	ITTC – Recommended Procedures and Guidelines		1.0-06 Page 1 of 6	
	Guidelines for ITTC Conference Organizers		Effective Date 2021	Revision 01

ITTC Quality System Manual

Recommended Procedures and Guidelines

Guideline

Guidelines for ITTC Conference Organizers

1.0	Scope
1.0-06	Guidelines for ITTC Conference Organizers

Updated / Edited by	Approved
Executive Committee of the 29 th ITTC	29 th ITTC 2021
Date: 03/2020	Date: 06/2021



	ITTC – Recommended Procedures and Guidelines	1.0-06 Page 2 of 6	
	Guidelines for ITTC Conference Organisers	Effective Date 2021	Revision 01

Table of contents

1. PURPOSE3 2. SEQUENCE AND TIME.....3 3. APPOINTMENT OF CONFERENCE ORGANISER.....3 4. CONFERENCE ORGANISATION3 5. FINANCIAL SUPPORT TO THE CONFERENCE3 6. CONFERENCE WEBSITE.....3	7. INVITATIONS TO ATTEND.....4 8. CONFERENCE PROGRAMME4 9. WRITTEN DISCUSSIONS.....5 10. CONFERENCE PROCEEDINGS.....5 10.1 Organisation of Proceedings.....5 10.2 Contents of Proceedings.....5 11. REFERENCES6
---	--

	ITTC – Recommended Procedures and Guidelines	1.0-06 Page 3 of 6	
	Guidelines for ITTC Conference Organisers	Effective Date 2021	Revision 01

Guidelines for ITTC Conference Organisers

1. PURPOSE

These guidelines have been prepared to assist organisers of ITTC conferences such that the conference is held in accordance with the ITTC Rules and the generally accepted standards for ITTC conferences.

2. SEQUENCE AND TIME

The ITTC conference is held every three years in or just around the month of September. The venue normally rotates among the six areas in the order

- Southern Europe
- Central Europe
- Pacific Islands
- Americas
- Northern Europe
- East Asia

3. APPOINTMENT OF CONFERENCE ORGANISER

The conference organiser is appointed by the Full Conference on recommendation of the Executive Committee of the preceding period. The Area Representative performs a survey in his area to identify interested and suitable candidates for hosting the conference and presents these to the Executive Committee, usually at the third meeting of the period.

4. CONFERENCE ORGANISATION

There are no fixed requirements to the conference organisation, so it is up to the appointed organiser to establish his own organisation for

handling the conference, with secretariat, organising committee, etc. The Executive Committee has the right to approve or not to accept the selected venue and the registration fee for the conference.

The conference organisation is completely detached from the day-to-day operation of the ITTC although, usually, the Executive Committee Chairman is the Designated Representative of the organiser. If this is not the case, the Executive Committee and the organiser of the conference decide from time to time how they interact with each other.

5. FINANCIAL SUPPORT TO THE CONFERENCE


It has been the general practice that ITTC offers a financial support to the organiser of the conference in the amount of 6,000 USD. Application for this support has to be submitted to the Executive Committee via the ITTC Secretary.

6. CONFERENCE WEBSITE

A separate conference website shall be established by the organiser of the conference. However, the only published access to this website shall be via the conference logo placed as header on the front page of the ITTC website www.ittc.info. The conference website shall normally be set up nine months prior to the conference.

The website shall as a minimum contain

- General information
- Registration
- Accommodation

	ITTC – Recommended Procedures and Guidelines	1.0-06 Page 4 of 6	
	Guidelines for ITTC Conference Organisers	Effective Date 2021	Revision 01

- Templates for committee reports and presentations
- Facility for uploading reports and presentations
- Facility for downloading reports
- Programme

7. INVITATIONS TO ATTEND

Attendance to the conference is by invitation, only. In due time before the conference, invitations to attend shall be sent to the following:

- Designated Representatives of member organisations
- Members of technical committees
- Other staff members of member organisations, in particular candidates for the next technical committees
- Representatives of other organisations having an interest in the activities of ITTC.
- Other persons having a special interest in ITTC, e.g. former Designated Representatives who have now retired (seniors).

Invitations to the first two types of delegates should normally be sent six to nine months before the conference.

The organiser of the conference shall ask the Area Representatives to identify delegates of the last three types by means of a query to the members in each area. Also, the organiser of the conference may invite persons of particular importance to ITTC and the conference (sponsors, suppliers, etc.). Invitations should be sent to these delegates as and when identified.

The assembly of Designated Representatives constitute the Full Conference which is the governing body of ITTC.


All other delegates are Observers who may participate in discussions at the conference, but have no voting right in the Full Conference.

8. CONFERENCE PROGRAMME

The conference programme shall include presentations of the Executive Committee Report, reports of the General Technical Committees, reports of the Specialist Technical Committees, and reports of Groups. It shall be concluded by a General Session, chaired by the Executive Chairman, at which the Full Conference makes decisions regarding the Executive Committee's recommendations. Group Discussions may also be included in the programme, on recommendation of the Advisory Council regarding subjects. Such Group Discussions would typically be on subjects of particular interest at the time of the conference. They shall be organised and chaired by a member of the Advisory Council and could include presentations by external parties.

90 minutes shall be allocated for presentation and discussion of the reports from each of the general technical committees, 60 minutes for presentation and discussion of reports from specialist technical committees and groups, and 90 minutes for the Group Discussions. Group Discussions shall normally take place at the end of a day so discussions may be allowed to continue beyond the scheduled end. 30 minutes shall be allocated for presentation of the Executive Committee Report and 60 minutes for the Closing Session (the Full Conference).

Executive Committee and Advisory Council meetings will be held on the day before the official opening of the conference, about the middle of the conference period, and on the last day of the conference. The last Advisory Council meeting shall be held before the Closing Session and the last Executive Committee meeting (which is

	ITTC – Recommended Procedures and Guidelines	1.0-06 Page 5 of 6	
	Guidelines for ITTC Conference Organisers	Effective Date 2021	Revision 01

the first EC meeting of the next ITTC period) shall be held after the Closing Session.

Also after the Closing Session, a kick-off meeting shall be held with participation of the Chairmen of the new technical committees, the Advisory Council Chairman, the Chairman of the Quality Systems Group and the ITTC Secretary.

Finally, it is customary that a whole day conference tour is arranged in the middle of the conference period. This may be technical or touristic, at the discretion of the organiser.

9. WRITTEN DISCUSSIONS

Written discussions about the committee reports may be submitted before and during the conference. For this purpose, the organiser shall make a form available for downloading on the conference website along with instructions for submitting the written discussion. Printed forms shall be available at the conference for delegates to fill in and pass to the relevant technical committee.

10. CONFERENCE PROCEEDINGS

10.1 Organisation of Proceedings

The Proceedings shall be issued in two volumes, Volume I issued before the conference, Volume II issued after the conference, preferably within six months of the conference. Volume I shall be printed and handed out to the delegates when registering at the conference venue. If the printed version of Volume I is inconveniently bulky, it may be split in two, Volume Ia and Volume Ib. Volume II may be issued electronically, only, and shall be published on the ITTC website together with Volume I.

Copyright to the Proceedings shall be with ITTC.


10.2 Contents of Proceedings

Volume I of the Proceedings shall contain

- Executive Committee Report
- Advisory Council Report
- Group Reports
- General Technical Committee Reports
- Specialist Technical Committee Reports
- Appendixes:
 - Committee members
 - Terms of Reference for technical committees and groups
 - Proposed Terms of Reference for the next technical committees and groups
 - ITTC member organisations and Designated Representatives
 - Designated representatives, committee members and observers invited to attend the conference
 - Any other proposals for adoption by the Full Conference

Volume II of the Proceedings shall contain

- Conference programme
- Opening address, if relevant
- Executive Committee presentation
- Group presentations
- General Technical Committee's presentations
- Specialist Technical Committee's presentations
- Written discussions of committee and group reports
- Presentations and report on Group Discussions
- Record of decisions made at Closing Session
- Appendixes:

	ITTC – Recommended Procedures and Guidelines	1.0-06 Page 6 of 6	
	Guidelines for ITTC Conference Organizers	Effective Date 2021	Revision 01

- Tasks and Structure of the next ITTC technical committees
- Members of the next ITTC technical committees
- List of delegates attending the conference

11. REFERENCES

ITTC Recommended Procedure 1.0-01 Description and Rules of the ITTC (Sections 5 and 13)