

## **GUIDELINES FOR CONDUCT OF ASSICON AND ICS**

### **ASSICON**

- ASSICON should be held in the 3<sup>rd</sup> of 4<sup>th</sup> weekend of January
- Each ASSICON should start with a half day workshop/ symposium on a Friday. The main conference could start Friday afternoon post lunch and could carry on till lunch time on Sunday. Deviations to this norm could be allowed only for special circumstances after consultation with the Executive
- The winner of VTI Gold Medal award should be exempted from registration in ASSICON.
- Every alternate year there would be a “Presidential Address” and a “Presidential Guest Speaker”, each of 20 min duration with 5 min for introduction of the speaker. Presidential Address would be given by the outgoing President and the Presidential Guest Speaker would be someone who will be chosen by the Executive for the purpose. The incoming President introduces the President before the Presidential Address and the President introduces the Presidential Guest Speaker.
- The Home to Home costs including travel, local hospitality and registration of the Presidential Guest Speaker are covered by ASSI and not by the organizing committee of ASSICON

### **ICS**

- ICS should be held during the 2<sup>nd</sup>/3<sup>rd</sup> weekend of August. It should start on a Friday morning/afternoon and end by lunch time on Sunday. The scientific sessions should be based on the theme
- The registration fee for ICS for the selected ASSI Travelling fellows is to be borne by the local organizers of ICS.

### **COMMON GUIDELINES**

- Room (for around 25 people) for various ASSI committees meeting from 9:00 a.m. to 10:00 a.m. on Friday morning. The Executive Committee Meeting from 10:00 to 1:00 p.m. on Friday. For any pending matters, the Executive will meet again from 2:00 p.m. onwards.
- General Body Meeting - from 6.00 pm to 7.00 pm on Saturday for both ASSICON and ICS
- ASSI Should prepare minute to minute program for the inauguration ceremony.
- ASSI Booth - A complimentary booth for ASSI should be provided at a prominent location, if possible, near entrance of the main hall for the benefit of ASSI members. APC with printer, Paper rim and internet connection should be provided within the booth. ASSI could pay for whatever expenses are there in this regard. In addition, if there could be space for a round table with 3-4 chairs which the members could use for filling their forms etc.
- A suitable accommodation for Executive Assistant, ASSI should be arranged, if possible nearest to the conference venue.
- Registration and the local hospitality including accommodation of the President & the Secretary cum Treasurer (2 individuals) are to be borne by the local organizing team of the ASSICON. It includes pick up & drop to the closest airport from the venue of the meeting. It does not include travel from the home. Both the office-bearers are to be provided single room accommodation nearest to the conference venue.
- Free non residential registration for all Past Presidents should be borne by the organizing committee.
- Organizing Committee of ASSICON, ICS will open a bank account using the PAN and Society Registration No of ASSI and the meeting resolution copy should be duly signed by the President and Secretary.
- Accounts has to completed within 2 months of the event – ASSICON or ICS
- Organizing team has to abide by the deadlines of both ASSICON and ICS and the application for bidding for the same has to be submitted to the Nomination Committee according to the guidelines available before the last date of application.

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