ORGANIZING TOPICAL CONFERENCES AND REVENUE SHARING POLICY

1.0 Purpose

The purpose of this policy is to provide guidelines for the organization and revenue sharing of topical conferences.

2.0 Scope

This policy establishes the procedures to be followed in organizing topical conferences and provides guidelines for allowing ASNT sections to share in the revenue of successful topical conferences.

Revenue sharing is the allocation of a portion of the net revenue of a topical conference to the organizing section(s).

A topical shall be defined as a minimum of a two day technical conference.

3.0 References

3.1 Policy A-1, National Conference Guidelines for Conference Official and Host ASNT Sections

3.2 Policy T&E-1, T&E Council Rules of Conduct

3.3 Section Organizational Manual for Planning and Executing Conferences, Seminars and Education Courses.

4.0 Responsibility

4.1 It shall be the responsibility of the ASNT Professional Program Committee to oversee the implementation of this policy.

4.2 It shall be the responsibility of the Executive Director to ensure revenue sharing is provided in accordance with this policy.

4.3 It shall be the responsibility of the ASNT section(s) involved to ensure compliance with the requirements of this policy.

5.0 Supportive Responsibilities

5.1 Management of all approved topicals shall be the responsibility of the Conference Department.

6.0 Procedure

6.1 Requests to host topical conferences shall contain as a minimum the following information:

6.1.1 Topical objective and title

6.1.2 Proposed month and year

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

6.1.4 Projected attendance

6.1.5 Projected income and expenses

6.1.6 Names of organizing committee (chairman, technical chairman, and committee members).

6.1.7 Name of sponsoring section(s)

6.2 Request for approval of topical conferences shall be submitted by ASNT section(s) and be fully supported by the respective section(s) in writings to the ASNT Professional Program Committee no less than sixteen (16) months prior to the date of the proposed conference.

6.3 Upon receipt of request, the ASNT Professional Program Committee shall verify that:

6.3.1 Sufficient qualified personnel to organize and lead the conference are available in the area of the proposed conference.

6.3.2 The proposed conference site is appropriate for the objective of the conference.

6.3.3 The projected conference participation will guarantee a successful conference.

6.3.4 The section(s) fully supports the proposed topical conference.

7.0 Approval

7.1 The ASNT Professional Program Committee (PPC) shall review and determine the viability of all requests.

7.1.1 If approved by the Committee (PPC), the request shall be forwarded, through the T&E Council chairman to the ASNT Operations Committee for approval.

7.1.2 If the Committee (PPC) disapproves the request, it shall be returned to the responsible party with written explanation.

7.2 The ASNT Operations Committee approval shall occur at least thirteen (13) months in advance of the proposed topical conference date.

7.2.1 If approved by the ASNT Operations Committee, the request shall be forwarded to the responsible party with a copy to the ASNT Professional Program Committee and Conference Department.

7.2.2 If the ASNT Operations Committee disapproves the request, it shall be returned to the responsible party with written explanation. A copy of such notification shall be forwarded to the ASNT Professional Program Committee for information.

7.3 If the proposed revenue sharing is being requested, the ASNT Board of Directors approval shall occur at least twelve (12) months in advance of the proposed topical conference date.

7.3.1 If approved by the Board, the request shall be forwarded to the sponsoring party, ASNT Professional Program Committee and the Conference Department.

7.3.2 If the Board disapproves the request, it shall be returned to the responsible party with a written explanation. A copy of such notification shall also be forwarded to the ASNT Operations Committee and the Professional Program Committee for their information.

8.0 Scheduling

8.1 Upon ASNT Operations Committee and ASNT Board of Directors approval, the Conference Department, in consultation with the topical conference chairman, shall proceed to select specific hotels and specific dates.

8.2 The Conference Department, in consultation with the ASNT Professional Program Committee and the topical conference organizing committee, shall provide all plans at least twelve (12) months in advance of the topical conference date. Final plans shall include, but are not limited to the following:

8.2.1 Promotional plan

8.2.2 Call for papers

8.2.3 Deadlines for abstracts/papers/registration.

9.0 Revenue Sharing

9.1 General

Section(s) are encouraged to use the revenue sharing for furthering education relative to the nondestructive testing profession. However, a section may use such revenues for other membership activities as provided for within the Section's Constitution & Bylaws.

9.2 Criteria

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

9.2.2 Sharing amounts shall be 25% of the net excess revenue from a topical conference or $5000.00 whichever is less. If the Section agrees to utilize the entire amount of shared revenue for scholarships, the $5000 limit will not apply.

9.3 Revenue Sharing Allocation

9.3.1 Upon meeting the requirements described in 9.1 & 9.2, the ASNT Financial Manager shall notify the Executive Director and the Conference Department Manager of the eligibility for revenue sharing and the recommended amount of revenue sharing to be allocated. The Executive Director shall take the necessary measures for distribution of payment. A notification of distribution shall be forwarded to the ASNT Operations Committee and the Professional Program Committee for their information.