



Name of the Conference

Venue of the Conference

Date of the Conference

The names of the proposed local organizing committee members

Rules for Organizing Conference:

1. Selection of group /organization holding the conference would be made by a process of selection by the Governing Council and General Body from the applications/nominations received and the result will be declared after an online/physical voting by the General Body following presentations by the applicants.
2. Organizing Secretary/Chair or President of Organizing Committee has to sign a memorandum of understanding with the Office Bearers of the Association to follow the academic and financial rules laid down by the Association as per Government's financial rules.
3. Academic program and speaker selection must be done scientifically based on the contribution of the person as evidenced by research publications in indexed medical journals. This should be done in consultation with the President and the Secretary General of INMA
4. Selection of free papers for plenary/ young investigator/best poster awards must be done by independent /unbiased scientific review by the Judges approved by President/Secretary General of INMA.
5. Inaugural Session: President and Secretary General of INMA must be invited on the dais in addition to dignitaries chosen by local organizing committee (LOC)
6. All conference certificates must bear signature of President and Secretary General in addition to members of LOC
7. Bank Accounts and Funds for the conference: For each conference, a new account must be opened by the member selected for that particular conference organization. The exclusively separate account has to be audited by the chartered accountant before the month of next February by the LOC. Of the balance amount, 50% have to be submitted in the account of INMA. The other 50% of the left out amount may be used by the institute/organization for academic expenditure with the prior permission of the President of the association. In case, these guidelines are not followed, appropriate disciplinary action would be taken including removal of principal conference organizers from the Governing Council or restricting them to get nominated for the same for a period of 5

years. The LOC will be entirely responsible for non-adherence to financial rules of the Country for the fund for organizing conference.

8. An academic report of the Conference must be submitted to the President of INMA within one month of completion of it.
9. All these rules will also apply for INMA mid-term meetings.
10. Conference endorsement: INMA may endorse some standalone meetings in the country fulfilling the objectives of the society in the discretion of Governing Council led by the President.

Signatures of LOC Members with date

Signatures of the INMA GC Members with date