

SOCIETY MEETINGS POLICY

1.0 Purpose

Provide guidance for planning and scheduling of society meetings.

2.0 Scope

This policy is applicable to National meetings, (including those called Regional or Topical meetings), Joint meetings, Special meetings and others.

3.0 References

3.1 ASNT Policy TE-01, Technical and Education Council Rules of Conduct

3.2 ASNT Policy R-01, Research Council Rules of Conduct

4.0 Policy

4.1 **General:** The policy of the Society is to authorize three (3) types of meetings as described in subsequent paragraph 4.2.

4.1.1 For each meeting authorized by the Operations Committee the International Service Center (ISC) shall prepare a budget.

- a. These Operations Committee authorized meetings will be Sponsored by ASNT, with fiscal control by the ISC staff and administratively run by the ISC.
- b. The conference budget may include the Conference Chair (or designee) hotel room expense and full conference Registration Fee.

4.1.2 Registration for Conference Speakers, Session Chairs, Short Course Instructors, and Paid Instructors will be offered at a discounted registration fee,

4.2 Meeting types are:

4.2.1 National meetings: National meetings include the Research Symposium, the Annual Conference, as well as other conferences, seminars or symposia which may be titled Regional, Topical, or Joint Conferences. A meeting will be considered a national meeting if the scope of the intended audience is the entire ASNT membership (national and international members).

- a. The Operations Committee shall approve the conference dates and site selection for the Research Symposium, seminars or symposia which may be titled Regional, Topical, or Joint Conferences.

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- b. The Board of Directors shall approve the Annual Conference.
- c. See Appendix A for National Conference Guidelines for Conference Official and host ASNT Sections, which outlines the roles and responsibilities to organize and accomplish a successful conference.
- d. See Appendix C for Organizing National Conferences (Other Than Annual Conference or Research Symposium) procedures and schedules.
- e. Should any National meeting be a Joint meeting with another organization then the activity must be run in accordance with Appendix B, as applicable.
- f. Should any meeting involve a local Section as program coordinator, then the activity must be run in accordance with Appendix C and D, as applicable.
- g. Registration fees are charged according to paragraph 4.1.2.

4.2.2 Special meetings: These meetings include invitations for ASNT representation at various meetings/activities and may include international travel.

- a. Special meetings require the approval of the Operations Committee.
- b. Operations Committee will be provided all details of Special meetings, prior to approving attendance, on a case-by-case basis.
- c. These meetings may, in their advertisement or discussion, be listed as sponsored by, or authorized by, or endorsed by ASNT.
- d. Joint meetings with other organizations must be run in accordance with Appendices B or C, as applicable.

4.2.3 Other meetings: This category includes all of the local Section meetings, local Section activities and non-financial co-sponsored meetings.

- a. These meetings do NOT require Operations Committee approval.
- b. These meetings must be in compliance with the mission of ASNT.
- c. Local Section meetings must be conducted in accordance with Section Bylaws and Section Board of Director guidance.

APPENDIX A
NATIONAL CONFERENCE GUIDELINES FOR CONFERENCE
OFFICIAL AND HOST ASNT SECTIONS

A.1.0 Purpose

This appendix describes the roles and responsibilities associated with the National meetings conducted by ASNT.

A.2.0 Scope

This appendix is issued as a guide for volunteers participating in conference planning. It also outlines staff and volunteer roles. This appendix is not intended to be restrictive; new ideas and activities are encouraged.

A.3.0 Responsibility

A.3.1 ISC: ASNT Conference and Marketing Departments have primary planning responsibility for logistics, activities, events promotion and publicity.

A.3.2 Members/Volunteers: A Program Committee is responsible for development of the conference technical program.

A.3.2.1 Annual Conference: Professional Program Committee (PPC) is the organizer for the Annual Conference.

- a. **Professional Program Chair:** The Professional Program Chair or their designee shall use the established guidelines developed by the PPC to develop the conference technical program, including the call for papers, selecting session chairpersons and filling sessions for the conferences. The Chair works closely with ISC on calls for abstracts, program planning and promotion for each conference. The Chair provides target marketing guidance to promote the conference. The Chair establishes the technical program according to the timetable established by the ISC. The Chair must be available on-site throughout the conference for questions and assistance, as outlined in the PPC Standard Operating Procedure.

A.3.2.2 Research Symposium: The Research Council Program Committee is the organizer for the annual Research Symposium.

- a. **Program Chair:** The Program Chair shall use the established guidelines to develop the conference technical program, including the call for papers, selecting session chairpersons and filling sessions for the conferences. The Chair works closely with ISC on calls for abstracts, program planning and promotion for each Symposium. The Chair provides target marketing guidance to promote the Symposium. The Chair establishes the technical program according to the timetable established by the ISC. The

Chair must be available on-site throughout the conference for questions and assistance.

- A.3.2.3 Other National Meetings (may be titled Regional, Topical or Joint Conferences):
- a. A Program Committee is established to organize the conference.
 - b. First action of the Program Committee is to request ASNT support for the conference activity. This is accomplished by a formal request through the Professional Program Committee. See Appendix C.
 - c. If a local Section has the Program Committee responsibilities, then revenue sharing may occur. See Appendix D for criteria and applicability.
 - d. A representative of the Program Committee must be available on-site throughout the conference for questions and assistance.
- A.3.2.4 Host Committee: The Host Committee is made up of local section members in the area that the conference will be held. The committee assists the conference department on a variety of tasks that support the conference.

A.4.0 Conference General Procedure

A.4.1 The Research Symposium is held in the spring, and an Annual Conference is held in the fall. The Operations Committee shall approve the conference dates and site selection for the Research Symposium and the Board of Directors for the Annual Conference. When contracts for hotels/convention centers have been entered into, deviations will not occur to the schedule.

A.5.0 National Conference Site Selection: The ASNT National Conference sites should be confirmed a minimum of 24 months (36 months for Annual) in advance of the actual conference dates. This allows ASNT a better opportunity to reserve the facility of its choice and a better availability for selection of dates.

A.5.1 Annual Conference: ISC shall be responsible for recommending site selection for the ASNT Annual Conference. Site recommendations are submitted by Executive Director to the Board of Directors for approval.

A.5.2 Research Symposium: The Research Council Program Committee shall be responsible for recommending possible site selection for the Research Symposium to ISC. The ISC shall be responsible for recommending final site selection for the Research Symposium. Site recommendations are submitted by the Executive Director to the Operations Committee for approval.

A.5.3 Site selection considerations include but are not limited to: access - air and ground transportation; appropriateness, affordability and attractiveness to attendees and exhibitors; cost to ASNT; locations of competitive or other related meetings; availability of hotel and meeting space.

APPENDIX B
NON-FINANCIAL CO-SPONSORSHIP

B.1.0 Purpose

This appendix describes ASNT's non-financial co-sponsorship of events with other organizations. It covers the use of the Society's name as required by Policy G-14. In addition, criteria and guidelines for authorizing non-financial co-sponsorship are provided.

B.2.0 Scope

It is the policy of ASNT to consider non-financial co-sponsorship of events with other organizations when the events are related to the NDT field and when this cooperative effort will advance NDT information useful to individuals, industry and the general public.

B.3.0 Additional References

B.3.1 ASNT Policy G-14, Use of the ASNT Name and ASNT Marks

B.4.0 Procedure

Requests will be submitted to the Executive Director. The Executive Director will assess each request against the criteria contained in this policy. If the request complies with the criteria, the Executive Director may authorize the non-financial co-sponsorship. For instances where there is uncertainty regarding the application of the criteria, the Executive Director will consult with ASNT's Chairperson of the Board. The Executive Director will inform the requesting organization of the decision. All documented co-sponsorship requests will be reported to the Operations Committee.

B.5.0 Criteria

B.5.1 The event is organized by a nonprofit society.

B.5.2 The purpose of the event includes advancing NDT information useful to individuals, industry and the general public.

B.5.3 Co-sponsorship will not be permitted if:

B.5.3.1 The dates overlap with an ASNT national conference.

B.5.3.2 Co-sponsorship of the event could be harmful to ASNT's reputation.

**APPENDIX C
ORGANIZING NATIONAL CONFERENCES (OTHER THAN ANNUAL
CONFERENCE OR RESEARCH SYMPOSIUM)**

C.1.0 Purpose

The purpose of this appendix is to provide guidelines for the organization of national meetings, other than Annual or Research Symposium, which may be titled Topical, Regional or Joint conferences.

C.2.0 Scope

This appendix establishes the procedures to be followed in organizing National meetings, which may be titled as topical/regional/joint conferences. Topical/regional/joint conferences shall be defined as a series of technical presentations that span a minimum of two-days.

C.3.0 Responsibility

C.3.1 See Appendix A, which outlines the roles and responsibilities for organizing a National meeting.

C.3.2 It shall be the responsibility of the Professional Program Committee to:

C.3.2.1 oversee the implementation of this policy;

C.3.2.2 ensure compliance with the requirements of this policy.

C.4.0 Supportive Responsibilities

C.4.1 Management of all approved topical/regional/joint conferences shall be the responsibility of the ISC Conference Department.

C.5.0 Procedure

C.5.1 Requests to host topical/regional/joint conferences shall contain as a minimum the following information:

C.5.1.1 Topical/regional/joint event objective and title

C.5.1.2 Proposed month and year

C.5.1.3 Proposed sites (city and state), including suggested alternate sites

C.5.1.4 Projected attendance

C.5.1.5 Projected income and expenses

C.5.1.6 Name of sponsoring Section(s)

- C.5.1.7 Names of organizing committee (chair, technical chair, and committee members) and their affiliation within the sponsoring section.
- C.5.2 Request for approval of topical/regional/joint conferences should be submitted by ASNT Section(s) and be fully supported by the respective section(s) in writings to the Professional Program Committee no less than eighteen (18) months prior to the date of the proposed conference.
- C.5.3 Upon receipt of request, the Professional Program Committee shall review and determine the viability of all requests within 30 days of receipt, and shall verify that:
 - C.5.3.1 Sufficient qualified personnel to organize and lead the conference are available in the area of the proposed conference.
 - C.5.3.2 The proposed conference site is appropriate for the objective of the conference.
 - C.5.3.3 The Section(s) fully supports the proposed topical/regional/joint conference.

C.6.0 Approval

- C.6.1 If approved by the Professional Program Committee, the request shall be forwarded, through the T&E Council Chair to the Operations Committee for approval.
 - C.6.1.1 If the Professional Program Committee disapproves the request, it shall be returned to the responsible party with written explanation.
- C.6.2 The Operations Committee approval should occur at least sixteen (16) months in advance of the proposed topical/regional/joint conference date.
 - C.6.2.1 If approved by the Operations Committee, the request shall be forwarded to the responsible party with a copy to the Professional Program Committee and the ISC Conference Department.
 - C.6.2.2 If the Operations Committee disapproves the request, it shall be returned to the Professional Program Committee with written explanation. The Professional Program Committee shall notify the submitter of the Board of Directors written explanation of disapproval.

C.7.0 Scheduling

- C.7.1 Upon Operations Committee approval, the ISC Conference Department, in consultation with the topical/regional/joint conference chair, shall proceed to select specific hotels and specific dates.
- C.7.2 The ISC Conference Department, in consultation with the Professional Program Committee and the topical/regional/joint conference organizing committee, shall prepare

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all plans at least twelve (12) months in advance of the topical/regional/joint conference date. Final plans shall include, but are not limited to the following:

- C.7.2.1 Promotional plan
- C.7.2.2 Call for abstracts
- C.7.2.3 Program and event planning schedules and deadlines

**APPENDIX D
REVENUE SHARING POLICY**

D.1.0 Purpose

The purpose of this appendix is to provide guidelines for the revenue sharing of national meetings titled topical, regional or joint conferences. This policy does not apply to the Annual and Research conferences.

D.2.0 Scope

This appendix establishes the criteria for allowing ASNT Sections to share in the revenue of successful topical/regional/joint conferences. Revenue sharing is the allocation of a portion of the net revenue of a topical/regional/joint conference to the organizing section(s). It shall be the responsibility of the ISC Executive Director to ensure revenue sharing is provided in accordance with this policy.

A conference shall be defined as a series of technical presentations that span a minimum of two-days.

D.3.0 Revenue Sharing

D.3.1 Section Responsibilities: The Section must establish a Program Committee with at least three (3) members of the local section. The Program Committee will utilize the local Section membership for soliciting papers, session chairs, and onsite support.

D.3.2 Revenue Sharing Criteria

D.3.2.1 Sharing will be granted if the net excess revenue from a topical/regional/joint conference is achieved after direct cost and labor have been allocated.

D.3.2.2 Sharing amounts shall be 25% of the net excess revenue from a topical/regional/joint conference or \$5000.00 whichever is less.

D.3.3 Revenue Sharing Allocation

D.3.3.1 Upon meeting the requirements described in 3.1 and 3.2, the ASNT Director of Conferences shall notify the Director of Finance and Controller and the Executive Director of the eligibility for revenue sharing and the recommended amount of revenue sharing to be allocated.

D.3.3.2 The Director of Conferences shall take the necessary measures for distribution of payment within 60-75 days of the conference completion. A notification of distribution shall be forwarded to the T&E Council Chair and the Professional Program Committee for their information. A notification that there will be no distribution shall be forwarded to the Section, as well

as the T&E Council Chair and the Professional Program Committee for information.

D.4.0 Periodic Review

- D.4.1 Every three years, or third occurrence for topical/regional/joint conferences that are held every other year, at the end of the 3rd conference occurrence, the organizing section shall resubmit to the Professional Program Committee a historical report and future plans for continuation of the topical/regional/joint conference.
 - D.4.1.1 Historical Report--a summary of the past three conferences, including locations number of abstracts submitted, number of presentations made, attendance figures, number of exhibitors, financial results.
 - D.4.1.2 Future Plans—a resubmission of the Topical/Regional/Joint Request Form, including objective and title, proposed month and year, proposed sites (city and state), projected attendance, projected income and expenses, names of organizing committee (chairman, technical chairman, and committee members) and their affiliation within the Section, name of sponsoring Section(s).
- D.4.2 Should the organizing Section decide not to continue with the topical/regional/joint Conference, notice should be sent to the Professional Program Committee no less than 3 months prior to the third year or occurrence.