**Indian Society of Pedodontics and Preventive Dentistry**

**For Annual Conference 2024 and 2025/ National PG Convention 2025**

**Bid Application Form**

| S. No | Item | Details | |
| --- | --- | --- | --- |
| 1 | **Basic Information** | | |
| a | Bidding for the Year |  | |
| b | Bidding for (Pl circle) | **Convention 2025 Conference 2024 or 2025** | |
| 2 | **Details about the bidding Society/ Organization/ College (please circle)**  **(Will be called as body)** | | |
| a | Name of the body bidding | (Attach letter of support as Enclo 1) | |
| b | City/ State |  | |
| c | Whether the body is registered?  (In case it is not a college) | Yes/ No/ NA (Circle the appropriate one) | |
| d | If Yes; Reg No and Year of Registration |  | |
| 3 | **Past experience of the body in organizing national level events** | | |
| a | Total Number of National level events organized in the past with at least more than 500 delegates |  | |
|  | Name of the events | Year | Number of delegates attended |
|  | 1 |  |  |
|  | 2 |  |  |
|  | 3 |  |  |
| 4 | **Details of the ISPPD events (Conferences/ Conventions) held in the region (City) in the last 5 years** | | |
| a | Mention whether an annual ISPPD conference or Convention has been held in the city? | Yes/ No | |
| b | If yes, mention years | 1. \_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| c | Whether the bid application is for the same city in which the conference/ convention has already been held | Yes/ No | |
| 5 | **Bidder Information** | | |
| a | Name of the organizing chairperson |  | |
| b | ISPPD life membership No |  | |
| c | Address |  | |
|  |  | |
| d | City/ State |  | |
| e | Pin Code |  | |
| f | Email Id |  | |
| g | Phone No |  | |
| 6 | **Infrastructure of the proposed Venue** | | |
| a | Name of the venue | (Attach layout of the venue as Enclo 2) | |
| b | City/ State |  | |
|  |  |  | |
| 6.1 | ***Facilities at the Venue*** | | |
| a | One Hall Accommodating 800-1000 delegates | Available/ Not Available | |
| b | At least 1 additional hall for parallel sessions accommodating 250 - 350 delegates | Available/ Not Available | |
| c | Place for at least 8 - 10 additional halls for student’s presentation accommodating 50-100 delegates each or  Provision of erecting temporary halls of above capacity | Available/ Not Available | |
| 6.2 | ***Accommodation for at least 1500 delegates***  (Attach list of hotels with approx. distance from the venue as Enclosure 3) | | |
| a | At least 10 hotels within a 10 km radius around the venue | Available/ Not Available | |
| b | At least 2 four- or above-star hotels within a 10 km radius around the venue | Mention Names | |
| c | At least 2-5 three-star hotels within a 10 km radius around the venue | Mention Names | |
| d | Guest house/ Service apartments around the venue? Mention the approximate number |  | |

| S. No | Item | Details |
| --- | --- | --- |
| 7 | **Airport/ Railway Services** | |
| a | Nearest Airport | Distance from the venue …….. Km. |
| b | Nearest Bus Stand | Distance from the venue …….. Km. |
| 8 | **Registration Details** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Categories | Early Bird Registration (With & without banquet) | Normal registration charges range (With & without banquet) | Spot Registration |
|  | ISPPD Members |  |  |  |
|  | Accompanying person |  |  |  |
|  | PGs |  |  |  |
|  | Foreign delegates |  |  |  |
|  | Students (Only for Pedo Toppers/ BDS Toppers/ IV-year Toppers) |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Note – Preference will be given on the following basis:**   1. **Proposal with lowest registration charges (which should include participation in the scientific sessions, trade fair, tea, breakfasts, lunches, post inauguration dinner and gift. However, BANQUET AND PRE-CONFERENCE COURSE FEE MAY BE TAKEN ADDITIONALLY)** 2. **Has not been held in the same area during the last 5 years** | |
| 9 | **Statutory Requirements** | |
| a | As the ISPPD PAN no is going to be used for the event, is the LOC (Local Organizing Committee) willing to stay in touch with the Chartered Accountant of the Head Office and submit the requirements on a monthly basis as defined in the Conference guidelines of ISPPD | Yes, we will abide by the statutory requirements |
| b | The LOC has to follow all the required income tax guidelines of the society and provide the necessary information in the following year while filing IT returns for the society? | Yes, we will abide by the statutory requirements |
| c | Name of the responsible persons for this (Treasurer, Org secretary and Org Chairman of the LOC) |  |

**Undertaking:**

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

**Name of the Person bidding**

Name of the bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
ISPPD No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Seal:

Date:

**Enclosures:**

1. Layout of the venue
2. Names of the hotels with approx. distance from the venue
3. Letter of support from head of the institution or organizing body

**NOTE: Please submit the filled application form with all the enclosures at** [**secretary@isppd.org.in**](mailto:secretary@isppd.org.in) **on or before 29th October 2022.**

***Forms submitted after due date or sent on any other mail id will NOT be considered.***

***NO HARD COPIES PLEASE***

Dr Nikhil Srivastava

Secretary General