

Procedure to hold a conference:

Prerequisites for holding the conference:

The Institute, Organization or the Body should submit a request to the President IMSA expressing its desire to hold the conference.

The prescribed application form should be submitted to IMSA WHQ addressed to the President request and expressing its desire to hold the IMSA Conference.

The Institute, Organization or the Body must have the approval / consent of the President IMSA in writing to hold the IMSA Conference.

The Institute, Organization or the Body should constitute / appoint the following for organizing the conference.

The Chairman of the Conference

The Organizing body for the Conference

The Programme of the Conference

Information and Discussions: On all conference matters for discussions and information the Organizing Chairman and members of the Organizing Committee shall get in touch with the members and office bearers of IMSA as decided by the President, IMSA which would be designated as Coordinating Committee.

The conference event should be for two day session. The inauguration would be on the early first day and the Convocation would be in the later part of the second day. The duration between these two programmes would be Scientific Session.

Procedure:

An IMSA conference comprises of minimum of three events.

The Inauguration

The Scientific Session

The Convocation

The Inauguration:

The Chairman and the Organizing Body shall have the prerogative to decide on the Chief Guest of the Conference. The Chief Guest could be one or more than one i.e. one for the inauguration, another for the Scientific Session and the third could be for the Convocation. The organizers can make a choice of their own or may discuss with the President, IMSA WHQ, New Delhi as the case may be. The Chief Guest should be a person of high calibre, renowned, a professional, senior member of the state government, or a central minister or a State Head.

The Organizing Body shall convey in writing to the President, IMSA the choice of the Chief Guest.

The Scientific Session:

The Scientific Session and the presentation is the prerogative of IMSA which shall constitute a Chairman and its members in the Committee.

The decision to include or to exclude a paper received from professionals is decided by the Chairman, Scientific Committee which committee is constituted by IMSA.

Each conference should have a scientific session for the day and spread out to two days of the conference as the case may be.

The sessions are divided into sub sessions and each session would have 2 to 3 speakers with a short question and answer session after each sub session.

The tea or coffee breaks as well as the lunch break for the audience and the speakers would be decided accordingly by the Organizing committee.

Depending on the time, the number of speakers and the type of presentation and oration so finalized shall be given a time slots of 10, 20 or 30 minutes each.

There can be a poster presentation depending upon the requests by professionals.

The information of the time and the duration fixed for the Scientific Session shall be conveyed to the Coordinating Committee (IMSA) and accordingly finalized in close coordination with the Committee.

The Convocation:

The Convocation programme would be the prerogative of IMSA. However all support for the programme would be made available to the Academy for holding the Convocation by the Organizing Committee of the Conference.

The Orations:

International Medical Sciences Academy holds a number of Orations in memory of the its founder members and other medical professionals in whose names the same has been constituted.

The number of Orations would be conveyed to the Organizing Committee by the Coordinating Committee of IMSA.

The Coordinating Committee shall convey to the Organizing Committee the procedure and the protocol for the Convocation programme. A Copy of the protocol procedure shall be sent to the Organizing Committee. The latter shall follow the protocol in strict adherence to the procedure maintaining the sanctity of the event.

Registrations:

The Organizing Committee shall organize 3 months prior to the event for the registration process for the professionals wishing to attend the conference. There shall be a prescribed form detailing the fee structure in Indian as well as foreign currency and circulated widely for the professionals to get registration done prior to the event.

However the Organizing Committee shall also have counter for spot registrations of the participants, visitors and other people accompanying the visitor.

Counter for IMSA:

The Organizing Committee shall provide a counter for the Academy Office Bearers and the staff for their use during the days of the conference. The Academy generally has a counter to display its pictures of its achievements and a sales counter for IMSA momentos, the official tie and the IMSA Badges for the Fellows and Members who would wish to buy.