

		GUIDELINES FOR ORGANIZING ANNUAL CONFERENCE OF ANBAI		ANB/ANNUAL CONCLAVE	
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Preamble

The annual conference is a reflection of the activities of the **Association of National Board Accredited Institutions (ANBAI)**. It is therefore important to maintain a uniform standard of scientific deliberation, sponsors exhibition, and social and cultural program, year after year, with improvement.

The aims and objects of the annual conference are to have:

- High standard of scientific deliberations from the members and invited faculty, to update developments in the field of Postgraduate medical education.
- Exchange of views and ideas between members for better patient care, research, teaching and education of ANBAI in India.
- Social interaction between the members of the Society and their families.
- Participation by the Institutions for interaction with the members regarding latest development in education and teaching, pertaining to postgraduate medical education in India.
- Conferring awards to the winners: Awards are to be presented to the winners in the various award "pre-decided award categories."
- Participation certificates are to be given to all the delegates participating in the conference. The contributions of the Conveners as well as that of the Chairpersons in each session are also to be recognized and applauded.

ANBAI organizes its annual conference by rotation in every zone, once a year, preferably in the month of September, as per the convenience and weather conditions prevailing in the local area. The Annual Conference is the official activity of ANBAI. In all communications, it should project as the activity of ANBAI, and not of any zone/ local host.

At present, the total membership of the ANBAI is more than 75 and is likely to increase every year. The total number of delegates attending the annual conference will be around 200, and is also likely to increase every year.

Keeping in mind the above consideration, the following guidelines are suggested for the organization of the annual conference:

A. Venue:

The venue of the annual conference should be in metros and A class cities. Each zone should identify the venues of the conference in their zone and the conference should rotate in these venues. The city identified should have facilities of a good convention center which should have one big auditorium of 400 capacity, and one other hall of about 200 capacity. The venue should have adequate space for exhibition and catering. It is desirable that the venue for the scientific sessions, exhibition and catering be connected and easily accessible with each other in close proximity. Preferably the approach to the dining hall should be through the exhibition area.

The city should have easy approach by rail / surface / air transport and sight-seeing and tourist attraction for the accompanying persons. The city should have adequate facilities for variety of accommodation in hotels/ guest houses/ hostels to cater all types of delegates and postgraduates. Surface transport facilities should be available for the delegates to reach to the venue of the conference by round-the-clock shuttle service from the place of official accommodation to the venue of the conference and social function.

B. Invitation:

The request for holding the conference should come from a State Chapter of the ANBAI, with the concurrence of their members and endorsed by the President and Secretary of the Zonal Chapter 1 year earlier, to the Council meeting of ANBAI. The request should communicate the facilities available for holding the conference, along with the name of the Chairman and Organizing Secretary. The Chairman/ Organizing Secretary should be a past or current member of the Council of ANBAI.

The invitation for the conference will be scrutinized by the Council of ANBAI, and proposed to the Annual General Body. In the AGM, the inviting Chairman/ Organizing secretary has to make a presentation regarding the facilities available, and the arrangement for the conference. If there is no request from a State/Zonal Chapter, the conference will go to the next State/Zonal Chapter as per rotation.

The venue of the conference will be inspected by the President, Vice President, Secretary who will submit the report for consideration in the Governing Council meeting i.e. 1 year prior to the conference. If the venue is not suitable, the council will suggest to the Zonal Chapter to select an alternate venue and the inspection of that venue will be reported and finalized in the AGM one year before the conference. If the zone is not able to host the

conference, the conference will go to the next State/Zone as per rotation.

C. Organizing Committee:

The annual conference is organized under the auspices of ANBAI in collaboration with a local Organizing Committee, formed according to the selected venue.

The Committee of the conference should include the following members:

- President: ANBAI
- Vice President: ANBAI
- Hon Secretary: ANBAI
- Joint Secretary: ANBAI
- Hon Treasurer: ANBAI
- Region/State President
- Region/State Secretary
- Chairman: Local Organizing Committee
- Secretary: Local Organizing Committee

The Chairman for the Organizing Committee shall be the Chairman of the Institution having the largest number of NBE seats in that the State or Zone.

The Patrons for the Conference will be the senior representatives of all the big hospital chains in the State or Zone. This will help have good representation from these Institutions for the Conference. It will also help us in getting financial support from the institutions.

The Organizing Committee of the conference will be overall responsible for the organization of the conference. The Organizing Committee can select an event manager to facilitate the organization of registration, travel, accommodation, audio-visual and communication etc. and any other job assigned to the local Organizing Committee. The Organizing Committee will be responsible for the conduct of the Conference. The Council of the ANBAI will decide regarding the scientific content and the timing of the official functions of the ANBAI. The local Organizing Committee will have to adhere to the program which the ANBAI Council decides for that particular conference.

D. Scientific Activities:

The Hon Secretary of the ANBAI in consultation with the Council will be responsible for making the scientific program of the conference. The duration of the conference will be for one full working day. The scientific program will start from 9.00 a.m. to 5.00 p.m. and clock-work precision is to be maintained to start and finish the scientific sessions on time.

Any presentations for the scientific program will be invited by the Hon Secretary 5 months in advance, and the last date for submission of the papers would be 2 months prior to the conference every year. The papers will be reviewed by the committee and the intimation of acceptance and the schedule of the program will be intimated 6 weeks prior to the conference to the presenters. The Scientific Program will be printed by the local Organizing Committee and will be sent to all the members of the ANBAI at least one month before the conference.

The Hon Secretary should send the program and the accepted papers to the Souvenir Committee and the ANBAI website, at least 1 month before the conference for publishing as a supplement in the souvenir. This souvenir must be made available to all registered delegates during the Conference and also posted to ANBAI members not registered for the conference. The cost of printing and mailing is to be borne by the local Organizing Committee. The Editor may be requested to provide an estimate of cost to the organizers in advance to enable budget allocation.

The conference will start with the scientific session, followed by the inaugural function. Later in the forenoon, there will be Orations, guest lectures, award winning sessions, symposium etc.

There shall be no other sponsored programs running as parallel session during the official meetings of the ANBAI.

The local Organizing Committee will have to consult the Hon Secretary regarding the timings, to accommodate any industry sponsored programs to be held.

○ Hall requirements:

- One hall of 400 capacity for inauguration, plenary session and other common scientific program
- One other hall of 200 capacity for a parallel session / PG meetings, and the AGM
- One area properly lighted, with place for 10-20 posters and facility for poster discussion
- Preview room with facilities for double slides and video projections
- One Room for Conference Secretariat/meetings of the executive council

It is necessary that the halls for the scientific activities be suitably equipped for double slide projections (computer and multimedia) and video projection, side screens, audio system for chairpersons, speakers and audience. The halls should be air-conditioned, light and sound proof. Smoking and food should not be permitted in the halls. Delegates not registered or children should not be allowed inside the halls.

An LED TIMER display should be available in every hall on the stage. It must be operated by the volunteers assigned in the hall for the prescribed time. The panel board should be

visible to the speaker, chairpersons and audience.

E. Catering:

Adequate space should be available for catering of at least 500 persons at a time. There should be many counters for serving food preferably one counter for every 100 delegates. Space should also be available for coffee, tea & water throughout the duration of the conference.

F. Social Events:

The local organizing committee may organize social events if they feel necessary for the delegates and accompanying persons which will include cultural program, local sightseeing, pre and post conference tours.

G. Inaugural Function:

The Inaugural function will be in the forenoon of the first day. The duration of the inaugural function should not exceed one hour. After the inaugural function, the scientific program shall resume.

The Chief Guest, President and Exec. Director NBE, President ANBAI, Vice President ANBAI, Hon. Secretary ANBAI, and Chairman & Organizing Secretary of the Conference will sit on the dais.

The seating arrangement on the dais will be conveyed by the ANBAI Secretary, based on the dignitaries present.

H. Registration Fee:

The registration fees for the members of the ANBAI and postgraduate students shall be fixed by the ANBAI council after discussion with the local Organizing Committee of the conference. There should be separate categories of registration for the members of ANBAI, PG students, accompanying persons, foreign delegates and corporate delegates. The fees proposed should be approved by the council and AGM of the ANBAI. There will be one common registration fees for the conference.

The first concessional cut-off date for registration should be about 2 months in advance, and 2nd at 1 month. After that, there should only be spot registration.

The payment of registration should be on the name of ANBAI Teachers Day (year) (as applicable for the year) by NEFT/A/c payee bank draft / credit cards and spot registration by cash. For cancellation, with advance information of at least one month, 90% money can be refunded, one month after the conference. The bank account will be opened using the pan card and documents of ANBAI India. The local organizing committee will have to comply with the mandatory auditing of the accounts, and shall send report of

accounts of the conference to the ANBAI Treasurer office within 3 months of completion of the conference. The organizing committee will have to ensure that the mandatory TDS and service tax deductions as applicable are done and the same has to be sent to the ANBAI Treasurer office every quarter.

I. Partner stake holder Participation:

This participation is an important aspect of the conference for additional fundraising. The exhibition area should be easily accessible to the delegates and some scientific activities like poster session can be in the exhibition hall. The exhibition area should be a covered space preferably air-conditioned for about 100-150 exhibition booth of 3 x 3 m. There should be provision for open space as well as covered booth as per requirement of the exhibitor. The exhibitors should have uninterrupted electricity and water supply, security and facilities to raise their stalls according to their choice. Trade directory is to be prepared and distributed to all delegates. In between the scientific session and at the end of scientific session, time should be provided to the delegates to visit the exhibition area. The exhibition can remain open from 9.00 a.m. up to 7.00p.m.

The tariff for stall participation is to be approved by the council of the ANBAI in consideration of previous tariff.

There should be one ANBAI Booth for ANBAI India Office at the registration.

J. Finances:

All accounts of the conference will be opened in the name of ANBAI Teachers Day of that corresponding year. The Organizing Committee has to open only one account in the name of ANBAI Teachers Day (YEAR). The PAN number of the ANBAI has to be used for opening the account. The Organizing Committee has to comply with the norms prescribed by the Council for conduct of the conference. The Account has to be a joint account out of which the treasurer ANBAI will be a mandatory signatory. The account can be operated by two of the office bearers of the Organizing committee. The organizers will have to give internet banking login and password to the treasurer to view the transactions of the account. The Organizing Committee has to file the GST on quarterly basis and send the information to the office of the Treasurer for incorporation.

All payments are by cheque or NEFT/RTGS. Cash expenses should not exceed more than Rs 20,000/=. In case of cash expenditure, vouchers need to be submitted.

The audited accounts will have to be submitted to the Hon Treasurer of ANBAI who will present it to the general body meeting the following year.

The local Organizing Committee will have to comply with the mandatory auditing of the accounts and shall send quarterly report of accounts of the conference to the ANBAI

Treasurer office. The Organizing Committee will have to ensure that the mandatory TDS and service tax deductions as applicable are done and the same has to be sent to the ANBAI Treasurer office every quarter.

The Organizing Committee of the conference will be overall responsible for managing the finances of the Conference. The ANBAI President, Vice President, Hon Secretary and Treasurer along with local Organizing Committee members will jointly make efforts to raise the funds for the conference.

The audited accounts of the Conference are to be submitted within 3 months of the Conference. The savings from the Conference account will be distributed by HQ to Zonal chapters, according to the regulation of the Society. Out of savings, 10 lakhs will be earmarked & given to the ANBAI for further development of ANBAI.

25% of the balance will be to the State/Zonal Chapter of ANBAI and the balance again to ANBAI.

K. Responsibility of the Local Organizing Committee

The Organizing Committee will function through its sub-committees and will encompass the following broad items:

- **Preparation of budget:**
 - The local Organizing Secretary and treasurer will plan this in consultation with the national executive, including the honorary secretary and treasurer of ANBAI.
- **Provision for income:**
 - Corporate-level sponsorships with major industry players (to be negotiated and executed by the national executive of ANBAI)
 - Sponsorship from Institutions and related companies, to participate in the Partner exhibition
 - Sponsored scientific sessions / lunches & dinners
 - Advertisements in the brochures, conference book, etc.
 - Registration fee from the delegates participating in the conference
- **Provision of expenditure**
 - Cost of printing of brochures, scientific program, conference book, invitation cards, etc.
 - Expenses for the venue, all meals, including lunch & dinner hosted by the conference.
 - Postal expenses including letters, brochures, telephone, fax and air-mails, to guests and members.
 - Local hospitality, including accommodation & other expenses, in respect of

"pre-identified" guests, and ANBAI office bearers of Governing Council members.

- Cost of staff at the conference secretariat and extra payment made to the Event Managers & or Central office.
 - Cost of the Fabrication, signage, and the arrangement of the trade exhibition
 - Costs incurred for the audio-visual arrangements during the conference
 - Cost of the photographers and recording
 - Cost of Press Conference, publicity, etc.
 - **There shall be no expenditure on alcohol at any point of the conference**
- **Arrangement for reception & transport for delegate / guests etc. :**
 - To open temporary counters at the railway station/airport, to assist the delegates/guests and pilot them to their respective lodgings as per the list of participants.
 - To and fro between the hotels, venue & official dinner venue
 - To arrange shuttle for transport of delegates between the conference venue and official designated hotels.
 - **Arrangement for accommodation & travel of delegates etc. :**
 - To assist the delegates for travel and accommodation bookings through a local travel agent.
 - A travel agent may be requested to open a counter at the venue itself, to assist the delegates in following up their reservation in hotels and journey.
 - **Provide complimentary accommodation for:**
 - Guest list for local hospitality to be provided will be sent by the Hon Secretary 6 weeks prior to the conference
 - ANBAI Governing Council members will be provided local hospitality
 - **Cultural program / entertainment:** To arrange cultural activity if applicable as a part of the social program, including musical programs, dances, theatre, etc. at a proper auditorium to entertain the delegates.
 - **Photographs during the conference:** To arrange for photographers for covering important events of the entire sessions as well as for group photographs of the participants. Local arrangement to be made well in advance.
 - **First aid to the participants:** To make necessary arrangement of first aid box, medicine etc. along with expert personnel in giving First Aid.
 - **Fire tenders :** Necessary arrangements to be made by the local Organizing Committee in order to equip for any eventuality
 - **Police protection:** Local organizing committee should inform the Police commissioner of the city where the conference is being held in order to provide adequate security

protection to all the Delegates including International guests.

- **Conference insurance:** Local organizing committee should explore the possibility of insuring the event for any natural disasters or untoward incidents which may force cancellation of the conference.
- **Items for inclusion in the conference brochures/souvenir**
 - Dates, time and place (venue) of the conference
 - Highlights of the scientific program for the conference
 - Information about transport arrangement, if any, with charges
 - Information about institutional /sightseeing visits, if any, with or without charges.
 - Information on hotel/lodgings (list of hotels with detailed tariff rates to be provided).
 - Train and air schedules to be given to and from the venue to different important centers of the country.
 - Names of the ANBAI council, organizing and reception committee.
 - Details about climatic conditions.
 - Name of travel agent at the place of the conference, if fixed up and known by the time.

L. Responsibility of Central Office towards Annual Conference

- ANBAI central office will be responsible for the scientific program.
- Will develop and update the website and regularly maintain it
- Will manage online registrations by either taking a payment gateway or using third party online registration services
- Will participate in the zonal conferences and promote ANBAI membership and also update the data of the members
- Will promote the annual conference on behalf of the organizers to delegates and other related societies in India and abroad
- Necessary process will be implemented on the website for abstract submission.
- The process of abstract management and preparation of scientific program will be taken care of by the central office under the guidance of the honorary secretary.
- Gold Medals, Felicitations and award certificates for award winners and orators and the framing of certificates of orators/honored senior members will be taken care of by the central office under the guidance of the Hon. Secretary, ANBAI
- Assistance will be provided to the Election Officer and his associates during the elections
- ANBAI Booth will be managed by the central office for the following:
 - Receiving membership & conversion applications

- Updating database of members
 - Distribution of the ANBAI publications to the members
 - Solving any other problems of the members
- Volunteers for managing the ANBAI counter during the national conference will be provided by the local organizing committee
- Scientific program management during the conference with the help of the local scientific committee
- Council meetings & GBM will be assisted by the central office
- Publication of the Souvenir:
 - The conference book should include all information relating to the conference, including messages, scientific and social programs, advertisements etc. This should replace the need for a separate conference book.

M. Requirement for ANBAI Office at Annual Conference

- Complimentary registration and accommodation for ANBAI office staff attending the Conference
- One Stall for ANBAI office in the main lounge near the Main Hall with broadband internet and electrical connections
- Space for placing 2 laptops and a printer with 3 tables and around 5-7 chairs
- Arrangement for 2 volunteers (full day 0800 - 1730) on the day of the conference
- ANBAI Election Booth near the main hall with adequate space and electrical connections for equipment and furniture for Election Officer and his team.