



Association of Obstetric Anaesthesiologists

CONFERENCE GUIDELINES

(Last updated, 2018)

Conference guidelines (updated following GBM in 2018):

1. AOA India is an independent body
2. The venue of the annual conference would be decided during the general body meeting of the conference - two years in advance.
3. Any member of the AOA must give a written / electronic request to the President of AOA regarding request to hold the national conference in their city/ state/ hospital at least 2 months prior to scheduled general body meeting.
4. The potential host organizing secretary / Chair shall conduct this meeting under the aegis of local AOA branch or local team, hospital or medical college which ever suits the local host.
5. The potential host organizing secretary / Chair must give an undertaking on a Rs 10 stamp paper to donate a minimum **Rs 2.5lakh /or 15%** of total collection to corpus fund of the national conference, to the AOA national body. Cheque can be handed over or NEFT can be done within Six months at the time, when the audit report is handed over to the national body.
6. The organizing secretary must give an undertaking to submit the audited accounts to the office of AOA within 6 months of holding the conference.
7. The organizing secretary must undertake MCI accreditation for the annual conference for Credit Hours.
8. **SCIENTIFIC PROGRAMME AND NATIONAL SCIENTIFIC COMMITTEE:**
 - I. **The CRUX of our AOA annual conference**

- II. The AOA President and National Secretary will head the scientific committee of the Annual AOA conferences. The Local Scientific Chairman will liaise with the national body and the scientific programme would be made with discussions with the president and the secretary of AOA.
- III. **The local hosts will hold mid-term meeting** usually in the month of February, with an overnight stay – **Agenda for this meeting would be –**
 - i. Inspect the venue, other arrangements
 - ii. Close the scientific programme
 - iii. Meet & Interact the AV person

Organizing chairman, org. secretary and local scientific chairman will moderate the meeting. The travel expenditure of the executives shall be borne by the national body. Accommodation shall be arranged by the local hosts (Maximum five people from AOA executive).
- IV. **A-V Arrangements at Venue (All the halls):** The scientific programme Following norms SHOULD be followed:
 - i. The Podium mics should be working well
 - ii. Collar mic should also be provided, with extraset of batteries
 - iii. A wooden platform to be provided for short statured faculty
 - iv. There should be a laptop on the podium, so that speaker can see the laptop screen and also face the audience (All the halls)
 - v. The LCD projector or LED Screen / Podium mic
 - vi. The LCD Projector or LED Screen / Podium Mics, Laptop should have a **UPS back-up**, in case of power failure or should run on generator continuously (**Bottom-line, local electricity failure, should not interrupt the speakers talk and Slide projection & Audio**).
 - vii. For the moderator / Chair-persons, a **slave screen** should be provided in front of their table, **working** mics for the moderator
 - viii. Laser pointer for **LED screen** / LCD screen

- ix. **Speaker timer** shall start once the speaker starts his or her session and the end of allocated time slides are turned off...on request and with the permission of chair, additional time can be allocated. The timer should be visible to speaker....ideally should be located in front of podium on a TV screen, facing the speaker. The AV person has to be dynamic in arranging the timings; as per the talk duration that may vary from session to session.
- x. Slide changer should be working, all the halls
- xi. For audience questions – central Stand mic / hand held working mics should be provided
- xii. If the hall is big (> 300 capacity), additional side screens for people sitting at the back, has to be provided (Ensure that the contents on screens (Font size 24 on ppt) are visible from any chair / anywhere in the hall
- xiii. Hall light adjustment person – Should be present all throughout and should liaise with AV person
- xiv. The efficient AV Person should be present in the Hall – All throughout**
- xv. COMMUNICATION WITH FACULTY (Org Sec and Scientific Chair):**
 - 1. All communication done by Org Sec / Scientific chair, should be CC to Prez and Secretary – **WITHOUT FAIL.**
 - 2. It is better to send mails from ONE or max two e-mail addresses opened in the name of conference eg. aoachennai2019@gmail.com, aoakolhapur2020@gmail.com, scientificaoachennai2019@gmail.com
 - 3. International faculty invites should be done by the end of October
 - 4. National faculty invites also try to complete by the end of October
 - 5. Venue should be ready by January
 - 6. The scientific programme should be Frozen by Jan and mid term meeting, end of Jan / February.

7. ***Any queries from any faculty – Mail replies to be attended within 24 Hours.*** If for some reason, the org sec is out of town / no access to mail, keep a vacation auto message
 8. Final scientific programme to the faculty to be mailed before the end of March (Post MT meet)...again all messages, CC to Prez and Sec.
 9. Also send the speakers guidelines and lecture outlines to minimize overlap
- V. Workshops are now being contemplated to be held on day 3, ie Sunday, as Post Conference WS. Main conference on Day 1 (Friday) and Day 2 (Saturday). The local hosts shall arrange all the workshop logistics and equipment support.
- VI. The scientific SESSIONS will run simultaneously in **two halls ONLY**. During Plenary sessions, oration, only main hall will run.
- VII. **THERE WILL NOT BE ANY SCIENTIFIC SESSIONS RUNNING SIMULTANEOUSLY IN THIRD HALL.**
- VIII. **Paper presentation** shall be ***in the form of POSTERS only***. To encourage more papers across all categories, papers shall be segregated between the three categories:
- i. PGs
 - ii. Fellows pursuing fellowship in Ob, Regional or any subspecialty of anaesthesia
 - iii. Practitioners / consultants
- IX. All paper presenters should become AOA life member. For PGs, we give them a concession of 15%, they pay only Rs.4,350/-.
- X. There will be 1st and 2nd prizes in all three categories. The organizers shall arrange these prizes.
- XI. The AOA Executive body shall appoint Judges for the Posters ONLY.

XII. Dr.Sunanda Gupta medal will be awarded to the best paper amongst all three categories. The Academic wing of AOA will scrutinize top three papers from all categories and topper will be awarded this medal.

9. **AOA ORATION:** The person delivering the oration would be provided complementary travel by air, registration and free accommodation for delivering the oration by the organizers. The Executive body will decide the speaker and shall intimate the organizing secretary before the end of November 30th, every year. **Following things to be noted by the organizers:**

- I. The oration will be from 12N onwards on Day 2 of conference (Saturday), followed by Lunch. There will not be any parallel sessions running simultaneously.
- II. The organizers should arrange for the plaque and citation. The citation has to be signed by AOA President and Secretary.
- III. The National body will arrange AOA Gold medal.
- IV. Organizing chairman or secretary invites AOA President and Secretary to chair the oration talk
- V. AOA Secretary – Introduces the speaker (Reads the citation)
- VI. AOA President – Awards AOA Gold medal and Plaque to the speaker
- VII. All relevant things should be kept ready in the hall by 10am on a Tray.
- VIII. Please note that there wont be any other ORATION during the conference

10. TRAVEL AND CONFERENCE REGISTRATION:

- I. All the national executive members, including the president, vice president, treasurer and the general secretary would be required to pay the registration money of the conference.
- II. Usually, for all International faculty, local hospitality and local transfers are arranged by the organizers and **conference registrations is complimentary.**
- III. For the entire national faculty conference registration is mandatory. Accommodation for the national faculty – totally at the discretion of the local organizing committee.

- IV. For all the National AOA executives (Usually 10 in number), the organizers shall provide accommodation. The organizing secretary / chairman would need to reimburse the To and Fro Air travel expenses of all the executive members who attend the conference or give a lump sum of **Rs 7000/-, which ever is less.**

11. EBM & GBM, Flag Hoisting, Fellowship exit exam:

- I. The organizing secretary would provide logistical support for the EBM (Round table, Pen and Pads, Water and Tea / coffee), generally held on day 1 of conference, Friday. Duration of EBM is generally 2 Hrs.
 - II. GBM is generally held on Day 2 of conference post lunch session. The AOA president, Secretary, Joint Secretary and Treasurer, moderates GBM. Need Mic on the table and amongst the audience. Generally, we expect about 50-60 AOA members attending the GBM. Duration is generally 45 minutes.
 - III. The hall should have facility to do a Ppt presentation for the subsequent year organizer about the highlights of their meet.
 - IV. The AOA flag hoisting ceremony (1st day of conference, Friday, usually @ 8am), done by the AOA president, secretary and all the AOA members. We also request the organizing committee members to join the ceremony. The flag will be handed over to the VP during valedictory function, and handed over to the subsequent Host Org Secretary.
 - V. The pole mast has to be arranged by the organizers usually near the entrance of the main venue.
 - VI. The Exit exam for the fellowship candidates at the venue will be held usually on Thursday evening (Pre-Conference day). The organizers shall provide a room for the written MCQ exam for the exam candidates and place for the OSCEs and Viva. Water and Refreshments for examiners (And candidates – Optional) to be arranged by the organizers.
12. The organizing Secretary / President would be needed to provide one complementary stall at the venue of the scientific exhibition of the annual conference to the AOA office, AOA office bearer will be holding the fort.

13. CONFERENCE WEBSITE

- I. AOA will help the organizers maintaining the conference website as desired by them and will be linked to our parent website. The conference organisers can have their own payment gate-way.
- II. The organisers shall take care about the expenditure involved (It would be relatively less).

14. Organizing committee should make an attempt to motivate at least 10-15 delegate / colleagues / PG's to become life members.

15. All speakers should be life members of AOA / motivated to become life members.

16. **INAUGURAL FUNCTION** (Simple function), held usually on Day 1, post flag hoisting for 30 minutes, from 0810 AM to 0850 am., and is followed by opening plenary sessions.

The following procedure is followed:

- I. Hall Anchor invites the Org. Chairman
- II. Org. Chairman invites the Non politician Chief guest, President, Secretary
- III. Hall anchor invites Org Sec, Treasurer, Scientific chairperson
- IV. Organizing Chairman – Welcome note – 5 min
- V. Lamp lighting by all – 5 min
- VI. Secretary – brief speech – 5 min
- VII. President – Brief Speech – 5 min
- VIII. Chief Guest – brief speech – 10 min
- IX. Vote of Thanks by Organizing secretary – 3 min

17. Valedictory Function (3pm on Saturday, Day 2 of conference):

- I. Will be moderated by the Organizing secretary / Organizing chairman
- II. Prizes for Papers, Quiz, Sunanda Gupta medal, Fellowship certificates shall be distributed
- III. Any other special awards / Honours
- IV. Vote of thanks by the Treasurer of organizing committee
- V. National Anthem

18. HALL ANCHORS AND Session chairpersons (Max two or three / session):

- I. Hall anchors have to be there both the halls. They will introduce session chairperson (Briefly).
- II. Speaker intro slide will be projected and Chairperson will invite the concerned speakers
- III. HALL ANCHOR AND SESSION CHAIRPERSON SHALL ENSURE THAT SESSIONS RUNS ON TIME AND ADEQUATE TIME GIVEN FOR Q & A AS PER THE SCIENTIFIC SCHEDULE.

Sd/-

AOA Executive Body