

AORA DOCUMENT FOR ANNUAL CONFERENCES

- **Host city and chief organizer** – to be approved by AORA executive committee.
- **Prior visit** to proposed host city by **AORA executive committee members** to inspect venue and to discuss all modalities.
- **Venue specifications :**
 - Hall A (AC)- seating for minimum of 500
 - Hall B (AC)- seating for minimum of 250
 - Hall for e-posters/podium presentation of abstracts (AC)
 - Registration area
 - Area for medical exhibition (preferably AC)- space for minimum of 30 stalls
 - Dining area (preferably AC)- to accommodate minimum of 600
 - Faculty lounge/ Preview room
 - Clean & ample rest room facilities
 - Adequate parking
 - If distant from city centre, assistance with transport to be arranged for faculty and delegates
- **Bank account of conference** ONLY with AORA PAN card and resolution signed by secretary, treasurer and organizing secretary of conference.
- **GST account** – details will be furnished by AORA secretary's office.
- **Contribution to AORA National Body** : Rs. 2 lakhs, or 25% of audited profits, whichever is higher.
- **Seed Capital** : may seek Rs. 1 lakh from AORA National Body. To be repaid in full, without interest, within 6 months upon completion of conference.
- **Scientific Committee** : to be discussed and approved by Academic Director.
- **Program** : 2 days of scientific sessions + 1 day of workshops.
- **Live Blocks Workshop** : to be organized on morning of day 2. Interactive transmission from hospital OT complex to audience in Hall A.
- **Post-conference Workshops** :
 - Number of workshops, workshop team leaders, faculty (not exceeding 8 per workshop), number of delegates to be pre-decided by scientific committee.
 - Workshop faculty to be from conference faculty to the extent possible to save on costs. Faculty exclusively for workshops will register for conference & will be provided local hospitality in same premises as national faculty.
 - Simple, working vegetarian lunch for faculty and delegates will suffice on day of workshops.
 - Local organisers will conduct workshops in an ambient setting where comfort of delegates & faculty is assured.

- Liaison with medical industry and respective team leaders for provision of medical equipment, AV team, sundries and volunteers.
- **Faculty (for scientific program + workshops):**
 - Ravindra Bhat Oration : travel expenses to be borne by AORA National Body.
 - Not more than 5 foreign faculty with travel expenses paid by organisers.
 - Indian faculty settled abroad may attend on basis of local hospitality only.
 - National faculty - ONLY AORA life members, with exceptions, especially in case of faculty belonging to the host city.
 - No travel expenses for national faculty.
 - Accommodation in 4 star category, or above hotel/resort, on sharing basis only.
 - Single accommodation only for invited foreign faculty.
 - Arrangements to be made for faculty dinners night prior to conference and day 2.
 - Travel to & from workshops to be provided for faculty.
 - Airport/ Railway station transfers only for foreign faculty; for national faculty ONLY if finances permit.
- **Publicity** : to be overseen by Javed Khan, In charge of publicity committee & local organizing committee. Publicity blitz through e-mails/whatsapp group posts/facebook posts/SMS campaign/posters/ppt. slides to be incorporated into lectures by AORA executive members.
- **Website of conference** : as a link on the home page of www.aoraindia.com. The webmaster of the conference may please liaise with Mr Santosh Rajan (sanmail05@gmail.com) to maintain uniformity with respect to content display and periodic updation.
- **Registration fees** :
 - To be discussed with AORA executive committee for approval. A minimum of 10% above the previous years' fees may be taken as bench mark.
 - Registration compulsory for all national faculty, and Indians from abroad who express interest to participate.
 - Invited foreign faculty are exempted from registration.
 - An endeavor must be made to recover not less than 60% of estimated expenses from registrations.
- **Credit points** for both conference & workshops to be obtained from local medical council.
- For use of **ultrasound machines**, prior permission from **PNDT authorities** to be obtained.
- **Medical Industry Support** : SonoSite/B Braun/Neon/Abbott/GE must be major sponsors. An attempt must be made to recover 40% of total expenses from medical industry participation. Local hospitals, local medical dealers to be actively pursued for support.
- **Inaugural Function** : for a period NOT exceeding 30 minutes on day 1 immediately prior to lunch. Lighting of lamp, address by Chairman, President, Secretary & Organising Secretary. AORA flag to be handed over to organizing chairperson of next annual conference.

- **Cultural Program/ Banquet Dinner :**
 - As per finances
 - Minimal cover charge of Rs. 500 by prior payment from delegates may be considered for banquet
- **Kit Bag :**
 - For faculty, memento/gift
 - For delegates, gift as per finances
- **Identity Badge :** preferably with BAR CODING. Scanners at entrance to dining area, collection of kit bags at counter, banquet dinner, and workshops to regulate entry. Saves cost on printing of meal coupons and banquet invitation & badge for workshops.
- **Additional Events :** EDRA exam, SonoSite AORA Inland Fellowship exam, etc. to be arranged by the organisers.
- **Executive Committee Meeting :** to be organized, preferably at conference venue, from 6.00 p.m. to 8.00 p.m. on Day 2.
- **Press Meet :** Preferably, evening prior to start of conference, at a suitable venue, with presence of one amongst Chairman/President/Secretary/Academic Director of AORA INDIA & organizing committee members highlighting the purpose of AORA meetings and benefits to community and patients through anaesthesiologists trained in RA. Daily coverage and further interviews in print and electronic media will be encouraged.
- **Prizes :** for **first place** in E-posters & podium presentations of abstracts, conference + workshop complimentary registration for next annual conference, for **second place** in E-posters & podium presentations of abstracts, conference only complimentary registration for next annual conference.
- **Audited Accounts :** duly attested by auditor, organizing secretary and treasurer to be submitted for verification to the AORA National Body within SIX months of completion of conference.