

ANNEXURE -4- NATIONAL CONFERENCE PROTOCOL

The following protocol needs to followed in word & spirit while applying to host the conference.

1. Written consent from the Head of the Institution /President of Chapter which accepts to hold the Conference regarding hosting & to abide 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 (Hon.Gen.Secretary of H/O) 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 itinerary.
6. The Chairman/ Secretary of a conference organizing committee should attend the first EC meetings from the date of acceptance & any other EC meeting upto 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 visit 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. 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 firstday & 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 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.