



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

## **President Elect**

**Dr. A. M. Kadri**

## **Immediate Past President**

**Dr. Suneela Garg**

## **Vice President**

**Dr. Uday Narlawar**

## **Joint Secretary**

**Dr. Meenal Thakare**

## **Treasurer**

**Dr. Manish Rana**

## **Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

## **Executive Council Members**

### **South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

### **South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

### **North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

### **North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

### **East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

### **West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**Date: 01 / 07 / 2022**

## **Standard Operating Procedures (SOPs) for Organising National IAPSM Conference**

Following guidelines for the national conference of IAPSM are formulated to support and facilitate the organising committee in smooth and systematic organisation, conduction and execution of various proceedings in conference. It will help the organising committee to know & understand clearly about various activities and proceedings in the national conference of IAPSM and minimise errors in execution of same.

### **Groundwork to be done for the Conference:**

1. Decide conference dates- As conference is allotted two years prior, conference dates should be decided at least one year in advance so that dates can be announced in the ongoing National conference.
2. Constitute organising committee and various sub-committees well in advance.
3. Decide about conference theme and logo.
4. Open account preferably in nationalised bank for the conference for which PAN card is mandatory. Procure the PAN card either from Institute or State chapter. Procedure for opening account should be started early as it is time consuming.
5. A CA should be appointed and his/her expertise should be used for GST. An event manager's services can be considered by the organising committee. His/her current bank account can be used for depositing registration fees, funds collected from advertisement and stall charges etc. as all these come under GST which has to be paid by the organising committee.
6. Conference Website with a payment gateway for collecting registration fees for the conference should be aired at least 6 months in advance. Website should include details about venue, host city (with map), organising institution, organising committees, advisory board, rules and guidelines for registration fees, rules and guidelines about submission of scientific papers, posters and award papers, various competitions, pre and post conference workshops, accommodation and transport etc.
7. Conference brochure should be displayed on the website and mailed to community medicine departments of various medical colleges and public health departments all over the country at regular intervals. A hard copy of the same may be sent to all HODs of Community Medicine and public health departments in the country. Communication with head of departments of community medicine from various medical colleges and heads of public health institutes to motivate the faculties and PG students for registration should be done through telephonic calls and mails. Online meetings with HODs of various institutes in their regions, state and country for inviting suggestions and motivation for registration should be conducted.



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**Date: 01 / 07 / 2022**

**Cont. ....**

8. Communication for funding should be initiated with potential sponsors at least 9 months prior to scheduled dates. Addresses of the funding agencies should be procured from organisers of previous conference.

9. Venue of the conference and banquet should be finalised well in advance.

10. Fee structure for conference registration should be finalised in consultation with headquarters and should be displayed on the website. It should be inclusive of GST & Payment gateway charges. The registration fee to be paid for a national conference by a non-member should be Rs. 2000 over and above the actual fee as per the timeline and for a state conference this amount should be Rs. 1000 over and above the actual fees. Delegates above 65 years of age should be granted a minimum discount of 50 % on registration fees.

11. Accommodation and transport details should be displayed on the website

12. Messages of key stake holders in the field of community medicine and public health should be called for well in advance for publishing in the souvenir. Health minister and secretary at the state level as well as central level should be requested to send messages for the souvenir.

13. Online meetings with GC members should be conducted regularly for their suggestions and guidance.

14. Mails and E-brochure should be sent to all life members of IAPSM by Conference Secretariat.

15. Chief Guest /Guests of honour should be decided well in advance in consultation with IAPSM headquarters with backup plan for last minute cancellations by dignitaries.

16. Special efforts should be put in for local hospitality and catering.

17. Printing of certificates, mementos and souvenir should be done well in advance.

18. Vendor partners for photography, video recording and AV aids should be contacted and finalised well in advance.

19. Delegate kit should be procured well in advance.

20. Press conference and media coverage should be used for publicity with frequent press briefings.

21. One dedicated team should be appointed beforehand to note down the proceedings and prepare a final proceeding report of the conference. The same should be shared with health departments at state and national level.

22. A GOOGLE FORM must be developed for inviting CV of Judges/Chairpersons/Speakers/Orators which must be used along with registration form which will help in maintaining uniformity. This should include years of experience, life membership number, additional qualifications if any & field of interest.



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama  
Toppo**

**Dr. Vishwambhar Puri  
Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**Date: 01 / 07 / 2022**

Conference is usually planned for 3 days in the month of September to November preferably on weekends. Pre conference workshop is scheduled 1 day prior to the conference in the physical mode and the total duration of conference should not exceed 4 days. Inaugural function of the conference is usually on day 1, but organising committee can schedule it as per their feasibility. Organising committee can decide upon schedule and various activities in consultation with head office of IAPSM. Head office of IAPSM will always be available and support the organising committee in smooth execution of conference.

**1. Seed Money:**

After a National Conference is awarded to a particular institute, they should request for seed money to the National IAPSM & the headquarters should provide the seed money of 1 Lac, which should be granted preferably within a month of the request by the organising committee. This seed money should be returned to the Headquarters before commencement of the conference. The registration fee to be paid for a national conference by a non-member should be Rs. 2000 over and above the actual fee as per the timeline and for a state conference this amount should be Rs.1000 over and above the actual fees. Half of the amount should be handed over to National / State Headquarters and half should be retained by the organising committee (in case of a national conference Rs. 1000 to be handed over to National Headquarters & Rs. 1000 to be retained by organising committee, whereas in case of State conference Rs. 500 should be handed over to state chapter and Rs. 500 to be retained by the organising committee). This amount should be transferred to the respective headquarters within a month of conclusion of the conference. The decision on amount of seed money to be given to the state conferences can be taken by the respective state chapters.

**2. Pre conference Workshop:**

i. Pre conference workshop should focus on polishing skills of participants in public health activities and national health programmes. It should be possibly planned in physical mode for entire day from 9:00 to 17:00 hrs or even later depending upon the topic & logistics. More than one pre conference workshops /CMEs can be held in parallel.

ii. Faculties with immense experience in a particular field of public health should possibly be involved in such workshops depending on availability.

iii. It has to be meticulously planned keeping in mind the current & emerging trends in public health. Opinion of PG students can also be sought to understand their requirements pertaining to academics.

iv. Online pre-conference workshops and CMEs can be held 3 - 5 days prior to and after the conference as per the decision of organizing committee.



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**Date: 01/07/2022**

**3. Competitions / Cultural performances after Pre-Conference Workshop:**

i. Pre conference workshop shall be followed by events focusing on youths as majority of delegates in pre-conference workshops are PG students. Channelizing energy of youths is very essential for strengthening public health activities in future. It will facilitate interaction as well as networking among them. This is probably the only forum in national conference where PG students of different regions can interact among themselves.

ii. Role play / street play / poster making competition / health education tag lines/ video making /slogan writing etc. competitions can be held in the evening hours. Appropriate facilities shall be provided for same.

iii. It should be followed by camp fire/ DJ night / cultural event / dance performances of PGs (1 performance from each state) . Appropriate facilities shall be provided for same

iv. This will facilitate interaction among youths from different regions and develop connections with each other for future public health activities.

v. A Health Run/walk is to be arranged on preferably second day morning with specific theme. The Health Run/walk may be of 1 to 2 Km as per the convenience. Banners/cap, T-Shirts etc. can be arranged with the support of sponsor.

vi. IAPSM Flag Salutation and IAPSM Prayer are to be organised at appropriate before and after the Oration Sessions / GBM.



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**Date: 01/07/2022**

**4. Inaugural Function:**

Inaugural Function is the most important event of the conference. Organisers should take all efforts to make inaugural function as a Grand event.

i. Seating arrangement on the dais with name plates should be arranged for following members. They should be introduced and invited in this sequence -

a. Chief Guest

b. Guest of honour

c. President IAPSM

d. Secretary General IAPSM

e. Head of the Institution

f. If joint conference with state - President/Secretary of state IAPSM should also share the dais.

g. The Chief Guest/Guest of honour should be seated in the centre, and President and Secretary General of IAPSM should be seated on either side. Organizing chairperson, organising secretary/ Organising Vice Chairperson of National Conference should be seated on either side of National President and Secretary General.

ii. Lighting of lamp by Chief Guest and other chairs on the dais.

iii. This will be followed by prayer/ welcome song (Suggestions for preparing prayer for IAPSM)

iv. Welcome address by Organising Chairperson.

v. This will be followed by speech of Secretary General of IAPSM

vi. If joint conference with State - President/Secretary of State IAPSM

vii. Speech by President of IAPSM

viii. Speech by Guest of honours

ix. Felicitation of chapters star performance awards (will be finalised by head office, Felicitation with certificates & memento). Certificates as well as mementos will be arranged by head office of IAPSM. Scientific committee in-charge shall procure it in advance and coordinate with head office.

x. Felicitation of FIAPSM applicants – FIAPSM (Fellow of IAPSM) will be conferred to eligible candidates and certificates as well as mementos will be arranged by head office. Scientific committee in-charge shall procure it in advance and coordinate with head office.

x. Felicitation of Presidential award winners – certificates will be provided by head office of IAPSM. Scientific committee in-charge shall procure it in advance and coordinate with head office.

xi. Conferring Life time achievement award. (Will be finalised by head office, Felicitation with certificates & memento). Certificates as well as mementos will be arranged by head office of IAPSM. Scientific committee in-charge shall procure it in advance and coordinate with head office.

xii. Release of Souvenir. All advisories/books to be released in the inaugural function should be sent to the organizing committee well in advance and to be released before the release of souvenir.

xiii. Speech by Chief Guest

xiv. Vote of thanks by Organising Secretary / Organising Chairperson

xv. National Anthem.





# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**Date: 01/07/2022**

**5. FIAPSM:**

- To be given by Chief Guest/ Guest of honour /President / Secretary General.
- Invitation of awardees on stage
- Brief bio-data & activities of awardees on stage to be presented along with display on PPT which should be simultaneously displayed. Contribution in field of IAPSM should be mentioned
- Memento & Certificate to given to awardees.
- Guidelines of FIAPSM - bio-data for display on PPT to be prepared
- Bio-data to be displayed shall be ready at least a month in advance Bio-data will be presented by joint secretary /treasurer of IAPSM Headquarters.

**6. Presidential Awards:**

- To be given by President / Secretary General.
- Certificates for presidential awards will be prepared by head office of IAPSM and will be submitted to scientific committee before prize distribution.
- State chapter and Presidential award certificates should be freshly prepared with their names and should be dispatched later if not finalised prior to conference.

**7. Star Performance Award:**

- To be given by Chief Guest/ Guest of honour /President / Secretary General.

**8. Life time achievement Award:**

- To be given by Chief Guest/ Guest of honour /President / Secretary General.



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**Date: 01/07/2022**

**9. Orations:**

**1. Harcharan Singh Oration:**

- Inviting President, General Secretary & Organising Chairperson of IAPSM to dais for chairing the session.
- Brief bio-data / introduction/description of Secretary General & President of IAPSM which will be provided by head office of IAPSM.
- Description about Harcharan Singh Oration.
- Invitation of Orator.
- Bio-data of Orator to be presented as per content given from head office of IAPSM and displayed in PPT as well. It should not exceed 3 minutes.
- Felicitation of Orator with medal, memento and certificate by Secretary General & President.
- Time of oration (30 min). To be clarified prior to oration and time should be strictly maintained.
- Scientific committee to co-ordinate with joint secretary/ treasurer for orations prior to conference
- The Memento and Certificate of Harcharan Singh Oration (sent by IAPSM Headquarter) should be presented to the Orator by all the three dignitaries on the dais.

**2. Dhanwantari Oration:**

- Inviting President Elect, Immediate Past President and Secretary General of IAPSM to dais for chairing the session.
- Brief bio data / introduction/description of President Elect, Immediate Past President, and Secretary General of IAPSM which will be provided by head office of IAPSM.
- Description about Dhanwantari Oration.
- Invitation of orator.
- Bio data of Orator to be said as per content given from head office of IAPSM and displayed in PPT as well. It should not exceed 3 minutes.
- Felicitation of Orator with medal, memento and certificate by President Elect and Immediate Past President.
- Time of oration (30 min). To be clarified prior to oration and time should be strictly maintained
- Scientific committee to co-ordinate with Joint secretary/ Treasurer for orations prior to conference
- The Memento and the Certificate of Dhanwantari Oration (sent by IAPSM headquarter) should be presented to the Orator by all the 3 dignitaries on the dais.



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**Date: 01/07/2022**

**10. Plenary Sessions:**

i. Session can be planned and scheduled by organising/scientific committee in consultation with IAPSM headquarters.

ii. One speaker shall be allotted a maximum of 20 -30 min (including 5 min discussion).

iii. Chairperson and speakers shall be informed about the same prior to conference as well as before the session.

iv. Time management has to be adhered to strictly.

v. Sessions should start on time and end on time without any delay.

vi. Oral and poster session should not be clubbed with plenary sessions as majority of delegates then move away from main hall to other venue which is disappointing to sponsors.

vii. Chairpersons for plenary sessions: Priority should be given to GC members who are registered for the conference

viii. A special session of one hour shall be kept for presentation of Best Practices/Innovation in Community Medicine Education and Community Medicine Practices. (Will be conducted by nominated chairperson by IAPSM)

ix. It is desirable that important lectures, plenary sessions may be video graphed and uploaded on YouTube for long time benefit to all interested members of IAPSM and other people. Also, if possible, podcasting/live streaming of all the sessions can be organized and widely publicised so that members/interested people can take the benefit of invaluable sessions held at annual National IAPSM conference. Parallel sessions can be organized.





# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

## **President Elect**

**Dr. A. M. Kadri**

## **Immediate Past President**

**Dr. Suneela Garg**

## **Vice President**

**Dr. Uday Narlawar**

## **Joint Secretary**

**Dr. Meenal Thakare**

## **Treasurer**

**Dr. Manish Rana**

## **Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

## **Executive Council Members**

### **South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

### **South Central Zone**

**Dr. Neelam Anupama  
Toppo**

**Dr. Vishwambhar Puri  
Goswami**

### **North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

### **North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

### **East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

### **West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

## **11. Oral / Poster Sessions:**

i. Oral sessions can be kept early in morning as well as post lunch where it does not interfere with Plenary Sessions.

ii. Oral & Poster sessions can be kept on all 3 days to accommodate more presentations and avoid overcrowding of presentations on a single day. PG students of same institute are usually present for oral/ poster presentations of their colleagues and do not attend other sessions or go out for a tour. PG student's oral/ poster presentations of same institute can be spaced out over 3 days at different time slots so as to ensure their presence.

iii. Scoring sheet for same has to be finalised and selected on merit basis. Scientific committee shall ensure that before selection for oral / poster adequate scrutiny is done and faculties of community medicine from different colleges are involved in it.

iv. Oral as well as poster session should not overlap as it is observed that only presenter, judge, chairman and rapporteur are present in hall or session to listen.

v. Oral and poster session should not be clubbed with plenary sessions as majority of delegates then move away from main hall to other venue which is disappointing to sponsors.

vi. Rather than 4 parallel sessions/ halls only 2 or 3 halls / sessions can be kept to have greater participation of delegates. This shall be communicated to Professor and HOD of various institutes so as to have greater participation. Number of halls for oral presentations should be decided by the organising committee depending upon the number of abstracts received.

vii. Oral paper for awards category – Full papers should be invited at least 2 months in advance. These papers can be sent to experts in the field of Community Medicine from different colleges who will screen and short list 3 papers for each award category to be presented in the conference. A scoring sheet should be prepared by the scientific committee for this purpose and should be sent along with the full papers to be scrutinized.

viii. Judges, chairpersons to be finalised and informed at least 7 days in advance. Only registered faculties should be appointed as judges/ chairpersons. Full paper for award category along with the scoring sheets can be shared with judges at least a day prior to the award session so that judges are well versed with the research topic and can ask appropriate questions to presenter which will also enable in selecting the winner. Judges decision shall be final and binding to the all participants.

ix. Availability of judges should be confirmed prior to conference so as to avoid last minutes hassles of searching for judges and chairpersons. Alternate list of judges / chairperson and rapporteur should be kept ready in case if the judges / chairpersons do not report.

x. Reminder can be made to Judges / chairpersons/ rapporteurs at least 2 hr prior to start of session by a support team who shall be designated this duty.

xi. Strict adherence of timing should be maintained and communicated to Judges / chairpersons/ rapporteur.

xii. Chairpersons/judges for scientific/Award sessions: Priority should be given to GC members registered for the conference

xiii. A hall coordinator can be appointed by the organising committee who will coordinate with speakers, chairpersons & paper presenters for each hall. A time keeper with a bell should be present in each hall.

xiv. Scientific schedule as well as pre-conference schedule should be shared with registered members at least 3 days prior to start of pre-conference CME/sessions.



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**Date: 01/07/2022**

**12. Meeting of Editorial Board:**

- A separate conference room with a capacity for 20 - 25 members should be provided.
- Headquarters will communicate the time & date of the meeting in advance. Refreshment - water/ snack / tea & coffee shall be provided to board members.
- Stationary - pen /pencil & writing pad.
- Agenda of Editorial Board Meeting - copies of agenda for all member of editorial board (20 -25 copies).
- Agenda to be mailed 10 days prior to all members of editorial board.
- Attendance sheet for editorial board meeting to be circulated to all members.
- Minutes of meeting – to be noted down and later on to be finalised by head office.
- Organising committee to co-ordinate with Chief Editor of IJCM or joint secretary/ treasurer for the meeting prior to conference. One member of organising committee can be shared responsibility of same.

**13. Governing Council (GC) Meeting:**

- A separate conference room with a capacity for 20-25 member should be provided.
- Headquarter will communicate the time & date of the meeting in advance. Refreshment - water/ snack / tea & coffee shall be provided to board members.
- Refreshment - water/snack /tea &coffee shall be provided to GC members.
- Stationary - pen /pencil & writing pad.
- Agenda of GC meeting - copies of agenda for all member of GC meeting (20-25 copies).
- Agenda to be mailed 10 days prior to all GC member.
- Attendance sheet for GC meeting to be circulated to all members.
- Minutes of meeting – to be noted down and later on to be finalised by head office.
- Organising committee to co-ordinate with Joint secretary/ treasurer for the meeting prior to conference. One member of organising committee can be shared responsibility of same.



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

## **President Elect**

**Dr. A. M. Kadri**

## **Immediate Past President**

**Dr. Suneela Garg**

## **Vice President**

**Dr. Uday Narlawar**

## **Joint Secretary**

**Dr. Meenal Thakare**

## **Treasurer**

**Dr. Manish Rana**

## **Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

## **Executive Council Members**

### **South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

### **South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

### **North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

### **North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

### **East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

### **West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

## **14. General Body Meeting (GBM):**

- Headquarter will communicate the time & date of the meeting in advance. Refreshment - water/ snack / tea & coffee shall be provided to board members. Internet connectivity should be available at GBM venue for display of results of election. It should be organized in a big hall spacious enough to accommodate all members. Intimation about date, time and venue of the GBM should be given well in advance to all the life members of IAPSM.
- Attendance sheet for GBM – separate sheets can be circulated. It should contain 4 columns – Sr. No., Full name of IAPSM life member, Life membership number & signature.
- Writing material – book and pen for noting down the minutes (Minimum 4 sets – Joint secretary, Treasurer, & 2 office staff).

## **15. Banquet, Musical Night & Gala Dinner:**

- Banquet along with gala dinner & musical night should be arranged on first day in evening.
- Organisers shall choose a suitable venue for same based on feasibility and budget preferably at a different location from the conference venue
- Venue and food are important for banquet. Kindly ensure good hospitality for same.

## **16. IAPSMCON PG Quiz:**

Participation in PG Quiz is open for all PG members of IAPSM who are registered for the conference. Following procedure, guidelines should be followed for conduction IAPSMCON PG Quiz

- Sending an invite for participation to PG students
- Elimination round should be held on 2<sup>nd</sup> day of the conference.
- Final quiz with five best teams to be conducted on 3<sup>rd</sup> day of the conference.
- Registration for conference should be mandatory for participation in the quiz.
- Rolling trophy donated by IAPSMCON NAGPUR 2022 should be given to winner team in valedictory function. Replica of the trophy made by the organising committee can be handed over to the winners & the actual trophy should be handed over to the organising committee of the next conference.
- This information should be displayed on the Conference website.
- Time of quiz should be well chosen preferably on day 2/3
- Questions should be displayed on power point (PPT) so that all delegates in the hall can know about questions
- Ground rule of quiz should be mentioned in slide prior to starting the quiz
- Title of Quiz round should be clear in a single slide
- List of contributors, nodal departments, quiz masters and team members involved in preparation of quiz shall be displayed in between the rounds.
- Audience round should be there where questions unanswered by participants can be put to audience as a fun activity.
- Chocolate or small gifts maybe given to audience as a gesture.
- Certificate of participation should be given to all participating teams and winners should be awarded certificates, trophy and appropriate prize.
- Certificates and appropriate prize will be given by Organisers.



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**17. Valedictory Function:**

i. Chief Guest/ Guests of honour, President, Secretary General, President Elect, Immediate Past President, Organising Chairperson & Organising Secretary shall be invited on dais.

ii. Speech by Organising Chairperson

iii. Speech by Secretary General IAPSM

iv. If joint conference with State - President/Secretary of state IAPSM

v. Speech by President Elect IAPSM

vi. Speech by Immediate Past President IAPSM

vii. Speech by President IAPSM

viii. Speech by Guest of honour

ix. Certificates to winners of awards for paper presentations, certificates for prizes for various competitions, and Running trophy for PG quiz shall be given by dignitaries in rotation. This has to be co-ordinated by scientific committee along with Joint Secretary / Treasurer of IAPSM. Certificate and mementoes to be given to GC Members also.

x. Scoring sheet and name of winners to be given to Treasurer / Joint secretary by organizer immediately following prize distribution

xi. Speech by Chief Guest

xii. Vote of thanks by any one decided by organising committee

xiii. National Anthem

**18. Head office of IAPSM (HO-IAPSM) at Conference Venue:**

i. One Volunteer should be there exclusively for IAPSM Secretary team (head office) for local support /coordination with organisers (may be junior level person and need not be given other responsibility)

ii. One room should be made available to head office of IAPSM for keeping their belongings, meeting & other purpose. Lock & key of same should be with HO.

iii. A registration counter for IAPSM life membership should be provided.

iv. 1 table –at least 4-5 feet broad.

v. 3 to 5 chairs

vi. Electric / power supply for laptop.

vii. Display of Banner of IAPSM - 5x3 feet

viii. It will be operational for first 2 days of conference.

ix. Internet connectivity at counter should be available for online registration and communication.





# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama  
Toppo**

**Dr. Vishwambhar Puri  
Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**19. General Rules/Guidelines for Organising Committee:**

i. Time management has to be adhered to strictly.

ii. Sessions should start on time and end on time without any delay.

iii. Chairperson or speaker /should be informed about same and told to maintain time schedule strictly.

iv. Public address system for announcement shall be made available to make announcement for delegates, information about sessions, mobilising delegates for lunch, tea, dinner, etc.

v. A mobile App (if feasible) can be made which all delegates can download and know about various sessions and their venue. It should be --- day wise --- session for each day --- details of a particular session. App will ensure that delegates do not rush for collecting kit and can collect it later.

vi. E-certificates can be issued to all delegates for participating in conference as a green initiative to save papers.

vii. E-souvenir along with E certificate can be mailed to delegates.

viii. Hospitality (catering) Incharge: During breakfast / tea / lunch break there should be adequate numbers of counters as delegates reach the respective counters within 10 minutes of scheduled break. (If there are 1000 registrations at least 500 delegates will come for breakfast or lunch within 10 minutes, so at least 2 counters for plates, 3 veg. food counters and 3 non-veg. food counters shall be made available, 3 desert counters). There should be at least 3 counters for tea / snacks with some distance between the counters so as to avoid overcrowding. Tea/ snacks break is small and we need to wind it up early. This will ensure that all delegates finish their breakfast / tea / lunch and can attend the scientific session in hall on time. Dining area should be spacious. Organisers should try to provide tea / coffee round the clock during the conference sessions.

ix. Packed breakfast / lunch can be provided to delegates, which can save time for sessions and will be fast in disbursal. If packed breakfast / lunch are decided then 4 counters (2 Veg & 2 non-veg) shall be arranged. Sufficient dust bins should be provided for disposal of packing materials.

x. Delegates should be mobilised for scientific session after tea / lunch break into main hall or other halls. Responsibility of same shall be shared with 2-3 members from scientific committee or Catering committee. Volunteers can be assigned the role for mobilizing delegates in hall.





# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

## **President Elect**

**Dr. A. M. Kadri**

## **Immediate Past President**

**Dr. Suneela Garg**

## **Vice President**

**Dr. Uday Narlawar**

## **Joint Secretary**

**Dr. Meenal Thakare**

## **Treasurer**

**Dr. Manish Rana**

## **Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

## **Executive Council Members**

### **South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

### **South Central Zone**

**Dr. Neelam Anupama  
Toppo**

**Dr. Vishwambhar Puri  
Goswami**

### **North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

### **North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

### **East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

### **West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

## **General Rules/Guidelines for Organising Committee -----Cont.**

xi. Drinking water– Potable drinking water should be provided for entire duration of conference at minimum 3 places. Delegates have to often move for water.

xii. Washroom facilities – Adequate and clean wash rooms separate for males and females shall be available at the conference venue. Cleaning at regular intervals preferably every 1 hr interval should be ensured.

xiii. Computer/ laptop – at least 2 computers/ laptop shall be available at conference venue for executing conference related work by head office or organising committee.

xiv. Printers – at least 2 printers and 1 colour printer shall be available at conference venue for executing conference related work by head office or organising committee.

xv. Writing pads / hard boards for judges/ scorers as well as GBM. Minimum of 10 hard boards should be made available.

xvi. Trays – for mementos/ medals/ prize distributions shall be made available (Minimum 4 trays, and additional depending upon number of halls.)

xvii. Conference Kits for delegates- Should be ready with souvenir (if hard copy is to be given), badge, food coupons, writing pads, etc before well in advance. PG can be provided conference kit on pre-conference day so as to avoid overcrowding of delegates on day 1 of conference. However, certificate of participation (hard copy or e - certificate) should be given to the delegates after valedictory programme.

xviii. Registration Counters - Sufficient registration counters should be set up preferably state wise or in alphabetical order as per names of delegates, whichever is feasible for organisers. Overleaf of Identification badges should have important mobile numbers viz in-charges of scientific committee, transport/ accommodation committee, venue committee etc.

xix. Attendance – Strict attendance of delegates should be ensured twice a day, once in morning at time of breakfast and then in evening. Separate sheets for day 1, 2, 3 as well as morning and evening sessions should be maintained.

xx. Organising committee should try to provide accommodation to PG students at subsidized rates.

xxi. A Reception counter with a banner should be set up at railway station/ Airport/ Bus station to receive delegates. Transport services if possible should be provided for the delegates on pre-conference and conference days from Railway station/ Airport/ Bus station to conference venue or to the place of accommodation.



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama  
Toppo**

**Dr. Vishwambhar Puri  
Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**20. Accommodation & Travel Allowance for Head Office of IAPSM:**

i. Secretary General

ii. President

iii. President Elect

iv. Immediate Past President

v. Editor-in-Chief (IJCM)

For Local travel – Vehicle support should be provided to the above mentioned office bearers.

**21. Accommodation**

i. Joint Secretary

ii. Treasurer

iii. GC members

Decent accommodation should be provided to the above mentioned office bearers

**22. Souvenir:**

Should include messages of -

i. President IAPSM

ii. President Elect

iii. Immediate Past President IAPSM

iv. Secretary General IAPSM

v. If joint conference with State - President/Secretary of State IAPSM

vi. Organising Chairperson

vii. Organising Secretary

viii. In charge Scientific committee

ix. In charge Souvenir committee

x. Others as deemed necessary



# Indian Association of Preventive & Social Medicine

Founded in 1974

(Registered Under Societies Act XXI of 1860 in 1984, New Delhi, Registration No. 14240)

**National President**

**Dr. Harivansh Chopra**

**Secretary General**

**Dr. Purushottam Giri**

**President Elect**

**Dr. A. M. Kadri**

**Immediate Past President**

**Dr. Suneela Garg**

**Vice President**

**Dr. Uday Narlawar**

**Joint Secretary**

**Dr. Meenal Thakare**

**Treasurer**

**Dr. Manish Rana**

**Chief Editor of IJCM**

**Dr. Pankaj Bhardwaj**

**Executive Council Members**

**South Zone**

**Dr. Varun Vijay Gaiki**

**Dr. Joy Bazroy**

**South Central Zone**

**Dr. Neelam Anupama**

**Toppo**

**Dr. Vishwambhar Puri**

**Goswami**

**North Zone**

**Dr. Anmol Gupta**

**Dr. Rakesh Bahl**

**North Central Zone**

**Dr. Shaili Vyas**

**Dr. Pradeep Aggarwal**

**East Zone**

**Dr. Lisa Sarangi**

**Dr. Abhik Sinha**

**West Zone**

**Dr. Parul Sharma**

**Dr. Ankit M. Sheth**

**Date: 01 / 07 / 2022**

**23. Post Conference activities:**

- A brief report about the conference and photos (with title) of different activities is to be shared to National IAPSM for uploading on national website (preferably within one week).
- A proceeding /Report based on the lectures and deliberation is to be prepared and shared with IAPSM (for uploading on national website) as well as concerned health authorities within one month of completion of Conference which should also include list of delegates and various award winners.
- An advocacy document for each thematic and sub-thematic areas based on the deliberations/ presentations and research papers received is to be prepared and shared with National IAPSM/ Ministry of Health and family welfare, state and national government.
- Video recording of the key note speeches, lectures and to be shared with national IAPSM/ uploaded on IAPSM e-connect YouTube channel for wider and longer circulation and benefits of interested persons.
- Audited accounts of the conference should be prepared and sent to the headquarters within two months of completion of the conference.

Thanking you

With Warm Regards,

**Dr. Harivansh Chopra**  
**President**

**Dr. Purushottam Giri**  
**Secretary General**