

INDIAN DENTAL ASSOCIATION



CONFERENCE GUIDELINES



Indian Dental Association

Registered Head Office

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The Indian Dental Association (IDA) was formed in 1946 and the Annual Conference of the Indian Dental Association (IDC) has been held regularly since then.

Initially, national Conference was hosted by the Head Office. To serve the objectives of the Association, the strategy was altered later and the conferences were awarded to the branches to act as host institutions in organising the conferences. Thereafter, the conference was hosted in many parts of the country thereby giving ample opportunities to members to achieve maximum participation, knowledge amelioration by interacting with national and international professionals of repute, and professional advancement. During its initial phase there had been little or no specific guidance on what should be done in the conference and hence “protocol” and standards were not followed. Later the, ‘Central Council’ deliberated on the issue at its various meetings and to guide the host institution, the conference guidelines were prepared which had the stamp of approval by the highest decision making body, the Central Council. Subsequently, the conference guidelines were suitably revised to meet with various emerging situations.

The Indian Dental Association serves as the custodian of oral health in the country and acts as a liaison between the people, dental colleges, dental students, government institutions and oral healthcare and dental product manufacturers, nationally and internationally. At all times, the members of the Association undertake to uphold the spirit of the constitution, follow the guidelines and abide by the rules and regulations and the byelaws in true allegiance to the constitution.

CONFERENCE GUIDELINES

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OBJECTIVES

1. To provide a national forum for the review and discussion of all scientific subjects which will advance the objectives of dentistry.
2. To Conduct a Trade Exhibition
3. To conduct the business meeting of the association.
4. To provide for a meeting of members of the dental profession and dental trade thus strengthening the relations between the dental practitioners, dental organizations and countries of the region and the world.
5. To conduct any other activities of the association as determined by the Central Council.
6. To conduct conference/s on behalf of International Organization.
7. To Conduct State / National / International workshops / seminars, etc.

DEFINITIONS

- 1 “Central Council” The Central Council is the national level governing body of the Association having its jurisdiction within the territory of India.
- 2 “Sub-Committee” Sub-committee means a committee constituted by Central Council and consisting of Central Council or Association members for the execution of activity / work / special task from time to time.
- 3 “Registered Head Office” The administration of the Association is done by the Head Office (HO). The registered Head office of the Association is based where the Hon. Secretary General resides or practices.
- 4 “Branches” are those segments of the parent Association working in the State or District / Tahsil / Municipal jurisdiction within the territory of India.
- 5 “State Office” The administration of the State Branch of the Association is be done by the State Office (SO). The State office of the Association is based where the Hon. State Secretary resides or practices.
- 6 “Local Office” The administration of the Local Branch of the Association is be done by the Local Office (LO). The Local office of the Association is based where the Hon. Secretary of local branch resides or practices.
- 7 “Guidelines” are rules and regulations of the Associations, which are formed in addition to the IDA constitution by the Central Council, for better administration of the association and are subject to alteration / modification / amendment.
- 8 “Business meetings” means the formal and informal meetings organized for the business of the respective parties and other associated organizations.
- 9 “Workshop” are meetings where participants are involved in-group discussions and are normally organized around one or more theme areas. Workshops allow participants with differing values and priorities to build a common understanding of the problems and opportunities confronting them. And / or
- 10 “Seminar/s” any meeting for an exchange of ideas / a course offered for a small group or series of meetings emphasizing interaction and exchange of information among a usually small number of participants.
- 11 “Conference” The conference is a formally arranged gathering for consultation or discussion, exchange of views / information, the act of conferring, as of an academic degree along with or without trade exhibition.
12. “Conference Budget” means all items of expense which are incurred directly in relation to the conference of an identical or substantially similar nature to those expenses incurred in connection with the previous conferences.
13. “Constitution” means the constitution of the Indian Dental Association currently in force at the date of this agreement.
14. “COC” means Conference Organising Committee, duly elected/nominated as per the Constitutional provisions and IDA Conference Guidelines in force as on date.
15. “Corporate partner” of IDA means those organizations, sponsors promoting the missions and aims of IDA and working in close collaboration with the dental fraternity.
16. “Exhibition” means those booths and stands sold or hired for the display and promotion, and sale of commercial merchandise in the dental industry and dental services.
17. “International” means outside the sub continent of India. “International participant” means any person attending the Conference, who does not reside in India.
18. “Interpretation” means the simultaneous and consecutive interpretation of services from and into the agreed languages.
19. “National” means from the sub-continent of India. “National Participant” means any person participating and who resides in India.
20. “PCO” means a professional conference organizer of good repute and experience for International / National conferences of a similar size or larger than IDA Conferences.
21. “ECC” means an exhibition construction company of good repute and experience for exhibitions of a similar size or larger than IDA Conferences.
22. “Scientific Programme” means lectures, symposia, workshops, limited attendance courses, table clinic, free communications and poster demonstrations offered during the Conference.
23. “Trade Exhibition” means the area within the Congress where companies / exhibitors and organisations display product and services.

ABBREVIATIONS/ACRONYMS

In these guidelines, unless the context requires otherwise, the following abbreviations and acronyms shall mean:

1. "Association" / IDA means the Indian Dental Association.
2. "IDC" means Indian Dental Conference being held annually.
3. "Guidelines" means rules and regulations of the Association prepared for guidance in administration of the Associations activity/ies in addition to the Constitution.
4. "Members" means all classes of members as defined in the IDA Constitution.
5. "Branches" means all state / local / Defence branches.
6. "Council" / CC means Central Council of IDA.
7. "Committee"/EC means Executive Committee of state/local/Defence branches.
8. "HSG" means Honorary Secretary General.
9. "HO" means Registered Head Office.
10. "AGM" means Annual General Body Meeting.
11. "EOGM" means Extra Ordinary General Body Meeting.
11. "CDH" means Council on Dental Health.
12. "CDE" means Council on Dental Education.
13. "HSS" means Hon State Secretary.
14. "SO" means State Office.
15. "Hosting Branch" means, that branch of IDA which will host / organise Indian Dental Conference for the respective year.
16. "COC" means Conference Organising Committee.
17. "PCO" means Professional Conference Organiser/s.
18. "Agreements" means all such agreements between two or more parties referring to activity / ies of the Association.

INDIAN DENTAL ASSOCIATION

Guidelines For National, International, Student, State Conferences & Workshops

The Indian Dental Association (IDA) was formed in 1946 and the Annual Conference of the Indian Dental Association (IDC) has been held regularly since then.

1. An IDC is the Conference of the Indian Dental Association. The Host Branch is only organizing the Conference on behalf of the INDIAN DENTAL ASSOCIATION (Central Council). It may be hosted by IDA Head Office. All international conferences, workshops, seminars shall be hosted only by the IDA Head Office.
2. This Conference Guidelines Manual incorporates all rules and regulations. These guidelines include those present in the Constitution of IDA and are compiled to serve as a guide for conference organisers. The rules and regulations included in the Conference Guidelines shall be mandatory and binding on the Conference Organising Committee (COC) and Hosting Branch. These guidelines shall be applicable to National, International, State, Student conferences and Workshops / Seminars or any Activity, etc. Should the COC require any details or further clarifications, they shall consult the HSG.
3. The guidelines are subject to modifications / additions / alterations / deletions as deemed necessary by the Central Council (CC) from time to time.
4. These guidelines shall be mandatory and binding on Hosting Branch & COC for National, International, State, Student conference/s, Workshop, Seminars and any Activity, etc. Hosting Branch and COC Office Bearers should adhere strictly to the constitution, guidelines and rules and regulations while organising / conducting conferences, workshops or any activity.
5. Under no circumstances the Hosting Branch or COC shall contravene these guidelines or provisions of the constitution, Conference Guidelines and other rules & regulations.
6. The Conference Guideline Manual is divided into 4 parts: Part "A" consists of the constitutional and absolutely essential requirements for the conduct of an IDC or a State Conference or workshops or any activity of its kind. In matters relating to the State Conference wherever the term CC appears should be replaced with EC. Likewise the term National Conference may be substituted by State Conference wherever applicable. Part "B" consists of the detailed guidelines for the conduct of an IDC. Part "C" consists of the guidelines for International Conference and Part "D" consists of the guidelines for Students Conference. However, the CC reserves the right to modify or change the pattern of the Conference Guideline Manual if needed and CC shall have the final authority to interpret the rules, which shall be binding on COC and Hosting Branch.

SECTION : A

The essential requirement listed in this section consists of all the constitutional requirements and the policies made by the IDA Central Council over the years in addition to the IDA constitution.

1. CONFERENCE

1. The IDA shall convene an IDC at least once in each calendar year, or in special Circumstances at such other times as the Central Council may determine.
2. Such meetings to be styled:
IDC Year and the name of the place where it is going to be held.

2. LANGUAGE

The official language of the IDC is English.

3. INVITATION TO HOST THE CONFERENCE

1. IDA HO can invite the bids to host the conferences 3 years in advance. Invitation to host a Conference should be in writing in the form of a proposal and addressed to the Hon. Secretary General (HSG), regardless of any letter from the IDA, H.O.
2. The Host Branch must submit with the invitation, a proposed budget and the proposed venue in the format prescribed by IDA H.O. for the invitation to be considered.
3. The invitation to host an IDC must be issued in writing by the Host Branch and the invitation letter must contain the information listed in the appendix.
4. The prescribed form, from the branch should contain all the details of the proposed conference such as venue for inauguration, scientific sessions, trade exhibition, banquet, pre / post conference courses, accommodation, transport facilities, allied activities like sport, accompanying person's programmes, cultural, sight seeing, etc., along with highlights of the branch activities and office management for the past three years. Experience of the branch members to organize the activities, their attendance and their involvement in the past Conferences should be mentioned.

4. ACCEPTANCE TO HOST THE CONFERENCE

1. The proposals received from the branches shall be placed before the Central Council.
2. The Conference Secretary and 2 Conference Committee Members shall be elected in the Central Council Meeting.
3. The Conference Secretary / Committee members shall visit the venue for inspection for which invitations have been received and they shall submit their report at the Central Council Meeting and all expenses incurred for the purpose shall be borne by branches who had submitted bids for hosting the conference.
4. The Conference Secretary / committee members shall submit report on the venue, guide the Conference Organising Committee, supervise for the smooth conduction of the conference and be wholly responsible to the IDA Central Council on all conference matters till the final accounts are settled.
5. The IDA Central Council must approve the budget.
6. The Host Branch must also agree that they will sign a stamped document stating that they will abide by the rules and regulations of the conference organization as laid down in this Conference Guideline Manual and any other conditions, which the IDA Central Council may approve from time to time.
7. Once the invitation has been approved, all the information submitted may not be changed without the written consent of the Hon. Secretary General after consultation with the Central Council.
8. In the event no invitation has been received for an IDC for the next Conference, then the Central Council shall decide on the next conference venue.
9. The IDA H.O has the right to host the IDC as and when and where it deems it necessary.

5. POSTPONEMENT I CANCELLATION OF CONFERENCE

1. The IDA Central Council in consultation with the Conference Organising Committee (COC) may in the event of an emergency, declares the postponement of a conference and I or defers the holding of the Conference until a later date. It may subsequently determine when the Conference will be held in the same Venue I City or decide to relocate the Conference to an alternative Venue I City.
2. For reasons whatsoever, if the Conference Committee, IDA.H.O considers that the Conference cannot continue at the designated venue, the Conference Committee, IDA.H.D shall give in writing its reasons, and the Central Council of the IDA shall with 2/3 majority have the powers to either cancel the Conference or relocate the Conference to any other venue which shall now be a Conference solely organized by the IDA without a local / State Branch designated as the host.
3. The COC must consult and seek the approval of the Conference Committee, IDA (H.O) on the areas to be insured before an insurance policy is taken against the cancellation of a conference.
4. Such a policy against the cancellation of a conference shall be taken out by the COC at its own expense Le. From the

conference budget and a copy of the policy shall be handed to the Hon. Secretary General before one year of the conference

6. RESPONSIBILITY AND LEGAL STATUS

1. The ultimate responsibility for organization of the conference, finances and accounts and finance must solely rest with the the Host Branch and its COC.

This does not in anyway change the conditions that the host branch is only organizing the conference on behalf of the IDA. The host branch will still have to abide strictly by the rules and regulations as laid down' in the Conference Guidelines Manual and any other conditions stipulated by the IDA through Central Council. On all matters related to IDC, the decision of IDA Central Council shall be binding on the COC and the Host Branch.

2. In case of any dispute, the aggrieved party must first approach the IDA (H.O) and the Central Council.
3. For the purpose of Jurisdiction Registered office means Head Office which shall be in India where the Honorary Secretary General resides/practices and not any other place in India.).
4. All dispute/s, Arbitration and legal proceeding can be initiated / commenced by the member/s; Branch/es and outsider concerning functioning / business of IDA and / or Bye laws; rule and regulations and any mater relating to constitution of IDA only at the place where the Honorary Secretary General of IDA resides and practices at the time of cause of arises and not any where else.
5. In view of the arbitration clause for all disputes and grievances by a member/s or a State/Local/defence Branch, the remedy to approach for a decree in Civil Court is barred. All such disputes and grievance shall be decided only by Arbitration. If any member or State or Local Branch of Association persist to file any suit, which can be questioned as to its jurisdiction and maintainability, it shall be filed against the Indian Dental Association, Head Office represented by the Honorary Secretary General in the City where he resides/practices and not in any other place in India or nor against any other office bearers of the Association.
4. The Branches or COC or its agents shall in such instances indemnify the IDA in advance for any cost which may be incurred by the IDA if the matter incurs legal fees and/or has to be settled in the court of law in the jurisdiction of the IDA H.O.
5. All the agencies shall be confirmed subject to satisfactory completion of all contracts and agreements with the COC and verified by IDA H.O. All copies of agreements should be sent to IDA H.O prior to signing. Consent has to be obtained from the Conference Secretary and Members.

7. FUNDS

1. Head Office will not grant any loan or refundable advance to host branch.
2. The COC shall be responsible for financing the entire IDC.
3. The IDC Registration Fees should be agreed between the COC and the IDA Central Council.
4. The Host Branch must prepare a preliminary budget as set out by IDA. The Registration fees proposed should also ensure that it will be able to refund any loans obtained from the Host Branch and other sources.
5. It is necessary that the budget be reviewed by the Conference Committee at regular intervals right up to the time of the conference.
6. In developing the Conference Budget, a specific expenditure item must be included to provide for the full return economy airfares for all the concerned Committee Members (President, President Elect, Hon. Secretary General, & Conference Secretary).
7. President, President Elect, Hon. Secretary General, Conference Secretary and Conference Committee Members are not required to pay a registration fee for themselves or accompanying persons or their spouses but are required to pay for any social functions at the Conference for which a separate charge exists.
8. The COC shall pay to the IDA Head Office 10% of the delegate income, 25% of sponsorship income, 17% of the trade exhibition income and 20% of the other income received towards the IDC from the respective sources.
This will be paid to the IDA in installments beginning 9 months prior to the date of the IDC and the last installment shall be payable one month before the end of the IDC.
9. The Principal Sponsorship and other Sponsorship shall be negotiated by IDA H.O. The Principal Sponsorship and other Sponsorship appeal brochures produced by the COC or its agents shall clearly indicate that payment towards sponsorship be made directly to IDA H.O Conference account.
10. Office bearers who do not submit accounts of conference/workshop/any activity of its kind, to Head Office / State Office within the prescribed time limit are not eligible to contest for any office including representative to CC/EC for a period of five years. On this issue the decision of CC / EC shall be final.
11. Finalisation of Accounts:
 1. The final income will be determined from the Income-Expenditure statement, which should be submitted by the Conference Organizing Committee within 4 months from the closing of the conference along with complete details of income, i.e., Registration, Trade Exhibition and other incomes along with original vouchers, invoices / bills,

account books, tds details, bank statements till closure of bank a/c, etc., to IDA HO / State Office for audit duly signed by Chairman, Organising Secretary and Treasurer.

2. Chairman of the COC, Organising Secretary shall attend the Central Council till accounts submitted and approved or six (6) months after completion of conference whichever is earlier. However, COC Office Bearers shall remain answerable and responsible to all queries pertaining to respective conference/workshop/seminar or any activity at any point of time.
3. The Bank Account opened for the Conference will be closed with a resolution from IDA H.O. after six (6) months of the conference. If COC does not close the account, the IDA HO should close the account.
4. All money should be received in favour of IDC only and deposited in designated account opened by COC in consultation with HO.
5. Permanent asset like Computer, Cell phones, etc., have to be bought by COC with prior approval of CC. It becomes property of HO after the Conference is over.
12. All financial transactions and documents related to the Conference must be made known to the IDA H.O and the Conference Secretary.
13. Only one Banking Account shall be opened by COC in the Bank with a resolution from IDA, H.O. Account shall be operated by Chairman, Organising Secretary & Treasurer. No Bank Account shall be opened without the knowledge of the IDA H.O.
14. Monthly bank statements should be sent to IDA, H.O. regularly in the first week of every month.
15. At the end of every two (2) months, 50% of the payment received by the IDA shall be released to the Organizing Committee's account.
16. The monies due from Para 7.8 above and all other monies and income due to IDA shall be paid to the IDA Treasurer by the COC within three (3) months after the conference together with Financial Statement of all conference income and expenditure. The accounts shall be audited by the Head Office.
17. Should the conference expenses be not met by the COC, the Host Branch would be responsible to make the payment for the expense. IDA H.O. shall not be responsible for any losses incurred and to make any payment to vendors or towards expenses of conference.
18. All Money transaction at the conference venue should be handled by a Bank counter. Cash should not be collected in any form on any account at the venue by Office Bearers.
19. The names of the defaulters shall be sent to H/O Chairman and Organising Secretary and Conference Secretary of next conference.
20. H/O has powers to write off the outstanding dues of the Conference with the permission of CC.

8. CONFERENCE ORGANISATION

1. The IDC shall be organized and administered by a Conference Organizing Committee (COC).
2. The COC shall elect / nominate its own Officers and shall be responsible for the general administration and organization of the Conference in accordance with the provisions of this manual.
3. The Conference Organizing Committee with its designated officers must be formed within three months from allotment of conference and forwarded to the Central Council of IDA for approval.
4. It shall be the duty of the COC to send to the President, Hon. Secretary General and other members of the IDC Committee, all Minutes of Meetings of the COC immediately as soon as they become available.
5. At the request of the Hon. Secretary General, all other documents, minutes of meeting of main committee and sub committee should be made available immediately after the meeting.
6. The Conference Committee, the IDA President and Hon. Secretary General shall have the right to attend meetings of the COC. Notice of Meetings with agendas must be sent to them regularly.
7. The COC shall have the power to set up special sub-committees. It may be necessary to use Professional Conference Organizers (PCO) to work with the COC in the planning and administration of the Conference. Further details on the use of PCO are set up in Para 12.
8. The COC shall maintain close cooperation with the President and Hon. Secretary General in the organization of the Conference. A copy of all correspondences should be extended to both these Officers by the COC.

9. ELECTION OF CONFERENCE OFFICE BEARERS

1. Eligibility Criteria for Conference Secretary (Central Council will nominate / appointment the Conference Secretary)
 1. Conference Secretary should be elected in the CC.
 2. Should be member of CC for atleast two terms.
 3. Should have attended atleast three National Conferences and should have been Office bearer of COC of State Conference / National / International Conference

4. Should be from the nearby State to the proposed venue of the Conference.
2. Duties and Privileges of Conference Secretary
 1. He will be liaison between COC and H.O.
 2. He will be responsible for guiding COC for smooth conduct of the Conference.
 3. He will look after the protocol.
 4. He will be provided Hospitality and Accommodation by the host branch, whenever he visits the venue including the conference dates.
 5. His T.A. other than to attend EOGM visit shall be borne by COC.
3. Qualification for the nominating and contesting Office Bearers of National Conference:
 1. COC Chairman and Organising Secretary (National Conference)
 1. Should be a member in good standing.
 2. Should have served CC (for National & International Conf.) for 3 terms with at least 50% attendance in each term, out of which two terms should have been within the preceding three terms. The current term's attendance should not be considered.
 3. Should have served as Chairman of any Committee / Student Conference at Local / State / Head Office.
 4. Should have served as President / Secretary / CDE / CDH at Local Office / State Office / Head Office.
 5. Should have attended at least three National Conferences.
 6. Should have been Office Bearer of COC of State / National Conference.
 2. Criteria for COC Treasurer (National Conference)
 1. Should be a member in good standing.
 2. Should have served CC for 2 terms with at least 50% attendance in each term, out of which one term should have been within the preceding three terms. The current term's attendance should not be considered.
 3. Should have served as Committee Member of National / State Conference.
 4. Should have served as President / Secretary / Treasurer / CDE / CDH at Local Office / State Office / Head Office.
 5. Should have attended at least three National Conferences.
4. Qualification for the nominating and contesting Office Bearers of State Conference
 1. COC Chairman and Organising Secretary (State Conference).
 1. Should be a member in good standing.
 2. Should have served EC of Local / State Branch for 3 terms with at least 50% attendance in each term, out of which two terms should have been within the preceding three terms. The current term's attendance should not be considered.
 3. Should have served as Chairman of any Committee / Student Conference at Local / State / Head Office.
 4. Should have served as President / Secretary / CDE / CDH at Local Office / State Office / Head Office.
 5. Should have attended at least three State / National Conferences.
 6. Should have been Office Bearer of COC of State / National Conference.
 2. Criteria for COC Treasurer (State Conference)
 1. Should be a member in good standing.
 2. Should have served EC of Local / State Branch for 2 terms with at least 50% attendance in each term, out of which one term should have been within the preceding three terms. The current term's attendance should not be considered.
 3. Should have served as Committee Member of National / State Conference.
 4. Should have served as President / Secretary / Treasurer / CDE / CDH Convenor at Local Office / State Office / Head Office.
 5. Should have attended at least three State / National Conferences
5. The following Conference officers are then elected:
 1. Conference Organizing Secretary
 2. Treasurer

10. FORMATION OF CONFERENCE ORGANISING COMMITTEE

1. The Honorary Secretary of the Host Branch shall in consultation with the President call an EOGM to form the Conference Organizing Committee. The Executive Committee of the Host Branch should decide the Conference Organising Committee / Reception Committee Registration Fees and the Secretary in the notice for the EOGM should mention

the proposed Registration Fees and members attending should be asked to bring the fees in cash or demand draft (Cheques are not accepted) the EOGM Meeting.

2. At this meeting, the registration fees for Organising Committee / Reception Committee membership as decided by the Executive Committee are either confirmed or altered. Members desirous of being in the Organising Committee / Reception Committee shall pay the fees to the Treasurer, whereupon a receipt shall be issued to them immediately. The President then shall immediately convene the Conference Organising Committee / Reception Committee meeting consisting of members who have paid' Organising Committee / Reception Committee Registration fees.
3. Only those members of the Host Branch who have paid the Conference Organising Committee / Reception Committee Registration fee shall be eligible to attend the Conference Organising Committee meeting. The fee paid to branch Secretary/Treasurer shall be transferred to the Conference Organizing Secretary or Treasurer of COC immediately after their election.
4. The Conference Organising Committee / Reception Committee members shall first elect / nominate Chairman of the COC. The Branch President chairing the meeting shall call for nominations from the members for the post of the Chairman. The Chairman, once elected / nominated immediately takes over from the branch President and conducts the rest of the Conference Organising Committee meeting.
5. Only members in good standing are eligible to contest for any office bearer's post of the Conference Organising Committee and Conveners. COC office bearers shall be either elected or nominated.
6. CC members from the hosting branch should have attended CC meetings for 3 years so that they should have better idea of the functioning of CC / Association.
7. There shall be only one co-chairman, one Jt. Secretary and One Assistant Secretary shall be elected / nominated.
8. The COC shall consist of following office bearers:
 1. Chairman
 2. Co-Chairman
 3. Organising Secretary
 4. Jt. Organising Secretary
 5. Asst. Organising Secretary
 6. Conference Secretary
 7. Treasurer
 8. Conveners of Sub-Committees
9. Election result of the Organising Committee and the proposed fees should be communicated to HO and presented to CC for approval within 15 days. The term of COC will be from the approval of its formation by the CC till the conference is over. However, Chairman, Organising Secretary and Treasurer shall remain answerable and responsible to all queries pertaining to accounts till finalisation and its subsequent audit by IDA HO or any other matter of respective conference/workshop/seminar or any activity. After COC is approved by CC, the COC will act as its Sub-Committee and will report its progress to CC and HO.
10. Theme of the conference should be decided.
11. The Conference Organising Committee shall form following sub-committees either at the same meeting or at the subsequent meeting. The Conveners may be appointed for each Sub-committee. If there exists a need for additional posts or sub committees, a prior approval of the Honorary Secretary General shall be obtained. The COC can nominate the Office Bearers in the COC from the adjoining branches in the interest of success of the conference with the Permission of the IDA H.O.

Any change in the COC, i.e., addition or removal/deletion of any office bearer or post shall require the permission of the IDA, H.O.

The Chairman, the Organising, Secretary, and Treasurer shall be ex-officio members of all the following Sub-committees.

- | | |
|----------------------------------|---|
| 1. Accommodation Committee | 2. Finance Committee |
| 3. Registration Committee | 4. Scientific Committee |
| 5. Souvenir Committee | 6. Trade Exhibition Committee |
| 7. Hospitality Committee | 8. Transport Committee |
| 9. Cultural Committee | 10. Accompanying person's Program Committee |
| 11. Gifts and Memento Committee. | 12. Public Relation Committee |
| 13. Publication Committee | 14. Sports Committee |
| 15. Co-ordination Committee. | |

The Working Committee shall consist of Chairman, Organising Secretary; Treasurer and two more members from COC. In case of difficulty to call COC meeting, important decisions, shall be taken by the Working Committee. The Working Committee can nominate the conveners for various subcommittees. The Working Committee shall consult the Hon. Secretary General, IDA H.O. for any clarification

11. DUTIES AND POWERS OF COC OFFICE BEARERS

- 1 The Chairman
 1. Shall preside over all meetings of the COC and the Conference Subcommittees.
 2. Shall guide and control the activities of the conference.
 3. Shall regulate the proceedings of the meetings and conferences, interpret the rules and regulations and decide on doubtful points.
 4. Shall in addition to his ordinary vote, have a right to a casting vote. In the case of equalities of votes, the motion shall be declared invalid if he fails to give his casting vote.
 5. Shall have the right to point out any error or discrepancy in the order of payment of the Organising Secretary and refer the matter back to him with his remarks. In the event of disagreement, the matter shall be referred to the COC.
- 2 The Organizing Secretary
 1. Shall be in charge of the Conference Secretariat.
 2. Shall conduct all correspondence.
 3. Shall have general supervision of accounts, pass bills for payments and sign cheques.
 4. Shall assist the Treasurer to prepare the statement of accounts and get it duly audited by the auditor for presentation before the COC and the IDA H.O.
 5. Shall prepare the budget and get it passed.
 6. Shall organize the different activities of the conference.
 7. Shall attend all meetings of the COC and the Sub-Committees and keep record of the proceedings thereof.
 8. Shall assist the Chairman in appointing the Sub-Committees.
3. The Treasurer
 1. Shall receive all funds of the Conference and deposit them in a bank approved by the IDA H.O. and operate jointly with the Organising Secretary and/or the Chairman.
 2. Shall dispose of the bills for payments as sanctioned by the COC.
 3. Shall be responsible for keeping up-to-date accounts of the Conference with all the books posted up-to-date.
 4. Shall prepare the final accounts of the Conference and get them audited by the auditor of IDA HO.

12. PROFESSIONAL CONFERENCE ORGANISER (PCO)

1. A Conference is a demanding project to plan, organize and administer successfully. The time and expertise required for such an enterprise is very demanding of practicing dentists.
2. It is desirable that the service of a Professional Conference Organizer be used. If this is being considered, then the Host Branch is strongly advised to pay attention to the following:
 1. First, the COC should be set up.
 2. Then, a suitable PCO be appointed and a contract drawn up by a lawyer.
 3. The contract once approved by the COC should be signed by the COC and PCO and duly stamped. A copy of the signed contract should be forwarded to the Hon. Secretary General.
3. THE CONTRACT BETWEEN THE COC & PCO SHOULD SPECIFY CLEARLY:
 1. The duties and responsibilities of the PCO.
 2. The period for which they are engaged.
(It is advisable that the period involved should be from the time of appointment to about 1 month after the Conference so that all post Conference matters can be finalized and completed).
 3. The detailed quotation of fees and the method of payments with details of services offered by the PCO for the fees charged.
4. The PCO should not be offered any share of the profits and commissions of an IDC.
5. It is essential that the responsibility for the financial control of an IDC and the authorization of all expenditure rests with the Treasurer and such other officers as may be designated by the COC. This responsibility should not be delegated to the PCO.
6. The PCO shall not collect any monies including registration fees on behalf of the COC; neither shall any money be de-

posited in the PCO Account. All money should be received in favour of IDC only & deposited in the designated account opened by COC in consultation with HO.

7. The function of the PCO will be to advise and implement the decisions of the COC, but this does not absolve the COC of responsibilities to oversee all activities of the PCO.
8. It is essential that an Executive member of the ~CO attend meetings of the COC and sub committees for the purpose of professional advice, liaison and effective communication.
9. Typical services to be provided by the PCO shall be:
 1. Keep all correspondences in a central file(s) and handle all secretarial work.
 2. Record, prepare and circulate all Minutes of COC and Committee Meetings another Meeting as appropriate.
 3. Prepare and circulate in advance notices and agendas for Meetings.
 4. Prepare a budget in consultation's With the COC.
 5. Record all financial transactions in appropriate books of account, subject to supervision by the Conference Treasurer.
 6. Prepare and if necessary present regular Conference Progress Reports and simple Financial Reports to the COC and during the inspection visits of the IDA Conference Committee.
 7. Design, produce and distribute all promotional materials, Conference and Exhibition Booklets and other printed material after approval by the COC.
 8. Production of exhibition floor plans, and Meeting Room/s layouts and managing facilities for all Conference programmes and supervising its implementation.
 9. Arrange for negotiation, liaison and supervision of outside contractors involved in the provision of services to the Trade Exhibitors.
 10. Arrange for negotiation with and supervision of hotels, airlines, transport agents and tour operators. The actual negotiations and finalizing of the contracts must be conducted by the COC.
 11. Investigation and arrangement for negotiation with potential sponsors for the various Conference programmes.
 12. Provisions of personnel for the registration area and Secretariat office during the period of the Conference.
 13. Processing of all reservations and registration for the Conference and Trade Exhibition.
 14. Organize publicity, Press Conference and special media services as required.
 15. Supervise and assist in the organization of the social programmes, especially in the arrangement of tours, guides and entertainment as provided on the official conference programme.
 16. The preparation and distribution of the necessary post Conference Reports to the Host Branch and the IDA Conference Committee and the completion of all accounts including the refund of all cancelled registrations and reservations, deposits and other outstanding financial matters as directed by the conference Treasurer.
10. The COC may sign one contract for the organization of the" entire Conference or may sign separate contracts for the Conference and Trade Exhibition. This is left to the discretion and negotiatign of the COC.
11. Having agreed upon the quotation for the services of the PCO, the method of payments must be agreed upon and recorded in writing to prevent disagreement once the organization of the Conference has commenced. The method of payment should include the amount of deposit payable, the date of payment, the progress payment and date payable (if applicable) and the date the balance is payable (The~", final payment should not be made on the last day of the Conference but preferably about six weeks later to ensure that all post Conference duties are satisfactorily completed). This information should be included in the contract.
12. All out of pocket expenses like "postage, printing, etc must be presented with proper vouchers to the Conference Treasurer at regular intervals and an agreed period for settlement reached.
13. The Contract should include the quantum of compensation by the COC in the event of total cancellation of the Conference, and 'the penalty to be paid by the PCO in the event they fail to fulfill their obligations as laid down in the Contract.

In Case Such A PCO Is Unavailable The COC Should Employ Freelance Professionals With Experience In Conducting Large Conferences/Events.

13. ELIGIBILITY TO ATTEND AN IDC

1. The following are eligible to attend an IDC.
 1. Dental Surgeons who are members of Indian Dental Association.
 2. Members of Allied Health Professions and Organizations affiliated to IDA.
 3. Dental Students.
 4. Dental Auxiliaries.

5. Invited Guests of the other National Dental Associations.
6. Accompanying persons (persons who accompany a person eligible under category (a) - (e) above.
2. The following categories of participants are entitled to attend all programmes organized by the IDC.
 1. Dental Surgeons
 2. Members of Allied Professions and Affiliated Organization.
 3. Invited Guests and Dental Students.
3. The following categories of participants are entitled to attend the Welcome Ceremonies, Dental Trade Exhibition, Social Programmes and any other Special programmes organized by the COC:
 1. Dental Auxiliaries.
 2. Accompanying Persons.
 3. Friends of IDA.
4. Visitors to Trade Exhibition
Registered delegates & spouses of the IDC and registered trade visitors will be allowed entry to the Trade Exhibition
Paid daily entry passes shall be issued for entry into the Dental Trade Exhibition.
5. Participation by Allied Organization
Allied Organizations wishing to hold meetings during an IDC are required to obtain permission from the IDA Hon. Secretary General and that such permission will be dependent on all their participants registering for the IDC. The COC will provide assistance in the physical organization of such programmes without any financial commitment.

14. CONFERENCE BADGES

1. All participants of the Conference should be supplied with badges, which should be worn at all times. A badge should include a card with a photograph, name and branch of the participant.
2. Four categories of badges, which can be easily distinguished, are recommended:
 1. Delegates who can participate in all programmes of the Conference.
 2. Trade Exhibitors.
 3. Accompanying persons.
 4. Members of the COC and Officers of the IDA.

15. OFFICIAL CARRIER \TRAVEL AGENTS & OFFICIAL PUBLICATION

1. The Conference Organizing Committee has the right to appoint official Air Carrier (usually the National Airline) and .an official Travel Agent to assist in conducting, organizing and promoting of the IDC.
2. For the appointment of an Official Carrier / Travel agent by the COC, the IDA Conference Committee must give his written approval before the appointment is official.
3. The appointed airline may appoint Travel Agent (s) to act on its behalf.
4. In the selection of an official travel agent it is necessary to receive the guidance of the IDA Conference Committee. Before the COC approves the official travel agent the IDA Conference Committee must agree with the selection.
5. It will be prudent that a good travel agent is selected early and an agreement executed such that the travel agent's services may be terminated for poor performance, if discovered early.
6. The official publication shall be the official publication of IDA.
7. The Official Publication shall promote and provide publicity to the Conference on a mutually negotiable basis between the COC and the Official Publication.
8. No tabloid other than IDA publication shall be entertained for special privileges at the Conference and trade exhibition, which will be in competition with the IDA publication.
9. Any request from other publication or tabloid should be referred to the Hon. Secretary General for necessary negotiations.
10. 2 to 4 pages should be reserved in the IDC publication for IDA HO.

16. VENUE REQUIREMENTS

1. An IDC may vary slightly in details depending on the local COC, but must include the following:
 1. The Welcome Ceremony
 2. The Business Meetings - Central Council Meetings, Sub-Committee Meetings and any other meetings that may be called by the Council.
 3. Scientific Programs - Lectures, Panel discussions, Table Clinics, Demonstrations, Films etc.
 4. Exhibitions - commercial, scientific, oral hygiene, dental health, art, historical, etc.

5. The Closing Ceremony.
 6. Allied Organizations like the International College of Dentist, PFA and International Association of Dental Research may hold meetings during an IDC but the permission to hold such meetings must be obtained in writing from the IDA Hon. Secretary-General.
2. It is ideal for all the above programmes to be accommodated in one Conference area. When this is not possible, it is desirable that the various programmes be accommodated in adjacent or nearby buildings.
3. Meeting Rooms
1. Large hall with stage and seating accommodation for 3000- 5000
Uses: **Welcome Ceremony / inauguration, Oration Key Note Lectures**
 2. 2-3 Medium sized halls with raised rostrum and seating capacity for about 800 delegates.
Uses: **Central Council Meetings. Free Communication Presentations**
 3. Three to Five halls with a seating capacity for 300-400 delegates.
Uses: **Limited attendance lectures Pre-Conference Courses**
 4. Two to Four Small-halls or big rooms that can accommodate 200 - 300 delegates.
Uses: **Table Clinics, films, television show, etc.**
 5. A projection room fully equipped with LCD projectors, laptops, carousels and repair and maintenance materials for the arrangement of slides by speakers.
 6. Sufficient office accommodation for the Organizing Committee and IDA Secretariat.
 1. An IDA Secretariat complete with facilities for delegate files, documentation and information.
 2. One room for duplicating and collating documents.
 3. A room for the Organizing Committee.

All these offices must be situated in the same building where the Central Council Meeting and other meetings shall be conducted. If the Conference Center do not have a large hall/auditorium for the Opening Ceremony but has adequate facilities for all the other programmes, then a separate large hall may be rented for the Welcome Ceremony only.
4. Registration & Service Facilities
- A large open area at the Conference Center should be available for the registration of delegates. Registration should be separated into the pre Registration and onsite/spot Registration section.
- The Registration area should also provide the following services:
1. A general information stand or booth.
 2. Bank with exchange facilities
 3. Post office
 4. Telephone/E-mail Facilities
 5. Travel and tours desk
 6. Accommodation desk
 7. Notice boards
 8. IDA stand
 9. Photograph boards
 10. First Aid service
 11. Message board
5. Dental Trade Exhibition:
- Halls with an exhibition area of 4,000 to 5,000 square meters is desirable for the dental trade exhibition. It is very desirable that this hall be situated within the Conference Center. Further details will be listed under Dental Trade Exhibition.
6. Catering Facilities
- Restaurant and refreshment facilities should be available at the Conference Center and Trade Exhibition venue. (if separated from Conference Center)
7. Accommodation for IDA Office Bearers
- It is traditional for complimentary accommodation to be provided for the President, President Elect, Conference Secretary, Hon. Secretary General and the other members of the IDA Conference Committee at the Conference Hotel/ Venue. Arrangements must be made by the COC to reserve adequate rooms for Central Council members to stay at the Conference Hotel.

17. WELCOME CEREMONY

The protocol for the Opening Ceremony should be finalized in consultation with the Conference Secretary and President, IDA and Hon. Secretary General. It is the duty of the Conference Secretary to see the Protocol is observed.

1. The Chief Guest shall be decided in consultation with the President, IDA. The invitation card for the Conference, apart from invited guests should carry the names of the President, IDA, Hon. Secretary General, Chairman and the Organizing Secretary only.
2. Other guests shall be decided by the Organizing Committee in advance and copies of the programme shall be provided on the dais.
3. Time schedule of the function should be given to the guests.
4. Dais arrangements depend upon the number of Guests.
 1. The Chief Guest shall inaugurate the Conference.
 2. One Guest may inaugurate the Scientific Session.
 3. One Guest may inaugurate the Trade Exhibition or the Trade Exhibition can be done separately at the Trade Exhibition Venue.
 4. One Guest may release the Souvenir.
 5. The number of guests should be as few as possible to reduce the time of the Opening function
5. Dais arrangement
 - PR - President, IDA
 - PE - President Elect
 - SG - Hon. Secretary General
 - CE - Chairman CDE
 - CH - Chairman CDH
 - SC - Conference Secretary
 - CC - Chairman COC
 - SO - Organising Secretary
 - GC - Chief Guest
 - GF - Guest 1
 - GS - Guest 2
 1. If there is One Guest
OS---SC---PE---CC---GC---PR---GF---SG---CH---CE
1 2 3 4 5 6 7 8 9 10
 2. If there are Two Guests
OS---SC---PE---CC---GC---PR---GF---GS---SG---CH---CE
1 2 3 4 5 6 7 8 9 10 11
 3. The time allotted for the Opening Ceremony is One-and-Half hours at the maximum. One hour is preferable. Time schedule should be given to the speakers.
 4. If a Master of Ceremony is needed, he/she shall sit separately.
 5. The IDA Emblem and the Conference Banner should be prominently displayed as a backdrop on the dais.
 6. Mikes, fans, nameplates, water, garlands, lamp, etc. should be arranged.
 7. At the Opening Ceremony, the order of business should be as Under:
 1. Welcome Address by the Chairman of the Organising Committee.
 2. Address by the President, IDA in IDC and respective Presidents in the case of IDA State Branches and IDA Local Branches.
 3. Introduction of the President Elect.
 4. Opening of the Conference by the Chief Guest.
 5. Reading of Messages by the Conference Secretary.
 6. Announcement of prizes by the Hon. Secretary-General in case of IDC and Hon. Secretary in case of State or Local Branch Conferences.
 7. Vote of thanks by the Organizing Secretary.
 8. National Anthem.

18. CLOSING CEREMONY

1. The President, IDA H.O. will be the President of the Closing Ceremony.
2. The outgoing team of office bearers will sit in the following order. After handing over the charge, the new team will take over the dais. The dais arrangement for the closing ceremony is as under:
 - PR - President, IDA
 - PE - President Elect
 - PP - Immediate Past President
 - V1- Vice President
 - V2 - Vice President
 - V3 - Vice President
 - SG - Hon. Secretary General
 - SJ - Joint Secretary
 - SA - Assistant Secretary
 - TR – Treasurer
 - ED – Editor
 - CE - Chairman CDE
 - CH - Chairman CDH
 - SC - Conference Secretary
 - CE--CH--V3--V2--V1--PP--PE--PR--SG—SJ--SA--TR--ED—SC
 - 1 2 3 4 5 6 7 8 9 10 11 12 13 14
3. At the Closing Ceremony, the business shall be in the following order:
 1. Address by the President.
 2. Resolutions from any branches or individual members.
 3. Presentations of awards for scientific mementos to COC Members and Convenors.
 4. Installation of the new President and his team.
 5. Address by the incoming President.
 6. Vote of thanks by the Hon. Secretary General.
4. If only AGM is held the incoming President and the office bearers shall be installed to the office at the end of the annual general body meeting.

19. FUNCTIONS OF THE COC SUB-COMMITTEES

1. Accommodation Committee
 1. Accommodation should be arranged by the organisers or through travel agents. The Committee is responsible for management even if an agency is appointed for the purpose.
 2. Accommodation in wide range from low to medium to high should be made available. Economy type accommodations like hostels, dormitories should also be included if possible.
 3. Distance from the conference venue to the accommodation place should be mentioned in the brochure along with the mode of transportation and its tariff.
2. Entertainment Committee
 1. A quality 2-hour entertainment program by professionals, artists should be arranged depicting the culture of the region
 2. The program should be arranged in the evening of the second day.
3. Finance Committee
 1. Shall consist of the Chairman, Organizing Secretary, Treasurer and the Conveners of all the COC Sub Committees.
 2. Shall prepare the budget of the conference for submission and approval by the Central Council in its meeting following the CC Meeting after allotment of the Conference.
 3. Shall fix fees on various heads to be collected.
 4. Shall scrutinized income and expenses and get the accounts examined for presentation to the IDA H.O. for auditing.
4. Finance Committee
 1. Shall consist of the Chairman, Organizing Secretary, Treasurer and the Conveners of all the COC Sub Committees.
 2. Shall prepare the budget of the conference for submission and approval by the Central Council in its meeting

- following the CC Meeting after allotment of the Conference.
3. Shall fix fees on various heads to be collected.
 4. Shall scrutinized income and expenses and get the accounts examined for presentation to the IDA H.O. for auditing.
 5. Hospitality Committee
 1. Shall look after all catering arrangements for the conference and pre-conference courses.
 2. Arrangements should be made to the entire satisfaction of the delegates and to avoid any shortage of food.
 3. Should supervise the entire hospitality operations and also make arrangement for a good and hygienic canteen with meals, snacks, tea and coffee for those who register late and for the delegates without hospitality. Mineral water should also be made available on payment.
 4. Should see that all delegates and guests are well looked after and proper care is taken.
 6. Accompanying Person's Committee
 1. Shall arrange a accompanying person's program to keep them occupied when the delegates are in the scientific program, AGM, etc.
 2. The program shall depict items of interest centered around the region.
 3. Conveyance for the accompanying persons shall be arranged to the Program venue.
 7. Registration Committee
 1. Shall set up an enquiry Counter at the Conference venue with phone and announcement facility.
 2. Shall set up a Registration Counter one day prior to the Opening of the Conference. The IDA H.O. will send a list of members in advance.
 3. Shall close the Registration Counter 30 minutes before the Opening of the Conference and shall open only after the Opening Ceremony is over registration shall be open till the last day of the Conference.
 4. Shall make arrangements for separate counters for pre-registered delegates and spot registrations. One counter should be arranged for every 100 delegates or as may be necessary.
 5. A Complete Registration Kit with receipts, food coupons, gifts, programme sheet, scientific abstracts/scientific brochure and a Badge should be given to the delegates on registration.
 6. Day-to-day programmes, scientific programmes and venue maps should be displayed prominently at different places.
 8. Scientific Committee
 1. Scientific programme shall be comprised of pre and post conference courses, orations, presentations by guest and key note speakers, free papers, poster presentations, table clinics or limited attendance clinics, etc. The full scientific programme along with synopsis of papers/lectures shall be given to the delegates at the time of registration. Various categories of speakers shall be clearly informed before hand the hospitality and the facilities offered to them. The dental surgeons invited as speakers should be IDA members and should be registered for the conference except foreign speakers and speakers from other faculties.
 2. Orations

There are two orations. The Colgate Oration after the inauguration on the first day & Dr R.Ahmed oration on the second day. Other orations if any will only be after these two orations. Accommodation &hospitality for, both the orators on all days shall be arranged by COC as complimentary. H/O will prepare a memento to be presented to both the orators.

 1. Traveling expenses by Air/Rail A/c, will be provided, for R. Ahmed orator by IDA H/O for Colgate Orator it is done by the company.
 2. Basic arrangements for the oration, i.e., audio-visual facilities, time table, etc., should be finalized in co-ordination with H/O at least three months in advance.
 3. Introduction of Colgate Orator will be by - 1st Vice President
 4. Introduction of Dr R. Ahamed Orator will be by - 2nd Vice President
 5. Mementoes for both Orators will be given by the President.
 3. The last date for the receipt of paper along with the abstract and biodata of the speaker shall be 45 days before the conference.
 4. Acceptance of the paper shall be sent one month in advance by the Scientific Committee Convener.
 5. Abstracts of the paper and biodata of the speaker shall be given to each Chairperson of the Scientific Session.
 6. Complete papers should be collected and sent to the Editor, H.O for publication in JIDA, if considered fit.
 7. Chairperson and Co-Chairperson for each session shall be selected and informed earlier along with the abstract of

- the papers in their session. They shall be members of the IDA and should have registered for the conference.
8. Scientific abstract form shall be sent along with brochure containing Registration Form and only typed or printed abstract on this form should be accepted.
 9. The Committee shall select Panel of Judges as per the details from IDA H.O. for the best Paper prizes.
 10. Additional prizes on other subjects may be given by the conference committee if the funds permit
 11. Details of prizes offered shall be printed in the conference brochure.
 12. Prizes shall be awarded in the Closing Ceremony.
 13. The venue shall be non-smoking zone except designated areas.
 14. Depending upon the number of papers, a second or a third hall may be arranged.
 15. Papers on similar subjects shall be arranged in the same session.
 16. Film video shows of good scientific nature may be arranged in a separate hall.
 17. The Committee shall make all arrangements for a suitable hall and a preview room and take care of all the audio and video requirements to ensure audiovisual quality of very good standards.
 18. Time schedule shall be strictly adhered to and changes if any should be prominently displayed at the conference venue.
 19. Symposia on interesting topics should be organized.
 20. Pre and Post conference courses shall be organized one or two days in advance or after the conference. These courses shall be financially self supportive.
 21. Delegate or Participants presenting a paper shall be given a Certificate for Presenting a Paper/Chairing a Session/Attending the Course with their name and place.
 22. Scientific Brochure with abstracts of scientific papers shall be published.
9. Publication Committee
1. Souvenir shall be published to commemorate the occasion with intent to put on record the various aspects of the conference. It can also help to augment the conference resources.
 2. The Committee shall fix the advertisement charges. No advertisement shall be accepted from advertisers who are defaulters in earlier conferences. Information regarding this can be had from the IDA H.D. Advertisement of products harmful for oral health shall also not be accepted.
 3. Photographs of IDA H.D Bearers shall be published in the Souvenir. The photographs shall be printed after the photographs of the dignitaries in the following order: President, President Elect, Immediate Past President, 1st Vice -President, 2nd Vice President, 3rd Vice President, Hon. Secretary General, Hon. Joint Secretary, Hon. Assistant Secretary, Hon. Treasurer, Hon. Editor, IDA Journal. Hon. Chairman, CDH, Hon. Chairman, CDE and Conference Secretary, IDA HO. The photographs will be followed by those of the Chairman, COC Office Bearers and other Members of the Organizing Committee.
 4. Name of the Past Presidents, Hon. Secretary Generals and the previous conference venues should be published.
 5. Messages from important dignitaries shall be published along with their photographs.
 6. All publications shall publish messages from the President and Hon. Sec. General along with their photographs.
 7. Speeches of the President and President Elect shall be published.
 8. Conference and Scientific programs shall be published.
 9. The front cover shall not carry any advertisement but only depict the Conference theme.
 10. The souvenir shall be given at the time of registration or distributed after the Opening Ceremony.
10. Transport Committee
1. Transport shall be arranged from airport/railway station / bus stand free of cost. Arrangements shall be made for volunteers to be made available to meet the delegates at the above places and guide them.
 2. If local conveyance is not available and difficult, transport shall be arranged between the venue and venue for carnival/banquet and important points for transporting delegates. Such arranged transport should follow strict time schedule.
 3. Return journey shall be arranged directly or through a travel agent. It shall be done on advance payment only.
 4. A travel desk shall be put up at the Conference Venue be made either by the organisers or by approved travel agents only after confirming their quality of service
 5. All such pre or post conference tours shall be on advance payment only and subject to a minimum number of delegates. Delegates shall be informed in advance about the cancellation of tour if any.
 6. Post conference tours for sightseeing shall be arranged.
11. Trade Exhibition Committee

1. Trade shall be organised with aim to excel in / at par with services offered at International standard.
2. Shall prepare exhibition floor plan.
3. Shall facilitate all allied requirements at the venue, viz., internet connections, online payment, telephone connections to exhibitors on request, etc., for organizing exhibition.
4. Shall bring out the conference brochure for exhibitors in consultation with the Chairman and Organising Secretary for promotion and circulation.
5. Shall promote the conference at various occasions in consultation with Chairman and Organising Secretary.
6. Shall promote the conference amongst traders, national and international community.
7. Shall set up an exhibitor enquiry Counter at the Conference venue with phone and announcement facility.
8. A Complete exhibitor kit with exhibitor badges, stall booking receipt should be given to exhibitors.
9. Shall facilitate all auxiliary arrangements required at the exhibition.
10. Shall provide the exhibitors list to publication committee to be printed in the souvenir.
11. Shall provide exhibitors list (map/lay out with list) to all delegate to be inserted in registration kit.
12. Shall make necessary arrangements to highlight exhibitors list (map/lay out with list) along with exhibition layout at various main locations inside the exhibition area for guidance of the delegates / visitors.
13. Shall assist the Chairman and Organising Secretary to maintain update and keep the record or exhibitor reservations / booth bookings, payments, etc.
14. Shall handle all exhibition space / booth reservation enquiries in consultation with Chairman and Organising Secretary.
15. Shall assist Chairman, Organising Secretary in dealing with ECC / PCO.
16. Shall prepare 'exhibitor technical manual' to a standard comparable with other national and international conferences.
17. Will assist Chairman and Organising Secretary to provide sales support to all exhibitors.
18. Will implement and execute all sponsorship and advertising arrangements in consultation with Chairman and Organising Secretary.

20. PRIVILEGES:

1. Office Bearers (Head Office)
 1. The President, President Elect, I.P.P., HSG and Conference Secretary shall have the privileges to attend the conference with spouse without paying and delegate fee and hospitality charges, Room rent, etc.
 2. The President, President Elect, I.P.P., HSG and Conference Secretary shall have be provided with accommodation and hospitality without payment from the date of arrival to the day of departure.
 3. The President and HSG will be provided with one car separately with driver.
 4. The Chairman and the Organising Secretary shall be responsible for looking after the President, President elect, I.P.P. and HSG.
 5. When the President and the President elect and HSG arrive, they should be received by the Chairman of COC at the airport / railway station and escorted to the place of stay and while leaving they shall be given send off similarly.
 6. The HSG shall be provided with a room for office purpose. HSG should be provided with a stenographer and the other necessary computer / typing facilities, etc.
 7. The COC shall provide free accommodation and hospitality to IDA Head Office Staff as per requirement.
2. Honorary Member:
 1. All the Hon. Members will be permitted to attend the conference with hospitality without an delegate fee charges.
 2. They shall pay for their accommodation.

SECTION : B

This section of guidelines deals with the procedures in the organisation of an IDC.

1 THE PROPOSAL TO HOST AN IDC

1. The decision to host an IDC is usually initiated at one of the meetings of the IDA Branches.
2. Once the Hon. Secretary General' has given an indication, convene a General Meeting to:
 1. Approve the decision to host the particular IDC.
 2. Appoint the Chairman of the Conference Organizing Committee.
 3. Fix tentative dates and venue.
3. The proposal in writing in the prescribed format and containing all information as detailed below must be submitted to the Hon. Secretary General
 1. Proposed dates after consultation with the Hon. Secretary General
 2. Conference city and venue (i.e name of the hotel/convention center)
 3. Conference facilities for Trade Exhibition, Scientific Programme, C.C. Meetings and Accommodation facilities available
 4. The name of the Chairman of the Conference Organizing Committee. A copy of the minutes of the meeting appointing the Chairman of the COC should be enclosed.
 5. A Proposed Conference Budget/Income - 'Expenditure Statement.
4. The proposal is placed before the Central Council Meeting and the proposal is recommended for approval. The Conference Secretary is appointed in the meeting. The Conference Secretary and / or members of the Committee will make an inspection visit at the expense of the applicant branch of the proposed IDC venue and submit the report to the Central Council.
5. After the the proposal is approved by the C.C.
 1. Principal Officers of the Conference Organizing Committee are appointed.
 2. The Conference Date and Registration Fees are finalized.
 3. A Provisional Programme is drawn up
 4. Preliminary bookings for all conference venues and facilities are made.
 5. A preliminary budget is prepared.
 6. The Conference Theme is discussed.
 7. Trade Exhibition arrangements are initiated.
 8. Initial Promotion Materials are prepared.
 9. A decision to use the services of Professional Conference Organizer is made and negotiations with potential ones started.
6. The Central Council on the recommendation of the Conference Secretary will consider the proposal and if acceptable, approve the proposal.
7. The decision of the Central Council will then be conveyed to the Host Branch by the Hon. Secretary General within 15 days of the Central Council Meeting along with the agreement to be signed by the host branch and COC office bearers.
8. Soon after the proposal is approved by the C.C.
 1. Set-up a full Conference Organizing Committee and constitute Sub-Committees if possible.
 2. If PCO is employed, sign a contract with a PCO and their services be commenced immediately.
 3. Open a Conference Bank Account with a loan from the Host Branch.
 4. Sign contracts for the rental of all conference venues and facilities.
 5. Make arrangements with hotels for accommodation.
 6. Appoint Official Carrier and Travel Agent.
 7. Finalizes Floor Plan of the Trade Exhibition venue, Trade Exhibition Brochure and Contracts to commence selling of Exhibition space.
 8. Plan and make arrangements for social programmes.
 9. Finalized and distribute preliminary promotional materials 1.9.10 Prepare Scientific Programme and identify potential speakers 1.9.11 Approach potential sponsors.
 10. Take out insurance policy against cancellation of the IDC.
 11. Start active promotion of the IDC at all events of the IDA.

2. CONFERENCE PROGRAMME (Draft)

DATE	1st SESSONS			2nd SESSONS		AFTER 6.00 PM
	9.00 AM To 1.00 PM			2.00 PM To 5.00 PM		
1 DAY Before	1. Registration 2. Pre Conference Course 3. Pre/Sec Seminar (Optional)		L	1. Registration 2. C.C. meeting		ICCDE meeting, and promotion of new Conference
DAY -1	Scientific Meetings	1. Colgate oration 2. Scientific Session - I	U N C	1. Scientific Session - II 2. Ladies Programme - I	1. Scientific Session - III 2. Ladies Programme - II	Inauguration and Cultural evening And alumni dinner
DAY - 2	1. Scientific Session - IV 2. Ladies Programme - III	1. Dr. R. Ahmed Oration 2. Scientific Session -V	H	1. General body Meeting 2. Ladies Programme- IV	1. General body Meeting 2. Ladies Programme - V	Banquet
DAY - 3	1. Scientific Session - VI 2. Shopping for Ladies	1. Symposium 2. Scientific session - VI		Closing Ceremony	1. New C.C. Meeting	

3. ELECTION PROCEDURE

1. The Secretary will issue a proper notice for the EOGM with the Agenda:
 1. To confirm the COC fees as decided by the Executive Committee.
 2. To conduct election for the post of Chairman, COC.
 (The qualification to stand for various posts also should be informed.)
2. A second notice has to be sent along with 1st notice for conduction the COC meeting following EOGM at the same venue to elect
 1. Organising Secretary
 2. Treasurer
3. It should be informed to the members to attend EOGM with a Demand Draft payable to the Treasurer ----- Conference, as per the guidelines approved by Central Council and decided by Executive Committee. Cheques should not be accepted.
4. At the entrance of the hall entry card should be issued after submission of Demand Draft and signatures obtained.
5. Name of the contesting candidates shall be informed / declared.
6. Two scrutinizers shall be appointed by the President for conducting the election. They should sing the ballot papers.
7. Ballot paper with the signature should be kept ready for distribution.
 1. The entry card to be exchanged for ballot papers.
 2. Once distribution of Ballot Papers has commenced the doors of the meeting hall should be closed and no one who comes late should be allowed to enter into the hall and cast their votes.
8. Two scrutinizers shall be appointed by the President for conducting the election.
9. The President has got the casting vote in case of equality of votes.
10. Election result should be recorded with signature of contestants, Scrutinizers and President.
11. The Conference Secretary should be informed well in advance of EOGM so that he shall be present at the EOGM.
12. The Conference Secretary is authorized to clarify any doubtful points.
13. As it is the Head Office's Conference, the Head Office has every right to interfere and direct the host Branch to follow the directive of the Head Office.

SECTION : C

This section of guidelines deals with the procedures in the organisation of an International Conferences.

If any international conference is allotted to Indian Dental Association, it should be hosted by the IDA Head Office only. The COC will work as Sub-Committee of the Central Council under the direction of Head Office. When National Conference is combined with International Conference the same guidelines apply with the following changes:

1. Repayable advance not more than three lacs shall be paid, by H/O as approved by CC.
2. Students Conference shall be held in a different state/town for that year.
3. IDA National Conference can be merged with International conference provided and subject to the provisions in the guidelines of the International Organisation of which IDA will be hosting Conference.
4. If COC has to treat any foreigner as Guests prior permission for CC is required.
5. A separate Committee should be appointed to look after foreign guests.
6. Certain modification of the Delegates fees and arrangements shall be done to suit the convenience and all modification should be put in writing and prior approval of CC should be obtained.
7. Accounts should be submitted to H/O within six months after closing of the conference.
8. Accounts will be audited by the auditor of H/O.
9. The COC shall be formed by CC.
10. The Central Council shall decide the venue for the such a Conference.

SECTION : D

This section of guidelines deals with the procedures in the organisation of Student Conferences.

Student conference shall be conducted separately two months in advance where national conference is held preferably or in any other venue as decided by Central Council.

1. Students shall attend National Conference as delegates and not as members of Organising committee.
2. Students who are doing rotary internship after passing final BDS shall be treated as students only.
3. A separate budget shall be prepared for students Conference and it shall be held for two days Saturday and Sunday.
4. Student Conference shall have
 1. Sports
 2. Scientific Session
 3. Cultural Programme
 4. Banquets.
5. Apart informing student members individually all Dental Colleges should be informed about the students Conference
6. Student's delegates shall produce a certificate from the head of the Institution that they are students up to the dates of the Conference.
7. Students shall not be allowed in the Banquet held along with National Conference.
8. Qualification for the nominating and contesting Office Bearers of Student Conference:
 1. Qualification for the nominating and contesting Office Bearers of National Student Conference
 1. COC Chairman and Organising Secretary
 1. Should be a member in good standing.
 2. Should have served State CC member for 2 terms with at least 50% attendance in each term, out of which one term should have been within the preceding three terms. The current term's attendance should not be considered.
or
 3. Should have served as Chairman of any Committee / Student Conference at State / National Office.
 4. Should have served as President / Secretary / CDE / CDH Convenor at Local Office / State Office / Head Office.
 5. Should have attended at least two National Conferences.
 2. Criteria for COC Treasurer
 1. Should be a member in good standing.
 2. Should have served CC for 2 terms with at least 50% attendance in each term, out of which one term should have been within the preceding three terms. The current term's attendance should not be considered.
or
 3. Should have served as Committee Member of National / State Conference.
 4. Should have served as President / Secretary / Treasurer / CDE / CDH Convenor at Local Office / State Office / Head Office.
 5. Should have attended at least three National Conferences.
 2. Qualification for the nominating and contesting Office Bearers of State Student Conference.
 1. COC Chairman and Organising Secretary
 1. Should be a member in good standing.
 2. Should have served State EC and / or CC member for 2 terms with at least 50% attendance in each term, out of which one term should have been within the preceding two terms. The current term's attendance should not be considered.
Or
 3. Should have served as Chairman of any Committee / Student Conference at State / National Office.
 4. Should have served as President / Secretary / CDE / CDH at Local Office / State Office / Head Office.
 5. Should have attended at least two State or National Conferences.
 2. Criteria for COC Treasurer
 1. Should be a member in good standing
 2. Should have served EC and / or CC for 2 terms with at least 50% attendance in each term, out of which one term should have been within the preceding two terms. The current term's attendance should not be considered.
Or
 3. Should have served as Committee Member of National / State Conference.
 4. Should have served as President / Secretary / Treasurer / CDE / CDH at Local Office / State Office / Head Office.
 5. Should have attended at least two State or National Conferences.

APPLICATION TO HOST AN INDIAN DENTAL ANNUAL CONFERENCE / STUDENT CONFERENCE

Application is herewith made to host the Indian Dental Annual Conference as follows:

Please provide information using the same tab numbers listed below.

Year: City: State:

1. THE APPLICANT

1. Name of Applicant (Branch):
2. Contact Person's Name:
3. Address:.....
4. Telephone:
5. Fax:
6. E-mail:

2. DEMOGRAPHIC INFORMATION

1. Number of dentists in the branch:
2. Number of members of the State:

3. CONFERENCE VENUE

1. **Proposed conference centre:**

2. **Pamphlets and brochures with information about facilities, floor plans etc, to be enclosed.**

3. **Please note the basic requirements are the following:**

Lecture halls (main Hall with seating capacity of 1500 – 2,000)

Lecture halls (4 halls with seating capacity of 500 – 700)

Co-activity - (2 halls with seating capacity of 250 – 300)

Exhibition space (10 – 20000 sqm gross)

Registration area (large area with counters for up to 2,000 pax)

Restaurants, entertainment areas and catering facilities

Services required from the centre

Information counter

Space for IDA – HO activity measuring 25 – 30 sqm

COC office

4. **Initial rental price and concessions offered by centre to national conferences**

5. **Questionnaire on Services Included in rental fee by convention center –**

Questionnaire on Services Included in rental fee – to be completed by Conference centre (This is a guide for information. There is no right or wrong answer)		
ORGANISATION OF THE EVENT		Services including the rental fee Yes / No
1	Preliminary plan indicating all the technical and safety data (this plan could be used as the basis for allocating stands to exhibitors)	
2	Final plan assistance with dimensions and construction criteria and rules Final plan assistance with dimensions and construction criteria and rules	
3	Verification of the static calculations for multi-storey stands	
4	Technical personnel present during the rental period	
5	Liaison between the Organiser, the exhibitors and Conference Centre (applications for relevant permits and relations with the administrative bodies and services in question: customs, taxation, fire-prevention, safety, labour inspection bodies, etc.)	

6	Creation of an exhibitor manual including instructions concerning Congress Centre, instructions for setting up stands and order forms for the services provided Toilet service during the rental period	
7	Running of a fee-paying cloakroom for visitors	
8	Internet link with the Conference Centre Web site	
9	Conference Centre third-party liability insurance (complementary to Organiser's own insurance)	
PREPARATION AND INSTALLATION OF THE AREA		
1	Existing registration modules, apart from exhibition halls, lecture halls and offices	
2	Built-in or construction of registration modules for visitors and delegates	
3	Separate storage area, apart from exhibition halls, lecture halls and offices	
4	Floor marking of stand corners and stand numbers permitting stand setup	
5	Placing of flags or banners belonging to IDA Conferece (external)	
6	Placing and cleaning of all waste and waste paper baskets in official walkways	
7	Removal of all waste from Conference Site	
8	Running of a fee-paying cloakroom for visitors	
9	Sweeping official walkways at end of set-up and before laying of carpet	
10	Conference Centre third-party liability insurance (complementary to Organiser's own insurance)	
11	Sweeping official walkways (without carpets) for the duration of the exhibition	
12	Collection and disposal of rubbish outside the halls, in front of visitor entrances and on access routes to Congress Centre	
13	Sweeping the rental area after the exhibition	
14	General lighting of the exhibition by means of the building's existing lighting fixtures for the duration of the rental period.	
15	Ventilation, cooling/A/C and heating of the halls for the duration of the exhibition	
16	Ventilation, cooling/A/C and heating of the halls for the duration of build up	
17	Wireless internet available in the whole of the centre	
SECURITY, ACCESS, TRAFFIC, PARKING		
1	Operation of a control centre, along with management of technical and safety installations (period defined by the Conference Centre security service)	
2	Centre Security staff for controlled entrances, during build up and event days Centre Security staff for night time security	

3	Organisers freedom to choose and appoint on site freight handlers	
4	Fire prevention service (period defined by the Conference Centre)	
5	First aid service manned by qualified personnel for the duration of the rental period and according to regulations in force	
6	Control of road access routes to the Conference Centre site for the duration of the rental period and operation of a traffic control service	
7	Operation of fee-paying car parks	
8	Provision of parking permits for the Organiser according to an allocated quota	
9	Ability to control unwanted Hawkers within Conference grounds	

6. Please provide city maps to indicate position of the convention centre, road and train links to the centre, position of key hotels, etc.

7. Suggested venue for Welcome Ceremony

4. THE CITY

1. Please provide information about city hotels such as:
 1. Number of beds per star category
 2. Average cost of hotel rooms
 3. Suggested Headquarters Hotel – should be adjacent to conference centre
 4. Provide maps to indicate where hotels are situated in relation to the conference Centre
 5. Availability of public transport
2. Information about tourist attractions in the city
3. Information about tourist attractions in the country for post-conference tours
4. Information about the climate during the Conference period

5. CONFERENCE EXPERIENCES

1. Please provide information about dental conference organised in your country
 1. Who are normally the organisers? How often are conferences held?
 2. How many days does the scientific program last?
 3. What is the attendance? Please give a break down of attendance figures.
 4. What is the normal registration fee payable by members/non-members?
 5. Please give information about the scientific programme, including workshops, hands-on courses, etc; include last printed programme if possible Please give information about the trade exhibition including normal charges, organiser, how many days the exhibition lasts etc
2. Any other relevant information

6. GENERAL

Please provide further information and motivation about any aspect that might support your application

Some examples are;

- * Tax information (VAT, Services tax, Octroi, rental, catering etc)
- * International airport facilities
- * Import conditions for international trade exhibits

THE NEXT STEPS

1. Your application will be evaluated at the Council Office Bearers meeting. We will be in touch to make further enquiries.
2. If your application meets the basic requirements, will be presented to the Central Council. A site visit will be arranged. The site evaluation will be conducted by the Conference Secretary and / or Committee member. It is normal that the applicant/s will host such a visit.

THANK YOU FOR YOUR INTEREST IN HOSTING AN INDIAN DENTAL ANNUAL CONFERENCE

HOSTING AN ANNUAL INDIAN DENTAL CONFERENCE

About the Annual Indian Dental Conference:

- 1 An Indian Dental Conference is exactly what the name says, as IDC. The Head Office takes the leading role in all aspects of the conference according to the contract.
- 2 There are three main elements to an IDC, the Official Meetings, which consist of Central Council and Annual General Body Meetings and business meetings; the Trade Exhibition, which features a combination of both local and international exhibitors, and Scientific Programmes which includes orations by Speaker sponsored by Head Office, Speaker sponsored by Colgate and programme developed by the COC.
- 3 A COC will function further forthwith after the approval of Central Council, which will take care of all arrangements and aspect as per the guidelines including promotional aspect and the social events. The working language in all communications between Head Office and COC is English.
- 4 The profits made shall be shared generously with the Host branch as per the conference guidelines.

Who can apply to host the Indian Dental Conference:

Any IDA branch, meeting the criteria, can apply to host the conference.

Criteria for Annual Indian Dental Conference:

The following criteria have been identified and approved by the Central Council as the key requirement that should be met whenever a venue is being evaluated for suitability to host Annual Indian Dental Conference. These criteria should not be seen as exhaustive or exclusive.

- 1 The number of dentist in host state and region should ideally be such to ensure an attendance of around 2500 or more. The strength of the location / hosting city should preferably be more than 500.
- 2 Local dentists should preferably be able to pay the standard delegate registration fee.
- 3 There should be support for the Conference by the host branch's local / state authorities and tourism industry.
- 4 The host city can be easily accessible by all transportation modes, i.e., Air, Rail and Road.
- 5 The COC shall take responsibility for the overall management of the conference unless otherwise specified. The Head Office will provide support in all aspects.
- 6 The conference should consist of the IDA's business meetings, Scientific Programmes, Programmes of interest groups and related organizations, a dental trade exhibition and social programme.
- 7 All events, with the possible exception of the Welcome Ceremony and social programmes should be held in suitable venue under one roof.
- 8 An adequate number of suitable hotels should be within reasonably easy reach of the Conference venue.
- 9 There should be tourist attractions in the host city and its environment.

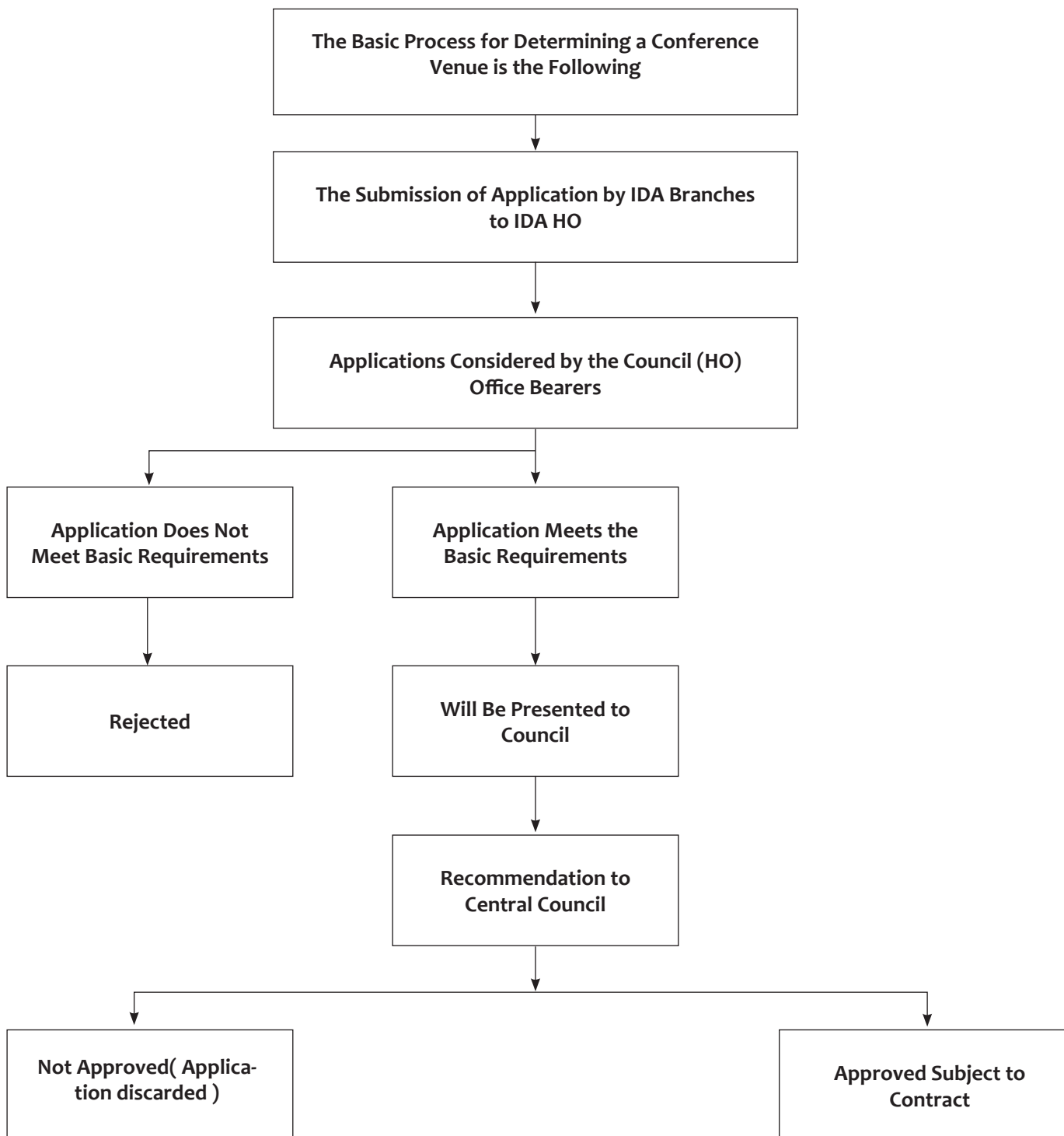
The Conference Venue:

One of the very important criteria mentioned above is "All events, with the possible exception of the Welcome Ceremony and social programmes should be held in suitable venue under one roof."

The Indian Dental Conference is a huge event and requires roughly the following facilities at the venue.

1. Custom built exhibition space of approx. 10000 - 20000 sqm
2. One main lecture hall with a total capacity of approx. 1500 – 2000 seats
3. Four small lecture halls for various scientific sessions a total capacity of approx. 500 – 700 seats
4. Two small lecture hall for collaborative activity with other organisation capacity approx. 250 – 300.
5. Registration counters to handle registration
6. Information counter
7. Space for IDA – HO activity measuring 25 – 30 sqm
8. COC office

The requirements will vary from conference to conference, depending on the expected attendance, etc.



The first Steps in applying to host an IDA Conference

- 1 Contact the IDA HO and request a copy of the document: Application to Host an Annual Indian Dental Conference
- 2 Complete a bid document with all details and relevant supportive documents
- 3 Submit the complete bid application documentation to the IDA HO.

Timeframe

A final decision on a conference venue should be taken ideally three years prior to the event.

The following basic principles apply to the previous process:

1. **Submission of application**
 1. The application may be submitted by a State or Local Branch interested and meeting the criteria.

2. The application must be endorsed and supported by EC members of the branch.
 3. Applications should be made by completing the form "Application to host an IDA Annual Conference". It should be submitted to the IDA Head Office.
 4. Detailed information about all aspects listed in the application form should be provided.
 5. Any other information that might strengthen the application should be provided.
 6. It should be kept in mind that the Annual Dental Conference is normally held around January / February. Proposed dates should be within this time frame.
2. **Consideration of application**
The Council Office bearers and the CC will consider applications to determine whether the basic criteria are met. The initial consideration could have one of three outcomes: see points 3, 4 and 5 below:
3. **Application does not meet basic requirements**
In this case, the applicant will be informed by the Head Office that the application has not been successful and cannot be considered further.
 4. **Application not suitable now**
It could be determined that the application is not suitable now, but might be considered at a later stage. Aspects such as the following could result in such a decision:
 1. The conference centre, hotels, etc are not currently suitable but might be in the foreseeable future.
 2. A major conference is already planned to take place at a venue in the same geographical area within broadly the same time frame.
 3. Political instability or safety aspects, which might be normalised within a reasonable time frame.
 4. Conflict or disagreement among Members in the branch or region which is seen to be of a temporary nature.
 5. **Application meets basic requirements**

If an application is found to be acceptable on all accounts, the Central Council through Conference Secretary/ies, will undertake a site visit and meet with the applicant the convention centre authorities and other relevant authorities.

The result of such a site visit could be one of three: rejection of the application, the application will be deferred for reconsideration at a later stage or a decision to make a positive recommendation to Council

6. **Recommendation to Central Council**
 1. The respective branch Secretary / President will make a comprehensive presentation and recommendation to Central Council regarding a possible Conference venue. Central Council will either approve or reject the recommendation. They might also ask for further information and motivation before a decision is taken. If Council approves a recommendation it will always be subject to an acceptable contract with the applicant / host branch. The contract covers a comprehensive variety of issues and includes financial aspect. The conference will not go ahead if agreement cannot be reached on all aspects of the contract.
 2. If there is only one application which is meeting the requirements, conference can be allotted to applicant branch. However, if application is not meeting the requirements, new application/s may be invited.

Hosting branch takes the main responsibility for organising conference, It should be noted that the host branch should take all possible steps to ensure successful organisation, promotion and profitability of the conference.

AGREEMENT

INDIAN DENTAL ASSOCIATION ANNUAL CONFERENCE

As per the provisions in the IDA Constitution and Conference Guidelines in force, this agreement between Indian Dental Association Head Office and _____ (hosting branch) sets forth the terms of hosting Annual Indian Dental Conference (IDC) in the year _____ (hosting year).

The Parties

- I IDA, Head Office, 2nd Floor, Bombay Mutual Terrace, 534 – Sandhurst Bridge, Opera House, Mumbai 400007, Maharashtra, herein after referred to as “IDA HO” represented by Dr Ashok Dhoble, Hon Secretary General and
- II _____ (hosting branch), a State / Local branch of Indian Dental Association under the aegis of _____ State Branch _____ (Address of the hosting branch office {branch Secretary’s address}), hereinafter referred to as the “Hosting Branch” represented by _____ (Name), Hon Branch Secretary, _____ (Name), President, _____ Branch, _____ (Name), Hon Treasurer, _____ Branch. Conference Organising Committee represented by _____ (Name) Organising Secretary, _____ (Name), Chairman and _____ (Name) Treasurer, hereinafter referred to as “COC”.

1. DEFINITIONS:

1. “Business meetings” means the formal and informal meetings organized for the business of the respective parties and other associated organizations.
2. “IDC” means the Indian Dental Conference, held annually, to be held at ____ (hosting City) in the year ____ (hosting year).
3. “Conference Budget” means all items of expense which are incurred directly in relation to the conference of an identical or substantially similar nature to those expenses incurred in connection with the previous conferences.
4. “Constitution” means the constitution of the Indian Dental Association currently in force at the date of this agreement.
5. “Guidelines” are rules and regulations of the Associations, which are formed in addition to the IDA constitution by the Central Council, for better administration of the association and are subject to alteration / modification / amendment.
6. “COC” means Conference Organising Committee, duly elected/nominated as per the Constitutional provisions and IDA Conference Guidelines in force as on date.
7. “Corporate partner” of IDA means those organizations, sponsors promoting the missions and aims of IDA and working in close collaboration with the dental fraternity.
8. “Exhibition” means those booths and stands sold or hired for the display and promotion, and sale of commercial merchandise in the dental industry and dental services.
9. “International” means outside the sub continent of India. “International participant” means any person attending the Conference, who does not reside in India.
10. “Interpretation” means the simultaneous and consecutive interpretation of services from and into the agreed languages.
11. “National” means from the sub-continent of India. “National Participant” means any person participating and who resides in India.
12. “PCO” means a professional conference organizer of good repute and experience for International / National conferences of a similar size or larger than IDA Conferences.
13. “ECC” means an exhibition construction company of good repute and experience for exhibitions of a similar size or larger than IDA Conferences.
14. “Scientific Programme” means lectures, symposia, workshops, limited attendance courses, table clinic, free communications and poster demonstrations offered during the Conference.
15. “Trade Exhibition” means the area within the Congress where companies / exhibitors and organisations display product and services.

2 ORGANISATION OF CONFERENCE:

1. The organization, management and finances of the Conferences are the direct responsibility of hosting branch. The hosting branch shall do nothing which is inconsistent with the IDA Constitution and provisions of the Agreement.
2. The conference organization is described in the “IDA Conference Guidelines”.

3 CONFERENCE VENUE:

1. The Hosting branch through COC shall secure all venues for the scientific programmes, exhibition, business meetings and additional required venues, as deemed necessary from time to time.
2. The Hosting branch through COC shall secure the necessary space for all parts of the Conference and the Exhibition through contracts with the respective organization/s as required for the pre congress courses and Opening Ceremony.
3. The Hosting branch through COC shall secure the necessary permissions for venues, programmes, social events, etc.,

from the Central, State or Local Government and agencies like “ITPO”, “Local Municipalities”, “Police Stations”, etc.

4. The Hosting branch through COC shall secure the necessary space for the preliminary and final schedules of all sessions of the scientific programme and business meetings. The IDA HO must be consulted for the scheduling and space requirements of the business meeting programme.

4. PARTICIPANTS:

1. Dentists, all categories of dental professionals, dental students, representatives of the dental trade and industry and other professional groups and accompanying persons attending the Conference.
2. Special invitations to International Participants to the Conference shall be issued by the COC.
3. Special invitations to National Participants to the Conference shall be issued by COC.

5. Scientific Programme:

1. The Scientific Programme shall be developed and agreed in co-operation with the parties concerned.
2. In consultation with the IDA HO and its Conference Committee, the Hosting branch through COC shall be responsible overall for the organization and management of the Scientific Programme. IDA HO shall be responsible for contracting of speakers for R. Ahmed Oration programme and Colgate Oration.
3. The Hosting branch through COC shall be responsible for the on-site management of the Scientific Programme.
4. The Hosting branch through COC shall provide all required technical equipment, technical personnel and support.
5. Flights and accommodation for speakers shall be paid from the Conference budget.
6. The Speakers database along with relevant details, viz., CV, title, photographs, Presentations, specific requirements. etc., shall be made available from time to time and complete database shall be submitted in acceptable format to HO.

6. EXHIBITION, SPONSORSHIP AND ADVERTISING:

1. A trade Exhibition consisting of an International Exhibition and a National Exhibition shall be organized during the days of the Conference. Discounts scheme, if worked out, on the exhibition booth price (raw space) to the exhibitors of previous year’s IDC and other allied Associations / Organisations should be mutually agreed upon between parties.
2. An IDA HO pavillion shall be provided and paid for from the Conference budget.
3. The Hosting branch through COC shall draft the floor plan of the Exhibition Halls and – through a contract with an ECC – for the technical and other local arrangements in relation to the Trade Exhibition. The Hosting branch jointly with COC, shall distribute the Prospectus. The Hosting branch and COC shall be responsible for the promotion of exhibition space, in consultation with the IDA HO. The IDA HO shall be responsible for the allocation of space and collection of payments from sponsors under various categories. The hosting branch through COC shall be responsible for allocation of space and collection of payments from the exhibitors other than sponsors.
4. The Hosting branch through COC shall provide post sales support to all exhibitors through an ‘exhibitor technical manual’ to a standard comparable with other national and international conferences.
5. The hosting branch through COC shall implement and execute all sponsorship and advertising arrangements with the advice of the IDA HO, as required and subject to the agreement of the IDA HO. Such agreements should not be unreasonably withheld. IDA HO may accept any sponsor who is a regular sponsor of conferences, whether on preferential terms or not, and the Hosting branch and COC shall accept and deal with those sponsors and other sponsors alike. The IDA HO shall collect payments for IDA HO negotiated sponsorship in consultation with COC.

7. BUSINESS PROGRAMMES:

1. The IDA HO and the Hosting branch through COC shall organize business meetings before and during the time of conference.
2. The hosting branch and COC shall be responsible for the arrangement required, viz., meeting room space, technical equipment and IDA HO office requirements, etc., which shall be to at least the amount and good standard and co-ordination of all national business meetings.
3. Tea, coffee and biscuits for IDA HO identified business meetings shall be arranged by the hosting branch through COC from the conference budget.

8. SOCIAL PROGRAMMES:

1. Social and tourist programmes before, during and after the Conference shall be arranged by the Hosing Branch through COC and their appointed PCO / Travel agent.
2. The Hosting branch through COC in consultation with the tour operator(s) appointed by Hosting branch/COC, shall determine and sign the necessary contracts in respect of the social and tourist programmes to be agreed by IDA whose consent shall not be unreasonably withheld.
3. An opening ceremony to include a roll-call of Indian States shall be organised by the hosting branch through COC.

9. REGISTRATION:

1. The hosting branch through COC shall be responsible for the pre-registration of all National and International participants.
2. The Hosting branch through COC shall be responsible for the co-ordination and final implementation of the process of all international, national and on-site registrations, in cooperation with and according to contract(s) with the appointed PCO.
3. The registration database shall be made available from time to time and complete database shall be submitted by the hosting branch in acceptable format to IDA HO.

10 HOTEL ACCOMMODATION:

1. The Hosting branch through COC shall contract a travel agency / PCO for the management of hotel accommodation for the participants and visitors. The appointed housing bureau will receive and manage all hotel bookings, and accommodation arrangements.
2. The Hosting branch through COC shall be responsible for the reservation of sufficient number of hotel rooms and for the arrangements for and contracting of hotels.
3. The IDA HO shall provide a list of speakers, personnel and officers requiring accommodation at the respective category of hotels to be funded from the Conference budget and the Hosting branch through COC shall organize that accommodation. If there is no space at specified hotel/s, accommodation at an alternative hotel will be acceptable if it is of a quality, standard and proximity.
4. The Hosting branch through COC shall provide shuttle bus services between the Conference hotels and conference related venues to be funded from the Conference Budget.

11 TRAVEL:

1. The Hosting branch and COC may contract an “Official” air carrier who will be regarded for this agreement as a sponsor.
2. The Hosting branch through COC shall arrange all required local transport.
3. The Hosting branch through COC shall establish welcome desk at appropriate locations, i.e., for Airport, Railways Station/s or equivalent places for all participants.

12 PROMOTION, PR AND PRINTING:

1. The Hosting branch shall be responsible for National and International promotion of the Conference and for the national PR activities in relation to the Conference.
2. The IDA HO shall propagate the conference through its national newsletter ‘The IDA Times’, by providing appropriate size and placement and at every available opportunity. The Hosting branch and COC shall be responsible to forward the required PR material in requisite format to the IDA HO as the per the publication schedule.
3. The Hosting branch and COC shall have to take prior approval from IDA HO for the barter / sale agreement with any publication/s.
4. Provision shall be made by the Hosting branch and COC in the Conference budget for the IDA Head Office promotional activities.
5. The Hosting branch through COC shall design, produce, print and distribute the preliminary and final programmes, the exhibition and sponsorship prospectus, registration forms and all other printed matters in consultation with the IDA HO.
6. Any use of IDA logo must be approved by the IDA HO.
7. Intellectual Property and License

The parties acknowledge agree that the IDA HO is the owner of certain intellectual property including but not limited to

1. the name, style or brand of “IDA”, “Indian Dental Association”
2. the name, style or brand of “Indian Dental Conference”
3. the IDA logo and further that the Hosting branch and COC is the owner of certain intellectual property including but no limited to;
4. the name, style or brand ‘IDC (Host branch) ____year’

Notwithstanding anything stated herein, IDA HO shall retain exclusive ownership of all the contents of the publication, cd-databases, online databases and their other collection. It is unequivocally understood that the award of the Conference to the hosting branch shall not confer any intellectual property rights to COC or IDA _____ (name of host branch) branch. All intellectual property rights shall vest with IDA HO.

13 ACCOUNTS:

1. The Conference Budget shall be proposed by Hosting branch and COC, agreed and approved by the IDA Central Council and then managed by the Hosting branch and COC. Income and expenditure items to be handled by the Hosting branch through COC shall be identified in the Budget. The Hosting branch and COC shall keep their income and expenditure accounts in connection with the Conference separate from their other activities. All Conference reports and contracts shall be exchanged on a monthly basis. Both parties shall do their utmost to maximise income and minimize expenditure.

2. The Hosting branch and COC shall take financial responsibility for the Conference and shall be solely responsible for any and all losses which may occur and shall indemnify and hold harmless the IDA, IDA HO and IDA Central Council in respect of all and any claims made by third parties arising out of the Conference.
3. Only one Bank Account shall be opened by COC in the Bank with a resolution from IDA, H.O. Account shall be operated by Chairman, Organising Secretary & Treasurer. No Bank Account shall be opened without the knowledge of the IDA HO.
4. The Bank Account opened for the Conference shall be closed with a resolution from IDA HO after six (6) months of the conference.
5. All money shall be received in favour of "IDC ___ (year)" only and deposited in the designated account opened by COC in consultation with IDA HO.
6. All financial transactions and documents related to the Conference must be made known to the IDA HO and the Conference Secretary.
7. Monthly bank statements shall be sent to IDA, HO regularly in the first week of every month.
8. The Principal Sponsorship and other Sponsorship shall be negotiated by IDA HO. The Principal Sponsorship and other Sponsorship appeal brochures produced by the COC or its agents shall clearly indicate that payment towards sponsorship be made directly to IDA HO Conference account.
9. At the end of every two (2) months, 50% of the payment received by the IDA HO shall be released to the Organizing Committee's account.
10. The Hosting Branch through COC shall be responsible for arrangements for the collection of International, National fees, other national income, agreed sponsorships and advertising revenue.
11. The Hosting branch through COC shall keep proper records of all income and expenses incurred and in the absence of vouching, save in the overriding discretion of the auditors, shall be considered not to have been incurred and shall be disallowed.
12. The Hosting branch through COC shall abide by the rules, i.e., service tax, TDS, etc., of 'The Income Tax' authority and shall pay the dues to respective accounts and keep all the records updated which shall be submitted to IDA HO along with other details.
13. The Conference accounts shall be audited by IDA HO through its appointed auditors only.
14. The Hosting branch through COC is directly responsible for accommodation costs for speakers, IDA HO Office Bearers as per the Conference Guidelines and Head Office Staff.
15. Income distribution
 1. The COC shall pay to the IDA Head Office 10% of the delegate income, 25% Of sponsorship income, 17% of the trade exhibition income, 20% of the other income received towards the IDC from the respective sources. This shall be paid to the IDA in installments beginning nine (9) months prior to the date of the IDC and the last installment shall be payable one month before the end of the IDC.
 2. The monies due from Para 13.17.1 and all other monies and income due to IDA shall be paid to the IDA Treasurer by the COC within two (2) months of the end of the conference together with Financial Statement of all conference income and expenditure. The accounts shall be audited by the Head Office.
 3. The final income shall be determined from the Income-Expenditure statement, which shall be submitted by the Conference Organizing Committee within three (3) months from the closing of the conference along with complete details of income, i.e., Registration, Trade Exhibition and other incomes. The COC shall have to submit all the accounts within six (6) months from the date of closing of the conference to IDA HO for audit duly signed by the Chairman, Organising Secretary and Treasurer.
16. Loss
 1. The Hosting branch through COC shall obtain insurance cover to insure the Conference and / or IDA HO from the following minimums:
 - all and any third party claims in relation to the Conference ongoing and
 - cancellation of all or part of the Conference for reasons outside the control of either party,
 and Hosting branch through COC shall ensure that the IDA's interest and notified to the insurer and if possible noted on the policy and in the event shall direct that the insurer make payments to IDA HO consistent with the arrangements set out in this agreement.
 2. In the event of the conference expenses being not met by the COC, the Host Branch shall be responsible to make the payment for the expenses and the IDA HO shall not be responsible for losses and / or expenses and / or payments to vendors towards the conference.

14 MISCELLANEOUS:

1. As per the provisions in the IDA Constitution and Conference Guidelines in force, this document contains and set forth the agreement of the parties. It may not be modified or changed orally, but only by an agreement in writing, signed by both parties and shall be binding upon the IDA HO and the Hosting Branch and COC and their legal representative,

successors and assignees.

2. The IDA HO and the Hosting branch and COC each agree to indemnify and hold harmless the other party from and for any and all claims, injuries, damages, losses, fines, penalties, costs and expenses (including but not limited to reasonable legal fees) that the aggrieved party may sustain in any manner through the indemnifying party's misconduct, negligence or breach of this agreement.
3. This agreement may be terminated by agreement between the parties or in the event of acts or war, force majeure, or should either party become insolvent or materially breach the terms of this agreement.

15 RESPONSIBILITY AND LEGAL STATUS:

1. The ultimate responsibility for organization of the conference, finances and accounts and finance shall solely rest with the COC and the Host Branch. This does not in anyway change the conditions that the host branch is only organising the conference on behalf of the IDA HO. The host branch shall still have to abide strictly by the rules, regulations as laid down in the Conference Guidelines Manual and any other conditions stipulated by the IDA through the Central Council.
2. On all matters related to IDC, the decision of IDA Central Council shall be binding on the COC and the Host Branch.
3. In case of any dispute, the aggrieved party must first approach the IDA H.O. and the Central Council.
4. The Courts, which shall have jurisdiction on any dispute, shall be the Courts in the jurisdiction of the IDA Head Office, i.e. registered Head Office of Indian Dental Association, where the Hon. Secretary General resides and practices and not any other part of the country.
5. The Hosting Branch or COC or its agents shall in such instances indemnify the IDA HO in advance for any cost which may be incurred by it if the matter incurs legal fees and/or has to be settled in the court of law in the jurisdiction of the IDA HO.
6. All the agencies shall be confirmed subject to satisfactory completion of all contracts and agreements with the COC and verified by IDA HO. All copies of agreements shall be sent to IDA HO prior to signing. Consent has to be obtained from the Conference Secretary and Members.
7. All disputes between the members inter se; members and outsiders; Association and members and Association and outsiders concerning the business of the Association, and/or bylaws; guidelines/rules and regulations and constitution of the Association shall be subject to arbitration as provided under the bylaw, guidelines/rules and regulations of the IDA.
8. The entire contract between the Association and outsiders shall be subject to arbitration as per the arbitration procedure provided in the bylaws, guidelines/rules and regulations of the IDA.
9. Interpretation:
The interpretation of IDA Constitution and Conference Guidelines shall be solely done by the IDA Constitution Committee, if required.
10. Exclusion of Jurisdiction of Civil Court

All dispute/s, Arbitration and legal proceeding on any matters of the Association can be initiated / commenced by the member/s; Branches/es and outsider concerning functioning / business of IDA and / or Bye laws; guidelines / rules and regulations and any mater relating to constitution of IDA only at the place where the Honorary Secretary General of IDA resides and practices at the time of cause of arises and not any where else.

In view of the arbitration clause for all disputes and grievances by a member/s or a State/Local Branch, the remedy to approach for a decree in Civil Court is barred. All such disputes and grievance shall be decided only by Arbitration. If any member or State or Local Branch of Association persist to file any suit, which can be questioned as to its jurisdiction and maintainability, it shall be filed against the Indian Dental Association, Head Office represented by the Honorary Secretary General in the City where his Office is situated and not in any other place in India

This Agreement is made and entered into this ___ day of _____ 2009.

For Indian Dental Association (Head Office)

1. Hon Secretary General

IDA _____ Branch (Host Branch)

1. President

2. Hon Secretary and Organising Secretary, COC

3. Treasure

Conference Organising Committee

1. Chairman, COC

2. Treasurer, COC

DISPUTES & ARBITRATION

In respect of any dispute touching the business of the Association; interpretation of the Bye-laws, guidelines/rules and regulations/any activity and/or of the constitution and further any dispute arising out of any contracts, dealings, transactions, shall be subject to guidelines/rules and regulations of the **Indian Dental Association** or with reference to any matter incidental thereto or in pursuant thereof or relating to their construction fulfilment or validity or relating to the rights, obligations and liabilities arising out of such contract, dealings and/or transaction of whatsoever nature with the Association and/or any disputes between members inters touching any aspect of constitution, Bye-laws, guidelines/rules and regulations made therein, shall be subject to the Arbitration and referred to the committee and procedure as provided in the Bye-laws, guidelines/rules and regulations, of the **Indian Dental Association**.

The dispute can be referred for arbitration only after exhausting all the remedial possibilities provided in the Constitution vide Article on Disputes and Arbitration.

Exclusion of Jurisdiction of Civil Court

All dispute/s, Arbitration and legal proceeding on any matters of the Association can be initiated / commenced by the member/s; Branches/es and outsider concerning functioning / business of IDA and / or Bye laws; guidelines / rules and regulations and any mater relating to constitution of IDA only at the place where the Honorary Secretary General of IDA resides and practices at the time of cause of arises and not any where else.

In view of the arbitration clause for all disputes and grievances by a member/s or a State/Local Branch, the remedy to approach for a decree in Civil Court is barred. All such disputes and grievance shall be decided only by Arbitration. If any member or State or Local Branch of Association persist to file any suit, which can be questioned as to its jurisdiction and maintainability, it shall be filed against the Indian Dental Association, Head Office represented by the Honorary Secretary General in the City where his Office is situated and not in any other place in India.

INDIAN DENTAL ASSOCIATION

Past Presidents and Hon. Secretary Generals

YEAR	PRESIDENT	SECRETARY	CONFERENCE CITY
1946	Dr. R. Ahmed	–	Delhi
1947	Dr. R. Ahmed	–	Delhi
1948	Dr. V. M. Desai	Col. N. N. Berry	Bombay
1949	Dr. S. K. Mujumdar	Col. N. N. Berry	Calcutta
1950	Dr. N. N. Berry	Capt. S. Bratt	Madras
1951	Dr. M. K. Patel	Capt. S. Bratt	Bangalore
1952	Dr. S. P. Kapadia	Capt. S. Bratt	Bombay
1953	Dr. M. K. Patel	Capt. S. Bratt	Lucknow
1954	Dr. H. D. Merchant	Dr. Fali S. Mehta	Bombay
1955	Dr. R. Prakash	Dr. Fali S. Mehta	Calcutta
1956	Dr. V. M. Desai	Dr. Fali S. Mehta	Pune
1957	Dr. H. D. Merchant	Dr. Fali S. Mehta	Bombay
1958	Dr. C. B. Shroff	Dr. Fali S. Mehta	Pune
1959	Dr. J.B. Jagos	Dr. Fali S. Mehta	Bangalore
1960	Dr. N. C. Barory	Dr. Fali S. Mehta	Hyderabad
1961	Dr. H. D. Merchant	Dr. Fali S. Mehta	Indore
1962	Dr. N. N. Kapadia	Dr. Fali S. Mehta	Ahmedabad
1963	Dr. B. Achemedic	Dr. Fali S. Mehta	Varanasi
1964	Dr. A. A. Joonas	Dr. Fali S. Mehta	Bangalore
1965	Dr. K. M. Gandhi	Dr. Fali S. Mehta	Jaipur
1966	Dr. F. N. Mehta	Dr. Fali S. Mehta	Hyderabad
1967	Dr. Ratan H. Doctor	Dr. Fali S. Mehta	Delhi
1968	Dr. N. R. Vazifdar	Dr. K. Singh	Goa
1969	Dr. Fali S, Mehta	Till July 1969	Calcutta
1970	Dr. P. V. Diwanji	Dr. B B.S. Marya	Bombay
1971	Dr. B. R. Sondhi	Dr. B B.S. Marya	Trivandrum
1972	Dr. Jangoo D. Kapadia	Dr. N. Jayaraman	Ahmedabad
1973	Dr. C. S. Raman	Dr. N. Jayaraman	Madras
1974	Dr. Naishad Parikh	Dr. G. R. Bhat	Manipal
1975	Brig. J. M. Rao	Dr. G. R. Bhat	Indore
1976	Dr. V. O. Sanghavi	Dr. G. R. Bhat	Pune
1977	Dr. K. Ramachandran	Dr. G. R. Bhat	Guntur

YEAR	PRESIDENaT	SECRETARY	CONFERENCE CITY
1978	Dr. Bhupendra C. Shroff	Dr. G. R. Bhat	Madras
1979	Dr. Mrs. Prabha A. Deodhar	Dr. G. R. Bhat	Bombay
1980	Dr. D. M. Kapadia	Dr. G. R. Bhat	Amritsar
1981	Dr. T. Samraj	Dr. G. R. Bhat	New Delhi
1982	Dr. R. K. Bali	Dr. Pradip Jayna	Bangalore
1983	Dr. G. R. Bhat	Dr. Pradip Jayna	Annamalainagar
1984	Dr. Keki M. Mistry	Dr. Pradip Jayna	Dehradun
1985	Dr. Amrit Tewari	Till July 1985	Lucknow
1986	Dr. B. P. Rajan	Dr. L. K. Gandhi	Coimbatore
1987	Dr. Pradip Jayna	Dr. V. M. Veerabahu	New Delhi / APDC
1988	Dr. V. P. Jallili	Dr. V. M. Veerabahu	Pune
1989	Dr. Ramakanth Venson	Dr. V. M. Veerabahu	Calcutta
1990	Dr. V. B. Kotak	Dr. V. M. Veerabahu	Bombay
1991	Dr. V. S. Dixit	Dr. V. M. Veerabahu	Mangalore
1992	Dr. L.K. Gandhi	Dr. V. M. Veerabahu	Ahmedabad
1993	Dr. Mohandas Nayak	Dr. V. M. Veerabahu	Nagpur
1994	Dr. Nailesh K. Gandhi	Dr. V. M. Veerabahu	Ludhiana
1995	Dr. A. P. Chitre	Dr. V. M. Veerabahu	Bombay / APDC
1996	Dr. R. Bellie	Dr. V. M. Veerabahu	Coimbatore
1997	Dr. D. K. Sabherwal	Dr. V. M. Veerabahu	Ludhiana
1998	Dr. B. Subhash Chandra Shetty	Dr. V. M. Veerabahu	Bangalore
1999	Dr. K. G. Nair	Dr. V. M. Veerabahu	New Delhi / CDA / IDA
2000	Dr. Hari Prakash	Dr. V. M. Veerabahu	Ahmedabad
2001	Dr. Krishna Nayak	Dr. V. M. Veerabahu	Bhubaneshwar
2002	Dr. C. Krishnarjun Rao	Dr. Ashok Dhoble	Kochi
2003	Dr. V. M. Veerabahu	Dr. Ashok Dhoble	Vijayawada
2004	Dr. B. Subhash Chandra Shetty	Dr. Ashok Dhoble	New Delhi / FDI 2004
2005	Dr. Bhagwant Singh	Dr. Ashok Dhoble	Ludhiana
2006	Dr. S. G Damble	Dr. Ashok Dhoble	Pune
2007	Dr. M. C. Mohan	Dr. Ashok Dhoble	Mangalore
2008	Dr. Deepak Kamdar	Dr. Ashok Dhoble	Nagpur
2009	Lt. Gen. (Dr.) Paramjit Singh	Dr. Ashok Dhoble	Chennai
2010	Dr. L. Krishna Prasad	Dr. Ashok Dhoble	Jaipur

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