



IAP NATIONAL RESPIRATORY CHAPTER

GUIDELINES FOR

RESPICON

Effective from 2022

IAP NRC Guidelines on RESPICON Organization

1. Introduction

Guidelines for RESPICON never existed. In view of IAPNRC being grown in stature to a great extent and RESPICON becoming the major event, a need has become eminent to make guidelines for RESPICON. This document shall be taken as consensus constitution for conference organization and shall be binding for all the host branches eligible and volunteered to host the Annual National Conference of IAPNRC (RESPICON). These guidelines will also be applicable and directive for national conferences of various state level conferences of IAP Respiratory Chapters.

2. Aims & Objectives

IAPNRC is the apex professional NGO of more than 2000 pediatricians of the country, with interest/Specialization in Pediatric Pulmonology and is constantly engaged in advocacy of child respiratory health issues and continues medical education of its members. Impartation and dissemination of knowledge and recent advances amongst its members is only possible by the interaction with the mixed group of national and international experts. It is also an apt platform for fellowship and a major source of revenue generation. It is also the venue for AGM / SGM (if called for). It is also the occasion of installation of the new Chairperson. **It is been customary to hold the national conference once in a year in the month of October/November.**

3. Nature of Conference:

Conference would be organized in hybrid mode. Conference delegates would have an option to register for virtual or Physical presence. However conference registration fee would be same for both modes. Overseas faculties can opt for Physical or virtual presence in the conference. For Indian faculties physical presence in conference would be mandatory.

4. Who can request / bid / apply (eligibility criteria)

4.1. Any authorized /recognized state/district/city branch of IAPNRC either alone or with co-partnership of IAP state branch or adjoining city or district branch shall be eligible.

4.2. The requesting branch shall have past experience of hosting at least a state level conference.

- 4.3.1.** The interested branch should pass a resolution in its AGM and should duly elect Organizing Chairperson/ Organizing Secretary / Treasurer and should be presented to the Executive Board of IAPNRC in the request form.
- 4.3.2.** The request should be made in the prescribed application form (available with IAPNRC Office) duly signed by the Office Bearers of the hosting branch along with a copy of resolution 1 years in advance.
- 4.3.3.** The request should be submitted along with bidding fees of Rs.1lacs or fees prevalent during that time. The amount of bidding fees shall be decided by the IAPNRC Executive Board and endorsed by General Body from time to time.
- 4.3.4.** The request proposals shall be scrutinized by a committee comprising of “National Chairperson / Chairperson- Elect/Immediate Past Chairperson / Secretary General / Treasurer and a senior member from the Executive Board to be chosen by the Chairperson. After scrutinizing the eligibility and worthiness of the requesting branches they shall be placed to the IAPNRC Executive Board for the final selection. If there is no consensus the request should be put to vote.
- 4.3.5.** The selected host branch shall be bound to pay an administrative fees of Rs.1 Lac or whichever is prevalent and fixed by the Executive Board

5. Criteria of eligibility

- 5.1.** The hosting branch shall have minimum of 50 memberships
- 5.2.** The host branch shall preferably first/second tier city of the country
- 5.3.** The hosting branch shall be well connected with all the regions of the country and well accessible by air /rail/ road
- 5.4.** Shall have provision for accommodation of 1000-2000 delegates with 500-1000 hotel rooms at moderate and affordable rates
- 5.5.** The venue should be “built one” structure or if not at least 60-70% built and 30-40% erectable on plain ground.
- 5.6.** The venue shall be “state-of-the-art” preferably a designated “Convention Centre”. It shall not be away from the heart of the city by 15-20kms
- 5.7.** The venue shall have a “main hall” with a seating capacity of 1000 for inauguration and for some other key functions.
- 5.8.** The venue shall have additional 4-5 halls for concurrent scientific deliberations and other meetings with a varying seating capacity of 200-300

5.9. All the halls shall be equipped with state-of-the-art/excellent A.V. arrangements.

5.10. There shall not be any spill of sound between the halls.

5.11. The venue shall have sufficient area for “Trade Exhibition”; however, it shall not be in close proximity of the scientific halls so that there is no disturbance and distraction in scientific deliberation. It shall be devoid of noise pollution. Trade Exhibition shall not be permitted for “mela type activities” including gambling

5.12. The venue shall have couple of “relaxation lounges” without any recreation activities

5.13. The venue shall have good and sufficient toilet facilities

5.14. The ambience of the venue shall be cozy, congenial, conducive and inspiring

5.15. The public address system announcement should not disturb the scientific deliberation.

6. Sponsorship

6.1. There shall be total ban on sponsorship from infant food and milk substitute companies. There shall be strict ban on sponsorship from IMS covered companies.

6.2. There shall be no banners and posters be exhibited in the scientific halls

6.3. Scientific Halls should not be named after any company

6.4. In NON CONCURRENT SESSIONS there will be NO ROLE OF SPONSONER

7. Logistics for Conference

7.1. The office bearers of the selected host branch i.e. Organizing Chair / Organizing Secretary / Treasurer of Local Organizing Committee shall give an undertaking to the IAPNRC that “they shall work for the conference with fullest integrity, honesty and devotion without any internal squabbles and conflicts.”

7.2. The Organizing Chairs shall be overall commanding the Local Organizing Committee while the Organizing Secretary will be the main and responsible person from planning to execution of the conference. Both of them shall work with mutual coordination under the control of IAPNRC officials i.e. the Chairpersons (Current and the Incoming) and the Secretary General. The Treasurer shall work in tandem with the Treasurer of IAPNRC and the Internal Auditor of the IAPNRC. The Treasurer of the conference shall periodically (at least quarterly) submit unaudited accounts to the IAPNRC for review and approval.

7.3. Conference Science

7.3.1. The scientific program of the conference and the selection of the faculty shall be done by the Central Scientific Committee. The Central Scientific Committee will be presided by Incoming Chairperson and shall consist of following members:

Chairperson

Chairperson-Elect

Immediate Past Chairperson

Secretary General

Scientific Chairperson of the conference

Organizing Chairperson

Organizing Secretary

3 Immediate Past Organizing Secretaries

7.3.2. The Chairperson-Elect in his capacity as the Scientific Chair of the conference can appoint any person or persons as the Convener of the Scientific Committee who shall be responsible for the coordination among the members of the scientific committee and with the local organizing committee. The decisions of the Central Scientific Committee shall remain final and binding on all. It is advisable to the Scientific Committee to avoid repetition of speakers in the same conference.

7.4. Conference shall be of 3 days starting from Friday through Sunday. The first day shall be CME and the content shall be decided by the Central Scientific Committee. There can be multiple concurrent CMEs on the same day.

7.5. Prior 1 day i.e. Thursday may be utilized for preconference workshops. Onus of the scientific content of the preconference workshops shall remain on the local scientific committee of the conference.

7.6. The main conference shall be from Saturday to Sunday and shall essentially have the following sessions:

7.6.1. Lectures, Panel Discussions, Debates, case based sessions, Quiz etc.

7.6.2. Dr. N Somu Oration; this prestigious oration shall be awarded to eminent personality of good repute who has rendered outstanding services for Pediatric Pulmonology. There shall be a committee comprising of the Chairperson, Chairperson-elect, Immediate Past Chairperson, and Predecessor to Immediate Past Chairperson which would decide about the nomination for oration. The oration shall be on the Day1of the main conference. The Chairperson and Secretary General shall be the Chairpersons for this session.

7.6.3. There shall be one Plenary Sessions Day 2. It shall be on the theme of the conference.

7.6.4. There shall be a theme for every conference

6.6.5. The sponsored symposia shall be after the official timing of the main conference and should not clash with the other scientific sessions

7.7. All the halls shall be fully equipped with human resources, audio-visuals, mementos, certificates, bouquets and the proceeding should be managed professionally with a perfect time management by hall in-charge, MOCs or the Anchors. The onus shall remain on the local organizing committee.

7.8. It is advisable to Local Organizing Committee for the arrangements for drinking water and tea/coffee vending machines attached to the scientific halls.

7.9. There shall be a ceiling of 10% on foreign speakers.

7.10. The faculty from IAPNRC membership shall not be eligible for any TA/DA and local stay. However, Non-IAPNRC Members faculty from within the country shall be eligible for TA, accommodation and complimentary registration for the conference.

7.11. Foreign faculty TA and hospitality can be at mutual discretion of the Chairperson and local organizing committee.

7.12. There shall be no registration fee for non IAP Guest Faculty and Foreign Faculty

8. Annual General Meeting /General Body Meeting

8.1. Annual General Body Meeting / General Body Meeting shall be held on the first day of the conference i.e. Saturday as per the norms laid down by the constitution.

8.2. Local Organizing Committee shall provide venue with sufficient seating capacity, Audio Video and other infrastructure.

8.3. Local Organizing Committee shall provide arrangements for audio recording of the meeting.

8.4. Local organizing Committee shall be obliged to make arrangement for food (dinner) for the delegates attending the Annual General Meeting.

9. Registration Fees

9.1. Conference Registration Fee for various slabs (early bird to spot) shall be presented by the Organizing Secretary to the Executive Board. Executive Board in

turn shall fix the tariff for different slabs and make changes if required and present to and get endorsed by the General Body.

9.2. It would be mandatory for the organizing committee to attend the RESPICON and start early bird registration for next conference.

9.3. Company sponsored delegates shall be entitled only for “Spot Registration”.

9.4. Conference registration fee shall be totally waived off for the member over the age of 75 years.

9.5. Undergraduate Quiz/Post Graduates Quiz participants in the final round of the UG/PG Quiz shall be exempted from registration fee.

9.5.1. Quiz participants local stay shall be arranged and borne by the Local Organizing Committee.

9.5.2. Travel expenses for the quiz participants shall be borne by the IAPNRC.

10. Food

10.1. The Local Organizing Committee shall be obliged to provide lunches for all the registered delegates and faculty on all the days of the conference including CME Day.

10.2. Local Organizing Committee is obliged to provide inaugural dinner with or without a cultural night for all the registered delegates and registered accompanying delegates.

11. Inauguration

11.1. Inauguration of the conference shall be on the eve of CME i.e. Friday 6 p.m. onwards.

11.2. It shall be an important key function and shall include “Chairperson’s Installation Ceremony”, and distribution of various awards to the IAPNRC State Branches.

11.3. The Chairperson of the Society shall be the presiding officer. There shall be an invited Chief Guest to inaugurate the conference and not more than one Guest of Honour to grace the function.

11.4. Local Organizing Committee in consultation and concurrence of the Chairperson shall choose and make arrangements for the invitation of the Chief Guest and Guest of Honour.

11.5. The inaugural ceremony shall take place in the main auditorium and shall start latest by 6.00pm

11.5.1. The inaugural ceremony shall be anchored by suitable MOC to be chosen by the Local Organizing Committee.

11.5.2. The dignitaries on the Dias shall be

- Chief Guest
- Guest of Honour
- Chairperson
- Chairperson Elect
- Secretary General
- Chief Organizing Chairperson of RESPICON
- Chief Organizing Secretary of RESPICON
- Reception Committee Chair of RESPICON

11.5.3. Seating arrangement on the Dias shall be in accordance with the laid down criteria by the IAPNRC.

11.5.4. Secretary General shall call the meeting to the order and hand-over the charges to MOC. MOC shall invite all the dignitaries on Dias and facilitate with flower bouquets.

11.5.5. The ceremony shall begin with

- Welcome speech by Reception Committee Chair
- Lighting the Lamp
- Address by the Organizing Chair
- IAPNRC Report by Secretary General 15 Minutes
- Address by the Chairperson
- The felicitation of past Chairperson, any other distinguish personality who has rendered services to the IAPNRC (the sole decision of the Chairperson and IAPNRC) 5 Minutes
- Release of Souvenir by the Guest of Honour
- Distribution of mementos to Chief Guest, Guest of Honour, and Outgoing Chairperson at the hands of the Chairperson, and Secretary General.
- Release of IAPNRC Sponsored books.
- Change of medallion by the Chief Guest
- Acceptance speech by the Chairperson Elect
- Speech by Chief Guest.
- Vote of thanks by Organizing Secretary

11.5.6. The ceremony shall not take more than 2 hour

11.5.7. The ceremony shall end with the national anthem and followed by cultural night (if any) and inaugural dinner

12. Valedictory (Closing Ceremony)

12.1. Shall be conducted by Secretary General on the last day of the conference. i.e. Sunday afternoon, Pre-lunch or Post Lunch

12.2. Chief Guest /Guest of Honour for this ceremony shall be chosen and invited by the Local Organizing Committee by their discretion.

12.3. The dignitaries on Dias shall be the same for the inaugural ceremony.

12.4. The program shall consist of felicitation of the Organizing Committee by the Chairperson and Secretary General with certificates of appreciation/awards/mementos followed by thanks giving speeches by Organizing Chair, Organizing Secretary and few other key members of Local Organizing Committee and few from the audience.

12.5. The closing ceremony shall not exceed more than 60 minutes.

13. Financial Logistics

13.1. The conference organizers shall pay to the IAPNRC a sum of Rs.1 lac as administrative charges in addition to a sum of Rs.1 lac as bidding charges. This amount is as per the current charges, however it shall be variable as per the directives of Executive Board of IAPNRC.

13.2 The conference organizers shall pay a lump sum amount of Rs.1lac to the IAPNRC Journal of Pediatric Pulmonology as per the current norms; however it shall remain variable as per the directives of Executive Board / General Body of Central IAP.

13.3. As per the finance committee recommendations the conference organizers shall pay an amount of Rs.500 per delegate registered in addition to the administrative and the bidding charges to the IAPNRC, which shall be remitted into the corpus account.

13.4. The share of IAPNRC shall be 25% of the net surplus or an amount of Rs.500 per delegate whichever is higher.

13.5. The amount due to the IAPNRC shall be payable quarterly and the final payment shall be completed with the submission of audited accounts within 31st March of that year.

13.6. All the financial accounts shall be scrutinized by the Treasurer of IAPNRC and the auditor appointed by the IAPNRC for the conference.

13.7. The hosting local branch shall submit a proposed budget well in advance to the IAPNRC (preferably 6 months in advance) and seek the approval of the Executive Board.

13.8. Accommodation (Rooms) reserved by the Local Organizing Committee for the delegates shall not be above the published tariffs by the respective hotels.

13.9. Any major expenses exceeding Rs. 5 Lacs shall be with prior approval of the Office Bearers of the IAPNRC.