



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

OPERATING PROCEDURE OP14

SUBJECT: Preparation and Organisation of WCNDT

Scope

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

Procedure

1. Summary Timetable

- 1.1 Advertisement for $(x+1)^{\text{th}}$ WCNDT starts at the x^{th} WCNDT (an earlier start is not appropriate because all activities must focus on the success of the current x^{th} WCNDT).
- 1.2 Recommended timetable Conference Organisation (see Annex1)
- 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 Annex1) 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 Annex2) or otherwise agree modifications with the ICNDT Executive committee.
4. The WCNDT organiser is recommended to use the calculator / spreadsheet (see Annex3) 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

(Fictive 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

(it 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%