**Regulations of Round Table Discussions**

**At NDT Territory Forum**

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| Organizer | **The Russian Society for Non-Destractive Testing and Nechnical Diagnostics** |
| **The strategic objective of the business program** | Ensuring industrial, ecological and anti-terrorist safety of industrial, infrastructure and civil facilities due to implementation of modern means and methods of non-destructive control and technical diagnostics. Solution of actual practical problems in NDT sphere of all economy industries by involvement of customers, developers and service providers of NDT services. |
| **Target audience (participants)** | Heads, leading experts and scientists:  • supplier of NDT technologies and equipment;  • NDT Labs and quality inspection departments of customers ;  • Scientific research and branch institutions;  • training and certification centers |
| **Branch Round Table Topics** | • NDT in Aviation Industry • NDT in Railway Transport • NDT in Construction and Communal Services • NDT in Space Industry • NDT in Metallurgy and Mechanical Engineering • NDT in Oil and Gas Industry • NDT in Power Engineering (Thermoelectric, Nuclear) • Medical Diagnostics |
| **Interbranch Round Table Topics** | * Antiterrorist Security * Metrology and Technical Regulations * Education and Certification * Coating Control * NDT Standartization |

**1. Round Table Discussions Requirements**

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| **Organization** | The moderator defines, organize and moderates round table discussion.  An expert or a representative of an organization having sufficient competence of the declared branch can act as the moderator.  *Terms and order of application and providing information are specified in item 6.* |
| **Round Table Topic** | General topic of discussion is defined by the moderator.  For the round table not more than 3-4 questions may be claimed for discussion.  The topic is to reflect the essence of the problem submitted for discussion. The topic of discussion needs to have a clear practical and applied component. |
| **The purpose and objectives of round table** | The purpose is to offer existing solution to current problems of NDT application.   The objectives: • Identify the range of stakeholders, customers and suppliers • Formulate solutions/proposals • Identify next steps for implementation of decisions |
| **Speakers / Experts** | * Representatives of major customers * Representatives of federal and regional authorities * Representatives of leading NDT equipment manufacturers and suppliers and developers of NDT technologies   *For organization КС participation at least 3 experts representing the various points of view is necessary.* |
| **Round Table Format** | Variant 1. Speech – questions for the speaker  *For Requirements – see paragraph 3* Variant 2. A moderated discussion. *For Requirements – see paragraph 4* |

**2. Requirements for Moderators**

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| **Moderator** | • A representative of the leading company manufacturer/developer of NDT technology or equipment, top-manager or leading expert • A representative of a major customer • Representative of state regulation authority  The moderator acts as the chief expert and shall be impartial during preparation and coordination of discussion. It is necessary to invite specialists as speakers and experts from companies-competitors for possibility to discuss a topic from various points of view for creation of the most objective discussion. |
| **Moderator Responsibility** | * Definition of round table topics * Declaration of round table program * Speakers and experts selection, coordination and invitation * Informing RSNTTD Direction of recommended experts * Control of conformity of represented reports to the declared requirements * Definition of the speeches order * Salutatory and concluding remarks * Management of discussions * Time-management * Participants invitation (partners, clients, competitors) * Decision preparation * Summary of results of discussions for publishing |

**3. Reports Requirment**

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| **Report Subject** | A subject shall correspond to the general topic of discussion, show a problem and/or the decision and be applicable |
| **Report Content** | Report is to take into account audience of discussion, be informative for solution of practical industry tasks.  Report ideas is to be understandable for specialists who do not have profound NDT special knowledge.  Report structure is to be "problem – decision – application/implementation – result - prospects.  Report must have presentation of basic provisions on the screen. |
| **Thesis Requirements** | Not more than 2/3 of a page. Thesises will be published in the Official Catalogue. |
| **Timing** | Not more than 15 min |
| **Presentation** | 15-20 slides |
| **Questions and Discussion** | Not more than 10-15 min |

**4. Requirements for moderated discussion**

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| **Format** | Moderated discussion is a format to discuss a specific problem during the whole session: no reports, just comments of the invited experts.  The subject of discussion shall be rather narrow and have application-oriented character.  Within one subject 2-3 questions can be discussed.  Time of discussion if not more than 1,5 hours |
| **Moderator** | The moderator acts as the chief expert in the subject for discussion  The moderator develops the concept of discussion handling  The moderator selects experts for discussion  The moderator invites participants (audience)  The moderator introduces subject and questions for discussion, represents participating experts, VIP guests  The moderator maderates according to in advance developed concept: defines an order of discussion and comments (the moderator has the right to interrupt the speaker if his answer doesn't correspond to the asked question, or the formulation is incorrect), asks questions to experts, gives questions for discussion, makes a summary.  Moderator must inform RSNTTD Direction about subjects and the list of questions for discussion in a due time. |
| **Experts** | Not more than 4 experts are invited to participate in discussion.  As experts must be specialists of leading companies of producers, suppliers, developers and large customers having various point of view on a problem shall act.  Use of the subformat "to a barrier" for the brightest representation of different views is possible |

**5. Publishing**

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| **Reports Thesis** | Repotrs publishing in official cataloque and Forum website. |
| **Round table Reports** | Round table reports are published in “NDT Territory” magazine and Forum website. |
| **Article** | By speakers request and in accordance with the reports requirements articles can be published in magazines "NDT Territory", "Control. Diagnostics", "In NDT world" |

**6. Terms of providing information to RSNTTD Direction**

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| **Topicas and general questions/subjects** | Till October, 30, 2016 |
| **Reports subjects** | Till Decmber, 1, 2016 |
| **Reports thesis** | Till Decmber, 20, 2016 |
| **List of questions of maderated discussion** | Till Decmber, 1, 2016 |
| **Moderator photo and biograthy** | Till February, 1, 2017 |
| **Summary report of discussion** | Till April, 1, 2017 |
| **Summasy article of round table discussion** | Till May, 1, 2017 |

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*Appendix 1*

Time-management recommendation

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|  | **Contence\*** | **Speaker** | **Time (min)** |
| 1 | Greeting, presentation of moderator and organizer | Moderator | 2 |
| 2 | Introduction of problem | Moderator | 5 |
| 3 | List of question for discussion | Moderator | 5 |
| 4 | Presentation of discussion participants | Moderator | 3 |
| 5 | Statement of the problem (provocative), the thesis-statement offered for discussion | Moderator | 5 |
| 6 | Speech 1 | Participant 1 | 10 |
| 7 | Questions - answers | Moderator - Audience - Participant 1 | 15 |
| 8 | Speech 2 | Participant 2 | 10 |
| 9 | Questions | Moderator - Audience - Participant 2 | 15 |
| 10 | Speech 3 | Participant 3 | 10 |
| 11 | Questions | Moderator - Audience - Participant 3 | 15 |
| 12 | Discussion summary | Moderator | 10 |
| 13 | Proposal to discussion decision | Moderator | 10 |
| 14 | Reserved time |  | 20 |

*\*In case of several topics repeat it. 5-14, but reduce speech and discusion time.*