

# PROPOSED AMENDMENTS IN IDA CONFERENCE GUIDELINES

*(Presented in the 3<sup>rd</sup> State EC @ Trichur, 22<sup>nd</sup> May 2011)*

## **NAME OF THE CONFERENCE**

- The name of the Conference shall be " **KSDC.YEAR**". Additional titles if any shall be included in the theme of the conference only.
- The name of the official Website shall be [www.ksdc20.in](http://www.ksdc20.in).
- The state office shall have a record (Synopsis) of the State Conferences for future references.

## **MINIMUM REQUIREMENTS**

### **Trade Exhibition**

- 12,000 – 15,000 sq ft area of level land or provision for 100 stalls in the Conference complex.
- All safety norms to be adhered to.

### **Registration Counter**

- At the entrance of the conference complex admeasuring 1500 sq ft area, with separate counters for registered delegates & Spot registration.
- Should have provision for instant Delegate Photo ID Card.
- Alphabetical display of branches, (not more than 3 branches dealt with in 1counter)
- Should have a help desk.

### **Accommodation**

- In-house accommodation for 100-200 RC members at conference venue.
- Quality Accommodation for 1000 delegates in the immediate vicinity (0.5 - 2km radius) of the Conference complex. (400 – 500 double rooms or suitable to accommodate the above).
- Accommodation for 500 delegates within 2-3 km radius, of the Conference complex.

### **Scientific Presentation Halls**

- Should have 3-4 A/c venues /halls for simultaneous scientific paper presentations.
- Adequate audio Video presentation facilities for quality presentations
- Seating for 100-150 per hall.

### **Conference Auditorium**

- A/c hall with a Seating capacity of 750-1000
- Stage or Provision for a Stage admeasuring 400sq ft( Adequate to seat 12-15 in a row)
- Should be binding Safety norms
- Built in Audio system or Provision with Adequate Lighting
- Should be within the Conference complex

### **Rest Rooms**

Must have built in or custom made provisions for ample toilets and wash for ladies & gents.

### **Restaurants/Canteen**

Should have provision for providing food & refreshments for all ordinary/**non RC members (Delegates)** during conference hours.

### **Car Parking**

Parking for 700-1000 cars in the immediate vicinity (0.5km radius) of the Conference complex.

### **Banquet Venue**

Must have a minimum of 20,000 sq ft area, or adequate area to accommodate 1500-2000 people without congestion & crowding during banquet.

### **Transportation**

- To & fro Transportation to be arranged for delegates if Banquet Venue more than 2 km from conference venue
- To & fro Transportation to be arranged for delegates if Conference Venue more than 5 km from Railway Station.

### **OTHERS:**

- Arrangements for accompanying Person/family
- Sightseeing/ entertainment
- Arrangements for alumni meet\*

## **CONFERENCE SECRETARY**

### **ELIGIBILITY**

- Should have attended the past 5-6 State conferences as RC member.
  - Should have attended the past 2-3 National conferences as RC member.
  - Should have been a State EC member for the past 5-6 years.
  - Should be residing from the same Zone where conference is allotted.
  - Should have been a Sub committee chairman/member of any COC in the past.
  - Should have been a Sub committee chairman of any committee in IDA State /HO.
  - Any Past President/ Past Secretary of IDA Kerala State (Preferably)
- The local branches must furnish a list of members of their branch, eligible to become Conference Secretary.
- A panel of Conference Secretaries from each Zone has to be formed and approved by the State EC. This list has to be updated every year.

- Conference Secretary for each conference has to be approved by the State EC, from the panel of that particular Zone.

### **Responsibilities:**

1. Should intimate the progress/shortcomings of the COC to the State office & State EC then & there.
2. Must attend at least 75% of the COC meetings.
3. Must be aware of all the agreements that the COC enter into.
4. Must present in the State EC the preliminary & concluding details regarding the Conference.
5. Answerable to State office & State EC in all matters related to conference.

### **Privileges**

1. All travel expenses & accommodation of the Conference Secretary, related to the Conference, has to be borne by the COC.
2. Shall be on Dais during the COC & all other Conference meetings.
3. Free RC Membership for the conference including in-house accommodation with family.

## **CONFERENCE ALLOTMENT**

1. Conference will be allotted on a rotation basis to each zone namely, North Zone> South Zone>Central Zone>State> North Zone> South Zone>Central Zone>State.....
2. Once in 3yrs the State office will directly organise the State Conference.
3. There shall be no State conference in the year where the State is hosting National Conference.
4. **Conference venue must be inspected and approved by the Conference committee and ratified by the State EC.**
5. Jurisdiction of IDA Kerala state branch is the State of KERALA. Hence State EC has the right to give approval for conducting State conference anywhere in the Zone, irrespective of the territory of operation of a particular Local branch. This will also ensure that a Local branch with no adequate infrastructure in their territory of operation gets a chance to host a conference in a suitable venue in their Zone.
6. However the local branch of the area where the selected venue exists should be officially intimated by the bidding branch/State office.
7. State EC will prepare a list of venues in each zone across the state based on the required standards for conducting a State conference. The bidding branch will pick the venue of their choice in their Zone, from this list. Eg: Trivandrum, Kollam, Allepey, Kottayam, Ernakulam, Trichur, Palakad, Calicut, Kannur, etc.....
8. Any other venue/area in their Zone may be selected by the bidding branch subject to the approval of the conference committee, ratified by the State EC.
9. A **conference committee** comprising of the State President, Hon. State Secretary, Chairman Conference Guidelines Committee, State President Elect, IPP & Conference Secretary, to be in charge of inspecting the venues proposed by the bidding branches.
10. Based on the Conference committee report, decision of the State EC regarding accepting/rejecting a conference bid application shall be final and binding.
11. If any situation arises in the functioning of COC, which is not in the best interest of IDA conference, the State Executive committee has the power to scrutinise and & correct the functioning of the COC. Decisions of the State EC shall be binding on the COC.

## **PROCEDURE FOR APPLYING FOR HOSTING STATE CONFERENCE**

- State office shall invite applications for hosting State conference 2 year in advance, from the branches of eligible Zone, **before 1<sup>st</sup> June** every year.
- The duly filled application form along with a proposed detailed budget & branch EC resolution & EOGM minutes, with detailed floor plan of the venue, endorsed by the Branch President & Secretary along with a DD for Rs.50,000 in favour of IDA Kerala State, should reach State office **on or before July 1<sup>st</sup>**.
- The amount thus received by the state office shall be considered as the advance part payment by the host branch towards the State conference share payable to the State office.
- Information once furnished by the bidding branch shall not be changed without prior approval of the State EC.
- **Conference Committee of the State** will inspect the conference venue and submit report regarding the eligibility of the bidding branches to the State office, which has to be approved by the next immediate State EC.
- All the expenses of the committee related to venue inspection (Conveyance, Food & hospitality) have to be borne by the Bidding Local branch.
- If more than 1 Local branch is bidding, the Conference is allotted during the State IDA AGM, through election by secret ballots.
- In such case the advance payment received by the bidding branch which has lost in election, will be refunded.
- A conference Secretary shall be proposed by the host branch/COC & approved by the state executive committee from the list of members in the panel.

## **APPLICATION FOR BIDDING FOR IDA STATE CONFERENCE**

1. Name of the hosting Local Branch: \_\_\_\_\_
2. Current IDA Membership Strength: \_\_\_\_\_
3. Current No. of branch members in the State EC: \_\_\_\_\_
4. Name of the Local Branch Secretary: \_\_\_\_\_
5. Name of the Local Branch President: \_\_\_\_\_
6. Name of the Proposed Organising Chairman\*: \_\_\_\_\_
7. Name of the Proposed Organising Secretary\*: \_\_\_\_\_

(\*Eligibility details to be furnished, branch EOGM/EC minutes to be attached)

8. Year for the Proposed State Conference: \_\_\_\_\_
9. Have you hosted any State conference before? \_\_\_\_\_
10. If Yes give details: \_\_\_\_\_
11. Proposed Venue for the conference: \_\_\_\_\_
12. Distance from the main road/Highway: \_\_\_\_\_
13. Nearest Auto/Taxi Stand from the venue: (in Km) \_\_\_\_\_
14. Distance from Bus Stand: (in Km) \_\_\_\_\_
15. Distance from the nearest Railway Station (in Km) \_\_\_\_\_
16. Distance from the nearest Airport. (In Km) \_\_\_\_\_

### **Accommodation Details** (*Mention Ac & Non AC Separately*)

17. Accommodation in the conference venue (No. of persons) \_\_\_\_\_
18. Accommodation availability within 1km radius (No. of persons) \_\_\_\_\_
19. Accommodation availability within 2-3km radius (No. of persons): \_\_\_\_\_
20. Accommodation availability within 3-5km radius (No. of persons): \_\_\_\_\_
21. Single continuous Area available for Trade Exhibition (in Sq ft): \_\_\_\_\_
22. Seating Capacity of the main conference hall: \_\_\_\_\_
23. AC/Non AC: \_\_\_\_\_
24. No. of additional halls for Scientific sessions: \_\_\_\_\_
25. AC/Non AC: \_\_\_\_\_
26. Seating capacity of each additional hall: \_\_\_\_\_
27. Area Available for Registration counter at the entrance: (in Sq ft) \_\_\_\_\_
28. Facility for State EC Meeting, AGM, Election. \_\_\_\_\_
29. Seating capacity for conference inaugural session Hall: \_\_\_\_\_

30. Inaugural Session in the conference venue or elsewhere? \_\_\_\_\_
31. AC/Non AC: \_\_\_\_\_
32. If Elsewhere, distance from the conference Venue: \_\_\_\_\_
33. Built in Stage available or not? \_\_\_\_\_
34. Area of the Stage in Sq Ft: \_\_\_\_\_
35. How many Cars can be parked in & within 0.5km radius of the venue? \_\_\_\_\_
36. Details of other car parking facilities with distance from the venue: \_\_\_\_\_

**Attachments Required:**

1. Resolution of the branch Executive committee:
2. Copy of Minutes of the EOGM held for this purpose:
3. CD with PowerPoint presentation of the Project Details.
4. Floor Plan: (Showing Exhibition Area, Conference halls, Food counters, Car park...)
5. Proposed Budget:
6. List of Hotel Names with distance from the proposed venue:
7. List of nearest places of interest with distance from the venue:
8. Route map of the venue from the nearest town/city:
9. Details of Banquet Venue: (Area in Sq ft, Distance from the main venue with Route map)
10. How would you make the conference a unique & memorable one?

**DECLARATION**

We hereby solemnly declare that the information provided in the application is true to the best of our knowledge. We also realise that **any false information provided in the application will render the application for conference bid INVALID.**

**Name & Signature**

**Name & Signature**

**Local Branch President**

**Local branch Hon. Secretary**

Date & Place:

Branch Seal

**COMMENTS BY THE CONFERENCE COMMITTEE**

**ALL THE ABOVE INFORMATION VARIFIED & FOUND CORRECT/INCORRECT**

**Name & Signature of the Conference committee members after Venue Inspection**

**(Correction, omission or suggestion if any should reach the State office before next State EC.)**