

International Institute of Noise Control Engineering (I-INCE)

**MINUTES OF THE 43rd MEETING OF THE
I-INCE BOARD OF DIRECTORS**

Saturday, 2017 August 26; 13.00 – 18.15

Board Room 6, Renaissance Hong Kong Harborview Hotel, Hong Kong

Wednesday 2017 August 30, 18.30 – 19.00

Level 4, Room S425, Hong Kong Convention and Exhibition Center, Hong Kong

Board Members Present:

Marion Burgess	President (2017 - 2019)
Robert Bernhard	President-Elect (2017 - 2019)
Joachim Scheuren	Immediate Past President (2017 - 2019)
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)
Norm Broner	INTER-NOISE 2014 (2015 - 2017)
Yang Hann Kim	INTER-NOISE 2015 (2016 - 2018)
Otto von Estoff	INTER-NOISE 2016 (2017 - 2019)
Kohei Yamamoto	Director at Large (2015 - 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)

Board Members Absent:

Ondrej Jiricek	Director at Large (2016 - 2017)
Gilles Daigle	Distinguished Board Member (2017)
Tor Kihlman	Distinguished Board Member (2017)

1. **Opening.** President Marion Burgess opened the 43rd meeting of the I-INCE Board of Directors at 13.00 on 2017 August 26 at 13.10. The President acknowledged two members continuing on the board, but with new roles: President-Elect, Robert Bernhard and Immediate Past President, Joachim Scheuren.

2. **Approval of the Agenda.** Marion reviewed the agenda and it was approved. Item 6 on the agenda, Report on INTER-NOISE 2017, was moved to precede Item 3, Approval of the Consent Agenda. The agenda is appended as Attachment 1.
3. **Approval of the Consent Agenda.** Marion explained the concept of the consent agenda and asked if any of the items should be removed from the consent agenda. She noted that the report of the VP Communications and Website had been revised, however, Joe Cuschieri preferred to retain it as a consent item. All other items also remained on the consent agenda.
4. **Report of the Secretary-General on the affairs of I-INCE (Donavan)**
The Secretary-General Paul Donovan called for any revisions to the minutes of the 2016 Board meeting. Receiving none, the minutes were accepted as presented.

Paul discussed the situation in regard to the request for observer membership from the Acoustical Society of Tunisia. Their application had been received and discussed at the 42nd Board Meeting, however the decision was made that acceptance would be deferred as the Society Bylaws were not presented in English. The bylaws were translated using online tools (Attachment 2); however, the document only identified the Acoustical Society of Tunisia along several other Tunisian societies. The VP Membership, Samir Gerges also noted that his attempts to contact the Society had also failed. Samir will attempt further contact with the Society, however, it was decided that the current translated document was insufficient to take to the General Assembly for approval.

An application for full membership was received from the Israeli Acoustical Association (Attachment 3). The bylaws for this application were in Hebrew and not readily translatable. An English summary of the bylaws was provided however (Attachment 4). Norm Broner and Marion added their positive comments regarding the viability of the Israeli Acoustical Association to become a small size Member Society of I-INCE. There was no dissention about taking this application to the General Assembly for their approval.

The Member Society from Hungary, the Scientific Society for Optics, Acoustics, Motion Pictures and Theater Technology (OPAKFI) has approached I-INCE regarding re-instating their membership status. Their dues payments lapsed in 2012 due to financial issues. It is proposed that OPAKI pay their dues for 2016 and then for successive years to maintain their membership status. This would eliminate the “debt” to I-INCE for years between 2012 and 2015 (1,050€). Their payment for 2016 and for 2017 was received. OPAKI has expressed a strong interest in becoming active in I-INCE once again. It was agreed to take this to the General Assembly for approval on August 18th.

The Secretary General also reported that two E-ballots were approved by the I-INCE Board of Directors over the past year. These ballots were approval of the Bylaws revision and the Rules revision. The Bylaws revision will be taken to the General Assembly for approval. Paul also reminded the Board members that prompt replies to E-ballots and attendance were appreciated and necessary. He noted that he has received a number of inquiries from global professional conference organizers that could be considered at some time in the future. Paul

also solicited assistance from the I-INCE Regional Vice Presidents for keeping current contacts for the Member Societies in their respective regions.

The I-INCE Treasurer, Doug Manvell also noted that I-INCE has added a new sustaining member, 01dB. There was some discussion about sustaining member benefits and giving them more visibility on the website. Director-at-Large, Davi Akkerman had agreed to review with Marion who had created a draft application form, the current status of sustaining members, what I-INCE offers them, and a process for reviewing the applications for sustaining members.

5. Report of the Treasurer on financial matters of I-INCE (Manvell)

The Treasurer Doug Manvell reviewed some points from his submitted Treasurer's Report (Attachment 5). Several particular issues for 2016 were raised. He noted that format of the financial report was revised based on discussion at the I-INCE Executive Committee. The changes were: 1.) show income versus expenses for the calendar year; 2.) comparison of I-INCE Congress estimated and actual income; 3.) overview of the assets separate income and expenses; and 4.) line items showing how much I-INCE owes (liabilities) and how much I-INCE is owed (credits). Doug then reviewed the budget and actuals for 2016 and noted that the financial report on NNI lags by a year pending receiving the report from INCE/USA at the end of their financial year in March. He reviewed the 31-Dec-2016 Assets Statement and budget and expenses to date for 2017.

In presenting the 2017 budget and current status, Doug noted that two Member Societies, SOBRAC and the Acoustical Society of Finland, have not paid their dues for 2016 or 2017. Doug has been in contact with them, but to date, payment has not been received. According to the Rules, these Members cannot vote at the General Assembly and the delinquent Members are to be identified to the GA. Doug proposed that if any representatives of these societies attend the GA, they will be notified privately, rather than publicly, at the meeting that they or the appropriate Regional VP cannot vote. This is contrary to the I-INCE Rules. The VP Rules and Governance, Dave Holger, asked if the rule should be modified if it is likely to be overruled by Board action in subsequent years. After some discussion, it was agreed that the rule should be retained and enforced for all subsequent General Assembly meetings. The agreed upon process was that the dues for the current year are due in April of that year and Member Societies who have not paid by October are delinquent. Such Members will be notified in February by the Treasurer and have until April to make their payment. If it is still not received by June, they are confirmed as delinquent and will be identified at that year's GA. For 2017 (only), Doug's proposal for notification was approved.

Doug then presented the initial proposed 2018 budget. He clarified that the line item expenses are considered to be not to exceed amounts. With the inclusion of the new proposed expenses totaling 34,000€ the total expenses would exceed income by 31,220€ effectively reducing the reserves by this amount. It was pointed out that the invested reserve would be depleted in 5 or 6 years at this rate of overage. It was the recommendation of the Executive Committee that the total of the new proposed expenses should be reduced to be more in line with the expected income. In Board discussion, it was pointed out that some of the new proposed expenses would be recurring and some one time only and that recurring

expense proposal should receive particular scrutiny. It was also suggested that for a viable organization the target of the amount of reserves should be about two times the yearly revenues or about 100,000€

Based on the discussions surrounding the reports of the VP Technical Activities and VP Development & Outreach, the initial proposed budget was modified as shown in Attachment 6. With these changes, the projected deficit was decreased from 31,220€ to 10,720€. Budget for lawyer support, relating to the legal aspects associated with of the formal 'seat' for I-INCE, was moved from the 2017 budget to 2018 as the item is not expected to be billed in 2017. The 2017 budget amount of 3,000€ was increased to 5,000€ for 2018 to cover expected actual costs. The item "special cost President" was changed to "Board Meeting" to reflect the actual use of the funds for the working Board Dinner on Wednesday night following the formal Board meeting. There were no objections to these changes.

6. Report on INTER-NOISE 2017

Tom Ho, co-president of INTER-NOISE 2017, gave a report on the progress and initial statistics of the Congress. There will be 700 oral presentations plus 87 posters in 16 parallel sessions with a total of 112 sessions and 5 keynotes. Participation was highest from China including Hong Kong followed by Japan, South Korea, Germany, and the US. The presentation material is given in Attachment 7. Tom said they used ConfTool for their paper management system and it seemed to work well. In response to a question, Tom said that they were doing financially okay despite the unexpectedly high number of 350 student registrations. He also expects financial support from the Hong Kong government. He said that the overall number of registrants was lower than expected, particularly from Europe. Tom said that the mobile app that they used worked and was the cheapest of those they considered. This app has been used by the two previous Congresses. Tom was also in favor of maintaining a policy of firm deadlines even though they did allow some leniency.

On Wednesday, Tom Ho reported that INTER-NOISE 2017 had 1187 registrants including 320 students, exhibitors, and accompanying persons. There were 789 papers with 45 being peer assessed, 701 oral presentations with 26 no-shows, and 88 poster presentations with 22 no-shows. The organizers were complimented on the security provided in verifying that only registered participants were allowed entrance to the meeting areas. Tom also noted that there were 120 on-site registrations that appeared to be primarily from local industry.

The report was followed by a discussion of photographs during the session presentations. It was concluded that there was no way of policing photography given the number of smart phones in the audience. There were two lines of thought: 1) say nothing about photographing; 2) give a statement at the beginning of the session asking people to refrain from it. There were several variations of these that were also advanced. There is nothing in the Rules, Bylaws, or the Congress Guidance documents regarding photographs. This issue was essentially tabled for future discussion.

7. Report of the Congress Selection Committee (Bernhard)

The Chairman of the CSC, Bob Bernhard, reported that there were two formal proposals for INTER-NOISE 2020. The first was for Seoul, Korea organized by the Korean Society for

Noise and Vibration Engineering for the dates of 23 August to 26, 2020. The second was for Fukuoka, Japan organized by INCE/Japan and the Acoustical Society of Japan for dates of 23 August to 26, 2020 with alternative dates of 13 September to 16, 2020. The CSC recommended accepting the proposal for Seoul by a clear majority. This recommendation was accepted by the Board.

Bob reported that there was one informal proposal for INTER-NOISE 2021 for Washington D.C. to be co-organized by INCE/USA and other USA Member Societies along with ProAcustica and possibly SOBRAC. This would also be a celebration of the 50th INTER-NOISE Congress with first Congress also held in Washington D.C. at a hotel directly across the street of the proposed 2021 venue. The Congress is proposed for mid to late August. The CSC recommended that they be invited to make formal proposals at INTER-NOISE 2018. This was supported by the Board.

Steve Hambric reported on two topics regarding the Congress Guidance document. The first is access to the document beyond the just the Board possibly posting it on the I-INCE website. The current process for distribution is that the document is sent to the Member Societies in the region where the invitation for informal Congress proposals are solicited. It was decided that this was adequate as there was reluctance to have open access as out-of-date versions could propagate. The second topic was that Congress organizers do not appear to be reading and following the Guidelines. This was recognized as an ongoing problem which the President, Secretary General, and VP Technical Activities will likely need to continue to deal with. It was recommended that as part of the negotiation the Congress contract that following the guidance is a requirement. Based on the INTER-NOISE 2017 experience, Marion noted that instructions in the guidance for Congress Banquet should explicitly that this is to be extra cost item to be paid by the registrants.

Steve reported on the work of a committee organized at the 2016 Board meeting to investigate developing a common website template, followed by a common paper management and registration system (Attachment 8). The concept of the website template is well developed and once produced congress organizers would be able to use it. It would not be obliged that organizers use it; however covering the elements in the website template would be required. It was suggested that the INTER-NOISE 2016 would be a good starting and Otto von Estorff will provide it to the committee. In regard to a paper management and registration system two possible products were mentioned. However one does registration, but not payment and the other take payment, but not registration. The committee will continue to investigate these and other options. One of the challenges is having a paper submission being tied to a registration. Steve also addressed maintaining a conference data base of participants. Data is typically shared between one Congress and the next, but this is not institutionalized. It was suggested that this data base be managed by the Secretary General. Steve recommended the use a common smart phone app which has informally began as for Hamburg and Hong Kong and intended for Chicago.

8. Decision on Geographical Region for INTER-NOISE 2022 (Bernhard)

Bob stated that the normal rotation informal proposals would be invited from the Europe/Africa Region INTER-NOISE 2022. There were no objections.

9. Reports on the INTER-NOISE Congress Series

INTER-NOISE 2018. Joe Cuschieri, the Co-President of INTER-NOISE 2018 provided an update of plans for the Congress to be held in Chicago 26-29 August (Attachment 9). A tri-fold brochure was distributed in the delegates' package for the Congress in Hong Kong. The Congress banquet will be buffet-like dinner in the Museum of Science and Industry and there is a goal to keep the cost of tickets at \$100 to encourage wider participation. It was noted that total dollar amount budgeted for the payment to I-INCE provided in the budget is correct; however, it the line item "Payement to I-INCE" should be 20euro equiv not 15euro equiv.

INTER-NOISE 2019. Antonio Pérez-López, the President of INTER-NOISE 2019 reported on the plans for the Congress to be held in Madrid 16-19 June (Attachment 10). During the presentation of Congress Deadlines, there was a question as to the timing of the Young Professional Grant deadline and it was noted that manuscripts would be assessed rather than reviewed. During the presentation of the Registration Deadlines, it was suggested and agreed that the on-site registration should begin earlier in the day on Sunday well before the General Assembly meeting. Under Meetings and Activities, it was noted that the General Assembly traditionally starts at 13.00. The VP for Technical Activities, Raj Singh was tasked with working with Antonio on timing of the various events. Concern was expressed about overlap between organization of INTER-NOISE 2018 and 2019 during the latter months of 2017. Under the Young Acousticians program, there were unanswered questions regarding the scope of the travel grants from the Spanish Acoustical Society which are to be worked out with the help of Raj.

INTER-NOISE 2016 – The written report of the 2016 Congress Evaluation Committee was accepted as a consent agenda item. Otto noticed some small errors in the report and agreed to correct them in a MS Word version of the document to be provided by Yang-Hann Kim. This corrected version is included Attachment 11. Otto von Estorff also subsequently provided the congress statics to the Secretary General and they included as Attachment 12.

10. Report of the Nominating Committee (Scheuren)

Joachim Scheuren, Chair of the Nominating Committee, reported on several proposed changes to the officers and director positions (see Attachment 13). Three new people were nominated to Board positions: Yeon June Kang as VP Asia-Pacific, Patricia Davies as VP Technical Activities, and Li Cheng as Director representing INTER-NOISE 2017. Joe Cuschieri was nominated to continue as VP Communications and Webmaster. The Director-at-Large Europe-Africa was to be elected at the General Assembly. André Fiebig was subsequently elected to this position. Raj Singh has agreed to be nominated as a Distinguished Board Member for 2018 and to assist in the transition of the VP Technical Activities. Gilles Daigle has also agreed to be nominated as a Distinguished Board Member for 2018. Marion thanked Joachim for his effort in preparing the slate of nominees. The Board accepted the recommendations of the Nominating Committee.

It was proposed and accepted that the 2018 Nominating Committee would have the same membership as the 2017 Committee.

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

Dave Holger reported on the progress of proposed changes to the I-INCE Bylaws and Rules (Attachment 14). A final version of the Bylaws was developed by the Executive Committee and Gilles Daigle and was subsequently approved by the Board through e-ballot in April 2017. These revised Bylaws were presented to the General Assembly for their information at the 27 August 2017 meeting. A final version of the revised Rules was developed by Executive Committee, Gilles Daigle, and Raj Singh and subsequently approved by the Board through e-ballot. The revised Rules were presented to the General Assembly for its approval on 27 August 2017. The Rules revision was approved by the General Assembly. Marion acknowledged and thanked Dave for his effort in getting the Bylaws and Rules revisions completed and approved.

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

Raj reviewed the status of activities and issues presented on his attached report (Attachment 15). In discussing the Technical Studies Groups, Raj expressed concern about TSG 10. He has requested a date for the completion of their final report, but has yet to get a response from them. He is considering disbanding the Group if he does not hear from them by December. In regard to the number of papers at INTER-NOISE Congresses, Raj noted that the number for INTER-NOISE 2017 falls approximately on the linear regression of number of papers versus time and suggests that a steady state increase is being achieved with the exception of New York and Hamburg. Raj noted that Buy Quiet Symposium had about 30 attendees. He attributed the relatively low participation to the symposium not being in the INTER-NOISE Congress city, lack of advertising, and not much activity on the topic. Raj had four topics for Board discussion: 1.) allocating funds for Young Professional (YP) grants for 2019; 2.) re-allocating the 2018 I-INCE Symposium to fund a "Practice School" at INTER-NOISE 2018 and a second I-INCE Lecture; 3.) examining the role and scope of the TSGs; and 4.) leadership of the Young Professionals Programs as identified in Attachment 15.

In regard to re-allocating the Symposium funds, Raj clarified that the 2,500€ for the I-INCE Lecture would cover the cost editing the two 2017 lectures and the 2018 lecture as well as provide the 1,000€ for the honorarium for the 2018 lecturer. It was agreed that cost of editing the two 2017 I-INCE Lectures would be invoiced after January 1, 2018 so that all of the expenditure for this re-allocation would be in the 2018 and not be in the 2017 budget. The Board had no objections to this re-allocation and to allocating 13,000€ in the 2019 budget for the Young Professionals grants. Following the approval, there was continuing discussion on where the video of the I-INCE lecture would reside. It was concluded that it did not matter as links could be provided from multiple sources such as the I-INCE website, NNI, or the Congress host organization's website. The discussion points 3 and 4 were deferred to until the new VP Technical Activities assumes her office.

There was further discussion regarding budgeting for Technical Activities. It was noted that the activity of the TSGs has fallen off and that the 2,000€ budget item for 2018 could be

reduced or eliminated. It was decided to reduce it to 500€ There was also discussion about the including the I-INCE Lecture in the 2019 budget, however it was concluded that this could be decided at the next Board meeting.

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

The VP Communications and Webmaster first reported on the status of NNI as provided in Attachment 16. Joe also reported that the new NNI Managing Editor has already opened Twitter and Facebook account. These are linked to the NNI page so that if something shows up on those accounts, it will automatically get posted on the page and vice versa. In reviewing the NNI Budget, Joe noted that due to INCE/USA's fiscal year ending in March, the NNI budget and actuals will lag behind the I-INCE calendar year now and going forward. He also noted that travel expenses (for the managing Editor) will also vary from year to year depending on the location of the Congress. Otherwise, he does not think the budget will change much year to year. It was noted that the travel was to NoiseCon and INCE/USA Board meetings as well as INTER-NOISE. There were two candidates for the new Managing Editor vacancy. A selection committee of Joachim Scheuren, Bob Bernhard, Joe Cuschieri, Jim Thompson, and Paul Donovan interviewed both candidates. Eoin Anthony King was recommended because of his social media and outreach ideas for NNI. In discussion, it was noted that the travel expenditure for 2017 would still be needed to support the travel of the former Managing Editor, Jim Thompson, to INTER-NOISE 2017 during this transition period. There was some discussion about capturing and archiving the NNI materials and posts, however, this will be addressed after some time and experience of the new format.

Joe's written report for the I-INCE Webmaster is Attachment 17.

14. Report on I-INCE Vice President Duties (Maffei, Cuschieri, Singh)

The committee reported that they developed duties and roles and these are posted on the Board website and also attached as Attachment 18

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

The report of the VP Development & Outreach, Luigi Maffei, was part of the Consent Agenda and is given in Attachment 19. However, due to the request for budget items it was decided to proceed with discussion. Luigi then reviewed an analysis that was performed to determine the future direction of NNI. The analysis was done in collaboration with the I-INCE President, Past President, and VP Communications and Webmaster regarding other current noise related publications and communication methods. Of these products, Acoustics Today (Acoustical Society of America) was identified as the best product to emulate in an online publication. Luigi then reviewed specific recommendations for NNI. One of the recommendations was the expansion of the use of social media. It was proposed that the cost of this expansion would be included in the 2018 I-INCE budget. It was pointed out that the new Managing Editor of NNI has already planned to develop social media and is just beginning to do this. It was decided to defer the request for additional expenditure for a year in order to see what the new Managing Editor can accomplish within the budget for NNI.

Luigi discussed the analysis done for evaluating the INTER-NOISE Congress regional distribution as included in Attachment 19. The analysis shows that Europe-Africa has the largest number of member societies, 25, compared to 9 for Asia-Pacific, and 7 for Pan-America or 61%, 22%, and 17% of the total number of Member Societies, respectively. The analysis further considered regional distribution of contribution to the I-INCE income which was 55%, 25%, and 20%, respectively. The distribution of Congresses by region from 1972 to 2020 was 39%, 22%, and 39%, respectively. For 2000 to 2020, the distribution was 38%, 29%, and 33%, respectively while in the last 15 years, the distribution has been equal. It was noted that the Congress distribution was different than the regional Member Society distribution and the income distribution. Two proposals were offered within the existing rules: 1) 4 Congresses in 4 Europe-Africa, 3 in Asia-Pacific, and 3 in Pan-America over a 10 year period; 2) allowing two “wild card” Congress over a 10 year period. It was also noted that there is often a conflict under the current 3 year rotation between a Congress in Europe and the ICA also held in Europe.

Considerable discussion commenced after Luigi’s report. It was suggested that distribution of Congress participants by each region also be considered. It was noted that Europe-Africa had largest number of Member Societies that have not hosted a Congress. There was proposal to form five geographical regions: 2 Europe regions, 1 Asia region, 1 Canada region, 1 US region, and 1 South America-African region. It was questioned whether were sufficient numbers of Member Societies in five regions to support this proposal. It was mentioned that some randomization in the rotation may be good to avoid consistent conflicts with ICA. It was also noted that traditionally, I-INCE has sought to provide all three regions equal access to the international Congress. It was also remarked that the customers of I-INCE Congresses are the participants and not necessarily the Member Societies. It was also noted that the Congresses have been very successful and are on an upward trend and that one poor Congress might jeopardize this. On the onset of discussion, it was stated that no decision on the VP Development & Outreach proposals would be made at the current Board meeting. A Working Group was called for to develop a position paper to be circulated to the Board prior to the next Board meeting for review and comment by the Board members. The results of this process will then be discussed at the next Board meeting. The Working Group is to be led by the VP Development & Outreach with a core membership of the Regional VPs. Others may be added to committee particularly Joachim Scheuren, Samir, Gerges, Joe Cuschieri, and Raj Singh who all expressed interest as well as President Marion Burgess (ex-officio).

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

Samir Gerges, Vice President Membership, reported that the Acoustical Society of Tunisia has yet to provide a copy of their bylaws to support their application of membership (Attachment 20).

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

The report is given in Attachment 21 and is part of the Consent Agenda.

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

The report is given in Attachment 22 and is part of the Consent Agenda.

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

Ichiro Yamada's report is given in Attachment 23 and is part of the Consent Agenda.

20. Other Business

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

Joachim Scheuren reported that Gilles Daigle and Bob Bernhard were able to locate and post all of the Board minutes on the Board internal webpage. Bob has received a large number of documents from Bill Lang. The photo history of the INTER-NOISE Congresses still remains with George Maling. Joachim noted that there is an interview with Bill Lang that the group would like to secure. Bob further reported that Board minutes from 1986 are still missing and he still cannot locate the General Assembly meeting minutes for those occurring before 2001. He also reported that the photo archive is also maintained by Eric Wood in addition to George Maling. Bob said that he has received a large number of documents that are largely correspondences of Bill Lang (I-INCE President, 1988 to 1999) and Fritz Ingerslev (I-INCE President, 1975 to 1987) regarding I-INCE business. Bob would like to receive any thoughts from Board members regarding which documents should be retained.

Travel Support

Marion 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

Marion thanked outgoing Directors and Officers on the behalf of the Board for their service. These include Ichiro Yamada and Norm Broner. Ichiro will continue to serve I-INCE as the secretary of the CSC.

21. Close of the Meeting

The Wednesday meeting was adjourned 19:00.

Respectfully submitted,

Paul Donovan
I-INCE Secretary General

Attachments to the Minutes of the 43rd Meeting of the I-INCE Board of Directors

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5. Report of the Treasurer
6. Final Budget presented to the I-INCE General Assembly
7. Report on INTER-NOISE 2017/10
8. Report on Common Paper Management and Registration System
9. Report on INTER-NOISE 2018
10. Report on INTER-NOISE 2019
11. Report of the INTER-NOISE 2016 Congress Evaluation Committee
12. Past Congress Statistics
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14. Report on the I-INCE Bylaws and Rules
15. Report of I-INCE Vice President - Technical Activities
16. Report on Noise News International – Vice President Communications and Webmaster
17. Report of the I-INCE Webmaster – Vice President Communications and Webmaster
18. Report on Vice President Duties - Development & Outreach and Communications & 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
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23. Report of I-INCE Vice President – Asia-Pacific

Attachment 1

DRAFT AGENDA of the 2017 I-INCE Board of Directors Meeting

Saturday, 2017 August 26; 13.00 – 18.30

Wednesday, 2017 August 30; 18.30 – 20.00 (tentative)

Location: Saturday: Board Room 6 M/F, the Renaissance Hong Kong Harborview Hotel

Lunch: Café Renaissance

Wednesday: Level 4, Room S425, Hong Kong Convention and Exhibition Center

- 13.00 1. Call to order and opening remarks from the President. (Burgess)
- 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 2016**
 - *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 2016 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 2016, **
 - Treasurer's report
 - review of the budget for 2017
 - consideration of preliminary budget for 2018 including proposal for Member dues for 2018
 - final report of the ad hoc committee on I-INCE finances (Scheuren)
- 14.05 6. Report on INTER-NOISE 2017 (Hong Kong)
- appointment of Congress Evaluation Committee (CEC) for INTER-NOISE 2017
- 14.20 7. Report of the Congress Selection Committee (Bernhard)
- recommendation for INTER-NOISE 2020 and decision of the Board of Directors.
 - recommendation for invitations for proposals for INTER-NOISE 2021 and decision
 - 2017 version of the congress guidance document (Hambric)
 - report by committee on possible common INTER-NOISE website and elements (Hambric)
- 14.50 8. Decision on geographical region for INTER-NOISE 2022. (Bernhard)
- 15.00 9. Reports on the INTER-NOISE Congress series: *Approx. at 14.50- 15.40*
- Report by a representative of INTER-NOISE 2018 (Chicago)
 - Report by a representative of INTER-NOISE 2019 (Madrid)
 - Report of the 2016 Congress Evaluation Committee (Hamburg)

Attachment 1

- 15.50 Break
- 16.10 10. Report of the Nominating Committee. (Scheuren)
- nominations to fill expiring terms of Officers and Directors
- appointment of the Nominating Committee members for 2018
- 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)
- status report on NNI, including managing editor, advertisement, and finances
- Status of publication and budget of NNI
- on-line database (Manvell)
- other I-INCE publications
- 17.40 14. Report on I-INCE Vice President Duties (Maffei, Cuschieri, Singh)
- report on finalizing the duties of VP Development & Outreach, VP Communications and Webmaster, and VP Technical Activities
- 17.40 15. Report of I-INCE Vice President – Development & Outreach. (Maffei)
- *report of the I-INCE VP – Development & Outreach**
- other issues related to Development
- 17.55 16. Report of I-INCE Vice President - Membership. (Gerges)
- *report of the I-INCE Vice President - Membership **
- status of the Acoustical Society of Tunisia
- other issues related to Membership
- 18.10 17. 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 18. 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 19. 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 20. Other business.
- status of the I-INCE history project (Scheuren/Bernhard)
- travel support
- 19.00 21. Close of the meeting.

(*) possible consent agenda item

Attachment 2: Translated Bylaws for the Acoustical Society of Tunisia

(Translation from Google Translate)

Creation of an association

Name: Association Tunisienne Of Acoustics and Industrial Vibration

Address: Ecole Nationale

Of Engineers of Sfax

Subject: Promotion and development Science in the fields of Acoustics and vibration in Industrial environment

Category: Scientist

Trial of Expertise No. 17538 dated of 17 December 2011.

2012X00181APSF1

View

Name: Sailing Association for Arts and Creativity

Subject: Cultural

Head office: Route de sidi Mansour

Km 4 - city Bourguiba number 13 Sfax - 3094

Goals: Improved creativity cultural

Type: cultural artistic

President: Mohamed Chikhawi.

2012X00311APSF1

Association

Name of association: Groupement Veterinary Technology of Tunisia

Headquarters: Maison du Vétérinaire, 13 rue

Djebel Lakhthar 1006 Tunis

Nature: Scientific Association

Objectives:

Attachment 2: Translated Bylaws for the Acoustical Society of Tunisia

Skill development in the field of technical Veterinarians Organization of cycles of

Training and symposia scientists

President: Dr Mohamed Nejib Bouslema

Secretary General: Dr Mohamed Naceur Baccar

Treasurer: Dr. Helmi Hamdi

Received Number: RR 857924720TN of

13 December 2011.

2012X00396APSF1

Constitution

Name of association: «Association Tunisian humanitarian »

Address: Route de Sidi Mansour km, 10 quoted Mansoura No. 24.

Category: civil rights

Objectives: To support social rights

And civilian life of man

PV n ° 42473 of 11 January 2012

President: Wahid Lajmi

Secretary General: Kaouther Sallami.

2012X00397APSF1

Establishment of an association

Name of association: Association of Development in Louata.

Address: Louata, Djebeniana, Sfax.

Goals:

- Representation of the village in the authorities
- Collection and coordination of efforts Volunteers of the inhabitants and their Directions in different areas.
- Participation in management of Children and youth in the village.
- Record of visualization n ° 1185 dated

On January 23, 2012.

2012X00402APSF1

Creation of an association

Denomination: friendly STIR agents

Category: Association amicale

Address: 1 rue Habib Ben Gharbia Bizerte

Attachment 2: Translated Bylaws for the Acoustical Society of Tunisia

Objectives: To maintain friendship and fraternity between staff and their families by organizing Social, cultural and Hobbies.

President of the Association: Cherbib Adel

Secretary-General: Lounissi Afef

Treasurer: Mhimed Jalel.

2012E00072APSF1

LConstitution of an association scientist

Name: Tunisian Wireless

Communications Society (TWCS)

Category: scientist

Objectives: The association The promotion of technology Wireless communications and Will work on:

- The creation and development of Partnerships between laboratories Tunisians and their counterparts Foreigners working in this field
- Assistance in the realization of Studies and research in this area field
- The attraction of companies Foreign partners working in this And encourage them to invest in Tunisia and facilitate their integration in the country_____

- Organization and participation in Conferences, symposia, and seminars And industrialists, in Tunisia

And abroad, with the aim of Be informed and informed about New developments in this field

- Participation in the improvement of the Quality of higher education and Training in this area to

Successful integration of young people into professional life

- The establishment of a procedure Of continuous monitoring of Wireless communications to Comply with regulations International health

- Sensitization of the general public Effects on the health of waves Electromagnetic radiation from

Different equipment Wireless communications, and good manners Use of this equipment

Address: Institut Supérieur des Applied Sciences and

Matour Technologies (ISSATM)

Executive members:

President: Dr. Bejaoui Tarek

Secretary-General: Dr. Sahbani Hela



The International Institute of Noise Control Engineering (I-INCE) was founded in 1974. It is a worldwide consortium of organizations concerned with noise control, acoustics and vibration. The primary focus of the Institute is on unwanted sounds and on vibrations producing such sounds when transduced. I-INCE is the sponsor of the INTER-NOISE Series of International Congresses on Noise Control Engineering held annually in leading cities of the world. I-INCE also co-sponsors symposia on specialized topics within the I-INCE field of interest. The quarterly magazine Noise/News International is jointly published by I-INCE and the Institute of Noise Control Engineering of the USA (INCE/USA). I-INCE instituted a program to undertake technical initiatives on critically-important issues of international concern within the I-INCE field of interest. This initiative has resulted in several reports and a number of active Technical Study Groups.

I-INCE actively promotes participation by young noise control professionals. I-INCE has allocated funds to support between ten and twelve Young Scientists Conference Attendance Grants ([YS Grants](#)) to assist young scientists/engineers in attending the I-INCE sponsored International Congresses on Noise Control Engineering. The notification of this prestigious YS Grant may be used to obtain additional funding from other sources. In order to meet the expanding needs of the field of noise control engineering, I-INCE has now also established a Symposium Series. Finally, I-INCE is assuming leadership role in formulating global noise policies; this includes an ongoing collaboration with [CAETS](#) (International Council of Academies of Engineering and Technological Sciences).

There are three main forms of membership of I-INCE

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.

Institutional Members: Not-for-profit educational institutions and research organizations whose goals and objectives are consistent with those of the Institute.

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

Attachment 3: Membership Application for the Israeli Acoustical Association

11. Who are the current officers of the society (President, Vice President, Secretary, Treasurer, and what are their email address?

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

13. Date of this Application

Please send a copy of your bay-law along with this application to SecretaryGeneral@i-ince.org

Bylaws Summary

August 20, 2017

Name of Society: Israeli Acoustical Association (IAA).

Summary of statutes: This document is available on the IAA website, but only in Hebrew. Here is a summary of the main points:

- The IAA is a non-profit organization, with the aim of promoting acoustics in Israel.
- The IAA institutes are the general assembly, the board, and the audit committee.
- The general assembly meets at least once a year and is where decisions are taken through voting.
- The board is composed of seven members and is responsible for managing the IAA. The board is elected every two years.
- The audit committee is composed of three members and is responsible for supervising the IAA activities, including financial auditing.
- Membership requires applications to the IAA. Members are expected to have their main activity in the area of acoustics, including industry; academia; government; and more.
- There is also the possibility to become an associate member.

Summary on the status of the membership of the Society

The Israeli Acoustical Association (IAA) was founded in 2001, with the aim of promoting acoustics in Israel. The IAA has currently about 110 members from all areas of acoustics in Israel, including consultancy, industry, government organizations, and academia. The IAA holds two meetings a year, at which IAA administration is discussed, and several technical presentations are scheduled. Twenty-four meetings have been held to date, with numerous technical and scientific presentations. The IAA has consultancy and electro-acoustics working groups, holding professional meetings including a strong involvement in standardization and legislation.

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Douglas Manvell

Treasurer of I-INCE

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Tel: +45 45 800 500

Dir: +45 7741 2267

Mob: +45 2080 0518

Email: douglas.manvell@bksv.com

<http://www.i-ince.org/>

Our ref.: I-INCE Treasurer's report 2016-17

Your ref.:

Nærum, 6th July 2017

I-INCE Treasurer's report 2016-17

**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 of 2016-03-31 based on the attached following documents:

1. *2016: Income and expenses vs budget statement (audited)*
2. *31-Dec-2016: Assets statement (audited)*
3. *2017: Current status of income and expenses vs budget*
4. *2018: Budget proposal*

General Notes

This year's financial report, approved by the I-INCE Executive Committee, is updated from previous financial reports on the basis of being able to show:

- Income vs expenses
- All posts vs budget
- Current assets including which accounts they are in
this is a new requirement, separating assets from income and expenses
- Overview of creditors and debtors
this is a new requirement to indicate how much do we owe and are owed
- Written off losses
this is a new requirement

In order to give I-INCE Stakeholders a more complete and clearer report of our financial situation.

2016 and the first part of 2017 have focused on:

- the handover of the treasurer post and ensuring access to the bank.
- Invoice distribution by email for cheaper, and in the long term faster communication. This resulted in significant effort to update our contact list. There remain some issues with getting correct email addresses, getting handshake to confirm receipt, and ensuring payment.

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

- Transferring bank correspondence to email where possible in order to help ensure minimal administration costs. There are still some outstanding issues regarding this, particularly with our new Hypovereinbank, Germany (see below)
- Ensuring follow up on outstanding fees from 2015 and earlier based on guidance from the Board on how far back in time to go
- Clearer status regarding new or withdrawn Member Societies
- Ensuring sustaining members on website match paying members
- Supporting work to ensure a clear and legal definition of I-INCE as a non-profit organization
- As of 1st January 2017, conference database fees were requested at the same time as annual fees to help provide a clearer situation and more timely payment
- Access to a new account in Hypovereinbank, Germany

Document 1. 2016: Income and expenses vs budget statement

The audited 2016 income and expenses vs budget statement is signed by the treasurer and auditor.

Final financial report 2016 (profit-loss) at 2016-12-31		€	#	€	€
				2016 budget	2016 actual
Revenues					
Expected membership dues					
	small	300,00	15	4.500,00	14 4.200,00
	medium	600,00	15	9.000,00	16 9.600,00
	large	900,00	9	8.100,00	9 8.100,00
Sustaining membership		550,00	3	4.400,00	7 3.850,00
Institutional membership		90,00	2	180,00	2 180,00
Total membership dues				26.180,00	25.930,00
conference database (specific member societies)				2.400,00	825,00
Estimated bank account interest				1.000,00	123,41
Income Inter.Noise 2016		20	1000	20.000,00	20.900,00
	Total			49.580,00	47.778,41
Expenses					
NNI support 2016				15.000,00	4.111,00
ICA 2014 subscription				500,00	5.500,00
different costs TSG's				2.000,00	562,14
support to young participants				10.000,00	10.503,21
I-INCE symposium 2016				5.000,00	5.000,00
conference database (specific member societies)				2.400,00	900,00
	Total scientific support			34.900,00	26.576,35
cost treasurer'ship incl transfer				3.000,00	3,40
cost secretarial incl transfer				3.000,00	0,00
special costs President (2.000)+ travel support (1.500)				3.500,00	2.878,47
website renewal (done in 2012) + running costs				200,00	0,00
transfer & bank costs				300,00	0,00
lawyer support				1.500,00	2.015,22
Bill Lang Memorial (new post since budget)					235,00
Losses written off (new post since budget)					0,00
	Total functional costs			11.500,00	5132,09
	Total			46.400,00	31.708,44
results at 2016-12-31				3.180,00	16.069,97
drafted by Douglas Manvell, treasurer, on 2017-06-29		audited by Gijsjan van Blokland, auditor, on 2017-6-30			

14 registered members
16 registered members
9 registered members
7 registered members
2 registered members

NB NNI 2015 (paid Jan 2017), NNI 2016 to be paid 2017
Including Year of Sound preparation
562,14 € requested for payment in 2017
Exchange fee difference
Symposium 2016, Symposium 2015 also paid

Postage only
No requests for funding
Internoise 2016 expenses paid for by Internoise
No requests for funding. Annual cost to be determined

International INCE Financial Report for 2016 (Profit-Loss).

The 2016 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 2016 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.

Vught, 2017-6-30

Using the same format as the budget, this document compares the 2016 budget approved by the Board in 2015 with our incomes and expenses that are associated with the period from 1st Jan 2016 to 31st December 2016.

Notes

Revenues (47.778,41 €):

- Invoices for membership payments for 2016 of 25.930 € were sent:
 - Comparing the numbers of members in the budget and those who were invoiced:
 - one more medium member society

Attachment 5: Report of the Treasurer with Initial 2018 Budget

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- one less small member society
 - 4 more sustaining members
 - Outstanding fees for 2016 (3.340 €) have been added to the 2017 invoices
- Conference database fees:
 - In agreement with INCE-USA, it was analysed that I-INCE had to pay INCE-USA 900 € in fees to settle accounts up to 17th November 2016.
 - After payment, one additional society paid for 2016 subscription.
 - Significantly fewer members than budgeted have paid. However, the budget was on the basis of a significantly higher, and unrealistic, membership rate
- Interest deposit: as rates are very low, this is significantly lower than an optimistic budget
- Internoise 2016: the budget figure based on 1000 paying attendees was exceeded by 45 additional attendees.
- Internoise 2015: 19.912,73 € payment was also received in 2016. However, it relates to 2015 and thus is not included in this report
- Amount paid for other years: a significant activity was initiated in 2016 to reduce the level of outstanding fees by 10.059,68 €. See also the Assets Statement (Document 2) for outstanding fees. See Expenses for written off losses.

Expenses (31.708,44 €)

- NNI: a draft budget was agreed at 15000 €. The INCE/I-INCE Memorandum of Understanding states that 50% of net expenses are payable after approval of the NNI annual financial accounting. In late 2016, the NNI accounts for 2015 were audited and I-INCE's support contribution of 4.111 € was agreed and ratified. Payment of this support occurred in January 2017. NNIs accounts for 2016 have yet to be submitted for audit and thus the support contribution for 2016 has yet to be agreed, ratified and paid.
- ICA normal fees 500.00 € for 2016. In addition, the Board in 2016 agreed to pay 5000 € for support of ICA's Year Of Sound initiative.
- Costs TSG's: no requests for funding were received in 2016 compared to the 2 000.00 € budgeted. However, 562,14 € funding for 2016 activities was received in March 2017. It is agreed to ensure that requests for funding occur in the same year as they occurred to simplify the financial report
- YSG: the budgeted 10 000.00 € was transferred with a small transfer fee.
- I-INCE symposium: Symposia in 2015 and 2016 were paid in 2016. As the 2015 symposium does not relate to 2016, it is not reported here.
- Conference database: Due to problems in several societies in getting access in 2015, fees paid for the 2015 subscription were transferred to 2016. In agreement with INCE-USA, it was analysed that I-INCE had to pay INCE-USA 900 € in fees to settle accounts. After payment, an additional society paid for 2016 subscription. This amount is agreed included in 2017 payment of fees. See also the Assets Statement (Document 2) for debits owed.
- Scientific support is under budget primarily due to the lower contribution required towards NNI
- Cost treasurer operations: 3 000.00 € was budgeted in case of travel in connection with new banking arrangements but no travel was required. The actual costs are postage only.
- Cost secretariat operations: 3 000.00 € was budgeted in case of travel in connection with change of secretariat but no travel was required.
- Special cost President + travel support: The budgeted Internoise 2016 expenses were kindly covered by the Internoise 2016 organisation, hence the lower expense than budget.
- Website costs: this year's costs are paid for previously and finding the annual amount requires significant investigation. As it is a small financial post, it is agreed with the auditor that this omission is acceptable and that, next year, the actual annual cost is to be included..
- Transfer & bank costs: lower than budgeted, but still suffering some recurrent transfer costs.
- Lawyer support: costs of 2015,22 € were slightly larger than the budget of 1500 € due primarily to their hourly rate.
- Bill Lang memorial: In 2016, I-INCE pledged to donate 250 USD (ca 235 €) to "Christ Episcopal Church, 20 Carroll St, Poughkeepsie, NY 12601" instead of flowers for Bill Lang's memorial service.
- Losses written off: this post has been added since the budget in line with new accounting principles agreed with the auditor. All previous losses have not been previously booked. In agreement with the Executive, losses earlier than 2013 are not accounted for. This debit is set to 0,00 € initially and will

Attachment 5: Report of the Treasurer with Initial 2018 Budget

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

enable assets to be correctly accounted for in later financial reports in the event that I-INCE has to write off immaterial assets (credit).

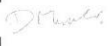
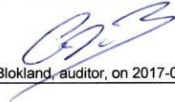

- Functional costs are significantly lower than budgeted despite increased activity in financial and legal management of I-INCE.

Final results (16.069,97 €)

- The final result is looks significantly better than the small profit that was budgeted for (3.180 €). This is primarily due to lower costs for NNI and by reduced operating costs compared to expectations.

Document 2. 31-Dec-2016: Assets statement

The audited 31-Dec-2016 Assets statement is signed by the treasurer and auditor.

Final I-INCE BALANCE 2016	EURO	
Assets 2016		State of accounts on 2016-12-31
Transfer of credit balance 2016-01-01	153.757,85 €	Current BE 431 0072711 28 219,20 €
2016 Net Revenues-Expenses	44.195,35 €	Deposit BE 431 0072719 36 197.734,00 €
State of accounts on 2016-12-31	197.953,20 €	Deposit HVB DE 71 70020270 0015527884 0,00 €
Credit		
Membership fees outstanding: 2016	4.540,00 €	Notes
Membership fees outstanding: 2013-2015	5.300,00 €	See Financial Report document
TOTAL CREDIT	9.840,00 €	
Liabilities		
Conference database (member societies later payments)	-75,00 €	
Duplicate income source (INCE-USA)	-879,68 €	
TSG 2016	-562,14 €	
Bill Lang Memorial	-235,00 €	
TOTAL LIABILITIES	-1.751,82 €	
CREDIT-LIABILITIES	8.088,18 €	
EQUITY	206.041,38 €	
		
drafted by Douglas Marvell, treasurer, on 2017-06-29		audited by Gijsjan van Blokland, auditor, on 2017-06-30
International INCE Financial Report for 2016 (Balance).		
The 2016 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 2016 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.		
Vught, 2017-<u>6-30</u>		
(signed) 		

Notes

Assets (197.953,20 €):

There is a growth of material assets in hand (excluding credit due and debit owed) of 44.195,35 € from 1st January 2016 to 31st December 2016.

Credit (9.840,00€)

- Membership fees outstanding for 2016 total 4.540,00 €
- Membership fees outstanding for 2013-15 total 5.300,00 €

Liabilities (8.088,18 €)

- NNI: The INCE/I-INCE Memorandum of Understanding states that 50% of net expenses are payable after approval of the NNI annual financial accounting.

Attachment 5: Report of the Treasurer with Initial 2018 Budget

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

- In late 2016, the NNI accounts for 2015 were audited and I-INCE's support contribution was agreed and ratified to be 4.111,00 €. Payment of this support occurred in January 2017. It is thus included in the income and expenses report (Document 1)
- a draft budget for 2016 was agreed at 15000 €. NNIs accounts for 2016 have yet to be submitted for audit and thus the support contribution for 2016 has yet to be agreed, ratified and paid. Due to the financial reporting timing of NNI it is agreed that the accounting for NNI be done with one year's delay. Therefore, there is no liability for 2016 listed
- Conference database (member societies later payments): 75 € was received for 2016 subscription after payment was made to INCE-USA. This will be paid together with settlement of the 2017 subscriptions.
- Duplicate income source (INCE-USA): a payment of 879,68 € (in CAD) that was, after much investigation, attributed to duplicate payment by INCE-USA for 2016. This will be credited to them once the investigation into where the funds were received from and why is completed
- TSG 2016: Requests for 562,14 € funding for 2016 activities was received in March 2017
- Bill Lang memorial: In 2016, I-INCE pledged to donate 250 USD (ca 235 €) to "Christ Episcopal Church, 20 Carroll St, Poughkeepsie, NY 12601" instead of flowers for Bill Lang's memorial service. However, the church only accepts cheques or cash and thus payment is outstanding.

Equity (206.041,38 €)

- There is a net growth of equity from 1st January 2016 to 31st December 2016.
- In order to try to ensure that existing equity is utilized rather than continuing to grow, the 2017 budget has been agreed with an increased scientific support. In addition, I propose that the Budget 2018 process ensures that focus is put onto this aspect.

State of Accounts

As of 31st December 2016, I-INCE's assets are deposited in 2 accounts in KBC in Belgium and in 1 newly opened account in HBV in Germany.

Document 3. 2017: Current status of income and expenses vs budget

As of 30th June, I-INCE has received just under 50% of its budgeted revenues and has paid just under 50% of its budgeted expenses. Current expenses have been less than revenue. The situation is acceptable. Revenue collection is improved compared to previous years, with earlier reminders and involvement of Regional VPs.

As of 30th June 2017:

- The majority of Member Societies have paid their fees. A minority of Member Societies transfer insufficient funds. Follow up is initiated.
- Conference database fees received are almost at the level of the full year of 2016
- Payment to support NNI for 2016 is pending audit of its financial statement (received). The budget for 2017 does not include NNI 2016 but does include NNI 2017. Due to NNI's financial year, it is difficult to align the 2017 payments with 2017 budgeting. Therefore, from 2018 on, I-INCE's budget will refer to the previous year's NNI.
- International Year of Sound support was actually transferred in 2016
- ICA annual fees have increased for the years 2017,2018 and 2019 from 500 € to 650 € primarily in order to support the International Year of Sound 2019 project.
- Bank costs are increased but in line with the budget. The increase is primarily due to the creation of the new bank account in Germany and initial set up and operational fees.
- Lawyer support was for initial consultancy about tax duties

Attachment 5: Report of the Treasurer with Initial 2018 Budget

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Approved budget for 2017				presented to GA without comment			
	€	#	€	€	#	€	
	2017		2017 budget	2017		2017 Status	
Revenues							
Expected membership dues							
small	300,00	15	4.500,00	300,00	10	3.000,00	
medium	600,00	16	9.600,00	600,00	10	6.000,00	
large	900,00	9	8.100,00	900,00	10	9.000,00	
Sustaining membership	550,00	7	3.850,00	550,00	8	4.400,00	
Institutional membership	90,00	2	180,00	90,00	0	0,00	
Total membership dues			26.230,00			22.400,00	22373 € received
conference database (specific member societies)			5.500,00			2.550,00	Similar to 2016 Subscriptions
Estimated bank account interest			500,00	Lower interest rates		62,30	
Estimated income Inter.Noise 2017 (1000 X 20)	20,00	1000	20.000,00			0,00	
Total Revenues			52.230,00			25.012,30	
Expenses							
NNI support 2017			15.000,00			0,00	NB NNI 2016
Year of Sound (Seed funding expenses - transfer in 2016?)			5.000,00	new expenses (once)		5.000,00	NB transferred in 2016
ICA subscription 2017			500,00			650,00	Increased fees
different costs TSG's			2.000,00	scientific support		0,00	scientific support
support to young participants			13.000,00	46.000,00		13.000,00	22.650,00
I-INCE symposium 2017			5.000,00			4.000,00	
conference database (specific member societies)			5.500,00	(recurrent)		0,00	(recurrent)
Total scientific support			46.000,00			22.650,00	
cost admin treasurership and secretariat (costs incurred, mailing etc)	1000,00	2	2.000,00	functional costs	1000,00	2	0,00
special costs President (2 000)+ travel support (1 500)			3.500,00	9.000,00			functional costs
website renewal (done in 2012) + running costs			200,00				393,05
transfer & bank costs			300,00			153,05	
Lawyer support			3000,00	TBC		240,00	
Other activities (eg conference database after evaluation report?)			0,00			0,00	
Total functional costs			9000,00			393,05	
Total Expenses			55.000,00			23.043,05	
expected result			-2.770,00	we have reserves		1.969,25	

Incoming requests:

- Opakfi Hungary request that I-INCE waive their membership fees for 2012-2015 and begin paying their annual membership fees from 2016 onwards. They no longer receive governmental support but continue to be viable and wish to remain in I-INCE. I-INCE's rules require that waiving of the fees has to be agreed by our General Assembly which next meets in Hong Kong in August 2017. However, as you have paid your outstanding fees for 2016 and the 2017 fees, then I-INCE sees this as a sign of continued interest in membership of I-INCE. On the basis of this, then I, as Treasurer, will strongly recommend to the I-INCE Board and then to the General Assembly that Opakfi Hungary's fees for 2012-2015 be waived due to these extraordinary circumstances.
If this is approved then the 2017 annual account will include 1050 € in written off losses.
- More support to sponsors (received 2016 and also in 2017): What benefit can I-INCE provide? In 2016, I proposed that a lead person be appointed to the task force already set up to start work on this to prepare a proposal ready for approval next year. This action has been raised again this year

Document 4. Draft budget for 2018 (to be discussed in Hong Kong)

2016 showed a net profit of 16.069,97 € and an increase in equity to 206.041,38 €. 2017 is budgeted with a net profit of -2.770 €. Income is expected to be stable with a risk of smaller income in the event that Internoise attendance does not reach the levels of previous years. Current expectations depend on Internoise 2017 revenues and NNI 2016 costs but a small net profit is expected.

After having increased the fees in 2015 and created an operating profit, my suggestion is to keep the fees as for 2017 and to increase scientific support to ensure that our reserves are utilised.

A draft budget has been created based on the above, proposals from the Vice Presidents and a review by the Executive. All VPs were requested to indicate if they foresee or would like to propose an expenditure in 2018 for a new or extension of a current undertaking. We have reserves we can exploit on projects that will provide value for money for I-INCE. I note that 2019 may be declared International Year of Sound (Oct 2017 is when we will know) so we need to reserve funds for additional activities in 2019. However, but there is an opportunity to test idea and concepts in 2018, and we have reserves for additional activities in 2019.

Please find attached the first draft 2018 I-INCE Budget proposal for presentation and discussion during Internoise 2018.

Attachment 5: Report of the Treasurer with Initial 2018 Budget

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Initial Proposed 2018 Budget

Proposed budget for 2018		€	#	€	
		2018		2018	
Revenues				All proposals budget	
Expected membership dues					
	small	300,00	14	4.200,00	
	medium	600,00	14	8.400,00	
	large	900,00	10	9.000,00	
Sustaining membership		550,00	8	4.400,00	
Institutional membership		90,00	2	180,00	
Total membership dues				26.180,00	
conference database (specific member societies)				0,00	Cost neutral
Estimated bank account interest				250,00	Lower interest rates
Estimated income Inter.Noise 2018 (1000 X 20)		20,00	1000	20.000,00	
Total Revenues				46.430,00	
Expenses					
NNI support 2017				15.000,00	No scope change proposals
ICA subscription 2018				650,00	
different costs TSG's				2.000,00	scientific support
support to young participants				13.000,00	69.650,00
I-INCE symposium 2018				5.000,00	
<i>Proposal: conference database (specific member societies or all societies)</i>				10.000,00	See notes
<i>Proposal: I-INCE Lectures</i>				2.000,00	See notes
<i>Proposal: Tutorials for NNI</i>				2.000,00	See notes
<i>Proposal: Set-up of Social media</i>				10.000,00	See notes
<i>Proposal: Increase of YP Grants to Professionals</i>				10.000,00	See notes
Total scientific support				69.650,00	
cost admin treasurership and secretariat (costs incurred, mailing etc), 2000 each requested					
special costs President (2 000)+ travel support (1 500)		2000,00	2	4.000,00	See notes
website renewal (done in 2012) + running costs				3.500,00	functional costs
transfer & bank costs				200,00	8.000,00
Lawyer support				300,00	
Other activities				0,00	
Total functional costs				8000,00	
Total Expenses				77.650,00	
expected result				-31.220,00	

It is based on:

- the following input received:
 - Conference database included in fees without increase in Membership dues*. The opportunity to access all Internoise Proceedings seems to be more and more appreciated by participating members. This proposal will reinforce the connection between National Societies and I-INCE with a positive feedback in a medium term (more citations, more participation to INTERNOISE conferences, etc.). It would entail agreement with INCE-USA on a budget and audit process similar to the one we have for NNI. A provisional estimated budget for this is 10,000 €
 - I-INCE Lectures: 2 lectures per year are proposed. Budget 2000 €
 - Tutorials for NNI: NNI can host at least 1 tutorial/month on basic or up-to-date topic. Each tutorial consists of one or more articles or video prepared by experts. For this task experts could be incentivized. The proposal is to spend 2.000 €/tutorial. One tutorial is included in the budget proposal based on the expectation that it will take time to set the first one up
 - Set-up of Social media: Information (news, announcements, etc) should reach members in real time thanks to social media channels such as Twitter, RSS feed, YouTube I-INCE. Estimated 10,000 €
 - Increase of YP Grants to Professionals: Considering the increasing number of YP Grants application, the budget for this can be increased by introducing two separate categories: Students (up to PhD) and Professionals (research, industries). Estimated 10,000 €
 - Secretariat support: It is expected that the 2,000€ budget for 2017 will be used by the Secretariat. It is requested including it again for 2018 at the same level.
 - Treasurer support: Financial tools for the treasurer are expected to be investigated in 2018. Again 2000 € is requested.
- NNI expenditure is unknown but we expect that it could be < 15 k€ (2016 was ca 4 k€) but further input is pending the newly appointed new Manager of NNI

* In the event of approving the conference database in the budget, this would actually be perceived as a drop in fees for several member societies.

Note that more pessimistic predictions of Internoise attendance introduces a potential negative impact of ca 6000 € (ca 15% of income).

Attachment 5: Report of the Treasurer with Initial 2018 Budget

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

As Treasurer, I recommend that, for 2018, we should aim at utilizing 10-20% of our reserves (i.e. using in 2018 ca 20-40 k€ more than our income) on worthy proposals. This will still allow us to invest additionally in a 2019 Year of Sound. The current proposal indicates that 15% of reserves are budgeted to be utilized.

Kind regards,

Douglas Manvell
Treasurer of I-INCE

Attachment 6: Final Budget for Presentation to the General Assembly

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Proposed budget for 2018		€	#	€	
		2018		2018	
Revenues		Board Budget			Presented to GA
Expected membership dues					
	small	300,00	14	4.200,00	
	medium	600,00	14	8.400,00	
	large	900,00	10	9.000,00	
Sustaining membership		550,00	8	4.400,00	
Institutional membership		90,00	2	180,00	
Total membership dues				26.180,00	
conference database (specific member societies)				0,00	See below
Estimated bank account interest				250,00	Lower interest rates
Estimated income Inter.Noise 2018 (1000 X 20)		20,00	1000	20.000,00	
Total Revenues				46.430,00	
Expenses					
NNI support 2017				15.000,00	No scope change proposals
ICA subscription 2018				650,00	
different costs TSG's				500,00	Buy Quiet Programs almost complete, new scope
support to young participants				13.000,00	Approved 2016
I-INCE symposium 2018				0,00	5000 approved 2016, no proposals received
Conference database (specific member societies or all societies)				10.000,00	See notes
I-INCE Lectures				2.500,00	See notes
"Practice School" pilot project (new)				2.500,00	See VP Technical Activities Report
Total scientific support				44.150,00	
Cost admin treasurership and secretariat (costs incurred, mailing, tools etc)	2000,00		2	4.000,00	See notes
Board Meeting (2 000) + travel support (1 500)				3.500,00	
website renewal (done in 2012) + running costs				200,00	
transfer & bank costs				300,00	
Lawyer support				5000,00	Moved from 2017
Total functional costs				13000,00	
Total Expenses				57.150,00	
Expected result				-10.720,00	
Equity		31-12-2016		206.041,38	5%
Coverage factor equity (cash reserves) vs expenses (years)					3,61

It is based on:

- the following input received prior to the first version of this report:
 - Conference database included in fees without increase in Membership dues*. The opportunity to access all Internoise Proceedings seems to be more and more appreciated by participating members. This proposal will reinforce the connection between National Societies and I-INCE with a positive feedback in a medium term (more citations, more participation to INTERNOISE conferences, etc.). It would entail agreement with INCE-USA on a budget and audit process similar to the one we have for NNI. A provisional estimated budget for this is 10,000 €
 - I-INCE Lectures: 2 lectures per year are proposed. Budget 2000 €
 - Tutorials for NNI: NNI can host at least 1 tutorial/month on basic or up-to-date topic. Each tutorial consists of one or more articles or video prepared by experts. For this task experts could be incentivized. The proposal is to spend 2.000 €/tutorial. One tutorial is included in the budget proposal based on the expectation that it will take time to set the first one up
 - Set-up of Social media: Information (news, announcements, etc) should reach members in real time thanks to social media channels such as Twitter, RSS feed, YouTube I-INCE. Estimated 10,000 €
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 - Secretariat support: It is expected that the 2,000€ budget for 2017 will be used by the Secretariat. It is requested including it again for 2018 at the same level.
 - Treasurer support: Financial tools for the treasurer are expected to be investigated in 2018. Again 2000 € is requested.
- NNI expenditure is unknown but we expect that it could be < 15 k€ (2016 was ca 4 k€) but further input is pending the newly appointed new Manager of NNI
- Reduced funding for TSGs as the last group have almost completed their work, and a new scope for TSGs is expected next year
- No I-INCE Symposia proposals have been received
- See VP Technical Activities Report for more details regarding the scopes of "I-INCE Lectures" and ""Practice School" pilot project"
- Lawyer support is based on approved funding moved from 2017, increased due to expectations on actual costs

Attachment 6: Final Budget for Presentation to the General Assembly

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

* In the event of approving the conference database in the budget, this would actually be perceived as a drop in fees for several member societies.

Note that more pessimistic predictions of Internoise attendance introduces a potential negative impact of ca 6000 € (ca 15% of income).

The Executive recommends that, for 2018, we should aim at utilizing max 5% of our reserves (i.e. using in 2018 ca 10 k€ more than our income) on worthy proposals while ensuring that recurring expenses are within expected incomes. This will still allow us to invest additionally in a 2019 Year of Sound. The current proposal indicates that 5% of reserves are budgeted to be utilized.

Kind regards,

Douglas Manvell
Treasurer of I-INCE



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27-30 AUGUST
HONG KONG 2017

46TH INTERNATIONAL CONGRESS AND EXPOSITION
ON NOISE CONTROL ENGINEERING



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27-30 AUGUST
HONG KONG 2017

Mobile App



All the information you need is available in the
INTER-NOISE 2017 Official Mobile App!

Android & iOS users can download the INTER-NOISE 2017 App by searching "**INTER NOISE 17**" in Apple Store or Google Play. You may also scan the QR code below.



Wi-Fi at HKCEC



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HONG KONG 2017

1. Enable the wireless connection on your device and select **“HKCEC_Free_WiFi”** or **“HKCEC_FREE-5GHz”**.
2. You will be connected to the logon web page. If not, please open a browser and access **“www.hkcec.com”**.
3. Press **“I accept”** button after reading all terms and conditions.
4. Internet access is enabled.

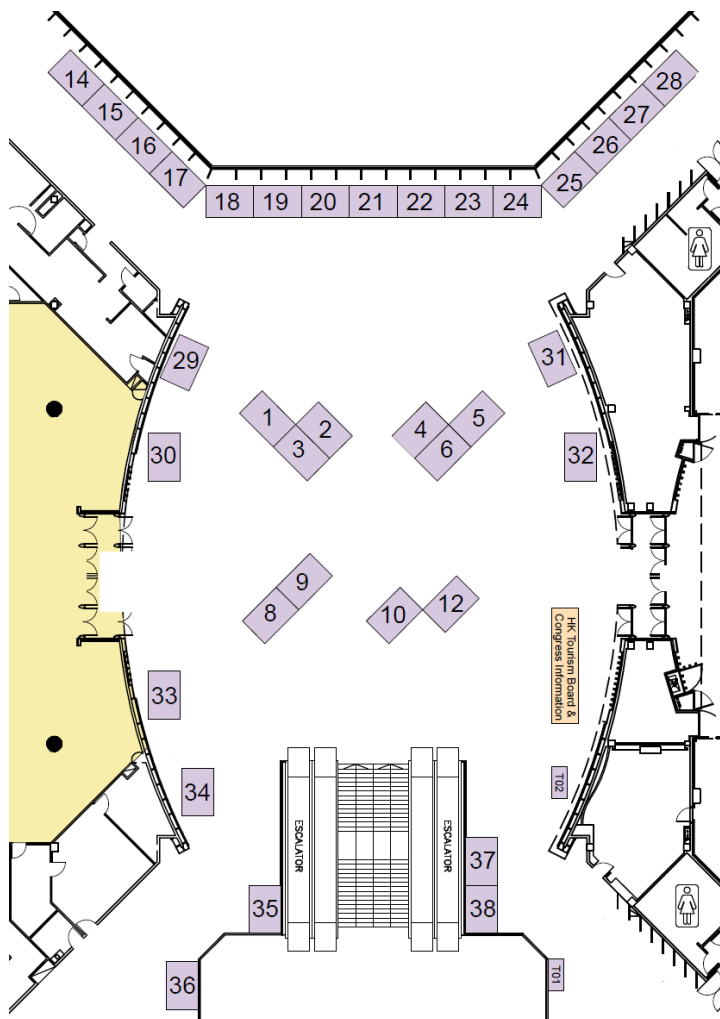


Exhibition



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HONG KONG 2017



Opening Hours

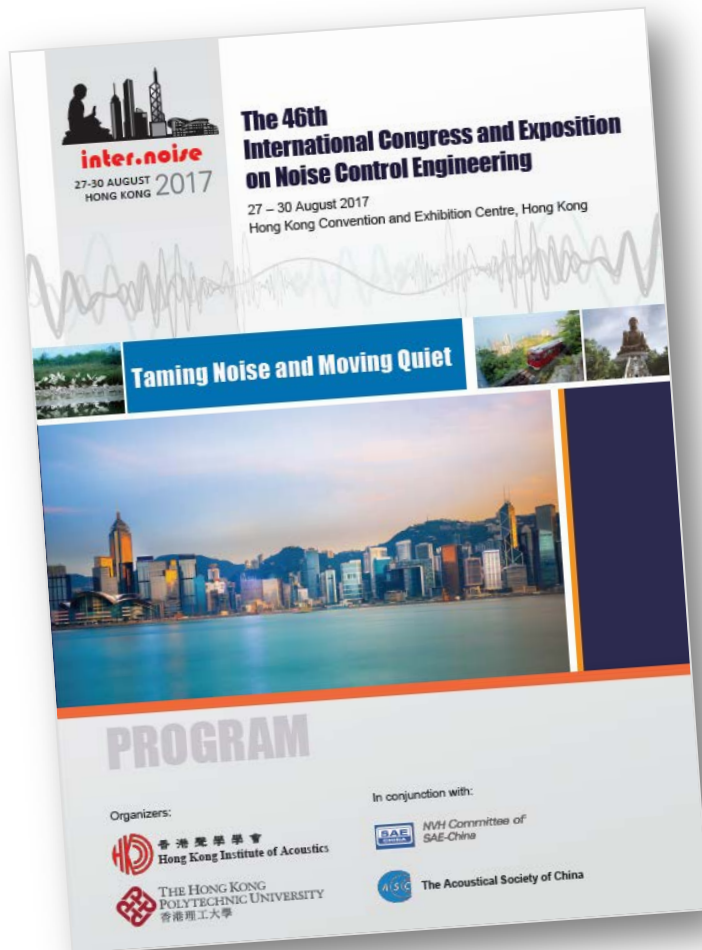
- 27 Aug (Sun) 18:00 – 19:00
(Opening Reception)
- 28 Aug (Mon) 09:00 – 18:00
- 29 Aug (Tue) 09:00 – 18:00
- 30 Aug (Wed) 09:00 – 13:00

Program Book



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HONG KONG 2017



Please check the program book for:

- ✓ Full Program
- ✓ Meetings during the Congress
- ✓ Other Schedules
- ✓ Social Functions
- ✓ Exhibitions
- ✓ Venue and Floor Plans
- ✓ Congress Information
- ✓ Etc.

Bag Insert



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27-30 AUGUST
HONG KONG 2017



We have prepared a *Certificate of Attendance* for you.
Please check your congress bag.

All Proceeding is with you now!
Please check the USB souvenir for the proceeding.





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HONG KONG 2017

Working Staff



Our working staff and volunteers are always ready to assist you!

Please feel free to approach our staff or volunteers who are wearing the white Congress polo shirt.



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27-30 AUGUST
HONG KONG 2017

Congress Banquet

Date: Tuesday, 29 August

Time: 19:30 - 21:30

Venue: U Banquet, 5/F, Lee Theatre Plaza, 99 Percival Street, Causeway Bay

*** By invitation only and admission by Ticket**

*** Limited Tickets are still available!**

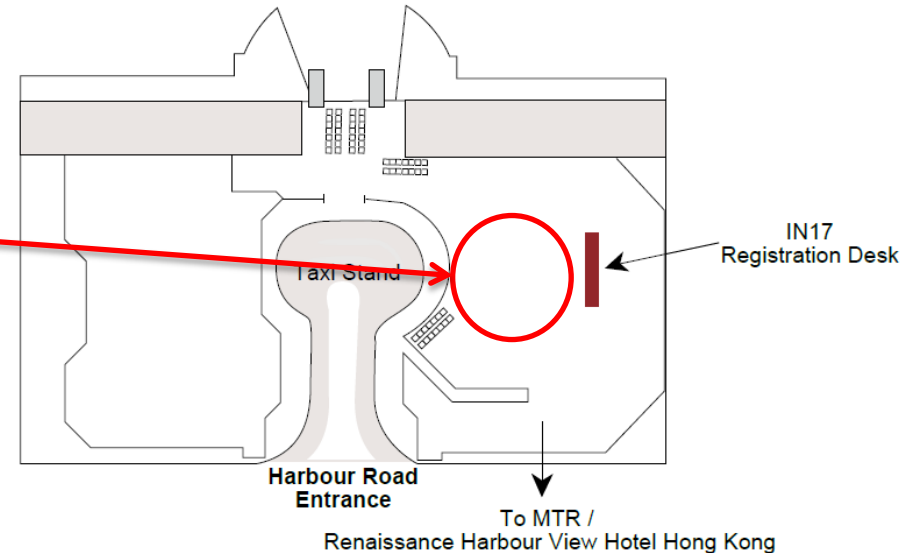
Transportation from HKCEC to the Restaurant will be provided.

Coach pick-up time: 19:00

Coach pick-up point:

INTER-NOISE 2017 Registration Area,
G/F, HKCEC

Return transfer on your own.



Coffee Breaks



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27-30 AUGUST
HONG KONG 2017

Location

Exhibition Area, Convention Foyer, 1/F

Opening Hours

28 Aug (Mon) 10:40 – 11:00

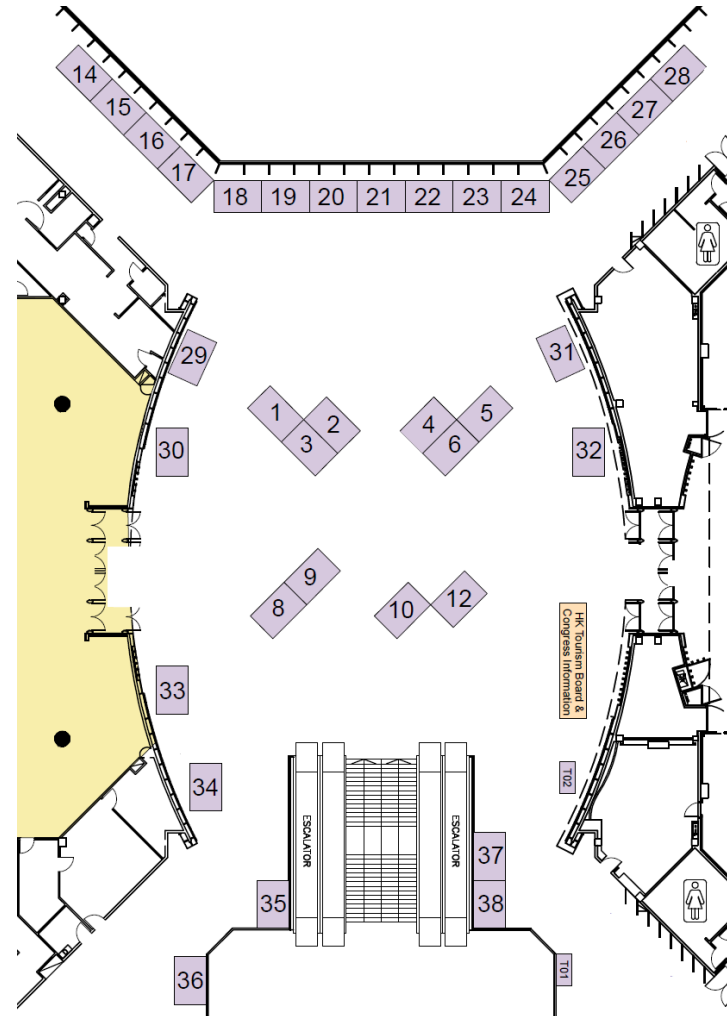
15:10 – 15:40

29 Aug (Tue) 10:30 – 11:00

15:10 – 15:40

30 Aug (Wed) 10:30 – 11:00

Lunchs are on your own



Attachment 8: Report on Common Paper Management and Registration System

I-INCE Conference Management Subcommittee Report – August 2017

Stephen Hambric (IN12)

Li Cheng and Tom Ho (IN17)

Otto von Estorff (IN16)

Joe Cuschieri (IN15)

Marion Burgess (IN14)

Overview

At the 2016 Internoise a subcommittee was formed to study the possibility of formalizing online aspects of Internoise conferences, including:

- Website
- Abstract and paper submission and handling
- Registration
- Scheduling

The benefits of formalizing some or all of these processes include:

- Reduced costs and time required for hosts (may encourage more future hosts to apply)
- Capturing year-to-year authors and attendees more easily for future conferences

The subcommittee held Skype discussions in late 2016 and early 2017 and held email discussions in August 2017. The following are our findings to date.

Findings

- There are no all-in-one solutions suitable for managing the entire online process for a technical conference like Internoise. Therefore, individual aspects have be considered separately.
- There was consensus on providing a standard conference website template, with the caveat that some major member societies already have their own ‘standard’ templates and systems in place and may be reluctant to adopt this ‘standard’ template.
 - o The Internoise conference guidelines should be expanded to include a list of required and suggested webpages and corresponding content and format. Standard page names, content, and menu links should also be specified, so that repeat attendees know where to find material (such as session titles, abstract and paper templates, and special pages – like the Young Professionals Page).
 - o .html and .css files with the default template should be hosted on the I-INCE website. ‘Screen shots’ of the IN16 website are attached to this report, and along with IN15 and IN17 websites, should be the starting point for a template. The template should be revisited and updated after each Internoise.
- There was no consensus on recommending a standard abstract and paper submission system since many member societies already have systems in place, and because of e-commerce complexities (ensuring that authors have paid registration fees prior to submitting papers).

Attachment 8: Report on Common Paper Management and Registration System

- However, a standard paper template (in Word and Latex) should be defined and made available on the I-INCE website to conference organizers (currently these templates are informally passed on from organizer to organizer).
- Also, the 'openconf' online system should be evaluated for possible use as a paper submission and scheduling system. However, there does not appear to be an automated way of confirming author registrations have been paid using this approach.
- There was no consensus on recommending a standard registration system for the same reasons discussed above. Also, registration payment requirements vary between countries, so it is not feasible to standardize a payment system.
 - However, databases (in Excel format) which include author names, email addresses, Internoise(s) attended, and other items should be provided to I-INCE for archiving. The specific database fields and their ordering should be defined, and the databases should be updated and made available to future Internoise organizers for marketing.
- There was consensus that session organizing and scheduling, including the smartphone applications, be standardized. However, a system was not chosen. The Hong Kong organizers used the tool 'conftool.org' to generate a database of papers and sessions which registrants may easily search by title or author. This database resides on the conftool server, however, and must be linked from the main Internoise website. The 'openconf' online system has also been used by several technical societies for their meetings. IN16, IN15, and IN14 successfully deployed phone applications, and so will IN17, however no standard software was used. IN16 and IN17 used the same company for the smart phone application. IN18 is considering the same company.

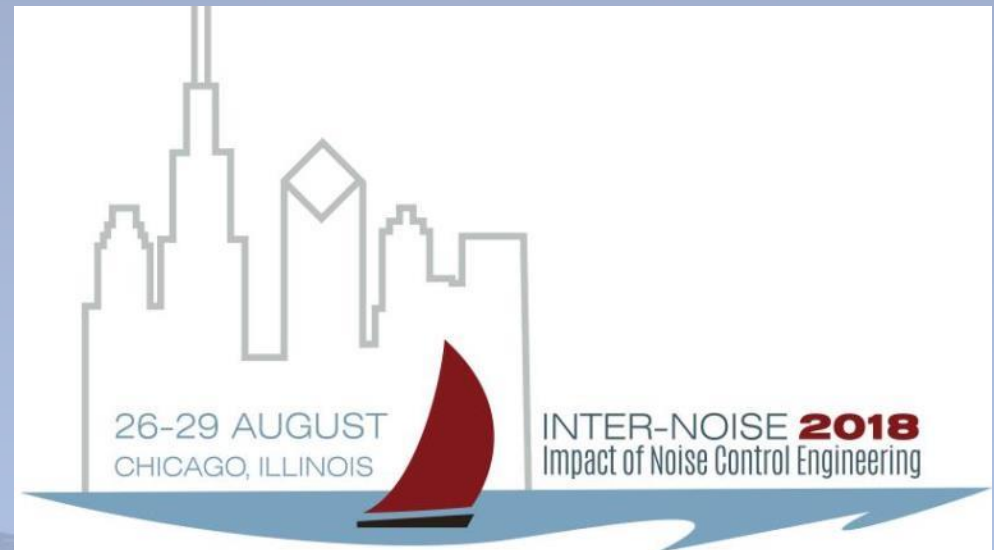
In summary, we recommend that:

- A website template be developed and made available on the I-INCE website, with the conference guidelines updated to include specifications. The template would be updated after subsequent Internoises.
- conftool.org guidance be made available to future organizers should they choose to use this platform for paper and session organizing.
- openconf be evaluated for possible future use as a paper submission and scheduling tool, including smartphone application. How openconf interfaces with registration must also be evaluated.
- a common smartphone application be chosen for future Internoises

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

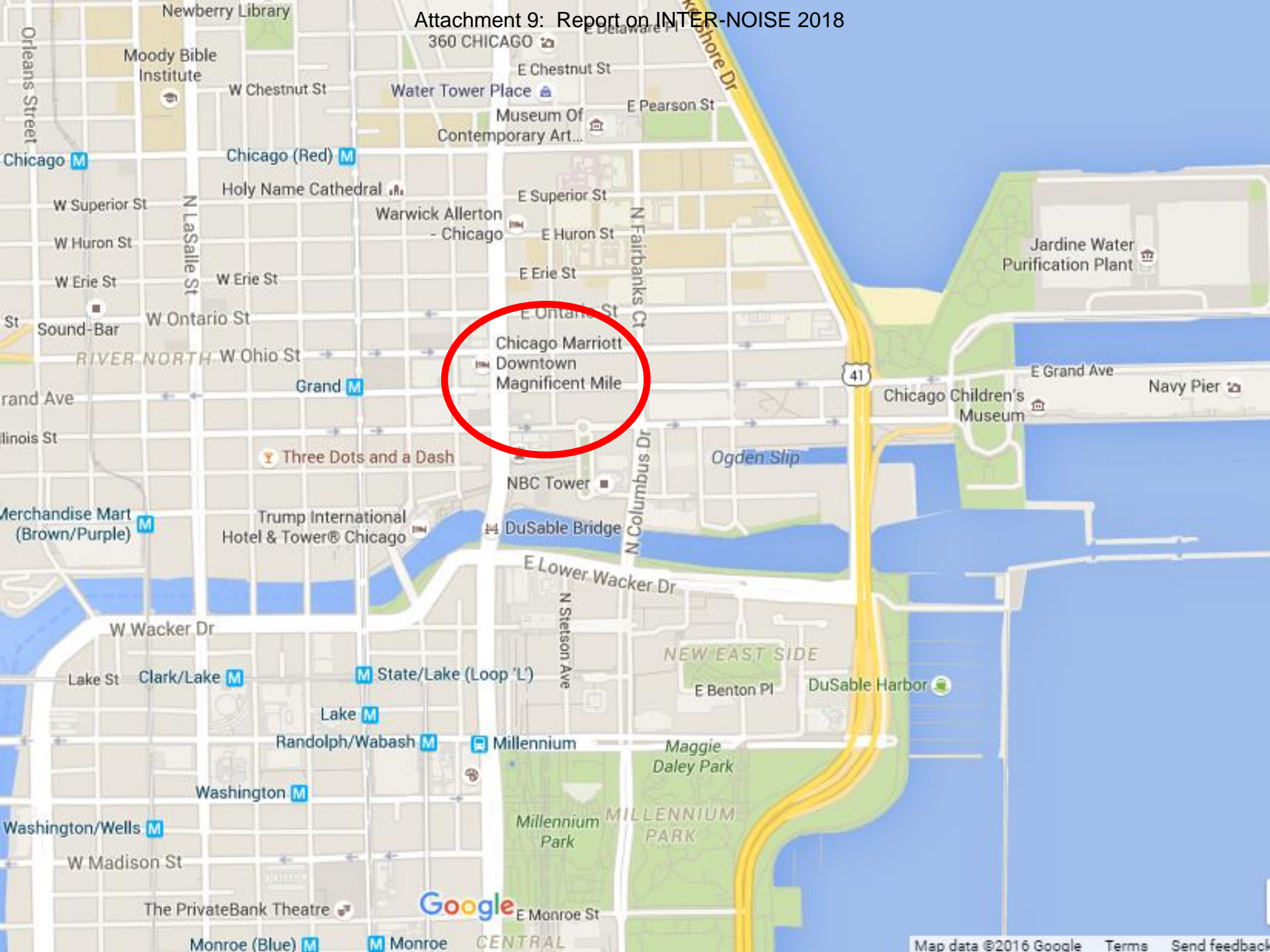
Easily accessible
meeting space on two
floors (15 rooms)

Large Exhibit Space

Additional Meeting
Space



Attachment 9: Report on INTER-NOISE 2018



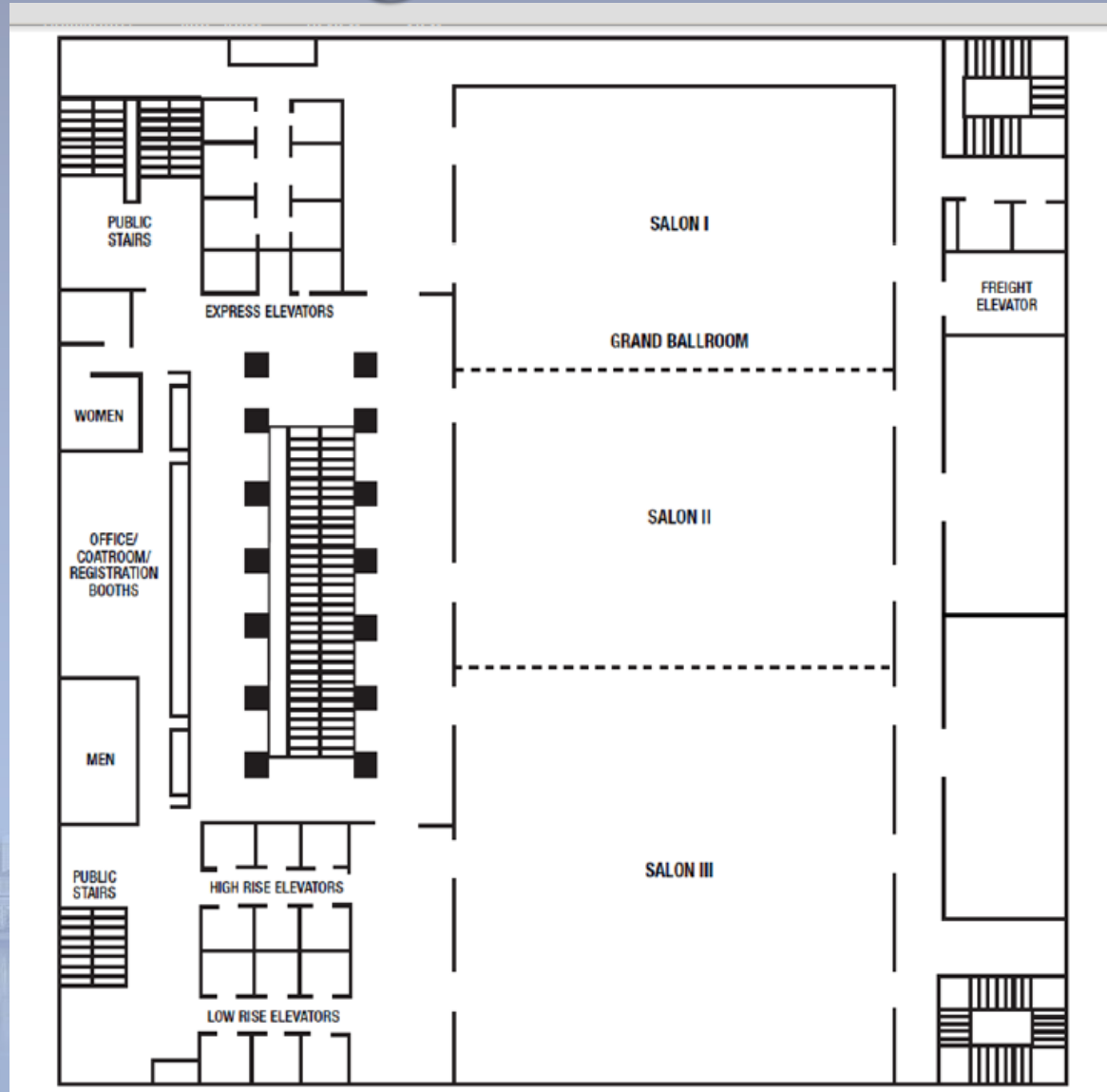
Chicago Marriott
Downtown
Magnificent Mile

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



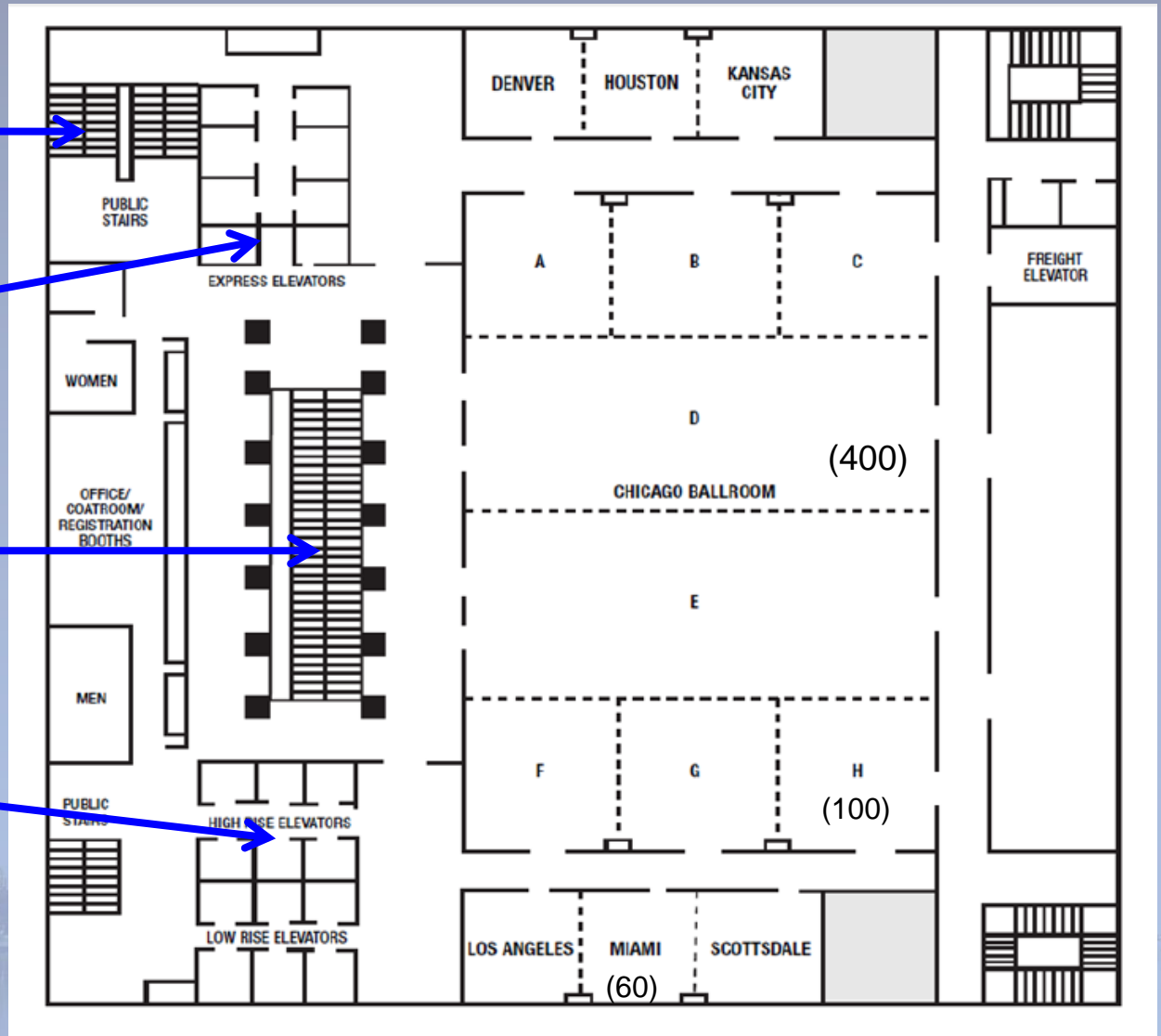
5th Floor: Sessions

Stairwell access

Elevator access

Escalator connects 5th and 7th Floors

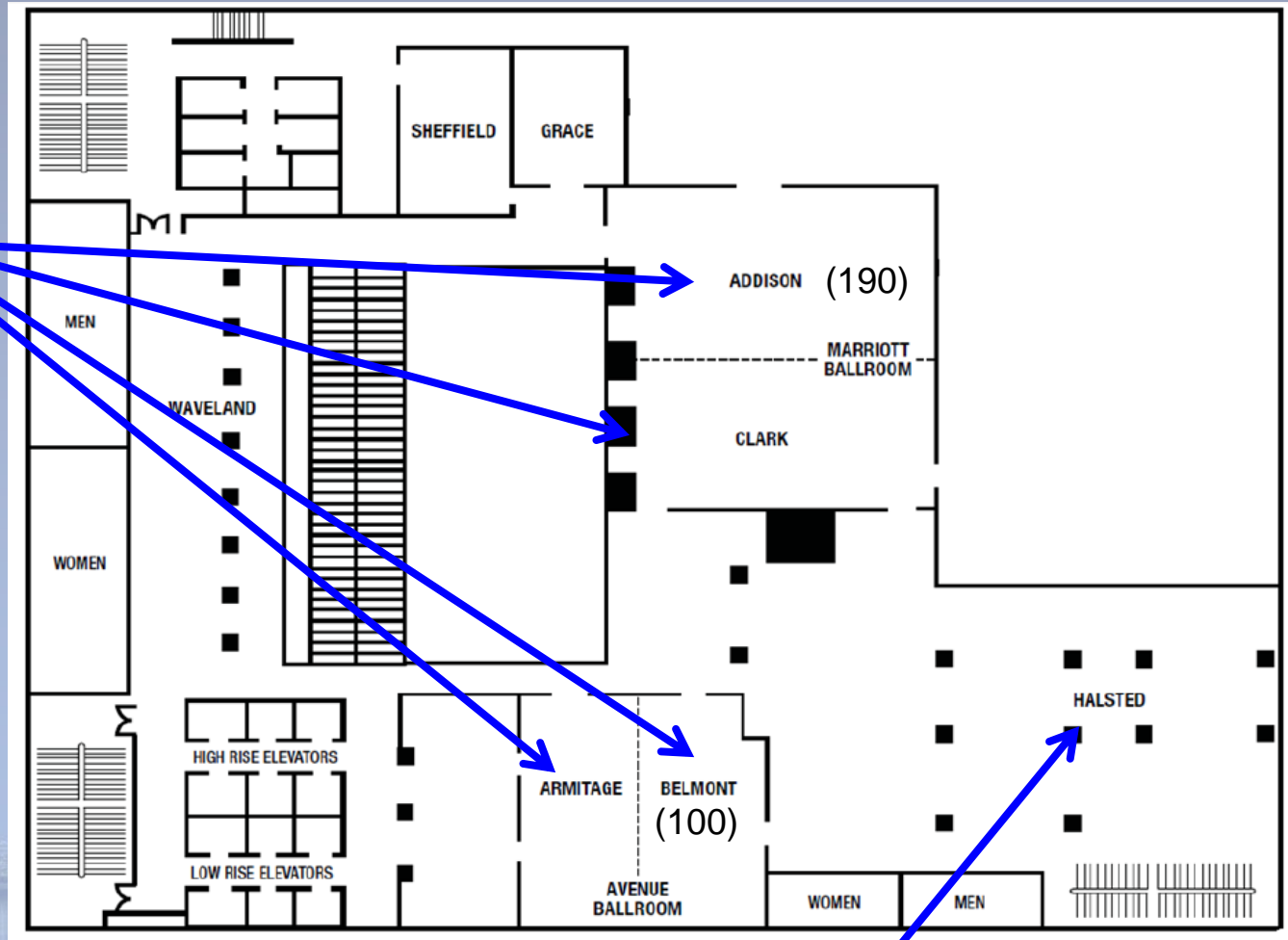
Elevator access



11 Session Rooms

4th Floor: Sessions

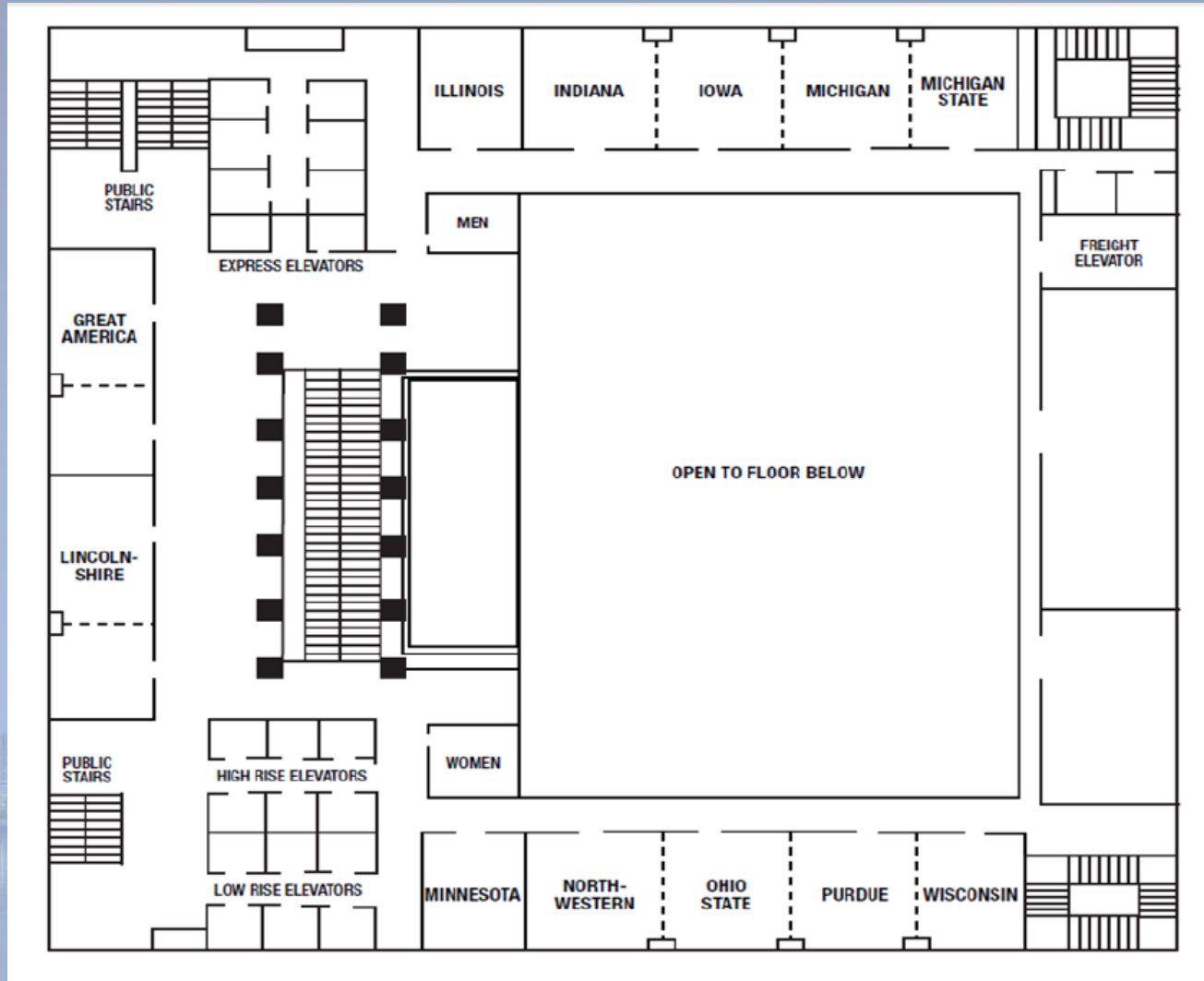
Session Rooms



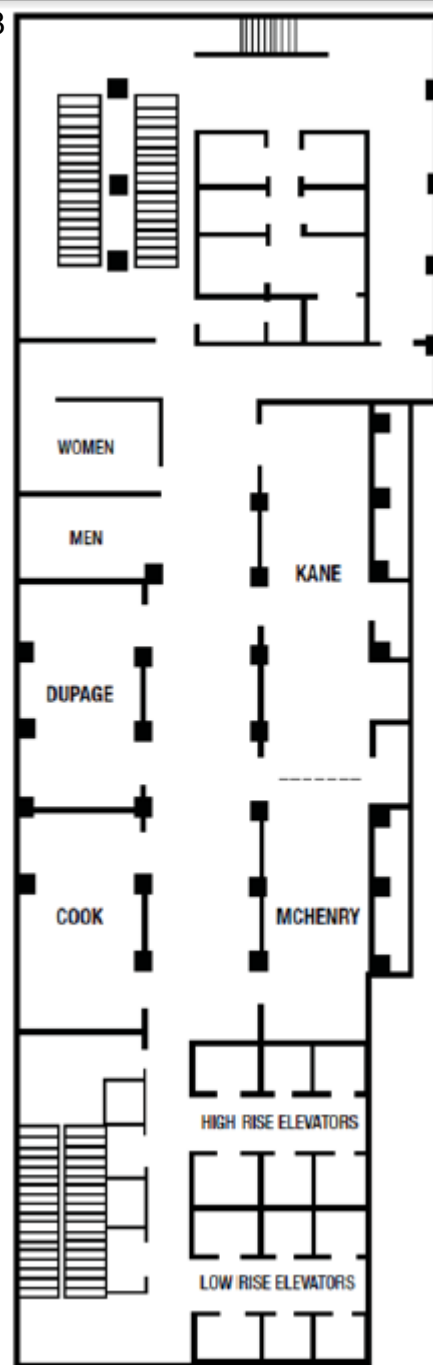
4 Session Rooms

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
Budget for N=1000

INCOME	Attachment 9: Report on INTER-NOISE 2018 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



MADRID

inter.noise 2019

June 16 - 19



www.internoise2019.org



CONFIRMED DATES





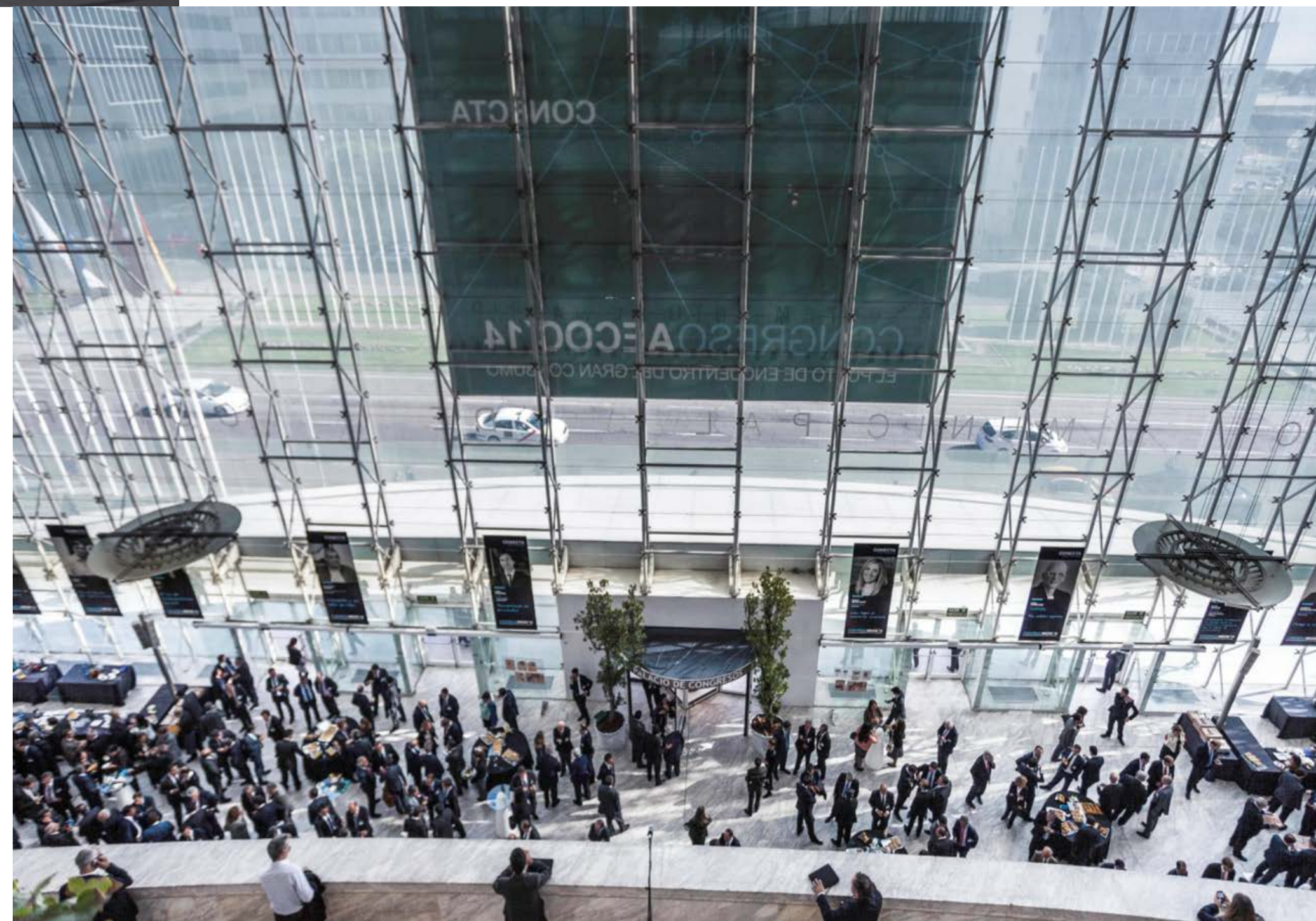
VENUE

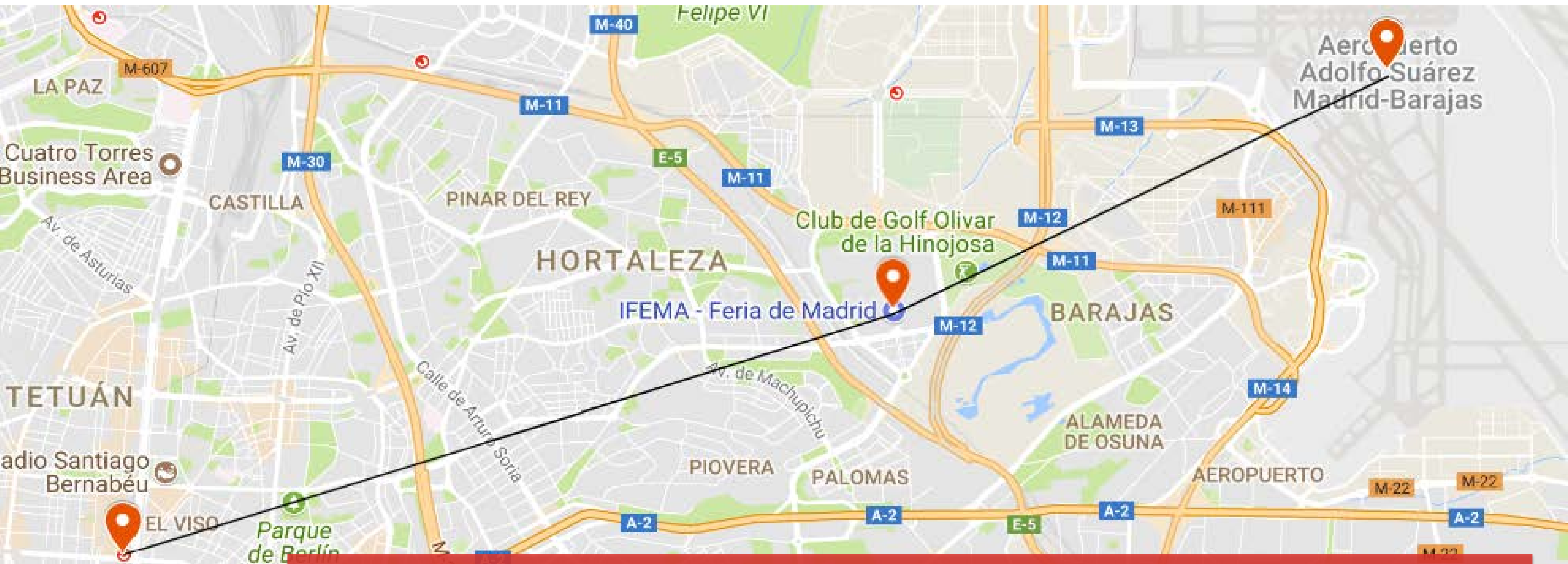
MUNICIPAL CONFERENCE CENTER (PMC)

- Location: Campo de las Naciones
- Estimated number of participants: 1,000
(150 students and 100 accompanying persons)

CAPACITY

- 28 meeting rooms (up to 360 seats)
- Auditorium A (1,814 seats)
- Multipurpose hall (2,200 sqm)



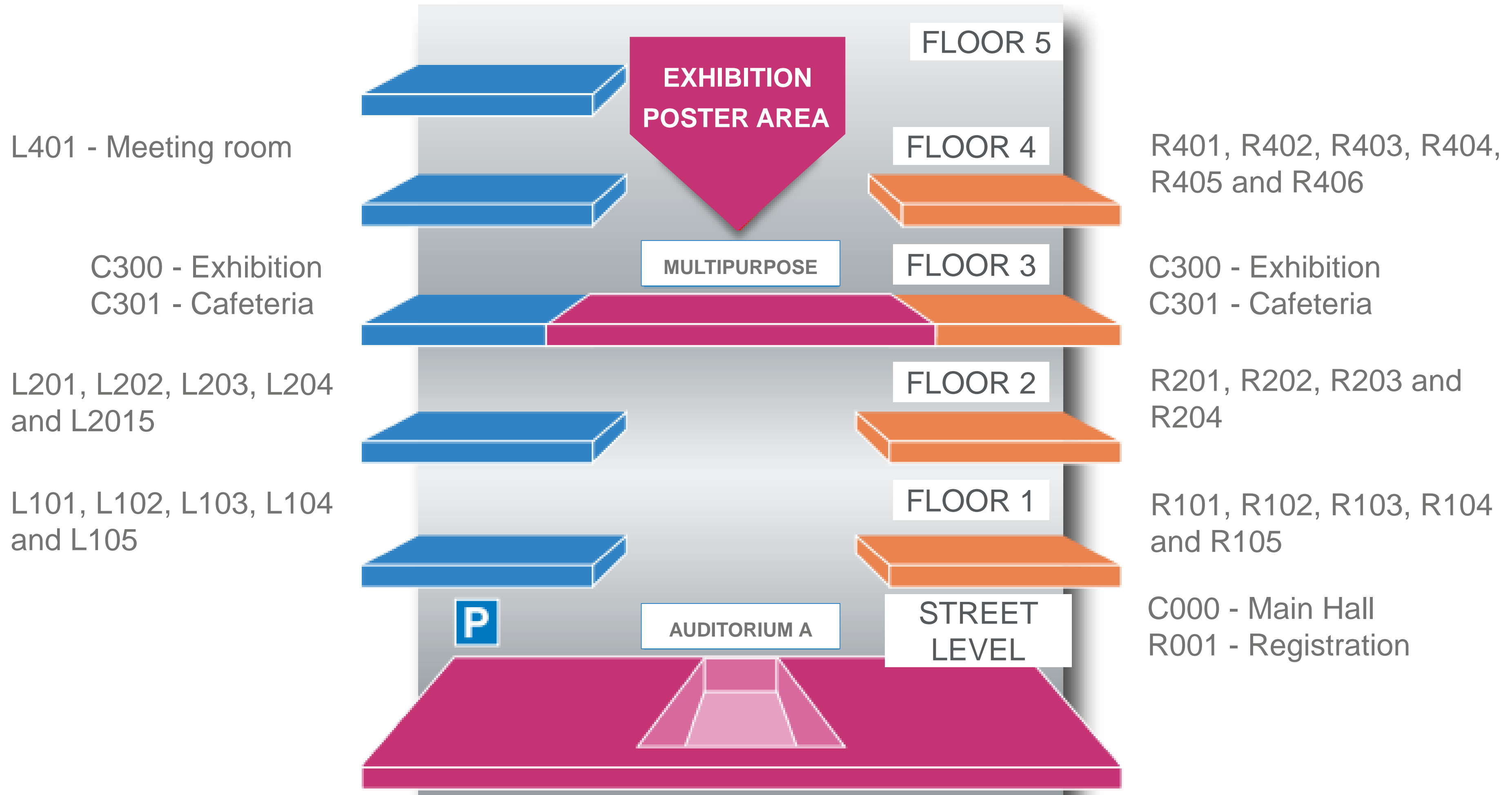


VENUE LOCATION

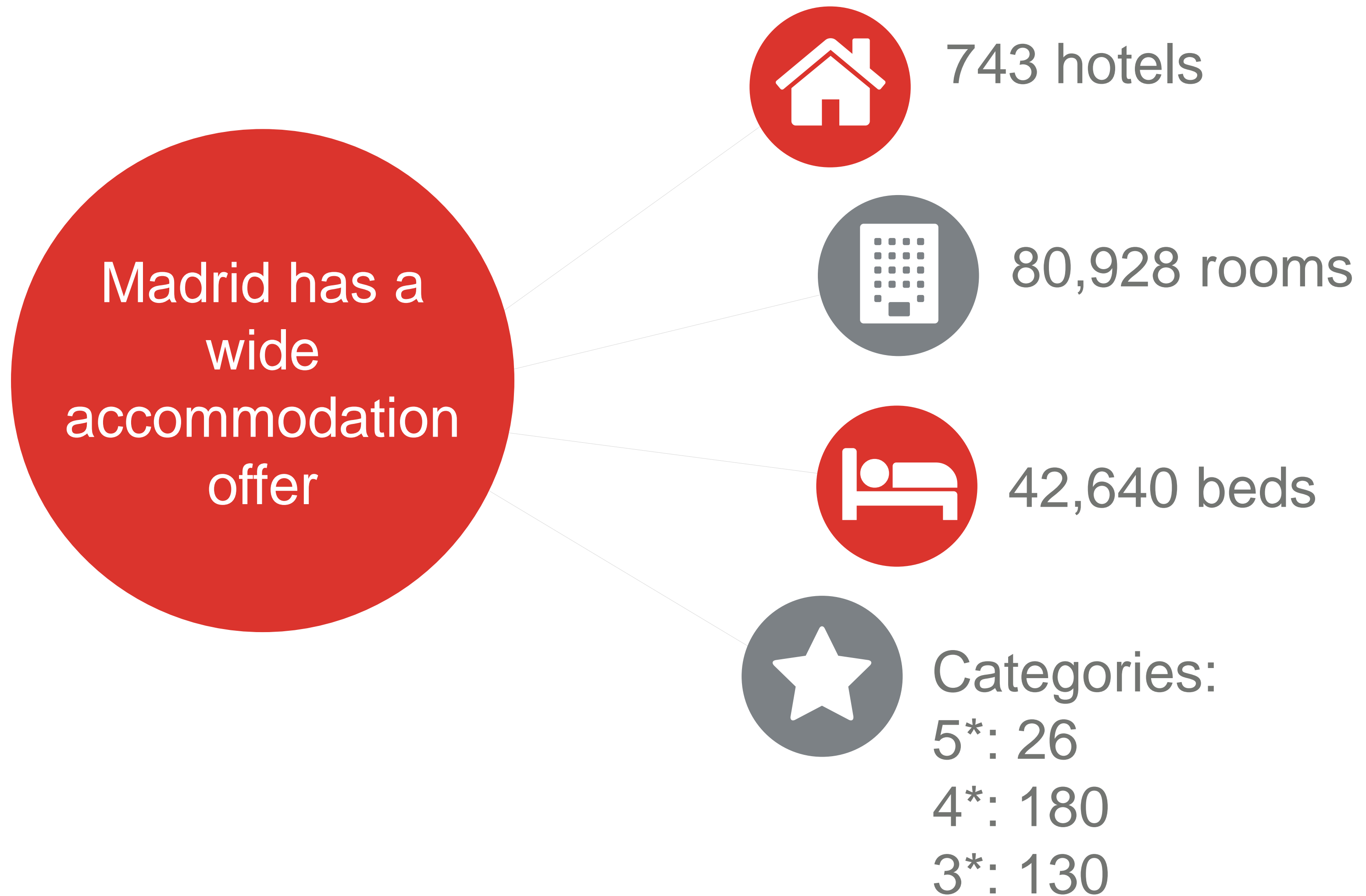
Easy access from the airport by car and subway

Only 18 minutes away from the city center by subway (8,8 km)

VENUE FLOOR PLAN



ACCOMMODATION



CONGRESS DEADLINES

I-INCE GUIDELINES		DEADLINE	MONTH/DAYS	DAYS
	Abstracts submission opens	15/06/2018	12/1	366
0-8	Abstracts submission deadline	15/10/2018	8/1	244
0-7	Abstracts notification of acceptance	15/11/2018	7/1	213
0-5	Deadline for manuscripts seeking per review	15/01/2019	5/1	152
0-4	Deadline for all manuscripts	15/02/2019	4/1	121
	I-INCE YP grants deadline	15/12/2018	3/1	93
0	IN'19 - Congress opening	16/06/2019	0	0

*These deadlines are firm and will NOT BE EXTENDED

REGISTRATION DEADLINES

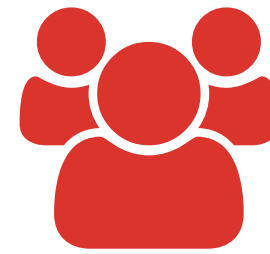
	DEADLINE	MONTH/DAYS	DAYS
Early registration deadline	15/04/2019	2/1	62
Standard registration deadline	30/05/2019	0/17	17
On-site registration (from)	31/05/2019	0/17	17
IN'19 - Congress opening	16/06/2019	0	0

*These deadlines are firm and will NOT BE EXTENDED

OPENING HOURS FOR ON-SITE REGISTRATION

Sunday, June 16	14:00-18:00 h
Monday, June 17	09:00-18:00 h
Tuesday, June 18	09:00-18:00 h
Wednesday, June 19	09:00-14:00 h

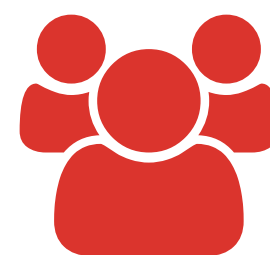
MEETINGS AND ACTIVITIES



Saturday, June 15

-
- 08:30-12:00 h - CSC (breakfast and coffee)
- 13:00-18:00 h - 1st INCE Board meeting (lunch and coffee)
- 21:00-23:00 h - I-INCE Board dinner

Sunday, June 16



-
- 08:00-11:00 h - 1st FCTP meeting (by invitation, breakfast & coffee)
- 14:30-17:00 h - I-INCE General Assembly
- 21:00-23:00 h - Chairs dinner (by invitation)

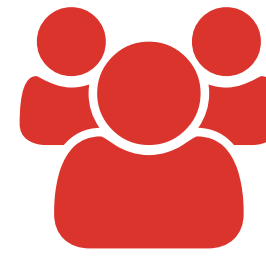


Monday, June 17

—
Meetings to be confirmed

Tuesday, June 18

—
14:30-18:00 h - YPW-Young
Professional Workshop





Wednesday, June 19

—

15:30-17:30 h - 2nd FCTP meeting

18:00-19:00 h - 2nd I-INCE Board meeting

21:00-23:00h - I-INCE Board dinner



Other meetings

—

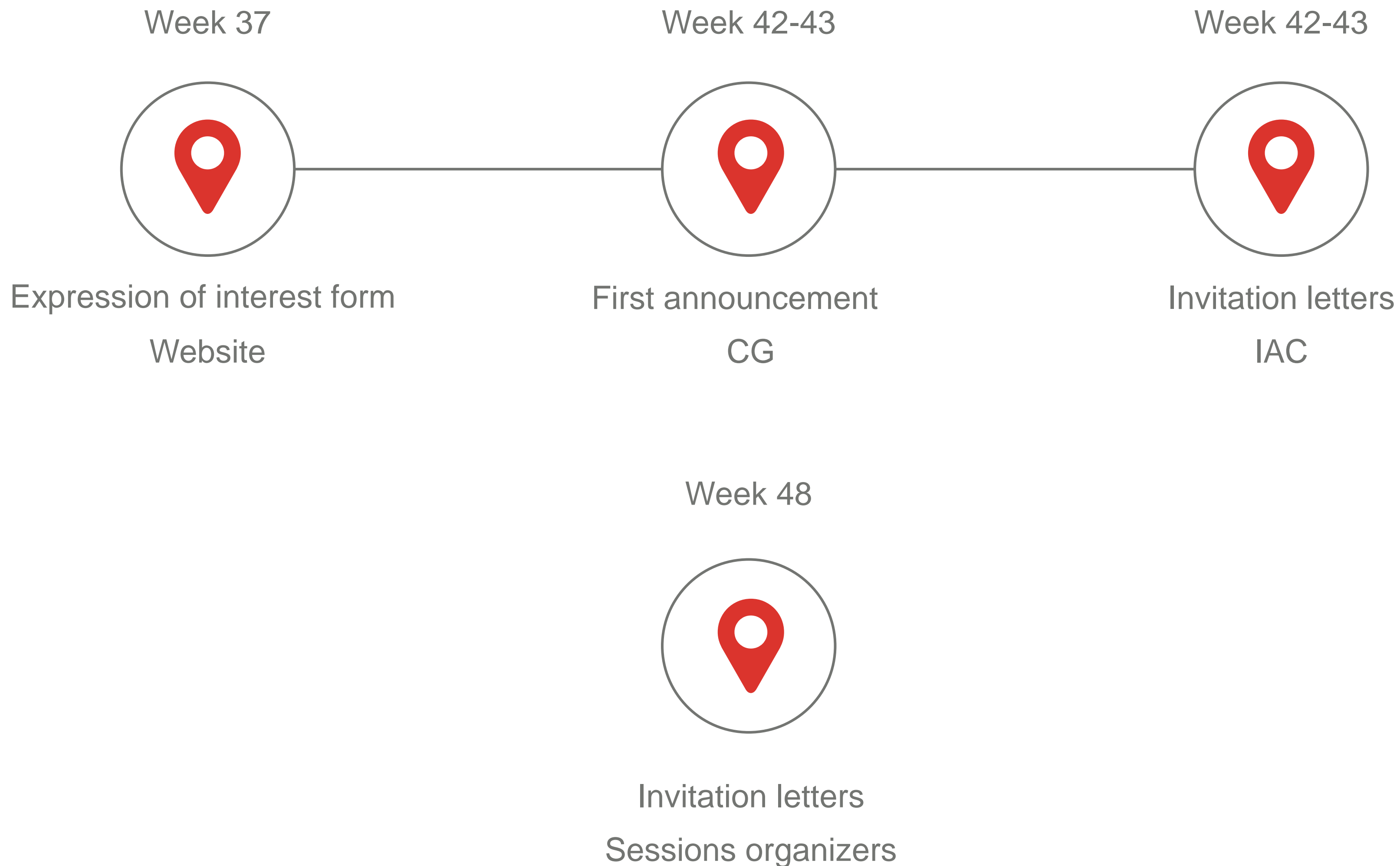
Date and time to be confirmed:

TSG (approval by I-INCE VP-TA)

I-INCE Meetings: Committees & working groups (approval by I-INCE President)

Non I-INCE meetings

FUTURE ACTIONS - YEAR 2017



FUTURE ACTIONS - YEAR 2018

Week 05



Announcement and call for paper

Week 35



IN'18 - Brochures
IN'18 - Booth
IN'18 - Madrid Tourist brochures
Meetings I-INCE Board, GA, FCTP
IN'18 - Host the Closing Reception

Week 36-52



Main promotion
Deadline for abstracts

Week 36



Announcement / Reminder 1

Week 37



Information for Participants 1 (O-10)
General Information - CG

Week 48



Announcement / Reminder 2
Deadline for manuscripts

FUTURE ACTIONS - YEAR 2019

Weeks 01-25



Main promotion

Week 06



Announcement / Reminder 3
Deadline for "early bird" fees

Week 11



Information for Participants 2 (O-3)
Advance Information Program

Week 13



Announcement / Reminder 4
Deadline for "regular" fees

Week 16



Information on Special functions (O-2)
Board members and session chairs

Week 20



App - Information for Participants
3 (O-1)
Final program - CG

CONGRESS PROGRAM

Sunday, June 16		Monday, June 17	
12:00-18:00 h	Registration open	08:30-18:00 h	Registration open
18:00-20:00 h	Opening ceremony and plenary lecture PL1	09:00-12:00 h	Technical sessions S1
20:00-21:00 h	Welcome reception	12:00-13:00 h	Plenary lecture PL2
		13:00-14:30 h	Refreshment break
		14:30-18:00 h	Technical sessions S2
		18:00-19:30 h	SEA 50th Anniversary event
		19:30-20:30 h	Reception by SEA

CONGRESS PROGRAM

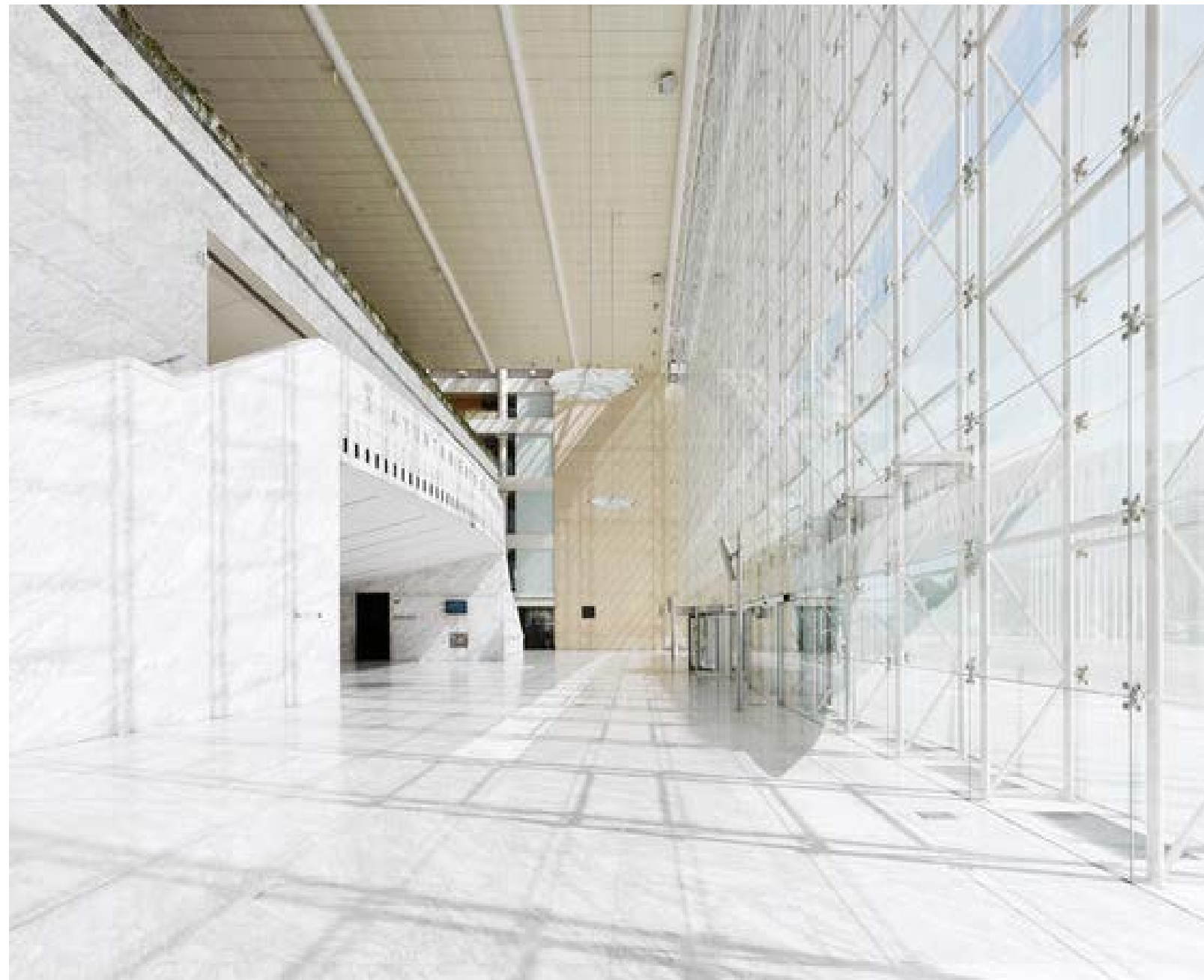
Tuesday, June 18		Wednesday, June 19	
08:30-18:00 h	Registration open	08:30-14:00 h	Registration open
09:00-12:00 h	Technical sessions S3	09:00-12:00 h	Technical sessions S5
12:00-13:00 h	Plenary lecture PL3	12:00-12:30 h	Refreshment break
13:00-14:30 h	Refreshment break	12:30-15:00 h	Technical sessions S6
14:30-18:00 h	Technical sessions S4	15:00-16:00 h	Plenary lecture PL4
21:00-23:00 h	Congress dinner	16:00-17:00 h	Closing ceremony
		17:00-18:30 h	Farewell reception by IN'20

YOUNG ACOUSTICIANS -YA-

- A workshop will be organized for Young Acousticians coordinated by the EAA YA
- The Spanish Acoustical Society -SEA- will offer travel grants for Young Acousticians
- The prize “Andrés Lara” awarded annually by SEA to a Young Acoustician will be committed in 2019 to a paper presented at the congress, selected by a jury among the applications



ACCOMPANYING PERSONS PROGRAM



Sunday, June 16

14:00-18:00h - Registration open
18:00-20:00h - Opening ceremony and plenary lecture PL1
20:00-21:00h - Welcome reception



Monday, June 17

09:00-18:00 h - Registration open
09:30-13:00 h - City tour Madrid (VA01)
18:00-19:30 h - SEA 50th Anniversary event
19:30-20:30 h - Reception by SEA

ACCOMPANYING PERSONS PROGRAM



Tuesday, June 18

09:00-18:00 h - Registration open
09:30-13:00 h - Madrid museums visit (VA02)
21:00-23:00 h - Congress dinner



Wednesday, June 19

17:00-18:00 h - Closing ceremony
18:00-19:30 h - Farewell reception

ORGANIZING COMMITTEE

CONGRESS PRESIDENT

Antonio Pérez-López (SEA)

CONGRESS VICE-PRESIDENT

Jorge Patricio (SPA)

GENERAL SECRETARY

Antonio Calvo-Manzano (SEA)

TECHNICAL PROGRAM CHAIR

J. Salvador Santiago (SEA)

TECHNICAL PROGRAM CO-CHAIRS

Itziar Aspuru (Tecnalia)
Maria Machimbarrena (UVA)
Jordi Romeu (UPC)

PROCEEDINGS EDITORS

Ana Delgado (SEA)
Miguel Ausejo (Eurocontrol)

EXHIBITION MANAGERS

Joan Casamajo (Cesva Inst.)
Harald Muñoz (Brüel & Kjær)
Jose M^a. Ruiz (Grupo Alava)

YA COORDINATOR

Cristina Zamorano (YAN EAA)

PCO

Juan Carlos García
(Barceló Congressos)

IN'19 -IAC- INTERNATIONAL ADVISORY COMMITTEE

Mats Äbom Sweden	Davi Akkerman Brazil	Sònia Antunes Portugal	Jorge P. Arenas Chile	Robert J. Bernha USA	Philippe Blanc Benon France
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Dick Botteldooren Belgium	Tino Bucak Croatia	Jean-Pierre Clairbois Belgium	Joe Cuschieri USA	Gilles Daigles Canada	Bill Davies U.K.
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John Davy Australia	Paul R. Donovan USA	Hugo Fastl Germany	Klaus Genuit Germany	Samir N.Y. Gerges Brazil	Truls Gjestland Norway
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Luiss Godhino Portugal	Stephins A. Hambric USA	Tom Ho Hong-Kong	Kristian Jambrošić Croatia	Jean Kergomard France	Carlos Jiménez Perú
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IN'19 -IAC- INTERNATIONAL ADVISORY COMMITTEE

Ondřej Jiříček
Czech Republic

Jian Kang
U.K.

Tor Kihlman
Sweden

Sonoko Kuwano
Japan

Gaetano Licitra
Italy

Sergio Luzzi
Italy

Luigi Maffei
Italy

Douglas Manvell
Denmark

Jorge Moreno Ruiz
Peru

Charles Moritz
USA

Birgit Ramussen
Denmark

Joachim Schueren
Germany

Brigitte Schulte-Fortkamp
Germany

Rajendra Singh
USA

Mike Stinson
Canada

Hideki Tachibana
Japan

Michael Taroudakis
Greece

Jim Tiang
China

Otto Von Estorff
Germany

Michael Vorländer
Germany

Jercy Wiciak
Poland

Ichiro Yamada
Japan

Kohei Yamamoto
Japan

CONGRESS THEME

“NOISE CONTROL FOR A BETTER ENVIRONMENT”



MAIN TOPICS

T01. Acoustics materials

T01.1. Acoustics materials: general

T01.2. Metamaterials

T01.3. Acoustics of porous media

T03. Aircraft noise

T03.1. Aircraft noise: general

T03.2. Airframe/flow induced noise

T03.3. Aircraft interior noise

T03.4. Airport community noise

T02. Active control of sound & vibration

T02.1. Active control of sound & vibration: general

T02.2. Technologies and applications of active control

T02.3. Signal processing for active control

T04. Architectural & building acoustics

T04.1. Architectural & building acoustics: general

T04.2. Acoustic regulations, enforcement and classification for new, existing and retrofitted buildings

T04.3. Acoustics in indoor spaces

T04.4. Impact and structure-borne noise in buildings

T04.5. Performance hall acoustics

T04.6. Green building acoustics

T05. Education

- T05.1. Education: general
- T05.2. Acoustics in schools

T06. Environmental noise

- T06.1. Environmental noise: general
- T06.2. Environmental noise directive
- T06.3. Community noise
- T06.4. Noise management
- T06.5. Noise mapping
- T06.6. Implementation and evaluation measurements
- T06.7. Noise barriers

T07. Industrial noise

- T07.1. Industrial noise: general
- T07.2. Machinery noise
- T07.3. Power plants
- T07.4. Wind turbine

T08. Noise & health

- T08.1. Noise & health: general

T09. Psycho-acoustics

T09.1. Psycho-acoustics: general

T09.2. Psycho-acoustics multisensory
perception and interaction

T11. Sound quality and product noise

T11.1. Sound quality and product noise: general

T10. Signal processing

T10.1 Signal processing: general

T10.2. Modelling and numerical simulation of
absorbers (porous, MPPs, ..)

T10.3. Computational acoustics

T10.4. Sound field control and virtual acoustics

T10.5. Outdoor noise propagation

T10.6. Outdoor noise modelling

T12. Soundscape

T12.1. Soundscape: general

T12.2. Soundscape: Urban sound planning

T12.3. Soundscape, health, quality of life

T12.4. Soundscape in architecture, urban
planning and landscape

T13. Transportation noise & vibration

T13.1. Transportation noise & vibration: general

T13.2. Train noise & vibration

T15. Vehicles noise & vibration

T15.1. Vehicles noise & vibration: general

T15.2. Interior noise in vehicles

T15.3. Exterior noise in vehicles

T15.4. Acoustics of electric vehicles

T15.5. Tyre/Road noise

T14. Underwater & maritime acoustics

T14.1. Underwater & maritime acoustics: general

T14.2. Noise of ships and offshore structures

T14.3. Vibroacoustics and marine applications

T16. Vibro-acoustics

T16.1. Vibro-acoustics: general

T16.2. Application of vibro-acoustics methods to noise control treatment

T16.3. Vibro-acoustics: general structural acoustics

T16.4. Holographic identification of vibro-acoustics noise sources

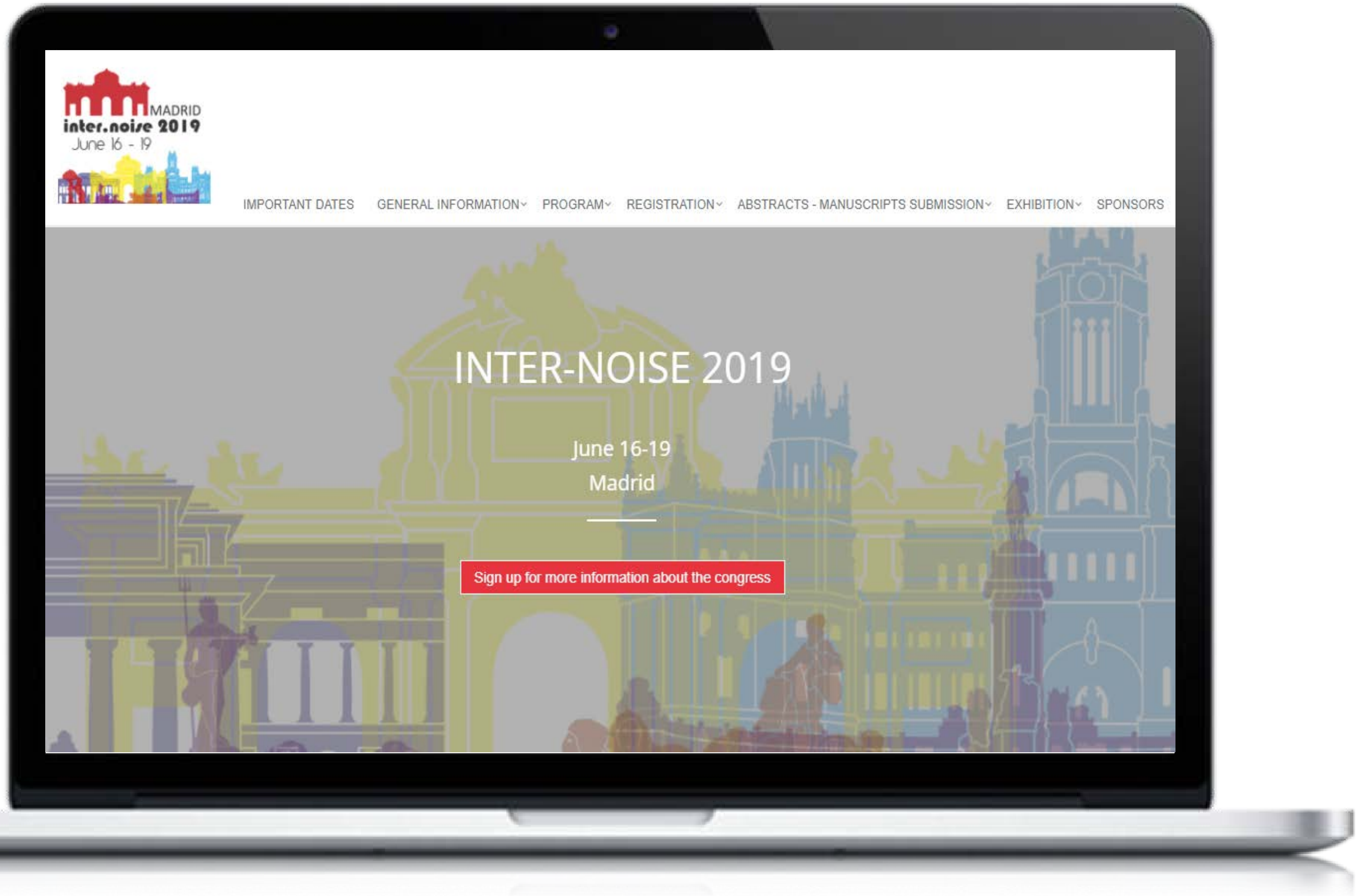
T16.5. Mid and high frequency numerical methods in vibro-acoustics

T16.6. Aeroacoustics

CONGRESS IMAGE



CONGRESS WEBSITE - EXPRESSION OF INTEREST



CONGRESS WEBSITE - EXPRESSION OF INTEREST



CONGRESS WEBSITE - CONTACT



COUNTDOWN TO INTER-NOISE 2019



1 YEAR

9 MONTHS

21 DAYS

08 HOURS



MADRID

inter.noise 2019

June 16 - 19



www.internoise2019.org





MADRID

inter.noise 2019

June 16 - 19



www.internoise2019.org



COUNTDOWN TO INTER-NOISE 2019



1 YEAR

9 MONTHS

20 DAYS

14 HOURS

Congress Evaluation Report for INTER-NOISE 2016

1 Introduction

The 45th International Congress and Exposition on Noise Control Engineering (INTER-NOISE 2016) was held at the Congress Center Hamburg, Hamburg, Germany from Sunday, 21st August, 2016 through Wednesday, 24th August, 2016, and included technical sessions, an exposition of acoustical instruments and noise and vibration control products, and Congress social functions. The theme of the INTER-NOISE 2016 Congress was “Towards a Quieter Future”.

In general, procedural details were well executed and the Congress was running well. The INTER-NOISE 2016 received a very positive feedback from the participants both regarding the organization of the Congress and the event venue in Hamburg.

The Congress was sponsored by the International Institute of Noise Control Engineering (I-INCE) and organized by the German Acoustical Society, in cooperation with Hamburg University of Technology. The Congress President was Otto von Estorff, Congress Vice President was Brigitte Schulte-Fortkamp, and Technical Program Chair was Wolfgang Kropp.

This report was prepared by the ad-hoc Congress Evaluation Committee (CEC). The primary purpose of the report is to assist organizers of future INTER-NOISE Congresses to recognize what is required to plan for, and carry out, a successful Congress, as well as to be aware of problems to be avoided. As has been done in the past, the INTER-NOISE 2016 CEC strongly encourages future Congress organizers to refer to previous CEC reports for many excellent suggestions and recommendations that may have been made and hence are not repeated in this report. This Evaluation Report has 3 *Recommendations* and finally a listing of all recommendations made.

Evaluation Committee reports for previous INTER-NOISE Congresses are available from the I-INCE Secretary General.

1.1 First Announcement

The First Announcement was sent out by email on 18th of November 2015 and hard copy brochures were prepared in February 2015 and presented at INTER-NOISE 2014.

The following is a list of conferences/events where promotional materials and information about INTER-NOISE 2016 were distributed:

INTER-NOISE 2014

INTER-NOISE 2015

EURO-NOISE 2015

Noise-Con 2015

DAGA 2015 - Annual Congress of the German Acoustical Society in Nuremberg, Germany, March 16 to 19, 2015

DAGA 2016 - Annual Congress of the German Acoustical Society in Aachen, Germany, March 14 to 17, 2016

Acoustical Society of America Meetings Pittsburg Pennsylvania, May 18 to May 22, 2015, Jacksonville FL, November 2 to 6, and Salt Lake city, Utah, May 23, to May 27, 2016.

Society of Automotive Engineers Noise and Vibration Conference, 2015

1.2 Call for Abstracts and for Papers

The first call for abstracts was sent out on 26th November 2015 after the website was able to accept abstracts.

The call for papers was via a short electronic version of an invitation letter sent in an e-mail to of the order of 6000 individuals compiled from address lists provided by the Organizing Committees of previous INTERNOISE Congresses and from the address list of the German Acoustical Society. This was also e-mailed to I-INCE Member Societies for distribution to their members through the International Advisory Committee.

1.3 Congress Internet Website

The website for INTER-NOISE 2016 was launched in August 2015. Most of the Congress information was available by January 2016. On-line registration was available from January 28, 2016.

The website for INTER-NOISE 2016 was regularly updated. The site was well designed and informative, using a modern and fresh style optimized for a use both on regular computers and handhelds/mobiles. It included the capability to register for the Congress, submit abstracts/papers and reserve hotel rooms.

***Recommendation 1:** As handled by the INTER-NOISE 2016 team, it is essential that organizers of future INTER-NOISE Congresses give high priority to the timely creation of the Internet homepage for the Congress, with careful attention to the completeness and accessibility of all web pages and links. Regular updates are required. Future congresses have to follow the rules to use on-line submission of abstracts and papers as provided by the organizers of the INTER-NOISE 2016.*

1.4 Abstracts and Papers

All abstracts were submitted electronically via the website. 1118 were received before the deadline date of March 10, 2016. Authors received rapid notification that the abstract had been received. A template for the papers was available on the website and final papers could be uploaded via the website.

The organizers' commitment to not extending the abstract and paper submission deadlines did not detract from the quality of the conference technical.

There were 1168 abstracts received in total, again a hard deadline was imposed and only 50 of these were late.

2 Registration Fees and Payment

2.1 Registration Fees

For a regular Congress participant, the fee was 485€ for early registrants before 17th May 2016, 535€ registration after 17th May 2016 and 585€ for on-site registrants.

The fee for an accompanying person was 120€

The per-person Congress Banquet fee was 120€. The event took place on a boat, launched on Hamburg Pier. The Brass band was impressive. As it was inside a bit hot participants also were using the open upper decks. Having no return bus was not quite convenient. However, many participants certainly also enjoyed the way back to their hotels.

The student registration fee was 150€. Students received the same registration material as regular registrants.

2.2 Payment of Fees

The registration form could be completed online and submitted directly to the Congress Secretariat. An e-mail acknowledging receipt of the registration was automatically generated and sent to the e-mail address provided on the registration. Payment was predominantly by Credit Card.

3 Badges

Name badges on lanyards worn around the neck, and printed with logo of the conference, name, working place and country or region of participants, were provided in the desired format for all registrants. The format and information were appropriate, sufficient and effective.

4 Technical Activities

4.1 General

The technical organization of this Congress was very successful most efficient.

INTER-NOISE 2016 had 99 sessions (2 poster, and 15 parallel session). There were 793 oral presentations, 95 poster presentations and 2 plenary lectures and 4 Keynotes. 676 INTER-NOISE 2016 papers were received. There were 1168 abstracts received, again a hard deadline was imposed and only 50 of these abstracts were late.

Also included in the technical program was the Young Professionals Workshop, held on August 11, 2015.

4.2 Venue

The venue was the Congress Center Hamburg CCH in Hamburg. This facility was a very good choice also regarding adequate lecture rooms and large size rooms for the Opening and Closing ceremonies. The CCH is located directly in the heart of the city, with easy access to public transportation.

4.3 Plenary Sessions

There were two plenary lectures and 4 keynotes in total. The rooms for the plenary lectures were sufficiently large. The first plenary lecture was arranged right after Opening Ceremony on Sunday, 21st August, 2016, and the last was arranged right before the Closing Ceremony on Wednesday, 24th August, 2016. The other four keynote sessions were held on Mon and Tue at 1100 hrs and 1130 hrs, respectively.

4.4 Technical Sessions: Lectures

The venue allowed for sufficient meeting rooms on two floors. The paper presentation rooms were all sufficiently sized: some of them were a bit too big with respect to the audience, however are not really what can be considered in the first place..

The sound insulation between rooms and the lighting level was very good.

A special timer system has been used in every room that clearly indicated the start and end as well as the remaining time of the talks. The clocks of all rooms have been synchronized daily. The timer system has been very positively received by the speakers and also by the chairpersons.

As observed on most large congresses with many parallel sessions, it was not easy to traverse the distance from one extreme room to the other extreme room in the 2 min change over time. Therefore movement times between rooms should be considered.

***Recommendation 2:** The walk time between all lecture rooms should be such that delegates can easily change rooms within the short time between the presentations. It is recommended that the organizer practically measure the walk time for the extreme case.(This recommendation is same as what was noted in CEC report of inter-noise 2015, but worth to be highlighted again for the next organization.)*

Chairpersons were provided with written instructions at the chairpersons' dinner.

In the event that an author did not appear for his or her presentation, a gap would be left in the program so that all other presentations in the session would occur at the times published in the final program.

The session chairpersons were instructed to give feedback using a document provided by the organizers. This document could give brief information on no-show papers and any other problems encountered during the session.

It was noticed during the presentations that some delegates in the audience were photographing the slides when presented on the screen and also at times sound recording the presentations. The chairpersons have been explicitly advised regarding this issue and instructed to stop photographing and recording, if observed in their session.

***Recommendation 3:** Future Congress organizers and session chairs should make delegates aware that photographing and recording – video and sound – during the presentations is not permissible without the permission of the presenter.*

※ Recommendations 2 and 3 are similar with the 2015 CEC's, but these are continuing issues that can hardly be avoided on large congresses and have to be resolved by the organizing committee.

4.5 Technical Sessions: Posters

Poster sessions were held over two days (August 22nd to 23rd) in the Foyer D-G and 1. The posters have been located in a central position with direct connection to the exposition and the catering/meeting possibilities to increase attractiveness.

4.6 Publications

4.6.1 Program Book

The Organizing Committee produced a printed in A5 size program book. This book was well prepared and was provided in the Congress Registration Bag. The book contained much useful information such as the Organization, the general information, Program overview with a schedule of papers for each day and room designation, a list of Meetings, Exhibition and Exhibitors' Descriptions, and an exhibitor plan. The book included some blank pages at the end which could be used for notes

According to the standard the Program Book and the Proceedings have an ISSN 0105-175x ISBN 978-3-939296-11-9.

5 Technical Meetings

The student and young professional workshop was well attended, as was the post-workshop social, where many young attendees were able to enjoy talking to I-INCE leaders.

The Future Congress Technical Planners (FCTP) meeting was held on Wednesday 24th August 2016, where many ideas for special sessions were proposed for INTER-NOISE 2017 in Hong Kong and INTER-NOISE 2018 in Chicago. Suggestions for special sessions were subsequently transmitted to the Presidents of INTER-NOISE 2017 and INTER-NOISE 2018.

6 Young Professionals

At INTER-NOISE 2016, 16 I-INCE young professional's grants were handed out.

The YP workshop (on Mon) was well attended.

The social afterwards was well attended by young professionals, senior I-INCE leaders and guests (like plenary speakers). The attendance was about 100. The Social was well organized.

7 Exhibition

The exhibition space was usually well attended since coffee and snacks were provided there. Exhibitors seemed generally pleased with their participation in the meeting

8 Internet and Wi-Fi

Free wireless service was available throughout all conference areas..

9 Venue and Hotel Accommodations

The congress venue was the Congress Center Hamburg. The building was well served by public transportation and could well cater for the numbers. The entrance area with the registration and information counter was located on the Ground floor, while the Congress was held on the first and second floors which could easily be reached by elevators or escalators.

10 Congress Social Events

10.1 Opening Ceremony and Reception

It took place on Sunday, 21st August, 2016 in Hall 1 and was followed by the first Plenary Lecture and then the Welcome Reception. The Reception was held in the Foyer 1. The Opening Ceremony and the reception that followed were well attended and enjoyed by all.

10.2 Chairperson's Dinner

The Session Chairs' Dinner was held on Sunday, 21st August 2016 in Hotel Hafen Hamburg at 19:30. The Dinner was attended by 154 people who enjoyed the friendly atmosphere as well as the fantastic view over the Hamburg Harbor.

11 Accompanying Persons' Programs

The social program for registered Accompanying Persons offered a variety of activities: The special tour package for accompanying persons consists of different sightseeing activities. The package includes

- a two-hour barge tour on the River Elbe and through the ports of Hamburg,
- a guided city tour by bus,
- a two-hour steamer tour on the Inner and Outer Alster lakes including its lovely canals, and
- a guided walk to the highlights of the city centre. All activities are exclusively chartered for the group of the accompanying persons and take place from August 22 to 24, 2016 (meeting time is 10:45 a.m. each day).

Additionally, all accompanying persons were welcomed to the opening and closing ceremony and the associated receptions.

12 Tours

Some of the congress participants used the opportunity to visit a **Full Scale Vibro-Acoustic Flight Demonstrator** (operated by Airbus in the ZAL Center of Applied

Aeronautical Research) or took the chance to join one of several **Soundwalks through the City of Hamburg**.

13 Closing Ceremony and Reception

The Closing Ceremony was held on Wednesday, 24th August 2016 in Hall 1. It was followed by a Farewell Reception which was hosted by the organizers of INTER-NOISE 2017 to be held in Hong Kong. The Farewell Reception was enjoyed by all.

14 Recommendations from Previous INTER-NOISEs

The Congress Evaluation Committee encourages future Congress organizers to refer to previous CEC reports, for suggestions and recommendations that are not repeated in this report. Evaluation Committee reports for previous INTER-NOISE Congresses are available from the I-INCE Secretary General.

—The Ad Hoc Committee for Evaluation of the INTER-NOISE 2016 Congress

Yang-Hann Kim

Norm Broner

Werner Talasch

APPENDIX 1 - Summary of Recommendations

Recommendation 1: As handled by the INTER-NOISE 2016 team, it is essential that organizers of future INTER-NOISE Congresses give high priority to the timely creation of the Internet homepage for the Congress, with careful attention to the completeness and accessibility of all web pages and links. Regular updates are required. Future congresses have to follow the rules to use on-line submission of abstracts and papers as provided by the organizers of the INTER-NOISE 2016.

Recommendation 2: The walk time between all lecture rooms should be such that delegates can easily change rooms within the short time between the presentations. It is recommended that the organizer practically measure the walk time for the extreme case. (This recommendation is same as what was noted in CEC report of inter-noise 2015, but worth to be highlighted again for the next organization.)

Recommendation 3: Future Congress organizers and session chairs should make delegates aware that photographing and recording – video and sound – during the presentations is not permissible without the permission of the presenter.

Attachment 12: Past Congress Statistics

	Internoise 2011	Internoise 2012	Internoise 2013	Internoise 2014	Internoise 2015	INTER-NOISE 2016
Internoise #	40	41	42	43	44	45
Country	Japan	USA	Austria	Australia	USA	Germany
City	Osaka	NewYork	Innsbruck	Melbourne	San Francisco	Hamburg
Date of Congress	4-7 SEP 2011	19 - 22 Aug 2012	15 - 18 Sept 2013	16 – 19 Nov 2014	9 - 12 Aug 2015	21-24 Aug 2016
Host Organization	INCE-J & ASJ	INCE USA	OAL	AAS	INCE USA	DEGA
Congress President	Ichiro Yamada	Stephen Hambric	Werner Talasch	Norm Broner	Paul Donovan Yang-Hann Kim	Otto von Estorff Brigitte Schulte-Fortkamp
Technical Program Chair(s)	Masaharu Nishimura Hiroyuki Imaizumi	Stephen Conlon	Christian Kirisits	Charles Don/John Davy	Courtney Burroughs YeonJune Kim	Wolfgang Kropp
Treasurer	Hiroo Yano	INCE USA	Wolfgang Gruber	Dianne Williams	INCE USA	Klaus Genuit
Exhibition Manager	Toshikazu Sato	Rich Peppin	Werner Talasch	Norm Broner	Rich Peppin	Teresa Lehmann Florian Hoffmann
Proceedings Editor	Hiroyuki Imaizumi Hiroaki Takinami	Courtney Burroughs	Werner Talasch	John Davy	Courtney Burroughs	Wolfgang Kropp
Website launched	Aug-09	Aug-11	Sep-12		11-Dec-14	01 Aug 2015
First deadline for Abstracts	15-Feb-11	15-Feb-12	15-Feb-13	10-May-14	28-Mar-15	10 March 2016
Second deadline for Abstracts	25-Feb-11	29-Feb-12	1.Mar.13	24-May-14	none	none
First deadline for Papers	1-Jun-11	15-May-12	15-May-13	25-Jul-14	22-May-15	17 May 2016
Second Deadline for Papers	No official extension	15-Jun-12	19-May-13		none	No official extension
Online submission of Abstracts	Yes	Yes	Yes	Yes	Yes	Yes
Online submission of Papers	Yes	Yes	Yes	Yes	Yes	Yes
Online Registration Available From	1-Dec-10	8-Mar-12	10-Jan-13	12-Mar-14	1-Jan-15	18 Jan 2016
Date for Early Bird Registration	8-Jun-11	18-Jun-12	15-May-13	25-Jul-14	11-Jun-15	17 May 2016
Congress Fee – Delegate - Early	JPY63000	US\$625	€ 400	A\$720	US\$685	€ 485
Congress Fee – Delegate	JPY68000	US\$675	€ 450	A\$840	US\$750	€ 535
Congress Fee - On Site Delegate	JPY68000	US\$725	€ 500	A\$925	US\$800	€ 585
Congress Fee – Student - Early	JPY20000	US\$150	€ 75	A\$255	US\$150	€ 150
Congress Fee - Student	JPY23000 online JPY26000onsite	US\$150	€ 100	A\$310	US\$150	€ 200
Accompanying Person Fee	JPY10000	US\$125	€ 60	A\$140	US\$150	€ 120
Coffee/tea offered all day	No	No	Yes	Yes	No	Yes
Lunch included in Registration	Yes	No	No	Yes	No	No
Number of Full Registrants	953	1204		984	1103	1140 (incl. 74 full registrants who have neither paid nor attended)
Number of Paid Registrants	883 including students		939			1330
Number of Pre registrants	870				1040	1463 (incl. 126 registrants who have neither paid nor attended nor cancelled)
Number of On site registrants	83				84	36
Number of Complimentary Registrants	31				55	31 (incl. 10 YP grants)
Number of Student Registrants	196	237	172	26	187	252
Estimated Number Attending Opening Ceremony/Reception	400		700	850		500
Estimated Number Attending Closing Ceremony/Reception	300		400	600		350
Number of Accompanying Persons	39	113		80	82	43
Banquet Cost	JPY8000	US\$125	€ 100	A\$130	US\$150	€ 120
Number Attending Banquet	416	375	480	540	245	about 350
Number of Exhibitors	37 booth for 30 +1(INCE)	63	51	60	90	54 exhibitors / 60 booths
Number of Additional Exhibitor Staff			0	64	0	about 120
Number of Countries with Registrants	40	52	43	41	47	about 60
Number Attending Chairs Dinner	220	255		125		154
Number of abstracts received by Deadline	968	1425	1026	1024	1010	1118 + 50 late
Number of abstracts withdrawn	0	0	0	133		41
Number of abstracts deleted because of no full paper submission		362	226	79	35	168
Number of full papers received and not withdrawn	674	1063	800	812		917
Number of full papers rejected because of non-payment	0	0	0	20		1
Number of full paid papers in final version of proceedings	674	1063	699	791		819 oral papers
No.of full paid poster papers in final version of proceedings(including withdrawn oral presentations moved to poster session)	100	70	62	79		97
Number of No Show Presenters	21 no-shows 19 cancels		31		35	8 no-shows + 18 cancels
No. of no show full paid poster papers in final version of proceedings	0	Not tracked	Non	6		2
Number of oral papers presented	574 including 2 plenarys 6 keynotes	993	699	696		793 + 2 plenarys + 4 keynotes
Number of poster papers presented	100	70	62	66	36	95
Total number of papers presented	674	1063	769	762		888
No. of full paid peer reviewed papers in final version of proceedings	None	0	0	98	23	6
Number of full paid invited papers in final version of proceedings	Not tracked	Not tracked	Not tracked	250		Not tracked
Number of Plenary/Keynote papers	2 plenarys 6 keynotes	3	8	6	5	6
Number of poster sessions	3	3	1	1	5	2
Number of Parallel Sessions	12	22	12	15	16	15
Size of Abstract Book	A4	8.5" x 11"	A5	A4	None	none
Size of Program Book	Included in the Abstract book	8.5" x 11"	A5	A5	8.5" x 11"	A5
App for Program/Sponsors	No	No	No	Yes	Yes	yes
Number of USB Sticks Produced.	None		1300 CD's	1250	1300	1500
Secretary General	Kohei Yamamoto					
Honorary Congress Adviser	Hideki Tachibana					

Report of the I-INCE Nominating Committee 2017

Preliminary Remark

As nominated by the President and approved by the I-INCE Board of Directors (BoD) in agreement with Art.10 of the by-laws at its 42nd meeting on August 24, 2016, in Hamburg, Germany, the Nominating Committee 2017 consists of

- Joachim Scheuren Past President and Chair
- Marion Burgess President
- Robert Bernhard President Elect
- Paul Donovan General Secretary

This report summarizes the work of the Nominating Committee by recommending candidates for those offices and board positions ending in 2017 and being eligible by the BoD at its 43rd meeting on August 26, 2017, in Hong Kong.

I-INCE Officers and Directors:**at present: 2017**

The current **2017 I-INCE Officers and Directors** are as follows, together with the complete terms of their present responsibility. Those terms ending this year are indicated in **red**:

President	Marion Burgess (2017 - 2019)
President-elect	Robert Bernhard (2017 - 2019)
Immediate Past President	Joachim Scheuren (2017 - 2019)
Secretary General	Paul Donavan (2016 - 2019)
Treasurer	Doug Manvell (2016 - 2019)
Vice President, Asia Pacific	Ichiro Yamada (2015 - 2017)
Vice President, Europe-Africa	Dick Botteldooren (2016 - 2018)
Vice President, Pan America	Steve Hambric (2014- 2018)
Vice President, Development & Outreach	Luigi Maffei (2016 - 2018)
Vice President, Technical Activities	Raj Singh (2009 - 2017)
Vice President, Rules & Governance	David Holger (2016 - 2018)
VP for Communication and Webmaster	Joe Cuschieri (2016 – 2017)
Vice President, Membership	Samir Gerges (2013 – 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, Asia Pacific	Kohei Yamamoto (2015 - 2017)
Director-at-large, Europe-Africa	Ondrej Jiricek (2016 - 2017)
Director-at-large, Pan America	Davi Akkerman (2015 - 2017)
Distinguished Board Member	Gilles Daigle (2017)
Distinguished Board Member	Tor Kihlman (2017)
Distinguished Board Member	Bill Lang (2017)

Comments and Recommendations

Vice President Asia-Pacific (VP AP) and Director Inter-Noise 2011

After 6 years of board service (VP AP since 2015 and Director IN 11 since 2012), Ichiro Yamada has decided to retire from his position. Yeon June Kang from Seoul National University (Korea) has agreed to be nominated for the position of Vice President Asia Pacific for a three year term (2018-2020).

Vice President Technical Activities (VP TecAct)

After 15 years of board service (3 terms as VP TecAct since 2009 and, previously, 6 years of Director IN 02 from 2003 to 2008), Raj Singh has decided to retire from his position. Patricia Davies from Purdue University (USA) has agreed to be nominated for the position of Vice President Technical Activities for a three year term (2018-2020). To facilitate transition of business, Raj Singh has been asked to give one-year-support as distinguished board member.

Vice President Communication and Webmaster (VP ComWeb)

After 9 years of board service (VP ComWeb since 2016 and, previously, VP Internal Communication from 2009 to 2015), Joe Cuschieri has agreed to be nominated for the position of Vice President Communication and Webmaster for another three year term (2018-2020). The Nominating Committee found this to be in agreement with the by-laws (Art. 9.3) because the profile of duties and responsibilities of VP ComWeb had been re-defined for 2016, thus making the proposed nomination a nomination for first re-election after the first election in 2015.

Directors representing past Inter-Noise congresses (DirIN)

The terms of Ichiro Yamada (IN 2011) and Norm Broner (IN 2014) both end this year (2017). No board action is required.

Li Cheng from Hong Kong Polytechnic University has agreed to serve as Director, Inter-Noise 2017 for a three year term (2018-2020).

Directors-at-large (DiL)

Following our recently revised by-laws (Art. 8.1 & 12.1.4), the Directors-at-large are elected by the General Assembly “ ... on a staggered basis from each of three ... different geographical regions ...”. Further, as suggested in the revised I-INCE Rules for Operation (part 1, art.4), the sequence of consecutive elections shall begin “ ... with Europe-Africa in 2017, followed by Pan America in 2018 and Asia-Pacific in 2019.”

In anticipation of approval of the suggested amendments to the rules of the Institute by the General Assembly, the Nominating Committee has based its proposals on the new revised rules for operation. Consequently, the member societies in Europe-Africa have been asked to nominate candidates for election as Director-in-large by the GA. Further, the DiLs for Asia Pacific and Pan America have agreed to serve until 2018 (Davi Akkerman) and 2019 (Kohei Yamamoto) if the General Assembly approves the suggested procedure.

Distinguished Board Members (DBM)

Tor Kihlman, Gilles Daigle and Raj Singh were approached to find out whether they were willing and available for another one year term as DBM.

In his reply, Tor Kihlman stated that he will not be able to join the board meeting in Hong Kong and that he “ ... understands his long time in the I-INCE Board coming to an end.”

Unfortunately, Gilles Daigle also finds himself unable to come to Hong Kong this year. However, he definitely plans to attend Inter-Noise 2018 in Chicago and agreed to be nominated for another term as DBM with particular emphasis to support the final settlement of the revision of both, the Institute's by-laws and rules for operation.

Finally, Raj Singh accepted his nomination for a one year term to support smooth transition of business to the new VP Technical Activities.

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 Gilles and Raj for confirmation that they would make every effort to attend Inter-Noise next year. They both confirmed their intention to travel to Chicago.

I-INCE Officers and Directors:**proposed slate: 2018**

The proposed slate for 2018 is shown below, with actions highlighted in **red**:

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, Asia Pacific	Yeon June Kang (2018 - 2020)
Vice President, Europe-Africa	Dick Botteldooren (2016 - 2018)
Vice President, Pan America	Steve Hambric (2014- 2018)
Vice President, Development & Outreach	Luigi Maffei (2016 - 2018)
Vice President, Technical Activities	Patricia Davies (2018 - 2020)
Vice President, Rules & Governance	David Holger (2016 - 2018)
VP for Communication and Webmaster	Joe Cuschieri (2018 – 2020)
Vice President, Membership	Samir Gerges (2013 – 2018)
Director, INTER-NOISE 2015	Yang-Hann Kim (2016 - 2018)
Director, INTER-NOISE 2016	Otto von Estorff (2017 - 2019)
Director, INTER-NOISE 2017	Li Cheng (2018 - 2020)
Director-at-large, AsiaPacific	Kohei Yamamoto (2015 - 2019)
Director-at-large, Europe-Africa	to be elected by GA (2018 - 2020)
Director-at-large, PanAmerica	Davi Akkerman (2015 - 2018)
Distinguished Board Member	Gilles Daigle (2018)
Distinguished Board Member	Raj Singh (2018)

München, July 25, 2017

Joachim Scheuren

Attachment 13: Report of the Nominating Committee

Report of the 2017 I-INCE Nominating Committee

Positions with terms ending in 2017 and proposed actions
are highlighted in red

July 2017

*I-INCE Nominating Committee***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 Donavan	2016 - 2019
Treasurer	Doug Manvell	2016 - 2019
Vice President, Asia Pacific	Ichiro Yamada	2015 - 2017
Vice President, Europe-Africa	Dick Botteldooren	2016 - 2018
Vice President, Pan America	Steve Hambric	2014 - 2018
Vice President, Development & Outreach	Luigi Maffei	2016 - 2018
Vice President, Technical Activities	Raj Singh	2009 - 2017
Vice President, Rules & Governance	David Holger	2016 - 2018
VP, Communication & Webmaster	Joe Cuschieri	2016 - 2017
Vice President, New Membership	Samir Gerges	2013 - 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, Asia Pacific	Kohei Yamamoto	2015 - 2017
Director-at-large, Europe-Africa	Ondrej Jiricek	2016 - 2017
Director-at-large, Pan America	Davi Akkerman	2015 - 2017
Distinguished Board Member	Bill Lang	2017
Distinguished Board Member	Tor Kihlman	2017
Distinguished Board Member	Gilles Daigle	2017

Attachment 13: Report of the Nominating Committee

Proposed slate and changes

I-INCE Nominating Committee**2018 I-INCE Officers and Directors – proposed slate**

President	Marion Burgess	2017 - 2019
President-elect	Robert Bernhard	2017 - 2019
Immediate Past President	Joachim Scheuren	2017 - 2019
Secretary General	Paul Donavan	2016 - 2019
Treasurer	Doug Manvell	2016 - 2019
Vice President, Asia Pacific	Yeon June Kang	2018 - 2020
Vice President, Europe-Africa	Dick Botteldooren	2016 - 2018
Vice President, Pan America	Steve Hambric	2014 - 2018
Vice President, Development & Outreach	Luigi Maffei	2016 - 2018
Vice President, Technical Activities	Patricia Davies	2018 - 2020
Vice President, Rules & Governance	David Holger	2016 - 2018
VP, Communication & Webmaster	Joe Cuschieri	2018 - 2020
Vice President, New Membership	Samir Gerges	2013 - 2018
Director, INTER-NOISE 2015	Yang-Hann Kim	2016 - 2018
Director, INTER-NOISE 2016	Otto von Estorff	2017 - 2019
Director, INTER-NOISE 2017	Li Cheng	2018 - 2020
Director-at-large, Asia Pacific	Kohei Yamamoto	2015 - 2019
Director-at-large, Europe-Africa	to be elected by GA	2018 - 2020
Director-at-large, Pan America	Davi Akkerman	2015 - 2018
Distinguished Board Member	Gilles Daigle	2018
Distinguished Board Member	Raj Singh	2018

Report of the I-INCE Vice President – Rules and Governance

Submitted by David K. Holger to the I-INCE Board of Directors

26 August 2017

Background

At the I-INCE Board of Directors meeting in August 2016 there was extensive discussion of proposed revisions to the I-INCE Bylaws, as well as conceptual, but less extensive, discussion of proposed revisions to the Rules for Operation of the Institute. The proposed changes to the Bylaws and Rules were also discussed in summary form with the General Assembly in August 2016.

The I-INCE Board of Directors approved a revised version of the Bylaws on 24 August 2017 with the understanding that further modest revisions would need to be considered to define the official seat of the Institute in a manner consistent with Swiss and German law. It was further understood that the I-INCE Board would likely vote by email ballot on the subsequent changes to the Bylaws prior to the 2017 Board of directors meeting.

The Board of Directors also agreed in August 2016 that a revised version of the Rules for Operation of the Institute would be prepared by the Vice President – Rules and Governance in consultation with the Executive Committee for consideration by the Board of Directors. The expectation was that the revised Rules for Operation would be circulated to the Board of Directors following approval of the Bylaws in order for the revised Rules of Operation to be consistent with the revised Bylaws.

Activity Since August 2016

In consultation with the Executive Committee and past-president Daigle, a revised version of the Bylaws was developed and circulated to the Board of Directors for email vote in April 2017. This version was subsequently approved by the I-INCE Board of Directors. The version approved is attached at the end of this report. The substantive changes to the Bylaws that had been approved in August 2016 that were approved in April 2017 are:

1. The official seat of the Institute has been added to Article 1.
2. In Articles 5.1 and 12.5 the number of votes associated with the size category of a member society has been deleted, and this change would mean that the member society size determines their annual membership fee and nothing else. This was suggested by a number of you, and I agree. As a practical matter, we have not used this for voting in my memory. This is the most substantial change from the version approved last August.

Attachment 14: Report on the I-INCE Bylaws and Rules

3. In Article 9.5 language about the Executive Committee providing assistance to the President, Secretary-General, and Treasurer is reinstated. This had been stricken from an earlier version, but seems like a good idea to retain in this section because we do not discuss responsibility for day-to-day operation of the Institute elsewhere.
4. Article 14.2 includes date changes that the Treasurer believes to be more realistic.
5. Former Article 22 is deleted as no longer relevant and possibly confusing in terms of the legal seat of the Institute.

In parallel to the development of a revised version of the Bylaws, a revised version of the Rules for Procedure was developed. The revised Rules were developed in consultation with the Executive Committee, the past-past-president and the Vice President – Technical Activities. Following approval of the revised Bylaws, the revised Rules for Operation (consistent with the approved revised Bylaws) were circulated for approval by the Board of directors via email vote. The revised Rules for Operation were approved by the Board of Directors and are attached to this report following the approved revised Bylaws. The approved revised Rules for Operation are consistent with the approved revised Bylaws and are a major revision that reflects current practice and operational procedures that have evolved over the past five plus years.

The revised Bylaws as approved by the I-INCE Board of Directors will be submitted to the I-INCE General Assembly for its Review on 27 August 2017 and the revised Rules for Operation as approved by the I-INCE Board of Directors will be submitted to the I-INCE General Assembly for its approval on 27 August 2017. Although additional refinement of both the Bylaws and Rules for Operation are likely in future years, it is suggested that the current revised versions are a substantial evolution of both documents that should not require substantive change for several years.

I-INCE Bylaws & Rules

Summary of Substantive Changes Approved by the I-INCE Board of Directors

August 2017

- Prepared by Dave Holger, Vice President for Rules and Governance
- Substantial input from Bill Lang, Marion Burgess, Gilles Daigle, Paul Donovan, and Raj Singh
- Modified based upon I-INCE Board discussion 20 August 2016; Task Group discussion 23 August 2016; and subsequent Executive Committee Input; Approved by the I-INCE Board of Directors, April and July 2017

Summary of Changes - Bylaws I

Modified since 21 August 2016

- Official Seat of I-INCE added to Article 1
- Removed references to NNI in Bylaws (4.3, 12.3, 14, 15.1, 16)
- Modified Articles 5.1 and 12.5 to reflect one vote per member society
- Added to Article 8.3 that distinguished board members provide service to the Institute in addition to or as a substitute for mtgs.
- Removed term limits for Treasurer and Secretary-General (9.3)
- Normal term limit for VP is 2 terms, in exceptional cases may be 3 (9.3)
- Removed reference to Exec Committee in description of Secretary General duties - 9.9 (keep in Article 11 and reference in 9.5)

Summary of Changes - Bylaws II

Modified since 21 August 2016

- Operating Committee renamed Executive Committee consisting of President, President-Elect, Immediate Past President, Secretary-General, Treasurer (Article 11)
- Modified annual payment dates in Article 14.2 as per Treasurer
- Added that operating expenses for the Institute may include support for initiatives of the Institute (in addition to those to operate the Secretariat and Treasurer's office, Article 16)
- Modified Article 16 3rd paragraph to indicate that the Institute does not pay salaries but to be silent on honoraria
- Renumbered following Articles to incorporate deletion of Article 14 (NNI) and Article 22 (Legal Status incorporated into Article 1)

Summary of Changes - Bylaws III

As presented 21 August 2016 to GA

- Language refined to represent current and intended practice (eg. electronic communication and publication)
- Elimination of references to individual membership of I-INCE in Article 5.1 and elsewhere (initially considered possible, but never implemented)
- Formal establishment of President-Elect; Chairs Congress Selection Committee
- Formal establishment of Immediate Past President; Chairs Nominating Committee

Summary of Changes – Bylaws IV

As presented 21 August 2016 to GA

- Election of one Director-at-Large each year on a rotating geographic basis instead of three every three years
- Requirement that a Director must be present to vote
- Requirement that President/Presider only votes to “break” ties and not to create ties
- Terms of President, President-Elect, and Immediate Past President reduced from 4 years to 3 years
- Legal address of I-INCE to be added to Bylaws

Summary of Changes – Bylaws V

As presented 21 August 2016 to GA

- President-Elect serves as a temporary substitute for the President when the President is unavailable
- Specific references to NNI removed from Bylaws
- Term limits for Secretary-General and Treasurer eliminated
- Operational Committee renamed Executive Committee
 - President
 - President-Elect
 - Immediate Past President
 - Secretary-General
 - Treasurer

Summary of Changes – Rules Part 1

General Assembly

- Directors-at-Large elected one per year rather than three every three years
- Elimination of index numbers; one vote per member society
- Revision of timeline, definitions, and actions related to past due and delinquent dues
- Language refined to clarify and better represent current and intended practice

Summary of Changes – Rules Part 2

I-INCE Technical study Groups

- A major rewrite to better reflect current and expected practice by the Vice President for Technical Activities

Summary of Changes – Rules Part 3

Congress Selection Committee

- Maximum service of six years as appointee of General Assembly
- President-Elect designated as chair
- Must be present to vote
- Chair only votes to break ties

Summary of Changes – Rules Part 4

Future Congress Technical Planners

- A major rewrite to better reflect current and expected practice by the Vice President for Technical Activities

Summary of Changes – Rules Part 5

Congress Evaluation Committee

- Refined and streamlined to better reflect current and expected practice

Summary of Changes – Rules Part 6

I-INCE Symposium Series

- Revised extensively to better reflect current and expected practice

Summary of Changes – Rules Part 7

I-INCE Noise Control Evaluation Panel

- Consensus agreement to eliminate at this point

Part 1 of the I-INCE Rules for Operation

I-INCE GENERAL ASSEMBLY

(I-INCE Rule 1 Version ~~54~~, ~~March~~January 2017 incorporating substantive input from Gilles Daigle, Marion Burgess and Raj Singh; some minor editorial changes and changes in order since August 2016 are included)

Article 1. COMPOSITION

The I-INCE General Assembly shall be composed of:

- Corresponding members (representatives) of the Member Societies,
- Members of the Board of Directors,
- Representatives of Sustaining Members, Institutional Members, Affiliated Organizations, and other organizations in liaison with I-INCE may attend meetings of the General Assembly without vote, and
- Any member of a Member Society of I-INCE may attend meetings of the General Assembly without vote.

Article 2. MEETINGS

Meetings of the General Assembly shall be held in conjunction with the INTER-NOISE Congresses at the call of the I-INCE President. The President shall normally chair the meetings of the General Assembly. The Secretary-General shall provide notice to the Board and General Assembly of the meeting date, time, and location at least two weeks prior to the meeting. Information regarding substantive matters to be discussed and/or acted upon at a meeting shall also be provided at least two weeks prior to the meeting.

Article 3. MEMBER SOCIETY REPRESENTATIVES

In accordance with Article 12.1 of the Bylaws, a Member Society shall appoint one of its individual members to serve as its corresponding member and representative at meetings of the General Assembly. This individual shall be involved with the control of noise and shall represent the Member Society within I-INCE. The corresponding member shall be the primary contact of the Member Society with the I-INCE Secretariat and shall be responsible for submitting nominations for I-INCE positions and for responses on voting issues and other matters on which the position of the Member Society is requested. This individual shall participate in correspondence on elections and other matters before and after the annual meeting of the General Assembly. The representative assumes the responsibility for informing the Member Society's officers of actions taken at all meetings of the General Assembly. A Member Society shall notify the I-INCE Secretariat of such appointment by e-mail, and the I-INCE Secretariat shall be informed of any changes in representative at least two weeks prior to the next General Assembly meeting.

Article 4. ELECTION OF DIRECTORS-AT-LARGE

Directors-at-Large are intended to broaden the scope of representation from the General Assembly on the I-INCE Board, to increase the diversity of perspectives of the Board, and to provide opportunities for younger noise control engineering professionals to participate as members of the Board.

Every year beginning in 2017 the General Assembly will elect one Director at-Large who is a member of an I-INCE Member Society to the I-INCE Board of Directors for a three-year term. The election of the Board member shall be conducted as follows:

Attachment 14: Report on the I-INCE Bylaws and Rules

I-INCE Rules for Operation, Proposed Revised Version, March 25, 2017, [Approved by I-INCE Board July 2017](#)

- One member from each of three Member Societies from different geographical regions (Europe-Africa, Pan-America, and Asia-Pacific) will be elected to the Board on a staggered basis beginning with Europe-Africa in 2017, followed by Pan-America in 2018, and Asia-Pacific in 2019. The sequence will begin again with Europe-Africa in 2020. (During the transition period from 2017 through 2019, the current Director at-Large Board members from Pan-America and Asia Pacific will serve for an extended term until the respective elections occur.)
- At least six months in advance of a meeting of the General Assembly, the Member Societies from the appropriate geographic region will be invited and strongly encouraged given the opportunity to nominate candidates who are involved with the control of noise from the appropriate geographical region for that year as noted below.
- The corresponding member for each I-INCE Member Society will submit the names of candidates with a brief paragraph describing the background of each.
- Each candidate should preferably be selected from among the younger individual members of the Member Society.
- The compiled listing of candidates and background paragraphs will be circulated to the Member Societies and posted on the I-INCE website at least two weeks in advance of the General Assembly meeting at which the election will take place.

Article 5. MEMBER SOCIETY ANNUAL PAYMENTS

Each Member Society shall make an annual payment in response to an invoice received from the I-INCE Treasurer. The invoice shall normally be sent by ~~February~~January 15 and the deadline for payment shall be ~~April~~May 15.

~~The amount of the annual payment shall equal the product of the index number of the Member Society's category and the unit annual payment.~~

Article 6. MEMBER SOCIETY CATEGORIES ~~AND INDEX NUMBERS~~

A Member Society's category shall be based on the number of individual members of the Member Society professionally involved in the engineering control of noise and vibration. Categories correspond to a small, medium, or large number of individual members who are professionally involved in activities related to the Institute's field of interest (See Article 2 of the I-INCE Bylaws). ~~The index numbers for the three categories are 1, 2, and 3 corresponding to small, medium, and large.~~The I-INCE Secretariat shall maintain a list of the ~~categories~~index numbers assigned to the Member Societies.

A society applying to become an I-INCE Member Society may propose its category, subject to the approval of the General Assembly. A Member Society may submit a ~~formal request~~petition to the I-INCE Secretariat to change its category if justified by relevant data. The ~~request~~petition shall be acted on at the next following meeting of the General Assembly.

Article 7. UNIT ANNUAL PAYMENT

The amount of the ~~unit~~ annual payment for each member category shall be fixed by formal vote of the General Assembly at its meeting in the year before the year in which payments are to be made.

Article 8. DELINQUENCY IN ANNUAL PAYMENTS

A Member Society payment shall be considered past due if the annual payment is not received by the I-INCE Treasurer by ~~April~~May 15. If payment is not received by ~~October~~September 15, the

Attachment 14: Report on the I-INCE Bylaws and Rules

I-INCE Rules for Operation, Proposed Revised Version, March 25, 2017, [Approved by I-INCE Board July 2017](#)

Member Society shall be considered delinquent. The Treasurer shall inform the meeting of the General Assembly of any such delinquent members. A delinquent Member Society shall be ~~temporarily~~-suspended from voting in the General Assembly and participating in the technical work of the Institute including being ineligible to submit a proposal for an INTER-NOISE congress or I-INCE symposium.

The General Assembly shall require the Board to take appropriate actions during the following year to investigate such delinquencies, and to report to the following meeting of the General Assembly which will make the decision for reinstatement, further suspension or termination of the delinquent society's membership in the Institute.

Article 9. VOTING

Member Societies have an obligation to vote on issues that are brought to the General Assembly. The corresponding member of a Member Society shall have the opportunity to participate in the oral discussion of issues considered at a meeting of the General Assembly. ~~The number of votes that a corresponding member may cast on any issue being considered by the General Assembly shall be equal to, or less than, the index number of the Member Society's category.~~

A voting paper shall be prepared for an issue to be considered at a meeting of the General Assembly. On substantive issues, the I-INCE Secretariat shall post on the I-INCE website and email voting papers to the Member Societies at least four weeks in advance of a meeting of the General Assembly. If a voting paper is returned by e-mail or via web-based voting, it should be signed either by an officer of the Member Society or by the Member Society's corresponding member. If a voting paper is not returned in advance of a meeting of the General Assembly, the Member Society's representative may cast the Member Society's vote(s) during the meeting of the General Assembly. Reasons for a negative vote shall be indicated on the voting paper or stated by the corresponding member at the meeting of the General Assembly.

Approval of an issue by the General Assembly shall be by a simple majority or by a two-thirds majority of the votes cast, depending upon the matter at hand, ~~as described below.~~

Approval of a change in the ~~unit~~ annual payment and General Assembly initiated amendments to the Bylaws and Rules of the Institute requires an affirmative vote of at least two-thirds of all votes cast, with abstentions not counted.

Voting procedures for formal I-INCE technical reports are given in Part 2 of these Rules. All other actions by the General Assembly require a simple majority of the votes cast for approval, with abstentions not counted.

NOTE: ~~To be updated as appropriate upon action on proposed changes.~~ Part 1 of the I-INCE Rules was originally approved by the General Assembly at its meeting in Christchurch, New Zealand, on 1998 November 15 and revised on 2010 June 13 and 2014 November 16.

Part 2 of the I-INCE Rules for Operation

I-INCE TECHNICAL STUDY GROUPS

(Revised version ~~54, March~~ January 2017; a revised substantial rewrite by Raj Singh of the original

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proposed version to incorporate current practice; some minor editorial changes and changes in order since August 2016 are included)

Article 1. ACTIVITIES OF I-INCE TECHNICAL STUDY GROUPS, TASK GROUPS, OR COMMITTEES

The studies to be undertaken by technical study groups and/or other technical committees or ad hoc task forces (as appointed by the I-INCE Board or recommended by the General Assembly) are focused on noise control engineering issues of international or global interest. While these issues may involve important policy or public dissemination matters, they must all have a significant technological content and be directly relevant to the mission of I-INCE.

The activities of a technical study group, committee or task group may include the following:

- assessment of current or new technologies
- development of noise control policy, guidelines, or implementation plans
- organization of special sessions or workshops at INTER-NOISE Congresses or I-INCE-sponsored events
- organization of I-INCE Symposia
- development of special issues of *Noise Control Engineering Journal*
- presentation of papers at INTER-NOISE Congresses

The short and long term studies of technical study groups must be disseminated on a timely basis and may result in the preparation of:

- informal white papers or web based articles
- technical articles or presentations
- formal I-INCE report(s) that require approval via formal vote by the I-INCE membership
- results of a benchmarking or round-robin studies
- information to be disseminated in other forms

Article 2. PROPOSALS FOR NEW TECHNICAL STUDY GROUPS, TASK GROUPS, OR COMMITTEES

Proposals shall be prepared and forwarded to the I-INCE Vice President of Technical Activities who will submit them to the I-INCE Board for approval. Each proposal shall contain the following information:

1. The proposed title for the technical study group, task group, or committee
2. The name(s) of the proposer(s), along with a recommendation of suitable conveners or chairs and members representing the I-INCE community
3. The proposed scope and technical justification of the study, task, or committee
4. The proposed program and milestones (including intended publications) of the study, task, or committee
5. The proposed dates for completion of milestones and duration of the study, task, or committee
6. If available, an initial working draft for consideration by the technical study group, task group, or committee.

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Article 3. RESPONSIBILITIES OF THE I-INCE BOARD OF DIRECTORS

Technical study groups, task groups, or committees shall be established and dissolved by the Board of Directors who will inform the I-INCE General Assembly of actions taken. The Board shall:

1. ~~Consider for approval~~~~Approve~~ the proposals submitted by the Vice President of Technical Activities for new technical study groups, committees or task groups. This includes an approval of the scope, and work program, as well priorities and schedule for the milestones. The I-INCE Board may request the I-INCE Member Societies to nominate technical experts to serve as members (or observers) of the technical study or task group.
2. Confirm the appointment of Conveners or Chairs of technical study groups, task groups, or committees.
3. Monitor the progress of all technical work and take appropriate action if there are significant delays in the completion of scheduled milestones. If a group extends its work beyond the allotted time, it must seek renewal by the Board on a timely basis.
4. ~~Consider for approval~~~~Approve~~, for submission to the General Assembly for approval via formal vote, a draft of an I-INCE report prepared by a technical study group, task group, or committee.
5. Dissolve a technical study group, task group, or committee upon completion of its assigned tasks or upon failure to meet its objectives.

Article 4. RESPONSIBILITIES OF A TECHNICAL STUDY GROUP, TASK GROUP OR COMMITTEE CHAIR OR CONVENER

Management of a technical study group, task group, or committee is the responsibility of the convener(s) or chairs who must perform the following tasks.

- Manage the development of the technical study group, task group, or committee and the preparation of documents for publication.
- Organize and chair meetings of the technical study group, task group, or committee. Submit timely progress reports, publication drafts and information of any significant problems affecting progress to the Vice President of Technical Activities in accordance with the agreed schedule of technical study group, task group, or committee activities.

Article 5. MEETINGS OF A TECHNICAL STUDY GROUP, TASK GROUP, OR COMMITTEE

Technical study group, task group, or committee meetings shall ideally be scheduled to occur immediately before, during, or after INTER-NOISE Congresses. Between meetings, all business will normally be accomplished by e-mail or postings on the I-INCE web site. The Vice President of Technical Activities shall be informed of such meetings and their agendas.

The technical study group, task group, or committee should begin its work as soon as possible after the proposed initiative is approved by the Board. The immediate objectives as work is begun are the

following:

- Obtain agreement on a precise wording of the scope to include the topics to be covered and those to be excluded.
- Develop a plan of action with a tentative, but realistic, estimate of the time schedule for completion of major milestones.
- Preparation of the voting draft of an I-INCE report should normally require no more than two years.

Article 6. VOTING PROCEDURES FOR APPROVAL OF FORMAL 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. (Note: Only formal I-INCE reports are subject to voting.) The Vice President may seek reviews by anonymous experts on the suitability of its contents before posting on the I-INCE website. (Secretariat: Note that technical articles or informal reports are not subject to any formal voting procedures.)

Two alternate methods for seeking votes of approval 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.

Article 7. I-INCE PUBLICATION OF FORMAL REPORTS

The VP of Technical Activities shall inform the I-INCE Board and the General Assembly of the voting results and action taken on I-INCE formal reports.

Before publication, the final version of a formal I-INCE report shall be assigned a reference number by the Secretariat. The reference number shall consist of the calendar year in which the document was approved for publication followed by a hyphen and an Arabic number assigned sequentially for that year, for example, "I-INCE Publication 2012-3."

NOTE: **Appropriate note will be added after action has occurred.** This revised Part 2 of the I-INCE Rules was approved by the I-INCE Board at its meeting on 2012 August 18 and the General Assembly at its meeting on 2012 August 19 in New York, New York, USA. This version replaces the I-INCE Rules Part 2 that was approved by the General Assembly at its meeting in Christchurch, New Zealand, on 1998 November 15.

Part 3 of the I-INCE Rules for Operation

I-INCE CONGRESS SELECTION COMMITTEE

(Revised Version ~~54~~, ~~March~~~~January~~ 2017 incorporating substantive suggestions from Gilles Daigle, Marion Burgess, and Raj Singh; some minor editorial changes and changes in order within sections since August 2016)

Article 1. ESTABLISHMENT

A Congress Selection Committee (CSC) was established as a standing committee of the I-INCE General Assembly at a meeting of the General Assembly held in Fort Lauderdale, USA, on 1999 December 05. The purpose of the committee is to provide guidance in the selection of venues for future INTER-NOISE Congresses. These rules include subsequent amendments (See note below).

Article 2. MEMBERS

The CSC shall have thirteen (13) members. The members shall be the following: nine (9) individual members of I-INCE Member Societies from the three I-INCE geographical regions appointed by the General Assembly, the I-INCE President-Elect who serves as Chair of the CSC, and the three I-INCE Regional Vice Presidents. In addition, the I-INCE Secretary-General shall serve ex officio, without vote, as a member of the committee.

The I-INCE geographical regions of the world are Europe-Africa, Pan-America, and Asia-Pacific. Each region shall be represented on the CSC by preferably three but at least two (and no more than 4) of the nine members appointed by the General Assembly.

A nominating committee consisting of the I-INCE President-Elect and the I-INCE Vice—Presidents of the three regions shall present a slate of nominees to the General Assembly for positions to be filled on the CSC. Each Vice President shall consult with Member Societies in the region when selecting nominees for CSC membership. The slate of nominees shall be approved by the General Assembly. Service as an appointed member of the CSC is contingent on the I-INCE dues of the Member Society (to which the member belongs) being current.

Article 3. TERMS OF SERVICE

Those members of the CSC who are appointed by the General Assembly shall serve for a period of three (3) years. Each three-year term shall terminate on a rotation schedule such that three (3) new members are appointed every year by the General Assembly.

The terms of service for the members appointed by the General Assembly run from January 1 following the meeting of the General Assembly in which appointment occurred for three years.

The terms of service for the other members of the CSC shall coincide with their terms as officers of I-INCE. A member of the CSC appointed by the General Assembly may serve no more than a total of six consecutive years on the CSC as an appointee of the General Assembly.

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Article 4. OFFICERS

The officers of the CSC shall consist of a Chair and a Secretary. The I-INCE President-Elect shall serve as the Chair. If the office of I-INCE President-Elect is vacant or the President-Elect is temporarily unable to serve as Chair, the I-INCE President or their designee selected from the current Board membership shall serve as the Chair. The Secretary shall be selected by the CSC from among the members of the committee.

The Secretary of the CSC shall prepare the minutes of meetings of the CSC, and in collaboration with the Chair, prepare and distribute communications to members of the CSC and those making presentations at CSC meetings. With the assistance of the I-INCE Secretariat, the Secretary shall maintain a ~~record~~roster of the members of the CSC with e-mail addresses.

Article 5. PRINCIPAL TASKS

The principal tasks of the CSC are to receive and evaluate proposals for future INTER-NOISE Congresses and to submit the committee's recommendation, in the form of a rank-ordered listing of the proposals, to the I-INCE Board of Directors, which has the responsibility for inviting a Member Society (or group of Member Societies) to host and organize an INTER-NOISE Congress. The CSC members must not agree to serve on any planned congress's international advisory boards before the congress site is formally announced by the Institute.

Article 6. MEETINGS

The Congress Selection Committee shall meet at least once during, or immediately before, each INTER-NOISE Congress. The Chair of the CSC shall call each meeting and prepare the agenda. The agenda shall be emailed to the CSC members at least 20 days before the intended meeting date. The Chair presides at meetings of the committee.

~~If the President-Elect is unable to participate as Chair of a meeting, the I-INCE President or their designee from the current Board membership shall preside.~~ If a member of the CSC is unable to participate at a meeting, they should consult with the Chair of the CSC and the I-INCE Vice President for their region to propose a deputy to participate on their behalf, for that meeting only. The name and contact email for the deputy must be forwarded to Chair and Secretary of the CSC at least 7 calendar days before the time of the CSC meeting. That deputy assumes all the rights and obligations for the member in relation to that meeting. A quorum for the conduct of business is 7 members personally present. No proxy voting is allowed at a meeting of the CSC.

The Chair of the CSC may only vote to break a tie vote, and not to create a tie vote. The chair is not obligated to vote to break a tie.

Article 7. PLANNING CYCLE

I-INCE operates on a three-year planning cycle for the organization of an INTER-NOISE Congress. The invitation of the Board for a Member Society (or group of Member Societies) to host an INTER-NOISE Congress is extended three years in advance, i.e., at the third annual meeting of the Board preceding the future INTER-NOISE Congress. If Y is the year of the future congress, the invitation is extended in year Y-3. Preliminary planning starts two years earlier in year Y-5 with the Board decision on the geographical region for the congress. Hence, a Member Society that is interested in hosting an INTER-NOISE Congress should be considering possible dates that are more than three

years in the future, and preferably four to eight years ahead.

Article 8. REGIONAL DECISION

By no later than its annual meeting in the year Y-5, the I-INCE Board shall decide on the geographical region where the INTER-NOISE Congress will be held in year Y. The congress shall be held at least once in each of the three I-INCE geographical regions over a four-year period. Within two months of the regional decision, the I-INCE Secretariat shall announce the selection of the geographical region to the I-INCE Member Societies. A Member Society in that geographical region may express a desire to host an INTER-NOISE Congress in the year Y by submitting an informal proposal to the Secretary of the CSC by e-mail.

Article 9. INFORMAL PROPOSALS

A Member Society (or a group of Member Societies) may express its desire to host a future INTER-NOISE Congress by submitting an informal proposal in writing to the CSC Secretary by pdf attachment to e-mail at least 40 days prior to a meeting of the CSC. The Secretary of the CSC shall distribute the informal proposal electronically to the CSC at least 20 days prior to the meeting of the CSC at which it will be considered.

During Y-4, the fourth year before an INTER-NOISE Congress is to be held in a geographical region determined by the I-INCE Board, the CSC Secretary shall inform all Member Societies in that I-INCE geographical region of the desired content of an informal proposal. This proposal should normally be 2-4 pages only and including the following

- The recommended city within the proposed host country with brief description of venue
- Proposed dates for the congress
- Names of persons who have agreed to be the President and Technical Chair of the congress
- Names of available host hotel or conference center
- International travel accessibility to host city

The presentation to the CSC will be allocated a maximum of 5 minutes.

Article 10. DETAILED PROPOSALS

After consideration of informal proposals, the CSC shall recommend to the Board those Member Societies to be invited to submit detailed proposals for presentation to the CSC. This shall be done at least six months in advance of the annual CSC meeting by the I-INCE Secretary who will, with Board approval, extend a written invitation to a representative of each of the Member Societies selected.

The Secretary of the CSC shall then inform the selected Member Societies of the minimum content of a detailed proposal and provide:

- a copy of the agreement with I-INCE that the Member Society is expected to sign if the detailed proposal is accepted by the I-INCE Board
- the I-INCE guidelines for hosting a congress
- the two most recent Congress Evaluation Committee reports
- a format/template for the budget
- the evaluation form that will be provided to the CSC committee members to assist with

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their evaluation of the proposals.

A detailed proposal to host a future INTER-NOISE Congress shall include at least the following items:

- a proposed budget detailing projected income and expenses;
- the anticipated number of participants;
- any potential sources of external financial support;
- a description of the congress center, hotel, and university locations for the plenary and technical sessions and for the exhibition;
- the availability and experience of noise and vibration control engineers who could serve as members of the Organizing Committee;
- the names, availability, and experience of the proposed Congress President, Technical Chair and key members of the Organizing Committee;
- if the services of a Professional Congress Organizer (PCO) are to be used, the detailed proposal shall state and justify the estimated cost of these services.

The proposal shall be sent as an email attachment to the CSC secretary at least 40 days before the CSC meeting. The attachment should be in the form of a pdf with file size not exceeding 10 MB. The Secretary of the CSC shall distribute the proposal electronically to the CSC and the Board of Directors at least 20 days prior to the meeting of the CSC at which it will be considered.

Article 11. ORDER OF BUSINESS DURING THE ANNUAL CSC MEETING

The first item of business at a CSC meeting is to evaluate the informal proposals which have been received in the year Y-4 from the geographical region where the congress will be held in the year Y. In advance of the meeting, the Chair of the CSC shall offer a representative of each Member Society submitting an informal proposal the opportunity to make a five-minute presentation to the CSC.

The CSC shall recommend to the I-INCE Board which Member Societies are to be invited by the Secretary-General to submit detailed proposals at the CSC during year Y-3 to host an INTER-NOISE Congress in the year Y. No more than three (3) Member Societies, but at least one (1) Member Society, shall be invited to submit detailed proposals.

The second item of business at a CSC meeting is to evaluate the detailed proposals received in the year Y-3 from the Member Societies invited by the Secretary-General to submit these proposals. The presentation shall be limited to fifteen (15) minutes which will be followed by typically 5 minutes for questions from the CSC committee members.

Article 12. VOTING

Voting on all informal and detailed proposals shall be by written ballot. Only those CSC members (or their approved deputy) who are present during the presentations as well as the question and answer periods may vote. Each CSC member shall have one vote, except the Secretary General who serves ex officio, without vote. The Chair may only (at their option) vote to break, but not to create, a tie. Proxy votes shall not be accepted.

Approximately 40 days prior to the CSC meeting, the President-Elect shall contact each member of the CSC to determine if he or she will be present at the forthcoming meeting. A CSC member who is also a proposed Congress President (or co-President), Congress Technical Program Chair (or co-Technical Program Chair), President, President-elect or Secretary General (or equivalent) of a host (or co-host) I-INCE member organization shall not participate in the discussion or voting of the CSC for the relevant selection. Other members of the CSC who consider they have a conflict of interest

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may voluntarily exclude themselves from the discussion and voting of the CSC for the relevant selection.

The detailed proposals received by the CSC to host an INTER-NOISE Congress to be held in the year Y shall be rank-ordered by vote. The rank-ordered voting shall be carried out during the CSC meeting, so that the results are available to the I-INCE Board immediately after the CSC meeting.

Article 13. REPORT TO THE I-INCE BOARD

After each annual meeting of the CSC, the Board shall receive the report of the CSC Secretary, or designated alternate, with the rank-ordering of the detailed proposals. The Board shall select the Member Society to be invited to host the INTER-NOISE Congress to be held in year Y. Only when the Member Society receiving the top ranking is not acceptable for reasons outside the knowledge or responsibility of the CSC shall the Board select the Member Society with the next highest ranking.

Article 14. INVITATION AND ANNOUNCEMENT

The I-INCE President shall announce the decision concerning the Member Society to host the INTER-NOISE Congress in the year Y no later than 90 days following the closing plenary session of the INTER-NOISE Congress in the year Y-3.

On behalf of the Board of Directors, the I-INCE President shall issue a written invitation which accepts the detailed proposal that was submitted by the selected Member Society to host the INTER-NOISE Congress in the year Y. This letter of acceptance shall be sent within 90 days of the announcement.

NOTE: To be modified as appropriate after action is taken. Part 3 of the I-INCE Rules was drafted by the Board of Directors at its meeting in Berlin, Germany, on 1999 March 13, and subsequently posted on the web for review by the I-INCE Member Societies on 1999 April 27. The draft of the rules was further reviewed at the meeting of the General Assembly in Fort Lauderdale, USA, on 1999 December 05, and approved by the General Assembly for adoption on that date (with minor editing). The rules were amended and approved by the General Assembly on 2005 August 7, on 2010 June 13 and on 2012 August 17, on 2014 November 16 and on 2015 August 9.

SUMMARY: (The year in which a future congress will be held is Y)

Y-5

- Board determines geographical region where congress will be held in year Y.

Y-4

- Six months before the INTER-NOISE Congress, the I-INCE Secretary General invites Member Societies in that region to submit informal proposals for year Y.
- 40 days before INTER-NOISE Congress, last date to submit informal proposals for year Y.
- At CSC meeting, CSC reviews informal proposals and selects one to three Member Societies to be invited to submit detailed proposals for year Y.

Y-3

- Six months before INTER-NOISE Congress, detailed proposals invited by I-INCE Secretary

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- General. Immediately after the CSC Secretary General sends documentation relating to the proposal. All correspondence from then till the time of the meeting is with the CSC Secretary.
- 40 days before INTER-NOISE Congress, last date to submit formal proposal to host the congress in year Y.
 - At CSC meeting, detailed presentations given to CSC, rankings established by CSC and reported to Board;
 - Board invites host for INTER-NOISE Congress to be held in year Y.

Part 4 of the I-INCE Rules for Operation

FUTURE CONGRESS TECHNICAL PLANNERS

(Revised version ~~54, March~~ ~~January~~ 2017, Substantial rewrite by Raj Singh to better capture current and desired practice incorporating some suggestions from Marion Burgess; some minor editorial changes and changes in order within sections that do not impact the substance since August 2016)

Article 1. SCOPE OF THE FCTP

The scope of the Future Congress Technical Planners (FCTP) includes at least the following tasks. Other tasks may be undertaken as situations evolve for future congresses.

The FCTP may offer advice on all aspects of a congress including the maximum number of parallel sessions, the type of Structured Sessions, the need for Poster Sessions, etc. The FCTP may recommend new concepts for future INTER-NOISE Congresses. The concepts may involve items that are specific to a particular congress and which depend upon local circumstances and local ideas. The FCTP holds two meetings at the INTER-NOISE Congress, a Technical Program Planning (TPP) meeting on the opening day of the congress, typically Sunday, and the full FCTP meeting on the final day of the congress, typically Wednesday. The TPP meeting is an informal meeting wherein the minutes of the previous FCTP meeting are discussed, and the technical plans for the next congress are explained. The full FCTP meeting discusses the technical plan for the next two congresses and the experience of the congress that is just ending. The principal task is to assist the Organizing Committees of future INTER-NOISE Congresses with planning for Structured (or Special) Sessions as well as Poster Sessions. The primary focus is on the next congress, but ideas may be considered for the next + 1 or even the next + 2 congress. The FCTP may recommend new concepts for future INTER-NOISE Congresses. The concepts may involve items that are specific to a particular congress and which depend upon local circumstances and local ideas.

Article 2. LEADERSHIP OF THE FCTP

Each meeting of the FCTP shall have two co-chairs. One co-chair shall be the I-INCE Vice President of Technical Activities; the other co-chair shall be the technical program chair of the next INTER-NOISE Congress. The I-INCE Vice President of Technical Activities provides continuity and a link to the I-INCE Board of Directors and the I-INCE General Assembly. The I-INCE Vice President of Technical Activities appoints 6 advisors to the Future Congress Technical Planners committee in order to ensure consistency among the technical programs of INTER-NOISE

Congresses. Five of the six advisors are the technical program chairs of the past and future INTER-NOISE Congresses (typically the most recent past three and the upcoming two technical program chairs) while the sixth advisor is appointed by the Vice President as deemed appropriate; 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 advisors appointed, with their terms (3 to 6 years) indicated, shall be published.

Article 3. MEETINGS OF THE FCTP

The President and the Technical Program Chair(s) for the current and next 2 INTER-NOISE Congresses, along with 6 FCTP Advisors and key I-INCE Board Members, shall be invited by the I-INCE Vice President of Technical Activities to attend the TPP and FCTP meetings.

The TPP meeting is by invitation only and it is held on the morning of the opening of the congress, typically Sunday morning, for about 2 ½ hours. This meeting is used to examine and plan all aspects of the technical programs including poster and workshop sessions. Lessons learned from the current and past congresses are shared in an informal setting.

To provide sufficient time for the development and discussion of ideas and recommendations, the formal FCTP meeting shall be scheduled for a two-hour period in the afternoon of the last day of a congress; it shall end at least 30 minutes prior to the start of the closing ceremony. In the program for a congress, an FCTP meeting shall be considered to be equivalent to a technical session. The meeting shall be held in one of the technical session rooms of moderate seating capacity and equipped with the same audio-visual facilities as the other session rooms, as requested by the co-chairs of the FCTP. Attendance at FCTP meetings is open to all attendees of an INTER-NOISE Congress and the time and location should be broadly publicized during the congress.

The co-chairs of an FCTP meeting shall prepare the agenda for the meeting. Sign-up sheets shall be provided for recording names and e-mail addresses of the attendees at a meeting of the FCTP. After introductory remarks by the co-chairs, the agenda shall provide an opportunity for the Technical Program Chairs of the next two congresses to make presentations about plans for the technical program consistent with the chosen theme and including deadline dates for receipt of abstracts and manuscripts. Ideas and suggestions for technical sessions at future congresses may be offered by any attendee at a meeting of the FCTP.

Article 5. FCTP REPORT

Within 30 days after a meeting of the FCTP, the Vice President of Technical Activities shall prepare and transmit by email to the members of the FCTP a report to document the suggestions that were made for the next and future INTER-NOISE Congresses. The report shall list the names and e-mail addresses of attendees as well as those persons who are recommended as possible organizers for the structured sessions. It is the responsibility of the organizing committee for the next congresses to follow up and contact the persons suggested as organizers and then to develop the various structured sessions.

NOTE: This section will be appropriately updated when action is taken. This edition of Part 4 of

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the I-INCE Rules for Operation of the Future Congress Technical Planners was accepted by the I-INCE Board of Directors at its meeting on 2008 October 25 and by the I-INCE General Assembly at its meeting on 2008 October 26 in Shanghai, China. Further editing, approval, and review was accomplished in Lisbon, Portugal, on 2010 June 13.

Part 5 of the I-INCE Rules for Operation

I-INCE CONGRESS EVALUATION COMMITTEE

(Revised version ~~54~~, ~~March~~~~January~~ 2017, incorporating substantive suggestions from Marion Burgess; some minor editorial changes since August 2016)

Article 1. ESTABLISHMENT

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

Article 2. MEMBERS

Members of the CEC are individuals who are interested in assisting in the evaluation of the INTER-NOISE Congress they are attending.

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

The members of the CEC shall be appointed by the I-INCE Board and will typically include the presidents of the three most recent prior INTER-NOISE Congresses, but may also include the presidents of the next one or two upcoming congresses.

Article 3. OFFICERS

The officers of the CEC are the Chair, who is appointed by the I-INCE President from among the members nominated (typically the President of the most recent prior INTER-NOISE Congress), and any other officers that the Chair may wish to appoint.

Article 4. TERM OF SERVICE

The term of service is one year for the Chair and the other members of the CEC. The duties of the Chair and the members of the CEC commence immediately upon the confirmation of appointment by the I-INCE Board.

Article 5. EVALUATION REPORT

The principal task of the CEC is to prepare an evaluation report of the current-year INTER-NOISE Congress that shall include a statistical analysis section and a narrative section. A draft report shall be provided to the Congress President of the congress being evaluated for comment prior to the report being finalized. To the final copy of the evaluation report shall be appended the Congress President's report on the congress.

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

The narrative section of the report shall assess the congress relative to the expectations contained in the instructions for the organization of Congresses. It should summarize practical problems that occurred during the planning and execution of the congress, determine how effective the I-INCE Instructions were in guiding the organization of the congress and the need for changes to the Instructions, identify errors and overlooked items in the planning and execution of the congress, and make recommendations, as needed, for changes that should be implemented for future INTER-NOISE Congresses. In short, the narrative section summarizes what worked well during the Congress as well as those features that need to be improved or modified in the future.

The report and recommendations contained therein shall be used as guidance to the I-INCE Board, the Future Congress Technical Planners, and to the refinement of the I-INCE Congress Guidelines.

Article 6. ANNUAL BUSINESS

The Congress Evaluation Committee may meet once a year on the final day of the current-year congress, subject to the call of the Chair. ~~Alternatively if a suitable time and place for the meeting cannot be found on the final day of the congress,~~ the business of the committee may be conducted by e-mail.

Article 7. BUSINESS TO BE CONDUCTED

The data to be included in the statistical analysis section are to be provided by the Congress President within 30 days of the close of the congress. ~~A representative of the Organizing Committee may be assigned by the Congress President to assist in this task.~~ The principal task of the members of the CEC is to provide commentary for the narrative section of the evaluation report. A draft of the evaluation report should be prepared and circulated by the Chair to the members of the CEC within 90 days after the close of the current-year INTER-NOISE Congress. The draft is also provided to the Congress President of the congress being evaluated for comment prior to the report becoming final.

Article 8. PRELIMINARY REPORT

It is expected that a typical CEC report will be six pages or less in length exclusive of statistical information. Within ~~60~~90 days of the close of the INTER-NOISE being evaluated, a draft report is

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prepared and circulated to the committee members and the President of the Congress being evaluated for comment and suggested modification. Within ~~3060~~ days of the circulation of the initial draft report, a second draft (preliminary report) is prepared by the committee Chair based upon comments received. The preliminary report is circulated to the committee, the President of the Congress being evaluated, the President of the next upcoming Congress, the Co-chairs of the FCTP, the I-INCE President, the I-INCE President elect, and the Secretary General.

Article 9. FINAL REPORT

The final report of the committee is prepared by the Chair, taking into account any comments or suggestions received on the preliminary report. The report includes statistical information about the Congress in the standard format that has been developed for the CEC report. The final report is provided to the Secretary- General at least 60 days in advance of the next I-INCE Board meeting for inclusion with the agenda papers for the meeting. The CEC should also review the current version of the Congress Instructions, and if appropriate, recommend revisions based upon their report. The work of the CEC for the current-year congress shall be complete upon presentation of its written report to the I-INCE Board and General Assembly. The presentations shall take place at the Board and General Assembly meetings in the year after the current-year congress.

NOTE: This section to be appropriately modified after action has occurred. Part 5 of the I-INCE Rules was approved by the Board of Directors at a meeting in The Hague, The Netherlands, on 2001 August 26.

Part 6 of the I-INCE Rules for Operation

I-INCE SYMPOSIUM SERIES

(Revised Version ~~54~~, ~~March~~January 2017 incorporating substantive suggestions from Gilles Daigle, Marion Burgess, and Raj Singh; some minor editorial changes and changes in location of text that do not impact the substance have been made since August 2016)

Article 1. CONCEPT

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

Article 2. GUIDELINES

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

- The timing of a Symposium or workshop shall not interfere with an I-INCE Congress.
- The theme of the Symposium shall be focused rather than general.
- Evidence shall be provided that the Symposium will be well-organized.
- Designation of an event as an I-INCE Symposium shall include naming of an I-INCE Director or officer as the liaison to the Symposium.

- When possible it is often desirable to schedule an I-INCE Symposium just before or immediately following an INTER-NOISE Congress in or near the same location as the congress.

Article 3. FOCUS OF SYMPOSIUM SERIES

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

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

Article 4. SYMPOSIUM APPLICATION PROCESS

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

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

Article 5. LIAISON WITH I-INCE

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

Article 6. FINANCES

The financial arrangements between I-INCE and the Symposium organizing committee shall be the subject of a letter of agreement. The letter of agreement shall clearly define the responsibilities of the Board, the Vice President of Technical Activities, and the liaison person appointed by the Vice President of Technical activities with respect to the preparation and fulfillment of the program for the Symposium. The Board may budget ~~funding €5000 (as of 2016)~~ annually to assist one or two Symposium organizing committees to partially defray expenses. The organizing committee for the I-INCE Symposium shall have financial responsibility for the event.

Article 7. IDENTIFICATION OF SYMPOSIUM

Each event in the Symposium series shall be clearly identified in all publications and

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announcements of the Symposium as “An International INCE Symposium on (subject) organized by (organization name) or co-organized by (organizations’ names).” Any cooperating organizations shall be listed after the name(s) of the organization or co-organizations.

Article 8. FINAL REPORT OF SYMPOSIUM

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

NOTE: This section will be appropriately modified after action has occurred. Part 6 of the I-INCE Rules was approved by the General Assembly at its meeting in Lisbon, Portugal, on 2010 June 13.

Part 7 of the I-INCE Rules for Operation

I-INCE NOISE CONTROL EVALUATION PANEL

It was recommended by the I-INCE Board of Directors in August 2016 that Part 7 of the I-INCE Rules of Operation be deleted as the I-INCE Noise Control Evaluation Panel is no longer functional.

**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; [Further changes proposed March 4, 2017 shown on this version via track changes and subsequently approved by email ballot by the Board of Directors in April 2017](#))

Article 1. NAME AND SEAT

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".

The seat of the Institute is where the Swiss Acoustical Society (SGA-SSA) has its seat.

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.

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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 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

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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.

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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

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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.

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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 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.

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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 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.

The President, Secretary-General, and Treasurer shall conduct the day-to-day business of the Institute with the assistance of the Executive Committee (see Article 11). In the event the President is temporarily unable to perform their duties, the President-Elect shall temporarily act as the replacement for the President.

Commented [HDK1]: Reinserted at the suggestion that we otherwise nowhere specify responsibility for day-to-day business.

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

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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 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 ~~auditor~~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

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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,

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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 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 A~~ Corresponding Member of a Member Society shall have one vote 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.

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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 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 ~~February~~~~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 ~~April~~~~May~~ 15, the Treasurer shall issue a past-due reminder invoice. If payment for a given calendar year is not received by ~~October~~~~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

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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 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.

Attachment 14: Report on the I-INCE Bylaws and Rules

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.

~~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 I (Gerichtsstand).~~

Article 22~~3~~. 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 23~~4~~. EFFECTIVE DATE

These Bylaws were approved by the Institute's Board of Directors on ~~[Insert Date]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 2017, August 2017 Meeting in Hong Kong)

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

Links updated annually:

<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>
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 Meetings (Pre-FCTP and FCTP Meetings)	Plan the technical programs of next Congresses (Sunday morning) + Open meeting held on Wednesday afternoon
Young Professionals (YP) Grant Program	Offers 20 travel grants (600 Euro per person) to young professionals to attend the next INTER-NOISE Congress
Young Professionals (YP) Workshop	Hold a mentorship session for young professionals and students held at INTER-NOISE Congress (Plus, 1000 EUR allocated for social networking)
I-INCE Sponsored Symposia	Symposia on Noise Control Engineering sponsored by I-INCE (since 2011)
Miscellaneous	I-INCE Report on Noise Control Engineering Education; Liaison with the ICA Board; etc.

Overview of the Technical Studies Groups

- 8 Reports by TSGs (in the past 2 decades)
- All are posted on i-ince.org site (see Appendix for a listing)
- TSG 1 to 9 disbanded after they completed their work

<i>TSG</i>	<i>Title</i>	<i>Convener(s)</i>	<i>Status</i>	<i>Comments</i>
10	“Buy Quiet” Programs	Marco Beltman, Robert Hellweg	Semi-Active	<ul style="list-style-type: none"> • Symposium on “Buy Quiet” on 2016 August 25 in Hamburg • Final report (draft) expected soon; comments and approval to be sought using I-INCE site

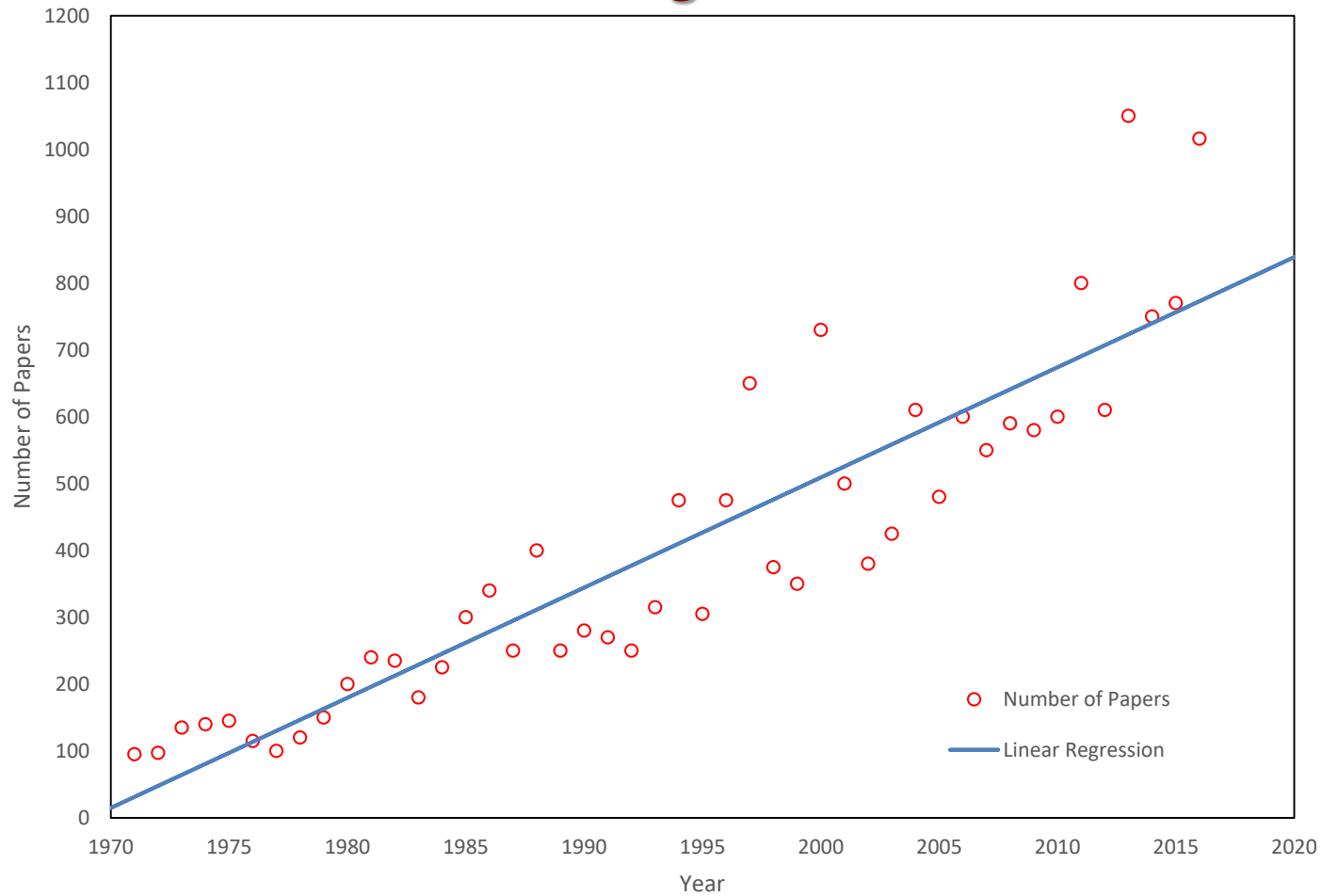
Future Congress Technical Planners Committee Advisors

- 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 (or general) 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 of	Term (ending)
Steve Conlon	USA	INTER-NOISE 2012	6 years (Dec. 2018)
John Davy	Australia	INTER-NOISE 2014	5 years (Dec. 2017)
Yeon June Kang	Korea	INTER-NOISE 2015	4 years (Dec. 2018)
Luigi Maffei	Italy	INTER-NOISE 2016	4 years (Dec. 2018)
Li Cheng	Hong Kong	INTER-NOISE 2017	4 years (Dec. 2020)
Teik Lim	USA	INTER-NOISE 2018	4 years (Dec. 2020)

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

History: Number of Papers at Inter-Noise Congresses



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

Day/Date: Sunday, August 27

Time: 08:00 – 10:30 (Breakfast)

Location: Room S226, Hong Kong Convention & Exhibition Centre

Pre-FCTP Meeting Agenda

- Introduction
- Technical Program Considerations
- Minutes of Prior FCTP Meetings and Advice Received
- INTER-NOISE 2018 (Chicago) Technical Program Details (Questions and Suggestions)
- INTER-NOISE 2017 (Hong Kong) Technical Program (Data and Lessons Learned)
- Preliminary Technical Program Plans for INTER-NOISE 2019 (Madrid)
- Suggestions for FCTP meeting of August 30 (Wed)

Future Congress Technical Planners (FCTP) Meeting

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

Day/Date: Wednesday, August 30

Time: 13:30 – 15:15 (1.30-3.15pm)

Location: Convention Hall C, 1/F

Co-Chairs Raj Singh & Dave Herrin

Theme: Technical Programs for:

**INTER-NOISE 2018, Chicago, USA (26-29 August 2018)
[website: www.internoise2018.org]**

**INTER-NOISE 2019, Madrid, Spain (16-19 June 2019)
[website: www.internoise2019.org]**

I-INCE Grants for Young Professionals (since 2010)

- ✓ **19 YPs selected for INTER-NOISE 2017**
- ✓ New Appointment for 2017: YP Coordinator – Dr. O. Taha Sen of ITU (Turkey)
(Board action needed for 2018 and beyond)
- ✓ INTER-NOISE 2018: Allocated 13000 EUR (12000 EUR for 20 Grants + 1000 EUR for the YP Workshop).
- ✓ *INTER-NOISE 2019: BOD is requested to allocate 13000 EUR (12000 EUR for 20 Grants + 1000 EUR for YP Workshop)*

History

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

- ✓ 139 I-INCE grants (61 of 500 EUR each and 68 of 600 EUR each) awarded in 8 years (2010-2017) - out of nearly 300 applications.
- ✓ 40 more to be awarded in the next 2 years.
- ✓ Increase in the grant money from 500 EUR to 600 EUR (since 2014).
- ✓ Local congress organizers are expected to enhance these. For example, Melbourne provided funding for 11 grants from developing countries in 2014.
- ✓ *Countries Represented = 38*
- ✓ Total Allocation by I-INCE in 10 years (2010-2019) = about 101000 EUR

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 August 28 for Young Professionals

Day / Date: Monday, 28 August 2017

Workshop Session: from 3.00 to 5.30pm (1500-1730)

Workshop Location: Convention Hall C, 1/F, Hong Kong Convention & Exhibition Centre

Networking (Social) Session: from 5.30 to 6.45pm (1730-1845)

Location: Divino Patio (Shop 11, 1/F), Causeway Centre, 28 Harbour Road, Wanchai

Program:

Overview and I-INCE Mission - by R. Singh, VP, Technical Activities, I-INCE

Presentation of the I-INCE Young Professionals Grant Certificates – by M. Burgess, R. Singh and O. T. Sen

How to Network? – by S. Hambric, Pennsylvania State University (USA)

Perspective of a Young Professional – by O. T. Sen, I-INCE YP Coordinator, Istanbul Technical University (Turkey)

How to Publish a Paper on Noise? - by S. Bolton and P. Davies, Purdue University (USA)

EAA Young Acousticians Network and junge DEGA – by C. Adams, Technische Universität Darmstadt (Germany)

Future Young Professionals Programs – by R. Singh and O. T. Sen

Organizers:

R. Singh, VP, I-INCE Technical Activities and O. T. Sen, YP Coordinator

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.**

 - Organized by BAuA (Germany) and TSG 10
 - Link: <http://www.bruit.fr/buyquiet/index.htm>

Seventh I-INCE Symposium on “FLINOVIA II” (2017)

- **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 at Penn State
- **I-INCE Funding:** 4000 EUR
- **Summary**
 - 30 presentations by internationally known researchers were given, half from speakers outside the USA, on topics ranging from fluid dynamics of turbulent flow, to structural excitation and response, to radiated sound.
 - I-INCE represented by Paul Donavan
 - The I-INCE report/lecture (IN2017 paper) summarizes the current state-of-the-art in flow-induced noise and vibration, drawing examples from the presentations at the FLINOVIA. Computational and experimental methods are discussed, along with recent applications of methodologies to aerospace and marine vehicles and turbomachinery.
 - A video-taped/recorded version of the Inter-Noise 2017 paper will be disseminated by I-INCE after the congress.

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
- Deadline for 2018 Symposium Proposal was 2017 April 30 – but no application was received
- Deadline for 2019 Symposium Proposal is 2018 April 30.

New Programs and Funding Mechanisms

I-INCE Lecture Series

- Pilot in 2017: I-INCE Lecture by Paul Donovan (Wed's plenary lecture)
- 1000 EUR honorarium (out of residual I-INCE Seminar funds in 2017)
- Continue to fund the lecture series in 2018 and beyond
- Money requested for 2018: 2500 EUR (1000 EUR for speaker honorarium + 1500 EUR for video editing - for two lectures in 2017 including one by Hambric et al. and one I-INCE plenary lecture in 2018)

“Practice School” for Young Professional (INTER-NOISE 2018, Chicago)

- Proposed jointly by VPs of Development, Communication and Technical Activities
- Pilot offering on Sunday in Chicago, say from 10am to 3.30pm
- Focus on practical aspects of noise control engineering (such as product noise case histories)
- Invite about 50 young professionals
- Social networking at lunch between YPs and I-INCE Leaders
- Project Budget: 2500 EUR [Details to be worked out]

Re-allocate 5000 EUR from the 2018 I-INCE symposium money to fund both programs

Summary of Action/Discussion Items for the Board

1. Allocate funds for Young Professional grants

- Action Item: Allocate 13000 EUR for INTER-NOISE 2019, Madrid competition (20 awards, 600 EUR per person plus 1000 EUR for the YP Workshop)

2. Re-Allocate 5000 EUR (I-INCE Seminar money from the 2018 budget)

- Action item: Approve the “Practice School” pilot offering in 2018 and allocate 2500 EUR
- Action item: Approve the I-INCE lecture for Inter-Noise 2018 (speaker to be selected jointly by IN18 team and I-INCE) and allocate 2500 EUR for I-INCE lectures (including video editing expenses for youtube.com posting)

3. Begin to re-examine the role/scope of formal TSGs, informal technical committees or short term task forces

- Action Item: Appoint a sub-committee (action item for new VP and Board)

4. Young Professionals Programs in 2018 and beyond: New VP for the YP program (as discussed in 2016) or YP Coordinator (as in 2017)?

- Action item for the Board (Nomination Committee)

Appendix

I-INCE Technical Activities

Raj Singh

Board/GA Meetings, August 2017

I-INCE TSG Reports

- **8 TSG reports in 2 decades (since 1997)**
 - **Available on the I-INCE web site**
-
- ✓ Tony F. W. Embleton, **Technical Assessment of Upper Limits on Noise in the Workplace**,
[I-INCE publication no. 97-1, 1997.](#)
 - ✓ Gilles A Daigle, **Assessment of the Effectiveness of Noise Walls**,
[I-INCE publication no. 99-1, 1999.](#)
 - ✓ Ulf Sandberg, **Noise Emissions of Road Vehicles: Effects of Regulations**,
[I-INCE publication number 01-1, 2001.](#)
 - ✓ William W. Lang and Tjeert ten Wolde, **A Global Approach to Noise Control Policy**,
[Noise Control Eng. J. 54\(5\), 2006 Sept-Oct, I-INCE publication no. 06-1, 2006.](#)
 - ✓ Hideki Tachibana and William W. Lang, **Survey of Legislation, Regulations, and Guidelines for Control of Community Noise**,
[I-INCE publication no. 09-1, 2009.](#)
 - ✓ Lawrence S. Finegold, **Guidelines for Community Noise Impact Assessment and Mitigation**,
[I-INCE publication no. 11-1, 2011.](#)
 - ✓ Philip J. Dickinson, **Outdoor Recreational Noise, Volume 1: A Review of Noise in National Parks and Motor Sport Activities**,
[I-INCE publication no. 12-1, 2012.](#)
 - ✓ Andre Fiebig and Paul Schomer, **“Supplemental Metrics for Day/Night Average Sound Level and Day/Evening/Night Average Sound Level,”**
[I-INCE publication no. 2015-1, 2015.](#)

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 submitted via the I-INCE site (since 2012)

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

Winners (19) of the 2017 Young Professional Grant

First	Last	Country of Origin	Country of Work/Study
Da-Young	Kim	Republic of Korea	Republic of Korea
Miguel Angel	Moratilla-Vega	Spain	United Kingdom
Yiqiao	Hou	China	USA
Sipei	Zhao	China	Australia
Hyeong Rae	Lee	Republic of Korea	Republic of Korea
Bartlomiej	Kukulski	Poland	Poland
Wei	Huang	China	China
Nicolo	Zuccherini Martello	Italy	Italy
Omer Anil	Tozkoparan	Turkey	Germany
Jens	Mecking	Germany	Germany
Alexander	Klabes	Germany	Germany
Miyu	Hashimoto	Japan	Japan
Tang	Qisen	China	China
Merve	Esmebasi	Turkey	Turkey
Fanyu	Meng	China	Germany
Xuhao	Du	China	Australia
Zhengqing	Liu	China	Australia
Christoph	Struempfel	Germany	Germany
Andrew	Price	Canada	Canada
Yangfan	Liu	China	USA

Distribution of YP Grant Winners, 2010-17

<i>Country</i>	<i>Country of Origin</i>	<i>Country of Work/Study</i>
Albania	1	0
Argentina	2	2
Australia	1	5
Austria	2	3
Belgium	4	4
Brazil	2	2
Canada	1	2
Chile	1	0
China	28	7
Czech Republic	1	0
Denmark	0	2
France	4	4
Germany	14	15
Hong Kong	0	1
Hungary	2	2
India	7	3
Indonesia	2	2
Iran	2	0
Italy	5	6
Japan	5	7

<i>Country</i>	<i>Country of Origin</i>	<i>Country of Work/Study</i>
Korea	13	10
Malaysia	0	1
Netherlands	5	3
New Zealand	1	2
Pakistan	1	0
Poland	2	2
Russia	1	1
Serbia	4	4
Singapore	0	1
Spain	5	4
Sri Lanka	1	0
Sweden	1	4
Switzerland	1	2
Turkey	6	5
United Kingdom	4	14
USA	7	20
Vietnam	2	0
Zimbabwe	1	0

Young Professional Grant Winner Certificate - Example

i-ince

International Institute of Noise Control Engineering



inter.noise
27-30 AUGUST 2017
HONG KONG

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

Jane Doe

of China/USA

as a Young Professional and a winner of the Young Professionals Grant Competition that facilitated participation in the 46th International Congress on Noise Control Engineering held in Hong Kong, 27-30 August 2017.

Rajendra Singh
I-INCE Vice President, Technical Activities

Osman Taha Sen
I-INCE YP Coordinator

Marion Burgess
I-INCE President

I-INCE INTER-NOISE 2018 Young Professionals Grant Competition

- ✓ **20 Grants available (600 EUR per person)**
- ✓ **Link: <http://i-ince.org/youngprofessionals.php>**
- ✓ **Deadlines:**

- Announcement made Dec. 2017
- Deadline of Abstract and YP Application Submission 12 March 2017
- Notification of the YP Grants 15 April 2017
- Deadline of Full Paper Submission 7 May 2017

Instructions (Failure to follow these will disqualify application):

The official website of INTER-NOISE 2018 <www.internoise2018.org> will provide instructions for the submission and presentation of papers (abstract and full paper).

1. Submit your abstract to INTER-NOISE 2018 <www.internoise2018.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.

NOISE/NEWS INTERNATIONAL

Report at INTER-NOISE 2017 Board Meeting

Publication Status

- Frequent (Quarterly) Updated Website (BLOG) With Current Information
- Quarterly PDF Of NNI
 - Archive
 - NNI Website Past Issues
 - INCE-USA Digital Library (Some Issues Are Being Resolved)
- Continue To Improve The Blog Format
- Provide More Frequent Updates And New Content
- Work Closely With I-INCE For A Better Means To Obtain Regional News
 - Comprehensive News
 - Add Value To I-INCE Members
- Continue To Grow The Relevance And Value Of NNI To All Those Working In Noise Control Around The World
- Increase Advertising Support For NNI By Tapping Both The US And International Market

Editorial Calendar

- **March 2017**
 - Awards and Honors
 - Information NOISE-CON 2017
 - Information INTER-NOISE 2017
- **June 2017**
 - Building Simulation
 - International Noise Awareness Day
- **September 2017**
 - Transportation Noise
 - NOISE-CON 2017 Report
- **December 2017**
 - Product Noise
 - INTER-NOISE 2017 Report
 - INTER-NOISE 2018 First Announcement
- **March 2018**
 - Community Noise
 - INTER-NOISE 2018 Call for Papers AND Travel Planning
- **June 2018**
 - Workplace Noise
- **September 2018**
 - Future Aircraft Design for Noise Abatement
- **December 2018**
 - Product Noise
 - INTER-NOISE 2018 Report

Plans for the 2017-2018

- Forthcoming in the Immediate Future
 - New Social Media Connections
 - Interaction between Social Media Posts and Detailed Website Posts
 - Use Social Media To Increase NNI Visibility And Relevance To The Global Noise Control Community
 - New Suggestions:
 - Connect With Twitter For Regular Flash News
 - Posting Of Reference Links To Other Noise Control Websites – Early Stages In Defining A Structure
 - Posting Video Material Generated By I-INCE Lectures
 - Posting Discussion Material Pre And Post “Practice School” for Young Professionals

Noise/News International Budget

CY 2016 (ACTUAL)		CY 2017 (PROJECTED)		CY 2018 (PROJECTED)	
Revenues					
Advertising	\$3,607.42	Advertising	\$4,000.00	Advertising	\$4,000.00
Expenses					
Publisher	\$8,583.50	Publisher	\$8,000.00	Publisher	\$8,000.00
Website Update	\$9,510.00	Website Maintenance	\$1,500.00	Website Update	\$1,500.00
IBO Office Support	\$455.52	IBO Office Support	\$500.00	IBO Office Support	\$500.00
Rate Card	\$42.50	Rate Card	\$50.00	Rate Card	\$50.00
Travel	\$8,161.75	Travel	\$10,000.00	Travel	\$4,000.00
Honorarium	\$2,000	Honorarium	\$2,000	Honorarium	\$2,000.00
Expenses	\$28,753.27	Expenses	\$22,050.00	Expenses	\$16,050.00
NET	-\$25,145.85	NET	-\$18,050.00	NET	-\$12,050.00

Managing Editor

- As of July 01, 2017 A New Managing Editor:
 - Eoin Anthony King, B.A. B.A.I. P. Grad Dip. Ph.D.
 - University of Hartford – USA
 - College of Engineering Technology and Architecture
 - Email: eoking@hartford.edu
 - Phone: 860 999 1790
- A Main Task of the New Managing Editor is Social Media:
 - Twitter: @NNIEditor
 - Facebook: Noise News International

Questions?

Attachment 17: Report of the I-INCE Webmaster - Vice President Communications and Webmaster

Webmaster Report (Consent Agenda Item)

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

- (a) Maintenance of website to update posted material
- (b) Introduction of new features

Updates to Posted Material

Main update areas over the past year include:

- Technical Activities page
- Rules and Governance – Congress Guidelines
- General Assembly Minutes and Draft Agenda
- Board Draft Agenda and Report
- Board Past Minutes
- Board and CSC historical composition
- Links to Digital Library
- Added links to Tor Kihlman, Bill Lang and George Maling
- Updates to member societies contacts, etc.

New Features

At the last meeting of the FCTP suggested that a database is created with list of attendees updated after every congress. The framework has been developed, but need some input from the Board as to how this becomes available.

Attachment 18: Report on Vice President Duties - Development & Outreach and Communications & Webmaster

Description of Duties for VP Development and Outreach and VP Communications and Webmaster

At last Board Meeting Luigi Maffei and Joe Cuschieri, together with Raj Singh as VP Technical Activities identified the respective duties of the VP Development and Outreach and VP Communications and Webmaster. We have not received any additional comments and therefore Luigi Maffei, Joe Cuschieri and Raj Singh present the following as a description of duties.

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
- Content Generation
 - VP D&O
 - Other I-INCE Officers
- Interactive Outreach Toolkits – VP D&O
- Outreach
 - Schools
 - Non Acoustical/Noise Control Societies
 - Companies

Attachment 18: Report on Vice President Duties - Development & Outreach and Communications & Webmaster

Collaboration between VP Technical Activities, VP Development and Outreach and VP Communications and Webmaster

Various ideas are being discussed to be implemented using NNI as the distribution medium.

The ideas are presented as part of the NNI report.

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

August 2017

Report of the VP of Development and Outreaching

Luigi Maffei

In the period September 2016-July 2017, the main activities of the VP on Development and Outreaching were focused on the analysis and preparation of documents for the discussion inside the Board.

TOPICS

A_ Development of a new design for NNI with a preliminary analysis of the global situation in terms of products offered by International and large National Association on Acoustics (English language) to the stake-holders (members, community, firms, ..) and the investigation on possible social media to integrate on the platform web NNI.

This activity was performed in collaboration of Presidency, Past President and VP_ Communication and Webmaster.

The Table below reports the situation of I-INCE respect to other International and large National Association on Acoustics (English language) such as to IIAV, EAA, ICA, I-INCE, ASA, IoA. The comparison was done taking into account several products such as scientific journals, technical journals, newsletters, website, social .

Association	Conference	Scientific Journal	Technical Journal	News/Magazine	Newsletter	Website	SOCIAL
I-INCE	Internoise			NNI (shared with INCE)		*	
IIAV	ICSV	International Journal of Acoustics and Vibration			International Sound and Vibration Digest (ended)	*	
EAA	Forum, EuroNoise, EuroRegio	Acta Acustica AAA	Acoustics in Practice (Not regular)		NUNTIUS	**	
ICA	ICA		No		YES	*	
INCE	Noise-CON	Noise Control Engineering Journal	No	NNI (shared with I-INCE)		**	
ASA	Two National/year	JASA, POMA	Noise Control (ended)	Acoustics Today	ECHOES (ended)	**	
IoA	National		Acoustics Bulletin (not regular)		No	**	Yes

In red: best product of the category as considered by the author of this document .

Website * (mainly information on the association and their products); Website ** (more information on jobs, events, publications, .., partially interactive)

Social: Twit, Facebook, YouTube,

Strength

- All association show an intensive and successful activity connected to conferences and congresses
- Scientific Journal are at a good level

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

Weakness:

- c) Technical Journals seem not to obtain a positive outcome
- d) Few association offer a newsletter (monthly based)
- e) Websites are not so attractive and interactive
- f) Social media are rare
- g) Same news on acoustics events are repetitive as they can be found in more websites and newsletter at the same time (no added value)
- h) Except for “Acoustics Today” offered by ASA as Magazine, there are no publication that can attract a wider audience

In effect, better efforts in terms of interactive Website, Newsletter and Social are offered by some National Associations (eg. DEGA, AIA) but the English language pages are limited and they cannot be considered as a international reference.

In this panorama, there is enough space to build up a new outreaching product . Target of the project are experts that want a relaxing read on well known topic and/or new topic on Noise and Noise control and non experts that want to receive general but attractive information.

I-INCE, through NNI, can fill up this need.

Proposal to the Board:

- a) NNI should have contents more like a MAGAZINE on Noise Control rather than a Newsletter; “Acoustics today” on web of ASA (http://acousticstoday.org/current_issue/) but oriented to Noise is a excellent target for NNI
- b) this aim can be reached if more invited tutorial articles (on hot and/or on common topics on NOISE) with colored figures, animations and sounds and lay language are posted continuously and more tutorial video (through web TV) are hosted. Tutorial video can be registered during the Plenary lectures of Internoise. This double channel (reading or seeing) can cover expectations of all potential users.
- c) Connected to each tutorial article, and for 2-3 month a blog should be appointed (moderator will be the author of the article)
- d) the social media should be used in such a way that every registered person will receive a tag once a new article or video is published
- e) news section should be limited as much as possible in giving a title, few words and a link where the information is already hosted
- f) General secretaries of National Member Societies should be allowed to add by themselves (with a username and a password) specific and limited news (dynamic upload)
- g) the formal division between Europe, Pan America, Asia-Pacific should be avoided (or at least not empathized as it is now).

B_ INTERNOISE CONGRESSES DISTRIBUTION

The I-INCE General Assembly 2016 held in Hamburg has requested to the Board to report on the INTERNOISE Regional distribution and, in case of evident discrepancies, to suggest possible solution. Marion Burgess, President, and Luigi Maffei, Vice President for Development and Outreaching are in charge to prepare the draft of this report.

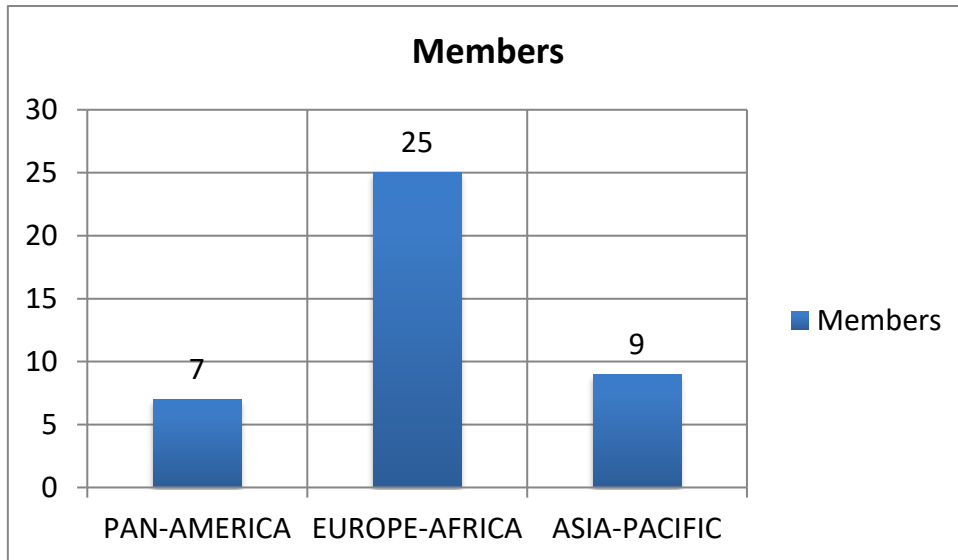
The Documents used for this draft report were:

- a) Data base of I-INCE membership
- b) Part 3 of the I-INCE Rules for Operation I-INCE CONGRESS SELECTION COMMITTEE

I-INCE MEMBERS AND GEOGRAPHICAL REGIONS

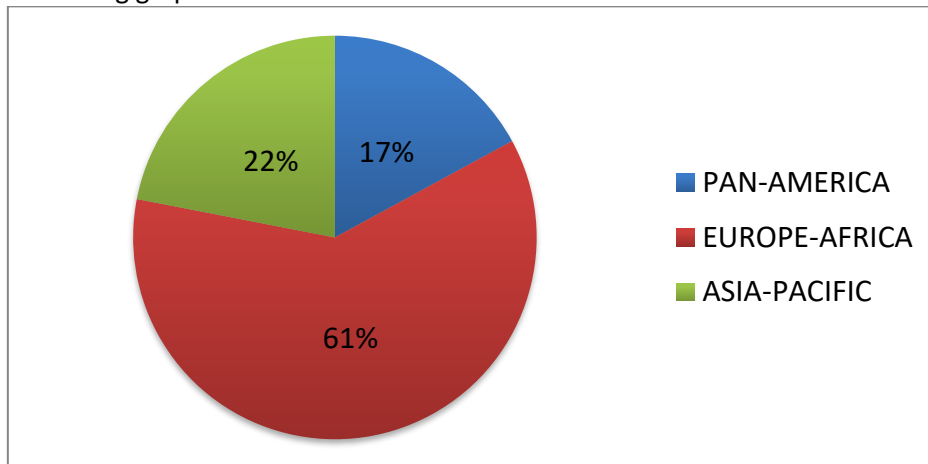
Up to today the number of I-INCE Members (not considering the observer members) are 41 with the following geographical distribution (graph 1).

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



Graph 1. Number of I-INCE Members (National Societies) in each geographical region

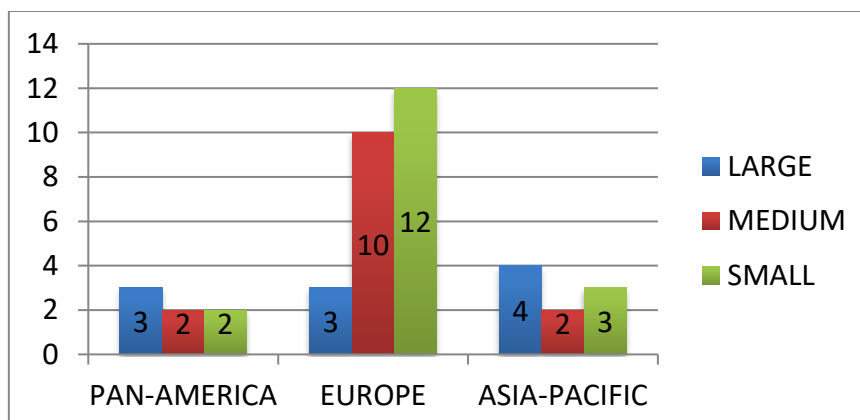
Considering only the number of I-INCE members the weight (in percentage) for each geographical region is reported in the following graph 2.



Graph 2.

However each National society, according their number of members, is assigned to one of the 3 categories (Large, Medium and Small). However assigning to these categories does not fully represent the numeric distribution of the individual members of the National Society members of I-INCE.

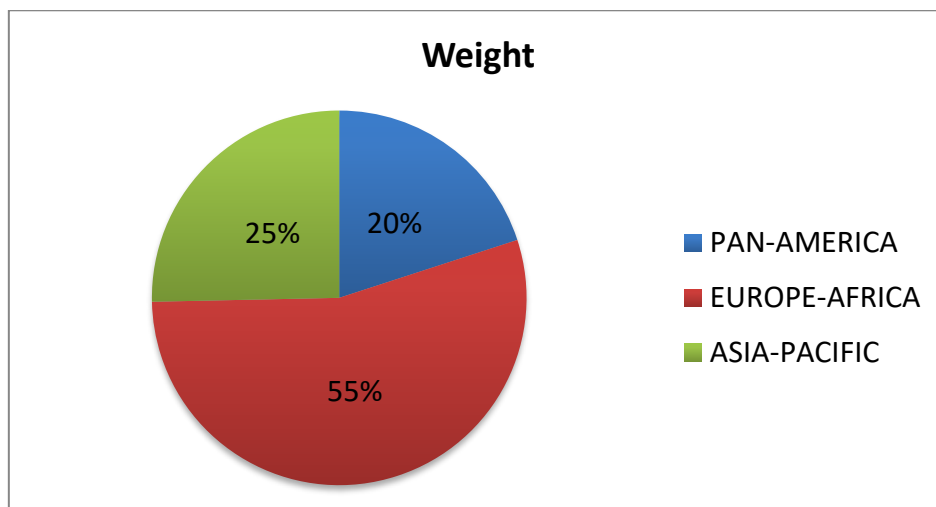
The graph 3 shows the number of large, medium and small member societies present in each geographical region.



Graph 3

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

Considering that to these categories correspond a different annual fee (900 Euro-600 Euro-300 Euro respectively) for membership, graph 4 reports the weight that each geographical region has on the annual membership budget of I-INCE.

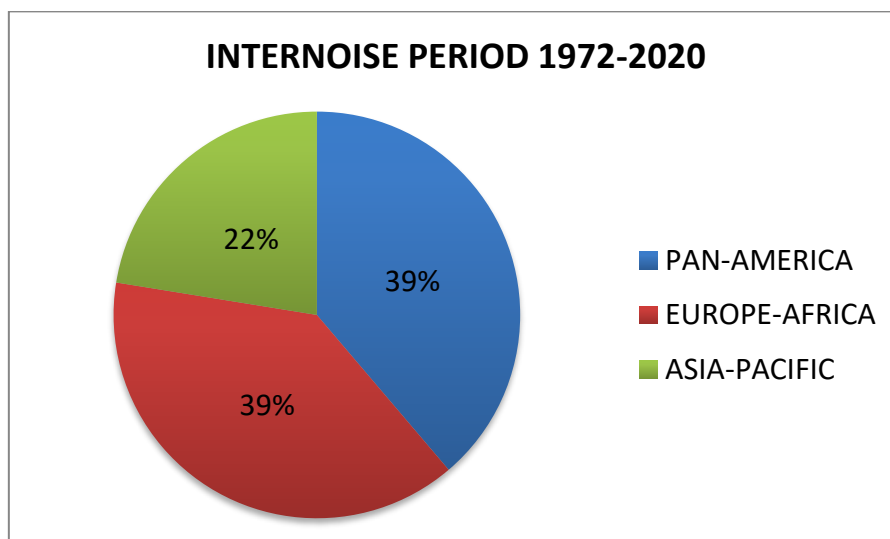


Graph 4

INTERNOISE CONFERENCES AND GEOGRAPHICAL REGIONS

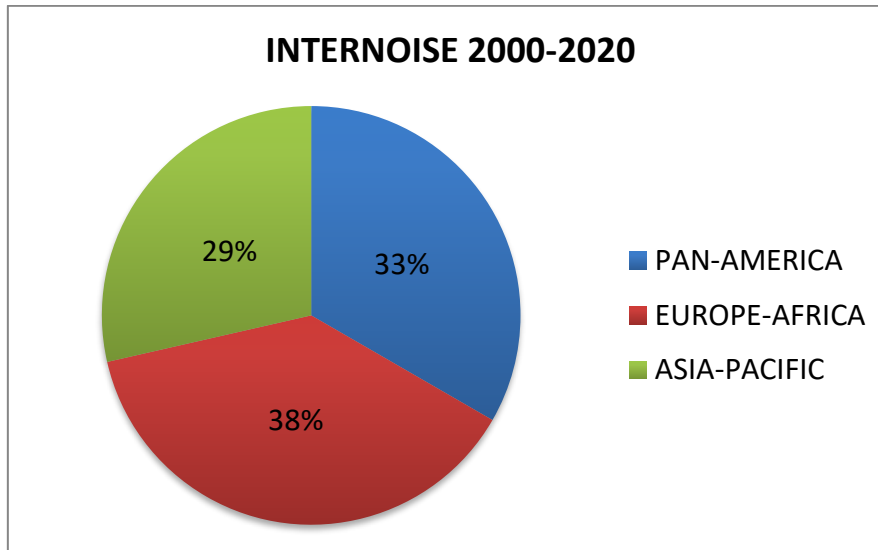
Considering the whole period 1972 – 2020 (45 past editions and 4 next editions) INTERNOISE has been hosted 19 times in the PAN-AMERICA Region, 19 times in the EUROPE-AFRICA Region and 11 times in the ASIA-PACIFIC Region.

Graph 5 reports in percentage the distribution of INTERNOISE Conferences among the three geographical regions in the period 1972-2020.



Graph 5

At the meeting of the I-INCE General Assembly held on 1999 December 05 in Fort Lauderdale, USA, a Congress Selection Committee (CSC) was established as a standing committee of the I-INCE General Assembly and rules were approved (Part 3 of the I-INCE Rules for Operation). The purpose of the committee is to provide guidance in the selection of venues for future INTER-NOISE Congresses. In the period 2000-2019 (after the establishment of the CSC), the distribution of the INTERNOISE Conferences among the three geographical regions has been modified very slightly (graph 6).



Graph 6

However, starting from 2006 and up to 2020, the I-INCE Board has always taken decisions whose final result was to hold the Congress once every 3 years in each of the three I-INCE regional geographical regions.

So the distribution over the last 15 years is exactly **33% in the PAN-AMERICA region, 33% in the EUROPE-AFRICA region, 33% in ASIA-PACIFIC region.**

COMMENTS AND SUGGESTIONS:

Having a 3 year series of INTERNOISE equally distributed among the geographical regions can be in contrast with the membership situation (Graph 2 and Graph 4) in which it is evident that there is a higher proportion of I-INCE membership in the European region. The higher number of potential host member societies and the consequence of greater competition in the preparation of a bid which involves a substantial effort and cost.

An additional problem with such a structured allocation is that hosting of the I-INCE can be offered to the same region that may be the host region for the Int Congress on Acoustics (ICA) which is only held every third year.

The current rule in relation to the distribution for hosting the I-INCE congress is specified in Article 8 (regional decision) of the Part 3 of the I-INCE Rules for Operation I-INCE CONGRESS SELECTION COMMITTEE, in which it is stated that **“The Congress shall be held at least once in each of the three I-INCE geographical regions over a four-year period”**,

Two possible solutions that comply with this rule are proposed:

- A) Over a period of 10 years the INTERNOISE Congress should be hosted 4 times in Europe-Africa Region, 3 times in PAN-America region and 3 times in ASIA-PACIFIC region.

- B) Over a period of 10 years there are two “wild card” options with no specific regional identification but with the potential for host countries limited in some manner by a decision of the board.

A further analysis was conducted on the distribution among national societies inside the same geographical regions.

EUROPE-AFRICA REGION

15 National Societies over 25 have hosted the 19 INTERNOISE Congresses held in the Europe-Africa Region. 4 National Societies hosted INTERNOISE two times (Germany, United Kingdom, France, Holland) but always more than 12 years from the first time in that country. The distribution between North, South, East and West Europe is fair.

No discrepancies are evident.

ASIA-PACIFIC

6 Nations over 7 have hosted the 10 INTERNOISE Congresses held in the Europe-Africa Region. No discrepancies are evident.

PAN-AMERICA

In the PAN-AMERICA region, 3 I-INCE members are based in USA (all are LARGE members), 2 I-INCE members in Brazil, 1 I-INCE member in Canada and 1 I-INCE member in Chile.

The 19 INTERNOISE Conferences have been held 16 times in USA (mostly in the first period 1972 -1995), 1 in Brazil and 2 in Canada. This is not a real discrepancy as it is evident that the number of large National Societies in this region is rather limited to North America.

Luigi Maffei

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

13 August, 2017

We need to approve Tunisian Acoustical Society to become member at the general Assembly.

Regards

SAMIR N. Y. Gerges

Vice-president membership

Report of the vice president Europe and Africa

August 2017

Noise News from Europe

[Environmental noise related transnational projects](#)

The Horizon 2020 program is the main funding mechanism for European research. During the past year, several new international research projects were started under this program:

FINE 1 (started 2016) intends to improve energy and noise issues related to rail traffic, thereby stimulating the trend for moving transport and mobility in Europe to rail.

TurboNoiseBB (started 2016) aims to deliver reliable prediction methodologies and noise reduction technologies in order to allow European Aerospace industries: • to design low-noise aircraft to meet society's needs for more environmentally friendly air transport • to win global leadership for European aeronautics with a competitive supply chain.

DYNAREIGHT (started 2016) stands for Innovative technical solutions for improved train DYNAMics and operation of longer FREIGHT Trains. These innovations include noise optimized wheelsets and absorbing structures to reduce running gear related noise.

The HILOGEAR (High load gear and bearings materials) project (started 2017) supports the aims to mature differentiating technologies and processes that could be introduced in the innovative drive system module for the UHPE (Ultra High Propulsion Efficiency Engine) demonstrator. The Ultra High Bypass Ratio technology achieved with the geared turbofan concept, that decouples fan and turbine speeds by means of an Integral Drive System (IDS), is an innovative architecture that can enable significant reduction in fuel burn, noise and emissions.

NAFTI (started 2017) stands for Noise Abatement Flight management system with Tactile Interface and will develop, manufacture, test and qualify, up to safe for flight status, a FMS supporting complex noise abatement trajectories while reducing crew workload in order to improve safety.

EARTH (started 2016) focuses on separation and procedures to improve runway and airport throughput considering wake-vortex, weather, environment and noise whilst taking account of different traffic demand, future aircraft capability and airport configurations.

SMS (started 2017) Smart Morphing & Sensing is a multidisciplinary project associating novel electroactive actuators and sensors to increase aerodynamic efficiency and attenuate vibrations and noise.

AERIALIST (started 2017) aims at the disclosure of the potential of metamaterials to envisage innovative devices for the mitigation of the civil aviation noise.

DESTINATE (started 2017) aims to develop tools and methodologies for railway noise simulation and cost-benefit analysis of mitigation actions of interior and exterior noise.

The ERC mechanism grants EU funds to individual researchers. Noise related projects include:

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

VirBAcoustics : Virtual building acoustics: a robust and efficient analysis and optimization framework for noise transmission reduction, started in 2017

Initial training networks (ITN) group PhD level education across Europe. Noise is a key component in:

SmartAnswer (started 2017) Smart mitigation of flow-induced acoustic radiation and transmission for reduced aircraft, surface transport, workplaces and wind energy noise.

PBNv2 (started 2017) Next generation Pass-By Noise approaches for new powertrain vehicles.

[EU noise policy, directives and document related to noise in Europe](#)

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. Member states set actual limits for noise exposure.

On April 24 2017, the European Commission organized a single day conference “Noise in Europe” in the Charlemagne Building in Brussels. Amongst the distinguished speakers were the European commissioner for the Environment, the European Commissioner for Transport, the director general of DG Environment, the head of WHO environment and health, and many others. Several stakeholders were given the chance to make their point (e.g. regions, representatives of car and aircraft industry, NGO’s fighting noise, scientists).

The day concluded with suggestions for enhancing the impact of Europe’s environmental noise directive by extending it to include limit values, broaden its focus to other sources, lower no-impact thresholds and clarify definitions. A strong focus on control at the source and urban planning was called for. From the technical and scientific side, still important shortcomings were identified. Analyzing big data but also targeted longitudinal studies should clarify health effects of noise, thorough life cycle analysis including noise should lead to better vehicle noise management, better methodologies for combining new vehicle technologies with traffic management procedures, the influence of road quality should be accounted for more accurately, just to name a few of the ideas that emerged.

With this event, that was broadcasted live online and simultaneously translated in several European languages, the commission made a strong statement concerning its intent to continue fighting noise and promoting a healthy living environment.

The world health organization (WHO-Europe) has been preparing an update of its environmental noise guidelines over the last couple of years. This extensive review of scientific evidence for impacts of environmental noise is now ending. In September, the new guidelines documents will undergo a review process.

[Main conferences on Noise in Europe in 2017](#)

The European Acoustics Association, which gathers all national acoustical societies in Europe (and beyond), organized its Forum Acusticum together with the Acoustical Society of America in Boston, USA, June 2017. As such there was no main EAA event on European soil in 2017.

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

The 24rd international congress on sound and vibration (*ICSV*) took place in London, UK in July 2017. *ICSV* is the annual conference of The International Institute of Acoustics and Vibration (*IIAV*). This became the main event on noise control in Europe for 2017.

In June 2017, the international commission on biological effects of noise (*ICBEN*) held its triannual conference in Zurich, Switzerland. The team rapporteurs gave their overview on the new research conducted over the past 3 years in their area. The preview of WHO guidelines was one of the main topics at the conference.

Upcoming events in Europe

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

Internoise 2019 will be held in Madrid, Spain, June 16-19, 2019.

ICA 2019 will be held in Aachen, Germany, September 09-13, 2019.

EAA's Euroregio 2019 summer school and congress will be organized in conjunction with the ICA congress. It will partly be held in Leuven, Belgium and Aachen, Germany

Joining ICA and Euroregio limits the number of large international events on noise in Europe in 2019 to two.

I-INCE board and CSC

Ondrej Jiricek will represent Europe/Africa for the I-INCE Congress Selection Committee for a second 3-year term.

One candidate from the Europe/Africa region for director-at-large was presented to the board.

Dick Botteldooren

August 2017

I-INCE Pan-Americas Report – 2017

S.A. Hambric
7 August 2017

1. Current I-INCE Pan American Member Societies

Society
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

2. News and Events

News and events for each member society are listed below. The following member societies have been unresponsive to requests for news for the past several years: Acoustical Society of Chile, Asociacion de Acusticos Argentina, and SOBRAC.

[Asociacion de Acusticos Argentinos \(observer\)](#)

No news provided, but the ICA 2016 conference was 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

The Acoustical Society of America held two meetings in 2016:

- The spring 2016 meeting was held in Salt Lake City, UT, in May and drew over 1000 attendees.
- The fall 2016 meeting was held in Honolulu, Hawaii in November. The meeting was held jointly with the Acoustical Society of Japan and drew over 2200 attendees.

ASA awards

Several awards were presented at the spring and fall meetings including:

- the Gold Medal to Whitlow W.L. Au,
- the Helmholtz-Rayleigh Interdisciplinary Silver Medal to Armen Sarvazyan,
- the Trent-Crede Medal to Earl G. Williams,

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

- the R. Bruce Lindsay Award to Megan S. Ballard, and
- the Distinguished Service Citation to Susan B. Blaeser.
- The newly-established Leo and Gabriella Beranek Scholarship in Architectural Acoustics and Noise Control was awarded in 2016 to Andrew Hulva.

ASA leadership

Changes have occurred to several ASA leadership positions. Marcia J. Isakson of the University of Texas at Austin is the new President and Michael J. Buckingham is the new Vice President. At the 2015 ASA election, Michael R. Stinson of the National Research Council of Canada was elected President-Elect.

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) objectives are to establish a program within ASME that will encourage, focus and further the development and application of noise control and acoustics principles to all engineering branches.

ASME NCAD meetings

In November 2016 NCAD sponsored a technical track on Vibration, Acoustics and Wave Propagation at the annual American Society of Mechanical Engineers (ASME) International Mechanical Engineering Congress and Exposition (IMECE), which was held in Phoenix, Arizona, USA. At IMECE2016, NCAD sponsored a total of 18 technical sessions, with approximately 90 technical talks on a variety of topics in noise control and acoustics. At the conference, NCAD organized the NCAD tutorial workshop as one of the track plenary sessions. Dr. Miao Yu from the University of Maryland was the workshop speaker and gave a talk on "Acoustic Sensing Technology". Another plenary talk was given by Dr. Bahram Djafari-Rouhani of the University of Lille entitled "Presentation: Phonon Tunneling Through Vacuum Cavity in Finite Piezoelectric Superlattice."

For IMECE2017 NCAD is proud to a sponsor a technical track on Acoustics, Vibration and Phononics. There are expected to be approximately 90 technical talks on a variety of topics in noise control and acoustics. Dr. Chris Fuller from Virginia Tech University will give the Rayleigh Lecture and Dr. Massimo Ruzzene from the Georgia Institute of Technology will give both the NCAD tutorial workshop and the Phononics Plenary talk. IMECE2017 will be held from November 3rd to the 9th in Tampa, Florida, USA.

ASME NCAD awards

The 2016 Per Bruel Gold Medal was awarded to PATRICIA DAVIES, Ph.D., professor of mechanical engineering, and director, Ray W. Herrick Laboratories, Purdue University (West Lafayette, Ind.), for exceptional leadership and educational mentorship in the field of noise control and acoustics; and for outstanding contributions to noise control engineering in the areas of signal processing, nonlinear dynamic modeling, product sound quality, and human response to noise and vibration.

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

During IMECE2016, NCAD recognized and awarded three student papers through the NCAD student paper contest. The student papers were judged based on the quality of both the written paper and the oral presentation at the conference. Mr. Plinio Ferreira from Memorial University in St. Johns, Canada, Mr. Dante Tufano from Rensselaer Institute in Troy, New York, USA and Mr. Junjian Zhang from the University of Kansas in Lawrence, KS, USA won the 1st, 2nd, and 3rd places respectively.

ASME NCAD leadership

The current chair of the Group Leadership Team is Shung (Sue) Sung (GM retired) and the vice-chair is Charlie Zheng of Kansas University. Ab Kirwan (General Dynamics Electric Boat) is Treasurer, and Weidong Zhu is Secretary.

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.

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 70 companies are members:

- 38 Manufacturers of acoustic products - 54%
- 21 Acoustic project and consulting firms – 30%
- 07 Installation and distribution companies - 10%
- 04 Laboratories - 6%

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), and Acoustics in Buildings (coordinated by Juan Frias Pierrard). An ethics committee has been formed recently to prepare a compliance manual for ProAcustica members.

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

Other News

The International Day of Noise Awareness was observed on 26 April 2017 by 'The Manifest of the Silence' at the Bandeiras Monument, Ibirapuera São Paulo. Actions were in partnership with the Municipal Secretariat of Green and Environment of São Paulo (SVMA).

A documentary on 'Acoustics for Schools' presents the results of solidarity action with acoustics intervention in a Municipal School of São Paulo. The initiative is the result of a joint action promoted by the Association and presents the results in the quality of the school environment after installation of acoustic solutions.

Brazilian Acoustical Society (SOBRAC)

No news provided.

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

In September 2016 The Association held its annual conference and technical exhibition at the Sutton Place Hotel in Vancouver, British Columbia. The organizing committee was led by chair Kathy Pichora-Fuller. The event attracted around 170 delegates and achieved good sponsorship support and exhibitors' participation, realizing a profit for the Association. The AGM of the Association members was also held during the conference, as was the Autumn meeting of the BoD. The 2017 annual conference will take place in October in Guelph, Ontario.

CAA leadership

A significant change in the Association's roster of appointed officers took place in the past year with the transition of the role to Editor in Chief of the journal Canadian Acoustics from Jérémie Voix to Umberto Berardi. During his tenure Jérémie oversaw a major transition of the journal from paper-only publishing to the digital domain with the creation of a 40-year archive accessible on-line and ongoing digital open access to all issues of the publication older than 12 months.

The current president of the CAA is Frank Russo (Ryerson University), the past president is Christian Giguere (Universite d'Ottawa), and the executive secretary is Robert Racca (JASCO Applied Sciences).

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.

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

INCE/USA meetings

The NoiseCon conference was held in Grand Rapids, Michigan, which was a joint meeting with the Noise Vibration and Harshness (NVH) community of the Society of Automotive Engineering (SAE). There was some trepidation in planning the joint meeting but at the end it turned out to be a very successful joint meeting and both INCE-USA and SAE are looking forward to have another joint meeting in the not too distant future. Thanks to Jim Thompson and his team that really did a fantastic job.

INCE/USA leadership

2017 was another year of change for INCE-USA. President for the second year running is Richard A. Kolano, (Rick) of Kolano and Saha Engineers, Inc. As president-elect Steve Marshall has been approved by the Annual General meeting, which was held in January 2017 in Detroit, USA. Other leadership changes include Jim Thompson as VP of Board Affairs and Sanghoon (Sam) Suh taking over as VP of Publications.

INCE/USA awards

Thanks to the INCE foundation, led by Eric Wood, several awards are given to outstanding noise control engineers. This year, James Barnes received the Laymon Miller Award for Excellence in Acoustical Consulting. Several Beranek Student Medal awards were also given at the NoiseCon conference. 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 being the Editor of NCEJ, this year Courtney decided to let someone else do this job. INCE-USA wish to thank Courtney Burroughs for the awesome job he did for many years as NCEJ Editor. Continue with publications, Jim Thompson has taken over as Editor of NCEJ from July 1 and Eoin King is now the Managing Editor of NNI. Eoin has some new interesting ideas for NNI and after last year NNI changed from a PDF publication to an online blog, Eoin wants to introduce a greater element of social media, so watch for changes in how you interact with NNI!

Another event this year is that an online Noise Control Engineering Course is being offered which if successfully completed will serve in lieu of the Professional exam for becoming Board Certified. This course has generated a lot of interest, and Courtney Burroughs will be the instructor for this course. Further information on the courses and the material covered and cost can be obtained from the INCE-USA website (<http://inceusa.org>). Look for more changes to the Board Certification in the coming years.

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

Report of I-INCE Vice President - Asia-Pacific_2017

Ichiro Yamada @August 20, 2017

1. Current contact addresses of Asia-Pacific Member Societies

Name	M/O	Contact addresses: Official/Additional
AUSTRALIA: Australian Acoustical Society	Member	Secretariat (generalsecretary@acoustics.asn.au) Marion Burgess (M.Burgess@adfa.edu.au) Truda King (trudaking@yahoo.com.au)
CHINA: Acoustical Society of China	Member	Secretariat (asc@mail.ioa.ac.cn) Jun Yang (jyang@mail.ioa.ac.cn)
Hong Kong : Hong Kong Institute of Acoustics	Member	chairman@hkioa.org Secretariat (admin@hkioa.org)
JAPAN: Institute of Noise Control Engineering of Japan	Member	Secretariat (office@ince-j.or.jp) Kiyoshi Nagakura (nagakura.kiyoshi.34@rtri.or.jp):2016/MAY-2018/MAY
JAPAN: Acoustical Society of Japan	Member	Secretariat (asj-general@asj.gr.jp) Toru Otsuru (otsuru@oita-u.ac.jp): 2017/MAY-2019/MAY
KOREA: Acoustical Society of Korea	Member	Secretariat (ask@ask.or.kr)
KOREA: Korean Society for Noise and Vibration Engineering	Member	KSNVE (ksnve@ksnve.or.kr)
NEW ZEALAND: New Zealand Acoustical Society	Member	Secretariat (jon@jstyles.co.nz)
SINGAPORE: Environmental Engineering Society of Singapore	Member	Secretariat (secretary@eess.org.sg) Jiang Yong Hu (hujiangyong@nus.edu.sg): Immediate Past President
INDIA: Acoustical Society of India	Observer	veerajendran@gmail.com
IRAN: Iranian Society of Acoustics and Vibration	Observer	info@isav.ir

2. Work as vice- president-Asia-Pacific

during the period from SEPTEMBER 2016 to AUGUST 2017

- 1) Provided news material collected with the aid of Asia-Pacific member societies and friends for the latest four issues of NNI up to 2017/September.
- 2) Communicated with Asia-Pacific member societies about payment of annual member fee in response to the request from the I-INCE/ Treasurer.
- 3) Communicated with Asia-Pacific member societies about formal proposal for INTERNOISE 2020.

Note:

- 1) Still hardly communicated with several members and observers.

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

3. Brief summary of meetings held in Asia-Pacific, reported for the NNI during the period from SEPTEMBER 2016 to AUGUST 2017

Australia and New Zealand

(1) March/2017 Issue

- 1) The second joint Acoustical Society of New Zealand and Australian Acoustical Society conference, "Acoustics 2016", was held in November 2016 in Brisbane, Queensland.
- 2) For 2017 the national Australian Acoustical Society Conference will be held 19th – 22nd November 2017 in Perth Western Australia.

(2) September/2017 Issue

- 1) The Association of Australasian Acoustical Consultants (AAAC) announces that it will now represent acoustical consultancies in New Zealand as well as Australia.
- 2) The annual Australian Acoustical Society conference in 2017, Acoustics 2017 Perth, is from 19 - 22 November 2017.

China and Hong Kong

(1) December/2016 Issue

- 1) The 2016 Biennial Acoustics Conference of the Acoustical Society of China (ASC) was held in Wuhan, China between 29 and 30 October 2016.
- 2) The 1st International Workshop on Structural Health Monitoring (SHM) for Railway System co-hosted by CRRC Qingdao Sifang Co., Ltd., CRRC Industrial Institute and Stanford University, was held in Qingdao, China between 12nd and 14th October 2016.

(2) June/2017 Issue

- 1) The 2017 China Conference on Acoustics Design and Noise and Vibration Control Engineering was held in Changsha, Hunan Province, China 16th – 18th May 2017.
- 2) The 2017 Chongqing Automotive Acoustic Summit was held on 27th – 28th April.
- 3) The 2017 Annual Conference of the Acoustical Society of China will be held in Harbin, China in September 2017.

INCE-J & ASJ/Japan

(1) December/2016 Issue

- 1) The 2017 spring research meeting of the ASJ was held through 15th - 17th March 2017 at Meiji University, Kawasaki, Japan.

(2) March/2017 Issue

- 1) The INCE/J 2017 spring research meeting was held on 21st April 2017 at Chiba Institute of Technology, Chiba, Japan.
- 2) The INCE/J held a workshop "Engagement of local government in noise control - airport and aircraft noise" on 20th February 2017 at CHUO University, Tokyo.

(3) June/2017 Issue

- 1) The assembly meeting of INCE/J was held on Tuesday 30th May 2017 at the Institute of Industrial Science, the University of Tokyo.
- 2) The assembly meeting of ASJ was held on 29th MAY 2017 in Tokyo. At the meeting, the new Board of Directors was approved for the next two year term. The new President is Akio ANDO (Toyama University) and two vice presidents are Yoichi HANEDA (University of Electro-Communications) and Kazuya TAKEDA (Nagoya University).
- 3) The ASJ 2017 autumn meeting will be held on 25th - 27th September 2017 at Ehime University, Matsuyama Japan. It is planned to hold an ASJ-ASK joint session under the co-sponsorship of ASJ and ASK (the Acoustical Society of Korea) as a one-room/one-day session.

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

- 4) The INCE/J 2017 autumn meeting will be held on 16th and 17th November 2017 at Tokyo Denki University in Tokyo.
- (4) September/2017 Issue**
- 1) The ASJ will hold the 2018 spring research meeting on 13th – 15th March 2018 at Nippon Institute of Technology in Miyashiro campus, Saitama Prefecture, Japan.

ASK/KOREA

No information from the member body.

KSNVE/KOREA

(1) March/2017 Issue

- 1) The spring conference 2016 of the KSNVE was held on 20th – 23rd April 2016 at The-K Hotel Gyeong Ju, Korea.
- 2) The autumn conference 2016 of the KSNVE was held on 19th – 22nd October 2016 at Welli Hilli Park, Korea.
- 3) New officers and the executive council of 2017: The 15th president Semyung Wang (GIST) along with senior vice-president Heung Sik Kim (Honam University) and 30 members of the executive council were inaugurated for the January 2017-December 2017 term.

(2) June/2017 Issue

- 1) The Joint Conference of the Korean Society of Noise and Vibration Engineering, the Acoustical Society of Korea and the Korean Society of Mechanical Engineers was held 26th – 28th April 2017 at Kim Dae-Jung Convention Center in Gwangju.

SINGAPORE

- 1) No information from the member body, but according to the WEB Pages (<http://aavi.its.ac.id/>), REGIONAL CONFERENCE ON ACOUSTICS AND VIBRATION “RECAV2017” will be held on 26th – 29th NOVEMBER 2017 in BALI, INDONESIA.

INDIA and IRAN

No information from the member body.