

**Part 4 of the I-INCE Rules for Operation**  
**FUTURE CONGRESS TECHNICAL PLANNERS**

**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 4. 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 edition of Part 4 of 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, and on 2017 August 27.