2026

ISPPD conference guidelines draft

ISPPD CONFERENCE GUIDELINES

Adopted from 2026 onwards

Section	Contents
I.	Preamble & Objectives
II.	Definitions, Interpretation & Abbreviations
III.	Types, Frequency & Naming of ISPPD Events
IV.	Zonal Rotation Policy
V.	Invitation To Bid & Eligibility Criteria
VI.	Bidding Process & Submission Requirements
VII.	Bid Evaluation & Appraisal System
VIII.	Approval, Agreement & Post-Approval Obligations
IX.	Conference Organising Committee (COC)
X.	Financial Governance & Accountability
XI.	Scientific & Academic Governance
XII.	Trade Exhibition & Sponsorship Governance
XIII.	Social, Cultural & Hospitality Programmes
XIV.	Audit, Compliance & Performance Review
XV.	Penalties, Sanctions & Disciplinary Action
XVI.	Legal, Jurisdiction & Dispute Resolution
XVII.	Annexures

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Guideline Development

The ISPPD Conference and Convention Guidelines reflect a collaborative effort spanning 2023–2024 and 2024–2025, bringing together the expertise and contributions of the Conference Guidelines Committee and the ISPPD Head Office**.**

Conference Guideline Committee

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Development Process

The Conference Guidelines Committee prepared the initial draft of the ISPPD Conference and Convention Guidelines, which was subsequently discussed with members of the Executive Committee (EC). The draft was then circulated to all ISPPD members to invite comments and suggestions. The feedback received was compiled and incorporated into the document through appropriate revisions and edits. The revised draft was subsequently recirculated to the Executive Committee and all ISPPD members for finalisation.

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Section I – Preamble & Objectives

1.1 Preamble

The Indian Society of Pedodontics and Preventive Dentistry (ISPPD), as the apex national body representing the specialty of Pediatric and Preventive Dentistry in India, conducts conferences, conventions, academic meetings, and allied scientific events to advance education, research, professional development, and ethical practice.

In order to ensure **uniformity, transparency, accountability, and academic excellence**, the Executive Committee (EC), ISPPD hereby issues this **Conference, PG Convention and Academic Events guidelines**. This document lays down standardized procedures for the **bidding, approval, organization, conduct, audit, and post-event accountability** of these ISPPD-affiliated events.

1.2 Authority

This Manual is issued under the authority of the **Executive Committee (EC), ISPPD**, and shall be binding on:

- Host institutions
- State ISPPD Committees
- Conference Organising Committees (COC)
- Professional Conference Organizers (PCO)
- Sub-committees, conveners, and office bearers involved in ISPPD events

All powers not specifically delegated under this Manual shall vest with the **EC, ISPPD**, whose decision shall be final.

1.3 Scope of Applicability

These guidelines shall apply to the following ISPPD events:

- Annual ISPPD Conference
- PG Convention
- Midterm Conference
- Student Conference / Convention
- International conferences allotted to ISPPD
- Joint National–International Conferences

Unless otherwise specified, the term *"Conference"* in this Manual shall include all the above categories.

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1.4 Objectives of ISPPD Conferences and Academic Events

The objectives of organizing ISPPD conferences and conventions are to:

a. Provide a **national and international forum** for the presentation, review, and discussion of scientific advances in Pediatric and Preventive Dentistry and Dentistry at large.

b. Facilitate the **business meetings** of the Society, including EC meetings, General Body Meetings, and statutory functions.

c. Strengthen professional relationships among **members of the specialty, dental practitioners, dental organizations, allied health professionals, and the dental trade**, both nationally and internationally.

d. Promote **academic excellence, ethical standards, and professional leadership** within the specialty.

e. Conduct conferences on behalf of or in collaboration with **international organizations**, when entrusted to ISPPD.

f. Conduct **student conferences, PG conventions, workshops, seminars, and continuing education programs** in alignment with ISPPD's educational mandate.

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Section II – Definitions, Interpretation & Abbreviations

2.1 Definitions

For the purpose of this Manual, unless the context otherwise requires:

- **ISPPD**: Indian Society of Pedodontics and Preventive Dentistry.
- **EC**: Executive Committee of ISPPD.
- **HO**: Head Office of ISPPD.
- **Conference**: The Annual National Conference of ISPPD.
- **PG Convention**: A postgraduate-focused academic convention conducted under ISPPD.
- **Student Conference**: Academic event organized specifically for undergraduate or postgraduate students.
- **COC**: Conference Organising Committee constituted to plan and execute an ISPPD event.
- **PCO**: Professional Conference Organizer engaged for logistical support under COC supervision.
- **Bid**: A formal written proposal submitted to host an ISPPD event.
- **Host Institution**: Institution, State ISPPD Committee, or consortium approved to conduct the event.
- **Audit**: Post-event evaluation comparing actual delivery against commitments made in the approved bid.

2.2 Interpretation

Headings are for convenience and shall not affect interpretation.In case of ambiguity or dispute in interpretation, the **decision of the EC, ISPPD shall be final and binding**.

2.3 Abbreviations

- **PR** – President, ISPPD
- **PE** – President-Elect
- **PP** – Immediate Past President
- **HS** – Honorary Secretary
- **CS** – Conference Secretary
- **CC** – Chairman, COC
- **OS** – Organising Secretary
- **EC** – Executive Committee
- **COC** – Conference Organising Committee

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Section III: Types, Frequency & Naming of ISPPD Events

3.1 Annual ISPPD Conference

The Annual ISPPD Conference is the **flagship academic event** of the Society and shall ordinarily be conducted **once every calendar year in late September or early October**.

The conference shall include:

- Scientific sessions
- Orations and keynote lectures
- Trade exhibition
- Business meetings
- Cultural and social programs
- Inauguration, Closing and award ceremonies

3.2 PG Convention

The PG Convention is intended primarily for **postgraduate students and faculty**, with emphasis on:

- Academic enrichment
- Skill development
- Research presentation
- Peer interaction
- Guidance on future perspectives

The PG Convention shall normally be conducted **once a year**, preferably in **late February**, unless otherwise decided by the EC.

3.3 Midterm Conference

A Midterm Conference may be organized to:

- Address emerging academic or professional themes
- Provide mid-year academic engagement
- Open to life members only

The Midterm Conference shall ordinarily be conducted once in two years preferably in **June**, subject to EC approval.

3.4 Student Conference / Convention

Student Conferences or Conventions shall be conducted **separately**, at institutions with postgraduate teaching facilities, and strictly under EC approval.

Such conferences shall focus on:

- Student presentations

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- Academic competitions
- Skill-based learning
- Sports and extra circular activities

3.5 International and Joint Conferences

When an international conference is allotted to ISPPD:

- It shall be hosted **exclusively by ISPPD HO**.
- The COC shall function as a **subcommittee of the EC**.

Joint National–International Conferences shall be conducted only in accordance with the guidelines of the partnering international organization and ISPPD.

3.6 Naming of ISPPD Events

Conferences conducted by ISPPD shall be named as:

- **"[Serial Number] ISPPD Conference – [City]"**
  e.g., 45th ISPPD Conference – Bengaluru

Suggested branding titles:

- **"PediaCon [Year] – [City]"** for Conferences
- **"PediaVention [Year] – [City]"** for PG Conventions

The final naming shall be approved by the EC.

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Section IV – Zonal Rotation Policy

4.1 Purpose and Rationale

The zonal rotation policy is instituted to ensure **equitable regional representation**, **balanced opportunities**, and **national inclusivity** in hosting ISPPD conferences and conventions. This policy aims to:

- Prevent concentration of events in limited geographic regions
- Encourage participation and leadership across all zones
- Promote regional academic growth and visibility of ISPPD

4.2 Definition of Zones

For the purpose of hosting ISPPD events, the country shall be divided into the following zones:

4.2.1 North Zone

Jammu & Kashmir, Ladakh, Himachal Pradesh, Punjab, Haryana, Chandigarh, Delhi, Uttarakhand, Uttar Pradesh

4.2.2 South Zone

Karnataka, Kerala, Tamil Nadu, Andhra Pradesh, Telangana, Puducherry, Lakshadweep

4.2.3 East Zone

West Bengal, Odisha, Bihar, Jharkhand, Chhattisgarh, Sikkim, Assam, Arunachal Pradesh, Nagaland, Manipur, Meghalaya, Mizoram, Tripura

4.2.4 West Zone

Maharashtra, Gujarat, Rajasthan, Goa, Madhya Pradesh, Daman & Diu, Dadra & Nagar Haveli

4.3 Rotation for Annual ISPPD Conference

a. The **Annual ISPPD Conference** shall be hosted strictly on a **zonal rotation basis**, following the sequence: **North → East → South → West**, repeating cyclically.

b. Only institutions, State ISPPD Committees, or consortiums **belonging to the eligible zone for that year** shall be permitted to bid.

c. The EC reserves the right to **defer or modify the sequence** under exceptional circumstances, with reasons recorded in the minutes.

4.4 Rotation for PG Convention

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a. The **PG Convention** shall follow a distinct rotation sequence: **South → West → North → East**, repeating cyclically.

b. Institutions shall not host the **Annual Conference and PG Convention in immediate succession**, even if zonally eligible, unless specifically approved by the EC.

4.5 Exceptions and EC Discretion

a. The EC may relax zonal rotation norms under the following circumstances:

- Absence of eligible or willing bidders from the designated zone
- National emergencies, natural disasters, or force majeure
- Strategic or academic considerations in the interest of ISPPD

b. Any deviation from zonal rotation shall require:

- Explicit EC approval
- Written justification
- Documentation in EC proceedings

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Section V – Invitation To Bid & Eligibility Criteria

5.1 Invitation to Host ISPPD Events

a. The **Honorary Secretary, ISPPD** shall invite bids for hosting ISPPD Conferences or PG Conventions **three (3) years in advance**, in accordance with the zonal rotation schedule.

b. The bid invitation shall clearly specify:

- Type of event
- Year of hosting
- Eligible zone
- Last date for submission
- Prescribed bid format

c. Bid invitations may be circulated through:

- Official ISPPD communications
- Website notifications
- Circulars to institutions and State ISPPD Committees

5.2 Eligible Bidders

The following entities shall be eligible to submit bids:

a. **Dental Institutions** offering postgraduate training in Pedodontics and Preventive Dentistry

b. **State ISPPD Committees**, duly recognized by ISPPD

c. **Consortiums of dental colleges**, provided:

- A written Memorandum of Understanding (MoU) is submitted
- A single lead institution/committee is nominated
- Financial and administrative responsibility is clearly defined

5.3 General Eligibility Conditions

a. The bidder must belong to the **eligible zone** for the concerned year.

b. No institution, State Committee, or consortium shall be permitted to **host two consecutive ISPPD events** (Conference or Convention) during its zonal turn.

c. The bidder must demonstrate:

- Adequate infrastructure
- Financial capacity
- Organizational capability
- Willingness to comply with ISPPD guidelines

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5.4 Ineligibility and Cooling-off Period

a. Institutions or committees that have:

- Failed to submit audited accounts
- Violated ISPPD guidelines
- Incurred penalties following audit

Shall ~~may~~ be declared **temporarily ineligible** to bid for future events.

b. A **cooling-off period** of not less than **three (3) years** may be imposed, depending on the severity of non-compliance.

5.5 Conflict of Interest Declaration

a. All bidders shall submit a **Conflict of Interest Declaration**, affirming that:

- No EC member from the bidding institution or State Committee shall participate in evaluation
- No undue influence shall be exercised during the bidding process

b. Non-disclosure or misrepresentation shall result in **summary rejection of the bid**.

5.6 Withdrawal and Forfeiture

a. Bids once submitted may not be withdrawn without **written permission** of the EC.

b. Withdrawal after shortlisting or approval may result in:

- Forfeiture of eligibility for future bids
- Financial penalties, if applicable
- Recording of the incident in ISPPD records

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Section VI– Bidding Process & Submission Requirements

6.1 Prescribed Bid Format

a. All bids to host ISPPD Conferences, PG Conventions, or Student Conferences shall be submitted **only in the prescribed bidding format** approved by the EC, ISPPD.

b. The prescribed bid format shall require comprehensive disclosure of:

- Proposed dates (minimum two options)
- Proposed city/location options
- Venue details and infrastructure capacity
- Accommodation and transport facilities
- Scientific vision and proposed themes
- Trade exhibition facilities
- Financial projections and registration fee structure
- Organizational structure and proposed COC

c. **Incomplete bids**, bids not conforming to the prescribed format, or bids lacking mandatory enclosures shall be liable for **rejection without further consideration**.

6.2 Mandatory Enclosures

Each bid shall mandatorily include the following documents:

a. Authorization letter or resolution from the Head of Institution / State ISPPD Committee approving submission of the bid.

b. Minutes of the meeting appointing the **Chairman, Conference Organising Committee (COC)**.

c. Detailed **venue layouts**, photographs, and capacity statements.

d. Proposed **budget and income–expenditure statement**.

e. Declaration of compliance with ISPPD guidelines and acceptance of audit and penalty provisions.

f. Conflict of Interest declaration.

6.3 Mode of Submission

a. All bids shall be submitted in **sealed envelopes** addressed to the **Honorary Secretary, ISPPD**, clearly superscribed with:

"Bid for Hosting ISPPD Conference / PG Convention – [Year]"

b. Electronic submissions shall not be accepted unless expressly permitted by the EC.

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c. Bids received after the stipulated deadline shall not be opened and shall stand **automatically rejected**.

6.4 Timelines

a. Bid invitations shall be issued **three (3) years in advance** of the proposed event year.

b. The deadline for bid submission shall be clearly notified and shall ordinarily allow a minimum of **30 days** from the date of invitation.

c. Any extension of deadline shall require EC approval and shall be notified uniformly to all eligible bidders.

6.5 False Declaration and Misrepresentation

a. Any false declaration, misrepresentation of facts, or exaggeration of facilities discovered at any stage—whether during evaluation, inspection, or post-event audit—shall constitute **serious misconduct**.

b. Such misconduct shall render the bid liable for:

- Immediate rejection
- Cancellation of allotment (if discovered later)
- Financial penalties
- Blacklisting from future ISPPD events

c. The EC reserves the right to initiate disciplinary action in accordance with ISPPD constitutional provisions.

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Section VII – Bid Evaluation & Appraisal System

7.1 Constitution of Bid Evaluation Committee

a. The EC shall constitute a **Bid Evaluation Sub-Committee** consisting of **three (3) EC members**.

b. Members from the bidding institution, State Committee, or consortium, or those having any direct or indirect conflict of interest, shall **recuse themselves** from the evaluation process.

c. The Bid Evaluation Sub-Committee shall function independently and submit its recommendations to the EC.

7.2 Principles of Bid Evaluation

Bid evaluation shall be guided by the following principles:

- Transparency and fairness
- Objectivity and consistency
- Regional equity
- Financial prudence
- Long-term academic and strategic benefit to ISPPD

The evaluation process shall ensure that **no single factor alone** determines the outcome, and that the overall merit of the proposal is considered.

7.3 Scoring Framework

a. Evaluation shall be carried out using a **numerical scoring system** with a total of **175 marks**.

b. The scoring framework shall be divided as follows:

Component	Marks	Percentage
Objective Criteria	140	75%
Discretionary Criteria	35	25%
Total	**175**	**100%**

c. Each evaluator shall independently score the bid using the approved evaluation form.

7.4 Objective Evaluation Criteria (75%)

Objective criteria shall include, but not be limited to:

a. Compliance with zonal rotation and eligibility norms
b. Institutional or organizational credibility and prior experience
c. Suitability and flexibility of proposed dates

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d. Accessibility and connectivity of conference city
e. Adequacy of venue infrastructure and capacity
f. Trade exhibition space and facilities
g. Accommodation range and proximity
h. Transport facilities including availability of app-based services
i. Scientific vision and proposed themes
j. Strength and feasibility of organizing structure
k. Financial planning, budget realism, and sustainability
l. Compliance with ISPPD guidelines and declarations

Each parameter shall be scored strictly within the maximum marks allotted.

7.5 Discretionary Evaluation Criteria (25%)

a. A maximum of **35 marks (25%)** shall be reserved for **discretionary evaluation** by EC members.

b. Discretionary marks may be awarded based on factors including, but not limited to:

i. Whether the region or institution has hosted recent ISPPD events, with preference for **equitable rotation**.
ii. Attractiveness and appeal of the destination to delegates, including tourism, safety, and convenience.
iii. Strategic importance of the location for **expanding ISPPD outreach**.
iv. Exceptional organizational merit or innovation not captured under objective criteria.
v. Any other factor deemed relevant by the EC in the interest of ISPPD.

c. **Discretionary scoring shall be justified in writing** by each evaluator to ensure transparency and auditability.

7.6 Consolidation of Scores and EC Decision

a. Scores awarded by individual evaluators shall be consolidated to arrive at a **composite score**.

b. A **minimum recommended threshold score** shall be fixed by the EC for approval.

c. The EC shall consider:

- Composite score
- Evaluation remarks
- Inspection reports (if conducted)

before arriving at the final decision.

7.7 Tie-Breaking Mechanism

In the event of a tie between two or more bids:

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a. Preference shall be given to the bidder:

- From a zone or region that has hosted fewer recent ISPPD events
- Offering superior infrastructure or financial viability

b. If a tie persists, the **decision of the EC shall be final**.

7.8 Documentation and Transparency

a. All bid evaluation forms, scores, and justifications shall be preserved as **official ISPPD records**.

b. The final decision and rationale shall be recorded in the **EC minutes**.

c. For transparency, the EC may choose to **display summarized bid outcomes** without compromising confidentiality.

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Section VIII– Approval, Agreement & Post-Approval Obligations

8.1 EC Approval Process

a. Upon completion of bid evaluation, the **Executive Committee (EC), ISPPD** shall deliberate on the recommendations of the Bid Evaluation Sub-Committee.

b. The EC may:

- Approve a bid outright
- Approve a bid with specific conditions
- Defer the decision pending clarification or inspection
- Reject all bids and call for fresh bids

c. The decision of the EC shall be **final and binding** and shall be recorded in the EC/AGM minutes.

8.2 Communication of Approval

a. The decision of the EC shall be communicated in writing by the **Honorary Secretary, ISPPD** to the successful host within **15 days** of the EC meeting.

b. The communication shall include:

- Confirmation of allotment
- Approved dates, venue, and location
- Conditions, if any
- Requirement to execute a formal agreement

8.3 Mandatory Host Agreement

a. Upon approval, the host institution/committee shall execute a **stamped Host Agreement** with ISPPD, signed by:

- Chairman, COC
- Organising Secretary
- Treasurer
- Authorized institutional authority

b. The agreement shall bind the host to:

- Adhere strictly to approved bid commitments
- Follow ISPPD guidelines and EC directives
- Accept audit, compliance, and penalty provisions

c. Failure to execute the agreement within the stipulated period may result in **withdrawal of approval**.

8.4 No-Change Principle

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a. Once approved, **no material change** shall be permitted in:

- Dates
- City or venue
- Registration fee structure
- Financial commitments
- Core organizational structure

b. Any change, if unavoidable, shall require:

- Written justification
- Prior written approval of the EC

c. Unauthorized changes shall be treated as **non-compliance**, attracting penalties.

8.5 Force Majeure

a. Events beyond reasonable control—such as natural disasters, pandemics, government restrictions, or national emergencies—shall be treated as **force majeure**.

b. In such cases, the EC may:

- Permit postponement
- Relocate the conference
- Cancel the event

c. All hosts shall mandatorily obtain **conference cancellation insurance** at their own cost.

8.6 Post-Approval Compliance Checklist

Upon approval, the host shall, within stipulated timelines:

- Constitute the full **Conference Organising Committee (COC)**
- Open a **dedicated conference bank account**
- Finalize conference dates and registration fees
- Prepare a provisional scientific programme and theme
- Initiate venue and accommodation bookings
- Commence promotion and sponsorship outreach

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Section Ix – Conference Organising Committee (COC)

9.1 Role and Authority of the COC

a. The **Conference Organising Committee (COC)** shall be the principal body responsible for the **planning, administration, and execution** of the ISPPD Conference or Convention.

b. The COC shall function under the **overall supervision of the EC, ISPPD**, and shall be accountable to the ISPPD Head Office.

9.2 Composition of the COC

The COC shall ordinarily consist of:

- Chairman
- Co-Chairman
- Organising Secretary
- Joint Secretary
- Assistant Secretary
- Treasurer
- Conference Secretary (appointed by EC)

Additional members may be co-opted as required, subject to EC approval.

9.3 Eligibility for COC Office Bearers

a. Office bearers of the COC shall:

- Be life members of ISPPD
- Be in good standing with the Society
- Have prior experience in organizing ISPPD events(Desirable)
- Have attended at least 3 of the immediate past 5 ISPPD conferences/ Conventions.

b. The **Conference Secretary** shall be appointed by the EC from among members who have:

- Served at least **two EC terms**, and
- Attended at least **three ISPPD National Conferences**, and
- Served as Chairman/Organising Secretary/Treasurer of a prior ISPPD event

9.4 Working Committee

a. A **Working Committee** shall be constituted consisting of:

- Chairman, COC
- Organising Secretary
- Treasurer
- Two nominated members

b. The Working Committee shall:

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- Handle urgent operational matters
- Take interim decisions subject to ratification by the COC

9.5 Sub-Committees and Their Mandates

The COC shall constitute the following sub-committees, with clearly defined roles:

- Accommodation Committee
- Finance Committee
- Registration Committee
- Scientific Committee
- Trade Exhibition Committee
- Hospitality Committee
- Transport Committee
- Cultural & Social Programme Committee
- Publication / Souvenir Committee
- Public Relations Committee

Each sub-committee shall submit periodic reports to the Organising Secretary.

9.6 Accountability of the COC

a. The COC shall maintain:

- Accurate records
- Minutes of meetings
- Financial statements

b. The COC shall be fully accountable for:

- Compliance with approved bid commitments
- Financial transparency
- Timely submission of audited accounts

c. Failure to discharge responsibilities shall invite **audit observations and penalties** under relevant sections of this Manual.

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Section X – Financial Governance & Accountability

10.1 Principles of Financial Governance

All ISPPD Conferences, PG Conventions, and affiliated academic events shall be governed by the principles of:

- Transparency
- Financial prudence
- Accountability
- Auditability
- Protection of ISPPD's institutional reputation

The Conference Organising Committee (COC) shall act as a **custodian of funds**, and not as an autonomous financial entity.

10.2 Seed Funding by ISPPD

a. ISPPD may provide an **interest-free, refundable seed funding advance** of ₹2,00,000 (Rupees Two Lakhs only) to the host committee, subject to EC approval.

b. The seed funding shall:

- Be used exclusively for conference-related expenses
- Be accounted for in the final audited statement
- Be refunded to ISPPD HO before closure of accounts

c. Failure to refund seed funding shall be treated as **serious financial non-compliance**.

10.3 Budget Preparation and Review

a. A **detailed budget** outlining projected income and expenditure shall be prepared by the Finance Committee and approved by the COC.

b. The approved budget shall be:

- Submitted to the EC for information and oversight
- Reviewed **quarterly**, with variance analysis

c. Any major deviation from the approved budget shall require **prior EC approval**.

10.4 Registration Fee Structure

a. The registration fee structure shall:

- Be realistic, transparent, and equitable
- Include **incremental increases at fixed intervals** (normally every three months)

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b. The minimum incremental increase per slab shall be **₹500**, and the complete slab structure shall be disclosed at the bidding stage.

c. When conferences are hosted **within a college campus**, registration fees shall be **reduced by a minimum of ₹1000** compared to external venues.

10.5 Exemptions and Concessions

a. The following shall be exempted from payment of registration fees:

- President, ISPPD
- President-Elect
- Immediate Past President
- Honorary Secretary
- Conference Secretary
  (for self and up to two accompanying persons)

b. Past Presidents of ISPPD shall be eligible for a **50% waiver** of registration fees.

10.6 Revenue Sharing with ISPPD HO

a. The host committee shall remit the following amounts to ISPPD HO:

- ₹900 per registered delegate
- ₹450 per student delegate

b. For PG Conventions, **50% of the above rates** shall apply.

c. These payments shall be made **before conclusion of the conference/convention**.

10.7 Banking and Accounting Norms

a. A **dedicated conference bank account** shall be opened immediately after EC approval.

b. The account shall:

- Be operated jointly by the Organising Secretary and Treasurer
- Be used exclusively for conference transactions

c. No cash transactions beyond permissible statutory limits shall be permitted.

10.8 Audit and Accounts Closure

a. Final audited accounts shall be submitted to ISPPD HO **within four (4) months** of the conclusion of the conference/convention.

b. The conference bank account shall be closed within **six (6) months**, subject to EC resolution.

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c. Failure to comply with audit timelines shall attract **penalties under Section XV**.

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Section XI – Scientific & Academic Governance

11.1 Role of the Scientific Committee

a. The Scientific Committee shall be responsible for:

- Planning and execution of the scientific programme
- Ensuring academic quality and integrity
- Coordination with ISPPD HO and EC

b. The committee shall function under the guidance of the **Conference Secretary** and the **ISPPD Head Office**.

11.2 Structure of the Scientific Programme

The scientific programme shall ordinarily include:

- Pre-conference and post-conference courses
- Orations and keynote lectures
- Faculty and student paper presentations
- Poster presentations
- Table clinics
- Symposia and panel discussions

Any additional scientific activity shall require consultation with ISPPD HO.

11.3 Abstract Submission and Review

a. Abstracts for free papers, posters, and table clinics shall be invited through official channels.

b. The **last date for receipt of abstracts** shall ordinarily be **30 days prior to the conference**.

c. The Scientific Committee shall:

- Review abstracts
- Communicate acceptance or rejection at least **20 days in advance**

11.4 Orations and Keynote Lectures

a. The **Dr. B.R. Vacher Award Oration** shall be delivered on the Day 2 (forenoon) of the Annual Conference.

b. Orators shall be provided:

- Complimentary accommodation and hospitality(by COC)
- Economy-class airfare (Air/Rail A/C), as applicable(by COC)

c. ISPPD HO shall arrange for the **mementos** to be presented to orators.

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d. No other event (guest/ student paper poster shall be conducted during the oration)

11.5 Chairpersons, Judges, and Session Conduct

a. Chairpersons and co-chairpersons shall:

- Be ISPPD members
- Be registered delegates

b. Abstracts and speaker biodata shall be provided to chairpersons in advance.

c. Panels of judges for awards shall be constituted as per ISPPD HO guidelines.

11.6 Publication and Academic Records

a. Abstracts of accepted papers shall be published in the **conference scientific souvenir**.

11.7 Certificates and Academic Recognition

a. Certificates shall be issued to:

- Presenters of papers and posters
- Chairpersons
- Participants of pre/post conference courses
- Delegates

b. Certificates shall clearly mention:

- Name
- Role
- Conference title and year

Appropriate measures to ensure the authenticity and prevent duplication of certificates may be incorporated, including suitable digital verification mechanisms where feasible.

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Section XII – Trade Exhibition & Sponsorship

12.1 Objectives of the Trade Exhibition

The Dental Trade Exhibition is an integral component of ISPPD conferences and shall aim to:

- Facilitate interaction between delegates and the dental industry
- Showcase innovations, materials, and technology
- Support the financial sustainability of the conference

The exhibition shall be conducted in a manner consistent with **ethical practice, academic independence, and professional decorum**.

12.2 Infrastructure and Layout

a. The trade exhibition area shall ordinarily measure **2000–3000 square meters**, preferably within the conference venue to ensure maximum delegate footfall.

b. The Trade Exhibition Committee shall:

- Prepare a detailed floor plan
- Ensure compliance with fire, safety, and local regulations
- Provide utilities such as electricity, internet connectivity, and security

12.3 Exhibitor Relations and Ethics

a. Exhibitors shall be provided with:

- An exhibitor kit
- Stall layout and exhibitor list
- Necessary logistical support

b. No exhibitor or sponsor shall:

- Influence the scientific programme
- Dictate speaker selection
- Promote products harmful to oral health

c. All sponsorship and advertising arrangements shall be executed **only with the approval of the Chairman and Organising Secretary**, and under EC oversight.

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Section XIII – Social, Cultural & Hospitality Programmes

13.1 Cultural and Social Programmes

a. Cultural programmes shall reflect the **regional heritage and cultural ethos** of the host location.

b. Professional artists and performers shall be engaged wherever possible.

c. The final cultural programme shall require **EC approval**.

13.2 Hospitality Standards

The COC shall ensure:

Provision of **a minimum of three (3) lunches**, of which **one shall be a Presidential Lunch**, and **one (1) Gala Dinner** on conference days.

Each meal shall include soup, salads, starters (min 2), Indian breads and rice and curries (min 2 each veg and Non veg) and two desserts

Local cuisine/ delicacies may be included in the menu, but care to be taken to ensure availability of other cuisines too.

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Section XIV – Audit, Compliance & Performance Review

14.1 Purpose of Audit

An audit shall be conducted after every ISPPD Conference, PG Convention, or Student Conference to:

- Assess compliance with approved bid commitments
- Evaluate financial transparency
- Ensure accountability to ISPPD members

14.2 Scope of Audit

The audit shall specifically evaluate:

- Infrastructure and venue commitments
- Scientific programme delivery
- Trade exhibition arrangements
- Hospitality and accommodation
- Financial projections versus actuals
- Administrative and organizational compliance

14.3 Audit Process

a. The audit shall be based on:

- Approved bid documents
- Agreements and EC approvals
- Financial records and audited accounts
- Reports and feedback

b. A formal **Audit Report** shall be submitted to ISPPD HO.

14.4 Timelines

The audit and final accounts shall be completed and submitted **within six (6) months** of the conclusion of the event.

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Section XV – Penalties, Sanctions & Disciplinary Action

15.1 Grounds for Penalty

Penalties may be imposed for:

- Failure to fulfil bid commitments
- Financial irregularities
- Non-submission or delayed submission of accounts
- Unauthorized deviation from approved plans
- Misrepresentation or falsification of records

15.2 Nature of Penalties

The EC may impose one or more of the following:

- Disqualification from hosting future ISPPD events
- Ineligibility of COC office bearers to contest ISPPD offices or serve on committees
- Financial penalties, including reimbursement of losses or withholding of surplus
- Mandatory corrective actions

15.3 Severe Violations

In cases of serious misconduct, the EC may:

- Initiate disciplinary proceedings
- Commission external audits
- Recommend legal action, if warranted

Decisions of the EC under this section shall be **final and binding**.

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Section XVI – Legal, Jurisdiction & Dispute Resolution

16.1 Jurisdiction

All legal disputes, arbitration, or proceedings arising out of ISPPD conferences or conventions shall be subject to the **jurisdiction of the city where the Honorary Secretary, ISPPD is practicing at the time of dispute**.

16.2 Dispute Resolution

a. All disputes shall, as far as possible, be resolved amicably through internal mechanisms of ISPPD.

b. In the event of arbitration or litigation, the decision of the EC shall be accorded due weight.

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Section XVII – Annexures

The following documents shall form an integral part of this Manual:

- **Annexure A:** Official Bidding Form
- **Annexure B:** Bid Evaluation & Numerical Scoring Sheet
- **Annexure C:** Audit Checklist (Bid-Commitment Based)
- **Annexure D:** Penalty Matrix and Compliance Framework

These annexures may be revised from time to time with EC approval, without amendment to the core Manual.

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Annexure A

BIDDING FORM

For Hosting ISPPD Annual Conference / PG Conventions

SECTION A – EVENT DETAILS

- Type of Event (tick one): ISPPD Annual Conference / PG Convention / Midterm Conference
- Event Year Being Applied For:_____
- Eligible Zone for the Year: North / South / East / West
- Eligibility under Zonal Rotation: Yes / No

SECTION B – APPLICANT DETAILS

- Applicant Category: PG Institution / State ISPPD Committee / Consortium
- Name of Institution / Committee:
- Postal Address:

- Head of Institution (Name & Contact):

- Authorized Bid Coordinator :

  Name:

  Mobile :

  Email:

SECTION C – PROPOSED DATES & LOCATIONS
(Provide minimum two choices)

Proposed Dates (Option 1):From _____ to _____

- Proposed Dates (Option 2): From _____ to _____

- Conference City Option 1:

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• Conference City Option 2:

• Proposed Venue (Hotel/Convention/Institution):

Pre conference /Convention venue:

Main Conference:

Gala Night:

- Main Hall (1000–1500 or 80% of delegate strength): ☐ Yes ☐ No
- Medium Halls (300–500): Number _____
- Small Halls (50–200): Number _____
- Poster/Table Clinic Area: _____ sq. ft.
- Trade Exhibition Area (2000–3000 sq. m): ☐ Yes ☐ No
- ISPPD Secretariat: ☐ Yes ☐ No
- Registration Area: ☐ Yes ☐ No

• Venue Layout / Photos Attached: Yes / No

SECTION D – ACCOMMODATION & TRANSPORT

Accommodation Options Available:
☐ Hostel/Dormitory
☐ Budget
☐ Mid-range
☐ Premium/Star Category
Total Rooms: _____

- **Transport Arrangements:**
  - Airport/Railway pickup: ☐ Yes ☐ No
  - Venue–Hotel shuttle: ☐ Yes ☐ No
  - Vehicle for President & Hon. Secretary: ☐ Yes ☐ No
- **Availability of App-Based Transport:**
  - Uber: ☐ Yes ☐ No

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- Ola: ☐ Yes ☐ No
- Rapido/Other Apps: ☐ Yes ☐ No (Specify): _____

SECTION E – ORGANIZING STRUCTURE (COC)

• Proposed Chairman (Name):

• Proposed Organizing Secretary (Name):

• Proposed Treasurer (Name):

• Proposed Conference Secretary (If nominated):

• Subcommittees Proposed:

☐ Accommodation

☐ Finance

☐ Registration

☐ Scientific

☐ Souvenir

☐ Trade Exhibition

☐ Hospitality

☐ Transport

☐ Cultural

☐ PR & Media

☐ Others: _____

• Institution/Committee Authorization Letter Attached: Yes / No

SECTION F – SCIENTIFIC VISION & THEMES

Proposed Conference Themes (provide 2–3 options):

- **Theme Option 1:** _____
- **Theme Option 2:** _____
- **Theme Option 3:** _____

- **Proposed Structure of Scientific Programme (attach outline):**

Must include:

- Pre-conference courses
- Keynotes / Orations

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- Faculty & Student papers
- Posters
- Symposia / Panels
- Hands-on workshops
  ☐ Outline Attached

SECTION G – TRADE EXHIBITION PLAN

1. Exhibition Area: _____ sq. m
2. Expected Stall Capacity: _____ stalls
3. Layout / Fire & Safety Plan: ☐ Enclosed
4. Exhibitor Services:
   ☐ Internet
   ☐ Digital payment support
   ☐ Power backup
   ☐ Security
   ☐ Others: _____

SECTION H – FINANCIAL DECLARATION

- **Proposed Budget Summary:**
  - Estimated Income: ₹ _____
  - Estimated Expenditure: ₹ _____
  - Expected Surplus: ₹ _____

- **Registration Fee Structure (mandatory slab increase every 3 months):**

☐ Attached

- **Event Venue:**

☐ College In-house *(Minimum ₹750 reduction in registration fee)*
☐ External Venue

- **Revenue Sharing Commitment:**

☐ ₹900 per delegate
☐ ₹450 per student delegate
(PG Conventions: 50% of above)

- **Seed Funding Requirement:**

☐ Yes (₹2,00,000 refundable)
☐ No

- **Insurance for cancellation:**

☐ Will be procured

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- **Dedicated Conference Bank Account:**

☐ Will be opened after EC approval

DECLARATIONS

We hereby declare that:

- All information submitted is true and correct.
- We agree to abide by all ISPPD rules, guidelines, EC directives, and penalty provisions.
- We understand that no modification of approved bid details is allowed without prior written EC approval.
- We understand that failure to comply may result in penalties, financial sanctions, or disqualification from future ISPPD events.

Head of Institution / State Committee Chair

Name: _____ Signature: _____ Seal: _____

Date: _____

Authorized Bid Coordinator

Name: _____ Signature: _____

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Annexure B

BID EVALUATION / APPRAISAL FORM

Sl. No.	Evaluation Parameter	Maximum Score	Score Awarded	Remarks
1	Zonal eligibility & compliance with rotation policy	10		
2	Institution / Committee credibility & prior hosting experience	10		
3	Proposed dates suitability & multiple options provided	5		
4	Conference city accessibility & connectivity	10		
5	Venue adequacy (halls, capacity, layout, facilities)	20		
6	Trade exhibition space & infrastructure	10		
7	Accommodation range & proximity to venue	10		
8	Transport facilities (airport/rail/venue & app-based availability)	5		
9	Scientific vision & proposed themes	10		
10	Organizing structure & committee strength	10		
11	Financial planning & budget realism	15		
12	Compliance with ISPPD guidelines & declarations	5		
13	DISCRETIONARY CRITERIA including: • Whether the region has hosted recent ISPPD events • Equitable regional representation • Attractiveness of destination (tourism, appeal to delegates) • Strategic importance to ISPPD • Any other merit as deemed fit by EC	35		
	Total Score	175		

Minimum Recommended Score for Approval: 125 **SCORE OBTAINED:_____**

Evaluator Details: Name of EC Member: _____
Signature: _____ Date: _____

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Annexure C

Audit Checklist

An audit of the ISPPD Conference or Student/PG Convention shall be conducted to evaluate the extent to which the **commitments made in the original bid proposal** were fulfilled.

Section	Audit Items	Status (✔/✗)	Remarks
A. Venue & Infrastructure	Main auditorium capacity matches bid commitment		
	Number & size of scientific halls as proposed		
	Trade exhibition area as per promised sq. ft.		
	Registration area, secretariat & office space provided		
	AV equipment, projection, Wi-Fi as committed		
	Accessibility, signage, crowd-flow arrangements		
B. Scientific Program	Keynote speakers & invited faculty as promised		
	Dr. B.R. Vacher Oration (if applicable) conducted		
	Pre conference courses delivered		
	Free papers, posters, table clinics conducted		
	Program structure aligns with bid proposal		
	Scientific souvenir/abstract booklet published		
C. Trade Exhibition	Number of stalls & layout as per bid		
	Exhibitor services (utilities, internet, payments)		
	Exhibitor kits & maps provided on time		
	Safety & layout standards maintained		
D. Hospitality & Accommodation	Accommodation categories match proposal		
	Complimentary rooms for ISPPD office bearers		
	Meals, refreshments,		
	Transport (airport/railway/venue) as committed		
	Banquet, cultural event delivered		
E. Financial Commitments	Delegate fees adhered to (as EC approved)		
	Sponsorship & trade revenue as projected		
	Expenditure matched proposed budget		

	All vouchers documented & audited		
	Final accounts submitted to ISPPD HO on time		
F. Administrative & Organizational	COC & subcommittees constituted as promised		
	Promotions released as per timeline		
	Regular communication with ISPPD HO		
	Agreements (venue, PCO, travel agent) executed		
	Insurance policy taken (if promised)		
	Any modifications EC-approved in writing		

Recommendations & Overall impression:

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Annexure D

Penalty Clause for Non-Compliance with Audit Requirements

Failure to satisfactorily comply with audit requirements, or failure to fulfil commitments made in the bid proposal, shall constitute a breach of ISPPD Conference Guidelines. Upon determination of such breach, the **Executive Committee (EC), ISPPD**, shall be empowered to impose one or more of the following sanctions:

a. **Disqualification from Future Hosting Rights:**

The host institution, State ISPPD Committee, or consortium may be declared **ineligible to bid for or host any ISPPD Conference, PG Convention, or Student Conference** for a period not less than **three (3) years**, extendable at the discretion of the EC.

b. **Restriction on Office-Bearer Eligibility:**

Members of the Conference Organising Committee responsible for such breach may be declared **ineligible to contest, hold, or be nominated to any ISPPD office or committee** for a period determined by the EC.

c. **Financial Penalties:**

The EC may direct the host institution/committee to:
i. Reimburse any expenditure incurred by ISPPD due to non-compliance;
ii. Pay a monetary penalty or non-compliance levy as fixed by the EC;
iii. Forfeit or withhold any surplus or unutilized funds pending full compliance.

d. **Mandatory Corrective Measures:**

The EC may require the host to submit missing accounts, rectify deficiencies, or comply with additional directions within a stipulated timeline.

e. **Escalated Disciplinary Action:**

In cases of serious violations—such as financial irregularities, falsification of records, or wilful misrepresentation—the EC may initiate disciplinary proceedings under ISPPD's constitutional provisions, including commissioning external audits or pursuing legal remedies.

Decisions of the EC under this clause shall be **final and binding**, and shall be communicated in writing to the concerned institution/committee.

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