



REGULATIONS

**on the Organization and Conduct of Scientific
(Scientific-Practical) Conferences (Seminars)
at Ivan Kozhedub Kharkiv National
Air Force University**



**The Air Force of the
Armed Forces of Ukraine**

APPROVED

By the decision of the Academic Council
of Ivan Kozhedub Kharkiv National
Air Force University
Protocol 23.02.2021 № 3

REGULATION

on the Organization and Conduct of Scientific (Scientific-Practical) Conferences
(Seminars) at Ivan Kozhedub Kharkiv National Air Force University

Enacted by the order of the Commandant
of the Ivan Kozhedub Kharkiv National
Air Force University 29.03.2021 № 478

CONTENTS

1. General Provisions	3
2. Participants of the Conference	3
3. Conference Leadership.....	4
4. Tasks of the Conference Program Committee	4
5. Tasks of the Conference Organizing Committee.....	4
6. Tasks of the Working Group.....	5
7. Procedure for Preparing the Conference	5
8. Conference Procedure	7
9. Funding of the Scientific Conference	8
10. Final Provisions.....	9

1. General Provisions

1.1. The Regulation on the Organization and Conduct of Scientific (Scientific-Practical) Conferences (Seminars) (hereinafter – the Regulation) defines the general aspects of organizing and conducting conferences (seminars) (hereinafter – Conferences) at the Ivan Kozhedub Kharkiv National Air Force University (hereinafter – KhNAFU).

1.2. This Regulation has been developed in accordance with the current legislation of Ukraine on the basis of:

the Law of Ukraine On Higher Education of 01.07.2014 No. 1556-VII;

the Law of Ukraine On Scientific and Scientific-Technical Activity of 26.11.2015 No. 848-VIII;

the Statute of the Ivan Kozhedub Kharkiv National Air Force University, approved by the Order of the Ministry of Defense of Ukraine of 28.11.2018 No. 603 (as amended);

the Regulation on the Organization of Scientific and Scientific-Technical Activity in the System of the Ministry of Defense of Ukraine, approved by the Order of the Ministry of Defense of Ukraine of 27.07.2016 No. 385;

Methodological Recommendations on the Organization and Conduct of Scientific (Scientific-Practical) Conferences (Seminars), approved by the Deputy Chief of the General Staff of the Armed Forces of Ukraine on 11.05.2018.

1.3. Conferences are events aimed at the collective discussion by specialists of specific issues of military theory and practice, certain scientific and scientific-technical results, the exchange of experience in scientific and scientific-technical activities, etc. The outcomes of such discussions are usually reflected in collections of relevant materials, decisions, and recommendations.

The preparation, organization, and participation in Conferences are among the main types of scientific and scientific-technical activities of the University.

1.4. To prepare and conduct Conferences at KhNAFU, an organizing committee and a working group are established.

For the preparation and holding of the most significant Conferences, a program committee may additionally be created.

2. Participants of the Conference

2.1. The permanent staff of the university (management, administrative bodies, academic staff of faculties and departments, research staff of research units), temporary staff (doctoral candidates, adjuncts, cadets and students), as well as representatives of other institutions and organizations may be involved in the Conference.

2.2. Involvement of representatives of external institutions and organizations in the Conference is conducted by sending information notices (invitations) to such institutions.

3. Conference Leadership

3.1. Overall leadership of the Conference is exercised by the Chief of the University or his direct and immediate commanders (chiefs).

3.2. Direct leadership of the Conference is exercised by the Chief of KhNAFU, if the overall leadership of the Conference is exercised by his direct or immediate commanders (chiefs), or by the Conference Organizing Committee headed by the Deputy Commandant of the University for Research. Leadership in the preparation of the Conference is exercised by the Deputy Commandant of the University for Research through the working group.

3.3. Leadership in the preparation and conduct of sectional meetings is exercised by the Chiefs of sections (subsections).

4. Tasks of the Conference Program Committee

In order to ensure a high level of practical orientation of the KhNAFU Conference, experienced leaders of military administration bodies and scientists are invited to participate in the program committee.

The composition of the program committee is approved by the Chief of the program committee.

The main task of the program committee, which consists of experienced military administration practitioners, is to identify during the preparation stage and throughout the conference the key problematic issues that require scientific justification and discussion, and to focus the efforts of scientists on priority areas of scientific research in the most relevant issues for the Armed Forces of Ukraine.

5. Tasks of the Conference Organizing Committee

5.1. The organizing committee is formed from among the leading scientists of the University.

The composition of the organizing committee is approved by the Commandant of KhNAFU.

5.2. The organizing committee is entrusted with the following tasks:

organizing and coordinating the preparation and conduct of the Conference in all major areas of scientific defined by the Conference topics;

inviting leading experts from scientific institutions, organizations, and enterprises of the defense-industrial complex of Ukraine, as well as prominent specialists from other countries of the world to participate in the Conference;

conducting the plenary and sectional meetings of the Conference, summarizing the reports on the work of the sections, and preparing the draft resolution of the Conference.

6. Tasks of the Working Group

6.1. The working group for the preparation and holding of the Conference is formed from among the University officials responsible for ensuring the preparation and conduct of the Conference within their respective areas of activity.

The composition of the working group is approved by the Commandant of KhNAFU.

6.2. The working group for the preparation and holding of the Conference is entrusted with the following tasks:

- organizing the preparation of premises for the Conference;
- providing section (subsection) chiefs and secretaries with methodological materials on the organization of the Conference and the preparation of reporting data on its results;
- organizing the processing and publication of the Conference program and the collection of abstracts of participants' reports, as well as their distribution (mailing) to Conference participants;
- providing the necessary office equipment for plenary (sectional, subsectional) meetings of the Conference;
- organizing access control on the University premises for participants of the Conference from other institutions and organizations, based on prior applications;
- organizing the reception, registration, and transportation of Conference participants to the venues of plenary and sectional meetings;
- arranging accommodation for Conference participants from other cities;
- organizing video recording and photography of the Conference proceedings;
- arranging catering for Conference participants;
- providing Conference participants with the necessary means of communication during the event;
- providing the necessary technical equipment to support participants' presentations;
- organizing medical support.

7. Procedure for Preparing the Conference

7.1. The Deputy Commandant of the University for Research is responsible for planning, preparing, and conducting the University Conference.

The direct planning and organization of measures for preparing and conducting the Conference are conducted by the University's Research and Administrative Department.

The dates of the University-wide Conferences are defined in the section "Other Activities of Research and Technical Work" of the University's Annual Plan of Research and Technical Activities at the stage of annual planning.

The planning of the participation of research and academic staff of the University's structural units in the Conference is conducted by the chiefs of the University's educational and scientific units, as determined in the annual plans of research and technical activities of the respective units.

7.2. Direct preparation for University-wide Conferences begins 5–6 months prior to the scheduled date (for seminars — 1–2 months).

Direct preparation for Conferences according to the plan of a University unit begins 1–2 months prior to the scheduled date (for seminars — 15–20 days).

To organize the preparation for a Conference, an order is issued by the Commandant of the University, which specifies:

- the purpose and main directions of the Conference;
- the composition of the Organizing Committee of the Conference;
- the composition of the Program Committee of the Conference (if necessary);
- the list of sections and subsections of the Conference;
- the list of rooms for holding plenary and sectional sessions of the Conference;
- the chiefs (chairs) and secretaries of sections (subsections);
- the composition of the Working Group for preparing and conducting the Conference (seminar);

the tasks assigned to the Deputy Commandant of the University for Research, Deputy Commandant for Academics, Deputy Commandant for Armaments – Chief of Armaments, Deputy Commandant for Logistics – Chief of Logistics, Deputy Commandant for Personnel – Chief of Personnel Department, Director of the Civil Aviation Institute – Deputy Chief for Student Affairs, chiefs of faculties, Head of the Air Force Research Center, heads of University-wide departments, Assistant to the Commandant of the University – Chief of the Financial-Economic Service, Chief of Personnel and Drill Department – Deputy Chief of Staff of the University, Chief of the Special Communications and Information Protection Service – Assistant Chief of Staff for Special Communications and Information Protection, and Head of the Research and Administrative Department regarding the organization of the Conference detailed assignment of tasks is presented in Annex 1.

If the Conference involves discussion of information marked as “Top Secret” (restricted-access information), the order must also specify measures for protecting state secrets and preventing leakage of classified information (restricted-access information).

7.3. If the Conference is conducted according to the plan of the University department chiefs, the Commandant of the University’s order may not be issued.

Issuing an order by the Commandant of the University is mandatory when representatives of external institutions and organizations are involved in the Conference.

7.4. To ensure organized and high-quality preparation and conduct of the Conference, the following documents are developed:

- Conference Preparation Plan (Annex 2);
- Conference Program (Annex 3);
- List of organizations whose representatives are invited to the Conference;
- Conference Invitations, participation conditions, date, and venue (Annex 4);
- Seating arrangement scheme for Conference participants;
- Conference Decisions (Annex 5);
- Conference Materials Collection (Annex 6).

Additionally, the Conference Preparation Plan specifies measures for organizing access control, direct reception of participants, and their registration.

8. Conference Procedure

8.1. The Conference begins with the organization of access control and the direct reception of participants.

Admission to the KhNAFU premises from external institutions is conducted according to lists of participants previously compiled and approved by the Chief of Staff – First Deputy Commandant of the University.

8.2. Registration of Conference participants is conducted to determine the actual composition of participants and the list of institutions and organizations that have sent their representatives according to prior applications.

Registration is held on the first day of the Conference, immediately before the plenary session, typically 2–2.5 hours prior to its start. During registration, members of the working group responsible for participant registration record individuals who have arrived for the Conference according to the participant list submitted in advance. Additionally, a list of participants who arrived without prior applications is compiled if necessary.

Participants who have fulfilled the conditions for attending the Conference (including payment of the organizational fee to cover the costs of publishing the Conference materials) are provided, upon registration, with the Conference materials: the Conference Program and the Collection of Abstracts of participants' reports. Participants arriving from other institutions and organizations, during registration, present their travel authorization to the representative of the Personnel and Staff Department of the University Headquarters upon arrival at KhNAFU, and again after the Conference upon departure.

8.3. Plenary, Sectional, and Closing Sessions of the Conference

The plenary session of the Conference is held on the first day of the Conference and involves the participation of all attendees who have arrived and registered.

The plenary session generally lasts 2.5–3 hours, including a 15–20 minute break.

The plenary session is opened by the Chief of the Program (Organizational) Committee of the Conference (or their deputy), while the session itself is conducted by the Chief of the Organizational Committee of the Conference.

At the plenary session, the most significant scientific reports on the main directions of the Conference are presented. The topics and abstracts of reports for the plenary session are planned in advance and published in the Conference materials.

By the decision of the Chief of the Program (Organizational) Committee, additional (unscheduled) reports by Conference participants may also be heard during the plenary session.

The sectional (subsectional) sessions of the Conference are conducted to present and discuss scientific reports on a specific scientific direction (topic), as defined by the Program of the Conference for the corresponding section.

Sectional (subsectional) sessions are usually held in the second half of the first day of the Conference (after the plenary session) and in the first half of the second day of the Conference.

Each section (subsection) works in a separate classroom. The list of classrooms where sectional (subsectional) sessions will take place is determined in advance and published in the Conference Program.

The closing session of the Conference is held to summarize the results of the Conference and to review and approve the Conference decisions.

All Conference participants are invited to the closing session. The closing session is conducted in the second half of the second day, after the sectional (subsectional) sessions have concluded. The closing and plenary sessions are generally held in the same classroom. The location of the plenary and closing sessions is determined in advance and indicated in the Conference Program.

During the closing session, when summarizing the results of the Conference, the chiefs of sections (subsections), members of the Program (Organizational) Committee, and representatives of military management bodies, institutions, and organizations invited to the Conference may be heard.

8.4. The work of each section (subsection) of the Conference is headed by the section (subsection) leader.

If a Program Committee is established, the section (subsection) may be co-led by two leaders: an experienced practitioner of military management from the Program Committee and a scientist from KhNAFU staff who is a member of the Organizational Committee.

The organization of the section's (subsection's) Conference work and the keeping of Protocols of sectional sessions are entrusted to the secretary of the section (subsection).

8.5. Based on the results of the sections' (subsections') Conference work, the scientific leader and the secretary prepare a draft decision of the section (subsection) and approve it. On the basis of the section's (subsection's) decision, proposals for the draft decision of the Conference are also formed, reflecting the results of the section's (subsection's) work, and submitted to the Organizational Committee.

The Organizational Committee, summarizing the proposals from the sections (subsections) of the Conference, prepares a draft decision of the Conference, which is approved by the Chief of KhNAFU.

9. Funding of the Scientific Conference

9.1. Planning, allocation of budget appropriations, and funds for holding the Conference are conducted within the overall university budget under the Program Classification of Expenditures Code (PCE Code) of the state budget 210120/25 "Training of military personnel for the Armed Forces of Ukraine," without separating the needs for the Conference into a separate budget line.

Funding for the Conference may also be provided from the university's own revenues within the appropriations of the special fund.

9.2. Reimbursement of expenses (including travel and hotel accommodation) for Conference participants arriving from other cities is conducted by the institutions

(organizations) that sent their representatives to participate in the Conference, or at the expense of the participants themselves who wish to attend.

In certain cases, by decision of the Commandant of the university, travel expenses for Conference participants may be covered by the university.

9.3. Conference participants may receive the desired number of copies of the Conference program and abstract collections, provided they pay the organizational fee and reimburse the costs of producing the printed materials.

10. Final Provisions

10.1. Scientific seminars related to the execution of specific-research (research-development) works, discussion of particular issues, obtained results, and directions for further research may be organized by the scientific supervisors of such specific-research (research-development) works in any appropriate form.

10.2. Information about the conduct of scientific seminars must be included in the reports on the implementation of the annual plans of research and technical activities of the university and its structural units.