

**Indian Society of Pedodontics and Preventive Dentistry**  
**Bid Application Form**  
**For**  
**Annual Conference/ National PG Convention**

SN	Item	Details
1	<b>Basic Information</b>	
a	Bidding for the Year	
b	Bidding for	Convention <input type="checkbox"/> Conference <input type="checkbox"/>

2	<b>Details about the bidding</b> society / Organization / College (please circle) (Will be called as body)	
a	Name of the body bidding	
b	City/State	
c	Whether the body is registered? (In case it is not a college)	Yes/ No/ NA (Circle the appropriate one)
d	If Yes; Reg No. and Year of Registration	

3	<b>Past experience of the body in organizing national/ state level events</b>		
a	Total number of National/ State level conferences organized in the past with at least more than 500 delegates		
b	Name of the events	Year	Number of delegates attended
	1		
	2		
	3		

4	<b>Details of the ISPPD events (Conferences/ Conventions) held in the region (city) in the last 5 years</b>	
a	Mention whether an annual ISPPD conference or Convention has been held in the city?	Yes/No

b	If Yes, mention years	1. _____ 2. _____ 3. _____
c	Whether the bid application is for the same city in which the conference/ convention has already been held	Yes / No

5	<b>Bidder Information</b>	
a	Name of the organizing chairperson	
b	ISPPD life membership No	
c	Address	
d	City/ State	
e	Pin code	
f	Email Id	
g	Phone No.	

6	<b>Infrastructure</b>	
a	Tentative Venue/ Venue Name	Attach layout of the venue-Enclosure-1
b	City/ State	
c	Total Area	
6.1	<b>Facilities at the Venue</b>	
a	One Hall Accommodation 800-1000 delegates	Available/ Not Available
b	At least 1 additional hall for parallel sessions accommodating 250-350 delegates	Available/ Not Available
c	At least 8-10 additional halls for students presentation accommodating 50-100 delegates each  or Provision of erecting temporary halls of above capacity	Available/ Not Available
6.2	<b>Accommodation for atleast 1500 delegates</b> Attach list of hotels with approx distance from the venue – Enclosure -2	

a	At least 10 hotels within a 10 km radius around the venue	Available/ Not Available
b	At least 2, 4 or above star hotels within a 10 km radius around the venue	Mention Names
c	At least 2-5 three stars hotels within a 10 km radius around the venue	Mention Names
d	Guest house/ Service apartments around the venue? Mention the approximate number	

SN	Item	Details
7	<b>Airport/ Railway Services</b>	
a	Nearest Airport	Distance from the venue ..... km
b	Nearest Bus stand	Distance from the venue ..... km

8	<b>Registration Details</b>			
a	Categories	Early Bird Registration (with & without banquet)	Normal registration charges range (with & without banquet)	Spot Registration
b	ISPPD Members			
c	Accompanying person			
d	PGs			
e	Foreign delegates			
f	Students (Only for Pedo Toppers/ BDS Toppers/ IVth year Toppers)			

[Note: Maximum registration amount in convention & conference should not exceed **Rs. 7,500/- & Rs. 10,000/-** respectively (except for on spot registration)]

**Preference will be given on the following basis:**

- (a) **Proposal with lowest registration charges**
- (b) **Has not been held in the same area during the last 5 years**

9	<b>Statutory Requirements</b>	
a	As the ISPPD PAN no. and GST no. is going to be used for the event, is the LOC (Local Organizing Committee) willing to	Yes, we will abide by the statutory

	stay in touch with the Auditor of the Head Office and submit the requirements on a monthly basis as defined in the Conference guidelines of ISPPD.	requirements
b	The LOC has to follow all the required income tax guidelines of the society and provide the necessary information in the following year while filling IT returns for the society?	Yes, we will abide by the statutory requirements
c	Audited income-expenditure statement along with HO share must be submitted within 6 months of the conference/ convention.	Yes
d	Name of the responsible persons for this (Treasurer, Org secretary and Org Chairman of the LOC)	

### Undertaking :

We hereby declare that we have read all the given terms and conditions for the bidding of ISPPD event. The details furnished above are true and correct to the best of our knowledge. In case of any of the above information is found to be false or misleading, our application for bidding ISPPD event can be rejected by the GBM/EC of the ISPPD.

### Name of the Person bidding

Name of the bidder \_\_\_\_\_  
Affiliation \_\_\_\_\_  
City \_\_\_\_\_  
ISPPD No. \_\_\_\_\_

Signature and Seal:

Date:

### Enclosures:

- (i) Layout of the venue
- (ii) Names of the hotels with approx distance from the venue
- (iii) Letter of support from head of the institution or organizing body.