

GUIDELINES FOR ORGANISING ANNUAL CONFERENCE OF ASSOCIATION OF SOUTHERN UROLOGISTS

PREAMBLE

The Annual Conference is the apex event among all activities of the ASU. Therefore, it is imperative that a uniform standard of scientific deliberations, scientific exhibition and social & cultural events striving for excellence marks the conference each year. The objectives of Annual Conference are

1. To promote high levels of scientific deliberations among the members and from local and invited faculty;
2. To stay updated with new developments in the field of Urology;
3. To promote exchange of ideas and opinions amongst members with the goal of delivering better patient care, providing ideas for research, bringing about improvements & innovations in Urology training in India, particularly in the Southern states;
4. To promote social interactions amongst members of the Society and their families;
and
5. To facilitate interaction between manufacturers of Urology equipment, drugs used in Urology and providers of urology-related goods and services on the one hand, and participating delegates on the other

The Annual conference is usually held in the months of July-August, depending on the weather conditions in the city where it is to be held, and the convenience of the local organizing committee.

The total membership of ASU is around 1100 and nearly 80 new members are being added every year. The total number of delegates attending the Conference is usually around 800 and is likely to increase by 50 every year.

Keeping in mind the above considerations, the following guidelines are suggested for the organization of Annual Conferences.

Selection of Host City

The host city for the conference rotates through all the member states. It is generally expected that the decision about the host-city shall have been made by the respective State chapter, However, if the state chapter is unable to arrive at such a consensus and there is more than one offer from the same state, the General Body shall choose the host city. However if there is no offer from any city from the state due to host the conference, the conference will go to the state whose turn it is next. The state that was due to play host shall then be deemed to have lost its turn and shall get its turn only in the next cycle.

Offer to Host the Conference

The offer for holding the Conference should come from city chapter with the concurrence of their members and endorsed by the President & Secretary of the State Chapter 2 years in advance and before the Council Meeting of ASU. The host association should be a registered body with its own PAN card and having preferably 80 G Income Tax

Exemption. The invitation should indicate the facilities available for holding the Conference along with the names of Chairman, Organizing Secretary and Treasurer. Alternatively, an Institution meeting the criteria may submit an offer if there is no local chapter of urologists.

All offers should be accompanied by the prescribed form, duly filled and signed by the Chairperson & Organising Secretary of the proposed organizing committee.

The offer for hosting the Conference will be scrutinized by the Council of ASU, which will verify that all the required details have been submitted, and presented to the General Body for approval. Either the proposed chairperson of the proposed organising committee, or the organising secretary, should shall make a presentation covering the following aspects, supported with photographs and documents as applicable:

1. The proposed dates for the conference;
2. The auditorium-complex or other venue where the conference is proposed to be held;
3. The availability of halls and common areas as laid down in the guidelines from time to time;
4. The travel options to the host city available to delegates;
5. The accommodation for the delegates;
6. The arrangements for local transport in case the venue is not in a hotel or convention centre with accommodation;
7. The arrangements for audio-visual services;
8. The programme(s) for accompanying delegates;
9. Any special restrictions at the venue; and
10. The proposed registration charges

Inspection of Proposed Venue

The President-Elect along with the Secretary of ASU will inspect the proposed venue around eighteen months prior to the proposed dates for the conference. Travelling expenses of the President-Elect and Secretary for this purpose (via the shortest distance) will be borne by the ASU. Lodging and local transport shall be arranged by the Organizing Committee. The President-Elect will submit a report on the suitability of the venue, its readiness and any other matters to the Council within one month of the inspection. If the council does not consider the venue ready or suitable, it shall propose an alternate venue to the subsequent annual general body meeting for approval. Wherever possible, the alternate venue chosen shall be from among the original bidders (*if any*).

Selection of a City for the Conference

The selection of the City for hosting the Conference will be made keeping in mind the following factors:

1. Connectivity to the city by rail, road and air;
2. Availability of the required number of halls, area for displays, area for trade exhibition, area for dining and lounges;
3. Availability of adequate number of hotel rooms to accommodate the delegates registering for the conference;

4. Availability of adequate number of rooms in budget accommodation for postgraduates & residents;
5. Shortness of distance to city centre and hotels from the venue; and
6. The sites of tourist attraction in the vicinity.

Requirements at the Venue of the Conference

It is mandatory that the hosts should have completed venues; venues under construction, modification and renovations will not be considered for selection.

The Conference venue should have the following facilities:

1. One air-conditioned hall having a capacity of 1000 pax for the inaugural function, plenary sessions and other common scientific programs.
2. 1 additional air-conditioned hall of capacity of 400–500 pax for concurrent sessions, special group meetings and Annual General Body Meeting
3. 2 - 3 additional air-conditioned halls of capacity 200–250 pax for concurrent sessions.
4. Adequate space for display of E poster monitors (about 4 – 8 monitors) or regular posters (50 numbers) in each session.
5. One Conference Room to accommodate 30 pax for conducting USI and ASU Council Meetings, with facilities for audio-visuals and providing round the clock tea/snacks/beverages
6. Preview room for audio-visuals.
7. Covered space for exhibition that can accommodate about 50 exhibition stalls of 3 X 3 meter size each.
8. Adequate space for catering to 1000 persons at a time. There should be many counters for serving food, preferably one counter for every 50–70 delegates. Apart from this, separate space should be available for serving coffee/tea/soft drinks during the Conference hours.
9. Space for Registration, ASU Office, USI Office, travel agent, medical assistance, a cloakroom, and information desk, etc.
10. An adequate number of toilets/rest-rooms (separate for Gents & Ladies) with hygienic interiors and amenities.
11. All halls for scientific deliberations shall be suitably equipped for multimedia projection including LED Wall or similar technology, side screens and audio systems.
12. Timers shall be incorporated on the lectern-top monitors, or shall be placed separately in the line of vision of the speaker & chairpersons to indicate time lapsed, and the end of allotted time.
13. Adequate space for chairpersons, a monitor screen for chairpersons, and a lectern for the speaker.
14. Volunteers or staff to assist in preparing the stage and moving furniture as per needs of each session (at least 4 volunteers shall be required per hall).
15. Hall co-ordinators from the organising committee present throughout the sessions and having the contact details of the important members of the organising committee.
16. All the halls should preferably be within the same building complex; if that is not possible, they should not be located more than 50 metres from one another, and

must be connected by covered passages offering protection from rain and sunlight.

Conduct of the Conference

The chairperson of the organising committee/organising secretary shall be in regular contact with the Secretary of the ASU from the time of confirmation of venue until all outstanding matters including accounts have been satisfactorily settled at the end of the conference. In addition, they will be required to present the progress in conference arrangements for the Conference during the Council Meeting(s) of ASU and in the General Body Meeting as and when required.

The President & Secretary of the Organising committee shall sign a formal undertaking accepting the terms for conduct of the conference (as given below).

Privileges to be Extended by the Local Organising Committee during the Conference

The local organising committee shall extend the following privileges:

1. Complimentary registration, lodging and local transport for the President & Hon. Secretary of the USI if they are attending the conference;
2. Complimentary registration, lodging and local transport for the President & Secretary of the ASU;
3. Lodging, meals during the conference and local transport of 1 – 2 office staff of the USI;
4. Lodging, meals during the conference and local transport of 1 – 2 office staff of the ASU;
5. Reimbursement of return air-fare by the shortest route to the Hon. Secretary of the USI;
6. Complimentary registration, lodging & local transport to the non-urological participants in the scientific sessions like invited lecture, symposium, etc. and to the Pathologist for the CPC when a CPC is part of the programme;
7. Complimentary registration, lodging & local transportation for the Council members of the USI *if the USI council meeting is being held during the conference*;
8. Lodging and local transportation for the ASU auditor if he is required to be present at the Annual general body meeting; *and*
9. Complimentary registration, lodging & local hospitality for any *official* guest-speakers or faculties invited by the ASU.

Privileges to be Extended to Faculty Invited by Local Organising Committee

1. If the local organising committee is conducting a workshop or any other pre-conference activity and inviting faculty for the same, all arrangements shall be the responsibility of the local organising committee alone, and the ASU shall not be a party to the same;
2. The ASU does not guarantee that such faculty can also be accommodated in any of the scientific deliberations; even if such faculty does have some session to conduct or attend during the conference proper, the ASU shall not incur any expenditure towards such faculty under any circumstances; *and*

3. It is advisable to clarify all such matters with the ASU secretary *well before* inviting any faculty on behalf of the organising committee.

Communication to Members about the Conference

The local organising committee shall set-up a website for the conference, and shall have the same regularly updated. In addition, the committee shall bring out the first announcement and brochure at least **6 months** prior to the date of the conference, and the second brochure at least **4 months** before the date of the conference. It may bring out a third brochure if it so desires.

It is the policy and endeavour of the ASU to be environment conscious, and not use paper communication as far as possible. The brochures may be circulated to members electronically keeping this objective in mind.

Upon receiving the final scientific programme from the ASU Secretary, the organising committee shall print the same as a booklet to be distributed all registered delegates & participants. In addition to the programme, this booklet shall also have the following information:

1. The names of persons in organising committee who could be contacted in an emergency, and their contact numbers;
2. A site-map of the conference venue indicating the location of the different halls, trade area and dining area;
3. Any prohibited or proscribed activities specific to the venue;
4. Schedules of pick-up vehicles from hotels to the venue, and back;
5. Arrangements made for the transportation of delegates and participants to off-site events like banquets (*if any*);
6. Details of activities for accompanying delegates, and the names & contact numbers of persons responsible for the same; *and*
7. Information on places of tourist interest nearby, approximate distances and the contact details of the authorised tour agent (*if any*).

This booklet shall be despatched in advance to all pre-registered delegates; additional copies may also be kept at the reception counter.

Financial Management

All financial matters pertaining to the conference shall be handled as follows:

1. The local organising committee shall be bound an undertaking to the effect financial operations for the conference shall be as per law, and shall not compromise the legal obligations of ASU in the matter;
2. The organising committee shall obtain a PAN number in the name of the conference, and only the same shall be used for any transaction requiring a PAN number;
3. The organising committee shall open an account in the name of “**SZUSICON – (year)** in a nationalised bank, well in advance of the initiation of collection of funds;

4. All monies collected towards the conference including, but not restricted to, Registration fees, Sponsorships, Donations, other contributions, etc. shall be credited to this account;
5. All expenditure incurred in the conduct of the conference shall be incurred from this account only;
6. The organising committee shall appoint an auditor for the conference accounts, and share the name and details of the auditor with the Secretary & Treasurer of the ASU;
7. The organising committee shall follow Indian GAAP principles in operating the account, in bookkeeping and financial transactions;
8. The organising committee shall pay all levies, taxes, tariffs, cess and surcharges as may be required and shall retain the receipts for audit purposes;
9. The organising committee shall have the conference accounts audited by the designated auditor, and submit the audited accounts within **12 weeks** of the conclusion of the conference;
10. Of the surplus amount remaining at the end of the conference, 30% shall be donated to the ASU; in case a city or state chapter hosts the conference, the remaining amount shall be paid into the account of the respective city or state chapter. In the event an institution hosts the conference, the respective city chapter (or state chapter, where there is no city chapter) shall receive 30% and the remaining amount shall be donated to the host institution;
11. The donation made to the ASU shall be unconditional; *and*
12. The organising committee shall make a certified copy of the audited statement of accounts to the ASU if the same is required for finalising accounts of the ASU, or is required to fulfil legal obligations of the ASU.

Scientific Programme

The duration of the Conference shall be two and a half working days (w.e.f. SZ-USICON 2017) or as decided by the General Body from time to time. The Scientific programme will start from 8.30 AM and end at around 5.00 PM each day. The programme shall consist of both plenary and breakaway sessions. The actual content of the scientific programme shall be decided by the Secretary of the ASU in accordance with the advice of the executive council of the ASU and the scientific committee.

Responsibilities of the Organising Committee (in Respect of the Scientific Programme)

1. Preparing the halls and areas for the scientific sessions as per the guidelines;
2. Ensuring that all halls have power-supply back-ups, and checking the back-ups every morning and afternoon prior to the commencement of the sessions;
3. Facilitating the installation of stage props, screens, etc. as per requirements;
4. Facilitating the installation of audio-visual transmission systems in all the halls;
5. Providing prominent, easily readable displays of the scientific programme schedule at the reception/registration area;
6. Providing external “direction” signage at appropriate locations to assist delegates in locating the different halls easily;

7. Providing hall co-ordinators for each half-day, on all days, and at least three more volunteers who are familiar with all aspects of the hall and can guide presenters and participants;
8. Checking that all equipment, including timers, is in working condition prior to the commencement of the sessions every morning and afternoon;
9. Providing drinking water at the lectern and the chairpersons' table;
10. Providing mobility assistance for any speaker who may be in need of the same;
11. Provision of response sheets in the desired format for the Quiz and any other session for which the ASU secretary has indicated they are required; *and*
12. Ensuring continual communication and communication between the hall co-ordinators and the organising secretary.

Responsibilities the of ASU Central Office Towards Annual Conference

1. The ASU Secretary & central office will be responsible for the planning, preparation & coordination of the scientific programme;
2. The ASU Secretary & central office will be responsible for creating links to the conference website on the ASU website and dissemination of the news of the conference preparations through the ASU website and newsletters;
3. The ASU Secretary & central office will be responsible for the process of online paper/video submission, review of papers, selection of papers and publication of scientific program.
4. The ASU Secretary & central office will be responsible for correspondence with invited Orators and Invited faculty;
5. The ASU Secretary & central office will be responsible for the selection of, and correspondence with, the chairpersons, convenors and moderators for the scientific sessions during the conference;
6. The ASU Secretary & central office will be responsible for communicating the finalised scientific programme to the organising committee for printing in the conference booklet;
7. Preparation of Gold Medals, Awards/Certificates/Mementos for award winners, orators and invited faculty;
8. Management of the flow of the Scientific programme during the conference with the help of the local scientific committee; *and*
9. Arrangements for the conduct of Council meetings, election of office-bearers & the Annual General Body Meeting.

Requirements for ASU Office at Annual Conference Venue

The secretariat of the ASU shall function from a designated area during the days of the conference. The office shall carry out the following activities from the office:

1. Receiving membership & membership-status conversion applications
2. Updating database of members
3. Distribution of the ASU publications to the members
4. Solving any other problems of the members
5. Conduct of elections if needed
6. Pre-registering delegates for the subsequent year's conference if the organising committee of that conference so desires.

The organisers shall provide a location in the main lobby or reception area for the setting up of the office. The organisers shall also arrange for the following:

1. Complimentary registration/local hospitality/local transport for ASU **two** office staff during the Conference;
2. One stall for running ASU Office in the main lounge, near the Main Hall, with electrical connections and broadband internet;
3. Counter for placing 2 laptops and a printer with at least 3-5 tables and around 5-7 chairs;
4. Volunteers from local Organising committee on each day of the conference, if requested;
5. ASU Election Booths in an easily accessible location with adequate space, tables, chairs, broadband Internet & electrical connections for equipment for the conduct of polling during elections if needed; *and*
6. Volunteers from local Organising Committee during conduct of elections, if needed.

Inaugural Ceremony

The inaugural ceremony shall be of **sixty minutes** duration. It shall ordinarily be held in the evening of the first day of the conference, and shall be followed by a cultural programme. This ceremony shall ordinarily be held in the main hall of the conference venue.

The ASU has a prescribed protocol for the inaugural ceremony, and this shall be strictly adhered to. Particular attention may be paid to seating arrangements, order of speaking and similar protocol-related matters. The ASU Secretary shall co-ordinate arrangements with local organising team, and shall have the final say in all matters of protocol.

Conduct of “Industry-sponsored” Sessions

The local organising committee shall schedule no such programme during the scheduled scientific events communicated by the ASU Secretary. If at all such sessions/programmes are planned, prior approval must be obtained from the ASU Secretary & the executive council, and can only be scheduled in such a manner that they commence *after* the day’s scheduled scientific programme has concluded in all halls. They may also be held in the morning at a time when the session will conclude before 08.15 a.m. and leave the halls free for the regular sessions.

Meals During the Conference

The following meals shall be mandatory during the conference:

1. Working lunch – on all days of the conference
2. Dinner – on the first and second day of the conference
3. Mid-morning tea/coffee
4. Afternoon tea/coffee

The choice and preparation of food items shall take into account the majority preference among delegates, and the absolute need to maintain. Therefore, arrangements for cooking, transport, storage and service of food shall follow safe & hygienic practices at all times. The choice of the catering service provided should be made on the basis of proven track record and ability to cater to one thousand persons or more. In addition to

food, the caterer shall also arrange for the availability of safe potable water and drinking glasses in the dining areas.

It is the endeavour of the ASU to be ecology-friendly; the caterer should be instructed to take this into account, provide eco-friendly and reusable/recyclable plates, crockery and cutlery. The caterer shall also provide for the segregation of food waste, recyclable waste and non-recyclable waste and for the scientific disposal of waste as per the law.

It is also the endeavour of the ASU to avoid unnecessary expenditure and promote financial prudence. It is therefore suggested that extravagant spending be avoided on food and entertainment.

Pre-conference Workshop

If any pre-conference workshop is planned, it shall be subject to the following conditions:

1. Approval for the same shall be obtained from the Executive council of the ASU before any correspondence is initiated, or programme finalised;
2. The “theme” or “topic” of the workshop shall not be in conflict with the content of the scientific programme of the main conference;
3. The responsibility for the organisation and execution of such a workshop shall lie entirely with local organising committee;
4. If a registration-fee is applicable, it shall be charged separately by the local organising committee;
5. A separate account shall be opened by the organising committee for the same, and all fees shall be paid into this account & expenditure incurred from this account;
6. The names “ASU” or “SZUSICON” shall not figure in the title of such a workshop; any reference to “ASU” or “SZUSICON” shall only be used to indicate that this is a pre-conference event;
7. Receipts for fees paid shall be issued in the name of the local organising committee;
8. Certificates of participation shall be in the name of the local organising committee;
9. Faculty for the workshop shall be invited directly by the local organising committee, which shall also be responsible for making arrangements for their travel, lodging and local transport;
10. The local organising committee shall not make any commitment to the invited faculty about their participation as faculty at any of the sessions of the main conference;
11. Wherever sponsorship from the industry or a trade body is sought jointly for the workshop and the main conference, **seventy per cent** of such sponsorship contribution shall be credited into the account of the main conference, and the residual **thirty per cent** shall be credited into the workshop account; *and*
12. The workshop shall conclude well before the commencement of any event related to the main conference.

Social Events

The local Organizing Committee should organize social events for the delegates and accompanying persons. This can include cultural program, local sightseeing and pre- and

post-Conference tours. Extravagance may be avoided in these too, while ensuring an enjoyable social experience for delegates, accompanying persons and other participants.

Registration Fees

There shall be separate tariffs for the registration of ordinary delegates (Indian citizens), PG students, delegates from other countries and trade delegates. For Indian delegates, there shall be a differential tariff for “Early bird” registration (usually up to 6 months – 4 months prior to the date of the conference), “Regular registration” (usually up to 15 days prior to the date of the conference, and “Spot registration”. For postgraduate delegates, there shall be one tariff only. For overseas delegates, there shall no discounted tariff of the “Early bird” category.

The general body of the ASU shall approve the registration tariff, on the recommendation of the executive council, at the time of the final approval of the venue during the Annual general body meeting of the year preceding the conference.

The local organising committee shall create the option for online registration and payment of registration fees through payment gateways by providing appropriate links on the conference website. In addition, delegates shall have the option of payment through bank transfers to the conference account, cheques or cash. Spot registrations shall be against cash payment only.

Refunds in the case of cancellations shall be made subject to availability of funds. Refunds shall only be applicable if the cancellation was conveyed to the organising secretary, in writing, at least one month in advance of the date of commencement of the conference. Such refunds shall not exceed fifty per cent of the registration amount paid, and all refunds shall be through cheque or bank transfers.

Industry Participation

Industry & Trade participation through the trade exhibition is an important component of the Conference. The exhibition area should be easily accessible to the delegates and some scientific activities like poster session should preferably be in the exhibition hall. The exhibitions should have uninterrupted electricity and water supply, security and facilities to arrange various types of stalls. A trade directory should be prepared, listing the location of the various stalls and time should be provided to the delegates to visit the exhibition area in between the scientific sessions and during lunch/tea time. The trade exhibition should preferably be open from 9.30 AM to 5.30 PM.

The tariffs for trade participation should be such that exhibitors find it attractive to participate. A larger number of trade participants will also enhance the financial viability of the conference. The local organisers will do well to keep this in mind when fixing tariffs.

The ASU will not ordinarily intercede in disputes between the trade exhibitors and the organising committee. Where there is breach of commitment or default in clearing dues by any exhibitor, the ASU shall publish details of the default in the ASU newsletter for information of members.

Planning of Finances for the Conference

Many activities connected to the conference will have to begin well in advance, and some of them may hold the key to the viability of hosting the conference. The core organising committee is advised to pay particular attention to the financial model for the conference. For guidance, we have provided the following template.

Preparation of Budget

The budget exercise will apprise the organising committee of the financial health of the proposal to host, and the feasibility activities planned for the conference. For easy understanding, they have been placed under the heads of “Provision for Income” and “Provision of Expenditure”. It is to be understood, that these are likely to change and evolve with the passage of time, and may vary with local conditions.

Provision for Income

1. Grants from Government agencies;
2. Corporate-level sponsorships with major industries;
3. Sponsorship from the urological equipment manufacturers, and pharmaceutical companies, who participate in the trade exhibition;
4. Sponsored scientific sessions, lunches & dinners;
5. Advertisements in the brochures, conference book etc.;
6. Registration fee from the delegates participating in the conference;
7. Donations from local industries, agencies, departments and well-wishers; *and*
8. From advertisements in a souvenir, *if one is brought out.*

Provision for Expenditure

1. Cost of printing of brochures, scientific program, conference book, invitation cards, etc.;
2. Rental for venue;
3. Expenditure on audio visuals;
4. Expenditure on stage arrangements;
5. Expenditure on special requirements of lighting, sound etc. required by performers at the cultural programme, programmes for accompanying delegates and the banquet;
6. Professional fees payable to the performing artistes/group for the cultural programme, banquet and programmes for accompanying delegates;
7. Expenses on conducted tours, *if any*, for accompanying delegates;
8. Expenses on registration kit and any complimentary articles included in the kit;
9. Expenses for the venue, all meals, including lunches & dinners hosted by the conference;
10. Postal expenses including letters, brochures, telephone, fax and mails, to guests and members;
11. Expenses on local hospitality, including accommodation & other expenses for guests, speakers, ASU executives, office staff and members of the Council;
12. Expenses of staff at the conference secretariat and extra payment for Event Managers;
13. Cost of fabrication, signage, and the arrangement of trade exhibition;

14. Costs incurred for the audio-visual arrangements during the conference;
15. Cost of photography/recording;
16. Cost of Press Conference, publicity etc.;
17. Speakers' honorarium for overseas speakers if such an honorarium has been agreed upon by the local organising committee;
18. Payments to drivers, casual labourers, etc.;
19. Out of pocket expenses incurred by authorised persons in connection with the conference; *and*
20. Expenses towards bookkeeping and auditing of conference accounts.

Arrangements for Reception & Transport of Delegates, Guests etc.

1. The organising secretary shall send a E-mail confirmation to all registered delegates and invited faculty, with the following information provided:
 - a. Accurate directions from the railway station, bus stand or airport along with a suitable Google-mapslink showing the same;
 - b. Modes of local transport available at the arrival point - *Pre-paid cabs, other cabs, Pre-paid auto rickshaws, other auto rickshaws, buses, etc.*, along with approximate rates/tariffs;
2. Set-up helpdesks manned by knowledgeable volunteers at these arrival points for the assistance of the delegates;
3. Have a designated counter at the conference venue to co-ordinate departure arrangements upon the conclusion of the conference;
4. Have a pre-designated and easily identifiable assembly point for delegates being transported to off-site events like banquets;
5. Have prominent unique identifiers displayed on all official transport vehicles arranged by the local organising committee for easy identification by delegates and participants; *and*
6. Arrange for volunteers from the organising team to accompany delegates travelling by official conference transport.

Arrangements for Accommodation

The organising committee shall facilitate accommodation arrangements for delegates in any one of the following ways:

1. Appoint a service-provider or travel agent to handle requests for accommodation;
2. Have an accommodation subcommittee to directly handle the accommodation requirements of delegates; or
3. Enlist hotels in the Luxury, Business, Budget and Bed-and-breakfast categories as official hotels for the conference. If this is option is chosen, the following additional arrangements shall be made by the organising committee as follows:
 - a. A concessional tariff shall be negotiated with the respective establishment;
 - b. Wherever feasible, a complimentary pick-up and drop-back arrangement shall be included;
 - c. The tariffs for different categories of rooms shall be fixed in advance, and notified in the conference brochure;

- d. The contact details for the hotel, the contact numbers of the front-office manager and the distance to the hotel from different arrival points shall be given in the conference brochure; *and*
- e. On arrival of the guest at the establishment, a welcome note containing all the entitlements and exclusions clearly mentioned shall be handed over the guests.

Photographs During the Conference

Arrangements should be made for photography for covering important events during the conference as well as for group photographs of the participants; one soft copy of all photographs shall be made available to the ASU Secretary for selection of appropriate photographs and their publication in the post-conference newsletter.

Medical Attention to the Participants

The organising committee shall arrange for an emergency medical team to be available at the venue for handling medical emergencies, along with the requirement equipment and consumables. A fully equipped ambulance shall also be made available on-site, or shall be placed within 5 minutes' reach, to facilitate transport to a regular healthcare facility in circumstances so require.

Fire & Environmental Safety

Conferences involve large gatherings in enclosed spaces, and therefore the participants are at a higher risk of injury due to fire and non-fire emergencies. In order to minimise the risk, and mitigate the same, the organising committee shall ensure the following:

1. Obtain formal, written permissions for the conduct of the conference at the chosen venue from the civic authorities; police, civil defence and any other statutory bodies as required by local regulations;
2. Arrange for an advance inspection of the venue by the fire-force to assess the adequacy of safety measures and equipment at the venue;
3. Implement any additional safety measures recommended; *and*
4. Have sufficient numbers of trained emergency personnel available on site for the duration of the conference.

It may be stressed here that the legal responsibility for the safety of the venue rests with the organisers, and therefore no compromise must be made on safety measures.

Food Safety

Safety of preparation, storage, transportation and preparation is of paramount importance at such large gatherings. In this connection, the organising committee shall ensure the following without fail:

1. Verify that the necessary licenses and permissions have been obtained from the local bodies for preparation and serving of food;
2. In case a caterer is engaged, verify that the catering agency possesses the requisite licenses;
3. Ensure that food is prepared in an enclosed, covered space;

4. Ensure that potable, safe drinking water is available at all times for cooking and for drinking;
5. Ensure all raw material, especially meat and fish, is from a safe source and is stored under the necessary safe conditions;
6. Ensure that vegetarian and non-vegetarian food is prepared separately, transported in separate utensils and served separately with separate service ladles, etc.
7. Ensure that a separate utensil washing area is provided at a distance from the food preparation area;
8. Ensure that there is no mixing of fresh and used utensils;
9. Ensure good drainage is provided and there is no stagnation of water anywhere;
10. Ensure that adequate facilities are available for food handlers to wash their hands periodically;
11. Ensure that adequate toilets are provided for the food handlers, and that these are equipped with hand-hygiene requirements at all times;
12. Ensure that necessary pest-control measures have been taken in the food-preparation and food-service areas
13. Ensure that all unconsumed food remaining at the end of each meal is transported away from site, and is not recycled; *and*
14. Ensure adequate and appropriate provisions are made for disposal of food residue, plates & glasses in accordance with the law.

Personal Protection & Security

The local organising committee shall arrange for a sufficient number of police personnel is available on site at the venues for maintaining security and ensuring law-and-order. In case the security of the venue is handed over to a private security agency, the following measures shall be mandatory:

1. Confirmation from the jurisdictional police officer that the agency is authorised to provide security to large public gatherings;
2. An undertaking from the head of the security agency that all personnel proposed to be deployed have undergone mandatory background verification by the jurisdictional police;
3. A list of personnel proposed to be deployed shift-wise, with their photographs to be handed over the organising committee; *and*
4. Deployment of supervising personnel on-site to regulate and organise the security detail during the conference.

Conference Insurance

Two broad types of financial risks are attendant upon the organisation of conferences:

1. *Force majeure* events like natural calamities, and
2. Local law-and-order problems – *bandhs, strikes, riots, etc.*

These may potentially result in cancellation of the conference, or it's premature termination. In either event, the local organising committee is likely to face financial demands through refund requests, pre-paid advances, compulsory payments already made and/or damage to equipment and other assets. There may be additional expenditure

involved in arranging for safe passage of delegates from the conference venue, and to their homes.

It is therefore suggested that conference organisers explore the possibility of insuring themselves against such eventualities. Schemes for insuring such public events are available with all nationalised insurance companies, as well as with private insurance providers.

GUIDELINES FOR THE ORGANISATION OF OPERATIVE WORKSHOPS UNDER THE AEGIS OFASU

Individual institutions, city chapters, state chapters and other organisations host operative workshops from time-to-time. The ASU may also, on occasion, organise such workshops as part of its academic agenda. For the ASU, the safety of patients and adherence to Medical & Professional ethics is the foremost consideration at all times. With this in mind, the following broad guidelines have been laid down for the conduct of such workshops.

Requirements at the Venue

1. The hospital where the workshop is proposed to be held should have full-time urologists available on its permanent staff;
2. The primary responsibility for the care of patients undergoing surgery at the workshop shall be with one of the full-time urologists on the permanent staff of the hospital, and this shall be reflected in the medical records of the patients;
3. All patients should have undergone a comprehensive urological evaluation, and should have a diagnosis made at the time of admission to hospital;
4. Informed consent should have administered to the patients by the urologist in charge, and the consent should specifically state that the patient shall be operated at the workshop;
5. All patients shortlisted for surgery at the workshop shall have undergone a forma pre-anaesthesia evaluation by a qualified anaesthetist, and consent should have been obtained for anaesthesia;
6. The informed consents should explicitly state the expenses to be borne by the patient, and those that are to be waived;
7. Faculty performing operative procedures during the workshop should possess valid registrations with the Medical Council of India or one of the State Medical Council;
8. In the case of overseas faculty (as also non-resident Indian faculty), temporary registrations with the Medical Council of India should be mandatorily obtained well in advance of the date of the workshop;
9. Reasonable, adequate professional background verification of the expertise and performance record of the faculty member should have been carried out and documented;
10. The faculty shall have identified patients listed in their name for identified surgical procedures, and this list should be adhered to;

11. The operating faculty member shall independently evaluate patients in the list in advance of the day of surgery, and conclude on the presence of appropriate indications for the surgery proposed;
12. Where the faculty member is satisfied about the indication, the same shall be recorded formally in the case records;
13. The anaesthesia team shall possess adequate expertise and experience to administer anaesthesia for the type of surgical procedure performed, and for the associated post-anaesthesia care;
14. The following surgery-related infrastructure shall be mandatory:
 - a. Appropriate zoning within the operation theatre complex;
 - b. Changing rooms for staff (separate for males & females), with lockers, clothesline/pegs, and a wash room attached;
 - c. Appropriate OT apparel, and footwear;
 - d. A fully equipped pre-anaesthesia room for receiving patients, and monitoring them prior to shifting them in to the operating rooms;
 - e. At least **three** operating rooms in the same O.T. complex made available for the workshop, with at least one kept free at any given time for changeover between cases;
 - f. All mandatory monitoring requirements for anaesthesia and surgery;
 - g. Scrub nurses familiar with the operative procedures being performed;
 - h. Surgical accessories like C-arm, Diathermy, Fragmentation devices, Sealing devices, intra operative ultrasound, Laparoscopy tower, etc. as may be required for the surgical procedures being performed;
 - i. In the case of procedures using Laser, adequate protection and safety devices for patients and personnel working in the operating room; *and*
 - j. Clean, uninterrupted power supply to all devices and equipment throughout the working day.
 - k. A fully equipped post-operative recovery room staffed by anaesthetists for immediate post-operative monitoring;
15. All equipment used shall be standard equipment approved for use by the appropriate regulatory authority;
16. All implantable medical devices, prostheses and material used or left inside the body should have received certification/approval by the appropriate regulatory bodies;
17. The Operation Theatre complex shall have safety devices like fire alarms, fire extinguishers, fire-exits, etc. available throughout the duration of the workshop;
18. The management of biomedical waste shall be as per statutory norms;
19. An intensive care unit shall be available for the care and monitoring of patients requiring intensive care postoperatively ;*and*
20. Back-up teams (for e.g. Vascular surgeon, GI surgeon, etc.) as appropriate to the types of surgery being demonstrated and the intra-operative difficulties anticipated.

It would be prudent for the entire team of operating & surgeons to meet with one another on the day prior to the workshop, in the operation theatre complex, and check out the requirements and arrangements.

Where the transmission of procedures is to a site outside the campus of the host hospital, the network should have been laid in advance and tested intensively for fidelity and integrity so that the viewing experience is a satisfactory one.

This is a guidance document from the ASU. Any specific guidelines notified by the Medical Council of India, the Central/State government or statutory bodies shall be applicable and shall be followed.