

INSTITUTE OF ACOUSTICS

GUIDE FOR MEETINGS AND CONFERENCE ORGANISERS

Updated **18 April 2015**
Next review **07 January 2016**

ORGANISING EVENTS

PHASE 1 - CONCEPT

1.1) Decide Type of Event*

The event type* is either:

- a) Proposed by Group/Branch and then ratified by IOA
- b) Proposed by IOA and passed to relevant Group or Branch

* **Event types are:**

- **Workshop or ½ day meeting, with typically 3-4 papers/presentations/ invited speakers – no CD proceedings/Powerpoint presentations provided to delegates**
- **1-day meeting with typically 6-8 papers/presentations/ invited speakers, call for papers or mixture – optional CD proceedings, provide Powerpoint presentations to delegates**
- **Conference lasting > 1 day – typically 15-20 papers/presentations by mixture of call for papers and invited speakers, optional CD proceedings, provide Powerpoint presentations to delegates**

1.2) Decide Topic for Event

The topic for the event is either:

- a) Proposed by Group/Branch and then ratified by IOA
- b) Proposed by IOA and passed to relevant Group or Branch

1.3) Choose Provisional Date and Location

Provisional date and venue based on potential delegate numbers are either:

- a) Proposed by Group/Branch and then ratified by IOA
- b) Proposed by IOA and passed to relevant Group or Branch

1.4) Select Organisers

Organisers are either:

- a) Proposed by Group/Branch
- b) Approached by IOA

1.5) Budgeting

Organisers are to liaise with the IOA on:

- a) Location and venue based on the above
- b) Financial break-even number of delegates and budget
- c) Anticipated expenditure (*Speakers will generally offer their time for free*

and cover their own expenses. For meetings where an attendance fee is charged, event organisers can offer assistance to visiting/keynote/invited speakers if they believe it appropriate however, this needs to be covered in the meeting budget which will be approved by the Meetings Committee. For meetings where no attendance fee is charged then, routinely, no expenses are paid to speakers. For Branch meetings, if the Branch Committee deems it necessary, expenses can be covered from the Branch budget.

This is a general policy and any requests outside this policy should be forwarded to the Meetings Committee, with a full meeting budget, for authorisation.

The committee have delegated this authorisation to Linda Canty who may wish to involve the rest of the committee as necessary)

- d) Estimating expected number of delegates (authors and non-authors)
- e) Consider reduced speaker rates

1.6) Meeting Proposal

Organisers are to prepare a meeting proposal with assistance from the IOA:

- a) IOA to send organising documents to meeting organiser

- b) Meeting proposal, including budget, to be sent to IoA Meetings Committee for review and authorisation.

PHASE 2 – DESIGN AND BOOKING

2.1) Decide Conference Details

Organisers:

- a) Advise IOA of form of presentations and presentation equipment requirements eg. AV, PA, additional sound system
- b) Indicate estimated attendance to IOA
- c) Advise IOA if additional rooms are required
- d) Advise IOA if a facilitator & scribe is required for each room
- e) Advise IOA of marketing opportunities (organisations and publications to contact, etc.)
- f) Liaise with IOA over potential exhibitors
- g) Appoint a reporter

2.2) Book Venue and Define Budget

IOA:

- a) Book venue
- b) Identifies costs and cancellation charges/dates
- c) Generates break-even number of attendees
- d) Supply organiser with budget updates

PHASE 3 – DETAIL

3.1) Call for Papers

Organisers:

- a) Confirm title (to attract and inform delegates)
- b) Provide IOA with description of meeting

IOA:

- c) Issues call for papers

Organisers:

- d) Generate a rough plan of day
- e) Reject abstracts that are not appropriate
- f) Identify potential authors if call for papers is unsuccessful or not required
- g) Contact potential authors

3.2) Finalise Programme

Organisers:

- a) Put programme together including naming of session chairs, IOA Bulletin reporter and photographer
- b) Consider whether topic overview is required.
- c) For meetings where a registration fee is to be charged, include abstracts for all papers in the programme
- d) Liaise with IOA over medals and awards, AGMs & social programme, where appropriate
- e) Decide how delegates will be divided into discussion groups, if necessary
- f) Advise IOA of final programme

IOA:

- g) Generate & issue meeting notice

3.3) Promotional

Organisers:

- a) Provide text for press release or advertisement
- b) Liaise with IOA on event promotion (Publicity)
- c) Liaise with IOA on delegate numbers

IOA:

- d) Is point of contact for delegates

- e) Generates reports on delegate numbers
- f) Promote event

PHASE 4 – AT THE EVENT

4.1) Start of the day

Organisers:

- a) Check that all speakers are present
- b) Check that all session chairs are present
- c) Check that IOA Bulletin reporter is present
- d) Check all presentations are loaded on computer
- e) Check that PA operator is present
- f) Check that photographer is present and that photographs will be taken in accordance with IoA Publications Committee guidelines (Included in Appendix A).

4.2) During the day

Organisers:

- g) Liaise with IOA on any other matters arising
- h) Committee Members to identify lone attendees and introduce them to other IOA members working in similar fields
- i) Encourage delegate to complete feedback questionnaire

PHASE 5 – AFTER THE EVENT

5.1) Within 2 Weeks

Organisers:

- a) Ensure that IOA Bulletin reporter sends report to IOA Publicity
- b) Ensure photographs are sent to IOA
- c) Selects best paper for ANC award
- d) Review feedback
- e) Ensure any other comments for concern are sent to Meetings Committee
- f) Thinks about planning next meeting!

APPENDIX A – IOA Publications Committee Guidelines

Acoustics Bulletin contributors' guide

Article length

- Normal length is 2,500 – 3,000 words but we can and do accept longer reports if the contributor feels more space is needed.
- Don't worry about fancy formatting as this will all be sorted at the pre-publication stage. By all means use section headings and subsections but don't number them.
- Provide the copy as a Microsoft Word document.

Images and charts/graphs

- All images must be supplied separate from the editorial text i.e. not embedded within a text document.
- Photos/scans should be 300dpi and a minimum width of 90.5mm. This equates to a width of 1068 pixels. These dimensions are for single columns, Therefore if you intend your image to cover two columns please supply the image with a width of 2136 pixels. This doesn't guarantee a two column image but allows the artworker to place it over two columns should space be available.
- Charts *should* be supplied in vector format. Vector format will allow scaling of any proportion without quality loss. If vector formats cannot be achieved, please supply to the above specification.
- 'Grabbing' images from websites is discouraged as generally the resolution is not high enough for print reproduction.

Image formats

Rasterized (i.e. photo/scans):

- JPEG - *with zero compression*
- GIF - *with full 256 colour palette*
- PNG - *with full 256 colour pallet*
- TIFF - *with no compression*

Vector:

- EMF - *all fonts outlined*
- WMF - *all fonts outlined*
- EPS - *all fonts outlined*
- AI - *all fonts outlined*

Article and Photography Guidelines for Acoustics Bulletin

Introduction

It is proper to have a report in the Bulletin from every significant conference, meeting and visit. The style of the report should generally conform to the normal Bulletin style.

This document aims to provide guidance to assist individuals drafting reports and providing high quality photographs covering conferences and meetings submitted to the Acoustics Bulletin. The focus of the document is articles reporting on conferences; however, this document contains guidance suitable for all articles submitted for print.

Article Guidance

Article Length and Format

- Normal length is 2,500 – 3,000 words but we can and do accept longer reports if the contributor feels more space are needed.
- Don't worry about fancy formatting as this will all be sorted at the pre-publication stage. By all means use section headings and subsections but don't number them.
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- Charts *should* be supplied in vector format. Vector format will allow scaling of any proportion without quality loss. If vector formats cannot be achieved, please supply to the above specification.
- 'Grabbing' images from websites is discouraged as generally the resolution is not high enough for print reproduction.

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Photography

Conference organising committees should at least anticipate the provision of photographs for the Bulletin. This should be considered at the same time as the conference report drafting is organised.

Bulletin requirements.

A conference report in the Bulletin is greatly improved by the addition of a few photographs to relieve the inevitable large areas of plain text copy.

The usual sorts of shots needed from conferences or meetings are presenters - especially any keynote or specially invited speakers (during their presentations), presentation of awards and after dinner speakers. General shots of the (occupied) meeting room, dinner or banquet and any informal get-togethers (e.g. lounge, bar, etc.) are also useful. Photographs should always include a main featured person, item or activity for which a suitable caption can be written.

Difficulties and common mistakes

Taking high quality photographs can be challenging and often photographs are submitted which are too low a quality for print. The following list highlights the most common challenges when taking photographs for articles, especially articles covering conferences:

- a) Poor light, especially in the meeting room during presentations.
- b) Difficulty of close approach to presenter, without getting in the way of the preparations for the next presentation or causing distraction during the presentation.
- c) Time restrictions – not interrupting the flow of the schedule.
- d) Lack of space and sightlines during breaks and receptions, with people milling about and talking together in small groups.

Generally, the use of flash, except as 'fill-in', should be avoided. The resulting high contrast and unnatural appearance produces poor printed pictures. Clearly, a very low lighting level will mean that flash or fill-in flash will have to be used on some occasions, but the preference is for using a fast lens and ambient light.

Conference organisers should anyway try to ensure that the lighting on the presenter is reasonably good for the sake of the delegates in the room at the time of the presentation. Ideally, the room and presenter lighting should be designed to performance standards, as in a theatre, but it is recognised that this is frequently not entirely practical.

Photographer

Ideally, a member of the organising committee with some photographic expertise should be nominated to look after the photography. If no member of the committee has such expertise then one of the regular delegates who may have photography experience can be asked. To assist with this, the Institute intends to carry out a survey of members who might be interested in acting as volunteer photographers and thereby organise a list which could be referred to by organising committees when making preparations for a meeting or conference. This request is likely to appear in a forthcoming newsletter. However, until such a list is compiled, committees should use their best endeavours to select a suitable individual.

For significant international conferences (e.g. Internoise), and especially where there are multiple parallel sessions, a professional photographer would usually be employed. However, it is recognised that this option is not practicable for most conferences.

Equipment.

Due to the difficult conditions referred to in 3.2, a reasonably competent camera is needed. The quality produced by a typical compact digital camera is barely adequate, without using the flash.

Most Digital Single-Lens Reflex (DSLR) cameras have picture sensors that are several times larger than a compact camera. Even the cheaper APS-C format has a sensor 23.5 x 15.7 mm. That is 6.5 times the area of a typical compact camera sensor (usually 11 mm diagonal) and the pixels are that much larger, allowing the collection of that much more light by each pixel. More expensive formats are

even larger. This difference allows much better low-light performance. The availability of faster lenses for DSLR or 'compact system' cameras also helps lower light photography.

Most modern digital cameras (compact or DSLR) have some control over the equivalent 'ISO speed rating'. This can be used to compensate for low light, but compact cameras should not be pushed beyond ISO 400, and probably not even to that. DSLR cameras, with their bigger pixels, can usually be pushed to ISO 1600 in extremis.

The Institute does have a reasonable DSLR camera, which would be available for use at any conference or meeting, provided of course that two meetings were not occurring at the same time.

Alternatively, volunteer photographers might have their own equipment.

Photographic standards.

The final reproduction in the Bulletin is done at 300 dpi (12 per mm). Typical sizes are 90 mm column width by whatever it is cropped to vertically, usually about the same. This means a resolution of at least 1000 pixels is required in the width and much the same vertically. That is for the final, cropped images.

Photographs should be taken with sufficient space around the main subject to allow for editorial cropping and perhaps some enlargement of the main image portion. Allow 2:1 for cropping and 1.5:1 for enlargement results in an initial picture resolution of about 3000 pixels for the width. Bulletin pictures are frequently approximately square and sometimes a bit taller than they are wide. Thus, a vertical resolution of about 3000 pixels is also needed. In a normal 4:3 aspect ratio camera, if the vertical is 3000 then the horizontal would be 4000 pixels. This means a camera resolution of about 12 Mpixels.

A claimed 12 Mpixels is not unusual for modern digital cameras. However, few of the available compact cameras actually achieve their claimed resolution, especially under difficult lighting conditions and with moving subjects whilst being hand-held. Lens quality can be a significant limitation at maximum aperture. Also, the lens aperture is frequently limited to about f4.5, which adds to the difficulties of the low light.

Most digital cameras by default apply some form of noise reduction under low light conditions. This further reduces the achievable resolution (sometimes quite substantially) and may introduce significant clustering and patterning artefacts.

An additional, and potentially very substantial, degradation arises in the picture processing – usually to JPEG files. It is better to use a RAW format, though that uses a lot of data space and can seriously limit the number of pictures that can be stored, processed and ultimately transmitted to the editor. Many compact cameras do not have a RAW format capability. The 'best' quality JPEG conversion would probably be adequate.

It is obvious, but a photograph that is not in focus will be of (much) lower resolution. Under reasonable lighting conditions, modern digital cameras can auto-focus quite well. Most now have indicators on the screen showing the points that the camera is using for focus. These auto-focus systems perform much less well under poor lighting conditions and, indeed, sometimes fire a pre-flash to help the focussing system. This is distracting for the sort of candid photography usually used to capture 'action shots' of presenters. The focussing can also take some time, though it can usually be pre-set and then held until the picture is actually taken.

Hand shake is also a problem in poor lighting, but it is not usually practical to use a tripod. In any case, presenters are usually moving about, so that long exposures are not feasible anyway. Modern cameras do have camera shake compensation that is worth a factor of about three or four in exposure time (or f-stops).