



# **Guidelines For The Organizing Committee**

## **of National Conferences of IAOMR**

### **1 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 the inaugural ceremony, keynote addresses, free scientific papers, poster presentations, trade fair and other conference activities

### **2 THE DELEGATES AND ANNUAL CONFERENCE PROGRAMMES:**

All the members of the Academy are eligible to become delegates by paying the prescribed registration fee for the Annual Conference. However, the Conference Secretariat shall provide accommodation and local hospitality to the President, The HGS, the treasurer, editor in chief and president elect. Providing accommodation and local hospitality to the resource persons is the discretion of the Organizing committee. Registration is compulsory for the resource persons. The COC shall bear the travel cost of president and secretary . . It is the discretion of the organizing committee to provide accommodation and local hospitality to the resource persons,

Annual Conference shall have the inaugural function, scientific sessions, banquet, AGM and programmes for entertainment and sight-seeing. The pre-conference courses will enable to enhance and update the knowledge about the recent advances in our specialty..The scientific sessions should include one oration/endowment lecture



### **3 CONFERENCE ACTIVITIES**

The annual conference of IAOMR shall be held maximum for three days, where as the PG convention and the OOO symposium will be held for 2 days. The COC shall conduct pre-conference courses for the benefit of members, which can be one day prior to the conference.

The COC shall plan for the scientific activity in consultation with the conference secretary. The scientific activity shall comprise of key note address, guest lectures, free papers, abstract presentation sessions and poster presentation sessions for staff and postgraduates. The IAOMR oration lecture i.e Dr B K Venkataraman oration lecture should be held at the main auditorium in the inaugural venue after the inauguration. The COC shall provide accommodation and local hospitality to the oration speaker.

The EC meetings of IAOMR usually scheduled during the annual conferences. The COC shall provide suitable room with proper audiovisual aids and seating arrangement in the venue for the meeting. The COC shall also make arrangements for video recording of EC and AGM as it is conducted.

On the second day of the Annual National conference the COC shall make arrangements for conducting the AGM at 2PM and cease all conference activities. The hall identified for the AGM shall be handed over to head office at 3 hour prior to the AGM.



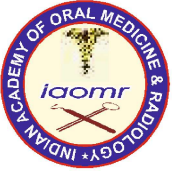
#### **4. CONFERENCE FUNDS AND ACCOUNTS**

The Organizing Committee shall be responsible for all the expenses of the Annual Conference, for which they can raise funds through delegate fees, donations, sponsorships, trade exhibition, souvenir etc. The Organizing Committee shall maintain a separate account in a reputed scheduled bank to be operated by the Conference Treasurer along with the Organizing Chairman/ Organizing Secretary.

The Organizing Committee shall submit the audited accounts to the HO within a period of three months from the last day of the Conference for approval. The stipulated period for the audited accounts may be extended by the EC to a maximum of 6 months. The HGS shall circulate these accounts to all the members at the next AGM.

An amount of Rs.200/-per delegate ,inclusive of students delegate shall be contributed to the Head Office in addition to surplus income if any. The Rs 200 collected should be handed over to the head office during the inaugural ceremony of same year through cheque or by online transfer. If there is any excess expenditure in the Conference, the Head Office is not responsible for any reimbursement of the same.

The conference organizing chairman, organizing secretary and the treasurer need to take responsibility for payment of GST periodically as per rules. They need to submit a letter of undertaking regarding the same to the head office as well as to the chartered accountant.



**Kindly note the following guidelines:**

1. The Chartered accountant of IAOMR will be the official accountants of this conference too.

The firm name is

NNR & Co.,

Chartered Accountants

#163, Rajeshwari Complex, II Floor, Above Karnataka Bank Ltd.,

R.V. Road, Bangalore-560004 India Telefax: +918026577870

e-mail: [info@nnr.co.in](mailto:info@nnr.co.in)

You can contact Mr. Santhosh of NNR auditors on 9731591019 for further details.

Kindly communicate with him and workout further modalities.

2. Conference account to be opened under IAOMR pan only
3. Mandatory 18 % GST to be levied on all transactions
4. Organizing team should update IAOMR HEAD OFFICE about Registration Fee, Sponsorship, Subscription fee, donations and gifts separately.
5. Cash transactions to be limited to maximum of Rs 20000/- (Rupees twenty Thousand only) to avoid TDS complications.
6. Compulsory updating about transactions before the end of every month from the time of initiation with the accountant of IAOMR registered office.
7. Organizing committee shall bear any penalty and interest charges if any due to late filing of GST.
8. Organizing committee shall bear any losses on hosting the activity.
9. Complete audited account on income, expense , profit and loss to be shared with IAOMR Head office on conclusion of activity
10. The conference account should be closed and a letter to be communicated to the head office within one month from the date of academic activity



11. Organizing committee should submit all the receipts and invoices of the program to the academy auditor/accountant to facilitate smooth transactions of future GST claims .
12. Accountant / Head office shall share the necessary GST bill /receipt formats with the organizing team.
13. The office of the Hon secretary will declare the recipient of best paper award instituted from IAOMR like DR.B.Balaji Rao award, Mangalore study group award and Dr. Ganapathy award.

## **6. THE INAUGURAL AND VALEDICTORY FUNCTION OF THE ANNUAL CONFERENCES.**

The Annual Conference shall be presided over by the President of IAOMR and the Organizing Chairman shall give the welcome address. The Chief Guest shall inaugurate the Conference and Dignitaries would participate .The HGS shall give the annual report of activities of the Academy for the year in the Annual National Conference. The COC preferably shall choose dignitaries either from the statutory bodies or from the high profile people from the academic background with good public perception.



### **Model seating arrangement for Inaugural Ceremony of Annual National Conference**

	8	6	4	2	1	3	5	7	9	
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1. President IAOMR
2. Chief guest
3. Guest of honour
4. Organizing chairman
5. HGS
6. Organizing secretary
7. Dean of college
8. IAOMR treasurer
9. Conference treasurer / scientific committee chairman

### **Model Agenda for the Inaugural Ceremony of Annual National conference**

1. Escorting dignitaries to dais
2. Collaring the president
3. Invocation
4. Welcome address by organizing chairman
5. Inauguration
6. Address by president IAOMR
7. Report by HGS
8. Mementos to EC members
9. Address by guest of honour
10. Address by chief guest
11. Memento to dignitaries
12. Vote of thanks organizing secretary
13. National Anthem
14. Dr B K Venkataraman Oration Lecture



**Model seating arrangement for valedictory for Annual national conference**

10	8	6	4	2	1	3	5	7	9	
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1. President IAOMR
2. Chief guest
3. Guest of honour
4. Organizing chairman
5. HGS
6. President Elect
7. Organizing secretary
8. Dean of college
9. IAOMR treasurer
10. Conference treasurer / scientific committee chairman

**Valedictory ceremony Agenda for Annual National Conference**

1. Escorting dignitaries to dais
2. Collaring the president
3. Invocation
4. Remarks and report by organizing chairman
5. Address by president IAOMR
6. Address by chief guest
7. Prizes and Certificate
8. Mementos to organizing team
9. Vote of thanks organizing secretary
10. National Anthem



**Model seating arrangement for Inaugural Ceremony and valedictory for**

**PG Convention/OOO Symposium.**

	8	6	4	2	1	3	5	7	9	
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1. President IAOMR
2. Chief guest
3. Guest of honour
4. Organizing chairman
5. HGS
6. Organizing secretary
7. Dean of college
8. IAOMR treasurer
9. Conference treasurer / scientific committee chairman

**Model Agenda for the Inaugural ceremony of PG Convention/OOO Symposium.**

1. Escorting dignitaries to dais
2. Collaring the president
3. Invocation
4. Welcome address by organizing chairman
5. Inauguration
6. Address by president IAOMR
7. Address by HGS(optional)
8. Address by guest of honour
9. Address by chief guest
10. Memento to dignitaries
11. Vote of thanks organizing secretary
12. National Anthem





## **Valedictory ceremony Agenda for PG Convention/OOO Symposium**

1. Escorting dignitaries to dais
2. Collaring the president
3. Invocation
4. Remarks and report by organizing chairman
5. Address by president IAOMR
6. Address by chief guest
7. Prizes and Certificate
8. Mementos to organizing team
9. Vote of thanks organizing secretary
10. National Anthem

