

ANNEXURE -5- NATIONAL PG CONVENTION PROTOCOL

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

1. Written consent from the Head of the Institution / President of Chapter which accepts to hold the Convention 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 convention within 15 days of acceptance. The Head Office shall appoint Convention Secretary (Hon.Gen.Secretary of H/O) to coordinate with the Organising Committee. The website opened for the convention shall function only until the AGM of the convention.
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-convention activities should be approved by the Head office.
4. Information regarding activities of the various committees, pre-convention 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 sessions, the organizing committee should organize series of lectures or workshops or symposiums. The organizing Committee should consult the Head Office about of topics for guest lectures. 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 convention itenary.
6. The Chairman/Secretary of a convention organizing committee should attend the first EC meetings from the date of acceptance & any other EC meeting upto the date of the Convention to appraise the arrangements in detail & clarify any queries. The monies spent on this visit may be added to the Convention account.
7. The organizing committee shall assist the Convention Secretary's visit to the venue to supervise the arrangements as & when required . (Convention Secretary shall submit the report to the Executive Committee for needful action)
8. The reception committee of the convention should follow strict protocol in conducting the inaugural function of the convention. 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.
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 Executive Committee meeting at the Convention venue.
13. The Convention Organising Committee should give details of Registrations done and remit 10% of Registrations fees collected to the Head office on the first day of Convention, to enable presenting the same in the Hon. Gen. Secretary's report.
14. The organizing committee should submit audited account of the convention within 3 months after convention.

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