



INTERNAL REGULATIONS OF THE EUROPEAN ACOUSTICS ASSOCIATION (EAA)

Approved in 2015,
Revised June, 25th, 2018.

IR 1. General

The Internal Regulations (I.R.) of the European Acoustics Association, cover issues which, according to Article 26 of the Statutes, have to be specified and determined by the Internal Regulations of the ASSOCIATION. They also include issues not covered by the Statutes, which are considered important for the fulfilment of the objectives of the ASSOCIATION. The Internal Regulations and their modifications are proposed by the Board and approved by the General Assembly by a majority of one half plus one of the present and represented members.

IR 2. Membership

IR 2.1 Associate Members

A society that fulfils the requirements for becoming a member according to article 7 in the statutes, but for various reasons cannot become a full member can be accepted as an associate member.

Reasons for not becoming a full member can be economic matters, legal matters defined by the societies own bylaws, etc.

An associate member will normally be accepted for a time limited period, and there should be a mutual understanding between the associate member and the ASSOCIATION, that matters preventing full membership should preferably be clarified within a reasonable period of time.

An associate member can take part in all regular ASSOCIATION activities on equal terms as a full member except the on-line access of their members to the Journal ACTA ACUSTICA united with ACUSTICA or other matters that involve a cost for EAA. Also, they do not have the right to vote on budgetary matters.

IR 2.2 Sustaining Members

The Board as a sustaining member can propose any entity, institution or enterprise, with which the ASSOCIATION wishes to interact. The GA shall approve the proposal. The terms, under which this interaction shall be carried out, is subject to negotiations between the Board and the sustaining member in each individual case.

The terms shall be stated in a written agreement signed by the ASSOCIATION and the sustaining member. (ref art. 11)

IR 3. The EAA Board

According to the EAA Statutes (ref. art. 23), the board of EAA is composed of:

- A President;
- Two Vice-Presidents;

- A General Secretary;
- A Treasurer

The duration of the mandate of this board is 3 years.

IR 3.1 Election Procedure

The election procedure is the following:

1) General Assembly # +2 (2 years after the GA of the last elections)

Begin of nomination process

The General Assembly designates two persons, who do not belong to the board, as adjudicators of the election process.

After the General Assembly, all full member and associate member Societies are invited to send nominations to the General Secretary of the Board.

Member societies can send nominations in two forms:

- Either as constituted slates, through discussions within Societies. These slates should be endorsed by at least 3 societies, in order to guarantee a minimum of support.
- Or as individual nominations (i.e. people who do not belong to a constituted slate).

In any case, nominations have to be accompanied by letters from each nominated person, indicating that he/she is ready to be an active member of the Board and to work for the EAA, in case of being elected.

2) 3 months before General Assembly #+3

The deadline for nominations is 3 months before the General Assembly in which the elections are held. All nominations are made known to member and associate member Societies by the General Secretary of EAA in due time.

3) During General Assembly #+3

One voting is made for each position: members and associated members have to choose one of the candidates, either belonging on a constituted slate or being individually nominated. The election procedure will be performed in accordance with the Art. 22 of the EAA Statutes, and the final nominations for each position will be adopted by absolute majority (more than 50 % of the votes) of the presented or represented votes. If no candidate receives an absolute majority in the first election round, a new election will be held between the top two candidates from the first round (by simple majority).

4) Start of the activity of the EAA Board #+3

The new Board will formally begin its activity on the first day of the month following the date of the General Assembly in which the Board has been elected.

5) During 6 months after General Assembly #+3

It is the duty of the previous board to give assistance to the new EAA Board, if needed.

IR 3.2 Functioning of the EAA Board

The EAA Board will meet in person or through teleconferencing at least two times a year to discuss all the issues related to the EAA affairs. Additional meeting using teleconferencing or similar means is possible whenever there is an urgent matter for discussion.

Discussion through any electronic means is possible. Decisions made by this way should be filled and kept by the General Secretary.

For all the EAA Board meetings, minutes should be prepared by the EAA General Secretary and approved by the Board members. Approval of the EAA Board minutes is possible by electronic means.

The EAA Board may invite to their meetings individuals for discussions related to EAA affairs. The special meeting of the EAA Board with the publisher of the Acta Acustica united with Acustica is foreseen once a year.

IR 4. The EAA Executive Council

The Executive Council (E.C.) consists of the Board Members, the Technical Committee Chairmen, the Product Managers according to IR 6, the EAA Office Director, the former President and any such other persons that shall be appointed from time to time by the Board.

The E.C. shall give advice, among other things, on the EAA products, and on the operation of the Technical Committees (TCs), such as :

- common policy of the TCs,
- defining the “area of interest” of a TC.

The EAA E.C. meets preferable in person or by electronic means, twice a year and its meeting precedes or follows that of the EAA Board (I.R 3.2).

For all the E.C. meetings, minutes should be prepared by the General Secretary of the EAA and approved by the E.C. members. Approval of the EAA E.C. minutes is possible by electronic means.

IR 5. Technical Committees

In order to fulfil the objectives of the ASSOCIATION and to promote international cooperation within different fields of acoustics, EAA may establish Technical Committees (TC). A TC will act as a forum for members who share a common interest in a specific field of acoustics.

Tasks

An important function of a TC is to provide assistance in organizing EAA events. A TC may organize conferences, workshops, and special sessions in EAA Conferences, review and select submitted papers, suggest special issues for the ACTA ACUSTICA united with ACUSTICA or Acoustics in Practice, etc. The organization of special sessions in the EAA Conferences (Forum Acusticum, Euronoise and Euroregio) is mandatory.

A TC may also initiate studies and prepare documents such as strategies, policy statements, state-of-the-art assessments, reports, etc, within its defined technical field. In order to share information, an email address list is built, based upon the voluntary registration on the members of EAA societies.

All such work is reported to the EAA Board for further processing. A TC may not act on behalf of EAA without specific delegation of power from the Board to act on a specific matter.

Establishment of a TC

The EAA Board decides on the establishment or the dissolve of a TC. For the establishment of a TC, a proposal is needed which must be submitted to the EAA Board by a group of at least 10 members of the EAA coming from at least three different national member Societies.

TC Chair

A TC chair shall be elected by and within the TC, and shall be approved by the Board. The TC chair must be a member of a national member Society. The chair is elected for a period of 3 years at a time. Re-appointment is allowed once and exceptionally twice. The TC chairs are members of the Executive Council of the EAA. The EAA Board may nominate a TC Chair as coordinator of the Technical Committees.

TC Council

The Chair of a TC will be assisted by the TC Council, which will be formed by 5 members of the TC. The election of the TC Council members will be done within the TC and their term will be 3 years. Re-election is allowed once, and exceptionally twice. Every 3 years, the new EAA board confirms the lists of the TC Councils and Chairs before 9 months after its election.

Membership

Members of EAA, who are experts in the technical field, may express their interest on joining the TC. In addition, the TC chair invites members, on the basis of their technical merit and expertise, to join the TC. The TC members have to contribute actively to the objectives of the TC.

The TC may agree on inviting experts with desired qualifications from outside EAA to join the committee work, if suitable for the purpose of the task.

Modus operandi

The TC shall serve the interests of EAA and follow the by-laws of the ASSOCIATION. In addition a TC may choose its own way of performing its activities by defining internal regulations, which must be approved by the EAA Board. Meetings, held in conjunction with EAA events, by e-mail or correspondence, by maintaining an interactive web site, etc, may effectuate the communication among the TC members.

Activity reports

The TC chair shall prepare annual progress reports on the TC activities to the Board. These reports shall also give information about planned activities for the coming year. The reports will be published in the TC committee web-site and if there isn't such, in the EAA official portal. The TC Chairs should provide a written report with an outline of their activities prior to the General Assembly (GA) and the Chairs (or members of the TC council) should present the TC activities in the EAA GA. ***Liability***

EAA has no liability for the debts, liabilities or other obligations of the TC.

Dissolve of a TC

If a TC is inactive for more than three years, the Board may decide to dissolve it.

I.R 6. EAA Products

The following regulations are referred to the EAA Products existing at the date of the approval of IRs. Additional products may be added at any time following decision of the EAA Board. The IRs of the new products has to be added in the current list after approval from the GA.

I.R. 6.1 Acta Acustica united with Acustica

Acta Acustica united with Acustica (AA-A) is the main scientific journal published by EAA. At the time of the approval of the IRs the title is jointly owned with Hirzel Verlag, which is the official

publisher of AA-A.

1. The official language of AA-A is English.
2. The EAA Board appoints the Editor-in-Chief of the AA-A for a term of four years. Reappointment is possible for one additional term.
3. The Editor-in-Chief may choose an Editorial Assistant to assist him/her.
4. The Editorial Board of AA-A consists of a group of specialists in the various fields of Acoustics. They are considered as “Associate Editors” of the journal.
5. The Editor-in-Chief chooses the members of the Editorial board for a term of three years, which may be extended for two additional terms.
6. The Editorial Board meets once a year to discuss any issues related to the journal. The meeting is associated with a major EAA event (FORUM ACUSTICUM, EURONOISE, EUROREGIO).
7. All the papers submitted to the journal are peer reviewed. The Associate Editors ask at least two reviewers to evaluate the submissions. Only in exceptional cases a single reviewer may perform the evaluation, but in this case detailed input from the Associate Editor is required. A detailed input from the Associate Editor is also needed when a manuscript is rejected before review. The AA-A is distributed electronically to all the members of the National Societies, which are full members of the EAA.
8. The distribution policy of the journal for non-members and for institutional libraries, as well as the status of the electronic access of the journal papers is agreed between EAA and the publisher of the journal.

I.R. 6.2 Acoustics in Practice

Acoustics in Practice (AiP) is an electronic journal published by EAA. The journal is addressed to a general audience, and in particular people practicing in the fields of acoustics, noise and vibration. Readers and contributors are expected to be mainly practitioners such as consultants, manufacturers, policy makers and regulators.

1. The official language of AiP is English.
2. The Journal is of Open Access. Link to its electronic version will appear in EAA Web-page and may be posted to the web-pages of the EAA Member Societies without restrictions.
3. Contributions for AiP are open to members of EAA Member Societies.
4. The papers will not be peer reviewed. An editor will handle the review.
5. Reproduction of an article appeared in AiP is allowed only under the permission of the EAA Office. (Alternatively, it is free under the obligation of mentioning the original publication).
6. The EAA Board appoints the Editor-in-Chief of the AiP for a term of four years. Reappointment is possible for one additional term.
7. An Editorial Board consisting of acousticians with known contribution in the various fields of acoustics assists the Editor in Chief in his/her job.
8. The Editor-in-Chief invites the members of the Editorial Board and their term is typically three years. After the end of the three years period the editors may stay in the Editorial Board if they wish so for a maximum of two additional terms.
9. The EAA Board appoints an editorial assistant and an editing coordinator who are responsible for the appearance of the journal and the editorial check.

I.R. 6.3 Fenestra

1. EAA Fenestra (therefore mentioned as Fenestra) is the official web-portal of the EAA.
2. The items to appear in Fenestra as well as the mailing lists supported by Fenestra are

decided by the EAA Board.

3. The Product Manager who is appointed by the EAA Board for a period of three years coordinates fenestra. Reappointment is possible once and in exceptional cases for one additional term.
4. The Product Manager may be assisted in his/her job by a technician.
5. Among the jobs of the Product manager is to moderate the incoming information and any request for distribution of information to the Fenestra mailing lists.
6. The physical location of the server supporting the web-portal is decided by the EAA board on the basis of suggestions from the Fenestra Product Manager,
7. The Product Manager and his/her assistant may receive a compensation for the services provided for EAA based on a cost analysis.

I.R. 6.4 Nuntius Acusticus

1. Nuntius Acusticus (thereafter mentioned as Nuntius) is the electronic Newsletter of EAA.
2. It is published every month except if exceptional circumstances prevent the publication of the Newsletter at a certain month.
3. The Newsletter contains information on EAA and Member Societies activities as well as information on events held around the globe related to acoustics. The National Societies are considered as the main source of information for Nuntius. Individuals may also contribute to the Nuntius newsletters.
4. The electronic link to the Newsletter upon preparation is sent to the EAA Member Societies for internal distribution among their members.
5. The Product Manager who may be assisted in his/her job by a secretary coordinates the publication of the Nuntius newsletters. Among the duties of the Product Manager is the approval of the information submitted for publication in the Newsletter and its editing.
6. The EAA Board appoints the Product Manager of the Nuntius newsletters for a period of three years. Reappointment is possible once and in exceptional cases for one additional term.

I.R. 6.5 Documenta Acustica

1. Documenta Acustica (thereafter mentioned as Documenta) offers the distribution of printed or electronic materials on acoustics realized by EAA directly, by EAA member societies or by EAA members of EAA member societies. In this latter case the EAA Documenta Product Manager and the EAA Board will verify the compatibility of the material with EAA objectives.
2. Authors of paper or electronic materials (Books, Proceedings, Technical papers, Software, Documents, etc.) can submit the materials to the Documenta Product Manager.
3. The Documenta Product Manager checks the compatibility of the submitted material to the EAA objectives and in positive case inserts the material in the Documenta database. He also periodically refers to the EAA Board about the material received.
4. Proceedings of major EAA Events (Forum Acusticum, Euronoise and Euroregio) should be submitted to the Documenta six months after the event and thereafter remain accessible to everybody through Documenta web page.
5. The EAA Board appoints the Product Manager of Documenta for a period of three years. Reappointment is possible once and in exceptional cases for one additional term. Among the jobs of the Product manager is to moderate the incoming information and any request for distribution of information through the Documenta web portal.

The EAA board on the basis of suggestions from the Documenta Product Manager decides the physical location of the server supporting the web portal. The Product Manager may receive a compensation for the services provided for EAA based on a cost analysis.

I.R. 6.6 Schola

1. EAA Schola - the European Web-based University Guide is a service to students in acoustics. It offers search functions for institutions, courses, and other information relevant for students in acoustics.
2. Representatives from universities, faculties, departments, schools, institutes, may insert the data of their courses, specific fields of acoustics research, and exchange programs. These data will be collected and hosted in the Schola database and can be updated by the Schola Editor. The Schola Product Manager coordinates the data collection, handling and presentation.
3. The physical location of the server supporting the Schola web-portal is decided by the EAA board on the basis of suggestions from the Schola Product Manager,.
4. The EAA Board appoints the Product Manager of Schola for a period of three years. Reappointment is possible once and in exceptional cases for one additional term.
5. The Product Manager may receive a compensation for the services provided for EAA based on a cost analysis.
6. The Young Acousticians Network (YAN) is an initiative within EAA. Its primary goal is to establish a community for young researchers and young professionals in the field of Acoustics; to connect them and to provide support.
7. The YAN organize events at conferences and provide not-for-profit services that contribute to the community. These services include the establishment of an eaddress list, the EAA YAN website, a monthly newsletter as well as communication channels to enable networking.
8. The YAN is addressed to any young acoustician (under 40 years old) from worldwide, including MSc and PhD students, post docs, researchers, consultants and engineers.
9. The activities of the YAN are coordinated by the young acousticians network board, which consists of seven members suggested by the YAN chair and approved by the EAA board.
10. The YAN board may appoint local representatives, from the countries represented in EAA by their National Societies.
11. The EAA Board appoints the chair of YAN for a period of three years. Reappointment is possible once.
12. The EAA board sets an annual budget to support the activities of the YAN. The YAN board encourages all YAN participants to become members of an EAA society, but no membership obligation is needed.

I.R. 6.7 Young Acousticians Network

1. The Young Acousticians Network (YAN) is an initiative within EAA. Its primary goal is to establish a community for young researchers and young professionals in the field of Acoustics; to connect them and to provide support.
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3. The YAN is addressed to any young acoustician (under 40 years old) from worldwide, including MSc and PhD students, post docs, researchers, consultants and engineers.
4. The activities of the YAN are coordinated by the young acoustician's network board, which consists of seven members suggested by the YAN chair and approved by the EAA Board.
5. The YAN Board may appoint local representatives, from the countries represented in EAA by their National Societies.

6. The EAA Board appoints the chair of YAN for a period of three years. Reappointment is possible once.
7. The EAA Board sets an annual budget to support the activities of the YAN. The YAN board encourages all YAN participants to become members of an EAA society, but no membership obligation is needed.

I.R. 7. EAA Events

An EAA event is a Conference, Symposium or Workshop which is allowed to use the logo of the EAA.

I.R. 7.1 FORUM ACUSTICUM

FORUM ACUSTICUM is the major Conference Event for EAA. It is held every three years. The EAA Board suggests and the General Assembly will decide by simple majority of the present or represented members, if the FORUM ACUSTICUM is to be held outside Europe. In such a case the board in collaboration will decide the decision on the location and the dates of the Conference with the co-organizers.

If the Conference is to be held in Europe the following procedure will be applied.

1. The Board publishes a call for proposals at least 5 years before the year of the conference (denoted as t) indicating expected dates of the conference. The call for proposals shall include information on general selection criteria.
2. One national EAA member Society (NatSoc) typically submits a proposal to host the conference. Groups of NatSoc may join for a proposal, with clear identification of the leading NatSoc as contact partner concerning contract, budget etc.
3. The deadline of proposal submission is $t - 4.5$ years.
4. Proposals shall be submitted to the General Secretary of EAA, processed and selected by the Board at $t - 4.0$ years. The first General Assembly following the Board meeting will ratify the selection made by the Board.
5. A formal agreement between the EAA and the FORUM ACUSTICUM Organizers will be signed by the President of the EAA and the Chairman of the FORUM ACUSTICUM at $t - 2.0$ years the latest. The agreement will contain the duties and the responsibilities of both the EAA and the Conference Organizers.

If there is a proposal for the Organization of the FORUM ACUSTICUM outside Europe, the issue has to be discussed first on an EAA board level and if there is a positive suggestion the issue has to be presented in the next EAA GA for the final decision. A formal agreement between the EAA and the FORUM ACUSTICUM Organizers will be signed by the President of the EAA and the Chairman of the FORUM ACUSTICUM at $t - 2.5$ years the latest. The agreement will contain the duties and the responsibilities of both the EAA and the Conference Organizers.

The organizers are requested to present at each Board and General Assembly meeting, the progress of the event they are organizing. After the event, a report should be prepared and sent to the Board within the following 6 months.

I.R. 7.2 EURONOISE

EURONOISE is held every third year in one of the European Countries represented in EAA by their National Society.

The following procedure is to be followed:

1. The Board publishes a call for proposals at least 3 years before the year of the conference (denoted as t) indicating expected dates of the conference. The call for proposals shall include

information on general selection criteria.

2. One national EAA member Society (NatSoc) typically submits a proposal to host the conference. Groups of NatSoc may join for a proposal, with clear identification of the leading NatSoc as contact partner concerning contract, budget etc.
3. The deadline of proposal submission is $t - 2.5$ years.
4. Proposals shall be submitted to the General Secretary of EAA, processed and selected by the Board at $t - 2.0$ years. The Board will be assisted by the TC-Noise in the selection of the NatSoc to organize the Conference. The first General Assembly following the Board meeting will ratify the selection made by the Board.
5. A formal agreement between the EAA and the EURONOISE Organizers will be signed by the President of the EAA and the Chairman of the EURONOISE at EURONOISE at $t - 1.0$ years the latest. The agreement will contain the duties and the responsibilities of both the EAA and the Conference Organizers

The organizers are requested to present at each Board and General Assembly meeting, the progress of the event they are organizing. After the event, a report should be prepared and sent to the Board within the following 6 months.

I.R. 7.3 EUROREGIO

EUROREGIO is to be held preferably every three years. In addition a EUROREGIO may be held in a year when no other major Conference organized by EAA will happen.

1. The Euroregio is a combined event of a Conference and a Forum for young acoustician that includes a School on acoustics.
2. The Euroregio event is co-organized by Societies representing neighboring countries.
3. The organizing Societies will be responsible for the scientific, the financial and the administrative organization of this event.
4. The official languages of the conference will include English. However, the English part should be presented clearly discernible in the program.

The following procedure is to be followed:

1. The Board publishes a call for proposals at least 3 years before the year of the event (denoted as t) indicating expected dates of the conference. The call for proposals shall include information on general selection criteria.
2. Proposals are submitted jointly by at least two Societies representing neighboring countries.
3. The deadline of proposal submission is $t - 2.5$ years.
4. Proposals shall be submitted to the General Secretary of EAA, processed and selected by the Board at $t - 2.0$ years. The first General Assembly following the Board meeting will ratify the selection made by the Board.
5. A formal agreement between the EAA and the EUROREGIO Organizers will be signed by the President of the EAA and the Chairmen of the EURONOISE at $t - 1.0$ years the latest. The agreement will contain the duties and the responsibilities of both the EAA and the Conference Organizers

The organizers are requested to present at each Board and General Assembly meeting, the progress of the event they are organizing. After the event, a report should be prepared and sent to the Board within the following 6 months.

I.R. 7.4 EAA Symposia

Definition of an EAA Symposium

An EAA SYMPOSIUM is a scientific and technical meeting, which fulfils the following

requirements:

1. One or more EAA National acoustical societies organize it spontaneously or in conjunction or under the auspices of one or more Technical Committees of EAA.
2. The topics are very specific and related to acoustics.
3. There is no competition or overlap with large events (products) organized by EAA (Forum Acusticum, Euronoise, Euroregio, Regional Congress) or by other International Association linked to EAA.
4. One of the official languages is English.
5. International members are invited into the scientific committee.

Application for an EAA Symposium

The National Member Societies of EAA or the TCs that intend to organize an EAA Symposium should send to the EAA Secretary, at least 6 months before the scheduled date, a proposal containing information on topic, venue, expected number of participants, type of proceedings, chairman, committees, registration fees, and in case of a proposal from National member Societies EAA TC's eventually involved.

The EAA Board will process the proposal and will respond within one month from the reception of the proposal.

If the Symposium is approved, the EAA Board will indicate the name of the EAA Exec-Council member and/or TC-Chairman that will contribute to the Symposium Organizing Committee as representative of EAA. A Memorandum of Understanding will be signed immediately after the Symposium approval between the EAA General Secretary and the Symposium Organizers.

If the number of participants to the symposium is higher than 200, the organizers will donate to the EAA an amount of 3 € per registered participant.

EAA will participate to the spreading of information concerning the conference, using different ways (Newsletter, website, etc.). The Organizer will use the logo of the EAA in every documents and websites and make a report on the symposium that will be published in the news section of the Newsletter of the EAA. A final report of the Symposium is also due to EAA Board.

I.R. 7.5 Other EAA Activities (endorsement)

The organizers of an EAA endorsed event should send an application to the EAA Board, at least six (6) months before the scheduled date of the event indicating the venue the scope and the expected number of participants. EAA endorsed events may be typically National Conferences, or thematic Conferences on various areas of acoustics, for which no administrative support is requested by the EAA. The EAA Board will send their decision within a month from the submission of the application of the event. The announcement of the EAA endorsed events will appear in the EAA Newsletter and the EAA Web-site in a separate area dedicated to the EAA events and a separate announcement will be sent to all the National Societies for internal distribution. No other obligations are foreseen for the EAA.

I.R. 8. EAA Awards and supports to young acousticians

I.R 8.1 EAA Awards

The EAA presents the following awards to distinguished individuals or entities:

- *EAA Award for lifetime achievements in Acoustics*

- EAA Award for contributions to the promotion of Acoustics in Europe

These awards are presented regularly during the opening ceremony of the FORUM ACUSTICUM and exceptionally whenever the board decides that there is an important reason for presenting an award. The EAA board decides the persons or entities to receive the awards. The procedure to be followed for the decision on an EAA Award is the following:

One year before the FORUM ACUSTICUM, EAA board nominates a committee to decide on the recipients of these awards. The committee includes the former two Presidents of the EAA Board, two distinguished acousticians, members of two different National Societies who may be former recipients of the EAA awards and the EAA General Secretary. The committee suggests the recipients of the corresponding awards and prepares a report explaining the reasons for their suggestion. The Committee may indicate up to a maximum of three potential recipients, leaving the final decision to the EAA Board.

I.R. 8.2 Best student papers awards

In order to promote Excellence among young acousticians, the EAA will give awards in selected Conferences for presentations made by students. The number of the awards and the amount to be given for each one of them will be decided by the EAA Board and will be based on available funds. An effort will be made to attract external support for the travel grants.

Eligible for the best student paper award is a young acoustician, who has been enrolled in a University for a Bachelor, Masters or PhD and is no more than 35 years old on the 31st of December of the year of the Conference. He or She has to be the first author of the paper to be presented in the Conference and has to present the paper him/herself.

The procedure to be followed for the best student papers awards is the following:

1. The EAA will issue an open call for expressions of interest for the best student paper awards at least six months before the event with a deadline of two and half months before the event.
2. The call will clearly mention the number of winners and the type of award to be given to them.
3. The call will specify the documents to be sent to the General Secretary of EAA along with the expression of interest. Among the documents to be sent to the General Secretary the full text of the paper is mandatory
4. After reception of the applications the Board will set-up a jury to decide on the award winners. The decision will be based on both the content of the paper and the quality of the presentation.
5. The EAA Board will take the final decision.
6. The winners will be announced at the closing ceremony of the Conference and their names will appear in the EAA Newsletter and the Web Page.

I.R. 8.3 Travel grants

EAA will support young acousticians for their participation in International Conferences and will provide travel grants to young acousticians for participation in main EAA Conferences (FORUM ACUSTICUM, EURONOISE and EUROREGIO). The number of travel grants, the amount to be given and the additional benefits (for instance free registration in the Conference) will be decided by the EAA Board and will be based on available funds. An effort will be made to attract external support for the travel grants.

People eligible for the travel grants are young researchers and students, citizens of countries, the National Societies of which belong to the EAA.

To apply for these grants, young researchers must have enrolled to a university course (Bachelor,

Master, PhD) or already have a Master or a PhD degree but are no

more than 30 years old on the 31st of December of the year of the Conference. They have to be first authors in a paper that will be presented in the Conference and they have to present the paper themselves.

The procedure to be followed for the travel grants is the following:

1. The EAA will issue an open call for applications of travel grants well before the deadline for the early registration of the event for which the travel grant will be given.
2. The call will clearly mention the number of winners and the type of support to be provided to them.
3. The call will specify the documents to be sent to the General Secretary of EAA along with the application and a deadline for the applications.
4. After reception of the applications the Board will set-up a committee to decide on the recipients of the travel grants.
5. The final decision will be taken by the EAA Board
6. The General Secretary will directly inform the winners and their names will appear in the EAA Newsletter and the Web Page.
7. The names of the winners will be announced at the Opening Ceremony of the corresponding event.

I.R. 9. EAA Office

1. In order to sustain the continuity of the EAA administrative functions, in coordination and with the supervision of the EAA Board and the EAA General Assembly, it is established EAA OFFICE. These specific Internal Regulations describe the designation and functions of the EAA OFFICE.
2. Any Full Member Society of EAA can assume the function and responsibility of the EAA OFFICE. Nomination will be proposed by the EAA Board and approved during the next General Assembly, by a majority of one half plus one of the its present and represented members. If no Full Member Society is available to assume the function and responsibility of the EAA OFFICE, the General Assembly can decide to appoint a non-EAA European Institutions for the office.
3. For merely descriptive purposes, some functions and activities of the EAA OFFICE are listed:
 - Updating yearly the data of the EAA member Societies
 - Establishing the administrative contacts with the publisher of the Journal AAA, regarding orders, invoices, incidences, etc., mainly in coordination with the Editor in Chief of the Journal AAA
 - Establishing the administrative contacts with the EAA Banks, mainly in coordination with the EAA Treasurer. In these administrative contacts are not included the payment orders, i.e. EAA Bank transfers, checks or cash. The signature of the EAA Treasurer or the EAA General Secretary must authorize the payment orders, indistinctly.
 - Establishing, with the authorization of EAA Board and EAA General Assembly, administrative contacts with the authorities and institutions and subscribing, on behalf of the Association, any official and unofficial documents to be presented to the Authorities and Institutions that registered the Association.
 - Supporting in administrative matters the EAA Board and the EAA General Assembly.
4. The Full Member Society nominated to take over the EAA OFFICE will indicate a Director responsible of the office works and of the coordination with the EAA Board and the EAA member Societies. The Director will be invited in the EAA Board and E.C.

meetings and will participate in the General Assemblies.

5. EAA OFFICE will be in charge for a term of three (3) years. The designation can be renewed for periods of 3 years by the General Assembly.
6. EAA OFFICE will receive a yearly economical compensation for the management of the activities. The amount will be proposed by the EAA Board and included in the annual EAA budget, to be approved by the EAA General Assembly.
7. The designation of the EAA OFFICE can be revoked, by the EAA Board, with the approval of the EAA General Assembly, by a majority of one half plus one of its present and represented members. The designed Full Member Society for the EAA OFFICE can dismiss from the appointment.
8. In both situations, the Full Member Society, designed to act as EAA OFFICE will update all data and files and will pass the EAA files to the Full Member Society, nominated as new EAA OFFICE, under the supervision of the EAA Board.

I.R. 10. EAA Communications

EAA shall provide its member Societies with general information on EAA surveys, call for papers of EAA events, news on TCs and Products. Member societies shall forward this information in due time to their members. Member societies shall confirm to EAA when the information has been sent to their members. Member societies can ask the EAA to mail this information directly to their members providing EAA with contact data.

I.R. 11. EAA Sponsorship

According to the article 2 of the statutes, collaboration and agreements with European and international entities shall be established in order to better serve the objectives of EAA. Under specific circumstances European and International enterprises may become SPONSORS of EAA.

The sponsorship of EAA shall be dedicated to a specific product or action of EAA, such as Student Grants. The sponsorship can be on a regular basis year by year.

In each specific case the circumstances for sponsoring and the details are expressed in terms of agreement between the SPONSOR and EAA.

The General Assembly approves a sponsorship, which is proposed by the Board.

I.R. 12. Job offers

Job offers are free of charge.