

**International Medical Sciences Academy, WHQ, New Delhi**  
**(Registered under Indian Societies Registration Act (XXI) of 1860)**

**Memorandum of Association and Rules & Regulations**

**Guidelines for the Annual Conference of International Medical Sciences Academy (IMSACON)**

1. Bidding of the Conference:

- (a) The bidding should be done by a State Chapter with all information given in the set proforma which can be obtained from the central office and it must reach the central office about 2 ½ years before the said conference so that it can be discussed in the Board of Trustees and the Central Executive Committee meetings two years before the said Conference.
- (b) Bids should be approved by State Chapter and a letter of acceptance to conduct the Annual Convention should be sent to central office along with the proforma for bidding the annual convention.

Proforma for Bidding the Conference:

- i. Name of the state branch
- ii. Name of the proposed city / town as venue
- iii. Name of the country / venue / alternative venue in the city.
- iv. Details of the conference facilities available in the venue:  
One big auditorium to accommodate 150-200 persons, place for poster exhibition and places for official meetings for IMSA. One large space for trade exhibition. Enough space for dining, space for amusement of accompanying persons and space for cultural programmes.
- v. Accommodations: Hostel, Guest Houses and Hostel accommodation for delegates.
- vi. Connections by road, rail and air. Nearest station and airport. Distance from important cities.
- vii. Details of facilities of local transport.
- viii. Organizational experience of the proposed organizing team(in brief).
- ix. Places of tourism interest.
- x. Climatic conditions at the time of the Conference.

2. Allotment of the Conference:

Under the direction of the President, the Secretary General IMSA will summarize the proposals which will be discussed in BOT / CEC meetings and approve on the proposals. The decision taken will be announced in the ensuing IMSACON. A letter of acceptance from the branch Chairman / Secretary or from authorized person will be taken. The date and month and in which part of the year suitable for the conference in the state or the country may be fixed by the bidder and to be accepted by the BOT.

3. Materials and help to be provided from the Central Office:

- (a) Names, addresses, phone, fax and e mail of the office-bearers of IMSA, and Chairman and Secretaries of the state branches and previous two Organizers.
- (b) List of IMSA members with update every three months.
- (c) List of Companies (trade) along with important persons in trade.
- (d) Details of orations.
- (e) Details of pre-conference meeting and meetings during conference.

4. (a) There shall be an organizing Secretary

- (b) The Organizing Secretary in addition to other office bearers shall be elected by the local branch where the Proposed congress is to be held ( within 2-4 months after the allotment). Later the local branch must form the Various committees like the registration and the hospitality committees, etc.
- (c) The Organizing Secretary shall be responsible for all the arrangements for convening and holding of the Congress and shall be guided by directions that may be issued on the subject by the Central Office of IMSA.
- (d) A proper letter head of the Conference for correspondence should be prepared. It should have short form of Name of the Annual Conference of IMSA with year e.g. (IMSACON 2003). A logo of IMSA should be printed. Name of the Host Branch and the Country, dates of Conference, venue, names of the organizing committee and office address, phone no., fax, e mail and website address must be printed.

- (e) Co-ordinate with Central office for invitation of the Guests, (Foreign & Indian) these will be issued through Central Office only.
- (f) Special attention should be paid for arrangement of various meetings of IMSA just before and during the Conference and a committee under the supervision of an experienced person should be made responsible for this.
- (g) The Central Office shall keep the Organizing secretary informed on all matters of interest for holding the Annual Congress and particularly the following:
  - i. Timing of BOT meeting before GBM
  - ii. Annual General Body Meeting (will be in the Evening of the First day of Congress). Care should be Taken to arrange timing of GBM so that sufficient time is given for discussion etc., to the members to participate actively in the GBM.
  - iii Inaugural ceremony / function of the Congress, orations and Convocation.
- (h) Information booklet / brochures: About three brochure should be planned and sent to the members of IMSA & Teaching institutions.

1st Brochure: Brief details about the conference, country, venue, scientific programmes, connections, places, of Tourism interest. It should reach to members about an year before so that they can register themselves.

2<sup>nd</sup> Brochure: Must be published in first quarter of the year and should contain all the registration forms, call for papers, posters et., and tentative scientific programmes.

3<sup>rd</sup> Brochure: Must be published in second quarter of the year and should again contain all the forms. Details of facilities and more information about the scientific programme. Booklet of actual scientific programme must reach to the members, at least to the registered delegates, about 2-3 week before the date of Conference.

#### 5. Registration:

- i. A registration counter should be there at the conference venue which will start on the day of the pre-conference meetings and will remain function for the next 2 days. Adequate arrangements, to avoid crowded counter.
  - ii. All persons attending the conference must be registered.
  - iii. Delegate's category; IMSA Member delegates, Associate Delegates, Non IMSA member delegates, and trade delegates.
  - iv. Registration fee should be reasonable. The registration fee should be decided considering registration fee of the last 2-3 years, type of city, country and other factors. (preferably is should not be 10% more than the previous conference).
  - v. Registration fee for Associate delegates should be approx. 50% of regular member delegate. Registration fee for non IMSA Member delegates should be approximately same as for IMSA Member delegates. Registration fee for trade delegates should be double IMSA Member delegates.
  - vi. Deadlines should be: Normal fee up to (six months before the conference. (March if we conduct the conference in September). First increase by 15-20% after this upto June. Second increase by 15-20% more up to August, and spot registration about 50% increase.
  - vii. Refund policy; 75% refund on request before 31<sup>st</sup> July, a month before the conference 50% refund if requested before 31<sup>st</sup> August. And no refund after that.
- In special circumstance like death, serious illness in the family and natural calamity, the Organizers can extend special favour to refund beyond these set norms.
- viii Delgate Kit: should contain at least program booklet, souvenir, certificate of attendance and gift, if any in the bag.
  - ix. If any delegate could not attend the conference due to unavoidable circumstances at the last Hour, the delegate kit may be sent to him by post as a courtesy.
  - x. Registration for the Emeritus Members should be complimentary.

#### 6. Scientific programme:

The Annual Convention – IMSACON may consist of either two days or three days according to the prevailing Situation. If the organizers come forward to conduct four days conference, it may be permitted if their capabilities are reliable.

(a) Day one

- Registration from 8 am
- Scientific session 1 (Ket session to attract good audience)
- Endowment Oration
- Scientific session II
- Scientific Session III
- CCC meeting
- CEC meeting
- BOT meeting
- Inauguration
- GBM

(b) Day two

- Scientific session IV
- Scientific session V
- Scientific session VI
- Convocation
- CCC meeting
- CEC meeting
- BOT meeting, if not already conducted on day one

(c) Day Three

- Scientific session VII
- Speech by invited speakers 1 & 2
- Scientific session VIII
- GB meeting if not conducted on day one.
- Valedictory Session
- Last session can hold key topic to hold back delegates for valedictory function and it should finish early to Facilitate delegates to catch train or flight.
- Closing day Ceremony.