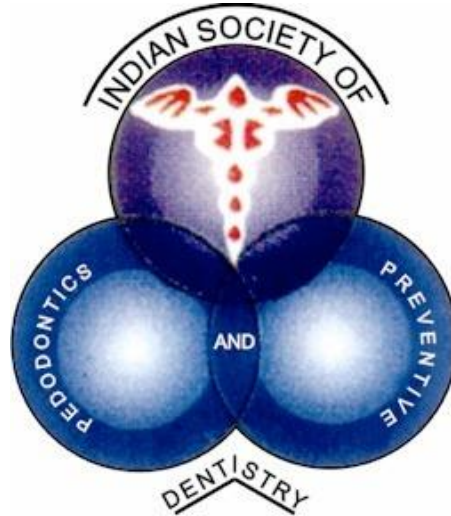


**INDIAN SOCIETY OF PEDODONTICS AND PREVENTIVE DENTISTRY**



## **CONFERENCE GUIDELINES**

**Indian Society of Pedodontics and Preventive Dentistry  
(ISPPD).**

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## **PROLOGUE**

The Indian Society of Pedodontics and Preventive Dentistry (ISPPD) was formed in 1979 and the Annual Conference of the ISPPD has been held regularly since then.

When the Society was formed, there were few Institutions imparting post-graduate training in the specialty of Pedodontics and Preventive Dentistry. Initially, national conference was hosted by the members who were attached to the Institutions on request of the Executive Committee of the ISPPD. To serve the objectives of the Society, the strategy was altered later and the conference were awarded to the institutions where the Department of Pedodontics and Preventive Dentistry was separate and full fledged department and was headed by a Pedodontists, at different venues in many parts of the country. This provide ample opportunity to popularize the specialty at national level, motivate institutions to start post-graduate training programmes in the institutions, members to achieve maximum participation, knowledge amelioration by interacting with National and International professionals of repute, and professional advancement.

During its initial phase there had been little or no specific guidance on what should be done in the conference and hence “protocol” and standards were not followed. Later on the Executive Committee deliberated on the issue at various meetings and to guide host institution, a need was felt to frame the conference guidelines which have the stamp of approval by the highest decision making body, the Executive Committee and the General Body of the ISPPD.

The Indian Society of Pedodontics and Preventive Dentistry serves as the custodian of oral health of the children and adolescents in the country and acts as a liaison between the people, dental colleges, dental students, government institutions and oral health care and dental product manufacturers, nationally and internationally. At all times, the members of the Society undertake to uphold the spirit of the constitution, follow the guidelines and abide by the rules and regulations and byelaws in true allegiance to the constitution.

The conference guidelines have been prepared by **Dr N J Chandranee** as per the **decision of the 1<sup>st</sup> EC meeting of 2012-13 held at Mangalore under the president ship of Dr Amitha Hegde** and same has been approved in **3<sup>rd</sup> EC meeting of 2012-13 and 35<sup>th</sup> AGM held at Jaipur** and decided that it should be implemented from **36<sup>th</sup> annual ISPPD conferemce.**

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## **OBJECTIVES**

1. To provide a national forum for the review and discussion of all scientific subjects, this will advance the objectives of Pedodontics and Preventive Dentistry and Dentistry in general.
2. To conduct a Trade Exhibition.
3. To conduct the business meeting of the society.
4. To provide for a meeting of members of the specialty of Pedodontics and Preventive Dentistry, dental profession and Dental Trade thus strengthening the relations between dental practitioners, dental organizations and countries of the region and the world.
5. To conduct any other activities of the society as determined by the Executive Committee.
6. To conduct conference(s) on behalf of International Organization.
7. To conduct student conference/convention, national/international workshops/seminars, etc.

## **DEFINATIONS**

01 “Executive Committee” is the national level governing body of the society having its jurisdiction within the territory of India.

02 “Sub-Committee” means a committee constituted by executive committee and consisting of EC or Society’s members for the execution of activity/work/special task from time to time.

03 “Registered Head Office” The administration of the society is done by the Head Office (HO). The registered head office of the society is based where the Hon. Secretary resides and practices.

04 “Guidelines” are rules and regulations of the society, which are formed in addition to the ISPPD Constitution by the executive committee, for the better administration of the society and are subject to alteration / modification / amendment.

05 “Business Meetings” means the formal and informal meetings organized for the business of the respective parties and other associated organizations.

06 “Workshop” are meetings where participants are involved in-group discussions and are normally organized around one or more theme areas. Workshop allows participants with differing values and priorities to build a common understanding of the problem and opportunities confronting them.

07 “Seminar(s)” any meeting for an exchange of ideas / a course offered for a small group or series of meetings emphasizing interaction and exchange of information among a usually small number of participants.

08 “Conference” The conference is formally arranged gathering for consultation or discussion, exchange of views / information, the act of conferring, as of an academic degree along with or without trade exhibition.

09 “Conference Budget” means all items of expense which are incurred directly in relation to the conference of an identical or substantially similar nature to those expenses incurred in connection with the previous conference.

10 “Constitution” means the constitution of the Indian Society of Pedodontics and Preventive Dentistry currently in force at the date of this agreement.

11 “COC” means Conference Organizing Committee, duly elected/nominated as per the constitutional provisions and ISPPD conference guidelines in force as on date.

12 “Corporate Partner” of ISPPD means those organizations, sponsors, promoting the missions and aims of ISPPD and working in close collaboration with the dental fraternity.



13 “Exhibition” means those booths and stands sold or hired for the display and promotion, and sale of commercial merchandise in the dental industry and dental services.

14 “International” means outside the sub-continent of India. “International Participant” means any person attending the conference, who does not reside in India.

15 “National” means from the sub-continent of India. “National Participant” means any person attending the conference, who resides in India.

16 “Interpretation” means the simultaneous and consecutive interpretation of services from and into the agreed language.

17 “PCO” means a Professional Conference Organizer of good repute and experience for International / National conference of a similar size or larger than ISPPD Conference.

18 “ECC” means an Exhibition Construction Company of good repute and experience for exhibition of a similar size or larger than ISPPD Conferences.

19 “Scientific Programme” means lectures, symposia, workshops, limited attendance courses, table clinic, free communications and poster demonstrations offered during the conference.

20 “Trade Exhibition” means the area within the Congress where companies / exhibitors and organizations display product and services.

## **ABBREVIATIONS/ACRONYMS**

In these guidelines, unless the context requires otherwise, the following abbreviations and acronyms shall mean

- I. “Society” / ISPPD mean the Indian Society of Pedodontics and Preventive Dentistry.
- II. “ISPPD Conference” means Indian Society of Pedodontics and Preventive Dentistry Conference being held annually.
- III. “Guidelines” means rules and regulations of the society prepared for guidance in administration of the society’s activity(s) in addition to the constitution.
- IV. “Members” means all classes of members as defined in the ISPPD Constitution.
- V. “Executive / Committee” means Executive Committee of the ISPPD.
- VI. “HS” means Honorary Secretary.
- VII. “HO” means Registered Head Office.
- VIII. “AGM” means Annual General Body Meeting.
- IX. “EOGM” means Extra Ordinary General Body Meeting.
- X. “Hosting Institution” means, the Institution which will host / organize ISPPD Conference for the respective year.

- XI. “COC” means Conference Organizing Committee.
- XII. “PCO” means Professional Conference Organizers.
- XIII. “Agreements” means all such agreements between two or more parties referring to activity(s) of the Society.

## ISPPD Conference Guidelines

The Indian Society of Pedodontics and Preventive Dentistry was formed in **1979** And the annual conference of the Indian Society of Pedodontics and Preventive Dentistry (**ISPPD**) has been held regularly since then.

1. The Indian Pedodontics and preventive Dentistry conference is the conference of the **ISPPD. The host Institution is only organizing the Conference on behalf of the ISPPD (Executive Committee-EC)**. It may be hosted by the **ISPPD** Head Office. All International Conferences, workshops, seminars, shall be hosted by the **ISPPD** Head Office.
2. This conference Guidelines Manual incorporates all rules and regulations. These guidelines include those present in the constitution of ISPPD and are complied to serve as guide for conference organizers. **The rules and regulation(s) included in the Conference Guidelines shall be mandatory and binding on the Conference Organising Committee(COC)**. These guidelines shall be applicable to National, International, State, Student Conferences and Workshops /Conventions / Seminars or any Activity, etc. **Should the COC require any details or further clarifications, they shall consult the Honorary Secretary ISPPD.**
3. The guidelines are subject to modifications / additions / alterations /deletions as deemed necessary by the EC from time to time.
4. These guidelines shall be mandatory and binding on COC for National, International, State, Student Conference(s), Workshop, Seminars, Conventions and any Activity etc. COC Office Bearers should adhere strictly to the Constitution, guidelines and rules and regulations while organising / conducting conferences, workshops, conventions, seminars or any activity.
5. **Under no circumstances the COC shall contravene these guidelines** or provisions of the constitution, Conference Guidelines and other rules and regulations.
6. The Conference Guideline Manual is divided into 4 parts: **Part: A, Part: B, Part:C and Part: D.**Part A consists of the constitutional and absolutely essential requirements for the conduct of the ISPPD Conference or Workshops /Conventions / Seminars or any Activity, etc. of its kind., **Part: B** consists of the detailed guidelines

for the conduct of an ISPPD conference. , **Part: C** consists of the guidelines for the International Conference and, **Part: D** consists of the guidelines for the student's conference / convention. However, the EC reserves the right to modify or change the pattern of the Conference Guideline Manual if needed and EC shall have the final authority to interpret the rules, which shall be binding on COC.

## **PART: A**

The essential requirement listed in this section consists of all the constitutional requirements and the policies made by the ISPPD EC over the years in addition to the ISPPD Constitution.

### **1) CONFERENCE**

- a. The ISPPD shall convene conference at least once in each calendar year, or in special circumstances at such other times as the EC may determine.
- b. Such meetings to be styled “THEME” “Sr. No ISPPD Conference Year” and “the name of the place where it is going to be held”.

### **2) LANGUAGE:**The official language of the ISPPD Conference is **English**.

### **3) INVITATION TO HOST THE CONFERENCE**

- a. ISPPD HO can invite the bids to host the conferences 3 years in advance. Invitation to host a conference should be in writing in the form of a proposal and addressed to the Honorary Secretary, regardless of any letter from the ISPPD, EC.
- b. The Host Department of Pediatric Dentistry of an Institution (preferably running post-graduate course) must submit the invitation, a proposed budget and the proposed venue in the format prescribed by ISPPD for the invitation to be considered.
- c. The invitation to host an ISPPD Conference must be issued in writing by the Host Department of Pediatric Dentistry of an Institution and the invitation letter must contain the information listed in the appendix.
- d. The prescribed form, from the Department of Pediatric Dentistry of an institution should contain all the details of the proposed conference such as venue for Inauguration, Scientific sessions, Trade Exhibition, Banquet, Pre/Post Conference courses, Accommodation, Transport Facilities, Allied activities like sports, accompanying person’s program, cultural, sightseeing, etc., along with highlights of

the institutional scientific and other activities and office management for the past 3 years. Experience of the department members to organize the activities, their attendance and their involvement in the past Conferences should be mentioned.

#### **4) ACCEPTANCE TO HOST THE CONFERENCE**

- a. The proposals received from the host Department of Pediatric Dentistry of institutions shall be placed before the EC.
- b. The conference secretary and conference committee members shall be elected in the EC meeting.
- c. The conference secretary / committee members shall visit the venue for inspection for which invitations have been received and they shall submit their report at the EC meeting and all expenses incurred for the purpose shall be borne by the Department of Pediatric Dentistry of an institutions who had submitted bids for hosting the conference.
- d. The conference secretary / committee members shall submit report on the venue, guide the COC, supervise for the smooth conduction of the conference and be wholly responsible to the ISPPD EC on all conference matters till the final account are settled.
- e. The ISPPD EC must approve the budget.
- f. The Department of Pediatric Dentistry of a host institution must also agree that they will sign a stamped document stating that they will abide by the rules and regulations of the conference organization as laid down in this Conference Guideline Manual and any other conditions, which the ISPPD HO may approve from time to time.
- g. Once the invitation has been approved, all the information submitted may not be changed without the written consent of the Honorary Secretary ISPPD after consultation with the EC.
- h. In the event no invitation has been received for an ISPPD next conference, then the EC shall decide on the next conference venue.
- i. The ISPPD EC has the right to host the conference as and when and where it deems necessary.

## **5) POSTPONEMENT / CANCELTION OF CONFERENCE**

- a. The ISPPD EC in consultation with the COC may in the event of an emergency, declares the postponement of a conference and/or defers the holding of the conference until a later date. It may subsequently determine when the conference will be held in the same venue/city or decide to relocate the conference to an alternative venue/city.
- b. For reasons whatsoever, if the conference committee, ISPPD EC considers that the conference cannot continue at the designated venue, the conference committee, shall give in writing its reasons, and the EC of the ISPPD shall with  $\frac{2}{3}$ rd majority have the powers to either cancel the conference or relocate the conference to any other venue which shall now be a conference solely organized by the ISPPD without a Department of Pediatric Dentistry of an institution designated as the host.
- c. The COC must consult and seek the approval of the conference committee, ISPPD (EC) on the areas to be insured before an insurance policy is taken against the cancelation of the conference.
- d. Such a policy against the cancelation of a conference shall be taken out by the COC at its own expense from the conference budget and the copy of the policy shall be handed to the Hon. Secretary before one year of the conference.

## **6) RESPONSIBILITY AND LEGAL STATUS**

- a. The ultimate responsibility for organization of the conference, finances and accounts and finance must solely rest with the hostDepartment of Pediatric Dentistry of an institution and it's COC.

This does in anyway change the conditions that the hostDepartment of Pediatric Dentistry of an institution is only organizing the conference on behalf of the ISPPD. The hostDepartment of Pediatric Dentistry of an institution will still have to abide strictly by the rules and regulations as laid down in the Conference Guidelines Manual and any other conditions stipulated by the ISPPD through EC.



On all matters related to conference, the decision of ISPPD EC shall be binding on the COC and the host Department of Pediatric Dentistry of an institution.

- b. In case any dispute, the aggrieved party must first approach the ISPPD and EC.
- c. For the purpose of jurisdiction registered office means ISPPD HO which shall be in India where the Honorary Secretary resides/practices and not any other place in India.
- d. All dispute(s), Arbitration and legal proceeding can be initiated/ commenced by the member(s); Department of Pediatric Dentistry of an institution and outsider concerning functioning / business of ISPPD and/or Bye laws; rules and regulations and any matter relating to constitution of ISPPD only at the place where the Honorary Secretary of ISPPD resides and practices at the time of cause of dispute arises and not anywhere else.
- e. In view of the arbitration clause for all disputes and grievances by a member(s) or a Department of Pediatric Dentistry of an institution, the remedy to approach for a decree in civil court is barred. All such disputes and grievances shall be decided only by Arbitration. If any member or Department of Pediatric Dentistry of an institution persist to file any suit, which can be questioned as to its jurisdiction and maintainability, it shall be filed against ISPPD, HO represented by the Honorary Secretary in the city where he resides/practices and not in any other place in India or nor against any other office bearers of the society.
- f. The Department of Pediatric Dentistry of an institution or COC or its agents shall in such instances indemnify the ISPPD in advance for any cost which may be incurred by the ISPPD if the matter incurs legal fees and/or has to be settled in the court of law in the jurisdiction of the ISPPD HO.
- g. All the agencies shall be confirmed subject to satisfactory completion of all contracts and agreements with the COC and verified by ISPPD HO. All copies of agreements should be sent to ISPPD HO prior to signing. Consent has to be obtained from the Conference Secretary and Members.

## 7) FUNDS

- a. Head office will grant an interest free loan Of Rs 50,000/- as refundable advance to COC which shall be refunded to HO as soon as the COC has got funds.
- b. The COC shall be responsible for financing the entire conference.
- c. The conference registration fee should be agreed between the COC and the ISPPD EC.
- d. The host institution must prepare a preliminary budget as set out by ISPPD. The registration fees proposed should also ensure that it will be able to refund any loans obtained from the host institution and other sources.
- e. It is necessary that the budget be reviewed by the conference committee at regular intervals right up to the time of the conference.
- f. In developing the conference budget, a specific expenditure item must be included to provide for the full return economy airfares for all the concerned committee members (President, President Elect, Honorary Secretary, and Conference Secretary).
- g. President, President Elect, Honorary Secretary, Conference Secretary and Conference Committee Members are not required to pay a registration fee for themselves or accompanying persons or spouses but are required to pay for any social functions at the conference for which a separate charge exists.
- h. The COC shall pay to the ISPPD HO **Rs 900/- per delegate and Rs 450/- per student delegate** attending the conference. Similarly the COC shall pay to the ISPPD HO **Rs 450/- per delegate and Rs 225/- per student delegate** attending the PG Student convention. This stipulated share per delegate/student delegate is to be paid to the ISPPD HO before the conclusion of the conference. The audited accounts by the COC of the conference are to be submitted to the ISPPD HO before the next first EC of the ISPPD.
- i. The Principal Sponsorship and other Sponsorship shall be negotiated by the ISPPD HO. The Principal Sponsorship and other Sponsorship appeal brochures produced by the COC or its agents shall clearly indicate that payment towards sponsorship be made directly to **ISPPD HO conference account**.

- j. Office bearers who do not submit accounts of conference/workshop/any activity of its kind, to the ISPPD HO within the prescribed time limit are not eligible to contest for any office including EC member for a period of 5 years. On this issue the decision of EC shall be final.

k. **Finalization of Accounts:**

- I. The final income will be determined from the Income-Expenditure statement, which should be submitted by the COC within 4 months from the closing of the conference along with complete details of income. i.e., Registration, Trade Exhibition and other incomes along with original vouchers, invoice / bills account books, TDS details, bank statements till closure of bank a/c etc, to ISPPD HO for audit duly signed by Chairman, Organising Secretary and Treasurer.
  - II. Chairman of the COC, Organising Secretary shall attend the EC till accounts submitted and approved or 6 months after completion of conference whichever is earlier. However, COC Office Bearer shall remain answerable and responsible to all queries pertaining to respective conference / workshop / seminar or any activity at any point of time.
  - III. The Bank Account opened for the conference will be closed with a resolution from ISPPD HO after 6 months of the conference. If COC does not close the account, the ISPPD HO should close the account.
  - IV. All money should be received in favour of conference only and deposited in designated account opened by COC in consultation with ISPPD HO.
  - V. Permanent asset like Computer, Cell Phones, etc., have to be bought by COC with prior approval of EC. It becomes property of HO after the conference is over.
1. All financial transactions and documents related to the conference must be made known to the ISPPD HO and the Conference Secretary.

- m. Only one Banking Account shall be opened by COC in the bank with a resolution from ISPPD HO. Account shall be opened by Organising Chairman, Organising Secretary and Treasurer. No bank Account shall be opened without the knowledge of the ISPPD HO.
- n. Monthly bank statements should be sent to ISPPD HO regularly in the first week of every month.
- o. At the end of every 2 months, 50% of the payment received by the ISPPD shall be released to the Organising Committee's account.
- p. The monies due from Para 8 above and all other monies and income due to ISPPD shall be paid to the ISPPD Treasurer by the COC within 3 months after the conference together with Financial Statement of all conference income and expenditure. The accounts shall be audited by the HO.
- q. Should the conference expenses be not met by the COC, the host department of Pedodontics and preventive dentistry of institution would be responsible to make the payment for the expense. ISPPD HO shall not be responsible for any losses incurred and to make any payment to vendors or towards expenses of conference.
- r. All money transaction at the conference venue should be handled by a Bank Counter. Cash should not be collected in any form on any account at the venue by Office Bearers.
- s. The names of the defaulters shall be sent to HO, Organising Chairman, Organising Secretary and Conference Secretary of the next conference.
- t. HO has powers to write off the outstanding dues of the Conference with the permission of EC.

## **8) CONFERENCE ORGANISATION**

- a. The ISPPD conference shall be organized and administered by a Conference Organising Committee (COC).
- b. The COC shall elect/nominate its own officers and shall be responsible for the general administration and organization of the Conference in accordance with the provisions of this manual.

- c. The COC with its designated officers must be formed within 3 months from allotment of conference and forwarded to the EC of ISPPD for approval.
- d. It shall be the duty of the COC to send to the President, Honorary Secretary, and other members of the conference committee, all Minutes of the Meetings of the COC immediately as soon as they become available.
- e. At the request of the Hon. Secretary, all other documents, minutes of meeting of main committee and sub-committee should be made available immediately after the meeting.
- f. The conference committee, the ISPPD President and the Hon. Secretary shall have the right to attend meetings of the COC. Notice of meetings with agendas must be sent to them regularly.
- g. The COC shall have the power to setup special sub-committees. It may be necessary to use professional conference organizers (PCO) to work with the COC in the planning and administration of the conference. Further details on the use of PCO are setup in para 12.
- h. The COC shall maintain close cooperation with the President and Hon. Secretary in the organization of the conference. A copy of all correspondences should be extended to both these officers by the COC.

## **9) ELECTION OF CONFERENCE OFFICE BEARERS**

- a. Eligibility criteria for Conference Secretary (EC will nominate / appointment the conference secretary):
  - I. Conference Secretary should be elected in the EC.
  - II. Should be member of EC for at least 2 terms.
  - III. Should have attended at least 3 National conferences and should have been Office bearers of COC of National/ Student/International conference.
  - IV. Should be preferably from nearby State to the proposed venue of the Conference.
- 1. Duties and Privileges of conference secretary:
  - a. He will be liaison between COC and HO.
  - b. He will be responsible for guiding COC for smooth conduct of the conference.

- c. He will look after the protocol.
  - d. He will be provided Hospitality and Accommodation by the host institution, whenever he visits the venue including the conference dates.
  - e. His T.A. other than to attend EOGM visit shall be borne by COC.
2. Qualification for the nominating and contesting Office Bearers of National Conference:
- a. COC Chairman and Organising Secretary (National Conference):
    - i. Should be a member of good standing.
    - ii. Should have served EC for 3 terms with at least 50% attendance in each term, out of which 2 terms should have been within the preceding three terms. The current team's attendance should not be considered.
    - iii. Should have served as Chairman of any committee / student conference.
    - iv. Should have served as Executive Committee member.
    - v. Should have attended at least three National Conferences.
    - vi. Should have been Office Bearer of COC of National Conference.
  - b. Criteria COC Treasurer:
    - i. Should be a member of good standing.
    - ii. Should have served EC for 2 terms with at least 50% attendance in each term, out of which 1 term should have been within the preceding three terms. The current team's attendance should not be considered.
    - iii. Should have served as committee member of National / student conference.
    - iv. Should have served as Executive Committee member.
    - v. Should have attended at least three National Conferences.
3. The following Conference Officers are then elected:
- i. Conference Organising Secretary.
  - ii. Treasurer.

## **10 FORMATION OF CONFERENCE ORGANISING COMMITTEE**

1. The Conference Organising Secretary and Treasurer in consultation with the Conference Secretary will call an Election Meeting to form the COC. The Department of Pedodontics should decide the Conference Organising Committee / Reception Committee Registration Fees and the Conference Organising Secretary in the notice for the meeting should mention the proposed Registration Fees and members attending should be asked to bring the fees in cash or DD (Cheques are not accepted).
2. At this meeting, the Registration fees for the Organising Committee / Reception Committee membership as decided are either confirmed or altered. Members desirous of being in the Organising Committee / Reception Committee shall pay the fees to the Treasurer, whereupon a receipt shall be issued to them immediately. The Conference Organising Chairman then shall immediately convene the Conference Organising Committee / Reception Committee meeting consisting of members who have paid Organising Committee / Reception Committee Registration fees.
3. Only those members of the Department of Pedodontics and preventive dentistry of Host Institution who have paid the Conference Organising Committee / Reception Committee Registration fee shall be eligible to attend the Conference Organising Committee meeting.
4. The Conference Organising Committee / Reception Committee members shall first elect/nominate Chairman of the COC. The chairman once elected/nominated then chairs and conducts the rest of the COC meeting.
5. Only members in good standing are eligible to contest for any office bearer's post of the COC and conveners. COC office bearers shall be either elected or nominated.
6. The COC shall consist of following office bearers:
  - a. Chairman
  - b. Co-Chairman
  - c. Organising Secretary

- d. Jt. Organising Secretary
  - e. Asst. Organising Secretary
  - f. Treasurer
7. Election results of the Organising Committee and the proposed fees should be communicated to HO ISPPD and presented to EC for approval within 15 days. The term of COC will be from the approval of its formation by the EC ISPPD till the conference is over. However, Organising Chairman, Organising Secretary and Treasurer shall remain answerable and responsible to all queries pertaining to accounts till finalization and its subsequent audit by ISPPD HO or any other matter of respective conference/workshop/seminar or any activity. After COC is approved by EC, the COC will act as its sub-committee and will report its progress to EC and HO ISPPD.
8. Theme of the conference should be decided.
9. The conference Organizing Committee shall form following sub-committees either at the same meeting or at the subsequent meeting. The conveners may be appointed for each Sub-Committee. If need for additional posts or sub-committees exists, a prior approval of the Hon. Secretary shall be obtained. The COC can nominate the office bearer in the COC from the adjoining institution's Department of Pedodontics in the interest of success of the conference with the permission of the ISPPD HO.

Any change in the COC, i.e. addition or removal/deletion of any office bearer or post shall require the permission of ISPPD HO.

The Chairman, the Organising Secretary and Treasurer shall be ex-officio members of all the following sub-committees.

- 01. Accommodation Committee
- 02. Finance committee
- 03. Registration Committee
- 04. Scientific Committee
- 05. Souvenir Committee
- 06. Trade Exhibition Committee
- 07. Hospitality Committee
- 08. Transport Committee



09. Cultural Committee
10. Accompanying person's program Committee
11. Gifts and Memento Committee
12. Public Relation Committee
13. Publication Committee
14. Sports Committee
15. Coordination Committee

The Working Committee shall consist of Chairman, Organising Secretary, Treasurer and two more members from COC. In case of difficulty to call COC meeting, important decisions shall be taken by the working committee. The working committee can nominate the conveners for various sub-committees. The working committee shall consult the Hon. Secretary, ISPPD HO for any clarification.

## **11 DUTIES AND POWERS OF COC OFFICE BEARERS**

1. The Chairman:
  - a) Shall preside over all meetings of the COC and the Conference sub-committees.
  - b) Shall guide and control the activities of the conference.
  - c) Shall regulate the proceedings of the meetings and conferences, interpret the rules and regulations and decides on doubtful points.
  - d) Shall in addition to his ordinary vote, have a right to a casting vote. In the case of equalities of votes, the motion shall be declared invalid if he fails to give his casting vote.
  - e) Shall have the right to point out any error or discrepancy in order of payment of the organising secretary and refer the mater back to him with his remarks. In the event of disagreement, the mater shall be referred to the COC.
2. The Organising Secretary:
  - a) Shall be in charge of the conference secretariat.
  - b) Shall conduct all correspondence.

- c) Shall have general supervision of accounts, pass bills for payments and sign cheques.
  - d) Shall assist the Treasurer to prepare the statement of accounts and getting it duly audited by the auditor for presentation before the COC and the ISPPD HO.
  - e) Shall prepare the budget and get it passed.
  - f) Shall organize the different activities of the conference.
  - g) Shall attend all meetings of the COC and the sub-committees and keep record of the proceeding thereof.
  - h) Shall assist the chairman in appointing the sub-committees.
3. The Treasurer:
- a) Shall receive all funds of the conference and deposit them in a bank approved by the ISPPD HO and operate jointly with the Organising Secretary and/or the Chairman.
  - b) Shall dispose off the bills for payments as sanctioned by the COC.
  - c) Shall be responsible for keeping up-to-date accounts of the conference with all the books posted up-to-date.
  - d) Shall prepare the final accounts of the conference and getting them audited by the auditor of the ISPPD HO.

## **12 PROFESSIONAL CONFERENCE ORGANISERS (PCO)**

1. A conference is a demanding project to plan, organize and administer successfully. The time and expertise required for such an enterprise is very demanding of Teaching /practicing Pediatric Dentists.

2. It is desirable that the service of a professional conference organizer be used. If this is being considered, then the host Department of Pediatric Dentistry of the Institution is strongly advised to pay attention to the following:

- a. First, the COC should be set up.
- b. Then, a suitable PCO be appointed and a contract drawn up by a lawyer.

c. The contract once approved by the COC should be signed by the COC and PCO and duly stamped. A copy of the signed contract should be forwarded to the Hon. Secretary ISPPD.

3. The Contract between the COC and PCO should specify clearly:

A. The duties and responsibilities of the PCO.

B. The period for which they are engaged.

(It is advisable that the period should be from the time of appointment to about 1 month after the conference so that all post conference matters can be finalized and completed).

C. The detailed quotation of fees and the method of payments with details of services offered by the PCO for the fees charged.

4. The PCO should not be offered any share of the profits and commission of the Conference.

5. It is essential that the responsibility for the financial control of the conference and the authorization of all expenditure rests with the Treasurer and such other officers as may be designated by the COC. This responsibility should not be delegated to the PCO.

6. The PCO shall not collect any monies including registration fees on behalf of the COC; neither shall any money be deposited in the PCO account. All money should be received in favour of the conference only and deposited in the designated account opened by COC in consultation with HO.

7. The function of the PCO will be to advice and implement the decisions of the COC, but this does not absolve the COC of responsibilities to oversee all activities of the PCO.

8. It is essential that Conference Secretary/ an EC member attend meetings of the COC and sub committees for the purpose of professional advice, liaison and effective communication.

9. Typical services to be provided by the PCO shall be:

- a) Keep all correspondences in a central file(s) and handle all secretarial work.
- b) Record, prepare and circulate all minutes of COC and committee meetings another meeting as appropriate.
- c) Prepare and circulate in advance notices and agendas for meetings.
- d) Prepare a budget in consultations with the COC.
- e) Record all financial transactions in appropriate books of account, subject to supervision by the Conference Treasurer.
- f) Prepare and if necessary present regular conference progress reports and simple financial reports to the COC and during the inspection visits of the ISPPD conference committee.
- g) Design, produce and distribute all promotional materials, conference and exhibition booklets and other printed material after approval by the COC.
- h) Production of exhibition floor plans, and meeting room(s) layouts and managing facilities for all conference programmes and supervising its implementation.
- i) Arrange for negotiation, liaison and supervision of outside contractors involved in the provision of services to the Trade Exhibitors.
- j) Arrange for negotiation with and supervision of hotels, airlines, transport agents and tour operators. The actual negotiations and finalizing of the contracts must be conducted by the COC.
- k) Investigation and arrangement for negotiation with potential sponsors for the various conference programmes.
- l) Provisions of personnel for the registration area and secretariat office during the period of the conference.
- m) Processing of all reservations and registration for the conference and trade exhibition.
- n) Organize publicity, press conference and special media services as required.

o) Supervise and assist in the organization of the social programmes, especially in the arrangement of tours, guides and entertainment as provided on the official conference programme.

p) The preparation and distribution of the necessary post conference reports to the Host Institution and ISPPD Conference Committee and the completion of all accounts including the refund of all cancelled registrations and reservations, deposits and other outstanding financial matters as directed by the Conference Treasurer.

q) The COC may sign one contract for the organization of the entire conference or may sign separate contracts for the conference and trade exhibition. This is left to the discretion and negotiation of COC.

r) Having agreed upon the quotation for the services of the PCO, the method of payments must be agreed upon and recorded in writing to prevent disagreement once the organization of the conference has commenced. The method of payment should include the amount of payable, the date of payment, the progress payment and date payable (if applicable) and the date the balance is payable (The final payment should not be made on the last day of the conference but preferably about six weeks later to ensure that all post conference duties are satisfactorily completed). This information should be included in the contract.

s) All out of pocket expenses like postage, printing etc. must be presented with proper vouchers to the conference Treasurer at regular intervals and an agreed period for settlement reached.

t) The contract should include the quantum of compensation by the COC in the event of total cancellation of the conference, and the penalty to be paid by the PCO in the event they fail to fulfill their obligations as laid down in the contract.

**In case such a PCO is unavailable the COC should employ freelance professionals with experience in conducting large conferences/events.**

## **13 ELIGIBILITY TO ATTEND ISPPD CONFERENCE**

1. The following are eligible to attend an ISPPD Conference

1. Pedodontist who are if members of the ISPPD.

2 Post Graduate students of the specialty.

3. Invited guests of other National Dental Association.

4. Dental Auxiliaries.

5 .Members of allied Health Professions and organizations affiliated to ISPPD.

6. Accompanying persons (persons who accompany a person eligible under category mentioned above.)

2. Visitors to Trade Exhibition: Registered delegates & spouses of the ISPPD and registered trade visitors will be allowed entry to the Trade Exhibition. Paid daily entry passes shall be issued for entry into the Dental Trade Exhibition.

3. Participation by Allied Organization: Allied organization wishing to hold meetings during ISPPD conference are required to obtain permission from the ISPPD HO and that such permission will be dependent on all their participants registering for the ISPPD Conference. The COC will provide assistance in the physical organization of such programs without any financial commitment.

## **14 CONFERENCE BADGES**

1. All participants of the conference should be supplied with badges, which should be worn at all times. A badge should include a card with a photograph, name and place / institution of the participant.

2. Four categories of badges, which can be easily distinguished, are recommended:

- a) Delegates who can participate in all programme of the conference.
- b) Trade Exhibitors
- c) Accompanying persons.
- d) Members of the COC and Officers of the ISPPD.

## **15 OFFICIAL CARRIER / TRAVEL AGENTS AND OFFICIAL PUBLICATION**

1. The COC has the right to appoint official Air Carrier (usually national airline) and an official Travel Agent to assist in conducting, organizing and promoting of the ISPPD conference.
2. For the appointment of an Official Carrier / Travel Agent by the COC, the ISPPD conference committee must give his written approval before the appointment is official.
3. The appointed airline may appoint Travel Agent(s) to act on its behalf.
4. In the selection of an official travel agent it is necessary to receive the ISPPD conference committee must agree with the selection.
5. It will be prudent that a good travel agent is selected early and an agreement executed such that the travel agent's services may be terminated for poor performance, if discovered early.
6. The official publication shall be the official publication of ISPPD.
7. The official publication shall promote and provide publicity to the conference on a mutually negotiable basis between the COC and the official publication.
8. No tabloid other than ISPPD publication shall be entertained for special privileges at the conference and trade exhibition, which will be in competition with the ISPPD publication.
9. Any request from other publication or tabloid should be referred to the HO ISPPD for necessary negotiations.
10. 2 to 4 pages should be reserved in the ISPPD publication for the ISPPD HO.

## 16 VENUE REQUIREMENTS

1. The ISPPD Conference may vary slightly in details depending on the local COC, but must include the following:

- 1 The welcome ceremony.
- 2 The Business Meetings - EC meetings, COC meetings, Sub- committee meetings and any other meetings that may be called by the EC/COC.
- 3 Scientific Programs –Lectures, Panel discussions, Table clinics, Demonstrations, Films etc.
- 4 Exhibitions – commercial, scientific, oral hygiene, dental health, art, historical etc.
- 5 The closing ceremony.
- 6 Allied organizations may hold meetings during the conference but the permission to hold such meeting must be obtained in writing from the HO ISPPD.

2. It is ideal for the above programs to be accommodated in one conference area. When this is not possible, it is desirable that the various programs be accommodated in adjacent or nearby buildings.

3. Meeting rooms

1. Large hall with stage and seating accommodation for 1000 to 1500.  
Uses: Welcome ceremony / Inauguration, Oration, Key Note Lectures.
2. 2-3 Medium sized halls with raised rostrum and seating capacity for 300 to 500. Uses: EC meeting, Free Communication presentations, and scientific paper presentations.
3. 1-2 Medium sized halls with raised rostrum and seating capacity for 200 to 300. Uses: Limited attendance lectures, Pre Conference Courses.



4. 1-2 Medium sized halls with raised rostrum and seating capacity for 100 to 200. Uses: Table clinics, films, television show, and Poster presentation.
5. A projection room fully equipped with LCD projections, laptops, carousels and repair and maintenance materials for the arrangement of slides by speakers.
6. Sufficient office accommodation for the organizing committee and ISPPD secretariat.
  - a. An ISPPD secretariat complete with facilities for delegate files, documentation and information.
  - b. One room for duplicating and collecting documents.
  - c. A room for organizing committee.

All these offices must be situated in the same building where the EC meeting and other meetings shall be conducted. If the conference centre do not have a large hall/auditorium for the opening ceremony but has adequate facilities for all other programmes, then a separate large hall may be rented for the welcome ceremony only.

- a) Registration & Service facilities A large open area at the conference centre should be available for the registration of delegates. Registration should be separated into the pre-registration and onsite/spot registration section.

The registration area should also provide the following services:

1. A general information stand or booth.
2. Bank with exchange facility.
3. Post office.
4. Telephone/E-mail facilities.
5. Travel and tour desk.
6. Accommodation desk.
7. Notice boards.
8. ISPPD stand.

9. Photograph boards.
10. First Aid Service.
11. Message board.

b) Dental Trade Exhibition

Halls with an exhibition area of 2000 to 3000 sq. meters is desirable for the dental trade exhibition. It is very desirable that this hall be situated within the conference centre. Further details will be listed under Dental Trade Exhibition.

c) Catering Facilities

Restaurant and refreshment facilities should be available at the conference center and Trade exhibition venue.

d) Accommodation of ISPPD Office Bearers

It is traditional for complimentary accommodation to be provided for the President, President Elect, Conference Secretary, Hon. Secretary and the other members of the ISPPD conference committee at the conference hotel/venue. Arrangements must be made by the COC to reserve adequate rooms for the EC members to stay at the conference hotel/venue.

## **17 WELCOME CEREMONY**

The protocol for the opening ceremony should be finalized in consultation with the Conference Secretary, President and Hon. Secretary. It is the duty of the conference secretary to see the protocol is observed.

1. The Chief Guest shall be decided in consultation with the President ISPPD. The invitation for the conference, apart from invited guests should carry the names of the President ISPPD, Hon Secretary ISPPD, Chairman and the Organising Secretary of COC only.
2. Other guests shall be decided by the organizing committee in advance and copies of the program shall be provided on the dais.
3. Time schedule of the function should be given to the guests.

4. The opening function should include
  - a. The Chief Guest shall inaugurate the conference.
  - b. One Guest may inaugurate the scientific session.
  - c. One Guest may inaugurate the Trade Exhibition or the Trade Exhibition can be inaugurated separately at the Trade Exhibition venue.
  - d. One Guest may release the Souvenir.
  - e. The number of the Guests should be as few as possible to reduce the time of the Opening Function.
  
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  - a. The Chief Guest shall inaugurate the conference.
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  - e. The number of the Guests should be as few as possible to reduce the time of the Opening Function.

PR – President, ISPPD

PE – President Elect

HS – Hon. Secretary

CS – Conference Secretary

CC – Chairman COC

OS – Organising Secretary

CG – Chief Guest

1G – Guest 1

2G – Guest 2

#### Seating Arrangement on the Dais

- i. If there is one Guest

OS CS PE CC CG PR 1G HS

1 2 3 4 5 6 7 8

- ii. If there are two Guests  
 OS CS PE CC CG PR 1G 2G HS  
 1 2 3 4 5 6 7 8 9
- iii. The time allotted for the opening ceremony is One-and-half hours at the maximum. One hour is preferable. Time schedule should be given to speakers.
- iv. If a Master of Ceremony is needed, he/she shall sit separately.
- v. The ISPPD Emblem and the Conference banner should be prominently displayed as a backdrop on the dais.
- vi. Mikes, fans, nameplates, water, garlands, lamps etc should be arranged.
- vii. At the opening ceremony, the order of business should be as under
  1. Welcome address by the chairman of the organizing committee.
  2. Address by the President, ISPPD.
  3. Introduction of the President Elect.
  4. Opening of the conference by the Chief Guest.
  5. Reading of the messages by the Conference Secretary.
  6. Announcement of prizes by the Hon Secretary ISPPD.
  7. Vote of thanks by the Organising Secretary.
  8. National Anthem.

## **18 CLOSING CEREMONY**

1. The President, ISPPD will be the Chairman of the closing ceremony.
2. The outgoing team of office bearer will sit in the following order. After handing over the charge, the new team will take over the dais. The dais arrangement for the closing ceremony is as under

PR – President, ISPPD

PE – President Elect

PP – Immediate Past President

V1 – Vice President

V2 –Vice President

HS – Hon. Secretary

JS – Joint Secretary  
AS – Assistant Secretary  
TR – Treasurer  
ED – Editor  
SC – Conference Secretary  
V2V1 PPPEPRHSJSAS TR  
1 2 3 4 5 6 7 8 9

3. At the closing ceremony, the business shall be in the following order
  - a. Address by the President.
  - b. Resolutions from any branches or individual members.
  - c. Presentations of awards for scientific mementos to COC Members and Conveners.
  - d. Installation of the new President and his team.
  - e. Address by the incoming President.
  - f. Vote of thanks by the Hon. Secretary G
4. If only AGM is held the incoming President and the office bearers shall be installed to the office at the end of the AGM.

## **19 FUNCTIONS OF THE COC SUB-COMMITTEES**

1. Accommodation Committee:
  - a. Accommodation should be arranged by the organizers or through travel agents. The committee is responsible for management even if an agency is appointed for the purpose.
  - b. Accommodation in wide range from low to medium to high should be made available. Economy type accommodation like hostels, dormitories should also be included if possible.
  - c. Distance from the conference venue to the accommodation place should be mentioned in broacher along with the mode of transportation and its tariff.
2. Entertainment Committee:
  - a. A quality 2-hour entertainment program by professionals, artists should be arranged depicting the culture of the region.

- b. The program should be arranged in the evening of the second day.
3. Finance Committee:
- a. Shall consist of the Chairman, Organising Secretary, Treasurer and the conveners of the COC sub-committees.
  - b. Shall prepare the budget of the conference for submission and approval by the EC in its meeting following the EC meeting after allotment of the conference.
  - c. Shall fix fees on various heads to be collected.
  - d. Shall scrutinized income and expenses and get the accounts examined for presentation to the ISPPD HO for auditing.,
4. Hospitality committee:
- a. Shall look after the catering arrangements for the conference and pre-conference courses.
  - b. Arrangements should be made to the entire satisfaction of the delegates and to avoid any shortages of food.
  - c. Should supervise the entire hospitality operations and also make arrangements for a good and hygienic canteen with meals, snacks, tea and coffee for those who late and for the delegates without hospitality.  
Mineral water should also be made available on payment/
5. Accompanying Person's Committee
- a. Shall arrange a accompanying person's program to keep them occupied when the delegates are in the scientific program, AGM, etc.,
  - b. The program shall depict items of interest centered on the region.
  - c. Conveyance for the accompanying persons shall be arranged to the program venue.
6. Registration Committee
- a. Shall set up an enquiry counter at the conference venue with phone and announcement facility.
  - b. Shall set up registration counter one day prior to the opening of the conference. The ISPPD HO will send a list of members in advance.

- c. Shall close the registration counter 30 minutes before the opening of the conference and shall open only after the opening ceremony is over. Registration shall be open till the last day of the conference.
  - d. Shall make arrangements for separate counters for pre-registered delegates and spot registration. One counter should be arranged for every 100 delegates or as may be necessary.
  - e. A complete Registration kit with receipts, food coupons, gifts, programme sheet, scientific abstracts/broacher and a badge should be given to the delegates on registration.
  - f. Day-to-day programmes, scientific programmes and venue maps should be displayed prominently at different places.
7. Scientific Committee
- a. Scientific programme shall be comprised of pre and post conference courses, orations presentations by guest and key note speakers, free papers, poster presentations, table clinics, or limited attendance clinics, etc. The full scientific programme along with synopsis of papers/lectures shall be given to the delegates at the time of registration. Various categories of speakers shall be clearly informed before hand the hospitality and the facilities offered to them. The dental surgeons invited as speakers should be ISPPD members and should be registered for the conference except foreign speakers and speakers from other faculties.
  - b. Orations: There is Dr B R Vacher Award Oration after the inauguration on the first day and other orations if any will be after this oration on second day. Accommodation and hospitality for the Orators on all days shall be arranged by COC as complimentary. ISPPD HO will prepare a memento to be presented to the Orators.
    - i. Traveling expenses by Air/Rail A/c will be provided to orator by COC.
    - ii. Basic arrangements for the oration, i.e. audio-visual facilities, time table etc, should be finalized in co-ordination with ISPPD HO at least three months in advance.
    - iii. Introduction of the Dr B R Vacher award Orator will be by the President/Hon Secretary ISPPD.

- iv. Mementos for the Orators will be given by the President ISPPD.
- c. The last date for the receipt of paper along with the abstract shall be 45 days before the conference.
- d. Acceptance of the paper shall be sent one month in advance by the scientific committee convener.
- e. Abstracts of the paper and biodata of the speaker shall be given to each chairperson of the scientific session.
- f. Complete papers should be collected and sent to the editor, ISPPD for publication in ISPPD Journal, if considered acceptable by the journal committee.
- g. Chairperson and Co-Chairperson for each session shall be selected and informed earlier along with the abstract of the papers in their session. They shall be members of the ISPPD and should have registered for the conference.
- h. Scientific abstract form shall be sent along with broacher containing registration form and only typed or printed abstract on this form should be accepted.
- i. The committee shall select Panel of Judges as per the details from ISPPD HO for the best paper prizes.
- j. Additional prizes may be given by the conference committee if the funds permit.
- k. Details of the prizes offered shall be printed in the conference broacher.
- l. Prizes will be awarded in the closing ceremony.
- m. The venue shall be non-smoking zone except designated areas.
- n. Depending upon the number of papers, a second or a third hall may be arranged.
- o. Papers on similar subjects shall be arranged in the same session.
- p. Film video shows of good scientific nature may be arranged in separate hall.
- q. The committee shall make all arrangements for a suitable hall and a preview room and take care of all the audio and video requirements to ensure audiovisual quality of very good standards.
- r. Time schedule shall be strictly adhered to and changes if any should be prominently displayed at the conference venue.
- s. Symposia on interesting topics should be organized.
- t. Pre and post conference courses shall be organized one or two days in advance or after the conference. These course shall be financially self supportive.



- u. Delegates or participants presenting a paper shall be given a Certificate for presenting a Paper/Chairing or co-chairing a session/attending the Course with their name and place.
  - v. Scientific broacher with abstracts of scientific papers shall be published.
8. Publication Committee
- a. Souvenir shall be published to commemorate the occasion with intent to put on record the various aspects of the conference. It can also help to augment the conference resources.
  - b. The committee shall fix the advertisement charges. No advertisement shall be accepted from advertisers who are defaulters in earlier conferences. Information regarding this can be had from the ISPPD HO. Advertisement of products harmful for oral health shall also not be accepted.
  - c. Photographs of ISPPD Head Office bearers shall be published in the Souvenir. The photographs shall be printed after the photographs of the dignitaries in the following order: President, President Elect, Immediate Past President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Hon. Secretary, Hon. Joint Secretary, Hon. Assistant Secretary, Hon. Treasurer, Hon Assistant Treasurer, Hon Editor ISPPD Journal and Conference Secretary. The photographs will be followed by those of the Chairman COC, COC Office bearers and other members of the Organising committee.
  - d. Name of the Past Presidents, Hon.Secretary Generals and the previous conference venues should be published.
  - e. Messages from important dignitaries shall be published along with their photographs.
  - f. All publications shall publish messages from the President and Hon. Sec. General along with their photographs.
  - g. Speeches of the President and President Elect shall be published.
  - h. Conference and scientific programs shall be published.
  - i. The front cover shall not carry any advertisement but only depict the Conference theme.

- j. The souvenir shall be given at the time of registration or distributed after the Opening Ceremony.

#### 9. Transport Committee

- a. Transport shall be arranged from Airport/Railway station/Bus Stand free of cost. Arrangements shall be made for volunteers to be made available to meet the delegates at the above places and guide them.
- b. If local conveyance is not available and difficult, transport shall be arranged between the venue and venue for carnival/banquet and important points for transporting delegates. Such arranged transport should follow strict time schedule.
- c. Return journey shall be arranged directly or through a travel agent. It shall be done on advance payment only.
- d. A travel desk shall be put up at the conference venue be made either by the organizers or approved travel agents only after confirming their quality of service.
- e. All such pre and post conference tours shall be advance payment only and subject to a minimum number of delegates. Delegates shall be informed in advance about the cancelation of tour if any.
- f. Post conference tours for sightseeing shall be arranged.

#### 10. Trade Exhibition Committee

- a. Trade shall be organized with aim to excel in/at par with the services offered at international standard.
- b. Shall prepare exhibition floor plan.
- c. Shall facilitate all allied requirements at the venue, viz., internet connections, online payments, telephone connections to exhibitors on request, etc., for organizing exhibition.
- d. Shall bring out the conference broacher for the exhibitors in consultation with the chairman and organizing secretary for promotion and circulation.
- e. Shall promote the conference at various occasions in consultation with chairman and organizing secretary.
- f. Shall promote the conference amongst the traders, national and international community.

- g. Shall set up an exhibitor enquiry counter at the conference venue with phone and announcement facility.
- h. A complete exhibitor kit with exhibitor badges, stall booking receipt should be given to exhibitors.
- i. Shall facilitate all auxiliary arrangements required at the exhibition.
- j. Shall provide the exhibitor list (map / lay out with list) to all delegates to be inserted in registration kit.
- k. Shall make necessary arrangements to highlight exhibitors list (map / lay out with list) along with exhibition layout at various main locations inside the exhibition area for guidance of the delegates / visitors.
- l. Shall assist the chairman and organizing secretary to maintain, update and keep the record of exhibitor reservations / booth bookings, payments, etc.
- m. Shall handle all exhibition space / booth reservation enquiries in consultation with chairman and organizing secretary.
- n. Shall assist chairman, organizing secretary in dealing with ECC / PCO.
- o. Shall prepare “exhibitor technical manual” to a standard comparable with other national and international conferences.
- p. Will assist chairman and organizing secretary to provide sales support to all exhibitors.
- q. Will implement and execute all sponsorship and advertising arrangements in consultation chairman and organizing secretary.

11. Gift and Memento Committee:

- a. Shall arrange for the gifts for the delegates.
- b. Shall arrange for the memento for the Chief Guest, Guests, Other Dignitaries, Conveners, Co-conveners and Judges for the various programmes / committees etc
- c. The gifts/mementos preferably shall depict items of interest centered on the region, or should be such that it should be of utility and remind the person of the sweet memories of the event.

## 20 PRIVILEGES

### 1. Office Bearers (Head Office)

- I. The President, President Elect, Immediate Past President, Hon. Secretary, and Conference Secretary shall have the privilege to attend the conference with spouse without paying the delegate fee, and hospitality charges, room rent, etc.
- II. The President, President Elect, Immediate past President, Hon. Secretary, and Conference Secretary shall have to be provided with accommodation and hospitality without payment from the date of arrival to the date of departure.
- III. The President and the Hon. Secretary will be provided with one car separately with driver.
- IV. The chairman and organizing secretary shall be responsible for looking after the President, President Elect, Immediate past President, Hon. Secretary, and Conference Secretary.
- V. When the President, the President Elect and Hon. Secretary arrive, they should be received by the chairman of COC at the airport / railway station and escorted to the place of stay and while leaving they shall be given sendoff similarly.
- VI. The Hon. Secretary shall be provided with room for office purpose. Hon. Secretary should be provided with a stenographer and the other necessary computer / typing facilities etc.
- VII. The COC shall provide free accommodation and hospitality to ISPPD office staff as per requirement.

### 2. Honorary Member

- I. All the Hon. Members will be permitted to attend the conference with hospitality without delegate fee charges.
- II. They will pay for the accommodation.

## **PART: B**

This section of guidelines deals with the procedures in the organization of the ISPPD Conference.

### 1. The proposal to host the ISPPD Conference

1. The decision to host the ISPPD Conference is usually initiated at one of the institutions preferably having post graduate facilities.
2. The proposal in writing to host the ISPPD conference is submitted to the ISPPD HO. Once the Hon. Secretary has given an indication, convene a meeting to
  - i. Approve the decision to host the ISPPD conference.
  - ii. Appoint the Chairman of the Conference Organising Committee.
  - iii. Fix tentative dates and venue.
3. The proposal in writing in the prescribed format and containing all information detailed below must be submitted to the Hon. Secretary, ISPPD.
  - i. Proposed dates of the conference.
  - ii. Conference city and venue (i.e. name of the hotel/convention centre).
  - iii. Conference facilities for trade exhibition, scientific programme, EC Meeting, and accommodation facility available.
  - iv. The name of the chairman of the COC. A copy of the minutes of the meeting appointing the chairman COC should be enclosed.
  - v. A proposed conference budget/income – expenditure statement should be submitted.
4. If there is more than one applicant, then each contender is asked to present his proposal before the EC by Audiovisual presentation. The EC then short lists the number of proposal(s) for further final selection of the contender for hosting the ISPPD conference.
5. The proposal is placed before the EC meeting and the proposal is recommended for approval. The conference secretary is appointed in the meeting. The conference secretary and/or members of the committee will

make an inspection visit at the expense of the applicant institution of the proposed ISPPD conference venue and submit the report to the EC.

6. After the proposal is approved by the EC,
  - i. Principal Officers of the conference organizing committee are appointed.
  - ii. The conference date and Registration fees are finalized.
  - iii. A provisional programme is drawn up.
  - iv. Preliminary bookings for all conference venues and facilities are made.
  - v. A preliminary budget is proposed.
  - vi. The conference theme is discussed.
  - vii. Trade exhibition arrangements are initiated.
  - viii. Initial promotion materials are prepared.
  - ix. A decision to use the services of professional conference organizer is made and negotiations with potential ones started.
7. The EC on the recommendation of the conference secretary will consider the proposal and if acceptable, approve the proposal.
8. The decision of the EC will then be conveyed to the host institution by the Hon. Secretary within 15 days of the EC meeting along with the agreement to be signed by the Host Institution and COC office bearers.
9. Soon after the proposal is approved by the EC,
  - i. Set-up a full conference organizing committee and constitute sub-committees if possible.
  - ii. If PCO is employed, sign a contract with a PCO and their services are commenced immediately.
  - iii. Open a conference bank a/c with a loan from host institution.
  - iv. Sign contracts for the rental of all conference venues and facilities.
  - v. Make arrangements with hotels for accommodation.
  - vi. Appoint Official carrier and travel agent.
  - vii. Finalize floor plan of the trade exhibition venue, trade exhibition brochure and contracts to commence selling of exhibition space.
  - viii. Plan and make arrangements for social programme.

- ix. Finalize and distribute preliminary promotional material
- x. Prepare scientific program and identify & approach potential speakers.
- xi. Approach potential sponsors.
- xii. Take out insurance policy against cancellation of the ISPPD Conference.
- xiii. Start active promotion of the ISPPD Conference at all the events of the ISPPD.

## 2. Conference Programme

The tentative conference programme spreading over 2 or 3 or 4 days is prepared clearly mentioning pre and post conference courses, inauguration of the conference, Inauguration of Trade Exhibition, Release of the Scientific Souvenir, Release of the Trade Exhibition Souvenir Dr. B R Vacher Award Oration, Scientific Programmes in various sessions, symposiums, panel discussions, poster competition, table clinics, Banquet, Cultural programme, Sightseeing tours for the spouses, Ladies programmes, Closing ceremony, etc. etc.

The entire conference programme shall be approved by the EC ISPPD. The changes suggested by the EC ISPPD if any, should be incorporated and thus finalized conference programme should be circulated in the information broacher to all the members.

## 3. Election Procedure

- a. The life members of the contender institution will select chairman to conduct the meeting for election of the COC.
- b. The senior most member and with majority of the life members present may be selected as the chairman who will conduct the proceeding for the election of the COC.
- c. The chairman will transact the following agenda
  - i. To confirm the COC fees as decided by the EC.
  - ii. To conduct election for the post of Chairman, COC. (The qualification to stand for various posts also should be informed.)

- d. A second notice has to be sent along with 1<sup>st</sup> notice for conducting the COC meeting following the 1<sup>st</sup> meeting at the same venue to elect
  - i. Organising Secretary.
  - ii. Treasurer.
- e. It should be informed to the members to attend meeting with a demand draft payable to the Treasurer \_\_\_\_\_ conference, as per the guidelines approved by the EC. Cheques should not be accepted.
- f. At the entrance of the hall entry card should be issued after submission of DD and signature obtained.
- g. Name of the contesting candidates shall be informed / declared.
- h. Two scrutinizer shall be appointed by the chairman for conducting election. They should sign the ballot papers.
- i. Ballot paper with the signature should be kept ready for distribution.
  - i. The entry card to be exchanged for ballot papers.
  - ii. Once distribution of ballot papers has commenced the doors of the meeting hall should be closed and no one who comes late should be allowed to enter into hall and cast their votes.
- j. The chairman has got casting vote in case of equality of votes.
- k. Election result should be recorded with signature of contestants, scrutinizers and chairman.
- l. The conference secretary should be informed well in advance of the meeting so that he shall be present at the meeting.
- m. The conference secretary is authorized to clarify any doubtful points.
- n. As it is the ISPPD HO's conference, the HO has every right to interfere and direct the host institution to follow the directive of the HO.



## **PART: C**

This section of guidelines deals with the procedures in the organization of an International Conferences.

If any international conference is allotted to the ISPPD, it should be hosted by the ISPPD HO only. The COC will work as Sub-Committee of the EC under the direction of the ISPPD HO. When the National conference is combined with International Conference the same guidelines apply with the following changes:

1. ISPPD National Conference can be merged with International Conference provided and subject to the provisions in the guidelines of the International Organization of which ISPPD will be hosting Conference.
2. If COC has to treat any foreigner as guests prior permission of EC is required.
3. A separate committee should be appointed to look after foreign guests.
4. Certain modification of the Delegates fees and arrangements shall be done to suit the convenience and all modification should be put in writing and prior approval of EC should be obtained.
5. Accounts should be submitted to HO within six months after closing of the conference.

6. The COC shall be formed by the EC ISPPD.
7. The EC ISPPD shall decide the venue for such a conference.

## **PART D**

### **This section of guidelines deals with the procedures in the organization of Student Conference / PG Convention**

Student Conference / PG Convention shall be conducted separately at the Institution having PG teaching programme and as approved by the EC ISPPD.

1. The proposal to host the Student Conference / PG Convention
  - I. The decision to host the Student Conference/PG Convention is usually initiated at one of the institutions preferably having post graduate facilities.
  - II. The proposal in writing to host the Student conference/PG Convention is submitted to the ISPPD HO. Once the Hon. Secretary has given an indication, convene a meeting to
    - i. Approve the decision to host the Student conference/PG Convention.
    - ii. Appoint the Chairman of the Conference Organising Committee.
    - iii. Fix tentative dates and venue.

- III. The proposal in writing in the prescribed format and containing all information detailed below must be submitted to the Hon. Secretary, ISPPD.
- i. Proposed dates of the student conference/PG Convention.
  - ii. Conference city and venue (i.e. name of the hotel/convention centre).
  - iii. Conference facilities for trade exhibition, scientific programme, EC Meeting, and accommodation facility available.
  - iv. The name of the chairman of the COC. A copy of the minutes of the meeting appointing the chairman COC should be enclosed.
  - v. A proposed conference budget/income – expenditure statement should be submitted.
- IV. If there is more than one applicant, then each contender is asked to present his proposal before the EC by Audiovisual presentation. The EC then short lists the number of proposal(s) for further final selection of the contender for hosting the Student conference/PG Convention.
- V. The proposal is placed before the EC meeting and the proposal is recommended for approval. The conference secretary is appointed in the meeting. The conference

secretary and/or members of the committee will make an inspection visit at the expense of the applicant institution of the proposed Student conference/PG Convention venue and submit the report to the EC.

2. Qualification for the nominating and contesting Office Bearers of Student Conference/PG Convention will be the same as are applicable to ISPPD National Conference.
3. Students who are doing their PG in the subject of Pedodontics and Preventive Dentistry shall attend the conference as delegates and not as members of Organising Committee.
4. A separate budget shall be prepared for student conference/PG Convention and it shall be held for minimum two days preferably on Saturday and Sunday.
5. Student conference/PG Convention should be arranged on the lines of ISPPD conference i.e. shall have:
  - I. Scientific session. Key note address, lectures, symposium and panel discussion etc. by the eminent Teachers of Repute from various Institutions across the country.
  - II. Pre and/or post conference/convention hands on courses.
  - III. Poster / essay competition, table clinics etc.
  - IV. Trade fairs.
  - V. Sports.
  - VI. Cultural programme.

VII. Banquets, etc.

6. All dental colleges should be informed about the student conference/ convention.
7. Student delegates shall produce a certificate from the Head of the Institution that they are students up to the dates of the conference.
8. The teachers in the dept. of Pedodontics and preventive dentistry of various dental colleges, members of ISPPD can also attend the student conference / convention as delegates.
- 9. One EC Meeting of the ISPPD should be held during this period of the student conference/convention.**

## Appendix

### Application to host ISPPD conference/student conference or convention:

Application is herewith made to host the ISPPD Conference/Student conference or convention as follows:

Year \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

1. The Applicant

1) Name of the Applicant : \_\_\_\_\_

2) Contact person's name : \_\_\_\_\_

3) Address : \_\_\_\_\_  
-----  
-----

4) Telephone : \_\_\_\_\_

5) Fax \_\_\_\_\_ :

6) E \_\_\_\_\_ mail \_\_\_\_\_ :

2. Demographic Information

1) Number of Pedodontists in and around the Institution: \_\_\_\_\_

3. Conference Venue

1) Proposed conference centre : \_\_\_\_\_

2) Pamphlets and brochures with information about facilities, floor plan etc, to be enclosed.

3) Please note the basic requirements are the following :

i. Lecture halls

- ii. Lecture halls
  - iii. Co activity
  - iv. Exhibition space
  - v. Registration area
  - vi. Restaurants, entertainment areas and catering facilities
  - vii. Services required from the centre
  - viii. Information counter
  - ix. Space for the ISPPD HO activity
  - x. COC Office
- 4) Initial rental price and concession offered by centre to conferences.
- 5) Questionnaire on services included in rental fee by convention centre-

<b>QUESTIONNAIRE ON SERVICES INCLUDED IN RENTAL FEE – TO BE COMPLETED BY CONFERENCE CENTRE (THIS IS A GUIDE FOR INFORMATION. THERE IS NO RIGHT OR WRONG ANSWER)</b>		
	<b>ORGANISATION OF THE EVENT</b>	<b>SERVICES INCLUDING THE RENTAL FEE Yes/No</b>
1	PRELIMINARY PLAN INDICATING ALL THE TECHNICAL AND SAFETY DATA (THIS PLAN COULD BE USED AS THE BASIS FOR ALLOCATING STANDS TO EXHIBITORS)	
2	FINAL PLAN ASSISTANCE WITH DIMENSIONS AND CONSTRUCTION CRITERIA AND RULES	

3	VERIFICATION OF THE STATIC VALCULATIONS FOR MULTI-STORY STANDS	
4	TECHNICAL PERSONNEL PRESENT DURING THE RENTAL PERIOD	
5	LIASON BETWEEN TNE ORGANISER, THE EXHIBITORS AND CONFERENCE CENTRE (APPLICATIONS FOR RELEVANT PERMITS AND RELATIONS WITH THE ADMINISTRATIVE BODIES AND SERVICES IN QUESTION: CUSTONS, TAXATION, FIRE PREVENTION, SAFETY, LABOR INSPECTION BODIES etc. )	
6	CREATION OF AN EXHIBITOR MANUAL INCLUDING INSTRICIONS CONCERNING CONGRESS CENTRE, INSTRUCTION FOR SETTING UP STANDS AND ORDER FORMS FOR THE SERVICES PROVIDED TOILET SERVICES DURING THE RENTAL PERIOD	
7	RUNNING OF A FREE-PAYING CLOAKROOM FOR VISITORS	
8	INTERNET LINK WITH THE CONFERENCE CENTRE WEB SITE	
9	CONFERENCE CENTRE THIRD PARTY LIABILITY INSURANCE (COMPLEMENTARY TO ORGANISER'S OWN INSURANCE)	
<b>PREPARATION AND INSTALATION OF THE ARES</b>		
1	EXISTING REGISTRATION MODULES, APART FROM EXHIBITION HALLS, LECTURE HALLS AND OFFICES	
2	BUILT-IN OR CONSTRUCTION OF REGISTRATION MODULES FOR VISITORS AND DELEGATES	



3	SEPARATE STORAGE AREAS, APART FROM EXHIBITION HALLS, LECTURE HALLS AND OFFICES	
4	FLOOR MARKING OF STAND CORNERS AND STAND NUMBERS PERMITTING STAND SETUP	
5	PLACING OF FLAGS OR BANNERS BELONGING TO ISPPD CONFERENCE (EXTERNAL)	
6	PLACING AND CLEANING OF ALL WASTE AND WASTE PAPER BASKETS IN OFFICIAL WALKWAYS	
7	REMOVAL OF ALL WASTE FROM CONFERENCE SITE	
8	RUNNING OF FREE-PAYING CLOAKROOM FOR VISITORS	
9	SWEEPING OFFICIAL WALKWAYS AT END OF SETUP AND BEFORE LAYING OF CARPET	
10	CONFERENCE CENTRE THIRD-PARTY LIABILITY INSURANCE (COMPLEMENTARY TO ORGANISER'S OWN INSURANCE)	
11	SWEEPING OFFICIAL WALKWAYS (WITHOUT CARPETS) FOR THE DURATION OF THE EXHIBITION	
12	COLLECTION AND DISPOSAL OF RUBBISH OUTSIDE THE HALLS, IN FRONT OF VISITOR ENTRANCES AND ON ACCESS ROUTES TO CONGRESS CENTRE	
13	SWEEPING THE RENTAL AREA AFTER THE EXHIBITION	
14	GENERAL LIGHTING OF THE EXHIBITION BY MEANS OF THE BUILDING'S EXISTING LIGHTING FIXTURES FOR THE DURATION OF THE RENTAL PERIOD	

15	VENTILATION, COOLING/ A/C AND HEATING OF THE HALLS FOR THE DURATION OF THE EXHIBITION	
16	VENTILATION, COOLING/ A/C AND HEATING OF THE HALLS FOR THE DURATION OF BUILT UP	
17	WIRELESS INTERNET AVAILABLE IN THE WHOLE OF THE CENTRE	
<b>SECURITY, ACCESS, TRAFFIC, PARHING</b>		
1	OPERATION OF A CONTROL CENTRE, AKONG WITH MANAGEMENT OF TECHNICAL AND SAFETY INSTALLATIONS (PERIOD DEFINED BY THE CONFERENCE CENTRE SECURITY SERVICE)	
2	CENTRE SECURITY STAFF FOR CONTROLLED ENTERANCES, DURINGBUILD UP AND EVENT DAYS CENTRE SECURITY STAFF FOR NIGHT TIME SECURITY	
3	ORGANISERS FREEDOM TO CHOOSE AND APPOINT ON SITE FREIGHT HANDLERS	
4	FIRE PREVENTIONSERVICE (PERIOD DEFINED BY THE CONFERENCE CENTRE)	
5	FIRST AID SERVICE MANNED BY QUALIFIED PERSONNEL FOR THE DURATION OF THE RENTALPERIOD AND ACCORDING TO REGULATIONS IN FORCE	
6	CONTROL OF ROAD ACCESS ROUTES TO THE CONFERENCE CENTRE SITE FOR THE DURATION OF THE RENTAL PERIOD AND OPERATION OF A TRAFFIC CONTROL SERVICE	
7	OPERATION OF FEE-PATUING CAR PARKS	

8	PROVISION OF PARKING PERMITS FOR THE ORGANISER ACCORDING TO AN ALLOCATED QUOTA	
9	ABILITY TO CONTROL UNWANTED HAWKERS WITHIN CONFERENCE GROUNDS	

6) Please provide city maps to indicate position of the convention centre, road and train links to the centre, position of key hotels, etc.

7) Suggested venue for welcome ceremony.

#### 4. The city

1) Please provide information about city hotels such as:

- i. Number of beds per star category.
- ii. Average cost of hotel room.
- iii. Suggested headquarters Hotel – should be adjacent to conference centre.
- iv. Provide maps to indicate where hotels are situated in relation to the conference centre.
- v. Availability of public transport.

2) Information about tourist attractions in the city.

3) Information about tourist attractions in the country for post-conference tounformation about the climate during the conference period.

## 5. Conference Experiences

1) Please provide information about dental conference organized in your country

- i. Who are normally the organizers? How often are conferences held?
- ii. How many days does the scientific program last?
- iii. What is the attendance? Please give a break down of attendance figures.
- iv. What is the normal registration fee payable by members/non-members?
- v. Please give information about the scientific programme, including workshops, hands-on-courses, etc; include last printed programme if possible please give information about the trade exhibition including normal charges, organizer, how many days the exhibition lasts etc

2) Any other relevant information

## 6. General

Please provide further information and motivation about any aspect that might support your application.

Some examples are;

- Tax information (VAT, Service Tax, Octroi, rental, catering etc)
- International airport facilities
- Import conditions for international trade exhibits

## The Next Steps

1. Your application will be evaluated at the Conference Sub-Committee meeting. We will be in touch to make further enquiries.
2. If your application meets the basic requirements, will be presented to the Executive Committee of ISPPD. A site visit will be arranged. The site evaluation will be conducted by the Conference Secretary and/or Committee member. It is normal that the applicant(s) will host such visit.

**Thank you for your interest in hosting an ISPPD Annual Conference**

## **Hosting an Annual ISPPD Conference**

### **About the Annual ISPPD Conference**

1. Indian Society of Pedodontics and Preventive Dentistry Conference is exactly what the name says, as ISPPD Conference. The HO takes the leading role in all aspects of the conference according to the contract
2. There are three main elements to an ISPPD Conference, the official meetings, which consist of Executive Committee, Annual General Body and business meetings; the Trade Exhibition, which features a combination of both local and international exhibitors and Scientific Programmes which includes Orations by speakers

sponsored by Head Office, Dr B R Vacher award Oration and programmes developed by the COC.

3. A COC will function further forthwith after the approval of executive committee, which will take care of all arrangements and aspects as per the guidelines including promotional aspect and the social events. The working language in all communications between HO and COC is English.
4. The profits made shall be shared generously with the Host Institution COC as per the conference guidelines.

### **Who can apply to host the ISPPD Conference**

The department of Pedodontic and Preventive Dentistry preferably having post-graduate training programme of an Institution, meeting the criteria, can apply to host the conference.

### **Criteria for Annual ISPPD Conference**

The following criteria have been identified and approved by the Executive Committee as the key requirement that should be met whenever a venue is being evaluated for suitability to host Annual ISPPD Conference. These criteria should not be seen as exhaustive or exclusive.

1. The number of pedodontists in host Institution, in the nearby institutions in the region and state and should ideally be such to ensure an attendance of around 500 or more.

2. Local pedodontists should preferably be able to pay the standard delegate registration fee.
3. There should be support for the conference by the institutions management and by the other institutions in the region and state.
4. The host city can be easily accessible by all transportation modes i.e. Air, Rail and Road.
5. The COC shall take responsibility for the overall management of the conference unless otherwise specified. The Head Office will provide support in all aspects.
6. The conference should consist of the ISPPD's Business meetings, scientific programmes, Programmes of interest groups and related organizations, a Dental Trade Exhibition and Social programme.
7. All events, with the possible exception of the Welcome ceremony and social programmes should be held in suitable venue under one roof.
8. An adequate number of suitable hotels should be within reasonably easy reach of the conference venue.
9. There should be tourist attractions in the host city and its environment.

## **The Conference Venue**

One of the very important criteria mentioned about is “ All events, with the possible exception of the Welcome ceremony and Social programme should be held in suitable venue under one roof”

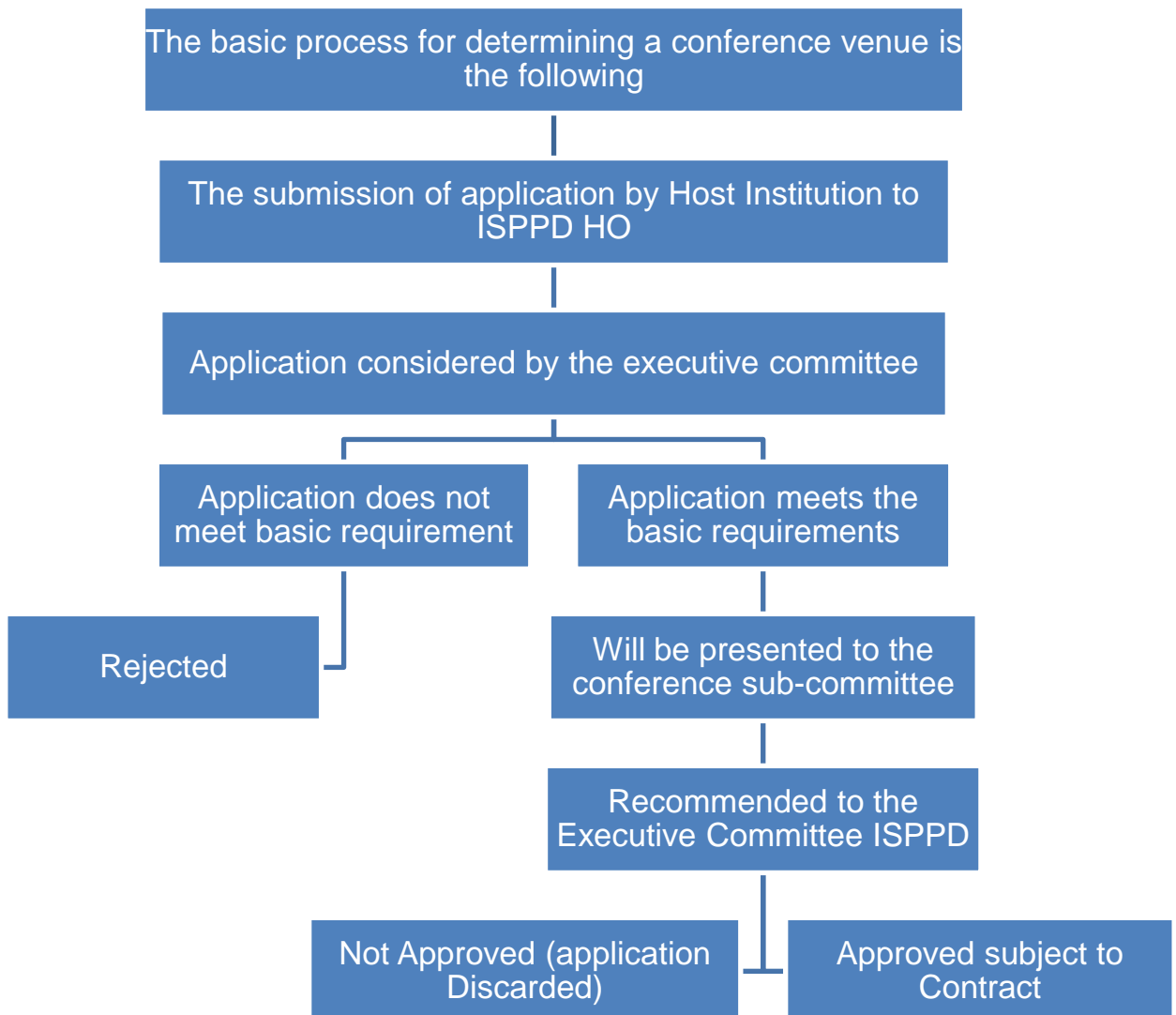
The ISPPD conference is huge event and requires roughly the following facilities at the venue.

1. Custom built exhibition space of approximately 2000 to 3000 sqm.
2. One main lecture hall with a total capacity of approximately 1000 to 1500 seats.
3. 2-3 Medium sized lecture halls for various scientific sessions a total seating capacity of approximately 300 to 500.
4. 1-2 Medium lecture halls for collaborative activity with other organization seating capacity approximately 200 to 300.
5. 1-2 Small sized halls for Table clinics, films, television show, and Poster presentation seating capacity approximately 100 to 200.
6. Registration counters to handle registration.
7. Information counter.
8. Space for ISPPD HO activity measuring 25-30 sqm.



## 9. COC office.

**The requirements will vary from conference to conference, depending on the expected attendance, etc.**



## **The first step in applying to host the ISPPD Conference**

1. Contact the ISPPD HO and request a copy of the document:  
Application to host Annual ISPPD Conference.
2. Complete a bid document with all details and relevant supportive documents.
3. Submit the complete bid application documentation to the ISPPD HO.

## **Timeframe**

A final decision on a conference venue should be taken ideally three years prior to the event

The following basic principles apply to the previous process.

### **1. Submission of application**

- 1) The application may be submitted by a department of pedodontic and preventive dentistry of an institution preferably having post-graduate facilities.
- 2) The application must be endorsed and supported by the management of the Institution and if possible by nearby Institution in the region and state.

- 3) Application should be made by completing the form “application to host an ISPPD Conference”. It should be submitted to ISPPD HO.
- 4) Detailed information about all aspects listed in the application form should be provided.
- 5) Any other information that might strengthen the application should be provided.
- 6) It should be kept in mind that the annual ISPPD Conference is normally held around CHILDREN’S DAY (14<sup>th</sup> November) OR EITHER BEFORE OR AFTER DIWALI. Proposed dates should be within this time frame.

## **2. Consideration of application**

The Conference sub-committee and Executive committee members will consider application to determine whether the basic criteria are met.

The initial consideration could have one of three outcomes: see points 3, 4, and 5 below:

### **3. Application does not meet basic requirements**

In this case the applicant will be informed by the ISPPD HO that the application has not been successful and cannot be considered further.

### **4. Application not suitable now**

It could be determined that the application is not suitable now, but might be considered at a later stage. Aspects such as the following could result in such a decision:

- 1) The conference centre, hotels, etc are not currently suitable but might be in the foreseeable future.
- 2) Political instability or safety aspects, which might be normalized within a reasonable time frame.
- 3) Conflict or disagreement among members in the institution or region which is seen to be of a temporary nature.

## **5. Application meets basic requirements**

If an application is found to be acceptable on all accounts, the EC through Conference Secretary will undertake a site visit and meet with the applicant, the convention centre authorities and other relevant authorities.

The result of such a site visit could be one of three: rejection of the application, the application will be deferred for reconsideration at a later stage or a decision to make a positive recommendation to EC.

## **6. Recommended to the Executive Committee**

- 1) The respective applicants will make a comprehensive presentation and recommendation to EC regarding a possible conference venue. The EC will either approve or reject the recommendation. They might also ask for further information

and motivation before a decision is taken. If EC approves a recommendation it will always be subject to an acceptable contract with the applicant. The contract covers a comprehensive variety of issues and includes financial aspect. The conference will not go ahead if agreement cannot be reached on all aspect of the contract.

- 2) If there is only one application which is meeting the requirements, conference can be allotted to applicant institution. However, if application is not meeting the requirements, new application(s) may be invited.

Hosting institution takes the main responsibility for organizing conference. It should be noted that the host institution should take all possible steps to ensure successful organization, promotion and profitability of the conference.

# AGREEMENT

## ISPPD ANNUAL CONFERENCE

As per the provisions in the ISPPD Constitution and Conference Guidelines in force, this agreement between ISPPD HO and \_\_\_\_\_ (hosting institution) sets forth the terms of hosting Annual ISPPD Conference in the year \_\_\_\_\_(hosting year)

### The Parties

1 Indian Society of Pedodontics and Preventive Dentistry Head Office \_\_\_\_\_(address) herein after referred to as “ISPPD HO” represented by the Honorary Secretary Dr \_\_\_\_\_ and

2 \_\_\_\_\_ (hosting Institution), hereinafter referred to as the “Hosting Institution” represented by \_\_\_\_\_(Name) and \_\_\_\_\_(Name) President and Secretary of the managing committee running the Institution and \_\_\_\_\_(Name) The Dean/Principal of the Institution.Conference organizing committee represented by \_\_\_\_\_ (Name) Organising Secretary, \_\_\_\_\_(Name) Organising Chairman and \_\_\_\_\_(Name) Treasurer, hereinafter referred to as “COC”

## **Definitions:**

1 “Business Meetings” means the formal and informal meetings organized for the business of the respective parties and other associated organizations.

2 “ISPPD Conference” means the Indian Society of Pedodontics and Preventive Dentistry Conference, held annually, to be held at \_\_\_\_\_ (hosting city) in the year \_\_\_\_\_(hosting year).

3 “Conference Budget” means all items of expenses which are incurred directly in relation to the conference of an identical or substantially similar nature to those expenses incurred in connection with the previous conference.

4 “Constitution” means the constitution of the ISPPD currently in force at the date of this agreement.

5 “Guidelines” are rules and regulations of the society, which are formed in addition to the ISPPD constitution by the Executive committee, for better administration of the society and are subject to alteration/modification/amendment.

6 “COC” means conference organizing committee, duly elected/nominated as per the constitutional provisions and ISPPD conference guidelines in force as on date.

7 “Corporate Partner” of ISPPD means those organizations, sponsors promoting the mission and aims of ISPPD and working in close collaboration with the pedodontic and/or dental fraternity.

8 “Exhibition” means those booths and stands sold or hired for the display and promotion, and sale of commercial merchandise in the dental industry and dental services.

9 “International” means outside the sub-continent of India. “International Participant” means any person attending the conference who does not reside in India.

10 “Interpretation” means the simultaneous and consecutive interpretation of services from and into the agreed languages.

11 “National” means from the sub-continent of India. “National Participant” means any person participating and who resides in India.

12 “PCO” means a professional conference organizer of good repute and experience for International / National conferences of a similar size or larger than ISPPD Conference.

13 “ECC” means an exhibition construction company of good repute and experience for exhibitions of a similar size or larger than ISPPD Conference.



14 “Scientific Programme” means lectures, symposia, workshops, limited attendance courses, table clinic, free communications and poster demonstrations offered during the conference.

15 “Trade Exhibition” means the area within the congress where companies / exhibitors and organizations display product and services.

### **Organization of Conference:**

1 The organization, management and finances of the conferences are the direct responsibility of host institution. The hosting Institution shall do nothing which is inconsistent with the ISPPD Constitution and provisions of the Agreement.

2 The conference organization is described in the “ISPPD Conference Guidelines”.

### **Conference Venue:**

1 The hosting Institution through COC shall secure all venues for the scientific programmes, exhibition, business meetings and additional required venues, as deemed necessary from time to time.

2 The hosting Institution through COC shall secure the necessary space for all parts of the Conference and the exhibition through contracts with the respective organization(s) as required for the pre-conference courses and Opening Ceremony.

3 The hosting Institution through COC shall secure the necessary permissions for venues, programmes, social events, etc. from the Central, State or Local Government and agencies like “ITPO”, “Local Municipal Corporation”, “Police Stations”, etc.

4 The hosting Institution through COC shall secure the necessary space for the preliminary and final schedules of all sessions of the scientific programmes and business meetings. The ISPPD HO must be consulted for the scheduling and space requirements of the business meeting programme.

### **Participants:**

1 Pedodontist, Post Graduate students of the specialty of Pedodontics and Preventive Dentistry, all categories of dental professionals, and post graduate students of various allied specialties of dentistry, Dentists, representatives of the dental trade and industry and other professional groups and accompanying persons attending the Conference.

2 Special invitations to International Participants to the Conference shall be issued by the COC.

3 Special invitations to National Participants to the conference shall be issued by COC.

## **Scientific Programme:**

1The scientific programme shall be developed and agreed in co-operation with the parties concerned.

2In consultation with the ISPPD HO and its conference committee, the hosting institution through COC shall be responsible overall for the organization and management of the scientific programme. ISPPD HO shall be responsible for contracting of speakers for Dr B R Vacher award oration.

3The hosting institution through COC shall be responsible for the on-site management of the scientific programme.

4The hosting institution through COC shall provide all required technical equipment, technical personnel and support.

5Flights and accommodation for speakers shall be paid from the conference budget.

6 The speaker's database along with relevant details, viz. CV, title, photographs, presentations, specific requirements, etc., shall be made available from time to time and complete database shall be submitted in acceptable format to HO.

## **Exhibition, Sponsorship and Advertising:**

1A trade exhibition consisting of an International exhibition and a National exhibition shall be organized during the days of the conference. Discounts scheme, if worked out, on the exhibition booth price (raw space) to the exhibitors of previous years ISPPD and other allied associations / organizations should be mutually agreed upon between parties.

2An ISPPD HO pavilion shall be provided and paid for from the conference budget.

3The hosting institution through COC shall draft the floor plan of the exhibition hall and – through a contract with an ECC – for the technical and other local arrangements in relation to the Trade Exhibition. The hosting institution jointly with COC, shall distribute the prospectus. The hosting institution and COC shall be responsible for the promotion of exhibition space, in consultation with the ISPPD HO. The ISPPD HO shall be responsible for the allocation of space and collection of payments from sponsors under various categories. The hosting institution through COC shall be responsible for allocation of space and collection of payments from the exhibitors other than sponsors.

4The hosting institution through COC shall provide post sales support to all exhibitors through an “exhibitor technical manual” to a standard comparable with other national and international conferences.

5The hosting institution through COC shall implement and execute all sponsorship and advertising arrangements with the advice of the ISPPD HO, as required and subject to the agreement of the ISPPD HO. Such agreements should not be unreasonably withheld. ISPPD HO may accept any sponsor who is a regular sponsor who is a regular sponsor of conferences, whether on preferential terms or not, and the hosting institution and COC shall accept and deal with those sponsors and other sponsors alike. The ISPPD HO shall collect payments for ISPPD HO negotiated sponsorship in consultation with COC.

### **Business Programmes:**

1The ISPPD HO and the hosting institution through COC shall organize business meetings before and during the time of conference.

2The hosting institution and COC shall be responsible for the arrangement required, viz. meeting room space, and technical equipment and ISPPD HO requirements, etc. which shall be to at least the amount and good standard and co-ordination of all national business meetings.

3Tea, coffee and biscuits for the ISPPD HO identified business meetings shall be arranged by the hosting institution through COC from the conference budget.

## **Social Programmes:**

1 Social and tourist programmes before, during and after the conference shall be arranged by the hosting institution through COC and their appointed PCO / Travel agent.

2 The hosting institution through COC in consultation with the tour operator(s) appointed by hosting institution / COC shall determine and sign the necessary contracts in respect of the social and tourist programmes to be agreed by ISPPD whose consent shall not be unreasonably withheld.

3 An opening ceremony to include a roll-call of Indian States shall be organized by the hosting institution through COC.

## **Registration:**

1 The hosting institution through COC shall be responsible for the pre-registration of all national and international participants.

2 The hosting institution through COC shall be responsible for the coordination and final implementation of the process of all international, national and onsite registrations, in cooperation with and according to contract(s) with the appointed PCO.

3 The registration database shall be made available from time to time and complete database shall be submitted by the hosting institution in acceptable format to ISPPD HO.

**Hotel Accommodation:**

1The hosting institution through COC shall contract a travel agency / PCO for the management of hotel accommodation for the participants and visitors. The appointed housing bureau will receive and manage all hotel bookings, and accommodation arrangements.

2The hosting institution through COC shall be responsible for the reservation of sufficient number of hotel rooms and for the arrangements for and contracting of hotels.

3The ISPPD HO shall provide a list of speakers, personnel and officers requiring accommodation at the respective category of hotels to be funded from the conference budget and the hosting institution through COC shall organize that accommodation. If there is no space at specified hotel(s), accommodation at an alternative hotel will be acceptable if it is of a quality, standard and proximity.

4 The hosting institution through COC shall provide shuttle bus services between the conference hotels and conference related venues tom be funded from the conference budget.

## **Travel:**

1 The hosting branch and COC may contract an “Official” air carrier who will be regarded for this agreement as a sponsor.

2 The hosting institution through COC shall arrange all required local transport.

3 The hosting institution through COC shall establish welcome desk at appropriate locations, i.e., for airport, railway station(s) or equivalent places for all participants.

## **Promotion, PR and Printing:**

1 The hosting institution shall be responsible for national and international promotion of the conference and for the national PR activities in relational to the conference.

2 The ISPPD HO shall propagate the conference through its national newsletter - The ISPPD Journal etc., by providing appropriate size and placement and at every available opportunity. The hosting institution and COC shall be responsible to forward the required PR material in requisite format to the ISPPD HO as per the publication schedule.

3 The hosting institution and COC shall have to take prior approval from the ISPPD HO for the barter/sale agreement with any publication(s).



4Provision shall be made by the hosting institution and COC in the conference budget for the ISPPD HO promotional activities.

5The hosting institution through COC shall design, produce, print and distribute preliminary and final programmes, the exhibition and sponsorship prospectus, registration forms and all other printed matters in consultation with the ISPPD HO.

6Any use of ISPPD logo must be approved by the ISPPD HO.

#### 7Intellectual Properties and License

The parties acknowledge agree that the ISPPD HO is the owner of certain intellectual property including but not limited to

- I. The name, style or brand of “ISPPD”, “Indian Society of Pedodontics and Preventive Dentistry”.
- II. The name style or brand of “ISPPD Conference”.
- III. The ISPPD logo and further that the hosting institution and COC is the owner of certain intellectual property including but not limited to;
- IV. The name, style or brand “ISPPD Conference (Host Institution) \_\_\_\_\_year”

## **Accounts:**

1The conference budget shall be proposed by hosting institution and COC, agreed and approved by the ISPPD EC and then managed by the hosting institution and COC. Income and expenditure items to be handled by the hosting institution through COC shall be identified in the budget. The hosting institution and COC shall keep their income and expenditure accounts in connection with the conference separate from their own activities. All conference reports and contracts shall be exchanged on a monthly basis. Both parties shall do their utmost to maximize income and minimize expenditure.

2The hosting institution and COC shall take financial responsibility for the conference and shall be solely responsible for any and all losses which may occur and shall indemnify and hold harmless the ISPPD, ISPPD HO and ISPPD EC in respect of all and any claims made by third parties arising out of the conference.

3Only one bank account shall be opened by COC in the Bank with a resolution from ISPPD HO. Account shall be operated by Chairman, Organizing Secretary & Treasurer. No bank account shall be opened without the knowledge of the ISPPD HO.

4The bank account opened for the conference shall be closed with a resolution from the ISPPD HO after six (6) months of the conference.

5All money shall be received in favour of “ISPPD Conference \_\_\_\_year” only and deposited in the designated account opened by COC in consultation with ISPPD HO.

6All financial transactions and documents related to the conference must be made known to the ISPPD HO and the Conference Secretary.

7Monthly bank statements shall be sent to ISPPD HO regularly in the first week of every month.

8The principal sponsorship and other sponsorship shall be negotiated by ISPPD HO. The principal sponsorship and other sponsorship appeal brochures produced by the COC or its agents shall clearly indicate that payment towards sponsorship be made directly to ISPPD HO conference account.

9At the end of every two (2) months, 50% of the payment received by the ISPPD HO shall be released to the organizing committee’s account.

10The hosting institution through COC shall be responsible for arrangements for the collection of international, national fees, other national income, agreed sponsorships and advertising revenue.

11The Hosting branch through COC shall keep proper records of all income and expenses incurred in the absence of vouching, save in the overriding discretion of the auditors, shall be considered not to have been incurred and shall be disallowed.

12The Hosting branch through COC shall abide by the rules,i.e., service tax,TDS, etc., of ‘The income Tax’ authority and shall pay the dues to respective accounts and keep all the records updated which shall be submitted to ISPPD HO along with other details.

13The Conference accounts shall be audited by ISPPD HO through its appointed auditors only.

14 The hosting institution through COC is directly responsible for accommodation costs for speakers, ISPPD HO bearers as per the conference guidelines and HO staff.

15Income distributions

- I. The COC shall pay to the ISPPD HO **Rs 900/- per delegate and Rs 450/- per student delegate** attending the conference. Similarly the COC shall pay to the ISPPD HO **Rs 450/- per delegate and Rs 225/- per student delegate** attending the PG Student convention. This shall be paid to the ISPPD HO in installments beginning nine (9) months prior to the date of the ISPPD conference and the last installment shall be payable one (1) month before the end of ISPPD conference.
- II. The monies due from para 13.7, 15.1 and all other monies due to ISPPD shall be paid to the ISPPD Treasurer by the COC within two (2) months of the end of the conference together with financial statement of all conference income

and expenditure. The accounts shall be audited by the Head Office.

- III. The final income shall be determined from the Income-Expenditure statement, which shall be submitted by the conference organizing committee within three (3) months from the closing of the conference along with complete details of income, i.e., registration, trade exhibition and other incomes. The COC shall have to submit all accounts within six (6) months from the date of closing of the conference to ISPPD HO for audit duly signed by the chairman, organizing secretary and treasurer.

## 16 Losses

The hosting institution through COC shall obtain insurance cover to insure the conference and/or ISPPD HO from the following minimums:

- All and any third party claims in relation to the conference ongoing and
- Cancellation of all or part of the conference for reasons outside the control of either party,

And hosting institution through COC shall ensure that the ISPPD's interest are notified to the insurer and if possible noted on the policy and in the event shall direct that the insurer make

payments to ISPPD HO consistent with the arrangements set out in this agreement.

2In the event of the conference expenses being not met by the COC, the host institution shall be responsible to make the payment for the expenses and the ISPPD HO shall not be responsible for losses and/or expenses and /or payments to vendors towards the conference.

**Miscellaneous:**

1As per the provisions in the ISPPD Constitution and Conference Guidelines in force, this document contains and set forth the agreement of the parties. It may not be modified or changed orally, but by an agreement in writing, signed by both parties and shall be binding upon the ISPPD HO and the hosting institution and COC and their legal representatives, successors and assignees.

2The ISPPD HO and the hosting institution and COC each agree to indemnify and hold harmless the other party from and for any and all claims, injuries, damages, losses, fines, penalties, cost and expenses (including but not limited to reasonable legal fees) that the aggrieved party may sustain in any manner through the indemnifying parties misconduct, negligence or breach of this agreement.

3 This agreement may be terminated by agreement between the parties or in the event of acts or war, force majeure, or should either party become insolvent or materially breach the terms of this agreement.

### **Responsibility and Legal Status:**

1The ultimate responsibility for organization of the conference finances and accounts and finance shall solely rest with the COC and the host institution. This does not in any way change the conditions that the host branch is only organizing the conference on behalf of the ISPPD HO. The host institution shall still have to abide strictly by the rules, regulations as laid down in the Conference Guidelines Manual and any other conditions stipulated by the ISPPD through the Executive Committee.

2On all matters related to ISPPD Conference, the decision of ISPPD EC shall be binding on the COC and host institution.

3In case of any dispute, the aggrieved party must first approach the ISPPD HO and the Executive Committee.

4The Courts which shall have jurisdiction on any dispute, shall be the Courts in the jurisdiction of the ISPPD HO, i.e. Registered Head Office of the ISPPD, where the Hon Secretary resides and practices and not any other part of the country.

5The hosting institution or COC or its agents shall in such instances indemnify the ISPPD HO in advance for any cost which may be incurred by it if the matter incurred legal fees and/or has to be settled in the court of law in the jurisdiction of the ISPPD HO.

6All the agencies shall be confirmed subject to satisfactory completion of all contracts and agreements with the COC and verified by ISPPD HO. All copies of agreements shall be sent to ISPPD HO prior to signing. Consent has to be obtained from the conference secretary and members.

7All disputes between the members inter se; members and outsiders; Society and members and Society and outsiders concerning the business of the society, and/or bylaws; guidelines/ rules and regulations and constitution of the Society shall be subject to arbitration as provided under bylaw, guidelines/ rules and regulations of the ISPPD.

8The entire contract between the Society and the outsiders shall be subject to arbitration as per the arbitration procedure provided in the bylaws, guidelines / rules and regulations of the ISPPD.

9 Interpretations:

The interpretation of the ISPPD Constitution and Conference Guidelines shall be solely done by the ISPPD Constitution committee, if required.

10Exclusion of jurisdiction of Civil Court



All dispute(s), arbitration and legal proceeding of any matters of the society can be initiated / commenced by the member(s); institution and outsiders concerning functioning / business of ISPPD and/or Bye laws; guidelines / rules and regulations and any matter relating to constitution of ISPPD only at the place where the Hon Secretary of ISSPD resides and practices at the time of cause arises and not any where else.

In view of the arbitration clause for all disputes and grievances by a member(s) or an institution, the remedy to approach for a decree in Civil Court is barred. All such dispute and grievance shall be decided only by Arbitration. If any member or institution persists to file any suit, which can be questioned as to its jurisdiction and maintainability, it shall be filed against the ISPPD, HO represented by the Hon Secretary in the city where his office is situated and not any other place in India.

**This agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_  
2012**

**For ISPPD HO**

**1Hon Secretary**

**Institution name and address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dean/Principal**

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**President and** \_\_\_\_\_

**Secretary** \_\_\_\_\_

**Of the trust running the Institution.**

**Conference Organising Committee**

**Chairman,** **COC**

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**Hon Secretary** **COC**

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**Treasurer** **COC**

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## **DISPUTES AND ARBITRATION**

In respect of any dispute touching the business of the society; interpretation of the bye-laws, guidelines/rules and regulations/any activity and/or of the constitution and further any dispute arising out of any contracts, dealings, transactions, shall be subject to guidelines/rules and regulations of the Indian Society of Pedodontics and Preventive Dentistry or with reference to any matter incidental thereto or in pursuant thereof or relating to their construction fulfillment or validity or relating to the rights, obligations and liabilities arising out of such contract, dealings and/or transaction of whatsoever nature with the society and/or any disputes between members inters touching any aspect of constitution, bye-laws, guidelines/rules and regulations made therein, shall be subject to the arbitration and referred to the committee and procedures as provided in the Bye-laws, guidelines/rules and regulations, of the Indian Society of Pedodontics and Preventive Dentistry.

The dispute can be referred for arbitration only after exhausting all the remedial possibilities provided in the constitution vide Article on Disputes and Arbitration.

## **Exclusion of jurisdiction of Civil Court**

All dispute(s), arbitration and legal proceeding of any matters of the society can be initiated / commenced by the member(s); institution and outsiders concerning functioning / business of ISPPD and/or Bye laws; guidelines / rules and regulations and any matter relating to constitution of ISPPD only at the place where the Hon Secretary of ISSPD resides and practices at the time of cause arises and not anywhere else.

In view of the arbitration clause for all disputes and grievances by a member(s) or an institution, the remedy to approach for a decree in Civil Court is barred. All such dispute and grievance shall be decided only by Arbitration. If any member or institution persists to file any suit, which can be questioned as to its jurisdiction and maintainability, it shall be filed against the ISPPD, HO represented by the Hon Secretary in the city where his office is situated and not any other place in India.