

GUIDELINES FOR SELECTION OF GUEST SPEAKERS/FACULTY/CHAIRPERSONS FOR CONFERENCES OF ASU

Selection of Faculty

The association, through the Secretary and based on inputs from members, will maintain a database of subject experts on different topics in Urology. Faculty for workshops & conference sessions shall be chosen from this database, taking into consideration their availability, their willingness to participate and feedback (*if any*) on their past track record. Ordinarily, the faculty for these programmes shall be a mix of expertise, experience and youth.

In addition, the Secretary shall seek information on prospective faculty in other fields related to Urology, for e.g. Uropathology, Uroradiology, etc., and maintain a separate database of such experts. Wherever their expertise is required, they shall be utilised.

For events like symposia & CPC, the convenors for the events shall fix the faculty in consultation with the Secretary of the ASU. All selections shall be ratified by the executive council – either at a formal meeting, or by circulation.

Selection of Orators & Speakers for Endowed Lectures

The secretary shall invite nominations from the members for the same, in the prescribed form available on the ASU website. An objective assessment of relative merits shall be made by the scientific committee, which shall recommend a maximum of three named for each event. The executive council of the ASU shall make the final choice. Prior to announcing the choice, the President – ASU, or the Secretary – ASU shall formally confirm the willingness of the selected individual to accept the assignment.

In the event members have put no suggestions forth within the prescribed time, the ASU council shall make the choice based on similar objective criteria.

No person shall be selected twice for the same oration/lecture/event.

Selection of Chairpersons for Non-protocol Scientific Sessions

The Secretary – ASU shall seek inputs from the state associations, and nominations shall be submitted in the prescribed form available on the ASU website. Chairpersons shall be selected based on expertise, track record and experience. The selected set shall be a mix of seniors and upcoming juniors.

No person who has failed to chair the session allotted in any previous conference, without intimating the Secretary, shall be selected for a period of 3 years beginning with the conference immediately following the one where the infraction took place.

GUIDELINES FOR CHAIRPERSONS DURING THE CONFERENCE PROCEEDINGS

1. The room/hall where the session will be held has to be checked in advance & located in time
2. The Chairperson should be present in the room at least 15 minutes prior to start of the session.
3. All the presenters should be requested to be seated in the first row, to save time.
4. The session should be started on time, even if only one of the Chairpersons is available.
5. It should be ensured that the speakers strictly observe the time allotted to them.
6. If one presenter is not available on time, the next presenter should be invited. 'Late presentations' should not be accommodated.
7. Discussion from the floor should be encouraged, within the allotted time.
8. Discussants should be instructed to first clearly state their name, institution and place; they should not speak without prior permission of the chairperson.
9. The questions from the floor participants should be specifically on the subject of presentation – the experience, opinions and personal comments of the floor participants should not be entertained, especially during Prize Paper Sessions.
10. The requests of the Chief Hall Co-ordinator should be honoured.
11. At the end of the session, the feedback form should be signed and handed over to the Secretary – ASU.