



# Indian Association of Preventive & Social Medicine

Founded in 1974  
(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)



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(2023-24)

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## **Standard Operating Procedure (SOP) for Organizing IAPSM Zonal/State Conference**

**Date: 01/09/2023**

Following guidelines for the State/Zonal conference of IAPSM are formulated to support and facilitate the organising committee in smooth and systematic organisation, conduction and execution of various proceedings in conference. It will help the organising committee to know & understand clearly about various activities and proceedings in the state/zonal conference of IAPSM and minimise errors in execution of same.

### **Groundwork to be done by the Conference Organizers:**

1. Conference dates to be decided and communicated sufficiently in advance. Also, effort should be made to avoid a clash with other conferences and any regional events. State President/ Secretary would inform National President/ Secretary General/ EC members of their Zone about the State Conference or any other activity carried out by State Chapter before Circulating the Brochure.
2. An organising committee and various sub-committees should be constituted well in advance.
3. Conference theme and sub themes should be decided and communicated promptly to facilitate scientific paper submissions and encourage registration.
4. In case an account needs to be opened for the conference, it should be preferably in nationalised bank. An account is a MUST for the registration and other financial transactions. Procedure for opening account should be started early as it is time consuming. A PAN card is mandatory for this and the PAN card may be either from Institute or State chapter. State Chapter PAN Card may be allowed as exception with written undertaking that all taxation liabilities will be with organization committee.
5. National IAPSM office and office bearers should be informed about the conference. They may be consulted for advice. Zonal and state office bearers of IAPSM must be consulted and kept in loop.



6. It is advisable to have a Conference website with all the details and provision for online registration
7. A Conference brochure must be prepared and shared with all the respective colleges and the IAPSM national office. The conference brochure and information may also be circulated nationally for information and also to facilitate participation of any member from anywhere other than the state chapter.
8. Funding is a vital element for any event. Hence it is imperative to make efforts to get funding and sponsorship for the conference. Communication for funding should be initiated with potential sponsors early on.
9. Fee structure for conference registration should be finalised in consultation with the State chapter office and communicated clearly. The registration fee to be paid for a state conference by a non-member should be Rs. 1000 over and above the fees paid by a IAPSM member. It is suggested to consider granting a discount of 50% on registration fees to delegates above 65 years of age.
10. Messages of key stake holders in the field of community medicine and public health should be called for well in advance for publishing in the souvenir. Health minister and secretary at the state level as well as central level should be requested to send messages for the souvenir.
11. Chief Guest /Guests of honour should be decided well in advance in consultation with IAPSM State Chapter with a backup plan for last minute cancellations by dignitaries.
12. Delegate kit should be procured well in advance with some extra buffer to cater for late of spot registrations.
13. Printing of certificates, mementos and souvenir should be done well in advance. It is advisable to plan prudently and also avoid very expensive souvenirs. It is preferable to consider having utility items as souvenirs and mementoes. Local speciality/unique items may be considered as well.

### **Academic**

14. Time management has to be looked into and ensure that the Sessions start on time and end on time without any delay. Chairperson and/or speaker should be informed about same and told to maintain time schedule strictly
15. Chairpersons/Judges/ Speakers/Orators must be identified early and communicated to so as to receive the confirmation. A Google form may be used along to gather details (viz., years of experience, life membership number, additional qualifications if any &



field of interest) of these identified delegates to ensure uniformity. An in-house team may create a slide to display these credentials in the respective sessions.

16. Conference is usually planned for 2 days (second day may be a half day) and a pre-conference day may precede the main conference days.
17. Pre-conference CME and/or workshop must focus on capacity building as well as enhancing knowledge and skills of budding professionals as well as upskilling the experienced fraternity. Contemporary issues may be selected. Parallel sessions may be organised or half and full day options may be explored depending on the feasibility and logistics.
18. Additional competitions and events may be organised as a run up to the conference and/or onsite to encourage participation from Postgraduate residents.
19. It is suggested to have rapporteurs for sessions and also to submit report so that it facilitates compilation in the souvenir.

#### **General / Administrative:**

20. National Office bearers (National President/President Elect/Immd. Past President and/or Secretary General) may be invited to attend and participate in the conference. If the National office bearers invited for the Conference/ Activity, the organizers to bear the Expenses of National office Bearers and they must be accorded proper protocol and must be given time to address in the inaugural function. A decent accommodation, a liaison and a vehicle for local transport may be made available as minimum protocol. When National President/President Elect/Immd. Past President and/or Secretary General are invited they should be chief guest/Guest of Honour at par with national and other dignitaries and the same may be included in invitation card and all announcement. Their message, dais seating arrangement or speech should precede institute head or local directors as they are being the head of the National Organization.
21. Inaugural and Valedictory functions must be planned in such a manner that it does not exceed an hour and 45 minutes respectively. Chief Guest, President and Secretary of IAPSM National and State, the Head of Institution and the Organizing Chairperson and Secretary may be on stage. IAPSM National Executive Member of the Zone, if present, may be called upon/recognized. If there is joint conference with IPHA state - President/Secretary of state IPHA should also share the dais.



22. Oral & Poster sessions can be kept on both days to accommodate more presentations and avoid overcrowding of presentations on a single day. It could also be planned in such a way that the plenary and keynote sessions do not have an overlap with the oral/poster presentations.
23. Hospitality and catering must be well planned so as to leave a memorable impression on delegates.
24. A brief report about the conference and photos (with title) of different activities is to be shared to National IAPSM for uploading on national website (preferably within one week).
25. A proceeding /Report based on the lectures and deliberation is to be prepared and shared with IAPSM (for uploading on national website) as well as concerned health authorities within two months of completion of Conference which should also include list of delegates and various award winners.
26. Audited accounts of the conference should be prepared and sent to the headquarters within three months of completion of the conference.

**General Body Meeting (GBM):**

27. IAPSM State Chapter will communicate the time & date of the meeting in advance. It is preferable to have the GBM on the first day and preferably NOT at the end of the day but by afternoon so as to facilitate participation of members. Refreshment - water/ snack / tea & coffee shall be provided to board members. It should be organized in a big hall spacious enough to accommodate a large number of members. Intimation about date, time and venue of the GBM should be given well in advance to all the life members of IAPSM from the particular State/Zone.

With Warm Regards,

Dr. A. M. Kadri,  
National President,  
IAPSM

Dr. Purushottam Giri,  
Secretary General,  
IAPSM