



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

OPERATING PROCEDURE:

OP14 Rev 3

**SUBJECT: SELECTION, PREPARATION AND ORGANISATION OF
WORLD CONFERENCE**

| Issue/Draft | Date | Details | Status/Approval |
|--------------------|--------------|--|--|
| Rev. 3 | 14 June 2018 | Version agreed to correspond to v4 of the Constitution following Organisation Review 2015-2017 | Approved by postal ballot 31 October 2017 and implemented 14 June 2018 |

1. Scope

This Operating Procedure sets out procedures and guidelines for the selection, preparation and organisation of the World Conference WCNDT to complement the guidance in the ICNDT Constitution.

2. Selection of host

1. The selection of the host for the (x+1)th conference takes place at the (x-1)th WCNDT conference, i.e. eight years before the event.
2. At least nine months before the (x-1)th conference, the ICNDT Executive announces a call for proposals, with a deadline of 3 months for responses. Bidders will be reminded that that they will be asked to present their proposals at the 1st General Assembly at the (x-1)th conference and that bids can come from the floor at that meeting.
3. Proposals will be presented at the 1st General Assembly at the (x-1)th conference. Bidders are invited to present their proposals for complimentary attendance for ICNDT members and Officers, booths for NDT Societies and Regions, anticipated donations etc.
4. Voting will take place at the 2nd General Assembly. In the event of more than two bidders there will be a series of votes with the bidder with lowest votes eliminated until one bidder has more than half of the eligible votes cast.

Secretariat: The British Institute of NDT, Midsummer House, Riverside Way, Bedford Road,
Northampton NN1 5NX UK

Tel: +44 1604 438300 Fax: +44 1604 438301 Email: gensec@icndt.org
The ICNDT is registered as a legalised Association with its seat in Vienna, Austria.
ICNDT Registered Office: 1230 VIENNA, Deutschstraße 10
Chair: S K Babu Email: chairman@icndt.org

3. Advisory Committee

A World Conference Advisory Committee shall be formed by the selected Conference host Member Society and shall consist of the World Conference President, the Conference Secretary, the Immediate Past World Conference President, the ICNDT General Secretary, the ICNDT Chair and preferably one or two other members who may be from the host country or from member societies from other countries.

It is suggested that, in addition to the Immediate Past World Conference President, another member of a former World Conference Organising Committee be a member of the Committee in order to benefit from past experience and to help maintain continuity between Conferences.

The functions of the Committee shall be:

- to provide advice on the organisation of the forthcoming Conference;
- to arrange the ICNDT meetings during the conference;
- to report on Conference progress and activities to ICNDT Chairman, General Secretary, Executive Committee as well as the ICNDT Advisory Committee.

4. Conference Proceedings

The conference host is required by ICNDT to arrange the publication of the conference proceedings in accordance with ICNDT Operating procedure OP 29.

5. Preparations

1. Summary Timetable

- 1.1. Promotion for (x+1)th WCNDT starts at the xth WCNDT (an earlier start is not appropriate because all activities must focus on the success of the current xth WCNDT).
- 1.2. Recommended timetable Conference Organisation (see Annex 1)
- 1.3. Recommended timetable Exhibition Organisation (see Annex 2)
- 1.4. Recommended calculation (see Annex 3 - calculation is based on experience and may vary depending on the country, organisation and location).
2. The WCNDT organiser should follow the recommended timetable for the conference organisation (see Annex 1) or otherwise agree modifications with the ICNDT Executive committee.
3. The WCNDT organiser should follow the recommended timetable for the organisation of the Exhibition associated with the World conference (see Annex 2) or otherwise agree modifications with the ICNDT Executive committee.

4. The WCNDT organiser is recommended to use the calculator/ spreadsheet (see Annex 3) as a basis for budgeting in order to allow comparison/cross-checking with previous conferences.
5. Notwithstanding the above, full financial responsibility for the World Conference remains with the Organiser.

ANNEX 1

Timetable for Preparation and Organisation of WCNDT Conference

(Based on a start of the conference October 1st)

| | |
|---|--|
| year of the Xth WCNDT | |
| | Presentation of the conference venue, city and logo at the X th WCNDT |
| | Printing of the first brochure of the WCNDT |
| | Distribute first information's through the national societies |
| year + 1 of the Xth WCNDT | |
| (if not already done) | Check of the rooms and halls for lectures, exhibition, poster show, reception, etc. at the conference venue, including rooms for ICNDT meetings which will normally include full GAs the day before the opening ceremony and on the penultimate day of the conference. |
| | Definition of the terms for sponsorship |
| | 1 st printing and distribution of the Call for Sponsorship |
| year + 2 of the Xth WCNDT | |
| | 2 nd Printing and distribution of the Call for Sponsorship |
| | Check-up of the contingents of the hotels |
| Middle year | Printing and distribution of posters, First Announcement, Call for participation in the exhibition |
| | Setting up the website for the (X+1) th WCNDT |
| End of the year | 1 st meeting of the programme committee, definition of the general conditions for oral and poster presentations, nomination of the Scientific Committee |
| End of the year | Preparing of the 2 nd Announcement and Call for Papers |
| End of the year | Request of participation to the nominated members of the Scientific Committee |
| year + 3 of the Xth WCNDT | |
| first quarter | Request national societies (per email) for ordering the 2 nd Announcement (number). Request national societies (per email) about their additional possibilities to promote the (X+1) th WCNDT |
| end of the first quarter | Printing of the 2 nd Announcement and Call for Papers including participants registration form and forms for hotel reservation |
| end of the second quarter | Distribute 2 nd Announcement |
| | Publication of the 2 nd Announcement on the Internet Publication of first Press release |
| October 1 st | Deadline for paper submission and sending the abstract |
| following | Preparing the 2 nd meeting of the Programme/Scientific Committee |

| | |
|--|---|
| end of October | 2 nd meeting of the Programme/Scientific Committee, viewing all paper submissions, decision about their acceptability |
| end of the year | Information sent to authors about the acceptance of their papers |
| year + 4 of the Xth WCNDT / year of the (X+1)th WCNDT | |
| February 28 th | Deadline for registration of the authors and payment, including deadline for early bird registrations! |
| March 1 st | 3 rd meeting of the Programme Committee |
| March | Request national societies (per email) for ordering the programmes (number) |
| March/April | Preparing and printing of the final programme incl. participation registration form and forms for hotel reservation; Publication on the Internet Publication of second Press release |
| April/May | Distribute the final programme |
| May 15 th | Deadline for Papers |
| July | Preparing and printing of the booklet with the abstracts and/or a CD-ROM for the Abstracts |
| July 15 th | Deadline for registration of participants |
| August | Preparing the CD-ROM with the proceedings |
| August/September | Check-up and clarifying last questions regarding catering, technique, Conference Dinner, reception, special sessions, excursion programme, registration on-site, etc. |
| August/September | Preparation of the conference (documents for participation, conference bags, badges, information's about excursions, brochures with a lot of useful information about Venue and City, etc.) |
| Beginning of September | Sending the confirmation of participation to the registered participants per email (including information about opening of the conference secretariat, address of the conference venue etc.) |
| | final preparations |
| October 1 st | Opening |

ANNEX 2

Timetable for Preparation and Organisation of WCNDT Exhibition

(Assuming start of the exhibition October 1st)

| | |
|--|--|
| year of the Xth WCNDT | |
| | Presentation of the conference venue, city and logo at the X th WCNDT |
| year + 1 of the Xth WCNDT | |
| first half of the year | Preparing and printing of the first brochure for exhibitors |
| second half of the year | send brochure to members of the national society and to other companies |
| year + 2 of the Xth WCNDT | |
| January | Preparation of exhibitor manual (incl. general conditions etc.) |
| Summer | Printing of exhibitor manual |
| 2nd half of the year | send manual and contract to exhibitors, ask for company profiles for exhibitor catalogue |
| Summer | Ask all exhibitors if they want to add an advertisement in the exhibitor catalogue |
| year + 3 of the Xth WCNDT | |
| December | Deadline for advertisements in the exhibitor catalogue |
| year + 4 of the Xth WCNDT / year of the (X+1)th WCNDT | |
| February - August | Preparing exhibitor catalogue |
| April | Contact all exhibitors to confirm/update their profile |
| August | Printing Exhibitor catalogue |
| October 1 st | Opening of the exhibition |

ANNEX 3

Calculation

(may vary depending on country, organisation and location)

| Expenditures (100%) | | Typical Percentage |
|--|---|---------------------------------|
| Fees/Rents | - conference venue - technical support | 20% - 30% |
| Exhibition | - construction | 10% |
| Labour Costs | - personnel - honorarium | 20% - 25% |
| Advertisement | - prints, brochures - promotion | 15% - 20% |
| Catering | | 10% |
| Social events | - welcome reception - conference dinner - etc. | 10% - 15% |
| Sum Expenditure | | 100% |
| additional calculated surplus | | 5% - 10% of expenditures |
| Must be covered by the earnings | | |
| Earnings (100%) | | Percentage |
| registration fees | - depending on estimated number of participants (It is the decision of the organisers whether to allow free registration for representatives attending the ICNDT General Assembly. Normally it is recommended to limit this to one per ICNDT member plus members of the IEC.) | 30% - 50% |
| Exhibitors fees | - depending on number of exhibitors | 30% - 50% |
| Advertisements | - e.g. in brochures and proceedings, catalogue | 10% - 15% |
| Sponsorship | | 15% - 25% |