

GUIDELINES FOR THE KHIVRAJ MEMORIAL SYMPOSIUM OF ASU

Objectives

The symposium is expected to bring to members attending the annual scientific meeting the breadth & depth of scientific thought and endeavour in the field of Urology. It will feature leading experts from Urology and other disciplines, who will, in the course of their deliberations, share information and thoughts that serve the core objectives of the symposium.

Timing & Duration

The symposium is to be held during a plenary session of the annual scientific meeting. The time-slot and time will be allotted in the timetable of the scientific session drawn up prior to the annual scientific meeting, and the same shall be circulated to all members. Usually 45 – 60 min duration is allocated for this session.

Convenor

The convenor for the symposium will be chosen from among members of the ASU. The Secretary will invite nominations and applications in the newsletter, and members desirous of convening the symposium shall submit their applications in the prescribed form, attaching relevant documents as required and indicating a topic for the symposium. The choice of the convenor will be made from among the applicants by the Executive Council on the basis of the information provided and presented to the general body of the association for ratification. In the event of no application having been received, the Executive council shall choose a member keeping in view the objectives of the symposium, and present the same to general body for ratification.

Normally, a member who has convened this symposium once shall not be considered for nomination as convenor a second time. However, the member can feature as faculty depending on the choice of the convenor nominated by the Council.

Symposium Faculty

The symposium faculty shall be chosen by the convenor. It is expected that the chosen faculty shall be experts with original work in the fields that they are going to cover during the deliberations. At least one member of the faculty shall be a member of the ASU with the relevant experience/expertise.

Arrangements for Faculty

1. Where the faculty is a member of the ASU, the faculty member shall bear all expenses including registration for the conference.
2. Where the faculty is not a member of the ASU, the following arrangements shall be made:
 - a. The ASU shall reimburse the economy class air-fare or AC 2-tier travel expenses by the shortest route (subject to budget allocations of the society for the session)
 - b. The local organising committee shall provide complimentary registration for the conference;

- c. The local organising committee shall provide overnight accommodation to the faculty at the venue or in a suitable hotel/guesthouse; and
 - d. The local organising committee shall arrange for the faculty to be picked-up from and dropped back to the airport/railway station, and also make arrangements for local transport if the place of lodging is not at the venue.
3. The convenor for the symposium shall provide all details of such faculty to the Secretary of the ASU at least two months prior to the date of the symposium and obtain approval for the same.
4. The Secretary, upon receiving such information, shall pass it on to the local organising committee for necessary action, and obtain timely confirmation of compliance from them.