

OPERATING PROCEDURE: OP 4

APCNDT- Roles and Responsibilities

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 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 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 (2013, 2017, 2021....) 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 Board 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 of Directors 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 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.

Sponsorship of APCNDT

It is stated at OP10.

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. Two APCNDT in advance will be planned, the next as decision, the next after as a proposal.

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

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 General Assembly 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 will be decided at APCNDT 2013 and so on.

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

All members fulfilling the requirements of clause 4 may apply to become the organiser of the conference. Applications must be submitted to the secretary at least 6 months prior to the General Assembly 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
- A brief description of the organisation behind the conference and possible collaborations
- Any other relevant information about the conference.

It must also include information concerning:

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

The Board shall distribute application forms to all full members at least 3 months prior to the General Assembly meeting at which the decision will be made. The review of the 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 are properly informed if necessary during a meeting with the applicants.

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

Organisation of the conference

Responsibility of the Organiser

The member society elected for the organisation of APCNDT Conferences is fully responsible for all aspects of the conference and exhibition. The President of APCNDT is a member of the Board and it is his responsibility to keep APFNDT informed on the development of the conference.

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 Annex3) 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 remains with the organiser.

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 President shall inform the 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 General Assembly, which shall make a new election at an ordinary meeting.

ANNEX 1
Timetable for Preparation and Organisation of APCNDT Conference

| | |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 programme 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 Programme Committee |
| end of October | 2nd meeting of the Programme 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 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 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% |
| Sum Expenditure | | 100% |
| additional calculated surplus | | 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% |