

WestBengalOrthopaedicAssociation(WBOA)

SOP FOR CONFERENCE

West Bengal Orthopaedic Association (WBOA) is a non-profit organization that declares in its constitution that its objective includes “all such activities for the advancement of art & science of Orthopaedic Surgery” and “To hold meetings, scientific discussions, conferences, etc. either among its members or with other associations or bodies, to arrange for the presentation of papers on the subjects & provide for and holding of lectures, classes, etc. for the cause of advancement of art and science of Orthopaedic Surgery and its allied disciplines as and when necessary.” Two of the most important regularly held conferences are WBOACON and MIDCON. By tradition, WBOACON is held on the second weekend of February, and the MIDCON on that of July. MIDCON was conceptualized as a platform for peripheral orthopedic surgeons to present their case reports. Typically, WBOACON is held, by rotation, in different parts of the state and hosted by local orthopedic clubs/societies, and MIDCON is held in Kolkata. ICL, the Instructional Course Lectures, is a recent addition, a one-and-a-half-day academic event that will be held in an exotic location.

This guideline is being prepared to ensure the smooth running of these academic events. The basic principles of this guideline can also benefit other academic events under the aegis of WBOA. WBOACON and MIDCON are to be regarded as key academic events and not merely a get-together of WBOA members.

Committee:

A Conference Committee (CC) be constituted to seamlessly integrate the thoughts and actions of the WBOA Executive Committee (EC) and the respective Organising Committee (OC) of WBOACON / MIDCON, ensuring the smooth flow of the events and minimizing glitches. The CC will be composed of, apart from the President, Secretary, and Treasurer of WBOA, at least two past organizing secretaries and treasurers of WBOACON/MIDCON, chosen by the EC on mutual consent. The immediate past president can be the chairman of the said committee. Their collective experience will provide much-needed insights and feedback. CC of a particular year will hand over the data of the proceedings CC of the following year.

Expression of interest:

The biddings for next year's WBOACON are to be placed before WBOA via email within 15th January of a given year. The bidding emails are to have content according to the proforma below, including, but not limited to:

1. Declaration to abide by the (Standard Operating Protocol) SOP and also to abide by the recommendations/directives of the EC and CC as conveyed from time to time.
2. The proposed organizing committee's names, email addresses, and phone numbers, comprising at least the Chairman, Organizing Secretary, and Treasurer.
3. Whether they are members of any ortho club recognized by WBOA.
4. Any previous experience holding WBOACON or conference of significance, by any of them.
5. Name of the provisional venue.
6. The number of rooms available in the venue (if there are) and decent rooms in hotels within a 2 km radius of the venue.
7. Any other matter the bidding body wants to convey to the EC

Merely expressing interest by bidding does not guarantee the allotment of a particular year's WBOACON. After prior discussion in the January EC meeting, the bidding information will be placed before GB in WBOACON for ratification.

We must remember that WBOACON and MIDCON are the annual events of WBOA, hosted by different ortho clubs / Societies

The scientific content:

This is to be considered the primary focus of interest and priority. The scientific committee of WBOA will finalize the program and decide the number of outstation faculty. If the organizing committee suggests such faculty, the EC and SC will scrutinize their names. The SC will also be responsible for seeking their topics of choice and ETA to ensure seamless program flow.

However, the organizing committee will be responsible for their transport (from their place of choice to the venue and back) and local hospitality. The OC can also decide on their role in workshops.

Academic partners:

WBOA will assist the OC in every possible way to have as much participation as feasible, complying with the state and the National Medical Council guidelines to the fullest extent.

Financial Issues

- In all programs and events where PAN of West Bengal Orthopaedic Association (WBOA) is being used all liability towards statutory compliance towards Income Tax, TDS, GST and any other taxes and duties rests upon the association. All incomes and expenses for the said program belong to WBOA only as far as regulatory authorities and Govt. revenue departments are concerned.

TDS Deduction:

WBOA is liable for deduction of TDS (Income-tax) at applicable rates at the time of making payments to different vendors. In other words, TDS amount should be withheld before making payment to vendors in one month and to be deposited to Govt within 7th day of next month. Copy of PAN card should be collected invariably before engaging any such vendor. TDS deduction should be done in cases of payment of hotels or convention centres, event management fees, fees of artist or professionals, catering services, audiovisual, decorator payments, printing, advertisements etc. Before payment in those cases OC should contact with office staffs of WBOA for the amount of TDS deduction.

No TDS deduction is required for purchase of mementos, souvenirs, gift items etc.

- All payments made to vendors should be supported by money receipts and proper tax invoice. All payments made during a particular month should be informed to WBOA office within 1st week of next month along with all supporting documents invoices/bills in order to ensure TDS payment and GST compliance at WBOA head office. Delay in submission of bills would result in delay in payment of TDS and accordingly interest has to be borne on the same by the association.
- WBOA is a GST registered entity. It is up to the vendor/supplier whether he would raise GST invoice or non-GST invoice as per their business volume. However, if vendor submits GST invoice it must be ensured that both GST Regn no of vendor and regn no of WBOA is mentioned on the face of such invoice.
- Cash payments exceeding Rs.10000 in a single day to a single party is not permissible as per Income Tax Laws. Hence it is advised to make all payments through banking channel to the maximum extent feasible.
- All cash collection through spot registration should be deposited in designated bank account in full. If cash is required for payment same may be withdrawn from bank account and details of cash account to be submitted at month end along with all supporting documents. Total cash collection through spot registration should tally with counter foil of money receipts issued.
- If under certain exigencies or unavoidable circumstances some vendor payments are being made by any organizing member either in cash/card in his /her personal capacity same is to be reimbursed to such member by cheque upon production of bills/receipts/documents and such bill should be in the name of WBOA. In case of trade receipts details of contact person must be informed to WBOA Office, Accounts Dept.

Registration fees:

The OC will suggest a consolidated fee structure comprising the CME and the conference, which will then have to be approved by the EC and CC as per the existing rule. Workshops are generally value-added events. The OC can fix the fees for workshops.

An incidental charge for contributing to the benevolent fund can be levied on all categories of registrations, including the complimentary registrations enjoyed by Seniors (65 years and older) and the President, Secretary, and Treasurer of WBOA. All members of the OC are to pay registration fees complying with the above sentences.

All the speaker and chairpersons have to register for the conference

The Trade flyers' tariff section should not include words like breakfast, lunch, dinner, or food. It must have a phone number, an email address, and bank details for remitting the participation amount.

Timeline:

The OC should try to adhere to proper, unhurried work flow (after winning the bid or allotment)

<u>Item</u>	<u>For MIDCON</u>	<u>For WBOACON</u>
Inspection of venue	31.03	30.06
Opening of local bank a/c*	Do	Do
OC presents the budget to CC and EC	Do	Do
Publication of 1 st flyer + trade flyer	15.04	15.07
1 st meet with academic partners	15.05	15.08
The second flyer	Do	15.09
Start registration	30.05	31.10
Draft Programme	15.06	25.01

****Expense account only must be with PAN of WBOA***

Venue inspection:

A team from WBOA will inspect the venue with the presence of at least the organizing secretary and the treasurer of the OC. The composition of such an inspection team will be decided by the President. Traditionally, the personnel comprises at least the President, Secretary, scientific committee chairman, senior members of the event manager (if appointed), and the audiovisual team member. The expenses of the WBOA members of the inspection team are to be borne by WBOA, not from the conference account.

EC and OC can decide on a virtual venue inspection as well.

Seed Money:

WBOA can provide seed money up to INR 6 Lakh to the OC as an interest-free loan. To be paid to the expense account of the OC, opened with WBOA PAN, earmarked for the purpose. WBOA will provide its PAN for opening the a/c. WBOA will transfer the surplus amount received till 31st January of the conference year over and above the seed money to the expense account of the organizing committee. For MIDCON, the relevant date will be 30th June of the conference year .

Budgeting must have the approval of EC and CC to keep everyone involved on the same page.

Trade area designing:

A complete site map of the trade area should be drawn after venue inspection, keeping in mind to keep wide entry and exit gates. Allotment of the stall spaces is the prerogative of the OC. Still, it should be regularly updated with the CC and EC because some partners approach locally, some approach the WBOA office, and others may talk to individual doctors.

The musical program/s:

EC and the CC must approve the budget before confirming the artist/s. The sound level must be kept at a pleasant level, and the artist/s must be informed about this before signing the agreement. After all, the aim of the musical programs is enjoyment, not annoyance.

Banquet:

There should not be any separate charges for the banquet.

When signing the contract with the venue authorities, the room allotment policy should be transparent and without any markup from the prevailing price. Complimentary Non-shared rooms are to be provided to the IOA Office bearer, WBOA President, Secretary, Treasurer, and Orators. The OC, with prior approval of the CC, is responsible for providing free rooms to the other outstation faculty. Two free rooms are to be provided to the WBOA office staff. A complimentary shared room will be provided to Travelling fellows from other state chapters.

Venue:

In and around the venue (including any off-site venue like live surgery venues), everyone must obey the order of the President and Honorary Secretary of WBOA. Any dispute between the OC and the EC will have to be solved amicably, with the decision of the EC having more weight.

Signages:

Enough prominent and well-placed signage must be used to provide easy access to the registration, kit counter, academic halls, food areas, exit, public utilities, etc.

Site-officerooms:

One room nearest to the main hall, with sitting and desk arrangements, must be reserved for office work and meetings between CC and OC. Another room (board-room type sitting with office facilities) is to be provided for EC meetings. A room with a lock and key facility will be necessary as a storage space in a convenient location inside the venue campus.

Security:

At the venue, especially around the trade area, has to be ensured.

Car and driver management:

OC must provide enough parking space for cars, preferably with experienced parking guides and communication devices. In addition, to ensure the easy arrival and departure of the chief guest and other dignitaries, an unobstructed alighting/boarding spot must be maintained.

A clear policy should be in place for the accommodation and food for the drivers. Of course, the number of cars taken by the delegates/faculty will vary at different conference venues.

Audiovisual(AV):

Audiovisual is a key, no-compromise component of our conferences. Every measure has to be taken to ensure high and consistent quality. All the stills and video recordings will become the property of WBOA (if necessary, the speakers can also be notified of this in general guidelines). It will be the duty of the Organising Secretary to deposit them at the WBOA office within six weeks after the event .Final Payment of AV will be done after verification of video file. WBOA office staff will be responsible for preserving the files with backups. The YouTube links are also to be copied and preserved. The AV team has to ensure the presence of enough manpower in the halls and Live surgery venues. A monitor must be placed inside the operating room so the surgeon can precisely watch what is being shown to the audience. Presenters have to submit their presentation in the preview console only. No personal Laptop will be allowed.

Scientific committee and WBOA office will prepare an abstract book.

Notes to the presenters:

Please visit WBOA website and click the link for paper presentation guideline

<https://www.wboa.in/events.php>

Program Booklet: Include this in the name of the PDF file(there can be extra digits to denote its date and time of saving): "SCIENTIFIC PROGRAMME xxxCON YYYY"(xxx = WBOA for WBOACON /MID for MIDCON) and YYYY will be the year.

Inauguration for WBOACON:

- Sitting arrangement: 6 to 7 persons From Right to Left.
- Chairman, OC; Secretary, WBOA; President, IOA or IOA dignitary on his/her behalf; Chief Guest; President, WBOA; Organising secretary.
- Usually, a member of the EC calls the above persons to the dais and presides over the felicitation. OC should have prepared a detailed list of who would felicitate whom and given the list to the said EC member to avoid any confusion on stage.
- Lighting of the lamp. Outstation faculty can be invited to this, too
- Speeches (timings are maximum, can be shorter): Chairman, OC: Welcome address 5 min Secretary WBOA 15 min IOA president/dignitary 5 min Chief Guest 10 min President, WBOA 5 min Organising Secretary 5 min
- Award ceremony-WBOA President Gold Medal Siliguri Gold Medal Biswajit Sen Gold medal
- Best Poster, Best MIDCON Paper, PG QUIZ, Best Ortho club, Best Clinical meeting, Book chapter
- Felicitation of Senior members
- National Anthem 54 sec.

Inauguration for MIDCON:

The MIDCON inauguration should be, about 20-30 minutes in duration. The general scheme of the WBOACON inauguration should be followed.

WBOACON Dinners:

Day 1 Conference dinner Day 2 Presidential dinner

The speakers:

Hall/session managers, in tandem with the event manager, will have to ensure that the presenters and chairpersons are informed over the phone at least half an hour before their respective presence on the podium. The presenters of the first session of a given day must be called in this regard in the preceding evening.

They will also ensure that the chairpersons are supplied with session-wise program printouts in large fonts just before a session starts. This must include any last-second changes.

Certificates:

Nowadays, the trend is to provide e-certificates. However, if the OC decides to provide printed certificates, it should be done so as not to waste time in the sessions. A central place can be designated where the printed certificates can be distributed to the recipients.

Memento:

The CC shall decide whether to provide a memento and to whom. The design and material should be approved by the CC. These should be presented with as little loss of event time as possible.

CME credithours:

Every effort should be made by the EC to ensure the awarding of this by the West Bengal Medical Council

SOP for workshops-OC and EC will finalize

SOP for Prof AK Das memorial CME in WBOACON:

- Short Introduction of Prof A K Das to be read by President WBOA
- Duration: 3.5 to 4 hours. Topics should be relevant to the PGTs as well as general members of WBOA. Discussions should be encouraged. The duration of the presentations should be uniform. Should not include "free paper.
- A picture of Prof Das with the name should be displayed throughout the session as a part of the main hall display.

SOP for Competitive sessions:

Only registered LM/ALMs are eligible to submit papers for competitive sessions. The submission for selection by the SC is to include the conference registration number. The paper's content should be structured (i.e., with a Title, Structured Abstract, and the entire paper with appropriate sections in a PDF format. Pictures, if applicable, are to be embedded in the PDF itself with legends). Still, there should be no mention of the presenter, co-author/s, or the name/s of the healthcare setup/s.

SOP for General Body Meeting:

Notice for the annual GBM (the AGM) must be sent to all the members (**LM/ALM**) at least 30 days before the date of the AGM. Submission of the agenda via email will close 15 days before the date of the AGM (that is, members have at least 15 days to send such an email after the notice has been served). The EC will prepare a structured workflow for the entire AGM, and it has to be adhered to.

All members, regardless of their registration status for the WBOACON, will be eligible for the AGM and the Presidential Dinner after it.

The organizing chairman will call the President, Secretary, and Treasurer to the dais, and the president will call the meeting to order.

SOP for Valedictory:

Duration: about 30 minutes. Preferably at the end of all sessions in the main hall. Announcement of the names of the winners of various competitive sessions will be made by the WBOA Hon. Secretary /Jt Secretary (The awards will be distributed in the next WBOACON)

SOP for Oration:

A K Saha Oration:

Chairperson President Secretary WBOA

The president will ask one senior person to escort the orator on the dais
The president will felicitate with a medallion to the orator
The president will introduce the orator 2 minutes
The orator will pay tribute to Prof A K Saha, followed by an oration
WBOA Secretary will read the citation and hand it over to the orator

KS Bose Oration:

Chairperson President & President elect

The president will ask one senior person to escort the orator on the dais
The president will felicitate with a medallion to the orator
The president will introduce the orator 2 minutes
The orator will pay tribute to Prof K.S. Bose, followed by an oration
President elect will read the citation and hand it over to the orator

Past President Lecture: Chairperson President Vice President Chairperson President President elect

The president will ask one senior person to escort the orator on the dais
The president will felicitate with a medallion to the orator
The president will introduce the orator 2 minutes
President elect will read the citation and hand it over to the orator

Finance:

All input will have to be credited to only one account, WBOA CME WORKSHOP CONFERENCE

The OC will open a local bank account with WBOA PAN. This will only be an expense account to which WBOA will transfer seed money. After the input exceeds the seed money, WBOA, on a justified request from the OC, will top up the expense account from time to time.

10% of the Input in the WBOA WORKSHOP CME CONFERENCE account as of 31st January of the conference year of WBOACON will not be disbursed to the expense account.

10% of the amount credited to the WBOA WORKSHOP CME CONFERENCE account after 31st January will also not be transferred to the expense account

PPT Guidelines for E Poster Presentation:

- Posters accepted for WBOACON will be displayed in the digital format only on high-resolution monitors in the scheduled time (as in the scientific programme) only
- All Poster presentation will be presented in E-Posters only
- Authors are requested to be at their assigned monitors for the period of time specified time
- During this time authors should be available for discussion of the E-Poster (duration 2 minutes)
- A formal presentation would be necessary (duration 3 minutes)
- All posters preferably be set in portrait style orientation and all information (i.e. text, data, photos, and figures) must be designed to appear within one window/slide
- If you design your E-Poster in Power Point (PPT), ALL information must be appeared within maximum five (5) slide only
- Part of the e posters are as follows-Introduction, Objectives, Case Operation Procedure, Discussion, Conclusion References and Acknowledgment
- Decision of the judges are final
- Best poster will be awarded

Surplus:

20% of the surplus after the final calculations of the conference inputs and expenditures will be paid to the club/society that conducted the MIDCON or WBOACON. CC will be alert at every stage to avoid a shortfall at all costs. In the unlikely event of a shortfall, the EC and CC will decide on a Suitable course of action. Decision of EC in this regard will be binding to the OC

I have read and understood the SOP above and agreed to fully abide by it.

Signature:

Organizing Chairman

Organizing Secretary

Organizing Treasurer

Endorsed by:

WBOA President

WBOA Secretary

WBOA Treasurer