

Part 6 of the I-INCE Rules for Operation

I-INCE SYMPOSIUM SERIES

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

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.

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. While topics related to the psychological or physiological effects of noise are of interest to acousticians, it is expected that symposia on these topics will be sponsored by other organizations.

Article 4: SYMPOSIUM ORGANIZERS

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

Article 5: LIAISON WITH I-INCE

The I-INCE Vice President for Development 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. If the Vice President for Development is interested in the topic of the symposium, he/she may assume this role.

Article 6: FINANCES

The financial arrangements between I-INCE and the symposium organizing committee shall be the subject of a letter agreement. The letter agreement shall clearly define the responsibilities of the Board, the Vice President for Development, and the person appointed by the VP with respect to the preparation and fulfillment of the program for the symposium. The Board may budget €5000 annually to assist one or two symposium organizing committees to defray expenses. The organizing committee for the I-INCE symposium shall have financial responsibility for the event.

Article 7: EXPECTED ATTENDANCE

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 may be between 50 and 200 persons.

Article 8: SYMPOSIUM DEVELOPMENT

To initiate the symposium series at least one I-INCE symposium shall be held annually. As the series develops it is anticipated that more than one I-INCE symposium will be held each year. The I-INCE Vice President for Development shall be responsible for bringing all proposals to the Board for consideration and approval and shall present a plan for the annual I-INCE symposium(s) in a report to the Board. To assist the Vice President for Development, he or she may request the President to appoint an ad hoc committee to develop the plan.

Article 9: IDENTIFICATION OF SYMPOSIUM

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

NOTE: Part 6 of the I-INCE Rules was approved by the General Assembly at its meeting in Lisbon, Portugal, on 2010 June 13.