

**International Medical Sciences Academy: Mid Term Conference 2011 at New Delhi**

**Objectives of the Conference:**

**Organize a platform to bring together National and International Medical Scientists, Medical Educationists and Research Scholars in Medical and Health Sciences on a worldwide basis**

**For exchange of information for the development of Medical and Health Services and for the advancement of the Health of all peoples of the World,**

**Promote association, gain connections and build networks with institutions important to the association's work, bring new active students into the association,**

**To generate the resources for the building of International Medical Sciences Academy as World Headquarters in New Delhi**

**Size of the Conference:**

**Theme of the Conference:**

**Theme**

**Features of the Theme**

**Sub Themes**

**Contemporary Paper Theme**

**Venue of the Conference:**

**Date of the Conference:**

**Dates of the Conference**

**Duration of the Conference**

**Timings of the Conference:**

**Invariable time schedules**

**Speakers at the Conference:**

**No. of Speakers (Main Theme)    National**

**International**

**Guest Speakers**

**National**

**International**

**Others (Paper presentations)**

**National**

**International**

**First Advertisements of the Conference:**

**First announcements**

**Invitation for papers**

**Deadline for receiving papers for review**

**Confirmation to Speakers**

**Guests:**

**Chief Guest**

**Guest of Honour**

**Special Invitees**

**Lecture Halls:**

**Auditorium**

**Lecture Theatres**

**Faculty Spaces**

**Audience:**

**Participants**

**No. of Visitors**

**Guest visitors**

**Bank Account:**

**Opening Bank Account**

**Registrations:**

**Cost of registration**

**Deadline for online receipts**

**Spot registrations**

**Registration kits**

**Pamphlets**

**Pen**

**Writing Pad**

**Sponsors advertisements**

**Equipments:**

**Audio Video Equipments**

**Information Centers**

**Photocopying Machines**

**Computers**

**Suggestion Boxes**

**White board Markers**

**CDs**

**Rewards, Awards, Souvenirs, Momentos**

**Official Sponsors of Conference:**

**Official Bankers:**

**Official Travel Agents:**

**Hotel Bookings**

**Pick and Drop Arrangements**

**Flight Scheduling**

**Exclusive Conference Arrangements**

**City Tour arrangements**

**Essential Information Material**

**Accommodations:**

**List of Hotels**

**Reservations**

**Logistics for the Conference:**

**Airport Pick up and drop**

**Hotel Pick up and drop**

**City Tour arrangements**

**Budget of the Conference:**

**Resources Planning**

**Fund Generation**

**Registrations**

**Advertisements**

**Sponsorships**

**Corporate Displays**

**Stall bookings**

**Expenditure Planning**

## **Payments**

### **Structure of Programme of Conference:**

**Registration**  
**Welcome Address**  
**Lectures**  
**Guest Lectures**  
**Paper Presentations**  
**Refreshments**  
**Special Honours**  
**Reward Ceremony**  
**Vote of Thanks**  
**Cultural Programme**  
**Dinner**

**Poster Exhibitions**  
**Conference Review Assessments**

### **Organization of the Conference:**

#### **Organizing Committee**

**Chairman**

**Members**

#### **Technical Support Committee**

**Chairman**

**Members**

#### **Programmes Committee:**

**Chairman**

**Members**

#### **Scientific Programme Committee**

**Chairman**

**Members**

#### **Paper Review Committee**

**Chairman**

**Members**

#### **Finance Committee**

**Chairman**

**Members**

#### **Hospitality Committee**

**Chairman**

**Members**

**Accommodation Committee:**

**Chairman**

**Members**

**Advertisement & Publicity Committee:**

**Chairman**

**Member**

**Logistics committee**

**Chairman**

**Members**

**PR & Protocol Committee:**

**Chairman**

**Members**

**Web Managing Committee**

**Chairman**

**Members**

**Conference Evaluation Committee**

**Chairman**

**Members**

**Reports Committee**

**Chairman**

**Members**

**Cultural Programmes Committee**

**Chairman**

**Members**

**Contingency Plan Committee**

**Chairman**

**Members**

**Manual for Committees:**

**Preliminary Presentation of the Conference:**

**Manual of the Conference:**

## **Invitations:**

### **Who all to be invited**

- Invitation to Chief Guest**
- Invitation to Special Invitees**
- Invitation to Speakers**
- Invitation to Guest Speakers**
- Invitation to Board Members**
- Invitation to Audience**
- Invitation to Sponsors**
- Invitation to Commercial Organizations**
- Invitation to Professional Organizations**

### **Invitation Formats**

- Organizers of Conference**
- Theme of Conference**
- Venue of the Conference**
- Dates of Conference**
- Duration of Conference**
- Speaker lists**
- Topics of deliberations**
- Type of audience**
- Who all can apply to participate**
- Deadline for receiving papers**
- Deadline for confirmation to Speakers**
- Deadline for registrations**

### **Mode of Transmission**

- Invitation by E mails**
- Invitation by Postage (Courier)**
- Invitations through Webpage**

### **Invitation Forms**

- Official Registration Form**
- All Information for contact**

## **Web Page of the Conference:**

## **Publicity and Advertisement of the Conference:**

## **Regulatory Permissions:**

## **Security Arrangements:**

## **Official Magazine:**

- Magazine at the time of Registration**
- Magazine to be circulated during the Conference**
- Final Magazine on Conference**