



# **Tamil Nadu Ophthalmic Association**

## **Conference Procedures and Protocol**

Version 2.0 : 2019



# **Tamil Nadu Ophthalmic Association**



## **Conference Procedures & Protocol**

**Dr. V. Siddharthan**

President  
2018 - 19

CONFERENCE MANUAL



These guidelines are prepared based on Constitutional requirements, General Body decisions and personal experiences of the contributors.

They are meant to be guidelines to assist the new organising secretary and his committee to take up the task with ease

Final decision (within the frame work of the constitutional and other mandatory requirements) on all matters is the prerogative of the organising secretary and his committee

## Acknowledgement

I gratefully acknowledge the contributions of  
Past Presidents Dr. Natchiar, Dr. Babu Rajendran, Dr. Madhivanan and  
Dr. S. S. Sukumar  
Dr. C. Bala Subramaniam & Dr. R. Venkatesh



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## CHAPTER - I

### GENERAL

The Tamil Nadu Ophthalmic Association organizes annual conference in association with affiliate district/city ophthalmic associations for promotion and mutual exchange of knowledge; promotion of social contact and creation of goodwill amongst fellow ophthalmologists.

The conference shall be organized on behalf of the Tamil Nadu Ophthalmic Association only by affiliated local Ophthalmic Organisation. The President, Secretary and Treasurer of TNOA and Scientific Committee Chairman of the immediately previous TNOA Annual Conference will be ex-officio members of the Organising Committee. Their names and designation to be included in the letter head and all conference communications.

Request for hosting the conference should reach the Secretary TNOA one month before the Annual managing council meeting. The affiliate association should have passed a resolution in their meeting to host the conference. The managing council member (or his / her nominee) of the requesting Association must be present at the meeting.

#### 1. Name of the Conference :

The name of the TNOA conference should be  
(No.) Conference of Tamil Nadu Ophthalmic Association.

A specific chosen name as per the organising committee's decision can be had in addition to the official name.eg. ICON 2012 etc.

#### 2. Date, venue of the Conference:

The Conference is to be held during the first or second week end of August . (Unless it has to be changed due to unavoidable and unforeseen circumstances with the permission of the Managing Committee). The venue of the Conference should be congenial for conducting the programmes without disturbance, with facilities for emergency medical and fire services, easy accessibility and generator backup.

The date and venue of the Conference should be informed to the Hony. Secretary TNOA before 31st January. The Managing Committee of TNOA will visit the venue for inspection on a mutually agreed date. During the inspection visit, a Managing Committee meeting will be held. Arrangements for the same to be made at a suitable venue.



### 3. Registration Charges :

Delegate fee will be recommended by the Managing Committee and approved by the General Body from time to time. Late registration after specified date may be charged 25% extra. Delegate fee after the specified date of late registration including spot registration may be charged 50% above the normal delegate fee.

The Registration charges for Associate delegates / Non ophthalmic spouses and bonafide post graduate students (not Fellows) shall be 75% of the delegate fee subject to rounding to next Rs.50/. For non members the fee shall be 50 % more than members.

The remittance may be made by electronic transfer. DD or on -par cheques and even online with Credit / Debit card, and newer forms of payments which are widely accepted. Conference Brochures will carry the bank details for electronic transfer. Challans or details of such transfers are to be indicated in the submitted registration form.

### 4. Concession To Senior Members / Past Presidents In TNOA conferences:

Any TNOA life member above 70 years and his/her spouse above 70 years are exempted from paying Registration fee for the Annual conference of TNOA. A Past President & his/her spouse are exempted from paying Registration fee for the Annual Conferences of TNOA

### 5. TNOA registration for Medical council credit marks with TNMC:

TNOA has been formally registered as an association with the TNMC to conduct conferences and CME and give CME credit hours for TNOA conference. Certificate charges for the credit hours will be added to the Delegate Registration fee. Make entry of MCI number of the delegate mandatory in the registration form. Also obtain original signature of the delegate at the registration desk to avail CME Credits. Delegates must be informed in the registration form itself about the need for original signature.

### 6. Official TNOA Emblem

The official emblem of TNOA, constitution book and updated mailing list of members to be used in all correspondences will be sent by e-mail to the local organising Committee. The following contact details to be provided by the Organising Secretary:

Name of the Organising Secretary

Address for Communication

E-mail

Mobile phone number

Landline Phone number

### 7. Website :

Details of the forthcoming conference to be sent for uploading in the TNOA website [www.tnoa.info](http://www.tnoa.info).



## 8. Dr. Joseph Gnanadickam Memorial Gold Medal Oration Award:

1. TNOA Dr. Joseph Gnanadickam Memorial Gold Medal Oration Award Committee consist of The President (TNOA), The Secretary (TNOA), Imm Past President-TNOA (Member), Patron-Founder Member, Convenor will be the -Director & Medical Superintendent of Joseph Eye Hospital, Trichy. On the recommendation of the Joseph Gnanadickam Memorial Award Committee the Managing Committee will ratify this annual award.
2. The Award will be presented during the inaugural session of the TNOA Conference and the recipient will deliver this 20 minutes oration at the AGM of TNOA.
3. There will be no other Scientific activity in any other hall during this time.
4. The recipient will be introduced at this session by a representative of the Joseph Gnanadickam Memorial Committee.

## 9. Dr. G. Venkataswamy Community Ophthalmology Oration Award:

1. This award will be given annually to a person from Tamil Nadu, any other state or any other country in recognition of his / her contribution to Community Ophthalmology.
2. The Award will be presented during the inaugural session of the TNOA Conference and the recipient will deliver this 20 minutes oration after the inauguration, immediately after the Joseph Gnanadickam Oration.
3. There will be no other scientific activity in any other hall at this time.
4. The Awardee will be decided by the President Elect, Hony. General Secretary and Treasurer and whenever necessary, a Director from Aravind Eye Care System will be co opted. The recipient will be introduced at this session by the President .

## 10. Medals & Citations :

The TNOA Secretary will prepare and keep ready the medals, brief resume and citation/ certificates for the following awards:

1. Life Time Achievement Award
2. Prof .C.P. Gupta Best Paper Award
3. Capt. Subramaniam Best Video Award
4. Coimbatore Ophthalmic Association Best Poster Award
5. Prof. E. T. Selvom Quiz Award
6. Dr. G. Venkatasamy Community Ophthalmology Oration Award
7. TNOA Dr. M. N. Best paper in Cataract session
8. TNOA TOPS Best Paper in Retina Session
9. TNOA Dr. S.S. Badrinath, SOA-SN Alumni Gold Medal



10. TNOA Dr. J. Agarwal Teaching Excellence Award
11. TNOA Dr. V. Velayutham Best Paper in Glaucoma Session
12. TNOA Dr. K. Selvakumar, Best Paper in Neuro Ophthalmology Session

The medal, resume and citation for Dr. Joseph Gnanadickam Oration will be brought and presented by the Endowment Representative

**11. Managing Council Meeting and Managing Committee Meeting:**

The Managing Council Meeting will be held on Thursday between 4 to 5 p.m. followed by the Managing Committee Meeting between 5 to 8 p.m. A room with table and 20 chairs to be provided along with fresh drinking water.

- 12. General Body Meeting:** The General Body meeting of TNOA will commence on Saturday at 9.00 a.m. in the Main Hall. General Body meeting will be called to order; signatures obtained from members present; condolence expressed; followed by the two orations; then the affairs of the association will be taken up. No other session should go on in any hall during the G.B. Meeting.

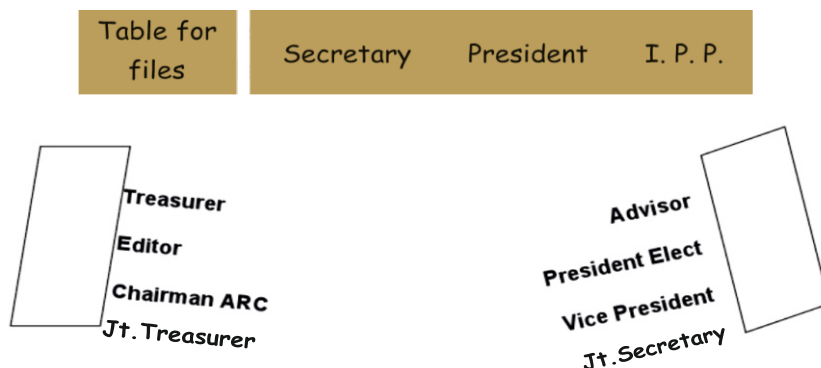
**13. TNOA /AIOS office :**

A place / room at the venue to be provided to keep the documents and files of TNOA safely on all days of the conference. The space provided should be easily visible and accessible for the delegates. A table and two chairs to be provided for the office staff. Kindly provide food coupons for two persons for all days of the conference in addition to accommodation for the staff at a moderate hotel close to the venue. This place will also serve as meeting point for delegates.

Seating Arrangements for G.B. Meeting : On the dais - table with 5 chairs as given below.

ORATION AWARDEE	IMMEDIATE PAST PRESIDENT	PRESIDENT	TNOA SECRETARY	ORATION REPRESENTATIVE
--------------------	--------------------------------	-----------	-------------------	---------------------------

On the floor the arrangement is as per diagram given below.



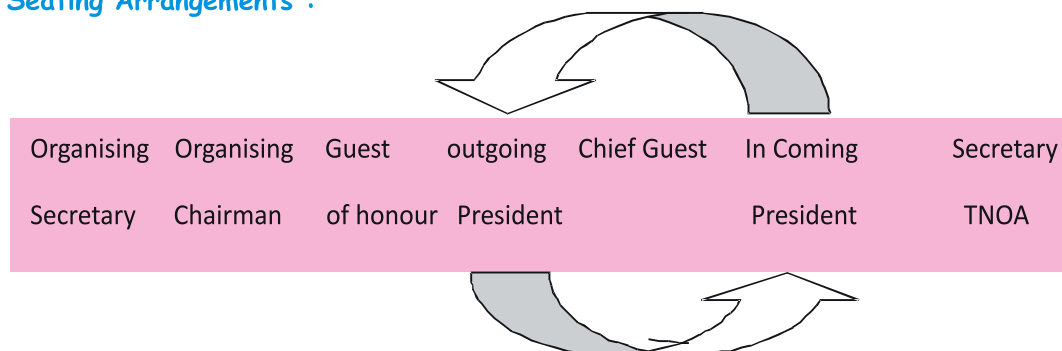
Mikes: One table mike for President, two floating mikes for members.



14. **Inaugural Function:** The Inaugural function of the conference is a function of TNOA and ordinarily takes place on Friday evening. A sample agenda and invite are given below. It is desirable to have ONE Chief Guest and not more than one Guest of Honour.

## BACK DROP

### Seating Arrangements :



## CHANGE PLACES AFTER INSTALLATION

Note: The Chief Guest / Guest of honour of a TNOA Annual Conference will be selected by the organizing committee in consultation with the President Elect.

15. **Valedictory Function:**

Is the function of the Organising Committee and held in the main hall, at the close of the conference, at the end of all the sessions. The agenda and seating arrangements are as follows:

## AGENDA

Welcome by Conference Chairman

Views from delegates, trade delegate

Announcement of TNOA Awards for the year by TNOA Secretary

Announcement from the organisers of the next TNOA conference

Vote of thanks by Organising Secretary

National Anthem

### Seating Arrangements :

Organising Secretary	Organising Chairman	President Elect	President TNOA	Secretary TNOA	Vice President TNOA	Organising Secretary of next conference
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Programme schedule to be placed on the dais for all the above functions.



## Inauguration

30th July 2010

5.00 p.m. to 7.00 p.m, Hotel Cenneys - Salem

### AGENDA

5.00-5.05 p.m	Prayer	
5.05-5.15	Welcome address	Chairman Organising Committee Dr.A.Shanmuga Sundaram
5.15-5.45	Annual Report of TNOA	Hony. General Secretary Dr. V.Siddharthan
5.45- 5.50	TNOA 2009 Awards distribution	President TNOA , 2009-10 Dr.S.S.Sukumar
5.50-6.00	Introduction and Installation of In-coming President Dr.R.Pandurangan	Dr.S.S.Sukumar
6.00-6.05	Lighting of Kutthuvillakku	Dignitaries on the Dias
6.05-6.20	Presidential Address	President TNOA , 2010-11 Dr.R.Pandurangan
6.20- 6.35	Awards Distribution 2010	
	Lifetime Achievement Award	Chief Guest Dr.N.S.D.Raju
	Dr.Joseph Gnanadickam Gold medal Oration Award	Dr.R.Pandurangan President TNOA
	Dr.G.Venkatasamy Community Ophthalmology Oration Award	Dr.R.Pandurangan President TNOA
6.35-6.50	Inaugural Address	Chief Guest Dr.N.S.D.Raju
6.50-6.55	Vote of Thanks	Secretary, Organising Committee Dr.P.P.Soundararajan
6.55-7.00 p.m	National Anthem	





## INVITATION

The members of the Tamil Nadu Ophthalmic Association and the Organising Committee of the 57th Annual Conference of the TNOA cordially invite you for the Inaugural function of "Darshan 2009" at 6:00 pm on Friday, 7th August 2009 at CODISSIA Trade Fair Complex, Avinashi Road, Coimbatore.

### Chief Guest

*Dr. G. Thiruvassagam; PhD*

Vice – Chancellor, Bharathiar University, Coimbatore

### Guests of Honour

*Dr. P. Umanath; MBBS, IAS*

District Collector, Coimbatore

*Mr. B.K. Krishnaraj Vanavarayar; B.Com., B.L*

Chairman – Bharathiya Vidhya Bhavan

*Mr. Dr. V. Kumaran; MS., M.Ch*

Dean – Coimbatore Medical College

Programme Overleaf

## Programme Schedule

- 6:00 PM - Prayer
- 6:05 PM - Welcome Address – Dr.V.Thangavelu, Organising President
- 6:10 PM - Annual Report of TNOA  
Dr. M.Radhakrishnan, Hony. Secretary, TNOA
- 6:20 PM - TNOA 2008 Award distribution - Dr. Sathya Albert
- 6:25 PM - Introduction and installation of incoming president Dr. S.S. Sukumar  
by Dr.Sathya Albert.
- 6:30 PM - Lighting of Kuthuvilakku
- 6:35 PM - Presidential address - Dr. S.S. Sukumar, TNOA President
- 6:45 PM - Awards Distribution 2009 - Dr. S.S. Sukumar  
Lifetime Achievement Awards - Dr.V.M.Loganathan & Dr.G.Natchiar  
Dr. Joseph Gnanadickam Gold Medal Oration Award. - Dr.P.Vijayalakshmi  
Dr.G. Venkatasamy Oration Award - Dr.S.Selvasundari
- 6:55 PM - Felicitation – **Dr. S. Natarajan**, President MOS
- 7:00 PM - Felicitation – **Dr. Babu Rajendran**, President AIOS
- 7:05 PM - Release of Souvenir – **Dr. V. Kumaran**, Dean, CMC
- 7:10 PM - Trade Inauguration - **Dr.P. Umanath**, District Collector
- 7:15 PM - Felicitation - **“Be the Change” - Mr. B. K. Krishnaraj Vanavarayar**
- 7:30 PM - Inaugural Address - **Dr. G.Thiruvagasam**, Vice - Chancellor, Bharathiar University
- 7:40 PM - Vote of Thanks - Dr. V.Narendran - Organising Secretary
- 7:45 PM - National Anthem

Followed by dinner and entertainment



**16. Audited Accounts:**

The audited statement of accounts of the conference shall be submitted by the Organising Secretary to the Honorary Treasurer of TNOA by December 31<sup>st</sup>.

**17. Halls:** Minimum no. of halls required to conduct the conference will be 4; the main hall with a capacity to seat at least 500 delegates comfortably and three other halls with capacity to seat not less than 200 delegates. A dedicated, separate space to put up posters (at least 50) to be designated.

**18. Election :**

In the event of an Election the following arrangements need to be made.

1. A comfortable, well ventilated place should be chosen to accommodate large number of delegates coming to vote.
2. A table with 4 chairs to be provided
3. Sealed Ballot boxes two in number
4. A separate enclosure with privacy for casting the vote.
5. Another table for two assistants who will help the delegates with the procedures.
6. Periodic announcements to be made about the location of the election office.
7. Direction banners and election office banner to be put up.

**19. Running Sheet :**

A running sheet for the conference event should be developed. This need to take in every aspect of the day, including such things as: when are janitors arriving, when does the A V equipment get installed, sound testing, who is meeting and greeting. This sheet needs to be given to all those involved on the day. It is also a good idea to have a briefing session for all those people who are volunteering their time to assist on the day.

## Chapter II

### Scientific Programme Committee

The Scientific Programme of the Conference is the key component for the success of the meeting. The contents should be stimulating, novel and well planned/scheduled.

#### 1. The Scientific Program Chair

Is responsible for contacting the Secretary TNOA to know about the rules and regulations pertaining to Awards, Participants time allotment/scheduling etc.

#### 2. The Role of the Scientific Program Committee

The Scientific Program Committee is primarily responsible for a conference program, which includes:

- Recommending a conference theme or title
- Identifying and inviting keynote speakers
- Contacting potential faculty speakers and seeking their in-principal support in the first instance.
- Participating and coordinating the review of abstracts for inclusion in the conference program
- Arranging the program content and selecting a quizmaster .
- Once the submissions have been reviewed, the committee is responsible for arranging the sessions and formulating the conference program
- Allocating session Chairpersons

Each session should be allocated a Chairman, Co-Chairman and/or Moderator, responsible for keeping time, introducing speakers, and leading discussion.

The Committee should be formed 12-15 months prior to the conference, and made up of a Scientific Program Chairman and a number of others, depending on the size of the conference.

#### 3. Timeline

A recommended time line for the Scientific Program Committee is presented below. The timeline is presented in terms of months prior to the conference.

##### Time frame

##### Activity

- |                     |   |
|---------------------|---|
| 12 -15 months prior | Select members of Scientific Programme Committee for approval by the Organising Committee |
| 10 -12 months prior | Identify a conference theme or title  |



10 -12 months prior	Begin approaching possible keynote speakers for in principal support, and forward nominees and CV's to the Organising secretary for approval
10 -12 months prior	Prepare the Call for Submissions documentation. Contact the Org. Secretary for document templates. Fix up Quiz Master.
8 -10 months prior	Release and promote the Call for Submissions
6 -7 months prior	Call for Submissions closes
5 -6 months prior	Abstract review process
4 -5 months prior	Provisional Program Released
3 months prior	Allocate Session Chairs
2 months prior	Finalise Conference Program and arrange for Abstracts to be made available electronically on the TNOA website

#### 4. Identify and invite faculty speakers

The Scientific Program Committee is responsible for identifying and inviting keynote speakers/Guest Lectures and faculty speakers. It is up to the Conference Organizing Committee to decide on the financial arrangements.

#### 5. Participation guidelines

In some instances, your session will be audio and/or videotaped for the purposes of future use by the Society, and your presentation made available to conference delegates via the Society website.

Once accepted, individual papers will be scheduled together with other thematically related individual papers. Any time constraints relating to the presentation date and/or time must be brought to the attention of the Scientific Program Committee when the submitting the proposal. Changes cannot be accommodated once the presentation has been scheduled.

#### Conference Registration

Final acceptance will be dependent on the confirmed registrations of all presenters, discussants and panel members.

Please note that a laptop computer and data projector/screen are standard in all rooms.

#### 6. Best Paper review scoring procedure

The TNOA recommends that the following scoring procedure reviewing Best paper presentations.

Consider the following criteria when deciding on the status of presentation:

- Originality of concept





- Standard of scholarship
- Relevance to the members and delegates
- Is the purpose of the study clearly articulated?
- Quality of the study methodology and design, and whether it is clearly articulated
- Are the analyses appropriate and findings clearly described?
- Conclusions supported by results
- Limitation addressed
- Presentation is clear, organized and complete
- The scientific importance of the results

**7. Free papers :**

Atleast one of the authors of the free papers submitted should be a member of TNOA. The duration of each free paper shall be 6 minutes. At the time of loading verify and ensure that videos are working. If any special fonts are used, the presentation to be brought as a pack & go file. There will be a digital reverse timer at the hall an al' participants are requested to stick to the allotted time. No changes will be allowed to be made to the presentations at the last hour. Only material submitted at the preview room will be allowed for presentation.

**8. Kindly Note :**

Absenteeism of Presenters and Chairpersons and other officials, without due . intimation in writing to the Chairman Scientific Committee, during the conference will lead to such persons being banned for a period of one year from presenting papers or holding such positions.

**9. TNOA Prof. C. P. Gupta Best Paper Award**

1. Will be awarded to the Best Paper in the Best of the Best Session, herein after called "THE C. P. GUPTA AWARD SESSION" on the final day
2. The time allotted for each paper is 6 minutes
3. Judges -President or his/her nominee, Immediate Past President or his / her nominee, Director RIO GOH or his / her nominee
4. Best paper of TNOA will be presented at the forthcoming AIOS Annual Conference.

**10. TNOA Prof. E.T. Selvam Endowment Quiz Award :**

1. Prof. E.T. Selvam Endowment Quiz Award for the best team in Ophthalmic Quiz, to be given annually and conducted during the TNOA conference.
2. Only post graduate students of ophthalmology studying in Institutions in Tamil Nadu and Union Territory of Puducherry are allowed to participate
3. Each team will consist of TWO members, representing the Institution and both of the team members must be members of the TNOA. Both must have enrolled as Life Members on or before 31st May of that year.





4. Conducting the quiz is the responsibility of the Chairman Scientific Committee of Local Organizing Committee of the respective conference or anyone officially assigned the duty by the scientific chairman of the Local Organizing Committee.
5. All members and delegates must be informed about the quiz programme during the first call for the conference.
6. Participants must register well in advance for the quiz.
7. The quiz must be clinically oriented quiz and should include: Historical aspects, clinical findings - diagnosis, visual section / salient features etc, and will cover the following sections: conjunctiva and cornea, glaucoma, uvea, lens, squint, neuro - ophthalmology, orbit, miscellaneous.
8. In case of a tie, a tie breaker session to be held and one winning team to be selected. In the quiz competition only registered teams should be allowed to participate and non-competing teams should not be permitted to participate
9. Sharing the awards to be avoided for all endowment Awards.
10. The decision of the Chairman Scientific Committee of Local Organizing Committee will be final.

**11. TNOA Capt. Subramaniam Best Video Award:**

1. Only members of TNOA are eligible to participate.
2. He / She should have enrolled as a Life Members of the TNOA on (or) before 31st May of that year.
3. Entries in duplicate should reach Chairman Scientific Committee of Local Organizing Committee and Secretary TNOA on or before 31st May. (Online abstract submission link password to be shared between TNOA office & scientific committee of Local Organizing Committee).
4. Proof of membership of TNOA should be sent along with the abstract and text of the video film entered for the Competition.
5. A declaration that this film has not been shown earlier anywhere should be enclosed
6. Violation of rule (5) above, if proved will attract disqualification of the entry
7. The video compact disc should be submitted to the secretary of the TNOA on the first day of the conference.
8. TNOA will maintain a record of the video films that participated in the competition each year.
9. The time allotted is 6 minutes.

The Judges shall be

- I. The President of TNOA or his / her Nominee
- II. The Immediate Past President or his / her Nominee
- III. One representative from the donor committee.



Note: In case the donor or any of the Judge's family or institution is competing, they shall excuse themselves from the responsibilities of being a judge.

Sample Abstract Forms in Annexure - I - II

## 12. TNOA Coimbatore Ophthalmic Association Best Poster Award:

1. Only members of TNOA are eligible to participate.
2. He/she should have enrolled as a Life Member of the TNOA on (or) before 31st May of that year.
3. Entries should reach the Chairman Scientific Committee of LOCAL ORGANIZING COMMITTEE and Secretary, TNOA on or before May 31st.
4. Proof of membership of TNOA should be sent along with the abstract of the poster entered for the competition.
5. A declaration that this poster has not been presented in any conference earlier, should be given by the participant.
6. Violation of rule (e) above, if proved will attract disqualification of the entry
7. The poster may be the work of either one or a group of persons.
8. The same person may be considered for the award in the subsequent years too even if he / she has won the award earlier, provided a different poster is presented subsequently.
9. No Separate session as all are 'e' posters.
10. The time allotted is 6 minutes.
11. The Judges shall be -
  - I. The President of TNOA or his / her Nominee
  - II. The Immediate Past President of TNOA or his / her Nominee
  - III. President of the Coimbatore Ophthalmic Association or his/her nominee. Guidelines for Poster Presentation:

Size of the poster shall not exceed 90 cms width x 150 cms height. All the presenters are requested to be present during the poster session, to discuss the points raised by the Judges.

The poster should include the following:

Title	:	44 Font
Name of the Author (s)	:	30 Font
Name of the Institution & Postal Address	:	26 Font
Introduction, material methods, results and discussion	:	24 Font
Drawing & Illustrations		

NOTE: In case the donor or any of the Judge's family or institution is competing, they shall excuse themselves from the responsibilities of being a judge.



### Mark Sheet and Report Card:

Sample Mark sheet and Report card for the above awards are enclosed in Annexure-III

#### 13. TNOA TOPS award for the Best Paper in the Retina Session.

1. He/she should have enrolled as a life Members of the TNOA on (or) before 31st May of that year.
2. Entries in duplicate should reach Chairman, Scientific Committee of Local Organizing Committee and Secretary TNOA on or before 31<sup>st</sup> May (Online abstract submission link/password to be shared between TNOA office & scientific committee of Local Organizing Committee).
3. Judges - Two judges nominated by the President and President elect and Representative from the endowment committee

#### 14. TNOA Dr. MN Endowment award for the Best Paper in the Cataract Session.

1. He/she should have enrolled as a Life Members of the TNOA on (or) before 31st May of that year.
2. Entries in duplicate should reach Chairman, Scientific Committee of Local Organizing Committee and Secretary TNOA on or before 31st May. (Online abstract submission link/password to be shared between TNOA office & scientific committee of Local Organizing Committee)
3. Two judges nominated by the President and President elect and Representative from the endowment committee.

Note: In All the Awards, In case the donor or any of the Judge's family or institution is competing, they shall excuse themselves from the responsibilities of being a Judge.

#### 15. TNOA Dr. K. Selva Kumari best paper in Neuro Ophthalmology Session

1. He/she should have enrolled as a Life Members of the TNOA on (or) before 31st May of that year.
2. Entries in duplicate should reach Chairman, Scientific Committee of Local Organizing Committee and Secretary TNOA on or before 31st May. (Online abstract submission link/password to be shared between TNOA office & scientific committee of Local Organizing Committee)
3. Two judges nominated by the President and President elect and Representative from the endowment committee.

#### 16. TNOA Dr. V. Velayutham Best Paper in Glaucoma Session

1. He/she should have enrolled as a Life Members of the TNOA on (or) before 31st May of that year.
2. Entries in duplicate should reach Chairman, Scientific Committee of Local Organizing Committee and Secretary TNOA on or before 31st May. (Online abstract submission link/password to be shared between TNOA office & scientific committee of Local Organizing Committee)
3. Two judges nominated by the President and President elect and Representative from the endowment committee.



#### 17. Audio Visual:

The official language is English. All presentations must be in English. An electronically generated presentation using Microsoft Power Point from the laptop provided is the standard. No other format will be accepted.

The projection will be on a single screen. There will be no capability for dual screen or simultaneous video projection on a second screen. Video clips should be embedded in your PowerPoint presentation with appropriate animation commands.

All presentations must be handed over to the audiovisual personnel in the preview room at least 4 hours before the presentation. Personal laptops and the use of CDs, pen drives in the hall computer are strictly prohibited in the case of free papers and competition papers. It is suggested to program the presentation to start the video with the advancement of the concerned slide. PowerPoint presentation should be submitted on a labelled PC-compatible CD or a USB 2 compatible storage device. The individual video clips that have been embedded in the presentation must be included in the same CD/USB device.

#### 18. Timing :

The programmes in various halls can be planned in such a way that the lunch timings are different for each hall to prevent overcrowding at the same time in the dining hall.

#### ANNEXURE-I

Sample Abstract Form for Awards Submission

#### ANNEXURE -II

Sample Abstract Form for Free Papers Submission

#### ANNEXURE-III

Sample Mark sheet & Report form

- One mark sheet per judge to be issued.
- One report from per award to be filled up and handed over to be Secretary TNOA.

Note : Awards : In case of a tie, a tie breaker session to be held and one winning team to be selected. Sharing the awards to be avoided for all endowment Awards



## ANNEXURE-I

### Capt. Subramaniam Best Video, Coimbatore Ophthalmic Association Best Poster

#### Abstract Submission Form

✓ mark appropriate box

Video

☐

Poster

☐

Name of the Author: \_\_\_\_\_

TNOA No. \_\_\_\_\_

Name of the Author: \_\_\_\_\_

TNOA No. \_\_\_\_\_

Name of the Author: \_\_\_\_\_

TNOA No. \_\_\_\_\_

Title of the video/poster:

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### Declaration

I/We hereby declare that I/We have not submitted the above  
video/poster  
in any other conference/ journal

Name of First Author:

Signature:

Address for communication:

E-mail (mandatory):

Mobile:

Landline with STD code:

Duly filled form should reach the TNOA Secretary before 31<sup>st</sup> May



### Enclosures:

2. Proof of membership (Only members of TNOA are eligible.

He / She should have enrolled as life member before 31st May. The Video compact Disc should be in MPEG1 format or USB stick and submitted to the Secretary of the TNOA on the first day of the conference. Size of the poster shall not exceed 90cms width x 150cms height.

The entire abstract, which includes the heading sequence and text, should be approximately 250 words. However it must be no longer than 1750 characters (including spaces).

### ABSTRACT





## ANNEXURE - II

### FREE PAPER ABSTRACT SUBMISSION FORM

Name of Author : ..... TNOA No. ....

Name of Author : ..... TNOA No. ....

Name of Author : ..... TNOA No. ....

Title of the paper : .....

.....

.....

#### ABSTRACT

Name of Presenting Author :

Signature :

Address for Communication :

Duly filled form should be sent to  
the address below. Last date for  
submission 31st May

e-mail :

Mobile :

Organising Secretary .....

.....



### ANNEXURE - III

## 66th Conference of Tamil Nadu Ophthalmic Association Best Paper of a Session and Prof. C. P. Gupta Best Paper Award

### Mark Sheet

S.No	Title of Paper	Author	Content (10)	Presentation (10)	Scientific Value (10)	Originality (10)	Slides (10)	Total 50
------	----------------	--------	-----------------	----------------------	--------------------------	---------------------	----------------	-------------

Judge's Signature :

CONFERENCE MANUAL



66th Conference of Tamil Nadu Ophthalmic Association  
Best Paper of a Session and Prof. C. P. Gupta Best Paper Award

Results Report Sheet

The Winner of Best Paper Session:

For his / her Paper :

The Winner of the Prof.C.P.Gupta Best Paper Award is :

For his/her Paper:

Signatures:      President/Nominee      Immediate Past President/Nominee      Representative of Endowment



66th Conference of Tamil Nadu Ophthalmic Association  
Capt. Subramaniam Best Video Award

Mark Sheet

S.No	Title of Poster	Author	Content (10)	Display (10)	Scientific value (10)	Originality (10)	Creativity (10)	Total (50)
------	-----------------	--------	-----------------	-----------------	--------------------------	---------------------	--------------------	---------------

Judge's Signature:

CONFERENCE MANUAL



## 66th Conference of Tamil Nadu Ophthalmic Association Capt. Subramaniam Best Video Award

### Results Report Sheet

The Winner of the Capt. Subramaniam Best Video Award is:

For his/her Video:

Signatures:                      President/Nominee                      Immediate Past President/Nominee                      Representative of Endowment



66th Conference of Tamil Nadu Ophthalmic Association  
Coimbatore Ophthalmic Association Best Poster Award

Mark Sheet

S.No	Title of Poster	Author	Content (10)	Display (10)	Scientific value (10)	Originality (10)	Creativity (10)	Total (50)
------	-----------------	--------	-----------------	-----------------	--------------------------	---------------------	--------------------	---------------

Judge's Signature:

CONFERENCE MANUAL





66th Conference of Tamil Nadu Ophthalmic Association  
Coimbatore Ophthalmic Association Best Poster Award

Results Report Sheet

The Winner of the Coimbatore Ophthalmic Association Best Poster Award is:

For his/her Poster:

Signatures:      President/Nominee      Immediate Past President/Nominee      Representative of Endowment

## Scientific Committee Member Responsibilities

Name :

In-charge of Hall :

- 
1. Obtain the correct programme schedule for all 3 days
  2. Ensure the day's programme is put up near the entrance of the hall
  3. Check if all presentations have been uploaded
  4. Check if audio-visual operator is ready
  5. Check availability of fresh drinking water, timer, laser pointer, session's programme sheet, placards
  6. Know the room illumination controls
  7. Help with handouts, participation certificate if any
  8. Check if any special requirement for the presenters
  9. Check the presence of all presenters for the session
  10. All conference announcements in this hall to be made only by you
  11. Ensure all sessions start and finish on time
  12. Awards report forms to be collected and handed over to Secretary, TNOA

Points to note :

1. All awards sessions should be preceded by introduction of the award
2. Instruction courses : The chair will call for I. C. presenters and the committee will decide on the acceptance and schedule

## CHAPTER - III

### Trade Exhibits Convener Responsibilities and Tasks

Commercial exhibition will be organized by the host committee on behalf of the Association. The rates for the stalls will be decided by the host committee in consultation with the Executive Committee.

All stall money should be paid by cheque or DD or Bank Transfer in the name TNOA who would then deduct its share of 25% and send the remaining 75% immediately on realisation to the conference organizing committee.

A separate Trade registration counter to be provided at registration desk

Two trade delegate badges will be given as complimentary per stall booking.

Trade stalls will be minimum of 10ft x 10ft size and will have provision for lights, fan, plug points for power source, two chairs, and one table with cloth.

The exhibiter's name should be printed on the stall fascia.

Additional food coupons or badges can be obtained from organisers at a fee fixed by the organizing committee.

However there will be no Trade Registration without a stall

Security to be provided throughout the day and night from Thursday noon to Sunday evening

Stalls should be constructed and ready to be occupied from Thursday noon onwards.

The stalls can be dismantled and removed from Sunday afternoon 3 p.m onwards.

A brochure is prepared with the details of stall layout, fee structure etc and sent to all prospective trade agencies.

A sample brochure is enclosed.

Budget:

1. Construction of Stalls
2. Brochure printing & posting
3. Making Trade delegate badges
4. Best Stall award + certificate



## *An Invitation*

**66TH TNOA Conference  
Organising Committee  
Dr. XXX**

**Tamil Nadu Ophthalmic  
Association Board  
President Dr. XXX**

Your company is invited to exhibit at the annual TNOA Conference, to be held from July 30th-August 1st, 2019 at Hotel Cenneys & I M A Hall, Sarada college Road, Salem. The TNOA Eye Conference is the leading ophthalmic conference in South India.

TNOA Conference attendees are ophthalmologists from Tamilnadu, Pondicherry, Kerala, and post graduate students.

Attendees want to learn about, try out, discuss and ultimately purchase the latest in equipment, products, services and technology. The Conference Exhibit Hall offers a great setting for these activities.

**Your company is invited to sponsor** Conference activities, education, and support materials.

Sponsorship opportunities are listed on page 6.

**Your company is invited to advertise** in TNOA publications the Registration Booklet, [www.tnoa.info](http://www.tnoa.info) website, and Conference Program.

The Exhibit Hall is just one of the reasons people attend TNOA Conference

Other highlights are:

★ **Faculty** the top speakers in vision and eye care who will present over 100 hours of continuing education.

★ **Exclusive Friday & Saturday Night Parties** at Hotel L.R.N open air auditorium

If you have any questions or suggestions, please call us at **(0427) xxxxxxxx**

Or e-mail us at [info@](mailto:info@tnoa.info). We look forward to seeing you at the 2019 TNOA Conference.

CONFERENCE MANUAL



## Exhibit Hall Application

### Salem Eye Conference

July 30-Aug 1, 2010 Hotel Cheney's & I.M.A Hall

The Salem Eye Conference is hereby authorized to reserve exhibit space for use during the 66TH TNOA Eye Conference, July 30th-1st Aug, 2010 at Hotel Cheney's & I.M.A hall, Sarada College Road, Salem. It is understood and agreed that all exhibit space will be assigned on a first-come, first-served basis, and that the Salem Eye Conference reserves the right to decline any application or disallow any exhibit which is not in keeping with the character of the exhibition, to assign exhibitors to the best alternate space in the event that their first two choices are already reserved, and to make reasonable shifts in location for the benefit of the exhibitor or the betterment of the exhibition. Choices are indicated below.

Booths will not be assigned until payment is received. A Rs.5000 deposit is required to reserve a booth. Full stall rent is required to reserve a booth as early bird.

#### Booth costs

One Booth :

Rs. 1,00,000 (if paid in full by March 1st 2010.

Rs. 1,35,000 (after March 1st 2010)

Premium Booth Fee :

Add Rs. 15,000 for all end cap (aisle) booths sold individually

First Booth Choice: \_\_\_\_\_

Second Booth Choice: \_\_\_\_\_

No. of Booths: \_\_\_\_\_

Total Cost: Rs. \_\_\_\_\_

If purchasing additional booths, please indicate first choice for each additional booth : \_\_\_\_\_

#### Method of payment

(Check one)

Check Visa MC Discover AX

Credit Card

# : \_\_\_\_\_

Exp. Date : \_\_\_\_\_

Amount :

Rs. \_\_\_\_\_

I have read and agree to the Exhibit Hall Agreement as stated on Page 3 :

Signature :

\_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

#### Company information

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

#### Return completed form to :

Organising Secretary  
66th TNOA Conference

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Exhibit Hall Agreement

Apply today for your stall(s) at the 2019 TNOA Conference

### Stall Specifications and Equipment:

Each stall is 10' x 10' and includes curtain side rails and backdrop and a sign identifying your company.

**Cancellation Policy:** For a good cause, exhibit space applications may be cancelled if written notification is received by the Salem Ophthalmic Association on or before May 1, 2019. In such event, full refunds of exhibit space fees shall be made, minus deposit. There shall be no refunds for space cancellations received after June 1, 2019.

**Exhibit Policy:** All exhibitors are responsible for being aware of and adhering to the following policies:

- Payment by cheque, money order or credit card must accompany this application.
- Exhibit stalls will be reserved upon receipt of the completed "Exhibit Hall Application" and fee.
- Exhibitors may not sublet or assign any portion of their exhibit space.
- Exhibitors must keep their exhibit space open and staffed during exhibit hall hours. A penalty will be assessed for early closing without written approval of Conference Trade Exhibits Chairman.
- TNOA will arrange for security overnight and during Conference hours. However, liability for all equipment and materials remains with the individual exhibitor.
- Exhibitors agree to comply with all decisions of the Trade Exhibits Chairman.
- TNOA shall deny, within its sole discretion and for whatever reason, participation at the Conference of any exhibitor which TNOA deems to be inappropriate for the Conference or which TNOA believes would be disruptive to the activities of the Conference.
- Exhibitors shall not schedule or promote competitive activities during the time of the Conference except upon the pre-approval of TNOA.
- Exhibitors acknowledge that the term "66th TNOA Conference" and any associated logos are service marks of TNOA. These service marks, or any other service mark owned or controlled by TNOA, may not be used by exhibitors except as prescribed by TNOA. Exhibitors may not use any TNOA service mark as a basis for scheduling or promoting any events that would be competitive to the activities of the Conference.



## Indemnity and Limitation of Liability:

Neither the Conference nor the TNOA, nor any of their officers, agents, employees, affiliates or other representatives shall be held liable for, and they are hereby released from liability for, any damage, loss, harm or injury to the person or property of the exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause. The exhibitor shall also indemnify and hold harmless TNOA from demands, suits, liability, damages, loss, costs, attorneys' fees and expenses of whatever kind or nature, including but not limited to, claims of damage or loss resulting from the breach of these terms, conditions and rules, claims of property or personal injury caused by or attributable in whole or in part to any action or failure to act whether by negligence or otherwise, on the part of the exhibitor or any of its officers, agents, employees or other representatives, and claims of damage or loss to any third party resulting from an infringement of a copyright or patent or the unauthorized use of a registered trademark.

## Insurance:

Exhibitor shall obtain and maintain at its own expense during the period commencing on the first move-in date at the Conference and terminating on the last move-out date, a policy of insurance acceptable to TNOA. The policy of insurance shall name TNOA as loss-insured and insure the exhibitor against all claims of any kind arising from or in any way connected with the exhibitor's presence or operations at the Conference. At the request of TNOA, the exhibitor shall provide TNOA with a copy of such policy.

## Music and Amplification:

No copyrighted music, live or recorded, will be permitted in the Exhibit Hall unless the exhibitor using the material has purchased the appropriate license. This rule includes background music on audio-visual presentation. The use of amplification, recordings, videos, slides or other audiovisual devices is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level or be objectionable to neighboring exhibitors.

## Your Stall Package:

Stall packages include side rails and backdrop, a sign identifying your company, and badges for two of your representatives per stall.



## 66th TNOA Conference

Salem Ophthalmic Association  
July 30th - Aug 1st, 2019  
Hotel Cheney's & I.M.A Hall  
Salem

### Exhibit Setup

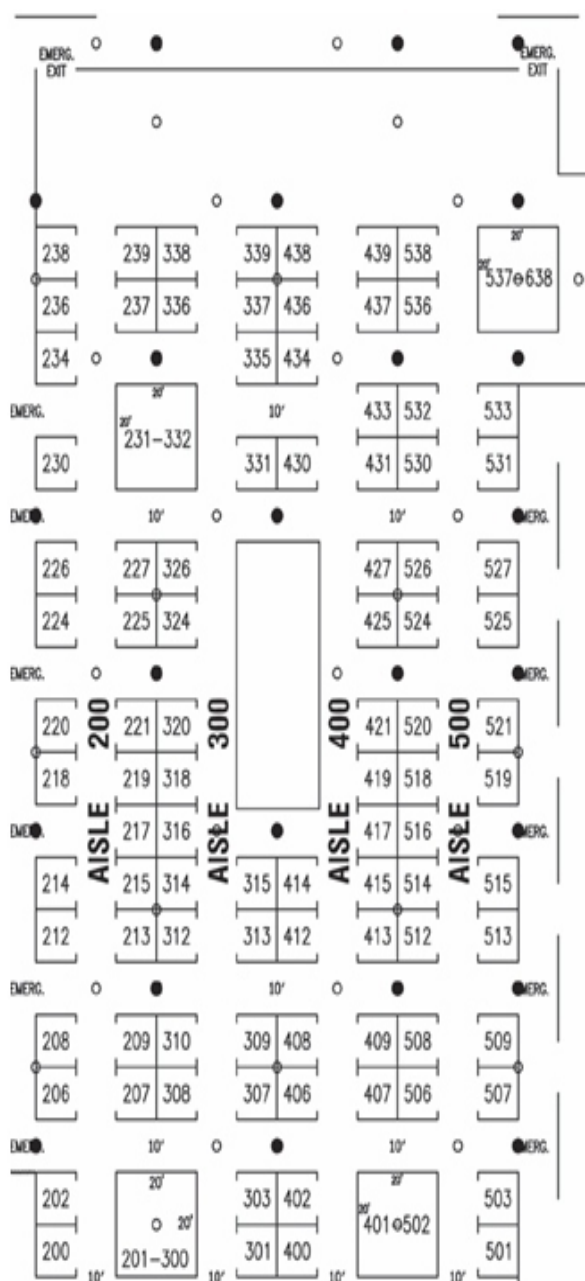
Thursday, July 29th  
12:00 p.m. - 5:00 p.m.  
Friday, July 30th  
8:00 a.m. - 1:00 p.m.

### Exhibit Hall Hours

Friday, July 30th  
9:00 p.m. - 7:00 p.m.  
Saturday, July 31st  
9:00 a.m. - 7:00 p.m.  
Sunday, August 1st  
9:00 a.m. - 2:00 p.m.

### Exhibit Teardown

Sunday, August 1st  
2:30 p.m. - 5:00 p.m.





## Sponsorship Opportunities

### 66<sup>TH</sup> TNOA Conference July 30th-August 1st, 2019 Salem

Your company can select one of the sponsor options listed below or suggest another way to support the TNOA Conference.

5-Star, 4-Star, 3-Star, 2-Star and 1-Star Sponsors will be recognized in TNOA publicity.

General sponsorships are also encouraged.

#### Company information

Company Name: \_\_\_\_\_

Contact

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Pin: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web \_\_\_\_\_

Method of Payment:

Demand Draft: \_\_\_\_\_ In favour of Tamil Nadu Ophthalmic Association

Payable at Chennai

Amount: Rs. \_\_\_\_\_

-----

#### (Company Name) will sponsor as follows:

**5-Star Sponsor** (Rs. 2,00,000 and above)  
Co-Sponsor of Friday & Saturday Night Party  
Audio-Visual  
Education (at least 28 hours)

**3-Star Sponsor** (Rs. 50,000 and above)  
Registration Area Banners  
Exhibit Hall Banners  
Education (at least 7 hours)  
E-mail stations in Exhibit Hall

**1-Star Sponsor** (Rs. 15,000 and above)  
Refreshments  
Education (at least 2 hours)  
Preview Room

**4-Star Sponsor** (Rs. 1,00,000 and above )  
Handout book  
Education (at least 14 hours)

**2-Star Sponsor** (Rs. 25,000 and above)  
Seminar (you provide the speaker)  
Shuttle Bus  
Tote Bags  
Education (at least 4 hours)

#### Sponsor agrees to:

Remit payment for amount due within 30 days of receipt of invoice. Provide any and all requested materials, artwork or copy by specified deadlines. Use the Name "66th TNOA Conference" and Conference logo to promote sponsor's presence or sponsorship of activities at the Conference.

All other uses for commercial purposes must obtain written permission from the 66th TNOA Conference,  
Address:

## Advertising Opportunities

### 66<sup>TH</sup> TNOA Conference

July 30th - August 1st, 2019 Salem

Choose one or more of these advertising opportunities to deliver your company's message. As an added bonus for advertising in all three publications, a 20% discount will be given on the total price. Complete the form below or call (0427) xxxxx to reserve your space.

#### Announcement Brochures

The Conference Brochures are mailed in February, May and June to 1500 eye professionals.

#### Conference Program

The Conference Program is given to all Conference attendees and serves as a guide to all conference events.

Discount: Reserve advertising space in all three Announcement Brochures, Conference Program, and receive 20% off total cost.

#### Announcement brochures

Reservation Due: January 15 Artwork Due: February 1

Rates 2-Color: Rear Cover Rs. Inside Covers (full pg.) Rs. Center Spread Rs. Full Page Rs. Half Page Rs. Quarter Page Rs.

Conference Programme

Rates:

Reservation Due:

Artwork Due:

#### Advertising insertion order

The 66<sup>TH</sup> TNOA Conference is hereby requested and authorized to insert our advertisement as specified below.

Enclosed is full payment. (Payment for full amount must accompany order). We understand and agree that all copy submitted is subject to the acceptance and final approval of the TNOA Conference; an advertising code is available upon request. The publisher will not accept responsibility for the preparation of negatives, artwork or special typesetting. All such charges will be billed extra at cost plus 20% for handling. Space and positions will be assigned on a first-come, first-served basis. No commissions will be allowed.

Ad Size/Publication: \_\_\_\_\_

Rate: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Pin: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

#### Method of Payment:

DD/Net transfer \_\_\_\_\_

In favour of Tamil Nadu

Ophthalmic Association.

Amount :

Rs. \_\_\_\_\_





## CHAPTER-IV

### FINANCIAL PLANNING

Budgeting is an essential task to ensure efficient conduct of the conference. Creating a budget may not sound like the most exciting thing in the world to do, but it is vital in keeping your financial house in order. Before you begin to create your budget it is important to realize that in order to be successful you have to provide as much detailed information as possible. Ultimately, the end result will be able to show where your money is coming from, how much is there and where it is all going.

A well planned budget and financial control system sets up an operating framework that will guide all elements and details of a conference. Developing a realistic budget is vital to the success of the Regional Conference. A lot of time and attention needs to go into preparing a budget for the conference. By investing time upfront to plan the conference budget, you won't have to wonder before, during or after the conference whether or not you have enough money to pay for conference bills.

Regional Conferences are not required to make a profit, but are expected to cover expenses. Regional Conferences are intended to provide quality programs and information at an affordable cost. Budget conservatively, estimating expenses high and attendance low, while focusing on keeping the event affordable for members.

#### FIXED COSTS:

Include expenses that do NOT change regardless of how many people attend. Categories include: Planning meetings (if necessary), Keynote speaker, Printing, Postage, Conference materials, Rentals, Supplies, Telephone/FAX.

#### VARIABLE COSTS:

Include expenses that DO change according to the number of attendees. Most commonly, these are meals, name badges. (While Bags or portfolios might fit under this category, unfortunately, these have to be ordered before it is known exactly how many people will attend, so a target number needs to be included in the budget and entered with the fixed costs. The down side to this is that if 20 more people come than the estimated number of bags, this cost will increase and won't be entirely covered in the registration fee. - It is best to estimate a little high in this category to cover for this possibility.)

Examine Conference History & Past Financial Reports

### General guidelines are :

Never budget for more people than attended last year

Remember that prices and priorities change

Remember to calculate taxes and gratuities

Round expense estimates upward

Round income estimates downward

Step - 1 Obtain real - time rates as accurately as possible

Gather last two years' financial statement

Step - 2 Record all sources of income

Step - 3 Create a list of expenses

Break expenses into two categories : Fixed on Variable

Income	No.	Fee	Total
Delegate Registration	1500	3000	45,00,000
Trade Exhibits	110	75,000	82,00,000
Souvenir/ Advertisement			10,00,000
Sponsors			14,00,000
Wetlab & Hands on			1,00,000
<b>Total</b>			<b>1,52,00,000</b>

### Expenses

TNOA	110 X 18,750	20,62,500
FOOD & Refreshments	1500X5	40,00,000
Hall Rent		20,00,000
Audio Visual		20,00,000
Stall constructions + A/c		35,00,000
Entertainment		5,00,000
Technical Electronic Support		5,50,000
MCI Certificate		1,20,000
Bank Charges		5,000
PAYU collection Charges		60,000
Printing & Stationary		3,00,000
Staff		50,000
<b>TOTAL</b>		<b>1,51,47,500</b>

## Chapter V

### Committees

The Organising Committee could comprise of :

Chairman,

Secretary,

Treasurer,

and following sub Committees:

Scientific Committee,

Food & Catering,

Trade exhibits,

Registration and Reception,

Transport & Accommodations,

Venue Preparations,

Audio Visual,

Entertainments,

Official Functions,

Ladies Programme,

Emergency & Medical Aid

President, Secretary, Treasurer of TNOA and organising secretary of the immediately previous conference will be ex - officio members of the organising committee.

## TRANSPORTATION



### To & from Railway Station, Airport

- To receive delegates and invited guests
- Arrange for pickup as mentioned in the registration forms
- Banners at Airport & Railway junction
- Counter to receive delegates & send them to their hotels
- No. of vehicles to be determined
- Return transport timing to airport, Railway junction to be printed/informed to all delegates

### To & from hotel & venue

- Transport timings to be informed to delegates
- To make it easy and convenient , transport vehicles to go to hotels every 15 minutes circuit in the mornings and every 30 minutes in the evening
- Special timing for banquet
- Committee member in-charge to have full knowledge and control of the whereabouts of the vehicles
- Drivers food, contact phone numbers, resting area & fuel to be determined and conveyed
- Vehicles to have banners/stickers of conference for identification





## VENUE PREPARATIONS

- Conference banners, welcome banners, direction banners at important junctions
- Hall identification banner in front of each hall; trade exhibits banner; preview room banner ; food counter, registration counter banners to be put up
- Alphabetical registration indication posters
- Direction banner to various halls at strategic points
- Direction banners to toilets, food counters, preview room, trade exhibits
- Main hall to have back drop and two projection screens. Other smaller halls to have projection screen incorporated in the backdrop
- Podium, audio arrangements dais for Chairman, Co-chairman, Moderator with placards
- Hanging conference banner in front of the lecterns
- Confirm janitor service availability and ensure cleanliness of the venue after the day's programme
- Space for TNOA office
- Managing Council, Managing Committee meeting venue to have requisite arrangements and banner with meeting timings.
- Emergency medical care to be kept ready
- Check generator back up availability and working status
- Security of venue especially for trade area
- Refer manual for inauguration function & valedictory function requirements .



## CATERING



People will go away with a good feeling if the catering goes smoothly - they will forget about the stimulating content if they had a battle to get a plate or be in the queue for hours!

Breakfast is generally included in the room packages and hence not mandatory. However considering early starting of programmes, if desired, breakfast may be provided. On all three days of the conference lunch should be served. Dinner on Friday and Saturday only. Banquet is held on Saturday night with fellowship and entertainment. Entertainment and fellowship are optional on Friday.

Special arrangements to be made for a separate counter during meals for Senior Citizens, Past Presidents and physically challenged.

1. Finalise caterers
2. Finalise menu for all days
3. Estimate quantity based on expected number of heads
4. Estimate the vegetarian / non vegetarian ratio.
5. Finalise rates
6. Procure water bottles
7. Put up vendor canopy, chairs, tables
8. Confirm convenience of wash area
9. Issue instructions for token collection and issuing of plates
10. There should be a clear communication about the time frame for meals
11. Place placards indicating various vegetarian/non-vegetarian dishes
12. At least 3 separate units of food counters should be provided
13. Ensure prompt janitor services. The removal of discards should be continuous to ensure cleanliness
14. Coffee break and tea timings to be mentioned clearly

## REGISTRATION



### Registration Committee Tasks

#### Before the Conference

1. The registration form, for all details, should match your computer layout so that data entry is made easy as is the production of a variety of lists.
2. As and when the registration forms come in, load the data in Excel Format.
3. Send acknowledgement with receipt.
4. Prepare a register with name of registered delegates for each counter.
5. Fill up Kitbags, with Certificate, Program schedule, Food Coupons, Compliments if any.
6. Name tags to be written & kept ready.

#### Immediately Before the Conference

1. Make counters at venue in alphabetical order. At Least 10 Counters, to prevent congestion.  
  
Separate counters for spot registration, trade registration and for invited faculty A help counter for any clarification, assistance after registration will be helpful.
2. Each counter to have required stationary and be manned by two staffs ,one to get the kitbag and one to obtain signatures and issue name tag.
3. A register with the names to be maintained. The spouse/associate delegate's registration can be kept/issued along with delegates' registration instead of asking them to go to another counter.
4. Keep kitbags, name tag ready.
5. Organizing Committee members to complete their registration in advance to avoid overcrowding.
6. Brief the staff who will be manning the registration counters.
7. Put up placards, registration counter banners

### During the Conference

1. Registration counters to open at least 1 hour before the start of session on Friday.
2. Make sure you have plenty of space for registration and provision for a smooth flow of traffic - first impressions are vital, so ensure you get off on the right note.
3. The functioning of registration counter timing to be put up in the registration area
4. Have stand - by staff
5. Keep the remaining kit bags & registers in safe custody at the end of every day during the conference.
6. Have ushers to show people where to go
7. Additional food coupons for Trade delegates can be provided at Trade registration counter

### After the Conference

1. Check refund Policy and do the needful

### Trouble Shooting:

1. Transfer of registration - Check Policy!
2. Forgot / Lost Food Coupons, name tags!
3. No Kitbags for spot registration!

## VALIDATION

Once the dust has settled and everyone has gone away, make a list of all the headings and subheadings you have used in your planning; go through them one by one and write comments about their comparative success, need for elaboration or amendment.

Even if you think this is the only conference you will ever organise, who knows?

Your skill can always be passed on to the next organiser!



## Chapter VI



### Chronological Check List

#### 26 months before

(E.g. for hosting the Conference in 2020, you need to plan before June 2018)

Pass a resolution in your Association to host the TNOA Conference in your city/suitable venue.

Send a copy of the resolution along with a covering letter requesting opportunity to host the TNOA Conference, when called for by the Secretary TNOA, within the stipulated date (usually one month before the Managing Council Meeting). Ensure the presence of the managing council member of the requesting Association at the Managing Council meeting.

#### 12 months before (i.e. in 2019)

Prepare a presentation regarding your conference to be shown during the Valedictory function.

#### September 2019

Receive a copy of Conference manual from Secretary TNOA along with copy of the resolution passed at the General Body meeting authorising your Association to host the Conference

Select a suitable venue, date, name, and logo. Consider conflicting events, festivals & sporting events

Confirm required number of session halls and exhibition space

Contact previous organisers/Conference Org Committee and establish what information/stats can be passed on

Select entertainment events and venues

Constitute Organising Committee with various sub committees

Make a list of responsibilities for each committee and ensure clear understanding of the entrusted task

#### October 2019

Meet as often as possible (at least once a month) to discuss, clarify all doubts and finalise all matters

#### November 2019

Obtain the updated mailing list from Secretary TNOA

Print Conference letter head, receipt book



### December 2019

Open a bank account in a scheduled bank. You will need copy of the TNOA resolution as well as resolution of your Association for this purpose

Collect money from Organising Committee members and deposit in account. This will be necessary to pay advances etc.

In co ordination with the Secretary TNOA, fix a date for inspection of the selected venue-preferably in February. Arrange for a Managing Committee meeting after the inspection

### January 2020

Prepare first announcement brochure and Trade invitation brochure

First announcement to include call for quiz teams and separate abstract submission for free papers and awards

Prepare budget

### February 2020

After approval of the venue and date by the Managing Committee in the meeting held at the venue, finalise, print and despatch the first announcement brochure.

Make floor plan for trade stalls, send invitation to trade agencies

Send the first announcement brochure in PDF format to the Secretary TNOA to be put up in the official website

Block venue, pay advance

Finalise budget

### Accommodation :

Select accommodation venues

Negotiate room rates

Make block bookings

Sign contracts

Pay Deposits (if applicable)

Or fix up agency to look after accommodation

Select and confirm Quiz master

Correspond with chosen faculty members and quiz master to confirm participation

### March 2020

Contact and confirm trade stall constructors, audio visual contractors

Consider promoting conference at other complementary conferences

Design certificates, print, and start writing the names and details of the paper etc as and when the papers and videos are selected for presentation

Send confirmation intimation to free paper submissions

Confirm menus with caters

As and when the registrations come in prepare excel sheet

### April 2020

Second announcement brochure to be prepared and despatched

Send trade remittance to Treasurer TNOA

Select caterers, finalise rates

Select and order Conference bags and name badges



## May 2020

Obtain list of best paper, best video submissions from Secretary TNOA

Prepare certificates for the above submissions, obtain signatures from authorised signatories

Finalise venue décor

Prepare accompanying persons program

## June 2020

Final/third brochure to be despatched

Finalise Chief Guest for inauguration, print invitation

Print scientific programme booklet, food coupons

Order liquor, book bar tenders

Confirm sponsor donated goods, fill up kit bags

## July 2020

Organise press meet & arrange press releases

Vehicles for pickup & drop to be booked

## August 2020

Put up banners and direction boards at the venue on the previous day of the conference

Put up banners at airport & railway junction on the first day of the conference

Send vehicles for pickup etc

Check audio visual arrangements

## Post Conference Administration

Send letters of thanks to speakers, sponsors, suppliers, venues etc.

Send invoices for outstanding accounts

Prepare final financial report



## Chapter VII

### Mid Year Conference



The Mid Year TNOA workshop/seminar/conference is the prerogative of the TNOA President.

- Date** : Generally held in the month of December or January
- Days** : It could be a weekend meeting (Sat & Sun) or only a Sunday event
- Venue** : Is the choice of the President. Preferably smaller cities/towns where facilities to hold annual conference are not available
- Theme** : Management aspects of Ophthalmic Practice in addition to academic subjects may be covered
- Registration Fee** : Could be complimentary (Free) but mandatory to help in proper planning. A registration fee also can be fixed as preferred by the President
- Finance** : The entire mid-year conference expenses will be arranged by the President
- Food and Fellowship** : As decided by the President
- Topics and Faculty** : Prerogative of the President
- Report** : A report of the seminar to be sent to the Secretary TNOA, 3 months before the next Annual General Body meeting for inclusion in the annual report of TNOA activities
- Funding** : 1. Sponsorships  
2. Registration fee if any
- Budget** : Approximate estimate  
Expected number of participants: 150

1.	Food	3x 150x1000	=	4,50,000
2.	Audio Visual		=	10,000
3.	Hall Rend		=	25,000
4.	Banners & Backdrop		=	10,000
5.	Tea / Coffee / Snacks		=	10,000
6.	Mementos		=	25,000
7.	Invited Speakers expenses		=	75,000
8.	Fellowship		=	10,000
9.	Entertainment		=	25,000
10.	Contingencies		=	10,000
TOTAL			=	6,50,000



## Notes

# CONFERENCE MANUAL