

IWTO Contracts & Specifications

LETTER TO TECHNICIANS



Dear Sir/Madam,

INVITATION FOR SUBMISSIONS FOR THE TECHNICAL MEETINGS

The next IWTO Congress 2016 will be held in Sydney, Australia. This year the dates of the Congress are 04-06 April 2016. The Technical Sessions will be held on Monday 04 April 2016.

The programme will be available on the IWTO Web site at: <http://www.iwto.org/events/upcoming-events/45/>

Please note, that due to the destination of Sydney, submission deadlines are a little bit earlier than usual to allow applicants to plan their travel well in advance.

If you wish to bring forward any technical matters for discussion at the IWTO Congress within the meetings of the Technical Groups please read the below information and guidelines carefully. Following the listed requirements will help the Chairmen with the preparation of the agenda, collation of technical reports and other submissions.

Please note that the agendas for the Technical Groups with the Submissions and Reports to be presented, will be available for downloading on the IWTO web site in PDF format (zipped) latest 5 weeks prior to the conference (29 February 2015). They can be downloaded and read using Adobe Acrobat Reader.

If you have any further questions please contact the responsible Committee Chairmen or the IWTO office.

Kind regards,

Elisabeth van Delden
Secretary General

Submissions and Reports to the Meetings of the Technical Groups of the Contracts & Specifications Committee

As is our normal practice, papers will be distributed electronically. All authors are requested to provide electronic copies of their Submissions and Reports (e-mail).

A. Reports and Submissions to Technical Groups on Standardization, Specification, Metrology and Trials.

Reports and Submissions related to the development of Test Specifications, such as proposals for new or amended texts and/or the results of supporting research data and round trials are normally presented within the Technical Groups.

Titles and Indicative Summaries

Initially, all authors must send the titles of their papers (accompanied by an indicative summary to a maximum of an A4 page) to the Chairman of the relevant Technical Group. Each Group Chairman will allocate a Technical Group Report or Submission number to the paper and inform the author. The author will use this number in the preparation of the paper.

The indicative summary is required only to assist the Chairmen to decide whether the report is best presented in the Technical Groups or in the Wool Innovation and Technology Forum. In some cases, the Group Chairman might redirect your request to the Chairman of the C&S Committee, if he considers that your presentation is more appropriate for the Wool Innovation and Technology Forum (or vice versa).

You are requested to use the IWTO template for this indicative summary and advise the relevant Chairman of the titles of any Submissions or Reports that you wish to have included as soon as possible. The templates are attached to this letter. The author will have to fill in all the detail in the headings for the report or submission and its briefing paper. The parts of the heading that must be filled in are indicated in green.

Using the template for the titles and indicative summaries will allow the Chairmen to identify and correct problems with formatting before the deadline for submission of the full paper.

The contact addresses of the Chairmen of the Technical Groups are as follows:

Raw Material Group

(includes raw wool and sliver)

Mr. W. Heath.
Wool Testing Bureau SA
PO Box 1867
Port Elizabeth 6000
SOUTH AFRICA
wian.heath@wtbsa.co.za

Product Group

Mr. Chen Min
Fabric Development Centre
Jiangsu Sunshine Group Co.,Ltd
24/F Sunshine Keji Building,
Xinqiao Town, Jiangyin City ,
Jiangsu Province 214426
P.R.China
bryansunshine@163.com

All titles and indicative summaries must reach the Chairmen **no later than 08 January 2016**.

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The final text should be e-mailed in the appropriate format, i.e. using the IWTO template, to the relevant Group Chair. The receipt of a Report or a Submission that has not used the IWTO format could see the document returned to the author(s) for correction and potentially miss the announced deadlines.

The formatted electronic text of the Report or Submission, including the Briefing Paper and appendices, must have been received by the Chairman by **no later than 22 January 2016**.

Briefing Papers

It is required that all Reports and Submissions be accompanied by a Briefing Paper which gives a concise summary of the findings of the work and the consequent commercial implications. The first objective of this document is to inform our commercial colleagues about the issues to be discussed within the C&S Committee, so that they can express their views on the commercial implications of amendments or technical proposals. Authors are requested to restrict the text of the Briefing Paper to a single page.

Instructions for the preparation of the Briefing Paper can be found on the IWTO web site.

Changes to Test Methods and Draft Test Methods

If you propose changes to any of the IWTO Test Methods or Draft Test Methods, you must provide the responsible Chairman with a clean digital copy of the respective Test Method including your suggested changes highlighted with track changes. If you need access to the latest version of the test method please contact the IWTO office at vandelden@iwto.org. This will ensure that your suggested changes once approved will be published as quickly as possible by IWTO.

B. Reports to the Wool Innovation and Technology Forum.

Technical reports on more general issues of metrology, on physical and chemical topics relating to research and development of industrial processes and/or the applications of new technology, are normally presented in the Wool Innovation and Technology Forum. Please note that the instructions for preparation of Reports for the Wool Innovation and Technology Forum are different from those for Submissions and Reports to the Technical Groups of the Contracts & Specifications Committee.

Title and Indicative Summary

You are requested to use the IWTO template attached to this letter to prepare your indicative summary and title.

All titles and indicative summaries must be sent to the Committee Chairman and the IWTO Secretary General, by no later than 08 January 2016, preferably by e-mail. IWTO will allocate a number to your report, to be used later.

The contact address is as below:

Wool Innovation and Technology Forum

Enrico Prina
Città Studi S.p.a.
C.so Giuseppe Pella 2B
13900 Biella Italia
enrico.prina@cittastudi.org
and vandelden@iwto.org

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The completed report, accompanied by its Briefing Paper (Maximum 1 page), prepared using the appropriate IWTO template format, must have been received by the Committee Secretary and the IWTO Secretary General no later than 22 January 2016. Again, details of the procedure for preparing reports for the Wool Innovation and Technology Forum are attached as an Appendix to this letter.