

Annual Conference in Critical Care Medicine

“[A] General rules and regulations Title: Should be called

“The National conference in Critical Care Medicine”.

Frequency: Should be held annually.

Dates: January- February

Any changes in dates should be made only after consulting
The Executive Committee (EC).

Duration: Main conference should be for 3 days, workshops could be additional.

Host: Local branch of ISCCM.

Mode of application: At least 2 years in advance to the EC

Approval: By Executive Committee [EC] / General Body [GB]

Finances:

- 1) Budget of the conference should be submitted and approved in the first meeting of the executive committee, after the host city for the conference has been finalized.
- 2) A separate account for the conference should be opened. All transactions dealing with the conference should be done strictly through this account.
- 3) All existing govt. rules regarding foreign exchange and income tax should be strictly followed.

4) It is mandatory to maintain proper accounts and submit audited statements of accounts to the executive committee within six months of completion of the conference.

5) Share of profits__ 25 % of the profits should be handed over to the central body of ISCCM and 75 % is to be kept by the local branch.

6) Loan: Loans taken from the central body and the local branch of the ISCCM, will have to be returned before the closure of the accounts.

7) The central body of ISCCM will not be responsible for the financial Affairs for any debts of the conference.

Scientific Programme;

It is mandatory to get the approval of the EC / Conference committee or persons deputed by EC, for the structure and contents of the scientific programme.

Oration:

It is necessary to include an oration / orations in the scientific programme of the conference.

Trade Exhibition:

The conference organizing committee should organize a proper trade exhibition

Legal Rights

The society reserves the right to publicly withdraw the support to the conference and hold the conference elsewhere if the host society fails to comply with the provisions of the rules of the constitution.

Formal literature :

All formal publications of the congress should clearly mention its connection with the ISCCM.

Standards:

Local host society should ensure that standards already set, regarding scientific contents, local hospitality of faculty and executive committee, publications and other universal protocols regarding such meetings (e.g. chairperson introduction,

Audio-visual facilities, felicitation etc.) Should be followed.

- No action of the local organizing committee should cause embarrassment to the ISCCM.

- All awkward situations should be referred to the executive committee of the ISCCM.

- In all matters of dispute between the organizing committee and the executive committee of the ISCCM, decision of the latter will be final and binding.

[B] To begin with _____

Professional organizers may be engaged by the host society, to organize the entire conference. This may avoid a lot of problems / anxious moments, but would be more expensive, and the standards agreed upon, may not actually be

Achieved in the end. The agency will have to be chosen carefully based on their tract record.

The following guidelines are for self organized events. These are less expensive but labor intensive. If one does not mind doing a lot of hard work for a rather prolonged time (1-1 ½ years), organizing a successful conference is satisfying

And gives a great sense of achievement.

Guidelines and suggestions_____

Stepwise_____

Form an organizing committee.

- The committee should consist of a chairman, organizing secretary, general secretary, treasurer, various committees and patrons as per local needs. It is good to have the organizing secretary and general secretary from one institution.

- All sub- committees should have a head / co-coordinator / convener.

- Final responsibility of ensuring co-ordination will rest on the organizing and general secretary.

- An office with a definite address, room, communication facilities (telephone, STD, ISD, Fax, E mail, computers,) is very essential.

2. Finalize dates:

- It has been the tradition to hold the conference in the first week of January. This has been decided so that the conference does not coincide with other conferences at that time of the year, and also because it is a convenient time for the foreign faculty to come to India, as it coincides with their holiday season. Change of dates can be made only with the permission of the executive committee of the ISCCM.

It is necessary to check the conference dates with those of other societies, especially API, IAP, and ISA.

- It is necessary to check for local holidays.

- It is preferable to include a weekend, so that the leave period of delegates is reduced.

3. After approval of dates by the executive committee, finalize a venue

Obtain a confirmed booking in writing, immediately.

- The scientific programmed preferably should be held in one building. If this is not feasible, ensure that the distance between various halls is not too much.

- It is essential to have one large auditorium with a capacity to seat 1200- 1500 delegates, for main plenary sessions.

- The auditorium should ideally be air- conditioned.

- At least two intermediate sized halls with a capacity to seat 200- 250 delegates are required for the parallel sessions.

- Smaller halls with a seating capacity of 20-30 delegates are required for conducting workshops, (or for organizing ‘Meet the expert’ sessions.) The number of such halls required depends on the structure of the workshops.
- The venue should have an adequate number of hygienic rest rooms.

4. Obtain a letter from the ISCCM- general secretary in order to open an account for the conference. Initial funds for

The same are to be obtained from the local body and the central body of the ISCCM, as a loan. Initial funds can also be obtained as an advance from confirmed sponsors.

5. Print stationary

Letterheads, envelopes & receipt books, etc right at the outset

6. Finalize the international faculty.

- Ideally the faculty should include speakers from different parts of the world.
- Faculty should have expertise in various aspects of critical care medicine (such as mechanical ventilation, sepsis, infection, etc.)
- The faculty should preferably not be repeated.
- The committee should not invite too many faculty members right at the beginning since withdrawal of invitation later on, is embarrassing.
- All communications with the faculty members should be precise, and periodically followed up. It is very important to keep communicating with the invited foreign faculty regularly. Any queries that they may have, should be promptly answered.
- Financial commitments should be carefully made at the outset, and once made, should always be honored.
- since a lot of effort is taken in inviting very distinguished personalities from various parts of the world as faculty, it is a good practice to utilize their expertise in the best possible way, as per their availability. They can be included in workshops and meet the expert sessions.

7. Initial letters to all major industry sponsors should be dispatched in time for them to make budgetary provisions. Initial

Discussions with the industry sponsors should start very early.

8. Formulate a budget based on previous congresses and likely local

Expenditure. Finalize registration fees, sponsorship fees, stall rents, etc.

Present a budget to executive committee of the ISCCM, for approval, suggestions and comments.

9. Obtain all publications, details of scientific programme, faculty and delegate list, mailing lists of members of various Societies, preferably on floppies, from previous organizing secretaries.

10. Finalise travel agent.

Discuss with them regarding. Room bookings- for faculty (national and international) should be made at an early period. Block bookings for delegates

at concessional rates, should be available.

· Tickets for international and national faculty should be obtained early and dispatched to them in time. With tickets in hand they will not back out.

It may be wise to give the return tickets to them, after they arrive in the host city.

· Accommodation for the delegates in various hotels should be arranged by the travel agent, who should periodically give the organizing secretary an update, so that any queries from delegates can be promptly answered. The hotel accommodation and travel booking forms from delegates should be directly sent across to the travel agent. A record of the forms sent to the travel agent, should be maintained by the general secretary.

- Local transport for faculty and delegates, for conference and social events has to be organized.
- Local tours available should be made known to those interested.
- Return journeys for delegates-
- Reception counters at the railway station and the airport. And transport from these places , should be available from the day before the conference.

Publications and printing

1. An initial letter to be posted to all ISCCM members, previous delegates, and members of API, IAP, and ISA at least from the state.
2. First brochure should be mailed in May- June and it should contain regional information, names of invited faculty, list of likely topics, details of workshops, registration fees, rules regarding registration, and abstract submission, registration form, abstract submission form, and ISCCM and organizing committee details. It should be mailed to all as above.
3. Second brochure should be mailed by September – October. It should contain details of scientific programme, list of confirmed faculty members, details about the oration, details regarding registration, travel and accommodation, local Information and all the forms. It should be mailed to all as above.
4. Final letter should be sent to registered delegates, just prior to the conference. It should give details about the various facilities, workshop venue and transport facilities to the venue, time and venue of the inauguration function and oration, Transport facilities for the delegates during the conference, social events if any and other details should be mentioned in the last brochure.

This is necessary since very often it may not be possible to finalize all these things before mailing the second brochure, or if the delegate cannot register in time before the conference to collect the conference kit, he will at least know the programme and come there directly.

5. Final programme booklet (preferably pocket sized) should be given at the time of registration for the conference.

6. Work on the souvenir, abstract book should be commenced at least 2 months in advance.
7. The work- book should be a practical guide for reference while working in an ICU. Work in compiling this book should be started at least 2-3 months prior to the conference, as it takes a lot of time to get it ready.
8. Certificates- should specify whether participation was as faculty / delegate / or whether a free paper was presented. The signatures of the President of ISCCM, Chairman organizing committee and organizing secretary/ scientific committee Chairperson, should be obtained well in advance on a blank sheet, signed with a felt pen, which can be later copied on to the certificates so that these persons do not have to sign a whole lot of certificates, and most importantly the certificates can be given on time.
9. Invitation cards: Proper invitation cards for the inauguration function and other social events should be printed in time.
10. Badges and lunch and dinner coupons should be printed in time.
11. Various signs and banners at the venue: should be ready at least a fortnight before the conference.

Registrations:

All faculty members [except foreign faculty], chairpersons, executive and organizing committee members should register for the conference.

- Obtain good software very

The registration forms should be carefully prepared, so that they are comprehensive and give all the required details.

- Both manual and computerized filing of registration forms should be done on a regular basis. It is necessary to be extremely comprehensive, check repeatedly, and ensure regular periodic filing.

- Letters clearly mentioning the details (registration no., receipt no., amount received, D.D. no., bank name and branch, amount due, and amount to be refunded, reason for refund) should be posted immediately after receiving the registration form. The delegates should be asked to present these letters at the time of registration.

- Computers at the registration counter are a great asset.

- Delegate lists by multiple options (surname, registration no., receipt no., date, state and city) will reduce the delegate time at the registration counter.

- Separate counters should be made available for faculty registration, spot registration, and cash collection.

- A spacious, registration area reduces the delegate time.

- Man power at the counter, should be professional, well instructed, and

Well rehearsed.

- Registration kits should be pre – filled to the maximum and kept ready, well in advance before the registration counter opens.

- Sponsorships can be obtained, both for the kit and for the registration area.

Finance

Income-

- Registration fees form about 25 % of the total income. Moreover it is a regular steady source of income throughout the period prior to the conference.

- Judging the possible number of spot registrations is difficult and hazardous. Many conferences have got into problems, because of high expenditure at the last minute, due to high no. Of spot registrations. Unfortunately they cannot be avoided.

One way of offsetting the uncertainty of numbers, is to limit the number of spot registrations or to keep a hefty spot

Registration fees.

- Sponsorship is expected to bring in 50 to 75 % of the income (some as direct payment for the expenditure.)

- If one major sponsor (looking after 20-25 % of the total turnover) is obtained, it will greatly help in consolidating the finances.

- Various categories of sponsorships and their pricing, should be attractive and realistic.

- It is important to be persistent, persuasive and firm with the sponsors. All contributions; large and small, are worthwhile, and should be respected and reciprocated. The details of the various sponsorship categories need to be clarified at the outset. It is preferable to get the commitment from the highest decision making authority in the industry.

Credibility and a good track record of the organizing team, goes a long way in establishing good relations with the industry.

- Trade exhibition brings in about 20-25 % of the total income and should be planned properly.

1. The stalls should be priced competitively.

2. Facilities offered should be mentioned clearly.

3. Venue of the trade exhibition should be conveniently close to the scientific session halls and lunch area.

4. Stall allotment should be done on merit and should be adhered to.

5. The exhibition area should be well ventilated.

6. Proper lighting, at least two electric power points, fans as per requirement should be ensured.

7. Octroi exemption certificates for all the equipment that has to be brought in from various cities, should be applied for and obtained well in advance. Copies of these certificates should be given to the companies that require them.

- The remaining income, could come from souvenir advertisements, sale of abstract books, banquet passes, and later on video cassettes of the proceedings of the congress.

Scientific Programme :

- This forms the nucleus of the success of any congress.

- The programme should always be designed in consultation with the executive committee, and should be approved by them.

· The programme should have the following good characteristics:

1. It should be delegate oriented.
2. It should cover newer advances.
3. It should have maximum time for interaction.
4. It should have a variety of topics.
5. It should have various types of presentations (plenary sessions, Debates, meet the experts sessions, panel discussions, etc.)

The pre-lunch programme should include plenary sessions in the main hall, which should be common to all.

6. While designing the scientific programme , a certain theme and system should be maintained- eg. Infection related topics in one hall, cardiology related topics in one hall and so on, so that delegates can attend the talks they are interested in, and do not have to keep changing halls every half hour.

- The scientific committee should be well versed with the various faculty members, their fields of specialization, their strength of presentation, etc.
- Quality and merit should be the only yardstick for selection of a faculty member.
- The sessions of the international faculty should be initially finalised after

interacting with them about their topics, actual time of arrival and departure.

- Immediate pre and post lunch and first and last sessions should be of common interest to ensure good participation.
- Not more than 40 mins. should be allowed for any presentation.
- Appropriate encouragement and time slots should be allotted for free papers.
- Biodata of all the faculty members should be obtained well in advance and

made available to all the concerned chairpersons.

The faculty members should also be requested to send the abstracts/ full text of their presentation well in advance, so that they can be included in the abstract book.

- Invited faculty and executive and organizing committee members can be used to chair sessions, in order to reduce costs and have more no. Of registered delegates.
- All details of the sessions and programme should be conveyed in time to all the faculty members in time in writing.
- No changes in the scientific programme should be made without consultation with the concerned speaker.
- Protocols regarding introductions and felicitation should be properly followed.

· Workshops:

1. It is preferable that the number of delegates per workstation should not exceed 20 delegates, in order to give hands on experience.
2. Separate workshops for nurses and paramedics are well appreciated.
3. Use of slides, video films, manikins, etc. are very well appreciated.
4. Ensure adequate equipment for complete hands on experience.
5. It is a good idea to use local talent as faculty members for the workshops.

A few international speakers if available can also be requested to

Participate in the workshops.

6. Ensure adequate time for audience interaction.

Inauguration function:

- Ideally should be held on the evening before the conference. This will ensure that the actual conference time will be saved.
- The ceremony should be short and sweet (time should not exceed more than 40 mins.)

- May be held in continuity with the oration.

- Chief guest should ideally be a person from the field of science or an intellectual public figure with some knowledge / Experience about Critical care medicine.
- Experience has shown that inviting politicians as a chief guest causes a lot of

hassles (time delay, security problems, irrelevant and often very lengthy speeches, etc.) and therefore a scientific society such as ISCCM, may be better off avoiding them.

- The protocol of the number of persons on the dais, as formulated by the ISCCM

constitution should be followed.

- Allowing about 15 minutes for the chief guest's address, the others on the dais should ensure that all the other talks should be strictly completed within the stipulated time (5-10 mins).

Oration :

- Aim is to honor a national figure for his life long contribution (Publications in reputed text books, journals, research, etc.) which has made a significant impact in the field of critical care medicine.
- The selection of the orator and the topic should be entirely decided by the

executive committee, with suggestions from the local organizing committee.

- Time allotted for the oration should be one hour.
- It should be preferably organized on the previous evening of the congress

following the inauguration function.

- It is a good practice to follow the inauguration function and oration by dinner.
- Invitations to this function may be given to the elite of the medical fraternity of

the city and state.

- One of the chairpersons for the oration should be the president of the ISCCM.

Catering :

- Food is an important part of conferences in our country and therefore quality has to be emphasized in the selection of the caterer and menu.
- Insist on more number of counters (at least 4-5 each for vegetarian and non-vegetarian food, depending on the number of delegates) to reduce the time delegates have to spend waiting in a queue during lunch breaks. This time can be utilized for other activities like visiting the trade exhibition, interacting with various faculty members, etc.)
- Participants in the trade exhibition, sponsors, volunteers, etc. should without fail be given a certain number of coupons (decided in advance) for lunch.
- Hygiene and cleanliness should be strictly insisted upon, in the lunch / dinner area, as also while actually serving the food.
- Location of the lunch pendal should be reasonably close to the scientific session halls and trade exhibition area.
- It is a good practice to let tea, coffee, light snacks and cold drinks if possible) be continuously available at the venue.

Other social functions:

- It is a good idea to let the delegates enjoy at least one evening at a banquet hosted in a place with a good

AMBIENCE

This enables them to interact with everyone and also unwind.

- Good music / entertainment, good food, and cocktails usually are expected by delegated at such functions.

Mementos for the faculty members:· To be selected and ordered at least three months in advance.

- List of confirmed faculty members should be given in time so as to ensure complete delivery at least two weeks in advance.
- It is good practice to have at least few blank mementos, in case some faculty members cancel at the last minute.
- Special mementos to the international guests go a long way in cementing the relations between ISCCM and the international community.
- Even if the mementos have been sponsored, at the time of presentation they should be given on behalf of the ISCCM .

Audiovisuals:

- Ensure the availability of an adequate number of LCD projectors, slide projectors, VCRs, and OHPs, Pointer torches, etc. It always is better to have spare equipment in each hall.

Proper preview rooms should be available, which should be close to the scientific session area.

- Proper receipting for the deposited slides, and signatures of the faculty members after returning their slides should be insisted upon. Privileges for patrons:
- Patrons of ISCCM should be properly invited for all the official functions, well in advance.
- Wherever necessary their contribution and support to ISCCM should be highlighted.

