

IPS-02-B
INDIAN PHARMACOLOGICAL SOCIETY
APPLICATION TO CONDUCT REGIONAL CONFERENCE / WORKSHOPS/BRAIN STORMING SESSIONS

Title of the Conference: _____

_____ Venue _____ date _____

Name of the Organizer: _____

Designation: _____

Organization: _____

Address for correspondence: _____

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

Fax: _____ Email: _____

Number of IPS members in City / State: _____

Number of IPS members at the Institute: _____

Venue to conduct the conference : _____

Number of likely participants: _____

Number of Speakers : _____

Profile of the institute five lines : _____

Commitment of the Institute: _____

Details of Commitment from other agencies if any: _____

I have gone through the SOPs for conduct of Regional meetings and abide by all the SOPs of the Society.

Date:
Place:

Signature

SOP's for Regional Conference of Indian Pharmacological Society

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

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

Signed by

Date:

Organizing Secretary/Representative of the Organization

Finance Secretary

General Secretary

President