

# Bid Application Form

For  
Annual Conference/PG Convention 20\_ & 20\_  
Indian Association of Public Health Dentistry

SN	Item	Details
1	<b>Basic Information</b>	
a	Bidding for the Year	
b	Bidding for	Convention <input type="checkbox"/> Conference <input type="checkbox"/>

2	<b>Details about the bidding</b> State Chapter/College		
a	Name of the body bidding		
b	City/State		
c	Whether the body is registered? (In case it is not a college)	Yes/No/NA(Circle the appropriate one)	
d	If Yes ; Reg No. And Year of Registration		

3	<b>Past experience of the body in organizing national/ State level events</b> <u>(Attach proof as Enc Ino.1)</u>		
a	Total number of National/ State level conferences organized in the past with atleast 300- 600 delegates		
b	Name of the events	Year	Number of delegates attended
	1		
	2		
	3		

4	<b>Details of the IAPHD events(Conferences/ Conventions) held in the region(city)in the last 5 years</b>	
a	Mention whether an annual IAPHD conference or Convention has Been held in the city?	Yes/No
b	If Yes, mention years	1. ____2. ____3.

c	Whether the bid application is for the same city in which the conference/convention has already been held	Yes/No
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5	<b>Bidder Information</b>	
a	<b>Proposed Organizing Committee</b> <ol style="list-style-type: none"> <li>1. Organizing Chairman</li> <li>2. Organizing Secretary</li> <li>3. Treasurer</li> <li>4. Scientific Committee Chairman</li> </ol>	
b	Name of the Organizing chairperson*	
c	IAPHD life membership No	
d	Address	
e	City/State	
f	Pin code	
g	Email Id	
h	Phone No.	
i	Name of the Organizing Secretary	
j	IAPHD life membership No	
k	Address	
l	City/State	
m	Phone No.	
n	Name of the Treasurer	
o	IAPHD life membership No	
p	Address	
q	City/State	
r	Phone No.	
s	Name of the Scientific Committee Chairman	
t	IAPHD life membership No	
u	Address	
v	City/State	
w	Phone No.	

Organizing Chairperson must be from the host organization/college & must have attended atleast 3 out of 5 last IAPHD conference/convention

6	<b>Infrastructure</b>	
a	Tentative Venue/Venue Name	Attach photo of the venue <b>(Enclno.2)</b>
b	City/State	
c	Total Area	
d	Mode of Transport from & to the Venue	
e	Alternate Venue in case of Contingency:	
f	Proposed Conference/Convention Theme	
g	Places of interest in and around the city:	
6.1	<b>Facilities at the Venue</b>	
a	One Hall Accommodation 500-800 delegates	Available/Not Available <b>(Please tick)</b>
b	Atleast 1 additional hall for parallel Sessions accommodating 200-300 delegates	Available/Not Available <b>(Please tick)</b>
c	At least 6-10 additional halls for students presentation accommodating 50-60 delegates each or Provision of erecting temporary halls of above capacity	Available/Not Available/can be created <b>(Please tick)</b>
6.2	<b>Accommodation for atleast 300 delegates</b> Attach list of hotels with approx distance from the venue <b>(Enclno.5)</b>	
a	Atleast 10 hotels within a10km Radius around the venue	Available/Not Available
b	Atleast 2,4 or above star hotels within a10 km radius around the venue	Mention Names
c	At least 2-5 three stars hotels within a10 km radius around the venue	Mention Names
d	Guest house/Service apartments around the venue? Mention the approximate number	

SN	Item	Details
7	<b>Airport/Railway Services</b>	
a	Nearest Airport	Distance from the venue .....km
b	Nearest Railway Station	Distance from the venue .....km
c	Nearest Bus Station	Distance from the venue .....km

8	<b>Proposed Registration Charges</b>			
a	Categories	Early Bird Registration (with & without banquet)	Normal registration charges range (with & without banquet)	Spot Registration
b	IAPHD Members			
c	Accompanying person			
d	PGs			
e	Foreign delegates			

[Note: Maximum registration amount in convention & conference should not exceed Rs.\_\_\_\_ + GST & Rs.\_\_\_\_/- + GST (PG), Rs.\_\_\_\_ + GST & Rs.\_\_\_\_/- + GST (Faculty) respectively (except for on spot registration)]

**Preference will be given on the following basis:**

- (a) **Proposal with lowest registration charges**
- (b) **PG Convention/Conference Has not been held in the same area during the last 5 years**

9	<b>Statutory Requirements</b>	
a	Since the IAPHD PAN no. and GST no. is going to be used for the event, Organizing Committee will stay in touch With the Auditor of the Head Office and submit the requirements on a monthly Basis as defined in the Conference guidelines	Yes, we will abide by the statutory requirements
b	The Organizing Committee has to follow all the required Income Tax & GST guidelines and share The necessary information to HO CA for filling IT returns for the society?	Yes, we will abide by the statutory requirements
c	Head Office share will be deposited within 3 months of the Conference /convention.	
d	Name of the responsible persons for this (Treasurer, Organizing Secretary and Organizing Chairman of the Organizing Committee)	

**Enclosures:**

- (i) Experience of organizing national/state level events (ii, iii & iv) Photos of the venue, main hall & additional hall
- (v) List of hotels in nearby areas.
- (vi) Proof of conference/conventions attendance, of the Organizing Chairman, Organizing Secretary, Treasurer & proposed Conference Secretary.
- (vii) Letter of support from the Head of the Institution/Organization body.

**[Kindly mail the filled Bid application form with all enclosures at [secretaryiaphd@gmail.com](mailto:secretaryiaphd@gmail.com) by \_\_\_\_\_.]**

**Hon.Secretary**

# Undertaking:

I/We hereby declare that I/we have read all the given terms and conditions for the bidding of IAPHD event. The details furnished above are true and correct to the best of our knowledge. In case any of the above information is found to be false or misleading, my/our application for bidding IAPHD event can be rejected by the General Body/EC of the IAPHD.

Also, if allotted, I/we will abide by the rules and regulations of IAPHD (**ANNEXURE -4 of by laws attached below** ) & any violation to it may invite disciplinary action/monetary fine which will be acceptable to me/us as per the decision of EC/General Body.

## Name of the Person bidding

Name of the bidder(Org.

Chairman)\_\_\_\_\_

Affiliation \_\_\_\_\_ City \_\_\_\_\_

IAPHD No. \_\_\_\_\_

Signature and Seal:

Date:

#### **ANNEXURE -4- NATIONAL CONFERENCE/CONVENTION PROTOCOL**

**The following protocol needs to be followed in word & spirit while to hosting the conference.**

1. Written consent from the Head of the Institution /President of Chapter which accepts to hold the Conference regarding abiding by all the governing rules of the Constitution of the IAPHD in writing.
2. Form an Organizing Committee and intimate tentative dates of the conference within 15 days of acceptance. The Head Office shall appoint Conference Secretary and chairman to coordinate with the Organising Committee. The website opened for the conference shall function only until the AGM of the conference.
3. Submit the estimated budget to the Head office within 1 month after acceptance for approval. Fixing of the registration fees for the delegates and other pre-conference activities should be approved by the Head office.
4. Information regarding activities of the various committees, Pre-conference courses, organizing of the trade fair, and any other matter of importance, **ALONG WITH THE FIRST CALL BROCHURE** should be intimated within 2 months after acceptance for approval. The same must immediately be sent to all the members.
5. Regarding the scientific papers, the organizing committee should specify number of papers / posters from each college & deadline for submission of abstracts of papers/posters. (The help of the Central Scientific Committee of the Association may, if needed, be used to screen the papers). The schedule of the scientific sessions shall be intimated to all the delegates in the website well in advance to enable the presenters to plan their conference literary.
6. The Chairman/ Secretary of a conference organizing committee should attend the first EC meetings from the date of acceptance & any other EC meeting up to the date of the Conference to appraise the arrangements in detail & clarify any queries. The monies spent on this visit may be added to the Conference Account.
7. The organizing committee shall assist the Conference Secretary's visits to the venue to supervise the arrangements as & when required. (Conference Secretary shall submit the report to the Executive Committee for needful action)
8. The reception committee of the conference should follow strict protocol in conducting the inaugural function of the conference and the decision of the head office is final regarding whom to be invited, seated and to speak the in the inaugural function as chief guest, guest of honour etc. The President of the Association shall chair the function. The President Emeritus, President Elect, two Vice Presidents & Hon. Gen. Secretary shall be seated on the dias along with the President.

9. The Organizing Committee should bear travelling expenditure and provide hospitality to the President Emeritus, President and the Hon. General Secretary. It is advised that the Organising Committee take the travel, accommodation and boarding issues of all the attending delegates into consideration while planning the venues.
10. The list of guest speakers & guest lectures shall be approved by the Head Office. However the Dr. Mohandas Bhat oration shall be the prerogative of the Head Office.
11. The second & final call letter shall reach all the members within 6 months of acceptance. The invitation of the inaugural function shall reach all the members of the Executive Committee sufficiently in advance.
12. The organizing Committee should make necessary arrangements for conducting two Executive Committee meetings (One on the first day & one immediately after the AGM) and Annual General Body Meeting on the second day at the Conference venue. The winners of the awards in the various categories shall be felicitated during the inauguration.
13. The Conference Organising Committee should open an separate account in the name of national conference and signatories will be treasurer and org chairman/secretary, give details of registrations done and remit 10% of registrations fees collected to the Head office on the first day of Conference, to enable presenting the same in the Hon. Gen. Secretary's report.
14. The organizing committee should submit audited account of the conference within 3months after conference.

**The Organizing Chairman and Principal should accept the protocol in toto in writing.**

**Organizing Chairman**

**Principal**

**Hon. Gen. Secretary**

