

Guidelines for Organizing the SNMI Annual Conference

- a) A letter of **confirmation from host institute / hospital** is required to be sent to the President as soon as the venue for the conference is decided.
- b) It is the Society's meeting, so **Organizing Sec.** is answerable to the society for everything.
- c) Accounts have to be maintained properly and submitted to HQ in a reasonable time of about **six months** post the conference duly audited by a chartered accountant. The seed money (Rs. ONE LAC), if taken, is to be returned within **two months** of holding the Annual Conference.
- d) The cost of the **abstract issue of IJNM** will be borne by the conference organizers (passed at 35th AGBM).
- e) The organizing committee of the Annual SNMI conference **will contribute a minimum of Rs. ONE LAC to the SNMI accounts** (w.e.f. 2007 annual conference).
- f) **President is seated on the podium for all important functions including orations**; this includes pre conference CME and main inauguration. It is the responsibility of the Organizing Secretary to maintain the right protocol. Once the programme is finalized it should be discussed with the President before going to the press.
- g) President and **President-elect** should have place in the conference inauguration programme.
- h) Organizing committee should be provided **space for executive committee meeting** (usually a small room).
- i) It was decided at Delhi executive meeting that the President, Treasurer, and Secretary-1 do not have to pay the registration fee.
- j) The organizing committee should provide free accommodation for President, Secretary-I and Treasurer with Secretary-1 and Treasurer sharing the room and this accommodation should be in the main conference hotel/venue.
- k) The **Oration list should be sent by the HQ to the Organising Secretary** and the orators are to be given free local hospitality / free lodging. Necessary plaques and certificates are to be brought by the SNM Secretary from the HQ.
- l) Food should be clean and nicely served in good and clean environment.

- m) The Conference website should be updated frequently / routinely. SNMI web address should be showcased prominently on all posters and banners / brochures.
- n) Enough local volunteers should be available to handle transportation and lodging independently without involvement of Org Secy.
- o) Transportation to and fro airport / railhead / hotels to conference venue should be provided free of charge. Buses / mini buses etc can be used for this purpose. Orators and President SNMI to be provided suitable separate transport as far as possible.
- p) **Oration awards will be completed within the first three days** of the conference and no oration should be fixed for the last day.
- q) **There is one Dr. N. Ramdas Award for best paper in Nuclear Thyroidology.** SNMI will pay for this award. Details are with the secretariat and on the website under awards and grants title.
- r) **There are Two (First and Second) Shakuntla Krishnamurthy Hepatology Awards for best paper in nuclear hepatology.** SNMI will pay for this award. If there are no suitable candidates in any given year, then no award is made that year and interest will accumulate to increase the core amount. Details are with the secretariat and on the website under awards and grants title.
- s) A National Advisory Committee should be formed under the President SNMI to liaise with the Organizing Secretary for organizing the annual meeting of the SNMI. **Central scientific committee** shall be responsible for the screening of abstracts and finalization of scientific programme. Thus the programme should be prepared in consultation with this committee which includes:
 - i. President SNM, India (Chairman of the Scientific Committee)
 - ii. President Elect SNM, India
 - iii. Secretary (HQ), SNM, India
 - iv. Editor-in-chief of IJNM
 - v. Dean, ICNM
 - vi. Maximum three members from the local organizing committee
- t) Infructuous expenditure should be avoided and decorum of the Society maintained at all social events.
- u) Free internet terminals should be provided for checking mail etc.
- v) Apex Air fare for the President, Secretary - I & Treasurer for convening the Annual General Body Meeting of the SNMI during the Annual Conference would be paid by the Society.
- w) Delegate fee may be waived for other SNMI EC Members.