

Dated: 13/04/2022

NORMS FOR APICON

1. General

APICON will be held for 3½ days inclusive of CME Programme on the 1st day from 8.30 a.m. to 5.00 p.m. with adequate time for lunch.

2. Venue

The conference may be held in any city, which is easily accessible by air, rail and road and which has optimal infrastructure for holding such event.

It should have a good auditorium / a convention center having adequate seating capacity of 2000-3000. Six to eight additional halls with a seating capacity of 250 to 300 and 500-600 / 1000 per hall should be available close to the auditorium / convention center. Seating arrangements should be comfortable. Adequate ventilation with AC facilities should be available. Commuting from one hall to the other should be easy and trouble free.

Adequate space should be available for the scientific exhibition and catering within / around the conference venue.

The city should have sufficient accommodation for 7000 delegates (Hotels including hotels of international standards, Guest Houses, etc.).

- An undertaking should be taken from organizers to abide by the norms of holding APICON and other constitutional provisions.
- Other led down provisions of the constitution / norms of holding APICON should be followed by all concerned.

3. Timing of the Conference

The conference should preferably be held in the 2nd – 4th week of January.

4. Procedure of selection of place for Organization of the Conference

The venue shall be decided two years in advance.

Those interested in holding the conference should apply to the Honorary General Secretary of API and provide detailed information in the proper format about the offer to hold the conference along with the detailed facilities available in the city. The applications for holding the conference should be received in advance (for example, for the annual conference of year 2022, the applications to the API office should be received by 31st July 2019) so that a decision regarding the venue may be taken in the next AGM after discussion in governing body meeting of September of that year.

The application should come from the authorized representatives of a branch / chapter of the API after holding a meeting at the local level. The application should duly be signed by the Chairman and the Secretary of the Branch/Chapter.

The Organizing Chairman / Organizing Secretary should be selected / elected in the AGM meeting of the concerned branch/chapter of the association with proper information to the headquarter.

5. Informations / Brochure

Location of conference venue, arrangement of different Halls, Banquet place and other details etc. (preferably with a map of detailed layout) should be well described in a simple

way and sent to all the delegates and put on website latest by 31st May of previous year of the conference.

6. Badges

All the past Presidents of API, All the past Deans of ICP; Members of Governing Body, Office bearers of API, invited International Faculty, special invited guests, should be given special identity Badges.

7. Fund :

Budget - An accredited Chartered Accountant at the local level should audit the accounts and the audited account should be submitted as per the rules laid down in the constitution.

The Governing Body shall review the income / expenditure statement (budget) in its regular meetings.

- Bank account of organizers should preferably be in Bank of Baroda (API has account in this bank) with clear instruction to transfer the share of Central API every 3 months as mandated in constitution.

Responsibility towards API Headquarters:

FUND

A.P.I. Share

i. The organizers should reimburse quarterly to A.P.I.

- a. 25% of the delegation fee from all categories of delegates and 10% of the income from Exhibition Stalls/Hospitality area and all commercial area at the Annual Conferences of the Association.
- b. 75% of the cost of extra expenses incurred in printing the Conference Programme issue of JAPI.
 - Money saved, from APICON after meeting all expenses and the mandatory payments made to the central API, should be transferred to respective State API account with information to central API.
 - In case of default of financial provisions the chairman organizing committee, Secretary, finance secretary/Treasurer should be debarred from contesting from any post of API and all orations etc., till the financial issue is settled.
 - Other led down provisions of the constitution to be followed.

Application fee for holding APICON Rs. 50000.00/- 75% to be returned after if not allotted.

ii. Accommodation and registration:

- a. T.A. and Complementary accommodation to API Governing Body, ICP Faculty Council and Members of Board of Physicians Research Foundation (PRF) members during September meeting / (meeting at the venue) will be provided by the Organizing Committee.
- b. Complimentary Accommodation, Registration to all Past Presidents, Past Deans, Past Directors.
- c. Complimentary Accommodation, Registration and local Transport to all the API Governing Body members (Current and Incoming), ICP Faculty Council members (Current and Incoming) and Members of Board of Physicians Research Foundation (PRF) (Current and Incoming). The list will be provided by the A.P.I. headquarter and all the API / JAPI Office

Staff.

- d. Complimentary registration and full day accommodation in a designated conference hotel for those who are delivering lectureship / Orations at Annual Conferences of API. A List will be provided by the A.P.I. headquarter.
- e. Complimentary registration to:
 1. Chairman Constitution
 2. All Overseas Faculties with accommodation for full APICON in designated / equalient conference hotel and local convenience.
 3. Invited guests.
 4. API members above 75 years of age.
- f. Concessional registration should be restricted to API Members only. There should be provision for one time registration with all kits. Multiple counters should be arranged for speedy disposal during registration and registration enclosure should be protected from the sun and rains. Separate counter for registration of Past-Presidents, Governing Body and faculty council members, Past Deans, Orators, Members above 65 years of age, invited guests and National and International Faculty should be arranged. API Headquarters will oversee this process in co-ordination with Organizing Secretary.

The registration of Governing Body and Faculty Council Members should be done on the previous day (on the day of Governing Body and faculty council meeting).

The Governing Body and General Body of the API may review this arrangement periodically for suitable modification.

iii. Surplus Fund:

After meeting all the expenses the surplus fund of the conference will be transferred to the hosting local / state chapter.

8. Counters for office

The counters should be provided adequate and promenade space for API, JAPI, and Scientific Committee & Next APICON.

9. Inauguration

The inaugural programme will be held under the supervision of General Secretary API in accordance with the guidelines fixed by the Governing Body of API/Constitution of API. Normal convention and protocol should be maintained.

Seating Arrangements on the Dais should strictly be made as per the norms laid down in constitution.

10. Scientific Activities

The Chairman CME – APICON and Chairman Scientific Program (along with their committees) are responsible for holding the CME / Scientific Programme as per the constitution of API.

They will do so in consultation with the members of the Scientific Committee and ratified by the Governing Body.

i. Hall :

- All the halls should be in proximity.

- All the halls should be provided with double projection/ LCD projection etc. which should be flawless.
- The entry to scientific area should be restricted to the delegates only and no children should be permitted.

ii. Scientific program:

Scientific programme should be supervised by two senior members in each hall who will take care of timely running of scientific programme (8.30 a.m. to 5.00 p.m.), they will also ensure and verify the presence of chairpersons and the speakers.

- a. There should be adequate time for lunch.
- b. Scientific programme should be planned in such a way that the different systems are included in a way that updates the whole medicine in three years time, keeping in mind that the newer developments are not ignored.
- c. Scientific papers should be limited in numbers and of high quality with emphasis on original works.
- d. Number of lectures to be reduced to give more time to speakers and facilitate audience participation.
- e. Last dates for submission of abstracts should be the same in all the official letters, JAPI and different web sites.
- f. **Publications:** All the scientific content is the domain and responsibility of President-elect / Dean to be published by them only. No other person or company can publish the same without his / her permission. There should be no duplication of the scientific programs printing by anybody else.

Proceedings of conferences in CD format prepared by, President-elect API / Dean ICP/Organizing Secretary in consultation with President-elect API / Dean ICP, may be issued to all the delegates. Live telecast should be encouraged and practiced.

- g. **Chairpersons :** Chairperson should strictly maintain the timing and insure audience participation for better interaction. They should avoid lengthy comments, whilst chairing session and introduce the speaker and the topic in two minutes.

h. Faculty:

International : Maximum of 8-10 international faculty to be invited (for both CME and Scientific Programme inclusive). Their services may be utilized for both the CME and the scientific programme.

The Organizing Secretary will provide all the local hospitality to 10 invited **International Faculty** (includes Registration, stay in 5 Star Hotel at the venue, food and local transport).

National : The President-elect and the Dean ICP will insure that the national faculty members are registered delegates, if they are not registered then President-elect and the Dean ICP will take care of their respective faculty members for the registration on the basic charges.

- i. Certificate of participation to Delegates / Faculty / Free Papers / M. Vishwanathan Poster Presenters should be made available. It should be signed by President, President Elect, Honorary General Secretary, Organising Secretary and for CME Certificates President, President Elect, Dean, Honorary General Secretary and Organising Secretary. It should

be handed over to faculty just after their talk at designated place.

- j. Free Papers / M. Vishwanathan Poster Session / Poster Sessions should be encouraged and given due importance. The basic infrastructure for the Poster Session should be taken care of by the Organizing Secretary in consultation with the President-elect.

Some of the best free papers / posters may be condensed and shifted to award session / main scientific programme. At least one of the authors must be API member.

11. Food :

Catering area should be spacious and adequate to cater to at least 5000-6000 or more delegates.

Separate catering arrangement for Faculties.

Hygienic lunch in sufficient quantity should be served on all the days, keeping in mind the whole country and the regional variation in food habits.

12. Public Address System :

There should be only one centralized public address system in the conference and public address system in the different stalls will not be permitted.

13. Exhibition & Hospitality:

Exhibition halls should be adequately spaced.

The Hospitality area for the associate delegates and children should be away from the scientific area with all comforts.

Care should be taken that public address systems put in exhibition area should not disturb the scientific programme.

14. Accommodations:

Hotel accommodation charges should be charged on the basis of per night.

15. Transport :

The Organizing Committee should arrange for free transport for the attending delegates to and from the official places of their stay as detailed out in the brochure like hotels// guest houses to the venue of the conference, airport, railway stations and the venue of the dinner and banquet every day. There should be well-displayed and publicized routes and frequency of transport services. There should be Proper arrangements to transport the delegates especially senior citizens from parking to center of activities.

Other Important issues to be considered and included:

1. Health insurance to the delegates for 5/7 days.
2. The leveling off the ground if the conference is held in ground.
3. Electrical fittings in the ground should properly be done to insure safety.
4. Arrangements for Management of Immediate first aid and Medical Emergency.
5. Coordination with reputed local hospital for Emergency Management.
6. Ambulance in standby.
7. Arrangement for fire fight.
8. Any other points to be suggested by honorable members.

APPLICATION FORM FOR ORGANIZING ANNUAL CONFERENCE OF THE ASSOCIATION OF PHYSICIANS OF INDIA

The Honorary General Secretary
Association of Physicians of India
006 & 007, Turf Estate,
Off. Dr. E. Moses Road,
Opp. Shakti Mill Compound,
Mahalaxmi Station West,
Mumbai - 400 011
Tel. (022) 6666 3224; 24910218 Tel / Fax : (022) 24920263
E-mail: Website www.apiindia.org

Dear Sir,

The..... (Name) Chapter / Branch of API wishes to host the Annual Conference of the API for the year. The relevant details are as follows:

Name of the Chapter / Branch - Association of Physicians of India _____

Bank Account Number _____

Bank Name and Branch _____

PAN Number _____

GSTN Number _____

Copy of the last Audit Account _____

Venue of the Conference: _____

Auditorium / Convention Center (No. of Seats) : _____

Additional Halls (No. of Seats) : _____

Space for trade exhibition: _____

Space of catering: _____

Accommodation facilities in the city (Mention about hotels, guest houses, etc.): _____

Accessibility to the city by air / rail / road: _____

Name and address of the Organizing Secretary: _____

Name and address of the Organizing Chairman: _____

Tourist attractions and venues of the social events in the city: _____

Any other relevant information: approved by the Governing Body of the API _____ Chapter.

Name	Designation	Signatures
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1. _____	Organising Chairman	_____
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2. _____	Organising Secretary	_____
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