



# INDIAN ACADEMY OF ORAL MEDICINE AND RADIOLOGY

## **Guidelines for Allotment of IAOMR Annual National Conference, National P G Convention and OOO Symposium( triple O )**

The Annual national conference shall be held for 3 days, with preconference course on day 1, main conference on 2<sup>nd</sup> and 3<sup>rd</sup> day. The AGM shall be held on the 2<sup>nd</sup> day of the conference. The PG convention and OOO symposium shall be held for 2 days. The organizers can choose to conduct pre conferences courses 1 day prior to the conference day.

The IAOMR head office shall invite the bids to host the conferences 2 years in advance. The members who would like to host the Conference should submit the bid in writing in the prescribed proposal form addressed to the Hon. Secretary General (HSG), IAOMR 1 month before Annual General Body Meeting. The soft copy of the bidding with scanned signatures can be emailed to the HGS at [secretaryiaomr@gmail.com](mailto:secretaryiaomr@gmail.com). The hard copy can be submitted to the HGS before the 3<sup>rd</sup> EC of Annual National conference of bidding year.

The prescribed form is available on the IAOMR website. Duly completed form should be signed by at least 10 life members of IAOMR of good standing from the Institute/ City where the conference is planned. The members of IAOMR who wish to bid for the conference shall form a COC and elect Conference chairman, organizing secretary and treasurer before bidding for the conference . The organising chairman, organising secretary and the treasurer should not be form the same institution.

The prescribed form, shall contain all the details of the proposed conference such as venue for inauguration, proposed date of the conference, scientific sessions, trade exhibition, banquet, pre /post conference courses. Accommodation, transport facilities, activities/programs for accompanying persons/spouses , cultural programs , sightseeing, etc



# INDIAN ACADEMY OF ORAL MEDICINE AND RADIOLOGY

The bidder shall also work out a tentative budget before bidding for the conference. The proposed registration charges should be mentioned in the bidding form at the time of submission of the form.

The proposals received to host the Annual Conference/ PG convention/ Triple "O" symposium, shall be scrutinized by the executive committee and approved by EC. The authority of accepting and rejecting the proposals in case of any lapses lies with the EC. The proposals which meet all the requirements will be put forth for discussion during the AGM and the final decision will be made by the general body to choose the host of conference based the facility, man power and connectivity and support from management. Members whose proposal is approved in the EC meeting to host the Conference should be present in the AGM and make a proper power point presentation during the AGM regarding the venue and the facilities available for understanding of all the members.

**The following issues shall be considered while allotting the conference to a bidder.**

## **1. THE CONFERENCE ORGANIZING COMMITTEE (COC) OF ANNUAL IAOMR NATIONAL CONFERENCE**

The EC shall scrutinize the proposed COC of the conference bidder. All the member of the COC shall be active life members of IAOMR. The organising chairman and the organising secretary should have attended at least 3 national conferences in previous five years

Organizing chairman, organising secretary and treasurer shall not be working in the same institution where the annual conference is held. At least one person shall not be working in the same institution and should be an active IAOMR member.

The EC shall appoint a conference secretary who shall be part of COC and co-ordinate with COC and HO for smooth conduct of the conference. The HGS is usually the conference secretary. The cases where the HGS office is far away EC can nominate some other senior EC member as conference secretary. The conference secretary can be either Past President /Hon Gen Sec./ any past office



# INDIAN ACADEMY OF ORAL MEDICINE AND RADIOLOGY

bearer of IAOMR having at least 15 years of teaching experience after post-graduation and attended at least 5 National conferences recently. The conference secretary may visit the conference venue and attend COC meet at least once prior to the conference.

## 2. THE CONFERENCE PLACE / VENUE REQUIREMENT

The place where the Annual conference will be held should be well connected to other parts of the country. The conference venue should have adequate facilities for accommodation like hotels / guest houses to accommodate 1500 people in 15 km radius or 45 min travel time. The Connectivity by train, bus and air needs to be mentioned by the bidder and top priority will be given by the EC to connectivity while allotting the conference.

The venue should have enough halls for the conduct of inaugural ceremony, key note addresses, free scientific papers, poster presentations, trade fair and other conference activities

## 3. THE REGISTRATION FEES:

The bidder shall mention the proposed registration fees and applicable taxes while bidding the conference. The EC shall only consider proposals with adequate facilities for the conduct of the event. The right for approval and rejection remains with the EC. ( the cost of registration may be more in metros , venue with better facility etc)

The EC shall scrutinize all the applications/proposal received by the bidders for the conference and choose the most eligible bidders. The chosen applicants shall be presented in the AGM for the final decision for allotment.