

IPS-02-A
INDIAN PHARMACOLOGICAL SOCIETY
APPLICATION TO CONDUCT ANNUAL CONFERENCE

Name of the Organizer: _____

Designation: _____

Organization: _____

Address for correspondence: _____

Phone: (O) _____ (R) _____ Mobile: _____

Fax: _____ Email: _____

Number of IPS members in City / State: _____

Number of IPS members at the Institute: _____

Venue to conduct the conference : _____

Profile of the institute five lines : _____

Commitment of the Institute: _____

I have gone through the SOPs for conduct of Annual Conference and agree to abide by all the SOPs of the Society.

Signature

Date:

Place:

NOTE: The SOPs will be signed at the General Body meeting once you are elected for conduct of Annual Conference.

SOP's for Annual Conference of Indian Pharmacological Society

- i. The registration fee for delegates should be decided in consultation with EC.
- ii. It is recommended that EC members be invited for participation in the conference for Scientific Sessions as resource person in any capacity.
- iii. The Organizing Secretary should consult the EC with respect to Scientific Programs and take the approval with circulation or in midterm EC meeting.
- iv. Key note during the inauguration should be preferably given by eminent pharmacologist who has IPS membership status.
- v. The Chairman for Prestigious orations and oral Prize presentation will be discussed in mid-term EC.
- vi. Rs. 1,00,000 will be given in advance (seed money, if required) and should be paid back with an interest of 10% before the conference.
- vii. 10% of registration fee of delegates to be deposited in IPS central account
- viii. For the EC members willing to attend the conference, the local hospitality with registration waiver and accommodation should be provided.
- ix. Past presidents and General Secretary are exempted from the registration fees as and when they intend to participate.
- x. The abstract of the conference will be published in IPS Journal in print or E- Document form. The expenditure has to be reimbursed as per the actuals by the Organizing secretary.
- xi. A stall should be reserved for IPS for administrative and other work.
- xii. In the inaugural function sufficient time for the report of General Secretary (10 minutes) and President (15 minutes) must be provided.
- xiii. The format of certificates will be decided by the EC and format should have uniformity for all conferences.
- xiv. All the certificates will be printed and issued to the concerned by the organizers.
- xv. Every poster of the conference should contain IPS logo and should be prominent.
- xvi. Time slot and room to be provided for the EC & GB meetings.
- xvii. You should consult and inform, three members committee as suggested by the EC for weekly updates regarding the progress of conference.
- xviii. President and EC team should be provided the exclusive transport facility during the conference.
- xix. The awards such as Achari Prize, U K Seth prize, O D Gulati, Manjit Singh prizes, Dandiya Prize will be awarded in valedictory function.
- xx. Any document required to be obtained from the HQ at Hyderabad.

- xxi. EC member who have confirmed their participation should be given the responsibility of chair or co . chair person for the session.
- xxii. Stage arrangement for inauguration
- xxiii. The sitting position . The President and General Secretary to be seated in right and left of Chief Guest of the Conference.
- xxiv. In case of Eminent invitees from national and international bodies holding office or bearers of the society which is associated with IPS have to be accommodated in consultation with EC-IPS.
- xxv. All income- expenses and audited statement should be submitted to IPS HQ in six months from the date of completion
- xxvi. Suggest the timelines of execution of various task (Give complete blue print).
 - ✓ conference dates and announcement (January 2015)
 - ✓ Website creation and link at Main IPS website (Feb 2015)
 - ✓ LOC formation (Feb- March 15)
 - ✓ Meet with Central representatives and discussion of plan (Feb- March)
 - ✓ Chair of LOC should be an IPS member
 - ✓ Blue print on scientific prog including pre conf workshop
 - ✓ Encourage the IPS membership and registration for IPSCON 2015
 - ✓ Consult EC representative regularly

Signed by

Date:

Organizing Secretary/Representative of the Organization

Finance Secretary

General Secretary

President