

# PROTOCOL FOR DPA CONFERENCE

An Annual Conference of the Society shall be organized every year or as the The General Body may decide, under the auspices of the Society at a suitable place and time to be agreed at the Annual General Meeting of the Society and The venue of the Annual National Conference should be decided one year in advance or one AGB before the stipulated year of the conference. Such conference shall usually be held before the 31st day of December.

## **1.The General Secretary of Deccan Psychiatric Society shall be responsible for:**

- (a) Fixing the dates of the Annual Conference in consultation with the Executive Committee and Organizing Committee, such dates must not vary from the dates fixed at the previous annual conference by more than 6 (Six) weeks.
- (b) To make alternative arrangements, in case the Executive committee fails to give a firm commitment regarding the proposed dates for the Conference by the 1st of August or fails to organize the Conference under exceptional circumstances.
- (c) To negotiate with members desirous of inviting the Annual Conference at different places in DPA territory and to keep 1-2 different invitations always pending.

**2.Venue of the Annual Conference-** The Local branches & any individual or group of Life members of the Society shall have the privilege of inviting the conference. The Honorary General Secretary, in one of his circulars issued before the annual conference, shall request all Life Members to invite and organize the annual conference at a suitable place. The proposal in writing preferably endorsed by the Local/State branch shall be first considered by Executive Council, after which the Honorary General Secretary shall put the resolution before the General Body for their consideration of the comments of the Executive Council, if any.

### **3.Organizing committee:**

- i) The Local Branch or Member(s) inviting the conference shall form Organizing Committee of the Conference.
  - ii) Office-bearers of the Organizing Committee shall be elected by the Members of the Organizing Committee and shall consist of a Chairman, an Organising Secretary, a Treasurer, and others as required.
  - iii) The Organizing Committee shall determine the registration fee at the Annual Conference in consultation with the Executive Council.
  - iv) The Conference shall be open to the following:
    - (a) All members of the Organizing Committee.
    - (b) All Life- members of the Deccan Psychiatry Society only
    - (c) Any other person authorized by the Deccan Psychiatry Society to be present on the occasion.
  - vi) **The Organizing Committee shall be responsible for**
    - (a) Making arrangements for suitable accommodation and food for delegates (on payment).
    - (b) Arrangement for the plenary and scientific sessions.
    - (c) Printing of brochures and programs in consultation with the office barriers and executive committee of the Society.
    - (d) Arranging for a suitable dignitary (in consultation with the office barriers of the Society) to inaugurate the plenary session.
    - (e) Arranging for social and cultural functions and sight-seeing.
    - (f) Raising funds for the conference through registration fees, grants, donations, advertisements etc.
- The expenses of the Conference shall be wholly borne by the Organizing Committee and the Society shall not be responsible for any loss on account of holding the Conference. The Council shall render every possible assistance to the Organizing Committee of the Conference. The Council may sanction an appropriate advance not exceeding Rs. 50000/- for making the preliminary arrangement in connection with the Annual Conference. This amount will be placed at the disposal of the sub-account the Conference or the Hon'y. General Secretary of the Society and may be spent for this purpose.
- The funds of the Society will be reimbursed, as far as possible from the

registration fee paid by the members at the time of the Annual Conference and any balance left from the funds raised by the local members.

vii) All members attending the Conference, including the Members of the Organizing Committee and The president, Hon. General Secretary and treasurer of the Society shall pay a Registration fee to the Organizing Committee.

**Visitors** - The following can attend the conference as visitors: -

- i) Non-member psychiatrists out of DPA TERRITORY can attend the annual DPA CONFERENCE but he can not become life members of society and conference fees at least more than 1.5 times more than DPA life members and fees to be determined by the organizing committee of the conference.
- ii) Non-DPA members will have to make their own Accommodation for stay

**4. Contribution to the Fund of the Society** - After CME is over, the balance in the “Deccan Psychiatric Association CME ” is to be transferred into DPA main Account no. 654001702552, IFSC code: ICIC0006540. The Organizing Committee shall submit the audited statement of account and credit the share of the Society to the Society within 2 (Two) months of holding the conference and this account should be closed.

#### **5. Programme of the Conference**

(a) Inaugural session - For the address of the Chairman, secretary of the Organizing Committee, and the President,, secretary of the Society any Chief guest in short.

(b) Scientific Sessions - Open to all Members and Visitors.

(c) Annual General Meeting of the Society - Open to Life Members of the Society only.

(d) Medical and Scientific Exhibition - Organised by the , Organizing Committee.

## **6. Scientific Papers & Sessions**

1. There shall be a Standing Committee of the Society for scientific sessions to be held during the Annual Conference. This Committee shall lay down the general orientation of the sessions, choose subjects for the symposium and scrutinize scientific papers, if necessary. The Committee shall consist of the President as its Chairman, the Editor, and the Hon. General Secretary, with the power to co-opt members and delegate its functions to a co-opted member or members.

(a) Papers read or to be read at the scientific session of an Annual conference.

(b) For publication of any paper presented at the conference, a copy of the same written in the manner prescribed by the Journal Committee and notified in the Journal under the heading "Instruction to Contributors" shall have to submit to the Editor.