

## **Guidelines for the Conduct of the Annual and Midterm Conferences of AOMSI**

### **1. INTRODUCTION**

The Executive Committee of the AOMSI constitutes a Conference Guidelines Committee (CGC) to oversee all the aspects of the conduct of conferences of AOMSI.

The Conference Guidelines Committee consists of

1. The Convenor (CGC)
2. Conference Secretary (Past President of AOMSI)
3. Two Committee members (from the EC)
4. One Representative from Local Organising Committee (LOC)– Organising Chairman or the Organising Secretary in the absence of the Organising Chairman
5. The President and Hon. Gen. Secretary of AOMSI will be Ex Officio members

The LOC follows the following guidelines which are stipulated by the AOMSI and has to be mandatorily followed by the organizers of the National Annual and Mid-Term Conferences. The Executive Committee of the AOMSI has established these guidelines to assist in the organization of both the Annual and Mid-term conferences. Although, these guidelines may be altered from time to time as a result of experiences at past conferences, they do, nevertheless, form the basis for a contract of agreement which is in the best interests of all parties concerned when bidding to host a conference.

### **2. CONFERENCES OF AOMSI**

The National Annual and the Mid-Term Conferences are the two major scientific events of the Association of Oral and Maxillofacial Surgeons of India (AOMSI). The President of the AOMSI shall preside over the Conferences.

These conferences offer a scientific program of the highest world standards and promote personal contact between members.

There shall be two official conferences of the AOMSI every year namely the

1. Annual Conference of the AOMSI to be held in November - December of a particular year.
2. The Mid-Term conference / P G Convention to be held in June - July of a particular year.

Both Conferences shall be the official conference of the AOMSI and shall be conducted by any state or city that has successfully bid for the conference at the previous Annual General Body meeting.

The AOMSI holds its conference in a selected city in the country, with a group of members who form the Local Organizing Committee. The bid document along with a letter which is duly signed by the bidding AOMSI members is to be submitted to the CGC.

### **3. BID PROCESS:**

1. The bid document form duly filled along with a letter requesting to host the next Annual or Mid-term conference of the AOMSI will be submitted to the AOMSI Secretariat by 20 Life Members of the AOMSI. **Non members cannot bid for a conference.** This bid will be for the annual conference / midterm for which the bid is called for. The submission by those interested in hosting the next Annual or Mid-term conference of the AOMSI, should contain the following information (required to be filled in the bid document) and must be received no later than August 1<sup>st</sup>:
  - a. Details of the host city
  - b. Information about transportation to the city and air connectivity.
  - c. Venue details with facilities
  - d. Accommodation options
  - e. Budget – Revenue and expenditure
  - f. Local Organising Committee
  - g. Provisional Conference Program highlighting scientific program
  - h. Summation.
2. The bidding team/city/committee will present an overview of the proposed conference (as per the requirements mentioned in 3.1) along with the budget and details of the finances to the Conference Guidelines Committee at a specified time. The CGC will consider regional geographic distribution of previous AOMSI Conference sites along with the information submitted by the bidders in making their recommendations to the EC. The Executive Committee

will select 2 sites, if more than 1 bid has been submitted, which will be forwarded to the General Body with the Executive Committee's recommended preference identified. (in case of NO suitable bid, the HO may conduct the conference)

3. The Executive Committee will submit their recommendation and justification to the AGM and decision regarding award of the Conference to the bidders will be taken in the AGM. The LOC shall be formed with the key organizer posts – Organising Chairman, Organising Secretary, Treasurer and Chairman – Scientific. No contract with a local Professional Conference Organizers (PCO) should be signed by the host committee without the final approval of the Executive Committee and the Annual General Body Meeting (AGM) allots the conference to the successful bidder. No prior commitments or financial advances to be made by the conference bidders to vendors / service providers / hotels / venues, etc, before the conference is allotted to them. The AOMSI will not be responsible for any commitments or advances made.

**a) Date of the Conferences**

Annual Conference of the AOMSI is to be held in November - December of a particular year and the Mid-term conference to be held in June - July of a particular year.

**b) Period of the conferences**

Generally the conferences shall be for three days with Thursday, Friday and Saturday as the chosen days. The tentative program shall be as follows:

**Thursday** – Preconference / Workshops / Free Papers, Conference Inauguration, Oration followed by Inaugural Dinner (with Fellowship)

**Friday** – Scientific Sessions, Free Papers, AGM (Annual conference) and a free evening

**Saturday** - Scientific Sessions, Free Papers, Gala Banquet with entertainment

**4. LOCAL ORGANIZING COMMITTEE**

The conferences of the AOMSI shall be administered by a Local Organizing Committee that shall maintain close liaison with, and seek the approval of the CGC and the Executive Committee of AOMSI with regard to all arrangements they propose to make. The Chairman of the Local Organizing Committee shall be responsible to the Association (AOMSI) for all arrangements.

The Members of the Local Organizing Committee or any other committees instituted after consultation with the Executive Committee shall provide their services on a purely voluntary basis for the good of Oral and Maxillofacial Surgery, receiving no remuneration and being required to pay the same registration fees connected with the conference as other members. Members of the Local Organizing Committee shall not delegate their responsibilities to others.

Once the bid is successful and the local organizing committee is formed, all the members of the LOC have to pay the registration fee and this will be the corpus fund to start with the conference work.

All scientific and social events (entertainment of delegates) at the AOMSI Conferences shall be provided in the name of the AOMSI, with officers of the AOMSI presiding, and not in the name of individuals / companies - unless these individuals / companies undertake the entire hospitality privately and without using AOMSI or conference funds.

## **5. LOCAL ORGANIZING COMMITTEE**

1. The City/ Region/ State that has successfully bid for the conference shall elect an Organizing Chairman and Secretary from amongst the Life members in the region.
2. The Conference Guidelines Committee and/or Conference Secretary shall oversee the election / selection of office bearers and shall attend the LOC committee meetings when needed. The expenses of the visit will be borne by the Local Organizing Committee.
3. The Conference Guidelines Committee and/or Conference Secretary will ensure that all the guidelines are adhered too.
4. The Conference Organizing Chairman will be over all in-charge of the conference and shall chair all meetings (Co-chairperson/Organizing Secretary in his absence)
5. The Organizing Secretary shall be in charge of the execution of the conference and shall jointly hold the funds of the conference with the LOC Treasurer
6. All organizing committee members should pay the registration fee fixed for the conference.

## **6. AOMSI CONFERENCE FUNDS**

The Local Organizing Committee shall be responsible for the collection of funds to cover the cost of the Annual or Mid Term Conferences. This should be achieved through conference registration fees, the organization of a trade exhibition and sponsorship from companies and friends of the AOMSI.

### **a. Budget**

Budgets of anticipated income and expenditure shall be drawn up by the Local Organizing Committee with approval of the CGC and Executive Committee and kept constantly under review. The Local Organizing Committee shall provide the Executive Committee with half yearly budget updates beginning one year (12 months) prior to the Annual or Mid Term Conference. Such budgets should make provisions for possible rises in costs. **The AOMSI is not responsible for any deficits incurred in the conduct of the conference.** The conference under no circumstances can be a liability on the AOMSI.

The budget for the Annual or Mid Term Conference should include all the normal expenses connected with a conference; e.g., hiring of a conference venue, stationery, printing and mailing costs, general administration costs and the following:

1. Inauguration and Inaugural Dinner and BANQUET which will be free of charge for all registered conference delegates and trainees.
2. Fellowship at Inaugural dinner should be PAYABLE
3. Fellowship at Banquet is Complimentary to all delegates (student included)
4. Conference Registration Fee is exempt for President and Hon Gen Sec only
5. Hotel Accommodation during the conference for the AOMSI President, Hon. Secretary, conf secretary + spouses (payment by the LOC) and for the Treasurer and Editor along with their spouse (payment by HEAD OFFICE & accomodation arrangement by LOC)
6. Local transport for the AOMSI President, Hon. Secretary, + 1 vehicle for Head Oddife work
7. Meeting rooms for Executive Committee prior to and during the conference with hospitality.
8. Meeting Rooms for small ad hoc meetings which always become necessary during a conference for the conduct of additional AOMSI business.
9. Insurance against cancellation due to unforeseen circumstances such as strikes, political unrest, etc. The insurance should be adjusted from time to time as the financial involvement increases.
10. The Local Organizing Committee shall fully disclose in their budgets any taxes, e.g. Service Tax and Value Added Tax (VAT), which will impact on the revenue generated by the Conference.
11. The LOC has to apply for a PAN for the Conference and all accounts to be audited and submitted to the head office

### **b. Funds of the Conference**

1. The Conference organizing committee shall start an account in a nationalized bank based on the resolution passed by the AOMSI EC/ AGM
2. The conference is the annual event of the AOMSI and all expenses of the conference have to be submitted as a statement with vouchers, pass books and other details within **3 months** of the conclusion of the conference To the Head Office (i.e. AOMSI Secretariat)
3. The H.O. expects a good and handsome profit from the LOC
4. In addition, the profit from the conference must be paid to the AOMSI before the next Midterm or Annual conference or three months after the event, whichever is earlier.
5. The Head office will audit all accounts based on the statements and vouchers.
6. Any loss incurred by the Conference Committee will have to be borne by the members of the Organizing Committee. The Head Office or the association will have no responsibility

The Conference Guidelines Committee Convenor and Conference Secretary should be provided travel allowance and accommodation when he officially visits the venue or LOC meeting. The expenses for the visits including travel and local hospitality will be borne by the LOC. This should not ordinarily exceed two visits.

**c. Conference Accounts**

The conference accounts shall be audited and submitted to the Executive Committee of AOMSI no later than 3 months following the conclusion of the Conference, for inclusion in the year's Annual Accounts.

**7. PROMOTION OF THE CONFERENCE**

The Annual and the Mid-term conference of the AOMSI shall be promoted by the Local Organizing Committee with a First Announcement, a Preliminary Program, and a website. The website of the conference with preliminary information should be live when the communication reaches members. The First Announcement shall contain an invitation from the President of AOMSI to participate in the conference along with location and dates of the conference, name of the Chairman of the Local Organizing Committee and address of the Conference Secretariat. It shall be distributed one year before the event and promoted during the preceding conference. The Preliminary Program and website shall include the names of members of the Local Organizing Committee, address, telephone, fax, and e-mail numbers of the Conference Secretariat, a message from the President, general conference information, a day-by-day provisional program, social events, and tours and excursions. Pre and/or Post Scientific

Events, travel information, and forms for registration, accommodation, and presenting scientific papers, posters or videos should also be included. The website should also have online registration facility with payment gateway and net banking.

The website should also display the names and AOMSI Membership No of all those registered for the conference.

The First Announcement and Preliminary Program shall be distributed to: all members of Associations of Oral and Maxillofacial Surgeons of India (AOMSI), State Chapters and all Dental Colleges in India.

Postage should be paid by the Local Organizing Committee.

## **8. PARTICIPATION IN AOMSI CONFERENCES**

The Annual and Mid-term Conferences shall be open to all AOMSI members and all other health professionals interested in oral and maxillofacial surgery upon payment of the appropriate registration fee. Persons accompanying professional registrants for whom the appropriate registration fee has been paid shall be entitled to participate in the social events and the trade exhibition as accompanying persons.

### **a) Badges**

The badges of Local Organizing Committee, Association Office Bearers, Delegates, Trainees and accompanying persons shall be distinguishable and shall bear both the participant's name and Registration Number. All information on Badges must be in large enough lettering to be readable at a distance of one meter. Any sponsorship or branding should not be printed on the facing side, but can be done so on the back side of the badge or on the lanyard. Logos of AOMSI & Conference have to be printed on the badge.

## **9. CONFERENCE REGISTRATION**

### **a) Registration Fee**

The conference registration fee should be fixed in consultation with the CGC and Executive Committee after providing a tentative budget by the organizers. The budget should clearly mention the expenditure under various heads and also should clearly define the source of income from different sources. It is the responsibility of the organizers to raise the funds and the AOMSI is in no

way responsible for the failure on the part of the organizers to raise the funds they have projected as per the budget.

**b) Registration timings**

Registration should be open from the Preconference DAY program at Conference Venue and throughout the conference. Adequate staff to be provided at the registration counters.

**c) Cancellations**

Notice of cancellation of registration shall be provided in writing to the Organizing Committee. Registration fees and deposits prepaid will be refunded; however, 10% of the prepaid amount will be retained when notice of cancellation is received more than three months before the conference, and 50% if received later. Cancellations requested during the conference shall not be refunded unless otherwise decided by the Organizing Committee. The website should clearly display the cancellation policy.

**10. CONFERENCE VENUE**

The Conference Venue, in which the Scientific Program will take place, should contain lecture halls for at least three parallel lecture programs, and one hall with adequate space for posters. Electronic poster submission and presentation should be considered whenever feasible.

The Main Hall where the plenary sessions will be held should be able to easily accommodate the anticipated attendance of at least 1200 for the main conference and at least 500 for the Midterm Conference. The Inauguration can be held in this Main Hall. Other lecture halls should be able to accommodate at least 200 people.

A sound proof room shall be available at the conference centre for the AOMSI Secretariat and one room for the AOMSI subcommittee meetings. One room to seat about 50 shall be available for meetings of the Executive Committee, Journal Committee, Education Committee, and any other committee.

A central area of adequate size must be available for the Trade Exhibition. In order to maximize attendance to the exhibit booths, coffee breaks should be held inside the Trade area. The Lunch area should be in close proximity to the Trade area. The Trade Exhibition must not be remote from the main

lecture halls or dining areas. The Local Organizing Committee should try to make sure that sufficient catering outlets are provided to prevent congestion and delay.

### **11. CONFERENCE BUREAU / PCO**

The Local Organizing Committee may, with the agreement of the CGC, appoint a Professional Conference Organizer (PCO) to be responsible for the routine administration of the conference. This appointment to be made after getting the quotes from at least two PCO's and after interviewing them with their past organizational skills and references.

### **12. LANGUAGE**

The official language of the AOMSI Conferences will be English.

### **13. LOGO OF AOMSI**

The logo of the AOMSI and the association name shall be used on all Conferences documents, publications and banners along with the logo of the conference.

### **14. OPENING CEREMONY**

The Opening Ceremony should preferably take place on the evening before the three-day Scientific Program. The Ceremony should be short (recommended 30-45 minutes). Before, between, and after the speeches, music may be played. If it is the custom of the host city / state, a short entertainment / cultural program shall be held after the formal proceedings.

The following should be seated on the dais: (diagram to be made)

- President, AOMSI
- Immediate Past President, AOMSI / Conference Secretary
- Hon. Secretary, AOMSI
- Chief Guest (if any)
- Guest of Honor (if any)
- Chairman, Local Organizing Committee
- Organizing Secretary, Local Organizing Committee

Seats should be reserved in the front rows for the following:

- President Elect –AOMSI
- AOMSI Past Presidents
- Executive Committee Members
- Presidents of Affiliated Associations
- Invitees and guests

*With appropriate signages*

Seats should also be reserved in the front rows for the accompanying persons of all the previously listed persons.

Sequence of Inviting to dias (to be decided)

The following should normally be the order of events at the Inaugural Ceremony:

1. Collaring of the President by the Hon Gen Sec
2. A short welcome by the Chairman of the Local Organizing Committee.
3. Lamp Lighting
4. Report by the Hon. Secretary, AOMSI
5. Speech by the President AOMSI
6. Introduction of the Chief Guest
7. Speech by the Chief Guest
8. Conference secretary will read Congratulatory Messages
9. Vote of thanks by the Organising Secretary, Local Organizing Committee

GINWALLA ORATION / Col MADAN oration

10. Short cultural program (if any)

A program of the Opening Ceremony should be printed and distributed before the program.

**a) Dinner after Inauguration**

A Dinner with fellowship should be held for all the participants and guests after the Opening Ceremony. The dinner is open for all participants, delegates, trainees, sponsors, exhibitors, invitees and service providers. Fellowship is payable for ALL.

**15. GALA BANQUET**

The Gala Banquet shall be the most important formal social event of the conference. All participants are invited for the event and the formal change of the Office takes place during the Gala Banquet. There will also be some cultural entertainment during the Gala Banquet. The Hon. Secretary will conduct the official function at the Banquet followed by introduction of LOC and the new Executive Committee.

Space, stage and sound to be provided.

Separate fellowship zones for PG and Delegate

**16. CATERING**

The menu during the entire conference, Inaugural Dinner and Gala Banquet shall be acceptable to delegates with strict attention to dietary restrictions. Organizers have to ensure cleanliness, hygiene and good hospitality.

**17. EXECUTIVE COMMITTEE MEETING**

The Executive Committee meeting shall be held on the day of the Inauguration along with lunch. Organizers have to arrange for lunch and coffee break for the Executive Committee Meeting.

**18. AOMSI SECRETARIAT**

Adequate office accommodation shall be available for the AOMSI Secretariat before and during the Conference. It is recommended that two rooms be set aside, one as an office and one for small discussion groups.

The Hon. Secretary, AOMSI shall be in charge of the Secretariat. The office should be equipped with a telephone, a computer, with a web connection, a printer, and a fax. A photocopier capable of multiple rapid copies must be on site for adequate photocopying reports. The Local Organizing Committee will be responsible for office equipment which must include telephone, fax and computer facilities.

**19. FINAL CONFERENCE PROGRAM**

The Final Conference Program shall be distributed to the participants upon arrival at the Conference during the registration along with the registration kit.

The Program should be of handy format. The Final Conference Program may contain advertising as additional revenue. The Final Conference Program should contain all pertinent information about the Conference activities, including:

- The full Scientific Program along with speaker's information.
- The full Social Program including any special programs for accompanying persons.
- Local information on hotels, transport, sightseeing, shopping, restaurants, amusements, etc.
- Clear maps of the Conference venue and local environment.
- Contact numbers of the organizers and the key contacts.

## **20. SCIENTIFIC PROGRAM**

Please note that Scientific Programs should be planned so that there is no conflict with important meetings of the AOMSI, Executive Committee Meeting and the Annual General Body Meeting.

The Chairman of the Scientific Program should consult and liaise with the Executive Committee regarding the topics, content and speakers.

The Scientific Program should normally consist of:

- At least one plenary each day with invited speakers
- 50% Invited Speakers to be taken from AOMSI keynote speaker bank
- Ginwalla Oration
- Free papers
- Video / Poster Program

Oral and Maxillofacial surgeons who present at the Conference should mandatorily be members of the AOMSI. Non members will attend the conference, but after paying a higher registration fee, but will not be allowed to present paper/poster or chair session. Only members of AOMSI, both the delegates and trainees (post graduates) should be considered for both Oral and Poster presentations.

**KEYNOTE/INVITED** speakers outside the Specialty or Overseas Speakers need not be Members of AOMSI

All speakers will have to register for the conference. No travel or accommodation reimbursements for any invited speakers will be provided.

It is the policy of the AOMSI to assure that balance, independence, objectivity and scientific rigor are maintained in scientific/educational activities. All faculties participating in an AOMSI Conference are required to disclose all commitments to or relationships with industry. This requirement includes relationships with pharmaceutical companies, biomedical device manufacturers or distributors, or others whose products or services may be considered to be related to the subject matter of the scientific/educational activity.

**a) CREDIT HOURS**

The LOC will contact the concerned State Dental Council and obtain the credit hours to those attending the conferences.

**b) FREE PAPERS**

The Preliminary Program shall include invitation to present a paper in the Scientific Program. The deadline for submitting such an application shall be two months prior to the Conference. Online abstract submission facility has to be provided mandatorily. The Scientific Subcommittee of the Local Organizing Committee shall select the papers it considers should be presented either as Oral presentations or Poster presentations.

Free papers shall be presented as parallel sessions, but not while the Plenary or parallel main / lectures are being held. Each paper shall last a maximum of 8 + 2 minutes, including discussion time. Papers within the same subject should be grouped together in the same session.

**c) Ginwalla Oration / Col Madan oration**

The selection of the Ginwalla / Col Madan Orator is the prerogative of the President and approved by the Executive Committee. The Oration is immediately after the Inauguration and will be followed by the Inaugural Dinner. This oration should be set at a time that does not conflict with any part of the Scientific Program. It should be 45-60 minutes in duration. The orator will receive a memento and certificate presented by the President of AOMSI. The memento will be provided by the Head Office.

The President and Vice President shall Chair the Oration. **Registration for the conference will be complimentary to the Orator.**

**d) General Comments on Scientific Program**

The Scientific Committee should estimate the expected attendance at the various sessions in the scientific program, so that most “popular” papers will be presented in the main hall. Because this is a national conference, an attempt must be made to obtain speakers from a wide geographical area. However, the quality of the paper shall be the primary determining factor.

**20. COFFEE AND TEA BREAKS AND LUNCHEES**

There should be coffee and tea breaks each morning and afternoon on all conference days. The Local Organizing Committee should try to ensure that caterers provide sufficient outlets to avoid queuing. All coffee breaks are to take place within the Trade & Exhibition Hall. Coffee breaks shall include some type of food item, i.e. pastries or cookies.

**21. CONFERENCE PHOTOGRAPHER**

An official Conference Photographer should be appointed. The photographer(s) should cover the major events of the conference and produce a Photo Gallery which is made available on the conference website as soon as possible after the conference. Participants should be able to freely download all photos for a period of 3 months from initial posting. The Photo Gallery should be divided according to the conference days and session or events of each day to facilitate access. The conference website should remain active for at least 3 months after the conference is completed.

**22. TRADE EXHIBITION**

A Trade Exhibition shall be arranged in connection with the Conference normally covering the following categories: surgical instruments and materials, hospital equipment, autoclaves, anesthesia, and x-ray machines, pharmaceutical products, clinical photography, scientific books, dental instruments and articles, etc.

One Free stall should be provided for PUBLISHER OF JOURNAL

One stall/counter should be provided in the registration area on all 3 days for the promotion of AOMSI membership.

Invitations to prospective Exhibitors should be sent out at least one year before the conference, as most firms plan their participation at least a year in advance.

An Exhibitor list should be kept and it should be updated at every conference and passed onto to the AOMSI Secretariat. Exhibitors should be thanked personally and afterwards via letter by the Chairman of the Conference.

### **23. PRESS**

#### **a) Press Conference**

Two weeks before the Conference opens, a written invitation should be sent to all national newspapers, press agencies, illustrated magazines, etc., to attend a press conference just before the beginning of the Conference.

Members of the Conference Committee / AOMSI President + Hon Gen Sec should be present. Information about oral and maxillofacial surgery, the AOMSI, the purpose and content of the Conference, and practical information about the press service should be given. All journalists present should receive a copy of the program. The journalists should be invited to attend any portions of the Scientific Program as well as the Inaugural Ceremony.

### **24. REPORT OF THE CONFERENCE**

The Local Organizing Committee shall submit a Report of the conference after the Conference concludes to the Executive Committee. The Report shall contain a list of LOC with names and an account of the Program, statistics on participation and experience gained during the conference along with details of

- Announcements of Conference
- List of Attendees to the Conference
- Ginwalla / Madan Oration details
- Inaugural Ceremony details with invite
- Gala Banquet
- Exhibition details with list of exhibitors & sponsors
- Invited Speakers to Scientific Program
- Information about Symposia and Plenary Sessions

- Geographical Distribution of Speakers
- Attendance at Scientific Sessions
- Video and Poster Program details

Matters pertaining to finance, and the final audited accounts, should be included, together with any comments which could prove helpful to future Conference Organizing Committees. The Report of the conference along with audited accounts shall be submitted to the Executive Committee within 3 months of the conference completion.

### **Resolution of Conflicts**

Any conflict in the conduct of the conference must be reported to the EC through the conference secretary and the EC shall meet to resolve the same.