

INDIAN ASSOCIATION OF PAEDIATRIC ANAESTHESIOLOGISTS

IAPA GUIDELINES ON CONFERENCE ORGANIZATION

INTRODUCTION

The Indian Association of Paediatric Anaesthesiologists has been holding the National Conference every year during the month of January/February. It has been the custom so far to organize the conference at different parts of the country so that maximum number of delegates from in and around the place could participate in the conference with least expenses and inconveniences. There is a lot of interaction and fellowship during conference days and it also provides ample opportunity to the delegates, to know the vivacity of the culture and the customs of our vast nation. Hence for the smooth organization and functioning of the conference following suggestions are submitted.

- **Name of the conference:**

IAPA followed by the year.

for example, **IAPA 2017 (9th Annual conference of IAPA)**

- **Pattern of the conference**

Workshop - Friday Morning -- 8am to 5pm, or 2 sessions of 4 hrs each

Conference – Saturday and Sunday (close by 4PM), or Friday 1 PM till

Sunday 2 PM (as per convenience of Organizing committee)

- **Inauguration** – Friday (or Saturday) Evening (6PM -7PM), on the first day of the conference start
- **Executive Committee meeting:** After inauguration (on Friday or Saturday) (Space to be provided by organizers)
- **Faculty Dinner:** For the faculty who are present (on Friday) **Optional**
- **GBM:** General Body Meeting after Scientific Session on Saturday (4-5 PM). This is to be mentioned in the programme leaflet

- **Banquet:** Entertainment and Gala Dinner with (cocktails **optional**); 7 PM onwards on Saturday.
- **Request for the Conference:**
 - Any City, which in the past has successfully organized, at least a state level conference shall be eligible to request for the conference provided they satisfy the following condition mentioned below.
 - The request should be submitted two years in advance to the National Executive Committee with full details regarding the conduct of the programme in January. This may be scrutinized by a committee comprising of National President, Vice-President, Secretary and Executive committee members.
 - The organising secretary has to be an IAPA member.
- **City and Venue for Conference:**
 1. The city where the conference is to be held should be well connected with major zones of India by easy means of transport (Flight and train).
 2. Preferably the venue should not be more than 15 km away from the heart of the city
 3. The city should have accommodation facilities for 300-600 delegates at a moderate rate.
 4. The venue of the conference should have a main hall with a capacity of at least 500 and one other hall of 50-100 capacity for paper presentation. Workshop can be in the same or other outside venues, but space should be adequate.
 5. The organizers should try to provide a cosy, pleasant and comfortable atmosphere in the venue.
 6. The audiovisual arrangements should be of excellent /good quality and should be checked in advance by the organizers in each hall. There should be a sound barrier from outside (next room sound should not come into the hall).
 7. As far as possible the places where travel, accommodation and food are expensive and beyond the affordable margin should be avoided

ORGANIZING SECRETARY OF CONFERENCE: He/she should be duly elected by the host city or branch

SPONSORSHIP:

- No banners or posters should be exhibited in the scientific halls to maintain the sanctity of conference as areas of learning.
- During a sponsored programme the slides of sponsor should only be projected before and after deliberation.
- Stalls may be provided to the sponsors in the exhibition area.
- Gambling or fun games in the stalls should be strictly prohibited. Other recreational activities should be curtailed so that it will not hamper the proceedings of the conference.
- Mike announcements and other sounds should not spill over into the conference hall.

INAUGURAL CEREMONY OF CONFERENCE

1. Inaugural ceremony is the most important and prestigious IAPA function and is the privilege of the National President / Secretariat to conduct the function with the help of Local Organizing Committee
2. Time –Will be on the first day of the conference Friday (or Saturday) evening 6.00-7.00PM
3. Venue of inauguration ceremony should have 500 plus sitting capacity.
4. To and fro transport facilities for the delegates should be provided by the local organizing committee from the conference venue to the inaugural site (if not the same as the workshop areas) and back to hotels.
5. Food and beverages should not be served during the inaugural function
6. Sitting positions on the stage shall be as follows:
 1. Organizing Chairperson
 2. President IAPA
 3. Chief Guest
 4. Guest of Honour
 5. Secretary IAPA

6. Additional Person
7. Organizing Secretary
- 7 There shall not be more than 2 guests (preferably) at the inaugural function. One will be Chief Guest and the other Guest of Honour. It is preferable to avoid politicians as guests, since their arrival is unpredictable.
- 8 **The inaugural ceremony time table will be as follows:**
 - Organizing Secretary announces over the mike on the dais that the inaugural Ceremony is starting and requests the compere to take over (1 minute)
 - The compere welcomes the dignitaries on the stage and optionally requests the volunteers to offer floral bouquets to them. The dignitaries are invited in the same order as the sitting arrangements. (3 minutes)
 - Invocation (3 minutes).
 - Lighting of the Lamp (3 mins)
 - Welcome address by Chairman of the organizing committee (3 minutes)
 - Presidential address (5 minutes)
 - Address by guest of honour (5 minutes)
 - Release of souvenir; if souvenir being made (3 minutes)
 - Introduction of chief guest and his address (5 minutes)
 - Vote of thanks by the organizing secretary (3 minutes)
 - National Anthem

The inaugural ceremony should not take around exceed total of one hour.

Seating arrangements for audience:

- The first three rows should be reserved for VIPs including executive board members, past presidents, media people and senior citizen members of IAPA

Role of Local Organizing Committee:

- Local organizing committee shall help finalize venue, finalize chief guest and guest of honour in concurrence with president and secretary general, arrange for food, beverages, mementos to dignitaries on dais, bouquets, compering and security.
- The compere should be well aware of IAPA dignitaries and designations and

should accordingly introduce them when inviting them to the stage. He/she should also be well aware about IAPA and its procedures, hence preferably a Anaesthesiologists

- FUNDS:
- A Separate account should be opened in the name of “IAPA 2017” i.e. specifically for the conference.
- A separate PAN card should be applied for by the local branch. If not possible, can use IAPA PAN number.
- All accounts should be audited and an audited statement submitted to the Executive committee within 4 months of the end of the conference.
- 15% of the registration fees of the IAPA national conference held every year in February, has to be paid to the IAPA national body and should be handed over to the Central Secretariat
- This cheque should also be given to IAPA no later than June 30th of that year
- These audited accounts will be presented in the next year AGM

SCIENTIFIC PROGRAMME

- There should be a theme for every conference
- Organisers should make every effort to stick to the printed time schedule.
- Speakers should be strictly told to stick to the allotted times. Likewise, chairpersons and organisers should keep a constant vigil to ensure time management and schedules.
- **Dr. (Mrs) Snehalata Dhayagude Oration**
 - a. Speaker for the Dr.SnehalataDhayagude oration will be approved by the executive board based on suggestions by a nomination committee consisting of the president, vice president and the secretary.
 - b. Time: Oration should be on 2nd day (Saturday) morning session, around 10 AM, which can be followed by Tea Break
 - c. Duration – 30 minutes
 - d. Chairperson for oration is the current president of IAPA.
 - e. Steps for conducting oration event.
 1. Secretary announces commencement of oration
 2. Compeer invites President on the dais and introduces President
 3. President briefs about oration and introduces speaker of the oration.
 - f. **There will be no question answer session after oration**
 - g. **Compere reads the citation and request President to present Scroll of citation.**
 - h. **CV of both orators and the persons who have sponsored the orations should be shared with the President/Vice President/Secretary.**

- i. If Dr.SnehalataDhayagude is present, she may present Memento to the speaker
- j. Memento and scroll of citation to be prepared by organizing committee. The matter will be provided by the IAPA executive
- k. Presentation of shawl/nariyal to the orator is optional but may be considered as a mark of prestige and honor.
- l. The expenses involved for the making of memento and scroll etc would be borne by the association (IAPA).

Dr. Appukutty Oration

1. Speaker for the **Dr.Appukutty Oration**will be approved by the executive board based on suggestions by a nomination committee consisting of the president, vice president and the secretary.
 2. Time: Oration should be on 2nd day.
 3. Duration – 30 minutes
 4. Chairperson for oration is the current Vice president of IAPA.
 5. Steps for conducting oration event.
 - a. The compere announces commencement of oration
 - b. Compeer invites Vice President on the dais and introduces the Vice President
 - c. Vice President briefs about oration and introduces speaker of the oration.
 6. There will be no question answer session after oration
 7. Compere reads the citation and request Vice President to present Scroll of citation.
 8. The other chairperson will present the memento
 9. **CV of both orators and the persons who have sponsored the orations should be shared with the President/Vice President/Secretary.**
 - 10.Memento and scroll of citation to be prepared by organizing committee. The matter will be provided by the IAPA executive
 - 11.Presentation of shawl/nariyal to the orator is optional but may be considered as a mark of prestige and honor.
 - 12.The expenses involved for the making of memento and scroll etc would be borne by the association (IAPA).
- All IAPA faculty speakers and chairpersons have to register for the conference.
 - Preferably all speakers shall be IAPA members. Not more than 10% faculty can be non IAPA members, excluding International Faculty.
 - The main conference scientific sessions like plenary sessions, guest lectures, sponsored symposia and dialogue sessions will be decided by the scientific committee comprising of president, vice president, secretary, organizing secretary and the chairman of the scientific committee of the national

conference.

- Plenary sessions. There will be two plenary sessions one on day 1 and one on day 2 of conference. One of the plenary sessions will be on the theme of the national conference and the other on the subject dealing with technological advances in the field of paediatric anaesthesia.
- Lectures: 50% of guest lectures should be on practical Paediatric Anaesthesia topics. There should be adequate time for question/answer session.
- Sponsored symposia: These will be held on day 2 of the national conference concurrently. TA/DA of speaker should be borne by the sponsors and name of such a speaker should be intimated to the central secretariat at least a month in advance.
- No Bouquets or mementoes to be presented on stage in the interest of saving time.

- **Workshop**

A workshop /s should be conducted one day prior to the conference. It can be for 4 hours or a full day workshop. If 4 hours, delegates can register for 2 workshops one in the morning and another in the post lunch session.

The fellowship examinations should be conducted on the day of workshop (one day before the conference) at the convenient time to the organizers.

- **Faculty Privileges:** All faculty members shall be provided local accommodation (sharing basis). Single accommodation can be at additional charge. Faculty must be IAPA members and should have registered for the conference. To and fro charges are to be borne by Faculty only.
(Local hospitality for IAPA Executive Committee to be provided, but they have to register for the conference)

VENUE INFRASTRUCTURE

There should be only one hall for all lectures. No simultaneous sessions except paper presentation

Main Hall: It should have 500 plus sitting capacity. It should have good audiovisual arrangements without echoing. It should be air-conditioned and should have comfortable sitting arrangements.

Subsidiary Halls:

- There should be one additional hall. Should have sitting capacity of 50-60.
- Should not be far off from main hall.

- Should have good audiovisual arrangements without echoing. It should also be air-conditioned.

Audiovisual arrangements:

- LCD projector with computer should be available in main and subsidiary hall. There should be capability of accommodating both PC and MAC formats of presentations. Speakers should not be allowed their computers/laptops for presentations.
- The preview room should be available from previous day of the conference. Each day it should start at least one hour before the conference time.
- One competent person in each hall should be in-charge, to collect and return the projection material from the speakers
- There should be echo free audio arrangements. Each hall should have one collar mike, one mike for chairperson, two floor mikes.
- There should be a timer and the presentation should shut off 1 minute after the time limit is over.
- For Interactive /panel sessions there should be one mike for the moderator, two mikes for the panellists and one or two floor mikes for the delegates.

Cloakroom & Toilet facilities:

There should be reasonable number of cloakrooms and toilets, which should be spread over the venue and nearby the halls. They should be clean, hygienic, have running water, soap, towels, etc. and be cleaned at regular intervals.

Organizing committee office:

- There should be an organizing committee office at a suitable place in the venue to help delegates, faculty speakers, and chairpersons and for receiving emergency messages for the delegates.
- It should be manned by at least one competent local organizing committee member and by one IAPA staff member.

Trade Exhibition:

IAPA trade brochure is available from central secretariat and should be strictly followed.

- The following activities should be prohibited strictly in the exhibition area:
Gambling activities
Open house type games during conference time.

- Live animals for any purpose.
- Mascots of any type outside the exhibition area
- Personal advertisement of handouts outside the exhibition area.
- Lottery type incentives and sale.
- Sale based lottery/lucky dips.
- Noise or sound pollution by way of audio.
- One prominent stall should be reserved for IAPA office in the main exhibition area.

Registration Area & Details

1. Registration Fee structure for the conference will be decided by the Local Organizing Committee in conjunction with the IAPA executive board. (Broadly A 10-15% increase over the previous year is allowed, keeping in view the venue and facilities)
2. All delegates shall have to register for the conference.
3. All faculty speakers and chairpersons who are IAPA members shall have to register for the conference.
4. Non-anaesthesiologists faculty registration will be decided by the local organizing committee and executive board.
5. **Registration should start two hours before the conference time on day 1 of the conference and shall continue till last day of the conference.**
6. Food coupons, invitation cards for various functions and the delegate badge should be handed over to the delegates along with the delegate kit at the time of registration.
7. Participation certificates to be awarded post lunch on the last day of the conference (Sunday)
8. Delegate badge should have sufficient place to write the name and place of delegate.

Conference Certificates Awards & Mementos:

1. Conference certificates, Mementos for dignitaries on dais for inaugural function, faculty speakers and chairperson and for valedictory function should be organized by the local organizing committee.
2. Organizing committee should apply for CME points from local MCI office mandatorily
3. Certificates:
 - a. Certificate of participation for speaker and chairperson, poster and oral paper presentations shall be printed by the organizing committee.
 - b. The certificates shall be signed by the President, Secretary, Chairperson of organizing committee and Organizing secretary

Poster Presentation:

- Area for poster presentation should be able to accommodate at least 50 posters and preferably should have 3 rooms or a large hall for further discussion on posters.
- Provisions for boards, pins, clips, tapes etc. should be made and volunteers to direct and help the poster presenters should be available at the site.

Food Arrangement:

- At the venue of the conference and the various functions, enough space should be available for food arrangements.
- The site should have sufficient counters to avoid queue. The vegetarian and non-vegetarian counters should be separate.
- Clean potable water should be available.

General Body Meeting –

- GBM should be held on Saturday in the main hall after scientific sessions.
- All IAPA members should try and attend GBM.

Accounts and Report

- A detailed report and the audited accounts of the conference should be presented to the executive board in GBM, by the previous organising secretary.
- 15% of the registration fees of the IAPA national conference held every year in February, has to be paid to the IAPA national body and should be handed over to the Central Secretariat. This will be modified by the executive board from time to time. The final settlement of the account should be done before the next year's conference. (within 3 months of completing the conference)

Opening of a bank account:

- The bank account for the conference should be opened only in the name of the conference, after obtaining prior permission from the central secretariat IAPA.
- The bank account shall be operated by any two of the following three organizing chairman, organizing secretary, and treasurer of the conference.

Requisites of Central IAPA Executive Board meeting:

- A mini conference hall or board room with preferably round conference table and seating arrangements with good audio system and 2 mikes, for the Executive committee meeting on Friday or Saturday. Able to seat 10

members.

- The central Executive (President, Vice President, Secretary and Treasurer) should be given free single room accommodation at a convenient place and local transport should also be provided. Other executive members should also be given accommodation if possible.
- Sufficient space and arrangements should be made for functioning of the central secretariat at the venue at a prominent place and for storing the publications and other materials.

Valedictory Function is optional

GUIDELINES FOR HOLDING INTERNATIONAL CONFERENCES OR WITH OTHER ASSOCIATIONS OR SOCIETIES

All the guidelines of the IAPAs national conferences must be strictly followed in addition to the foregoing guidelines:

Bidding for the International Conference:

- **No individual can bid for an international conference to be held under the banner of IAPA.**
- Prior written permission of the Central secretariat of IAPA is obtained in advance.
- Once the bid is won the modalities of the organizing of the conference will be as follows:
- The organizing secretary and the treasurer of the conference shall be from the host city and **the organizing chairman can be from any part of the country. (IAPA president or secretary has to be part of the organising committee)**

Inaugural Function

During the inaugural function of the international conference the IAPA President and secretary of IAPA and President of affiliated association shall be on the dais. The president of IAPA shall be seated next to the Chief Guest.

Profit Sharing: In case of loss, the IAPA core committee shall not be liable for any financial implications. The IAPA will also not be liable for any legal implications of the conference. Both of these will be the responsibility of the local organizing committee. It was also decided that

henceforth, 15% of the registration fees of the IAPA national conference held every year in February, has to be paid to the IAPA national body. The remaining profits will go to the organizing local IAPA branch. This will be reviewed and modified by the executive board from time to time.

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