



Guidelines for holding annual conference of the Association of Medical Physicists of India (Northern Chapter)

Approved By EC (16-09-2013)

Aims and objectives of the AMPI (NC) annual conference

- To disseminate knowledge in the field of medical physics and radiological safety among medical physicists and allied experts through invited talks/oral and poster papers/teaching sessions/trade and technical exhibitions.
- To encourage young medical physicists (age less than 35 years) especially to participate and present their work with the purpose of not only improving the scientific content but also the presentations.
- To conduct teaching/refresher courses on basic medical physics as well as state-of art technology in the field of radiation oncology, radio-diagnosis, nuclear medicine and allied field such as radiation biology.
- To formulate policy/guidelines for advancement of the medical physics profession and interact with various professional/government bodies for the same. This could also include making task forces for specific purposes with time-bound completion of tasks assigned reports.

Name of the Conference

Name of the Conference shall be **AMPINC-CONYEAR** e.g., AMPINC-CON2014

Invitations

- Invitation of Conference should be sent through email and same information should be updated on AMPI (NC) website.
- Special invitations must be sent to all the office holders of AMPI (NC) and the senior members of AMPI (NC) whose presence shall enhance the interaction with the younger colleagues.
- It must be made sure that the Organizing Secretary marks copies of emailed invitations to the EC members.

Orations and Awards Committees

- **Dr N C Singhal Oration**

Oration Guideline has been formed now so Oration will be decided as per Oration Guideline.
The Oration Committee to decide the oration shall consist of five members namely the President, the Vice President, and the Secretary of AMPI (NC), along with the Organizing Secretary of the conference, and Prof Arun Chougule or his nominee.

- **Mohan Dai Best Paper Award**

The Organizing Secretary of the conference should constitute a committee for the best paper award in the conference. He/she should ensure that there is no conflict of interests between the committee members and the contenders for the award. Among other steps, one of the important precautions to be taken in this regard is to see that the committee members and award contenders do not belong to the same institutions.

Cash price of 1100 rupees and a certificate will be awarded.

The Souvenir

- Effort should be made to publish a souvenir but it is **not a must**. Organizers should have enough advertisements to meet the expenses.
- The Souvenir, when published, must have the messages from President AMPI, President AMPI-NC, the Chairperson, the Secretary AMPI (NC) and the Organizing Secretary. Other messages may be included as the Organizing Secretary and the Chairperson may deem appropriate by the conference hosts.
- Effort should be made to accommodate abstracts of all the speakers in souvenir.
- Conference kits (bags) are **not mandatory**. It may be provided if organizers have enough funds. The conference bags need not be given to associate delegates (spouse) but instead, a suitable bag for ladies/spouse may be included.

Transport

- Transport Managers' telephone must be printed in various communications from time to time.
- Every effort should be made to see that transport is specially assigned for Members of Executive and other office bearers, senior members attending the conference to reach the venue of Banquet/other program being held at places other than venue of the conference.
- It is expected of the organizers that the **Transport Manager** is the last person to leave the venue of Conference and the last person to leave the banquet.

Audio/Visual

A trained person should be there to operate Audio/Video system

Use of Dais

At Inauguration

- The dais should have AMPI (NC) President and General Secretary. Rest of the people on dais could be decided by organizing chairman/secretary.

At Valedictory Function

- The dais should have President, General Secretary, Treasurer of AMPI (NC) and rest of the person on dais could be decided by organizing chairman/secretary.

Duration of Conference

The duration of conference should be limited to 1.5 days.

It should preferably start on a Saturday and end on the following Sunday afternoon. However, the Organizing Secretary may change it according to the availability of the infrastructure after discussing the same with the President AMPI(NC).

Scientific Programme Committee

The Organizing Secretary shall constitute a scientific programme committee for the conference. The committee can have up to 8 members including the President & the Secretary of AMPI (NC). The scientific committee shall have at least one member from AMPI (NC) EC other than the President and Secretary.

Invited Talks

- Invited talks should be decided by the organizing secretary/chairperson in consultation with the Scientific Programme Committee constituted for the conference.
- Invited talks from foreign faculty should be limited to six (06) or 20% of the total number of Invited talks whichever is lower. The foreign delegates, who are either working in India or are doing PhD in India, will not be counted as foreign faculty.
- In case the Organizing Secretary feels strongly about a certain International Invited talk, the proposal may be sent to Secretary General who shall put it to the EC and convey the decision to the Organizing Secretary.

Proffered Papers

The Scientific Committee shall review all the papers submitted for the conference except the oration/invited/trade talks.

General Body Meeting of AMPI (NC)

- The GBM will be held on day one immediately after the scientific session.
- President, Secretary and Treasurer and any other office bearer with the consent of President/ Secretary will be on Dais.
- It is of paramount importance that the organizing Secretary of the on-going conference and of the proposed conference are present in the GBM.
- To elect the AMPI (NC) office bearers, a returning officer must be appointed to conduct the elections.

Miscellaneous

- The **mementos/ bouquets are to be avoided** except oration as it is a waste of time and money.
- The certificate of attendance of the conference shall be signed by the Organizing Secretary (on the lower left side), Secretary, AMPI (NC) (on the lower right of the certificate), and the President AMPI (NC) in the middle. In this regard due care shall be exercised while printing the certificates.
- Task groups may be formed to come out with solutions/suggestions on various issues. As a first step, a Designated Member (DM) will be nominated by the AMPI (NC) for the purpose. Any AMPI (NC) member can approach the DM on professional issues requiring attention/solution. The DM will then forward the short-listed issues/problems to the AMPI (NC) office. The EC may, in turn, ask a group of experienced physicists (three in numbers) to form task groups to look into the problems shortlisted by the DM. The TGs will return their solutions/answers to the EC who, if required, will get it further evaluated by another group of physicists, and then send it to the DM. The DM will present the final results to the EC for making a formal announcement and give it a Tag of TG 1, TG 2 with appropriate heading. One of the responsibilities of the DM shall be to prepare a form for submitting the issues for TG consideration.
- The amount of registration fee for the conference is to be decided by the organizing secretary/hosts. The oration awardee, the president and the secretary AMPI (NC) should be exempted from paying the registration fee. The issues of charging registration fee from the rest are up to the discretion of the organizing secretary.
- Organizing Secretary shall provide the local hospitality to all the delegates who are attending conference. It is up to Organizing Secretary to provide free travel/accommodations (subject to the availability of the fund).
- To the run-up of the conference, the organizing secretary shall update the AMPI (NC) office regarding the progress on the preparation for the conference.
- It is mandatory to provide some funds (may be 50%) to AMPI (NC) out of money in surplus from the conference funds.