

Task Force – Conference Guidelines

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Guidelines for Organizing
ANNUAL NATIONAL CONFERENCE OF INDIAN PSYCHIATRIC SOCIETY
(ANCIPS)

HOW AND WHEN TO MAKE APPLICATION TO HOLD- ANCIPS

The General Secretary of IPS will be responsible for fixing an Annual National Conference of IPS.

He will send a circular in this regard to all Fellows and Life Fellows of society as early as, 30 months before, the ANCIPS of particular year, is to be organized.

The venue ANCIPS is to be finally decided two years ahead by the AGBM.

AGBM (XX18) Has to decide venue of ANCIPS (XX20)

Those interested to hold ANCIPS has to apply to the General Secretary about 2.5 years in advance. An application to express intention to hold Annual National Conference of Indian Psychiatric Society with due procedure has to reach General Secretary IPS, 2.5 years (30 months) in advance and in any case at least 7 days before Mid Term CME of Society coinciding the advance period, ie for ANCIPS XX20 the application is to be considered in Mid Term CME of XX17. The proposal to hold ANCIPS can be made by any Life Fellow or group of Life Fellows, on a format available with General Secretary, IPS. The preference is to be given to proposal forwarded by Local Branch of IPS, if not than State Branch of IPS, if not Zonal Branch of IPS. If local branch of IPS exists than the proposal cannot be forwarded directly from State Branch or Zonal Branch bypassing the local branch.

WHAT TO BE ATTACHED WITH APPLICATION

The application has to attach real photographs as to give fair idea of infrastructure. The details of built up structure and open space with appropriate facilities available has to be described clearly. This is to justify that space and facilities are enough to accommodate the expected number persons to be present at different occasions. The auditorium where inauguration and important sessions are to be held has a capacity to accommodate large number of population present for inauguration. The perfect number of halls for concurrent sessions has to be assured. The layout of all such places has to be submitted with dimension and sitting capacity. The parking area enough for cars and other vehicles has to be available. There has to be exhaustive list of different category of hotel rooms available in city with the negotiated tariff

and distance from the venue. Public and private transport and whether condition during the period, has to be detailed. The connectivity of city rail, road and air from other part country has to be presented in tabular form. The details of requirements are given under heading of SPECIFICATION OF VENUE AND OTHER ACCOMODATION in this document.

In the preconference EC Agenda circulated by General Secretary will include appropriate items for discussing next year ANCIPS and next to next year ANCIPS.

One item shall be for ANCIPS next year, where Organizing Secretary is to do power point presentation.

This presentation has to show real photograph, visuals and videos to sustain your claims made in the application. The hard copy of improvised document which were already sent at the time application has also to be submitted to show that venue has facilities are fulfilling the criteria laid down in this document.(read SPECIFICATION OF VENUE AND OTHER ACCOMODATION)

Another item to discuss the applications for holding ANCIPS next to next year based on documents as described earlier.

The final Decision of venue of ANCIPS has to be taken among the bidders whose application are found in order by EC in the AGBM two years ahead, **(XX18 AGBM to decide XX20 Conference). The merits and demerits of each application as discussed in EC shall be appraised to AGBM as to reach a mature conclusion and decide the venue of ANCIPS next to next year.**

Venue Inspection: -

After finalization of the venue of next to next ANCIPS, (XX18 AGBM to approve forXX20 ANCIPS) the Organizing Committee will arrange an Executive Council Meeting in the concerned city within time period of 3 to 4 months (MARCH/APRIL/MAY).

The suitable date will be fixed by the Organizing Committee in consultation with the General Secretary of IPS. This EC meet is concerned to obtain the clearance of the venue and Registration Tariff from the Executive Council of Indian Psychiatric Society and to decide Hotel Tariff with the recommendation Conference Committee IPS.

For the above mentioned meeting General Secretary will circulate a notice for the meeting in consultation with the President, IPS at least one month ago to the members entitled for it. In this notice to attending members the General Secretary will give contact details of the Organizing Committee and send appropriate directions also. Organizing Committee will provide local hospitality and accommodation to all the members attending the meeting.

The Executive Council and Conference Committee members will visit the proposed venue in broad daylight.

Organizing Committee will produce the proposed Registration Fee structure and a sketch program of the next ANCIPS along with date of the conference, during this meeting, and Executive Council will decide on the matter.

The Organizing Committee has to produce a final list of negotiated tariff with maximum rebate of all star luxury and other Hotels before Chairperson and other members of Conference Committee and take approval of Conference committee.

The Organizing Committee will be required to provide enough accommodation on the pre decided rates, to delegates, who approach them.

The recommendation of Conference Committee in regard of Hotel Tariff will be binding on Organizing Committee and subject to ratification by EC.

Necessary instructions will be provided to the Organizing Committee in writings by the Executive Council.

In case of some unavoidable circumstances any change in the mentioned venue becomes necessary; the Organizers are bound to hold another Executive Council Meeting to approve the new venue as early as possible.

In any case further the visit to venue becomes necessary than Committee/ Sub Committee/ task force members along with office bearers including EC member are provided accommodation and local hospitality by Organizers as applied to first inspection.

During National Mid-Term CME EC Meeting (XX18 NMT CME will decide following for XX20 ANCIPS)

- ***Approval of registration tariff.***
- ***Approval of Hotel Tariff.***
- ***Approval of 1st Announcement***
- ***Approval of registration deadlines- if different from below***

SLAB I Early Bird Registration - During previous ANCIPS up to 31st March

SLAB II 1st April to 30 June

SLAB III 1st July to 30 Sept

SLAB IV 1st Oct. up to conference dates

During Pre-conference (ANCIPS) EC meet (XX19 meet for XX20 ANCIPS)

The first flier/information of registration tariff has put before EC for confirmation

The Hotel Accommodation availability various star and non star hotel with names and tariff has to be further confirmed.

First Brochure in soft copy has to be placed before EC

Power Point Presentation of all infrastructure facilities has to be done.

The web site of ANCIPS has to be ready and the early bird registration has to be possible by this time.

***National Mid Term CME of IPS(XX19) will decide for (XX20)
the following***

Final announcement brochure has to be produced which need to be sent in November.

The Final Announcement will be cleared by EC with modifications if needed.

The Progress made in registration and hotel booking has to be apprised to EC.

The progress made in inviting Chief Guest has to be discussed.

Brochures / Announcements i.e ANCIPS (XX20)

- *1st Announcement has to be ready in ANCIPS(XX19) for next ANCIPS(XX20)*
- *Ist Brochure May (XX19)*

For Scientific paper

- *Announcement in May*
- *Submission of papers 31st July & online only*
- *Immediate feedback of submission to applicants*
- *Acceptance letter to be issued by 10th September*
- *Chairpersons to be selected from registered delegate list & finalized by November*
- *Maximum 2 presentations per member permitted*
- *150 free papers & 200 posters*
- *50 symposia/ workshops*
- *Awards as per rule*
- *5 CME speakers*

- **All faculties to be finalized by October & process for CME credit points should be initiated immediately**

Issuing certificates of presentation – only those papers presented during conference will get certificates from chairpersons immediately after session & remaining certificates prepared by organizers will be cancelled by chairpersons

MUST FOR ORGANISING COMMITTEE

1. *The organizing committee will provide free accommodation to five office bearers in the Venue of conference or nearest to the Venue of conference (if venue has no accommodation facility at all).*
2. *Local transport to be arranged for all the Executive Council members who will attend Pre-Conference and / or Post Conference Executive council meeting to and fro. This facility will be specifically to attend E C Meetings.*
3. *First information letter for conference will be circulated by General Secretary of IPS to the members clearly one year and one month (13 months before) before the conference.*
4. *The first flier has to reach to members before previous ANCIPS(XX19) for ANCIPS(xx20) have early bird registration fee and assure that gateway of payment is ready at their stall so member can do their registration in ANCIPS for next ANCIPS.*
5. *The Organizing Committee is required to provide accommodation to delegates in different hotels on the negotiated Hotel Tariff with maximum rebate which is approved by Conference Committee and rectified by EC.*
6. *The Hotel Booking through Organizing Committee has to be hassle free and on similar pattern as of registration.*
7. *First Brochure of information of conference will be send by the organizing committee (Latest by 15 May for the ANCIPS next year.*
8. *The different cutoff date for registration of ANCIPS will be as detailed above.*
9. *Registration Fees will be waived off for members above 65 years of age and the five office bearers, but the exempted members and required fill up the form of registration before 30 june.*
10. *The stalls in the Venue of conference will be opened at 12 Noon every day and the last day of conference the stalls will be open from 10 A.M to 1 P.M.*
11. *Breakfast and Working Lunch will be provided to all delegates on all the days of the conference.*
12. **There has to be one banquet only. The day has to be decided by Organisers in consultation with E C of IPS. The final announcement Brochure has to carry the details of banquet.**
13. *Organizing committee will provide spaces for the office of Secretary, Editor and Treasurer in the venue of conference accessible to all delegates and equipped with computer assistance and printer, papers facility.*

14. Organizing Committee will provide a common hall for holding the Executive Committee meeting of different Zones and State branches and IPS Social Security Scheme, The hall is to be allotted with time slot and date on prior request from the zone or state branch or Secretary of IPS social Scheme for the same purpose of such meet.

15. Inaugural function of ANCIPS will be arranged as per directives of Executive Council in consultation with the General Secretary (sitting arrangement in the dais and the program itself). Organizers will ensure the time management of all the programs properly.

16.. Organizing Committee should send all the EC approved communication to members on the schedule of sending such communication given above in the guidelines. Without getting the approval from Executive Council of Indian Psychiatric Society, the Organizers would not send any communication to the members of the society.

17. The web site of ANCIPS(XX20) has to be ready and interactively active in preceding ANCIPS.

18. Organizing Committee, President and General Secretary of IPS will circulate a letter of invitation (containing the call for both Awards & Free Papers and Seminar/ Symposia/ Workshops) to attend the Annual Conference of Indian Psychiatric Society to all members on or before 31st May every year.

19. The Chairperson & Organizing Secretary of Organizing Committee will be the Invitee in all the Executive Council Meeting of the concerned year and the year of the conference (e.g. Chairperson Organizing Committee and Organizing Secretary of ANCIPS-(XX20) will be the Invitee members of Executive Council from the Executive Council meeting of March(XX18) till preconference Executive Council Meeting held during ANCIPS-(XX20).

20. U. G. Quiz contestants will get Free Accommodation and food arranged by the Organizing Committee of ANCIPS. Respective Zonal Branch of the contestants will bear the travel cost of them

PROGRAMME OF ANCIPS:

The President and General Secretary assisted with Conference Committee members will visit the venue and enquire about the arrangements of the programme along with the Chairperson of Organizing Committee & Organizing Secretary in the morning/ afternoon of the day before the Annual CME of Indian Psychiatric Society.

The Organizing Committee will arrange the Annual Executive Council meeting on the day before the Annual CME as per instruction of the General Secretary. The Organizing Committee will extend local hospitality to all the members who will attend the meeting.

Copies of Scientific Programme, Abstract and Souvenir of the ANCIPS will be placed in Executive Council meeting for approval day before the Annual CME of Indian Psychiatric Society

DAY 1:

REGISTRATION:(From 8.00am to 5 pm all the days of conference except the last day)

CME Inauguration: - Time between 9am – 10am

Duration of ceremony – Not more Than 30 minutes

Chairperson, CME Committee, will conduct Inauguration Programme

On the Dais: Conventionally 5 persons + 1 (suitable Distinguish Inaugurator)

Sequence: 1. 2. 3. 4. 5. 6.

1.Chairperson, CME Committee giu

2. Editor, IPS

3. President, IPS

4. Distinguish Guest Inaugurator

5. General Secretary, IPS

6. Chairperson, Organizing Committee

Opening Remark: Chairperson, Organizing Committee– 3 minutes or less

Welcome Address: Chairperson, CME Committee - 5 minutes or less

Inaugural Song (if any)

Lighting the Inaugural Lamp: Either by Distinguish Inaugurator or President, IPS

Inaugural Speech: President, IPS- 8 minute

(if Distinguish Guest present)

Speech by Distinguished Guest 8 minutes

Release of Abstract & The President, IPS – 10 minutes

Vote of Thanks: General Secretary, IPS – 5 minutes

Morning CME Session will start within 10am-10.30am

Tea/Coffee 11.30am – 12:00 pm (available outside hall without break)

Lunch: 2pm – 2.45pm (Minor adjustment may be done)

Afternoon CME Session will start within 2.45pm – 3.00pm

Under Graduate Quiz Programme will start at 3.00pm

AT LEAST ONE HOUR INTERVAL WILL BE REQUIRED AFTER CLOSING OF CME/ U. G. QUIZ AND ANCIPS INAUGURAL FUNCTION

ANCIPS INAUGURAL FUNCTION WILL START BETWEEN 5PM – 6PM ON DAY –1

ON DAIS: 8 – 10 persons

Sequence: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. (Left to Right From Audience)

1. Editor, IPS

2. Treasurer, IPS

3. General Secretary, IPS

4. Outgoing President, IPS

5. Incoming President, IPS

6. *Inaugurator*
7. *Guest of Honour (if any)*
8. *Guest of Honour (if any)*
9. *Chairperson, Organizing Committee*
10. *Organizing Secretary*

PROGRAMME: *Not more than 90 minutes (preferably 60 minutes)*

A. *Master/ Mistress of Ceremony will call the Dignitaries to the Dais*

B Flower Bouquet presentation to Dignitaries on the dais

B. *Welcome Address - Chairperson, Organizing Committee*

C. *Inaugural Music/ Dance/ Vandana*

D. *Reading of Messages from Eminent Dignitaries, who will not present in the Function with Brief Activity Report of Indian Psychiatric Society – General Secretary, IPS*

E. *Lighting the Inaugural Lamp – by Inaugurator, followed by Speech*

F. *Hand Over of the Medal of President ship – by Outgoing President, IPS*

G. *Presidential Speech – Incoming President of IPS*

H. *Release of Souvenir of ANCIPS – Guest of Honor (if any) / Inaugurator*

I. *IPS Release (if any) - Guest of Honor (if any) / Incoming President, IPS*

J. *IPS Awards Giving Ceremony – Inaugurator/ Guest of Honor/ Incoming President, IPS*

K. *Vote of Thanks – Organizing Secretary*

L. *National Anthem*

Cultural Programme (if any) followed by Diner.

DAY 2

Breakfast Session (if any) – 7,30am to 8.30am

Morning Session: - 9.00am to 2.00pm

Bhagwat/ BPSS/ PPA-1/ COL. Kripal Singh Awards (Concurrent Session) – 9.00am to 10am

Tea/ Coffee Break: 10.00am to 10.30am

D. L. N. Murthy Rao Oration – 10.30am to 11.00am

T. V. Rao Oration - 11.00am – 11.30am

Presidential Speech – 11.30am - 12.30am

Marfatia Awards - 12.30am – 2.00pm

LUNCH: 2.00pm to 2.45pm

Afternoon Session: - 3.00pm to 5.00pm

Scientific Symposia/ Seminar/ Workshop

In between Tea/ Coffee Break – 15 minutes

DAY 3

Breakfast Session (if any) – 7,30am to 8.30am

Poster Session – 9.00am – 12 Noon

Scientific Symposia/ Seminar/ Workshop/ Free Papers – 9.00am to 2.00pm

In between Tea/ Coffee Break – 15 minutes

DISTRIBUTION of ATTENDANCE CERTIFICATE – 11.00am to 3.00pm

Lunch – 2.00pm to 2.45pm

ANNUAL GENERAL MEETING: 3.00pm to continue till finish

Tea/ Coffee/ Water will be available outside the meeting premises.

DAY 4

Breakfast Session (if any) – 7,30am to 8.30am

Poster Session (if any) – 9.00am – 12 Noon

POST CONFERENCE EXECUTIVE COUNCIL MEETING – 9.30am (inside the venue)

Scientific Symposia/ Seminar/ Workshop/ Free Papers – 9.00am to 2.00pm

In between Tea/ Coffee Break – 15 minutes

BIPA/ IAPA/ IAuPA etc Meet - 9.00am to 1.00 pm

(This may be distributed in 3rd day also)

DISTRIBUTION of ATTENDANCE CERTIFICATE – 11.00am to 2.00pm

Valedictory Function – 2.00pm (preferably 30minutes – 45 minutes)

ON DAIS: Sequence: - 1. 2. 3. 4. 5. 6. 7. 8.

1. Organizing Secretary, ANCIPS
2. Chairperson, Organizing Committee
3. General Secretary, IPS (New/ Running)
4. President, IPS

5. Guest of Honour (if any)
6. President Elect, IPS
7. Treasurer, IPS (New/ Running)
8. Editor, IPS (New/ Running)

President, IPS will preside over the meeting.

Vote of Thanks to and from the Chair.

NATIONAL ANTHEM

REGISTRATION EXEMPTED:

Members above 65years of age. (They should send the filled up registration form before 2nd cut-off date. Their spouse will require registration as per existing rate)

President IPS (Outgoing)	His/her spouse will require registration as per existing rate)
President IPS (Incoming)	Do
General Secretary, IPS	Do
Treasurer, IPS	Do
Editor, IPS	Do
Office Bearer of WPA/SAARC/BIPA/IAPA	Do (Other association on reciprocal basis)

Any others as per decision of Organizing Committee

PAPER/ POSTER PRESENTATION: All presenters should be member of IPS and should register in ANCIPS before presentation except Specific Invitee Guest/s.

DEFENCE PERSONNEL WILL BE ABLE TO REGISTER THEMSELVES AT THE 1ST CUT-OFF DATE RATE EVEN IN THE SPOT REGISTRATION COUNTER. THEY WILL GET FULL REFUND, IF THEY WILL BE UNABLE TO ATTEND THE ANCIPS DUE TO SOME EMERGENCY SITUATION.

Specification of Venue and other accomodation .

A. Availability of facilities for Delegates (About 3500)

i. Travel

- The Venue should be very well connected by Air / Rail / Road.
- There should be wide roads in the city for buses to ply.
- Buses should be arranged by Organising Committee for transportation of delegates from various CONFERENCE hotels in city to the venue & back, including bus facility to attend breakfast sessions if any.
- The Venue should not be very far away from the place of Hotels.

ii. Accommodation

-There should be large number of Hotels of various categories in the city to cater all the

Delegates. The capacity should exceed 3000 available rooms for delegates.

-A list of Hotels available in the city with their location, room capacity, Normal tariff should invariably be circulated to all the Members through the first announcement by the organising Committee with undertaking to provide such accomodation on request of delegates who desires to do so. The terriff has to be not higher than average tarriff available on internet sites within two three months around.

B. Venue

No venue where make shift structures have to be made should be considered.

The halls should be fit for good audiovisual arrangements without echo or disturbances from adjacent halls.

i. Halls (permanent Structure)

List of Halls - Minimum Capacity

1. One Hall - 1500-for inauguration / GBM / Hall A
2. Two halls - 500
3. Two Halls - 350
3. Seven Halls - 200
4. four halls for the office bearers of IPS and meetings of zonal and state branches.

-Big Halls - 2 Head tables with 6 Chairs each

-Adequate Signages

ii. Audio - Visual

Equipment Qty:

The requirements have been altered based on hall sizes

S.No	Particulars	Big Halls	Medium Halls	Small Halls
1	LCD projector 6000 Ansi Lumens (Make Panasonic with dual lamp)equavelant	2	1	-
2	LCD projector 5000 Ansi Lumens (Make Panasonic) equavalent	4	2	1
3	Projection Screen 9 x 12 with Masking	2	1	-
4	Projection Screen 8 x 10 with Masking	4	2	1
5	Laptop Core 2 Duo (As Per Specification)	3	3	3
6	Scan Converter Switcher/ Splitter	1	1	1
7	Digital Count Down	1	1	1

	Timer along with Red, Green & Yellow Light & Bell for the Chair.			
8	Plasma LCD TV 42" for chair persons view	2	2	2
9	Laser Pointer	2	2	2
10	DV Camera & a screen for face of the speaker	1	1	1
11	Sound System, Amplifier, Mixer, etc		As per hall capacity	
12	Table Mic for Chair Person	2	2	2
13	Podium Mic 2 2 2			
14	Cordless Hand Mic for Q/ A	4	2	2
15	Cordless Neck Mic for Speaker	2	2	2
16	Standing Mic for Q/ A	4	2	2
17	UPS Backup set	1	1	1
18	Plasma LCD TV 42"outside hall	2	1	1
19	Mac Laptop (standby)	1	1	1
20	Wireless Remote Mouse for speaker	1	1	1
21	DVD Player	1	1	1
22	Screen exclusively for showing face of the speaker and dias	1	1	1
23	AV Technicians, Computer Engineer, Camera Man	5	3	3

Preview Room

- 1 Laptop / Desktop 20
- 2 Projection screen 1
- 3 Mac Laptop 3
- 4 Technician 20

Equipments for E-Posters / Videos

- 1 Plasma / LCD TV 42" 20
- 2 Laptop / Desktop
(Core 2 Duo as per specifications)
with 2 Head phones with
2 metres cable length each
and 1 external Mouse attached 20
- 3 Technicians 02

Equipments for IPS & Scientific Committee Office

- 1 Desktop core 2 duo with DVD writer 06
- 2 Wireless Internet data card 03
- 3 laser jet printer 03
- 4 Spike busters / junction box 06

Equipments for General Display (for display of special programs, events, news etc)

1 Plasma / LCD 42"	05
2 Laptop for connecting it to above	05
3 Equipments for Announcement	1 set

Note

- 1 Screen size and type (whether hanging or fixed) will be altered as per need
- 2 No of screens in each halls will also be altered as per need
- 3 Cabling, Network Hub or switch, Junction box or spike buster should be laid and provided as per the needs
- 4 Separate person for manning the DV Camera
- 5 Additional Data Projectors should be kept as backup purpose
- 6 System configuration for videos / e-posters will be given later
- 7 All laptops provided at conference halls should be pre loaded with all video codecs and players to run, mpeg2, VOB, MOV, mp4 etc
- 8 Number of Man power: 50

Necessary infra structure and power/generator to be taken care of by LOC.

C. Trade

- Sufficient Space for Trade Sponsored Area approximately 3000 SQ Meter.
- There should be sufficient space for constructing at least 250 stalls-each having space of 3 x 2 Meters and adequate movement space.
- Drinking water facilities and hygienic Toilets.
- Fast food / Snacks centers on payment.

D. E-Poster & Video

Place for 20 video stations

Place for 30 posters stations (the size of the poster is 150 cm (60 inches) horizontally and 90 cm (36 inches) vertically)

Place for wet lab

Adequate place for various offices with internet & printer
Involvement of event Manager & volunteers

E. Breakfast / Lunch / Tea

- There should be large area to give lunch to 3000 people in one go i.e. at least 30-40 buffet counters at the venue
- Proper arrangement for adequate mineral water
- Proper space for serving Tea / Coffee to Delegates (once in Morning)

& once in
Evening)

