

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.

The corrections sought are highlighted in red

DEFINITIONS

"Central Council" The Central Council is the national level governing body of the Association having its jurisdiction within the territory of India.

"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.

"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.

"Branches" are those segments of the parent Association working in the State or District/Tahsil / Municipal jurisdiction within the territory of India.

"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.

"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.

"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.

" Business meetings" means the formal and informal meetings organized for the business of the respective parties and other associated organizations.

"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

"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.

"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.

"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.

"Constitution" means the constitution of the Indian Dental Association currently in force at the date of this agreement.

"COC" means Conference Organising Committee, duly elected/nominated as per the Constitutional provisions and IDA Conference Guidelines in force as on date.

"Corporate partner" of IDA means those organizations, sponsors promoting the missions and aims of IDA and working in close collaboration with the dental fraternity.

"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.

"International" means outside the sub continent of India. "International participant" means any person attending the Conference, who does not reside in India.

" Interpretation" means the simultaneous and consecutive interpretation of services from and into the agreed languages.

"National" means from the sub-continent of India. "National Participant" means any person participating and who resides in India.

"PCO" means a professional conference organizer of good repute and experience for International / National conferences of a similar size or larger than IDA Conferences.

"ECC" means an exhibition construction company of good repute and experience for exhibitions of a similar size or larger than IDA Conferences.

"Scientific Programme" means lectures, symposia, workshops, limited attendance courses, table clinic, free communications and poster demonstrations offered during the Conference.

"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" /1 DA 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 Association 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" ICC means Central Council of IDA.
7. "Committee" VEC 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. With regard to State conferences the State EC reserves the right to modify or change the pattern of the Conference Guideline Manual if needed and C 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

- a. 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.
- b. 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

- a. IDA SO 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), The Conference is allotted on a zonal basis with the State Branches divided into three zones. The Fourth Year the state office shall conduct the conference at a venue as per the decision of the executive
- b. The Host Branch must submit with the invitation, a proposed budget and the proposed venue in the format prescribed by IDA SO for the invitation to be considered.
- c. 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.
- d. 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

- a. The proposals received from the branches shall be placed before the Executive.
- b. The Conference Secretary shall be elected in the Central Council Meeting
- c. The Conference Secretary 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 braches who had submitted bids for hosting the conference.
- d. The Conference Secretary 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.
- e. The IDA Central Council must approve the budget.
- f. 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.

- g. 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.
- h. 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.
- i. The Central Council has the right to host the IDC as and when and where it deems it necessary or at decided intervals as the case may be.

5. POSTPONEMENT I CANCELLATION OF CONFERENCE

- a. 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.
- b. 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. •
- c. 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. The SO shall stipulate on the events and areas to be insured for the conference.

6. RESPONSIBILITY AND LEGAL STATUS

- a. The ultimate responsibility for organization of the conference, finances and accounts and finance must solely rest with the Host Branch and its COC.
- b. 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.
- c. In case of any dispute, the aggrieved party must first approach the IDA (H.O) and the Central Council.
- d. 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.).
- e. 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.
- f. 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.
- g. 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.

- h. All the agencies shall be confirmed subject to satisfactory completion of all contracts and agreements with the COC and verified by COC. Consent has to be obtained from the Conference Secretary and Members.

7. FUNDS

- a. Head Office will not grant any loan or refundable advance to host branch.
- b. The COC shall be responsible for financing the entire IDC.
- c. The IDC Registration Fees should be agreed between the COC and the IDA Central Council.
- d. 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.
- e. It is necessary that the budget be reviewed by the Conference Organising Committee at regular intervals right up to the time of the conference.
- f. President, President Elect, Past President, Hon. Secretary General, Conference Secretary are not required to pay a registration fee for themselves or their spouses but are required to pay for any social functions at the Conference for which a separate charge exists.
- g. The Principal Sponsorship and other Sponsorship shall be negotiated by the host branch for which the help of IDA Head Office may be sought.
- h. 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.
- i. Finalisation of Accounts: 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. The COC shall have to submit the audited 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.
- j. 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.
- k. The Bank Account opened for the Conference should be closed after six (6) months of the conference. If COC does not close the account, the IDA HO should instruct the local branch to close the account. All money should be received in favour of IDC only and deposited in designated account opened by COC. Account shall be operated by Chairman, Organising Secretary & Treasurer.
- l. Permanent assets like Computer, Cell phones, etc becomes property of Host branch after the Conference is over.
- m. 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 Local Branch.
- n. 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.
- o. Sharing of Income : A share equal to 10% of the total registration income has to be transferred to the state as the state share of conference.
- p. H/O has powers to write off the outstanding dues of the Conference with the permission of CC.

- q. 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 Local Branch consistent with the arrangements set out in this agreement.
- r. The SO shall direct the COC to take adequate insurance cover for the event in the misfortune of fire, theft or any other untoward event.

8. CONFERENCE ORGANISATION

- a. The IDC shall be organized and administered by a Conference Organizing Committee (COC).
- b. 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.
- c. 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.
- d. **The Conference Secretary, 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. At the request of the Hon. Secretary General, all other documents, minutes of the committee should be made available immediately after the meeting.**
- e. 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.
- f. The COC shall maintain close cooperation with the President and Hon. Secretary General and Conference Secretary in the organization of the Conference.

9. ELECTION OF CONFERENCE OFFICE BEARERS

1. Eligibility Criteria for Conference Secretary

(Central Council will nominate/Elect the Conference Secretary who can be recommended by the local branch)

- a. Conference Secretary should be elected in the CC.
- b. Should be member of CC for at least two terms.
- c. Should have attended atleast three National Conferences and should have been Conference chairman or Organising Secretary of COC of State Conference / National / International Conference
- d. Should be from the nearby State to the proposed venue of the Conference.

2. Duties and Privileges of Conference Secretary

- a. He will be liaison between COC and H.O.
- b. He will be responsible for guiding COC for smooth conduct of the Conference.
- c. He will look after the protocol.
- d. He will be provided Hospitality and Accommodation by the host branch, whenever he visits the venue including the conference dates.
- e. His T.A. other than to attend EOGM visit shall be borne by COC.

3. Qualification for the nominating and contesting Office Bearers of State Conference

a. 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.

b. 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

3. 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 Organising 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 Chair- man. 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, intimation of the State Executive should be done . 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.
12. 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.

Accommodation Committee	Finance Committee
Registration Committee	Scientific Committee
Souvenir Committee	Trade Exhibition Committee
Hospitality Committee	Transport Committee
Cultural Committee	Accompanying person's Program Committee
Gifts and Memento Committee.	Public Relation Committee
Publication Committee	Sports Committee
Co-ordination Committee.	

13. 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
 - a. Shall preside overall meetings of the COC and the Conference Subcommittees.
 - b. Shall guide and control the activities of the conference.
 - c. Shall regulate the proceedings of the meetings and conferences, interpret the rule\$ and regulations and decided on doubtful points.
 - d. 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.
 - e. 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
 - a. Shall be in charge of the Conference Secretariat.
 - b. Shall conduct all correspondence.
 - c. Shall have general supervision of accounts, pass bills for payments and sign cheques.
 - d. Shall assist the Treasurer to prepare the statement of accounts and getting it duly audited by the auditor for presentation before the COC and the IDA H.O.
 - e. Shall prepare the budget and get it passed.
 - f. Shall organize the different activities of the conference.
 - g. Shall attend all meetings of the COC and the Sub-Committees and keep record of the proceedings thereof.
 - h. Shall assist the Chairman in appointing the Sub-Committees.
3. The Treasurer
 - a. 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.
 - b. Shall dispose off the bills for payments as sanctioned by the COC.
 - c. Shall be responsible for keeping up-to-date accounts of the Conference with all the books posted up to-date.
 - d. Shall prepare the final accounts of the Conference and getting them audited by the auditor of IDA HO.

12. PROFESSIONAL CONFERENCE ORGANISER (PCO)

- a. 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.
- b. 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.
- c. 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.
 3. (It is advisable that the period involved should be from the time of appointment to about 3 months after the Conference so that all post Conference matters can be finalized and completed).
 4. The detailed quotation of fees and the method of payments with details of services offered by the PCO for the fees charged.
 5. The PCO should not be offered any share of the profits and commissions of an IDC.
 6. 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.
 7. The PCO shall not collect any monies including registration fees on behalf of the COC; neither shall any money be de-positied in the PCO Account. All money should be received in favour of IDC only & deposited in the designated account opened by COC .
 8. 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.
 9. It is essential that an Executive member of the PCO may attend meetings of the COC and sub committees for the purpose of professional advice, liaison and effective communication.
- d. 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 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 I DA 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.
- e. 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.
 - f. 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.
 - g. 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.
 - h. 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.
 - i. 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

- a. 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.

- b. 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.

- c. 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.

- d. Visitors to Trade Exhibition

Registered delegates & spouses of the IDC and registered trade visitors will be allowed entry to the Tradefair.

- e. Participation by Allied Organization

Allied Organizations wishing to hold meetings during an IDC are required to obtain permission from the IDA Hon. Secretary General. If at all such a permission is given, the permission to conduct the meeting should be done in consultation with the COC 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. All matters regarding financial commitment for such programmes are left to the COC to decide .

14. **CONFERENCE BADGES**

- a. 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. It is mandatory that the badges are worn at all times and the non usage of the badge at the conference premises will automatically forfeit all the privileges which he would have enjoyed at the conference.
- b. As far as possible the COC should take steps to prevent the unauthorized use of badges and it should be non transferable. In case of loss of badges the responsibility of intimating the conference office bearers is of the delegate and a duplicate badge issued after taking the necessary steps the COC deems is fit to prevent unauthorized use.
- c. Different categories of badges, which can be easily distinguished, are recommended : namely
 - 1. Delegates who can participate in all programmes of the Conference. (Based on Type of Delegate registrations)
 - 2. Trade Exhibitors.
 - 3. Accompanying persons / Spouse
 - 4. Members of the COC
 - 5. Officers of the IDA
 - 6. Volunteers
 - 7. Ancilliary Staff

15. OFFICIAL CARRIER \TRAVEL AGENTS & OFFICIAL PUBLICATION

- a) The Conference Organizing Committee has the right to appoint official Carrier and an official Travel Agent to assist in conducting, organizing and promoting of the IDC.
- b) 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.
- c) The official publication shall be the official publication of IDA.
- d) The Official Publication shall promote and provide publicity to the Conference on a mutually negotiable basis between the COC and the Official Publication.
- e) 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.
- f) 2 to 4 pages should be reserved in the IDC publication for IDA HO.

16. VENUE REQUIREMENTS

- a. 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. The Closing Ceremony.
- b. 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 or wherever the COC deems suitable.
- c. Meeting Rooms
 1. Large hall with stage and seating accommodation for
 2. Uses: Welcome Ceremony / inauguration, Oration Key Note Lectures
 3. 2-3 Medium sized halls with raised rostrum and seating capacity for about delegates. Uses: Central Council Meetings. Free Communication Presentations
 4. Three to Five halls with a seating capacity for delegates. Uses: Limited attendance lectures Pre-Conference Courses
 5. Sufficient office accommodation for the Organizing Committee and IDA Secretariat.
- d. All these offices may be situated in the same building where the Central Council Meeting and other meetings shall be conducted. If the Conference Center does 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.
- e. Registration & Service Facilities

- f. 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.
- h. Dental Trade Exhibition:
 - 1. Halls with an exhibition area of 1000 to 2000 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.
- i. Catering Facilities
- j. Restaurant and refreshment facilities should be available at the Conference Center and Trade Exhibition venue, (if separated from Conference Center)
- k. It is traditional for complimentary accommodation to be provided for the President, President Elect, Conference Secretary, Hon. Secretary General. Arrangements must be made by the COC to reserve adequate rooms for Central Council members to stay at the Conference Hotel or at a Hotel nearby with adequate facilities.

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.

- a. 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.
- b. Other guests shall be decided by the Organizing Committee in advance and copies of the programme shall be provided on the dais.
- c. Time schedule of the function should be given to the guests.
- d. 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
- e. 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

- a. If there is One Guest

OS—SC--PE—CC—GC—PR—GF—SG—CH—CE

- b. If there are Two Guests

OS—SC—PE—CC—GG-PR—GF—GS—SG—CH—CE

- c. 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.
- d. If a Master of Ceremony is needed, he/she shall sit separately.
- e. The IDA Emblem and the Conference Banner should be prominently displayed as a backdrop on the dais.
- f. Mikes, fans, nameplates, water, garlands, lamp, etc. should be arranged.
- g. 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

The President, IDA H.O. will be the President of the Closing Ceremony.

- a. The outgoing team of office bearers will sit in the following order. After handing over the charge, the new team will

b. take over the dais. The dais arrangement for the closing ceremony is as under:

PR - President,

PE - President Elect

PP - Immediate Past President

V i- 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

c. 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.
7. National anthem

d. 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

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

f. 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. Subject to availability and shedule as planned
6. Day-to-day programmes, scientific programmes and venue maps should be displayed prominently at different places.

g. 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 I-DA members arid should be registered for the conference except foreign speakers and speakers from other faculties.

2. Orations

- a. 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.
 - b. 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.
 - c. 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.
 - d. Introduction of Colgate Orator will be by - 1st Vice President >
 - e. Introduction of Dr R. Ahamed Orator will be by - 2nd Vice President
 - f. 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. 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.
20. 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. Scientific Brochure with abstracts of scientific papers shall be published.

h. 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

i. 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.

j. 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. 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 I 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 help in implementing and executing all sponsorship and advertising arrangements in consultation with Chairman and Organising Secretary.

20. PRIVILEGES :

a. 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 transportation facilities
4. 4: The Chairman and the Organising Secretary shall be responsible for looking after the President, President elect, I.P.P. and HSG. The COC shall be responsible for giving adequate care and hospitality to them.

b. 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

1. THE PROPOSAL TO HOST AN IDC
 - a. The decision to host an IDC is usually initiated at one of the meetings of the IDA Branches.
 - b. Once the Hon. Secretary General' has given an indication, convene a General Meeting to:
 - c. Approve the decision to host the particular IDC.
 - d. Appoint the Chairman of the Conference Organizing Committee.
 - e. Fix tentative dates and venue.

2. The proposal in writing in the prescribed format and containing all information as detailed below must be submitted to the Hon. Secretary General
 - a. Proposed dates after consultation with the Hon. Secretary General
 - b. Conference city and venue (i.e name of the hotel/convention center)

- c. Conference facilities for Trade Exhibition, Scientific Programme, C.C. Meetings and Accommodation facilities available
 - d. 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.
 - e. A Proposed Conference Budget/Income - 'Expenditure Statement.
3. 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.
4. After the the proposal is approved by the C.C.
 - a. Principal Officers of the Conference Organizing Committee are appointed.
 - b. The Conference Date and Registration Fees are finalized.
 - c. A Provisional Programme is drawn up
 - d. Preliminary bookings for all conference venues and facilities are made.
 - e. A preliminary budget is prepared.
 - f. The Conference Theme is discussed.
 - g. Trade Exhibition arrangements are initiated.
 - h. Initial Promotion Materials are prepared.
 - i. A decision to use the services of Professional Conference Organizer is made and negotiations with potential ones started.
5. The Central Council on the recommendation of the Conference Secretary will consider the proposal and if acceptable, approve the proposal.
6. 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.
7. Soon after the proposal is approved by the C.C.
 - a. Set-up a full Conference Organizing Committee and constitute Sub-Committees if possible.
 - b. If PCO is employed, sign a contract with a PCO and their services be commenced immediately.
 - c. Open a Conference Bank Account with a loan from the Host Branch.
 - d. Sign contracts for the rental of all conference venues and facilities.
 - e. Make arrangements with hotels for accommodation.

- f. Appoint Official Carrier and Travel Agent. ->
- g. Finalizes Floor Plan of the Trade Exhibition venue, Trade Exhibition Brochure and Contracts to commence selling of Exhibition space.
- h. Plan and make arrangements for social programmes.
- i. Finalized and distribute preliminary promotional materials 1.9.10 Prepare Scientific Programme and identify potential speakers 1.9.11 Approach potential sponsors.
- j. Take out insurance policy against cancellation of the IDC.
- k. Start active promotion of the IDC at all events of the IDA.

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