

Bid Application Form

for

Annual Conference/PG Convention 2026 & 2027

Indian Society of Pedodontics and Preventive Dentistry

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

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

| | | | |
|---|---|------|------------------------------|
| 3 | Past experience of the body in organizing national/ state level events (<u>Attach proof as Encl no. 1</u>) | | |
| a | Total number of National/ State level conferences organized in the past with at least more than 500 delegates | | |
| b | Name of the events | Year | Number of delegates attended |
| | 1 | | |
| | 2 | | |
| | 3 | | |

| | | |
|---|---|----------------------------|
| 4 | 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* (must be from the same city/organization) | |
| b | ISPPD life membership No | |
| c | Address | |
| d | City/ State | |
| e | Pin code | |
| f | Email Id | |
| g | Phone No. | |

Organizing Chairperson must be from the host organization/college & must have attended atleast 3 out of 5 last ISPPD conference/convention

| | | |
|------------|---|--|
| 6 | Infrastructure | |
| a | Tentative Venue/ Venue Name | Attach photo of the venue (Encl no. 2) |
| b | City/ State | |
| c | Total Area | |
| 6.1 | Facilities at the Venue | |
| a | One Hall Accommodation 800-1000 delegates | Available/ Not Available (Please tick) |
| b | At least 1 additional hall for parallel sessions accommodating 250-350 delegates | Available/ Not Available (Please tick) |
| c | At least 8-10 additional halls for students presentation accommodating 50-100 delegates each or Provision of erecting temporary halls of above capacity | Available/ Not Available/can be created (Please tick) |
| 6.2 | Accommodation for atleast 1500 delegates Attach list of hotels with approx distance from the venue (Encl no. 5) | |
| a | At least 10 hotels within a 10 km radius around the venue | Available/ Not Available |

| | | |
|---|--|---------------|
| b | At least 2, 4 or above star hotels within a 10 km radius around the venue | Mention Names |
| c | At least 2-5 three stars hotels within a 10 km radius around the venue | Mention Names |
| d | Guest house/ Service apartments around the venue? Mention the approximate number | |

| SN | Item | Details |
|----|----------------------------------|----------------------------------|
| 7 | Airport/ Railway Services | |
| a | Nearest Airport | Distance from the venue km |
| b | Nearest Railway Station | Distance from the venue km |

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

[Note: Maximum registration amount in convention & conference should not exceed **Rs. 8,250/- & Rs. 11,000/-** respectively (except for on spot registration)]

Preference will be given on the following basis:

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

| 9 | Statutory Requirements | |
|---|---|--|
| a | Since the ISPPD PAN no. and GST no. is going to be used for the event, Local Organizing Committee will stay in touch with the Auditor of the Head Office and submit the requirements on a monthly | Yes, we will abide by the statutory requirements |

| | | |
|---|---|--|
| | basis as defined in the Conference guidelines. | |
| b | The LOC has to follow all the required Income Tax & GST guidelines and share the necessary information to HO CA for filling IT returns for the society? | Yes, we will abide by the statutory requirements |
| c | Head Office share will be deposited within 6 months of the conference/convention. | |
| d | Name of the responsible persons for this (Treasurer, Organizing Secretary and Organizing Chairman of the LOC) | |

Enclosures:

- (i) Experience of organizing national/state level events
- (ii, iii & iv) Photos of the venue, main hall & additional hall
- (v) List of hotels in nearby areas.
- (vi) Proof of conference/conventions attendance, of the Organizing Chairman, Organizing Secretary, Treasurer & proposed Conference Secretary.
- (vii) Letter of support from the Head of the Institution/Organization body.

[Kindly mail the filled Bid application form with all enclosures at secretary@isppd.org.in by 31st August 2024.

**Dr. Nikhil Srivatava
Secretary General**

Undertaking:

I/We hereby declare that I/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 any of the above information is found to be false or misleading, my/our application for bidding ISPPD event can be rejected by the General Body/EC of the ISPPD.

Also, if allotted, I/we will abide by the rules and regulations of ISPPD & any violation to it may invite disciplinary action/monetary fine which will be acceptable to me/us as per the decision of EC/General Body.

Name of the Person bidding

Name of the bidder (Org.

Chairman)_____

Affiliation _____

City _____

ISPPD No. _____

Signature and Seal:

Date: