



INDIAN ACADEMY OF ORAL MEDICINE AND RADIOLOGY

GUIDELINES FOR BIDDING IAOMR NATIONAL CONFERENCE, NATIONAL P G CONVENTION AND TRIPLE O SYMPOSIUM

The IAOMR shall convene **one National conference, one PG convention** and a joint symposium of three specialties namely **Oral Medicine and Radiology, Oral and maxillofacial surgery and oral Pathology** (National triple o symposium) at least once in a calendar year. The exact dates of the conference will be decided by the EC in consultation with the organizing committee of the respective conference/ symposium. The IAOMR shall also try to organize international conferences, with collaboration from peer international institutions. The international conferences can be conducted abroad.

Guidelines to Host the Annual specialty conference / PG convention/ triple “o” symposium

1 CONFERENCE ALLOTMENT

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), IAMOR two months before Annual General Body Meeting.

The prescribed form, should be signed by at least 10 good standing life members of IAOMR from that place. 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 prescribed form, shall contain all the details of the proposed conference such as venue for inauguration, scientific sessions, trade exhibition, banquet, pre /post conference courses, Accommodation, transport facilities, allied activities like accompanying person's programmes, cultural, sightseeing, etc



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The bidder should be working in the college where recognized PG program in the speciality OMDR.

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 forwarded to the executive community and then to General Body to choose the best venue and proposal for the conference. Members who offer to host the Conference should be present in the AGM and enlighten the AGM members about their programmes, facilities, etc.

2. THE CONFERENCE ORGANIZING COMMITTEE (COC) OF ANNUAL IAOMR NATIONAL CONFERENCE

The members of IAOMR who wish to host the conference shall formulate a COC and elect organising chairman, organising secretary and treasurer prior to bidding the conference.

The organising chairman shall convene a meeting of local IAOMR members of the area to elect other members of COC after allotment of conference. All the members of the COC shall be the life members of IAOMR. The organising chairman should have attended at least 3 national conference in previous five years

Organizing chairman, secretary and treasurer shall not be working in the same institution where the conference is held. At least one person shall be working in different institution. Not more than 50% of COC members can be from the same institution. The EC shall appoint a conference secretary who shall be part of COC and coordinate with COC and HO in smooth conduct of the conference. The conference secretary shall visit the conference venue and attend COC meet at least once prior to the conference. The expense of the travel and TA DA of conference secretary shall be borne by Org committee



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The conference secretary shall be either past president /HGS having attended at least 5 national conferences and have 15 year experience of teaching after post graduation.

3. 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, conference secretary and president elect.

The Annual Conference shall have inaugural function, scientific sessions, banquet, AGM and programmes for entertainment and sight-seeing. The Conference courses and Community Services will enable to enhance the value of the Conference. The scientific sessions should include one oration/endowment lecture if possible.

4. THE INAUGURAL FUNCTION OF THE ANNUAL CONFERENCE.

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 and the Organizing Secretary shall give a vote of thanks. Seating arrangements on the Dias will be provided by the head office.

5. 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.



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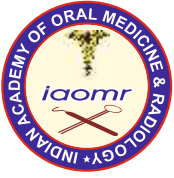
The Organizing Committee shall maintain a separate account in a Nationalized bank to be operated by the Conference Treasurer along with organizing chairman or organizing Secretary. The Organizing Committee shall submit the audited accounts to the HO within a period of three months from the last day for 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 money shall be accounted as an income to the Academy and shall be invested in a fixed deposit and the interest accrued there upon shall be used for the Academy activities as per the rule that is been followed. The Organizing Committee may recommend to the head office any activity such as Institution of awards, prizes, etc., out of the surplus amount for the Betterment of the specialty (**minimum 1 lakh**). If there is any excess expenditure in the Conference, the Head Office is not responsible for any reimbursement.

The COC shall bear the expenses of registration and accommodation of President, secretary, treasurer and conference secretary. The COC can also provide travel facility to president and secretary.

5. THE CONFERENCE PLACE / VENUE REQUIREMENT

The place where the Annual conference will be held should be well connected to other part of the country. The conference venue should have enough quality accommodation facility in varying budget to accommodate 1500 people in 15 km radius or 45 min travel time. The Connectivity like train, bus and air need to be mentioned by bidder and EC shall consider connectivity convenience part while allotting the conference.



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The venue should have enough halls to conduct inaugural ceremony, key note addresses, free scientific papers, poster presentation, trade fair and other conference activities

6. CONFERENCE ACTIVITIES

The annual conference of IAOMR shall be held maximum for three days. The COC shall conduct pre-conference courses for the benefit of members, which can be on day earlier to conference dates.

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.

On the second day of the COC shall make arrangements for conducting the AGM at 2 PM and cease all conference activities.

The COC shall arrange a panel discussion of 90 min with EC members and faculty members of IAOMR to draft a suitable conference resolution. The conference secretary shall coordinate with the HO and COC to draft the resolution. The COC should provide a hall in the venue during the conference.
