



INTERNATIONAL UNION OF LEATHER  
TECHNOLOGISTS AND CHEMISTS SOCIETIES

IULTCS Statutes as adopted by the Council of Delegates on March 3, 2024

## STATUTES OF THE INTERNATIONAL UNION OF LEATHER TECHNOLOGISTS AND CHEMISTS SOCIETIES

### **Article 1: Preamble**

The International Union of Leather Technologists and Chemists Societies is founded for the purpose of encouraging the technology, chemistry, and science of leather on a worldwide basis and arranging meetings for the national leather technologists' and chemists' associations of the world.

### **Article 2: Style and Title**

The name of the organization is "The International Union of Leather Technologists and Chemists Societies", which is herein after referred to as the Union and abbreviated to IULTCS. All adherents to the Union are hereinafter referred to as Member Societies, Associate Members, Supporting Members and Observer Members.

### **Article 3: Aims and objectives of the Union**

To establish and maintain regular contact and effective co-operation between Member Societies, Associate Members and Supporting Members and any other national and international bodies which are relevant to the leather industry.

To hold and organize Congresses, conferences, meetings, and the like, which promote the aims of the Union.

Be the global leather scientific organization to voice technical expertise regarding chemicals and test methods.

Support leather organizations, being co-signatory of relevant documents and statements in the name of the leather industry worldwide.

Defend and promote the definition of leather as per ISO 15115:2019.

Promote the responsible, regulated, and compliant leather industry.

To form International Union (IU) Commissions:

- For the study of common and special problems relating to the technology and science of leather and for the communication of their findings and positions.
- For the development of international methods (IU methods) for sampling and testing of leathers and of materials used in the leather industry and for the control of leather manufacture.
- To promote the correct use of these IU methods and support the adoption of them as ISO and local Standards.

**Article 4:  
Structure of the Union**

The Union membership is comprised of:

- Member Societies which are associations or sections thereof covering one or more nationalities/regions and being the official and unique representative of the leather chemists and technologists.
- Associate Members which are organizations that are not societies of leather chemists and technologists but have an interest in leather and/or leather technology.
- Supporting Members which are companies or organizations that wish to act as a "Sponsor", giving full support to the IULTCS whilst not in itself representing the interests of any group which is already covered by a Member Society and/or Associate Member.
- Observer Members which are companies or organizations that would like to liaise with IULTCS on specific areas or topics of relevance to the leather industry.

The Union shall function through:

- 1) The Officers composed of the President, Vice-President, Past-President, and Secretary
- 2) The Executive Committee (EC) with voting rights consisting of:

Voting Rights	Number of Votes
President	1
Vice-President	1
Secretary	1
Past President	1
Commission Chairs (IUR, IUE, IUT, IUL, IUC, IUP/IUF, IUS)	1 each, total 7
Member Society 0-200 members	1
Member Society 201-300 members	2
Member Society 301-400 members	3
Member Society more than 401 members	4
Host Society of the next Union Congress	1
Host Society of the after next Union Congress	1

In the hybrid Executive Council meetings, the voting can be in person and by e-mail in advance, and by e-mail in the virtual Executive Council meetings.

Normally decisions are taken by simple majority vote. In the event of a tie in voting concerning the nomination and discharging of persons, the relevant part of the voting

procedure must be repeated; in other cases, the President shall have the casting vote.

The following subjects need at least one month notice to those entitled to vote:

- Recommendations by IU Commissions and provisional IU methods
- Formal acceptance and expulsion of Member Societies and Associate Members

- Alteration of Statutes

3) The Assembly composed of the EC members + one representative for each Associate, Supporting and Observer Members

**Article 5**  
**Language of the Union**

The official language of the Union is English.

**Article 6**  
**Domicile and fees**

The domicile address and Subscription fees for Member Societies, Associate Members, Supporting Members and Banners from 23<sup>rd</sup> December 2021 is:

Domicile address:

IULTCS  
c/o NOFIBA Audit AG  
Beim Goldenen Loewen 11  
CH-4052 Basel  
Switzerland

Subscription fees:

Subscription Type	Membership Number	Yearly Fee in EUROS
<i>Member Society</i>	0 - 200	200
	201 - 300	400
	301 - 400	600
	More than 401	800
<i>Associate Member</i>	Any	130
<i>Supporting Member</i>	Any	130*
<i>Observer Member</i>	Any	none
<i>Promotional banners</i>	Any	500

\* Supporting Members are sponsors of IULTCS and the sponsorship amount is agreed individually with the IULTCS with a minimum of 130 Euros per year

The subscription fees must be paid to the IULTCS account at:

UBS Switzerland AG  
Postfach CH-8098 Zurich,  
Switzerland

Business Current Account name: IULTCS  
BIC Code: UBSWCHZH80A  
IBAN Account Number: CH82 0025 4254 6043 3060 G

The payment must be made within 60 days of the date of the invoice.

## **Article 7**

### **Relations with the Union**

Each Member Society, Associate Member, Supporting Member and Observer Member shall undertake to inform the Union Secretary through their representative changes of:

- The composition of the board of the Member Society
- The address of the secretariat and the web page of the Society, if it exists.
- The dates of annual general meetings of the Society, publications, and other important events

## **Article 8**

### **Offices of the Union**

The offices of the Union shall be domiciled in the location decided by a majority of the Executive Committee. Any change of the domicile of the offices of the Union must be reported directly to each Member Society.

## **Article 9**

### **Executive Committee**

The Executive Committee shall conduct the business of the Union. All Officers and members of the Executive Committee shall serve in an honorary capacity, voluntarily, except for the Secretary.

If the President is incapacitated, the Vice-President shall assume these duties for the necessary period; in case the Vice-President is incapacitated, the Past President shall assume these duties. In exceptional situations where the President, Vice-President and Past President are incapacitated the Executive Committee has the authority to appoint an interim President.

## **Article 10**

### **Election of the Executive Committee members**

Vice-President. The election for Vice-President should be made every two years by a simple majority vote. The candidates for Vice-President can be nominated by the Member Societies when the Secretary calls for candidates' nominations. If no suitable candidates are available from within the Executive Committee, then other candidates shall be considered. The application is made by e-mail and voting is by email. The Vice-President election is in the year of a Union Congress and he takes charge on January 1 of the following year.

Secretary. The election for Secretary should be made after four years by a simple majority vote.

Each Member Society elects one or more Representatives to be a member of the Executive Committee for a term of four years depending on the members as stated in Article 4.

The President, Secretary and all Representatives are eligible for re-election at the end of their terms.

If any member of the Executive Committee is for any reason not able or willing to fulfil their duties the Executive Committee has the authority to request their substitution and to make interim appointments until the next Executive Committee meeting.

Individual Representatives or officers of the IULTCS are required to report to the Executive Committee any potential conflicts of interest between their responsibilities towards the IULTCS, as defined in the aims and objectives of the Society, and any other official duties or positions held in any other organizations or affiliations. Upon disclosure or discovery, the IULTCS Executive may request replacement of the Officer or Representative.

## **Article 11**

### **International Union (IU) Commissions Elections**

IU Commissions are established and disbanded by the Officers, with the approval of the Executive Committee. The objective of the IU is consistent with the aims of Article 3 of the Union Statutes

Two IU Commissions are tasked with the development of leather testing standards:

- Testing Commission (IUC)
- Fastness Testing and Physical Testing Commission (IUF/IUP)

And five IU Commissions are tasked with studying and compiling useful industry information that can be used to improve efficiency and focus of industry resources:

- Environmental Commission (IUE)
- Research Commission (IUR)
- Training Commission (IUT)
- Liaison and Communication Commission (IUL)
- Sustainability Commission (IUS)

The Participants in the IU Commissions can be indicated, with the supervision of the Officers, by Member Societies, Associate Members, Supporting Members, Observer members and by the respective Chairman among the IULTCS associates with commensurate skills to carry out the tasks of the Commissions.

For voting of the new Commissions' chairs each Commission may nominate candidates for the Chairman position when vacant and submit the names to the Officers for the selection. The IU Chairmen are elected for a period of four years and can be re-elected for another four years term.

The IU Commission Chairman shall report the work and recommendations of his Commission to the Executive Committee semi-annually.

## **Article 12**

### **Duties of Officers and Members of the Executive Committee**

See Appendix 1

## **Article 13**

### **Meetings of the Executive Committee**

The Executive Committee shall meet at least twice a year either in person or via video call and shall be convened by the President of the Union and coordinated by the Secretary.

## **Article 14**

### **Subscription fees**

The subscription fees are fixed by the Executive Committee and are listed on the Article 6.

Member Societies whose dues are not paid by the end of the calendar year of the invoice shall temporarily lose all voting rights. Voting rights will be reinstated upon receipt of all outstanding fees.

Members of Member Societies and Associate Members whose dues are not paid cannot be eligible for reduced IULTCS registration fees at Congresses and Conferences.

## **Article 15**

### **Membership of the Union**

Membership of the Union is in principle available to any Society, association or section thereof covering one or more nationalities and being the official and unique representative of the leather chemists and technologists of each nationality involved. Individuals are not admitted.

Application for membership must be made by e-mail to the Secretary of the Union, accompanied by a copy of the applicant's statutes and a list of members.

The applicant must undertake to abide by the Statutes of the Union. The admission must be approved by the Executive Committee by simple vote.

## **Article 16**

### **Autonomy of Member Societies and Associate Member**

Each Member Society and Associate Member of the Union shall retain its autonomy and be managed by its members under its own rules or by-laws.

## **Article 17**

### **Resignation of Member Societies and Associate Members**

A Member Society or Associate Member ceases to be a member:

- By resignation tendered by the Member Society to the Secretary of the Union by email before the next Executive Committee Meeting, in the year in which the resignation must become effective, provided any undue subscriptions are paid before resigning.
- By expulsion on a majority vote of two-thirds of the Executive Committee or nonobservance of the Statutes. In such cases the Member Society shall have, through its President or Representative, the right to appeal to the Executive Committee
- By non-payment of the subscription fee for more than four years.
- An Associate Member ceases to be a member by the creation of a Society of Leather Chemists and Technologists in the location where the Associate Member is based that is accepted by the IULTCS after complying with the registration requirements.

## **Article 18**

### **Publications**

Each Member Society and Associate Member:

- May publish in its own journal extracts or complete translations of original matter appearing in the journals of Member Societies, Associate Members and Supporting Members on condition that the origin and full reference is clearly stated, and the publisher's agreement obtained. Such an agreement should not unreasonably be

withheld.

- May publish in its own journal, reports and articles that have appeared in the official publication (if any) of a Union Congress or Regional Conference after the Member Society of origin has had an opportunity to publish in their own journal.
- Each Member Society and Associate Member should insist that in any publication using analysis or test methods the IULTCS Official Methods must be used, whenever they exist. Reference may also be made to the equivalent ISO test methods.

## **Article 19**

### **Union and Regional Congresses**

See Appendix 2

## **Article 20**

### **Financial Period**

The financial period of the Union shall last one year and shall commence on January 1st of each year. The Union will use Euros as currency; the savings account might be in Euros or Swiss Francs

## **Article 21**

### **Income**

The income of the Union shall consist of:

- Yearly subscription fees contributed by the Member Societies, Associate Members, and sponsorship from the Supporting Members.
- Approved gifts and bequests
- Earnings from publications, advertising fees and other services
- Premiums from Congresses
- Website banners

## **Article 22**

### **Expenditure**

The expenses of the Union shall consist of:

- Administration costs for the secretariat: honoraria, office expenses and travel
- Authorized traveling expenses
- Financial and auditing expenses
- Such other expenses as the Executive Committee shall authorize in furtherance of the aims and objects described in Article 3 of the Union Statutes.

## **Article 23**

### **Deposits, payments, and withdrawals**

The assets of the Union shall be deposited in a bank in one or more accounts in the name of the Union.

Payments may be issued by the Secretary Treasurer but only after email approval has been obtained by correspondence with the President.

No disbursements shall be made without the sanction of the President, or Vice-President in his absence, except for the usual routine expenses of conducting the affairs of the Union. For extraordinary expenses to meet unusual situations any disbursements of funds must be with the approval of the Executive Committee.

The IULTCS accounts should always have three authorized persons that can make

deposits, withdrawals, and payments after the President's approval.

## **Article 24**

### **Auditing of Accounts**

The accounts of the Union shall be audited every year according to the legal requirements of the location of domicile of the IULTCS. The Executive Committee shall approve the appointment of auditors and the yearly audit.

## **Article 25**

### **Statutes**

All Union activities are governed by the Statutes.

An alteration to the existing Statutes can only be made by the Executive Committee and requires adoption of a majority vote of two-thirds of the votes. Not less than one month notice must be given to member societies of the proposed changes.

## **Article 26**

### **Reimbursements and Travel Expenses**

The President, Vice-President, Members of the Executive Committee, and IU Chairmen should obtain funding from their employers, National Associations or other sources for expenses incurred in attending IULTCS meetings.

The IULTCS may consider funding for expenses under exceptional circumstances such as representing IULTCS in external conventions and forums. These requests should be made in advance, prior to the incurred expense to the Secretary. The request should be lodged with the Secretary allowing sufficient time for consultation and approval by the IULTCS Officers by e-mail. The aim would be to give an answer to the applicant in time for them to plan the convention or forum.

The Secretary of the Union shall be reimbursed as per IULTCS budget, when attending Union Congresses and meetings of the Executive Committee in the period between Union Congresses.

Other expenses:

The external expenses of the costs involved in the secretariat and financial administration of the Union will be reimbursed.

Other expenses must be approved in advance by the President.

Normally the President and Secretary/Treasurer are exempted from payment of Congress registration fees by the host society.

## **Article 27**

### **Dissolution**

Six months' notice must be given to the Member Societies of the proposed dissolution. The Union can be dissolved by the Executive Committee by a two-thirds majority vote. In the event of dissolution, assets shall be divided between the Member Societies at the time of dissolution, in proportion to the contributions paid by each Member Society during the previous three years.

## **Article 28**

### **IULTCS Logo, Flag and Anthem**

A) IULTCS Logo

The logo of the IULTCS is made up of a LOGO and the TITLE.



- Logo:



- Title:

INTERNATIONAL UNION OF LEATHER TECHNOLOGISTS AND CHEMISTS SOCIETIES

- Logo standard setting:



The Logo is set to the left. The Title appears as two centered lines to the right of the Logo. For use on letter headings, faxes, envelopes, visiting cards etc.

- Alternative settings:

- The Logo may be used on its own without the Title and still represent the identity of the IULTCS. For example, in conjunction with ISO for testing standards or for use in the IULTCS badge (pin) made on an old silver support.
- The Logo is set centrally, with the Title appearing as two centered lines underneath. For use on panels, advertising, Congress, Symposiums etc.
- The Logo is set centrally, with the Title appearing as three centered lines underneath. For use on rubber stamps.
- The Logo is set to the left and the Title appears as one line to the right of the Logo. As it appears on the IULTCS website.
- Logo and Title appear as two vertical lines on the left side of the IULTCS Flag.

- Lettering format:

COPPER-PLATE 33 BC

- Corporate colors:

Pantone 484. (0% Cyan; 87% Magenta; 83% Yellow; 30% Black). Background should be white. Alternatively, it is acceptable to use Pantone 484 as the background and the symbol and logo lettering in white. In the case of the IULTCS website the background may be light blue.

- Format:

The Logo and Title are available in different formats:

- Vectorized, such as "eps" and "fh". For use when printing on various surfaces and sizes as this will always keep a perfect, tidy image.
- Pixel image, such as "jpg" or "gif". For use for printing on paper or similar surfaces.

- Authorization for use of IULTCS Logo

Unauthorized use of the IULTCS Logo is not permitted. Permission to use the IULTCS Logo must be obtained in writing from the IULTCS Secretariat. No alterations to the format of the IULTCS Logo are permitted without the written authorization of the IULTCS Secretariat.

B) IULTCS Flag

- Background color

Pantone 279C (77% Cyan; 49% Magenta; 0% Yellow; 0% Black). This blue is identical to the United Nations Flag, giving the IULTCS an image of a worldwide organization.

- Logo

The Logo appears in white centrally of the Flag, in a size that is proportional to the size of the Flag.

- Title

The Title appears in white as two vertical lines on the left, shorter side of the Flag.

### C) IULTCS Anthem

At any official opening of a Union, International or Regional IULTCS Congress, the IULTCS Flag will be set at the podium and the IULTCS Anthem will be played. At the Union Congress, the Anthem is played at the closing the Flag ceremony, when the Flag will be handed on to the host association of the next Congress.

The IULTCS Anthem is the "Air" from Handel's Water Music Suite No. 1 in F major.

## **Article 29**

### **IULTCS Membership certificates**

IULTCS membership certificates can be prepared on request for:

- Member Societies
- Associate Members
- Executive Committee members
- Commission members and Chairs
- Individual members of affiliated Member Societies or Associate members.

The certificates shall be prepared and circulated electronically for recipients to print.

## **APPENDIX 1**

### Duties of Officers and Members of the Executive Committee

#### The President:

- To represent the Union in legal and other matters that may arise
- To direct and propose the topics to discuss during the meetings, virtual meetings, and virtual discussions, when necessary
- To maintain a permanent contact with his officers and members of the Executive Committee
- To approve with the Secretary the expenses of the Union
- To convene and preside at meetings of the Executive Committee
- To approve with the Secretary approved minutes of meetings of the Executive Committee
- To guide Host Societies in the preparation and the organization of Union Congresses
- To follow up the goals set by the Executive Committee related to membership, incomes, projects, publications
- To stimulate the affiliation of new members to the Union
- To advise the incoming Vice-President on their future role as President
- To maintain a direct contact with the chairman of the IU commissions and to encourage the contacts with ISO and other important entities involved in the leather world.
- To name a temporary Representative, Regional Representative, or an Officer in case the goals set by the Executive Committee are not fulfilled, with the previous approval of the majority of the members of the Executive Committee.

#### The Vice-President:

- To act for the President during any absence or incapacity
- To aid the President in the preparation of topics to be discussed in meetings and virtual meetings
- To assist in the preparation and organization of Union Congresses
- To incorporate important items of evaluation into the Congress Guidelines.
- To maintain a direct and permanent contact with the existing President so that during the period the Vice-President becomes fully aware of the duties and activities of the Union. It must be understood that the two-year period as Vice-President is intended to be a preparation period.

#### The Secretary/Treasurer (referred to as Secretary):

- To assure the contacts between the Executive Committee and the Members via the Representatives and/or the Secretaries of Members
- To prepare the agenda and minutes of the EC meetings
- To order the information relevant to Member Societies and to make this information available to Member Societies applying for it.
- To maintain a direct and constant contact with the members of the Union and with all members of the Executive Committee
- To assist in the preparation and the organization of Union Congresses.
- To convene on behalf of the President meetings of the Executive Committee by sending an agenda at least one month prior the meeting and distribute the minutes of the EC meetings
- To organize and run the voting for Merit Award and Vice-President
- The yearly Secretary honoraria is € 3.800,00 paid once a year

#### As Treasurer:

- To manage the finances and the financial administration of the Union.
- To execute payments which the Secretary is authorized directly or indirectly by the President of the Union or the Executive Committee.
- To report annually to the Executive Committee
- To prepare the budget for the next year
- To collect the subscription fees of the Member Societies, Associate Members, Sponsor Members and Banners
- To ensure that the accounts of the Union shall be audited annually according to the legal requirements of the location in which the Union has domicile and by auditors who are approved by the Executive Committee.
- To assist in the preparation and organization of Union Congresses.

#### The Member Representatives:

There is one Representative nominated from each Member Society and one from each Associate Member Society, or societies may collaborate and elect to be represented by a Regional Representative. The duties of each type of representative are the same.

- To support Union activities by ensuring contribution from their society(s) to the work of IU Commissions
- To stimulate interest in Union activities through clear communication
- To contribute to the organization and evaluation of Union Congresses and regional conferences.
- To attend meetings of the Executive Committee.
- To update the Union on information related to the activities carried out by their society(s)
- To provide updated information related to officers and contact addresses of their society(s) to the Secretary of the Union
- To set goals and plans for soliciting new members from specified areas as requested by the Executive Committee.
- To nominate candidates for Vice-President.
- To promote the economic welfare of the Union by ensuring fees are paid on time and by finding sponsors for the IULTCS website and supporting another Union economic initiatives

#### The Commission Chairmen:

- To solicit members with commensurate skills to participate in commission tasks.
- To assign responsibilities and hold meetings to further task objectives.
- To report regularly to the Executive Committee on activities and decisions
- To keep the information on the web page for their IU Commission up to date
- To ensure task objectives are achieved.

#### The Representatives from the IULTCS Congress host Society

- To update the Executive Committee with information on the activities carried out by the organizing committee.
- To follow up the suggestions presented in this document and by the Executive Committee.
- To include in the budget the prescribed premium of the Union currently fixed at €30.00 per delegate for in person and €10.00 per delegate virtually (this applies to all participants who have paid the normal Union Congress registration fee, in person or virtual). Student participants are exempt from this premium.

- Two Executive Committee representatives, one from each of the next 2 upcoming Union Host Societies with voting rights.

## **APPENDIX 2**

### Union Congresses and Affiliated Regional Conferences

The Union shall hold a Congress every two years at a place and time fixed by the Executive Committee. The main activities of the Congress shall be the presentation and discussion of scientific and technical developments by oral presentations and visual display sessions.

Administrative matters of the Union shall be discussed and decided at meetings of the Executive Committee meetings.

The general organization and financial responsibility of a Union Congress shall rest with the host society, in close liaison with the Executive Committee. The Host Society shall follow the Congress Guidelines and make detailed arrangements to keep the fees at a reasonable level to cover all expenses of the Congress and the prescribed premium for the Union.

The official language of a Union Congress is English (for the Oral Presentations, Power Points and Poster), but one additional language may be used for the delivery of presentations, simultaneous translations, and the Congress literature. The second language may be the mother tongue of the Society. The choice of any additional languages and the agenda of the Congress must be approved by the Officers.

Regional Conferences may be affiliated with and organized under the auspices of the Union but may not coincide with the Union Congress. Application must be made to the IULTCS Executive committee by email to hold a Regional Conference affiliated with the IULTCS.

The IULTCS fees for the Union Congresses and Regional Conferences are established by the IULTCS Statutes.

### IULTCS Flag, Anthem, and Logo

A flag ceremony, accompanied by the adopted IULTCS anthem, should take place at the opening and closing ceremonies of the Union Congress. The President of the IULTCS should introduce the IULTCS flag at the opening ceremony of the Congress and handed it over to the President of the host Association. The flag should be placed on the podium for the duration of the Congress.

At the closing ceremony the President of the host Association should hand the IULTCS flag over to the President of the host Association for the next IULTCS Congress.

During both the opening and closing ceremony of the Union Congresses the anthem of the IULTCS, the music "Air" from Suite No 1 of Handel's Water in F Major, should be played.

Full details of the IULTCS Logo, IULTCS Flag and IULTCS Anthem are listed in Article 28 of the IULTCS Statutes.

## **Guidelines for the presentations on the IULTCS sponsored Congresses:**

As a scientific congress the research work, product application and industrial experience must be based on regulated, compliant and responsible technology of leathermaking.

- 1) The presentations must be in correct Official Language, English, with proper punctuation, grammar, spelling, and abbreviations.
- 2) The International System (SI) must be used for the units used in the presentations.
- 3) For the Power Point slides (Oral Presentation), Paper and Visual Presentations (Poster) a small company (or institution) logo in the corner is allowed. The tables, figures and machine drawings may not include names or commercial symbols, trademarks or trade names and must be completely neutral and free from advertising. A maximum number of slides should be set depending on the available time for Oral Presentations.
- 4) We encourage healthy scientific debate on all topics. However, information presented that is not scientifically rigorous, is incomplete, biased, or even the way some subjects may be approached, can detract from the integrity of proceedings. We request participants to pay special attention to the following:

Use terms accurately and avoid making excessive claims or controversial comments without solid scientific data.

- Example: - be cautious using terms such as "greener", "more ecological", "less sustainable", etc.

Focus on the benefits of your work and avoid justifying research by improper mention of industry issues.

- Example: - do not disparage all chromium tanning because some leathers may contain Cr VI or other contaminants

Provide a balanced perspective of our industry and products, particularly on subjects like the Environment, Sustainability, and Pollution.

- Example: - there are many tanneries and industry initiatives that provide positive examples and constructive images for our industry.
- Example: - there is no need to promote leather by derogatory mention of synthetics / plastics / etc.

Be respectful of other viewpoints, people's time, and tone of proceedings.

- Example: - During Oral Presentations, make your point, but agree to disagree on controversial issues. Handle polemic discussions outside.
- Example: - Audience members who try to use the Oral Sessions to promote their own interests should be discouraged from doing so.

- 5) The Host Society will establish a Congress Scientific Commission which will have the responsibility of ensuring the good quality of the Oral, Paper and Visual Presentations presented. A IULTCS Executive Committee Representative will participate in the works of the Congress Scientific Commission with supervision power.
- 6) The selected authors that will present the Oral Presentations can only present

after they have submitted the Full Paper to the Congress Scientific Commission

- 7) The Congress Scientific Commission will determine the length of the time for the Oral presentations and time for questions. These times should be complied with by the authors. The Scientific Commission will also determine the maximum number of slides for the Power Point Presentations
- 8) The Congress Scientific Commission will determine the dimensions and resolution of the Posters to be sent electronically. The Posters must be printed by the Congress organization to standardize the dimensions.
- 9) The Power Point Presentations, Papers and Posters will be available for the IULTCS to download on the IULTCS website. Authors can give permission for the work to be published in other journals and/or translated.
- 10) The Scientific Commission must review 100% of the Power Point Presentations at least a week before Congress and corrections need to be made if the slides do not comply with the Congress Guidelines or if the number of slides exceeds the maximum allowed.