

## **Operational rules of the Steering Committee of Conference Application of Structural Fire Engineering**

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The main goal of the Steering Committee (SC) is to keep the continuity of the Application of Structural Fire Engineering (ASFE) Conferences. The SC therefore chooses the next Local Organisers (LO) and the corresponding place in its meeting held during the current Conference.

2/

The ASFE Conferences are expected to be organised each two years on a non-commercial basis to be open and attractive to the entire fire community. The ASFE Conferences are founded as a University organised activity focussing on the improvement of education through strengthening of the research work in the field of structural fire engineering. There should be a strong focus on young researchers attending the conferences by having a reduced fee for this category of participants and awarded by prizes based on their presentations and papers.

3/

The members of the SC are invited to disseminate the ideas behind Conferences and motivate the potential LO. The members of the SC were selected based on their work on organising ASFE Conferences. The election of new SC members can be done at every SC meeting based on proposals of current members and after approval of the majority of the SC.

4/

The Chairman of the SC will be till the end of the next Conference the chairman of organising committee of the previous ASFE Conference.

5/

The SC secretary will take care of the applications for the next ACSFE Conference, the management, agenda and minutes of the particular SC meeting. The secretary is appointed by the SC members.

6/

The meeting of the SC will be organised at each ASFE Conference by its LO. The agenda of the SC meeting will be focussed on:

- Selection of the next place of the conference,
- Improvements and upgrade of conference idea,
- Election of new members SC,
- Co-operation with fire community.

7/

The LO for the next Conference will be selected during the meeting of the SC in secret ballot, with the absence of the applicant's representatives, by the majority of the present SC members.

8/

Only the LO for the next Conference will be selected; no promises will be made to 'runners up'.

9/

Applications for the next Conference should be delivered to the SC secretary one month in advance of the particular Conference in written form (a short letter or e-mail will be sufficient).

10/

In the SC meeting, representatives of the proposed LO for the next Conference shall explain their application in a presentation. The presentation consists of:

- Name of applying University/Institute/Organisation and the chairman of the LO, who will take care of the next Conference.
- Name of cooperating Universities/Institutes/Organisations.
- Capabilities of the venue with respect to conference rooms.
- Draft estimation of the budget including the expected conference fee.
- Basic information about the transport and accommodation to and at the place of the venue.

This proposal was prepared and agreed  
by Steering Committee in Manchester 7 September 2017