoustical Society of Korea	Member	Secretariat (ask@ask.or.kr)
New Zealand Acoustical Society	Member	Secretariat (jon@jstyles.co.nz)
Environmental Engineering Society of Singapore	Member	Secretariat (secretary@eess.org.sg) hmalker@slrconsulting.com
Acoustical Society of India	Observer	Rajendran (veerajendran@gmail.com)
Iranian Society of Acoustics and Vibration	Observer	info@isav.ir

Bold-faced: positive and responsive contact addresses

2. Work as vice- president-Asia-Pacific

during the period from SEPTEMBER 2015 to JULY 2016

- 1) Provided news material collected with the aid of Asia-Pacific member societies for the latest four issues of NNI up to 2016/September.
- 2) Communicated with Asia-Pacific member societies to ask nomination for an Asia-Pacific CSC member for next three-year term.
- 3) Communicated with Asia-Pacific member societies to encourage people to bid an informal proposal for hosting the 2020 INTERNOISE congress in Asia-Pacific Region.

Future task:

- 1) Few communications with several members and observers. Need to find other contact addresses.
- 2) Unifying the format and contents of vice president reports should be considered among the three regions.

3. Brief summary of meetings and news on noise control in Asia-Pacific region

during the period from SEPTEMBER 2015 to JULY 2016

Australia and New Zealand

(1) Technical meetings

- 1) Acoustics 2015: Hunter Valley: The 2015 Annual Conference of the Australian Acoustical Society was held over 3 days in the early summer in the Hunter Valley, NSW and attended by close to 200.
- 2) The 12th International Workshop on Railway Noise (IWRN) will be held in Terrigal, New South Wales, 12 - 16 September 2016. More information: <http://iwrn12.acoustics.asn.au>
- 3) A joint Australian and New Zealand Acoustical Societies Meeting will be held 9 to 11 November 2016 at the Brisbane Convention and Exhibition Centre. The theme of the Conference is "Innovate for the Future". More information from www.acoustics2016.com.au

Attachment 23: Report of the I-INCE Vice President - Asia-Pacific

(2) News items

- 1) Revised Traffic Noise Guidelines: Within Australia, the Roads and Maritime Services (RMS) state of NSW has updated their Noise Criteria Guideline and Noise Mitigation Guideline with corrections and additional information following public consultation.
- 2) New music noise guidelines: In July 2015, the South Australian Environmental Protection Agency published new Music Noise Guidelines to assist with assessment of applications for development of indoor entertainment venues.
- 3) The April issue of Acoustics Australia, the journal of the Australian Acoustical Society, had a focus on Noise and Vibration in the Workplace with 14 papers, 3 forum articles plus relevant items in the news and notes as the results of the special issue editor, Pam Gunn. By coincidence, vol.29, 2016 of the journal of the Acoustical Society of New Zealand also had a similar focus - occupational noise in New Zealand. This issue comprises three papers on occupational noise incidence, legislation and controls in smaller enterprises in New Zealand and is freely available from <http://www.acoustics.org.nz/>.
- 4) Aircraft Noise Information Handbook SA HB 149:2016: Australian Standard, AS 2021, Acoustics - Aircraft noise intrusion - Building siting and construction has been the primary reference since 1997 when dealing with planning and aircraft noise impact. To supplement the AS 2021, the Standards Australia EV-011 committee has worked on providing a Handbook to provide guidance on the preparation of information on aircraft noise for dissemination to the public. This has resulted in the production of SA HB 149:2016 Handbook "Acoustics—Guidance on producing information on aircraft noise" which has been released in June 2016.
- 5) Good Music Neighbours: The Good Music Neighbours funding program has been created in Victoria, Australia and aims to invest in the co-habitation of venues and residences in our cities and the peaceful and amicable sharing of our great live music culture.
- 6) Taking Listening to a New Level: Your hearing is like your fingerprint - unique to you. A fact that has inspired a Melbourne based start-up company to develop headphones that take personalisation to a whole new level.

China and Hong Kong

(1) Technical meetings

- 1) The 8th Cross Strait Many Places Acoustics Technical Conference: The Conference was held at Blues Manor, Beijing, the People's Republic of China (PRC), from 26 to 28 August 2015, which was jointly organized by Shanghai Acoustical Society, Acoustical Society of China- Environmental Acoustics Branch, Shanghai Zhangkuisheng Acoustics Engineering Consultant Company Limited, Key Laboratory of Underwater Acoustic Warfare Technology of Shanghai 726 Institute, and co-organized by China Association of Environmental Protection Industry - Noise and Vibration Control Professional Committee and Beijing Greentec Group.
- 2) The 14th Chinese National Conference on Noise and Vibration Control Engineering was successfully held in the ancient city Nanjing, on 10-11 December 2015. The Conference was organised by the Noise and Vibration Control Committee of the China Association of Environmental Protection Industry and other 10 organisations. More than 100 experts, academics and business representatives attended the meeting.
- 3) The 27th National High-tech Application of Vibration and Noise Conference was held 27-29 July, 2016 at the International Communication Center for Conference of Harbin Engineering University and sponsored by Harbin Engineering University and China Orient Institute of Noise & Vibration.
- 4) 2016 China International Rail Transit Noise and Vibration Control Technology Summit will be held 27-28 September 2016 in Hefei, China. The theme is "Focus on the track vibration and noise reduction comprehensive technological progress and promote harmonious urban rail transit quiet operation".

(2) News items

- 1) China Technical Specifications for Environmental Noise and Vibration Control Engineering of

Attachment 23: Report of the I-INCE Vice President - Asia-Pacific

Urban Rail Transit: The Ministry of Environmental Protection has published the draft technical specification for consultation on 24 December 2015. The standard applies to noise and vibration caused by underground trains and light rail, which can also be used for reference by tram, monorail and automated guided rail systems.

- 2) TB 10501-2016 Environmental protection of railway engineering design specifications was published on 26 June 2016 by the National Railway Administration of China. It sets out the technical standards of environmental protection in railway construction project design, and defines the general requirements of the railway construction project environmental protection in terms of railway line selection and location, ecological and environmental protection, as well as noise, vibration, water, air, solid waste, electromagnetic pollution prevention and control.

Japan

(1) Technical meetings

- 1) INCE-J 2015 autumn technical meeting was held in Tokyo in Tokyo (venue: Institute of Industrial Science, University of Tokyo) on September 10-11 2015.
- 2) INCE-J 2016 spring technical meeting was held in Tokyo (venue: Institute of Industrial Science, University of Tokyo) on Tuesday, 21 April 2016.
- 3) INCE-J 2016 General Assembly was held on May 30, 2016 in Tokyo. At the assembly, new officers and members of the Board of Directors were approved for the next two year term: The new president is Yasuo INOUE and two vice presidents are Shinichiro IWAMIYA and Hiroaki OCHIAI.
- 4) INCE-J 2016 Autumn Technical Meeting will be held in Nagoya (venue: Meijo University) from 19 to 20 November 2016. In addition, a special ceremony, commemorative lectures and special award are planned to celebrate the INCE/J's fortieth anniversary.
- 5) ASJ 2015 Autumn Research Meeting was held in Aizu Wakamatsu (venue: The University of Aizu) on September 16 through 18, 2015. The Tohoku Chapter of the ASJ celebrated its 60th anniversary on September 15, 2015, the day before the opening of Autumn Annual Research Meeting.
- 6) ASJ 2016 Spring Research Meeting was held in Yokohama (venue: Toin University of Yokohama) from 9 to 11 March 2016.
- 7) ASJ 2016 general assembly was held on May 28, 2016 in Tokyo.
- 8) ASJ 2016 Autumn Research Meeting will be held in Toyama Prefecture (venue: Toyama University) from 14 to 16 September 2016. A special ceremony is planned to celebrate the 10th anniversary of Hokuriku Chapter of the ASJ on September 17, following a memorial lecture meeting.

(2) News items

- (1) Social Contribution Committee of INCE-J performed social contribution activities three times in fiscal 2015: 1) Participated in the Environmental and Recycling Festival of Chiyoda-Ward, Tokyo to provide an experience corner to learn about sound, 2) Participated in a summer event for children to learn about the environment" held in Nagoya, and 3) Hosted a training session on the stench and noise & vibration in Tokyo under the co-sponsorship of INCE-J and Odor Environment Association.
- (2) As part of social contribution activities of the ASJ, the research committee on Education in Acoustics co-organized a joint event of "Science Square in Summer Vacation" on August 1 through 2, 2015 in Tokyo with National Science Museum. The committee also held another event of "Science classroom making headphones using plastic bottles" for children in collaboration with the research committee on Acoustic Barrier-Free and Sony Taiyo Corporation on October 17, 2015.
- (3) The Japan Ministry of the Environment released an interim report of an investigation on the method of evaluating noise of wind power plants (wind turbine noise) on the website, last February 2016.
- (4) INCE/J took part in a special event of "Children's Visit-Kasumigaseki Day", which was an experiential tour of the central government ministries and agencies for elementary and junior high school students, held on July 27-28 2016. . INCE/J provided an exhibition booth named "What is Sound? – Let's experience various sounds" in the zone of the Ministry of the Environment.

Attachment 23: Report of the I-INCE Vice President - Asia-Pacific

- (5) INCE/Japan plans to hold a series of memorial events to celebrate its 40th anniversary: 1) Publish a special issue of its Journal looking back over the forty years, 2) hold a ceremony and a special symposium on “Sound and Barrier-free” under the co-sponsorship with the “Japanese Association for an Inclusive Society” at the opportunity of the 2016 INCE/J Autumn Technical Meeting.

KOREA

(1) Technical meetings

- 1) The Korean Society for Noise and Vibration Engineering (KSNVE) cohosted Inter-noise 2015, 9-12 August 2015, with the INCE/USA in San Francisco, USA.
- 2) The KSNVE held the 2015 Spring conference in Jeju, Korea (venue: Hotel Ramada Plaza Jeju) on 22~25 April 2015.
- 3) The KSNVE held the 2015 Autumn conference in Yongpyong, Korea (venue: Yongpyong resort,) on 22~30 October 2015.
- 4) The 2016 Spring Conference of the KSNVE (Chair: Moon Kyu Kwak/Dongguk Univ.) was held Wednesday through Saturday, 20-23 April 2016 in Gyeongju, Korea, with the theme “Noise and Vibration – the Past, the Present, and the Future.”
- 5) 15th International Conference on Electrorheological Fluids and Magnetorheological Suspensions (ERMR 2016) was held 4-8 July 2016 at the Hotel Incheon Ramada Songdo in Incheon, Korea with more than 250 participants from 21 countries.
- 6) 2016 Spring Conference of the KSNVE: The 2016 Spring Conference of the KSNVE (Chair: Moon Kyu Kwak/Dongguk Univ.) was held Wednesday through Saturday, 20-23 April 2016 in Gyeongju, Korea, with the theme “Noise and Vibration – the Past, the Present, and the Future.” The technical program included 37 sessions with 240 papers presented by more than 600 participants. It was an opportunity to reflect back on the past and the present, and to chart the future course of the Society.
- 7) 15th International Conference on Electrorheological Fluids and Magnetorheological Suspensions (ERMR 2016): ERMR2016 (Chair: Seung-Bok Choi/Inha Univ.) was held 4-8 July 2016 in Incheon, Korea with more than 250 participants from 21 countries.

(2) News items

- 1) 15th Machine Condition of Diagnosis technique lecture: Korea Certification Institute for Machine Diagnostics (KCI-MD, Chair: Oh Sung Jun/JeonJu Univ.), an affiliate organization of the KSNVE with the national mandate to oversee the certification of machine diagnostics technicians in Korea, offered a short course on the theory and applications of machine diagnostics, 30 June-1 July 2016 in Pusan, Korea.
- 2) Based on the ISO18436 revised on 25 November 2015, the Korea Certification Institute for Machine Diagnostics (an affiliate organization of the KSNVE) was accredited by the Korea Accreditation Board of the Korea Agency for Technology and Standards (KATS) as the national certification body for machine condition monitoring technicians.
- 3) New officers and the executive council of 2016: The 14th president Seung-Bok Choi (Inha University) along with senior vice-president Semyung Wang (GIST) and 30 members of the executive council were inaugurated for the January 2016-December 2016 term.
- 4) 15th Machine Condition of Diagnosis technique lecture: A short course on the theory and applications of machine diagnostics was offered by the KCI-MD, 30 June-1 July 2016 in Pusan, Korea.

SINGAPORE

No information obtained from the Singapore member society, but the 12th Western Pacific Acoustics Conference (WESPAC 2015) was held from 6 to 10 December 2015 (venue: Grand Copthorne Waterfront Hotel Singapore).

INDIA and IRAN

No information.