

## Guidelines to conduct Annual conferences of SIAMG

In line with the objectives of SIAMG, the society encourages its members to hold annual scientific conference and general body meeting of the society. The society advises the members and organizers to follow the following broad guidelines while conducting the conferences.

### **Content**

The major focus of the conference shall be to discuss latest research in the field of medical genetics by international and national faculty. The annual meeting should aim to deal with the recent developments in the field of medical genetics and its application in clinical practice in the form of a continuing medical education program. In addition, an oration (Dr SS Agarwal oration), young scientist award (Dr SS Agarwal young scientist award) and Dr IC Verma outstanding researcher award will, be part of the conference. The organizer is expected to give opportunities for talented researchers to showcase their latest work as platform and poster presentations for students. The organizer should also arrange time for an hour for general body meeting during the annual conference. Contact Secretary, SIAMG for further details.

### **Organizers**

Since Medical Genetics is a clinical super-specialty and the Annual conference of SIAMG aims at improving care for patients and families with genetic disorders and discussing clinically applicable research on genetic disorders, it is expected that at least the lead applicant (Organizing chairperson or the Organizing Secretary) should be a Member of SIAMG and at least one of them should be a Clinician.

### **Duration**

The duration of the conference should be at least one and a half day or 10 hours.

### **CME credits**

The organizer is expected to get CME credit hours as per Medical Council of India or state medical council guidelines.

### **Place**

The conference will be conducted at the place of the organizing secretary in his/her institute or an auditorium at his/her convenience.

### **Time**

The event shall be conducted between November of the year to February of the next year, every year.

### **Bidding to host**

The interested members (members and associate members) shall express the desire to conduct the event at least by June 30<sup>th</sup> of the previous year (for the 2021 meeting, by June

30, 2020) by email to the secretary of SIAMG with a copy to the president of the society. The organizing secretary will inform the executive committee about the applications in July and the Organizers will be informed by July end. If there are two or more applicants, the executive committee will decide the organizer of the next event by voting. The place and the host for the subsequent meeting will be announced in the Annual SIAMG meeting. In case a designated organizer fails to conduct the meeting the secretary and the president, SIAMG will have to be informed by email at least 6 months in advance. The executive committee will then invite the second bidder.

### **Financial matters**

The organizing secretary is expected to submit audited report of the conference expenses within 6 months of conference. Failure to do so (without valid reason) will result in cessation of membership privileges of the Organizing secretary (or the lead applicant).

The organizing institute can either make use of SIAMG bank account or use institutional account for finances for the conference. However no personal account can be used for this purpose. At the end of conference, an amount of 50% of remaining funds can be utilized by the Organizing institute for institutional development/academic expenses like purchase of books, computer etc at the discretion of the organizing secretary. The remaining 50% of funds will be transferred to/remain with the society (SIAMG). In case the SIAMG bank account is used for expense management then, at end of auditing of accounts and amount corresponding to 50% of remaining amount will be transferred to institute account (non-individual account) of the Organizing Secretary/Chairperson. If institutional account is used by the organizers then at end of auditing of expenses, the organizer is expected to transfer 50% of remaining funds to SIAMG account within 6 months of conference. It is expected that the organizer commits to raise sufficient funds for the event and the society will not bear any shortfall.

### **Issues not mentioned in this document**

The executive committee will look into any aspect that is not covered in this document on request by the organizers.