

NATCON OF ASI

GUIDELINES TO THE ORGANISING SECRETARY

(amended up to 30 November 2016)

1. The Organizing Secretary should obtain the List of all the valid members of the ASI from the General Secretary of ASI by March / April.
2. The only **one circular** will be released by **February/March** every year. The circular should contain, at least, the following information from point: a to m. [GB min. 12/15 (b)] and forms related to registration, accommodation, travel, abstract and sight-seeing etc. The circular should be sent as hard copy to all the members of ASI. Besides, one soft copy should also be sent simultaneously to the Website Manager Dr.Archana Rani, Professor of Anatomy, King George's Medical University, Lucknow-226003, UP. email: archana71gupta@yahoo.co.in. Mob: 09451950799 to be uploaded in the website of ASI.
 - a. Venue of the Conference.
 - b. Dates of the Conference (**it should be last week of November every year**) [**Min. 13/11 (a)**] (which can vary from 20th to 30th November).
 - c. Pre / post conference symposium, work shop, seminar, plenary session / guest lectures, if any.
 - d. Delegate Registration fees. (Any change should be first discussed with the General Secretary).
 - e. All important dates.
 - DelegateRegistrationfees by **16th August**, by **16th September**, spot registration, refund facility, if any.
 - Last date for accommodation request by 16th August.
 - Late date to receive abstracts 16 August.
 - Last date for cancellation of Registration – 15th October.
 - f. Papers for presentation in **award session**(Dias / Poster) are to be sent directly by the member to the **General Secretary of the ASI**and must reach his office latest by **30th September**.
 - g. The **ASI membership is mandatory** to attend the conference and that the ASI membership fees should be sent only to the Treasurer of ASI well in advance to avoid inconvenience to the delegates. Under no circumstance the membership fee be sent to the Organizing Secretary.
 - h. ASI membership subscription rates (latest) and other details should be printed in the circular.
 - i. **Summary of rules of membership:-** · Only the Faculty Members / PG or Post PG students / Research scholars in Anatomy are eligible to become Ordinary / Couple / Life Members of the Anatomical Society of India. · Faculty members/ PG students of other subjects can only become **Associate members of the ASI**.
 - j. A photocopy of the ASI membership receipt should be attached with the Registration form which is being sent by the delegate to the Organising Secretary. The Life Members for the current year should also do the same.

- k. Name and Address of the General Secretary and the Treasurer of the ASI with phone numbers and E-mail address should be printed on the conference circular.
 - l. Name and address of the Organizing Secretary of the Conference with phone numbers and E-mail address.
 - m. **Accommodation details**- free of charge/budget/ hotel accommodation available or not. Hotel charges, Distance of various Hotels from the venue of the conference, How much advance money to be sent for advance booking of the accommodation.
- 3 a) **Free accommodation** for President, Gen. Secretary, Treasurer and Editor-in-Chief be arranged at one place close to the venue of the conference. Joint-Secretary, Joint Treasurer & Joint-Editor should also be provided free accommodation [vide G.B.min.3/14(vii)]. If the Organising Secretary can afford, the same facility could also be extended to both the Vice Presidents. The Executive committee members, as far as possible, be accommodated at one place.
 - b) The **ASI members of 70 years or above** in age will not be charged the delegation fees.
 - c) The person delivering **Prof. Shamer Singh Memorial Oration / Prof. S. P. Jain Memorial Oration** and the person to receive **Lifetime Achievement Award** will be the **guests of the Conference**. They will not be charged delegate registration fees & will be provided accommodation free of charge and all the facilities / privileges which are given to any delegate. **However, if their family accompanies them, the family members will have to become Associate member & Associate delegate of the ASI and bear all the charges accordingly.**
 - d) The **abstracts should be structured** and must include at least introduction, material & methods, results of the study / case. Abstract without results shall not be considered for presentation/ posters.
 - e) **Facilities for presentation** to be provided by the organizers of the conference, e.g., 35 mm slide projector, OHP, LCD projector / space for each poster, etc.
 - f) **Operating System** of the Computer, like Windows 8, 7 Ultimate-7, XP & MS Office 2010, 2007, 2003, etc. etc.
 - g) Pointer torch / wooden pointer.
4. **Chairpersons** of various Scientific Sessions be **informed in advance** about the date, time & venue of the scientific session they have to chair and the list of papers of that session to be presented and underlining the presenting author.
 5. The list of the persons who have presented the papers from dais / poster should be collected from the Chairperson by the representative of the Organizing Secretary and should be handed over to the Editor-in-Chief for publication in the journal.
 6. **Presentation certificates** should be distributed by the Chairperson of the Scientific Session soon after the paper is presented. Certificates of papers not presented in that session should be crossed by the chairpersons. Similarly the certificates to the Chairpersons / Co-chairpersons should be given soon after the session is over.
 7. **Abstracts of Guest / Plenary lectures and proceedings of the CME should be obtained** from the person concerned by the Organizing Secretary and be handed over to the Editor of the ASI for publication as the part of the proceedings of the conference. The participants may be asked, well in advance, to prepare and submit the same to the Organizing Secretary.

8. The **abstracts** received should be subjected to **scrutiny** by a committee appointed by the Organizing Secretary. The acceptance of the abstracts should be sent to the delegates as early as possible but not later than 30th September which will help them to avail leave and other conference related privileges from their institution / government.
9. The **information about place of accommodation** should be available to the delegates well before he / she commences the journey .A copy of accommodation arrangements should be available with volunteers at the railway station, airport & bus stand.
10. The summary of the Programme should be available at the accommodation site.
11. To and fro **transportation** from the Railway station /airport/ bus stand to the accommodation as per travel schedule of the delegates. Transportation to and from the accommodation to venue of the conference should be provided starting from a day prior to the conference until the end of conference. At least 4 volunteers at the Railway Station, 2 at the Airport and 2 at the Bus stand should be available.
12. **There should be a Camp Office of the ASI at the venue of the conference close to the registration counter with at least two volunteers at a time who can manage money, journals, forms and stationary of the ASI. The counter should become functional in the forenoon of pre-conference CME/Workshop/Symposium, i. e., one day before the commencement of the conference and should continue till the evening of the day before the conference ends.**
13. **Office Assistance** to the General Secretary of ASI for typing/printing /Xeroxing the minutes/agenda and recommendations of various meetings.
14. Organising secretary will provide for **one attendee of the publisher** (Elsevier) free complimentary registration together with an exhibit booth for the journal and related products in the conference.
15. The **registration counters** at the conference should be preferably arranged alphabetically as per the last name of the delegate.
16. **SCHEDULE OF THE ANNUAL CONFERENCE:-**
 - a. **26th November**
 - i. Any other meeting of ASI, if scheduled.
 - ii. Preconference CME/Workshop/Symposium, if any.
 - iii. **4:00 p.m. – Meeting of the Editorial Board.** One ‘minutes secretary’ to be appointed by the Editor to record the minutes of the meeting. Space for about persons 20 to be made available. Provide one (1) volunteer for attendance, distribution of papers etc.
 - iv. **6:30 p.m. – Meeting of the Executive Committee.** One minutes secretary’ to be appointed by the Gen. Secretary to record the minutes of the meeting. Space for about 35 persons to be made available. The Organising Secretary will also attend the meeting. There should be a **gap of at least one hour** between the conclusion of Editorial Board meeting and commencement of Executive Committee meeting. This time gap is needed by the Editor to prepare the minutes of the Editorial Board meeting and hand over the same to the Gen. Secretary for being presented in the Executive Committee meeting. Provide one (1) volunteer for attendance, distribution of papers etc.
 - b. **27th November (1st day of Conference)**

- i. Inauguration will be** in the morning and will include presentation of the *Annual Report by the General Secretary of ASI, giving away Lifetime Achievement Award / Fellowship Certificates / various awards / prizes* of the ASI by the Chief Guest and the *Presidential Address* by the President of the ASI. The President and the General Secretary of ASI will be on the Dias besides Conference / Institution / other Dignitaries.
- ii. Prof. S. P. Jain Memorial Oration** or **Prof. Shamer Singh Memorial Oration** to follow immediately after the Inauguration. All the delegates to attend. Arrangements for presentation. Chairperson (President) and Co-chairperson (both the Vice Presidents) to sit on the dais. About **45 minutes** for presentation. Certificate(s) of presentation, scroll, plaque, etc., to be given then and there by the Chairperson.
- iii. Award Papers** from the Dias (usually 5 to 6) presentations to follow immediately after the orations. All delegates to attend. Arrangements for presentation. Chairperson (President) and Co-chairperson (both the Vice Presidents) to sit on the Dias. Fifteen (15) minutes for each presentation & 5 minutes for discussion (Min.12/14[iii]). Judges (names will be confidential) to sit in the audience. There could be more than one participant for each award. **The judges will hand over the result confidentially to the Gen. Secretary soon after the presentations are over.** Member presenting the paper in award session be **given certificate** for presenting paper by the Organising Secretary mentioning title of paper, name of award & name of presenting author{min.12/14(ii)}.
- iv. Oration** by the person receiving **“Lifetime Achievement Award”** should be scheduled like Guest / Plenary lecture on the date and time with the mutual consultations between the Organising Secretary and the orator so that it is attended by all the delegates. President & both the Vice-Presidents will be chairperson and co-chair persons respectively.

v. Scientific Sessions

- Platform presentations - —many sessions to run concurrently.
- Posters to be displayed in the afternoon. The authors to be available for discussions on posters from 3 to 4 p.m.
- The award posters will be displayed separately.
- **Cultural Programme**, if any, in the evening, for about 2 hours which will also include items to be presented by 5 to 6 delegates.

c.28th November (2nd day)

i. Scientific Sessions

- Platform presentations - many sessions to run concurrently.
- Posters display continues (authors to be available for discussions on posters from 3 to 4 p.m.)
- **The award posters display** to continue separately and the authors to be available for discussion by the panel of Judges on the time and venue fixed by the organizing secretary and conveyed to the author. The Judges will hand over the result confidentially to the General Secretary soon after the event is over.
- The posters to be removed in the evening.

ii. **General Body Meeting** at 5:30 p.m. – space for about 300 persons. 5 persons on the Dias [President, General Secretary, Treasurer, Editor and one minutes secretary]. Provide four (4) volunteers for attendance, distribution of papers etc.

d. 29th November (3rd day)

i. Scientific Session

- Platform presentations - many sessions to run concurrently.

ii. **Valedictory function** - all delegates, associate delegates, organizers, volunteers to attend. On Dias [President, President elect, General Secretary, Treasurer, Editor, Organizing Secretary]. Non members may also attend.

17. The Resume of the Conference and CME / Workshop etc. should be sent by the Organising Secretary to the General Secretary of ASI, within one month of the conference, in hard copy and soft copy on the mailing address of the General Secretary of ASI gslanatsoc@gmail.com so that it could be included in the minutes of the minutes of the General Body meeting. [GB min. 12/15 (c).

18. The Resume may be prepared on the pattern of Resume of Imphal conference, 2014 appended in the end of GB Minutes circulated vide no. ASI/14-min. (ii) /Sec-4, dated 02-01-2015.[GB min. 12/15 (c).

19. The Organising Secretary should send the Associate Membership fees @ Rs. 300/- from each Associate delegate along with list of all the Associate Delegates to the Treasurer of ASI within one month of the conference. [GB min. 12/15 (c).

20. **The ORGANISING SECRETARY should prepare the complete list of all the delegates registered with the conference along with their place institution, and other details, preferably in Excel format, put signature on each page and send the same both as one hard copy and soft copy on the mailing address of the General Secretary of ASI gslanatsoc@gmail.com within one month of the conference.**

21. The Organising Secretary should send the Proceedings (abstracts of papers/posters presented in various sessions) of the Conference to the Editor-in-Chief within one month of the conference so that the Elsevier are able to publish the on line abstract issue in time. Failing this the Organising Secretary has to pay an amount of Rs. 10,000/- as inflation charges to the Treasurer of ASI. [GB min. 3/15 (a) (iv)].

NOTE:-Under unforeseen circumstances the **dates may be altered** by the Organising Secretary with prior approval of the General Secretary of the ASI. The delegate Registration fees cannot be changed by the Organising Secretary without prior approval of the General Secretary.