



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

OPERATING PROCEDURE OP14A **DRAFT**

SUBJECT: Preparation of Proceedings for WCNDT

Scope

This Operating procedure sets out procedures and guidelines for the preparation of the paper Proceedings for World Conferences.

Contents

At the time of writing, the Proceedings are normally contained on a storage device*, such as a USB or a CD-ROM. The Proceedings should consist of, at least:

- Full conference programme
- Abstracts of papers presented
- Full papers
- List of posters
- List of exhibitors
- Other relevant information

The Proceedings should be fully searchable and indexed. The Proceedings should be allocated an ISBN number and an ISSN number, which can both be provided by the Secretariat.

*In the future, the proceedings may be delivered purely on-line. In all other respects, the same procedure may be followed.

Copyright and Open Access

Copyright shall be held by ICNDT and this should be clearly stated.

ICNDT has decided to adopt a policy that facilitates maximum access to its Conference proceedings and encourages people to submit papers. It is desirable to disseminate the papers as widely as possible, whilst at the same time protecting the author(s) against copyright infringement and plagiarism.

An Open Access policy is thus adopted, comprising a Creative Commons licence CC-BY-NC, whereby the Licensee (anyone who uses the work) is free to share — copy and redistribute the material in any medium or format — under certain terms: they must give appropriate credit to the author(s) and the conference (or other); and they must not use the material for commercial purposes.

The CC Licence does not replace copyright. ICNDT's copyright agreement allows the original author to revise, adapt, prepare derivative works, present orally or otherwise make use of the contents of the article/paper/presentation without obtaining permission.

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, Jochen-Rindt-Straße 33

Chair: S K Babu Email: chairman@icndt.org

Procedure

1. Timetable

In accordance with the Operating Procedure OP14: Preparation and Organisation of WCNDT, the conference website will be set up at least two and a half years prior to a WCNDT event that opens on 1 October, and the first Call for Papers will be distributed approximately two years before the conference opening.

OP14 also states that the preparation and printing of the abstracts booklet and/or a CD-ROM** for the abstracts should be commenced in July for a conference beginning on 1 October and final preparations for the CD-ROM should take place in August.

** OP14 uses the term 'CD-ROM' - this may be interpreted as similar 'storage device'.

2. It is the responsibility of the WCNDT organiser to make the necessary arrangements and put in place the required mechanisms for the paper submission and peer-review process and for producing the Proceedings.
Options include:
 - Use a third-party to handle the entire project;
 - Handle the project in-house;
 - A combination of these two.
3. The Secretariat will register the Proceedings with the appropriate indexing organisations (Web of Science, SCOPUS, etc)
4. An Abstracts Booklet may accompany the storage device containing the Proceedings.
5. Full financial responsibility for the World Conference Proceedings remains with the WCNDT organiser (host society).