

OPERATING PROCEDURE: OP 4

Asia Pacific Conference on NDT - APCNDT

(Procedure for Organising the Conference)

Scope

The Asia Pacific Conference on Non-Destructive Testing, APCNDT is considered the major Regional event for the Asia Pacific Federation for Non-Destructive Testing, APFNDT and its member societies. The conference includes a technical and scientific program and workshops, which presents the latest developments in the field of research and development as well as the applications of NDT and/or Condition Monitoring (CM) in all major industrial areas. The exhibition organised in conjunction with the conference emphasises the close link between research and development and the equipment and instruments used in the industry. The conference and the exhibition combine the best promotion of NDT/CM and at the same time offer unique opportunities to establish contacts and exchange experience and ideas between participants and visitors.

The present procedure establishes the rules for the organisation of the conference by APFNDT.

Time and intervals for the conference

Normally the conference is organised every 4 years (2021, 2025, 2029...) and placed in such a way that there are 3 years between APCNDT and the next World Conference on NDT (WCNDT), which is organised by the International Committee on NDT, ICNDT.

The APCNDT is also not to coincide with any of the other Regional ICNDT Groupings: EFNDT, PANNDT, AFNDT's four yearly conference planning.

It is the responsibility of the AEC and ABM to establish an agreement with ICNDT and other groups, on the schedule for the conferences 2-3 conferences in advance. This schedule must also consider the location of the conferences to avoid them being organised close together in the same part of the Asia Pacific region.

Co-ordination of conferences and exhibition

It is the responsibility of the Board in collaboration with the national member societies to encourage other major international and national conferences and exhibitions to avoid being placed too close, in location or time, to the APCNDT. The AEC and Board must in due time consider such possibilities. Particular attention must be paid to conferences and exhibitions related to industrial applications.

It is the responsibility of the Board to encourage that other meetings organised by APFNDT, standardisation committees, meetings with or among other parties, and meetings related to industrial areas are organised in conjunction with APCNDT.

Selection of Organiser of APCNDT

Organiser and location of the APCNDT

The organizer must be one of the full members of APFNDT.

The Society in question may choose to organise the conference in collaboration with other member societies (full members or associate members) in the region.

Normally the organiser and location of APCNDT shall be selected in a way which assures that the conference is organised in a manner which benefits the region and in order to assure continuity and further development of the conference, taking into account the following criteria:

- a) Accessibility of the location
- b) Affordability of accommodation in the area of the location
- c) Perceived likelihood that the event will be a success in the location

Moreover, a society must normally wait at least 10 years before it can apply to host another conference, unless exceptional circumstances arise.

The selection of the location of the conference should assure an even geographical spread in the Asia Pacific regions.

Procedure for election of the organiser

The GA normally elects the organiser of the following APCNDT at the preceding APCNDT (i.e. 8 years in advance). For example, the decision on the organiser for APCNDT 2017 was made in 2009, and the host for 2021 was decided at APCNDT 2013 and so on.

At completion of each APCNDT, the Conference Presidency is formally handed over to the organiser of the next APCNDT.

All members fulfilling the requirements may apply to become the organiser of the conference. Applications must be submitted to the Secretariat Representative at least 6 months prior to the GA meeting at which the decision will be made.

The application for the conference must as a minimum include:

- Approximate Date and Location of the conference (which may change within the agreed conference timetable)
- A brief description of the organisation behind the conference and possible collaborations
- Any other relevant information about the conference.
- Relevant information on funding of the project.

It must also include information concerning:

- the possible exhibition: area and location with regard to the conference rooms
- Infrastructure, accommodation and transport networks.

The AEC and Board shall review the candidate's applications and distribute all of them to all full members at least 3 months prior to the GA meeting at which the decision will be made. The review of the candidate's applications by the Board shall assure that adequate documentation is provided and that the requirements according to this procedure are met. In case of disputes the President shall assure that the Board members are properly informed if necessary during any meeting with the candidates.

The election shall be conducted by simple majority among the full members present at the GA.

The voting procedure will be as follows:

If one of the candidates achieves a majority of more than 50% of the votes cast then they would be declared the outright winner.

If a more than 50% majority was not achieved by any candidate then the candidate with the lowest number of votes would be eliminated and another round of voting would take place and so on.

If a situation arises where two or more candidates have the equal lowest number of votes, then they will all be eliminated, (provided that there is still at least one candidate left after the elimination).

If a situation arises where all the remaining candidates have the same number of votes, then the vote will be re-run; if the outcome of the re-run vote is still the same, then the President and Vice President will agree on who is the winner.

If the President and Vice President cannot agree on an outright winner, then the President will have the casting vote and will declare this when the outcome is announced.

Note: Abstentions are excluded from the total number of votes cast.

Organisation of the conference

Responsibility of the Organiser

The member society elected for the organisation of APCNDT is fully responsible for all aspects of the conference and exhibition. As the President of APCNDT is becomes a member of the AEC and Board. It is his responsibility to keep APFNDT informed on the development of the conference, by attending the respective meetings.

The APCNDT organiser should follow the recommended timetable for the conference organisation (see Annex1) and exhibition (see Annex 2) or otherwise agree modifications with the APFNDT Board.

The APCNDT 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.

Notwithstanding the above, full financial responsibility for the ~~Asia Pacific Conference~~ APCNDT remains with the organiser.

Guidelines

The conference shall fulfill the following conditions:

- (i) The Conference shall be devoted to NDT and or CM Related Activities
- (ii) The Conference shall not directly represent any commercial influence
- (iii) The Conference shall have a larger scope than a Societies national one
- (iv) The Conference and proceedings are to be in English
- (v) At least one Technical Session chairmanship shall be reserved for the official delegate of APFNDT.
- (vi) The organizer shall arrange free registration of the “Full Member”, voting delegates, AEC and Board Members in attendance.
- (vii) The Conference shall not be in conflict with the ICNDT or any International Conferences already announced in the APFNDT calendar of events

Responsibility of APFNDT

APFNDT and all its members shall support the organiser as much as needed and possible. The organiser of the previous APCNDT shall arrange that all relevant information e.g. list of participants, exhibitors, sponsors and schedules are handed over to the organiser of the next conference. In case of severe problems which may constitute a danger to the conference the Conference President shall inform the AEC and Board, which shall make proposals for a possible solution. Such solutions may imply support to the organiser or in other cases the election of another organiser by the GA, which shall make a new election at an extraordinary meeting.

As time goes on, the APFNDT AEC and Board can amend the dates in this document without referring this document to the GA for approval.

Responsibility for Financial arrangements

The responsibility for financial arrangements rests entirely with the Host of APCNDT. The Host of APCNDT should comply fully with the requirements of APFNDT OP2.

Sponsorship/funding of APCNDT

Is as stated at OP10.

ANNEX 1

Timetable for Preparation and Organisation of APCNDT Conference
(Fictive start of the Conference being October 1st)

year of the Xth APCNDT	
	Presentation of the conference venue, city and logo at the Xth APCNDT
	Printing of the first brochure of the APCNDT
	Distribute first information's through the national societies
year + 1 of the Xth APCNDT	
(if not already done)	Check of the rooms and halls for lectures, exhibition, poster show, reception, etc. at the conference venue
	Definition of the terms for sponsorship
	1st printing and distribution of the Call for Sponsorship
year + 2 of the Xth APCNDT	
	2nd 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 APCNDT
End of the year	1st meeting of the program committee, definition of the general conditions for oral and poster presentations, nomination of the Scientific Committee
End of the year	Preparing of the 2nd 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 APCNDT	
first quarter	Request national societies (per email) for ordering the 2nd Announcement (number). Request national societies (per email) about their additional possibilities to promote the (X+1)th APCNDT
end of the first quarter	Printing of the 2nd Announcement and Call for Papers including participants registration form and forms for hotel reservation
end of the second quarter	Distribute 2nd Announcement
	Publication of the 2nd Announcement on the Internet Publication of first Press release
October 1st	Deadline for paper submission and sending the abstract
following	Preparing the 2nd meeting of the Program Committee

end of October	2nd meeting of the Program 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 APCNDT / year of the (X+1)th APCNDT	
February 28th	Deadline for registration of the authors and payment!
March 1st	3rd meeting of the Program Committee
March	Request national societies (per email) for ordering the programs (number)
March/April	Preparing and printing of the final program incl. participation registration form and forms for hotel reservation; Publication on the Internet Publication of second Press release
April/May	Distribute the final program
May 15th	Deadline for Papers
July	Preparing and printing of the booklet with the abstracts and/or a CD-ROM for the Abstracts
July 15th	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 1st	Dismantling, dismantling of the exhibition

ANNEX 2

Timetable for Preparation and Organisation of APCNDT Exhibition
(Fictive start of the exhibition October 1st)

year of the Xth APCNDT	
	Presentation of the conference venue, city and logo at the Xth APCNDT
year + 1 of the Xth APCNDT	
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 APCNDT	
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 APCNDT	
December	Deadline for advertisements in the exhibitor catalogue
year + 4 of the Xth APCNDT / year of the (X+1)th APCNDT	
February - August	Preparing exhibitor catalogue
April	Contact all exhibitors to confirm/update their profile
August	Printing Exhibitor catalogue
October 1st	Opening of the exhibition

ANNEX 3
Calculation

(it may vary depending on country, organisation and location)

Expenditures (100%)		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%
Total Expenditure		100%
additional calculated contingency		5% - 10% of expenditures
Must be covered by the earnings		
Earnings (100%)		Percentage
registration fees	- depending on number of participants	30% - 50%
Exhibitors fees	- depending on number of exhibitors	30% - 50%
Advertisements	- e.g. in brochures and proceedings, catalogue	10% - 15%
Sponsoring		15% - 25%

NOTE: It is obviously the intention that the income will cover the expenditure. If a surplus is made, the organiser shall make a 25% donation to APFNDDT.