

Guidelines for the State Chapter for bidding for ISGCON and conduct of ISGCON

Section A:

Bidding for the conference:

Only State chapters of ISG are eligible for bidding for holding ISGCON. The bidding should be done as follows:

1. Bidding is invited from State chapters of ISG, mostly two years in advance.
2. The bidding application should be sent to Secretary ISG at least three months in advance (from the first day of ISGCON).
3. The Bidding application should be on the letter head of the State chapter of ISG and should be duly signed by the President and Secretary of the State Chapter of ISG. The letter should announce names of proposed Chairman, organizing Secretary and the treasurer for holding the conference.
4. The consent of the proposed organizing chairman, and organizing Secretary should be obtained on a letter head.
5. The letter should mention that the State Chapter and the Organizing Committee will follow all the guidelines laid by the ISG.
6. After the finalization of the venue of the ISGCON in the General Body meeting of ISG, a Memorandum of understanding will have to be signed both the Organizing Committee and the ISG officials, (during the same ISGCON) as described below.
7. The Conference will be awarded to the State Chapter and Local Organizing Committee only after Memorandum of Understanding has been signed by both parties.

Section B:

Guidelines to be followed for Organization of ISGCON

1. A memorandum of understanding is to be signed between the local organizing committee and ISG
 - a) Signatories from ISG: President, Honorary Secretary & Treasurer (Any two of the three)
 - b) Signatories from local organizing committee (LOC): Chairman, Secretary and Treasurer (all three)
 - c) Registration fee (Total) collected for ISGCON is to be transferred to ISG
 - d) Local organizing committee to submit a report of audited account to ISG by the end of the financial year

- e) A sum of 10 lacs preferably more should be paid to Indian Journal of Gastroenterology by the local organizing committee
 - f) A supplement (as abstract book) issue of Indian Journal of Gastroenterology is published during ISGCON. The cost of the abstract book (+20% overhead charges) should be paid to the journal by LOC.
 - g) Compliance to above basic rules is essential. Non-compliance will lead to banning of the local venue and local ISG chapter for next 15 years. The general body will be informed about the non-compliance.
2. Local organizing committee should be formed and announced at least 12 months in advance.
 3. ISG Governing Council Member will visit the city and venue of the ISGCON to confirm and coordinate the logistics of holding the conference.
 4. Academic program: The academic program should be finalized at least 6 months prior to the day of the conference in co-ordination with the other participating societies (INASL, SGEI). Overlap of topics should be avoided.
 5. Foreign Speakers are to be invited after consultation and confirmation from ISG Secretariat.

Guidelines for holding activities of ISGCON

1. Inauguration
 - a) Dignitaries on the dais: President of ISG, President of INASL, President of SGEI, Honorary secretary of ISG, Chairman local organizing committee, Organizing Secretary of local organizing committee, Chief guest and Guest of Honor
 - b) Chief guest and Guest of Honor - Appropriate for the occasion, Invitation to film stars should be avoided. Governing council of ISG to be informed in advance
 - c) Release of individual books/monographs – Permissible only for ISG members and on related topics only. A prior permission from ISG Governing council should be obtained (through ISG Secretary)
2. Dinner
 - a) Culture program of about one hour, preferably by the local artists
 - b) Banquet: Non-extravagant, venue for the dinner/banquet should not be too far the venue of the meeting
3. Faculty lounge: Faculty lounge to be marked for tea and lunch. Internet connection should be available
4. Stalls: No expensive gifts/bags/family games
5. Poster area: Large enough, prominent location, close to halls, well illuminated, provision of

e-posters

6. Halls:
 - a) All halls should be close to each other
 - b) Capacity should be adequate in all three halls
 - c) Provision for time keeping by staff/bells/lights
 - d) Local staff to introduce sessions and invite the chair persons
 - e) Microphones for audience – at least 3 stationary and a few mobile microphones
 - f) LCD monitors for the chairpersons and moderators
 - g) Water bottles in the hall/near the hall
 - h) Good quality audio video
7. Meeting rooms for ISG, Task forces & Group meeting with
 - a) Provision of tea/snacks
 - b) Provision of Internet connection and printer and preferably one to two persons for helping in organization of activities
8. Reception
 - a) Preferably at a prominent area
 - b) Bags to be available for all the delegates
 - c) Display of poster for next ISGCON
9. Stalls for ISG/INASL/SGEI & IJG
 - a. Should have adequate staff / volunteers
10. Bar coding/electronic control of access – for hall/lunch/dinner
11. Dinner symposia: Local organizing committee can propose in consultation with the Secretary/President ISG
12. Breakfast sessions should finish at least 15 minutes before the start of program of ISG
13. Foreign faculty list to be ready 6 months in advance : for ISG, SGEI, INASL and CME
14. Sight-seeing tours should be avoided till 4 p.m. The participants may organize their trip by their own, the Organizing Committee and their conference organizer should not encourage or get involved.
15. Mementos should not be distributed at the dias.
16. Videography/photography: They should not disturb the view of audience and scientific activity
17. Participation certificates: Should have signatures of President ISG, Secretary ISG, Chairman LOC, and Secretary LOC. Any deviation should be confirmed by the Governing Council of ISG (through Secretary ISG)