



International Medical Sciences Academy

World Headquarters

Flat No. 17, Shanker Market, block 2, Cabin

No-E, Connaught Circus, New Delhi- 110001 India

Telephone no. - 011-35297713

E mail: imsawhq06@gmail.com, Website: www.imsaonline.com

Application for Approval for Organizing IMSA Conference

Applicant Organization

Name of the Organization:

Address of the Organization:

Contact Tel, Fax, e mail, website, if any:
of the Organization:

Whether IMSA Chapter / Association / Body / Independent Entity:

Structure of the organization:
Attach a copy of the Structure of Organization

Credentials of the Organization:
Attach a copy of the credentials of the Organization

How is the Organization associated with IMSA:
Attach a detail on the association

What is the Constitution of the Organization:
Attach separate sheet, if required

What are the Objectives of the Organization:
Attach separate sheet, if required

How does the Objectives of the Organization conform
to the Objectives of IMSA:
Attach separate sheet, if required

What is the date of establishment of the Organization:

Organization Proposal

Has the Organization ever organized a Conference previously
Give details of the Conference organized previously

What is the objectives of the Conference proposed
for organization :

Has the Organization submitted a copy of the Proposal
on the Conference:

What is the size of the Conference proposed
to be organized by the Organization:

Theme

What is the theme of the Conference proposed
to be organized by the Organization:
Attach a one line theme of the Conference proposed.

What are the features of the Theme of the Conference
proposed to be organized:

Does the proposal has Sub themes for the Conference:

Any proposal to hold Paper Presentations
during the proposed Conference:
(Like Contemorary Topics Paper presentations):

Venue, Date, Duration, Timings

What is the proposed address of the proposed Conference
to be held;

What is / are the Date(s) of the proposed Conference:

What is the duration of the proposed Conference:
(No. of Days)

What are the timings of the proposed Conference:

Speakers

List of the proposed speakers for Orations:

National

International

List of other proposed speakers on the main theme:

National

International

Other Speakers, if any
Attach separate sheet where required.

Conference Announcements

Announcements on the proposed Conference:

First Announcement:

Invitation for submission of papers:

Deadlines for submission on papers:

Confirmation on Speakers:

Guests

Names of the proposed Chief Guest:

Name of the proposed Guest of Honour:

Names of the proposed Special Invitees:

Participation

Audience:

Category of the Participants:

4

No. of Visitors projected:

No. of Guest Visitors projected:

Infrastructure Available:

Infrastructure Available:

Auditorium:

Lecture Theatres:

Faculty Spaces:

Audio Video Equipments

Electronic gadgets

Registrations:

Cost for Registration

Deadline for Online Receipts

Spot Registrations

Officials of the proposed Conference

Official Chartered Accountants of Conference

Official Sponsors of Conference:

Official Bankers of Conference:

Official Travel agents of Conference

Official Hotel of the Conference

Official Recorders of Conference

5

Official Logistic Managers of Conference

Official Organising Committee of Conference

Official Web Manager of Conference

Official Evaluators of Conference

Official Publishers of Conference

Official Protocol Managers of Conference

Official Advertising Company of Conference

Official Security Company of Conference

Official Magazine Managers of Conference

Official Liaison manager of Conference

Official Cultural Programme Organizers of Conference

Official Hospitality Company for Conference

Rewards, Awards, Souvenirs, Momentos

List of Names for Awards

List of Names for Rewards

List of Names for Special Awards

List of Names for Special Rewards

List of Names for Honours

List of Names for Special Honours

6

List of Names for Momentos

List of Names for Special Contributions

List of Names of Committees of Conference

Organizing Committee

Technical Support Committee

Programmes Committee:

Scientific Programme Committee

Paper Review Committee

Finance Committee

Hospitality Committee

Accommodation Committee:

Advertisement & Publicity Committee:

Logistics committee

PR & Protocol Committee:

Web Managing Committee

Conference Evaluation Committee

Reports Committee

Cultural Programmes Committee

Contingency Plan Committee

7

Manual for Committees:

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

8

Reward Ceremony

Vote of Thanks

Cultural Programme

Poster Exhibitions

Conference Review Assessments

Dinner

Travel & Logistic Planning:

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

9

Preliminary Presentation of the Conference:

Invitations:

Invitation Formats

Mode of Transmission

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

The Plans for organizing the Conference

The Location Plan:

The Finance Plan

The Marketing Plan

10

The Execution Plan

The Time Frame Plan

The Fortnightly Report Plan

The Contingency Plan

Any and all other Activity Plan

Any other information which the Organization thinks suitable for submission which may have positive consideration on the approval by the IMSA President or the Committee authorized to scrutinize the application made by the Organization. (Attach separate sheet, as required).

Place:

Date:

For (Name of the Organization)

Authorized Signatory

Name:

Address:

Seal of the Organization

