

## **ISA National Protocols for ISA Sponsored CME/WORKSHOP/PG ASSEMBLY**

### **Applications and Approval**

1. Applications would be entertained from City Branches for organising these ISA Sponsored Events. (one from each state in one cycle from 1<sup>st</sup> April to 31<sup>st</sup> March). If some slot remains vacant, that will be decided by the Governing Council.
  - All applications should be accompanied by a detailed proposal about these events especially venue and tentative time/schedule for organising these events and connectivity to the destination by rail, road and air.
  - Only those applications will be considered which will come on the letterhead of city branch duly signed by the President and Secretary of the City Branch and a copy marked to State ISA President and Secretary.
  - All applications to be sent to official emails of the secretariat ([isanhq@gmail.com](mailto:isanhq@gmail.com)/[secretaryisanhq@gmail.com](mailto:secretaryisanhq@gmail.com)) with a copy marked to Academic Chairman and President ISA also.
2. Applications would be put in the subsequent GC meeting (online/physical) for discussion and approval. The provisional approval will then be informed to the organising team by ISA NHQ through email/telephonically.
3. After Going through Protocols for organising ISA Sponsored Events, City Branch President and Secretary would give their acceptance and undertaking to ISANHQ
4. No advance payment will be given by ISA NHQ. Reimbursement of expenses would be made only after report of G.C. Coordinator is received in complete form with all relevant documents.
5. No CME/PG assembly or workshop to be held within 2 months of National Conference (Cut off Date is 22<sup>nd</sup> September).
6. City Branch with more than 200 members is entitled only for workshops and not CME.

## **Rules and Regulations**

- A. G.C. will appoint a G C Coordinator for the event, dates of event would be finalised by the GC Coordinator who in turn shall consult with the Academic Chairman, President and Hon. Secretary. After reviewing all the details to the satisfaction, Hon. Secretary will convey officially to all the stakeholders.
- B. Digital flyers should be shown to the GC Coordinator and Hon. Secretary first before circulation and it should contain names of all the office bearers with designation on hierarchy basis (photographs optional-decision of Organising Team). These names should be mentioned on top of the flyer. This should be followed by all other names of State and City Branch office bearers and Organisers would be mentioned in the last.
- C. In all communications (flier/brochure/banner/ flex, etc) it must be clearly written as ISA Sponsored CME/PG Assembly/Workshop and ISA Logo must be displayed boldly and prominently.
- D. ISA Logo and ISA Flag (HD) are sent by Honorary Secretary ISA National. Please do not change the colour and design of Logo and ISA Flag. If you have been using some other logo in the past, henceforth use the approved official Logo by ISA National
- E. Scientific program is to be finalised only after consultation with GC Coordinator who in turn will discuss with Academic Chairman, President and Hon. Secretary of ISA. He or She will inform to the organisers if any necessary modifications are required. The outline of the scientific program is well highlighted in the rule book and new scientific program schedule for ISA Sponsored events will be uploaded soon on the website.
- F. Organising Chairman and Organising Secretary as well as City Branch President and Secretary should be the member of FBF scheme of ISA.
- G. The scientific program should be prepared at least 60-90 days prior to the event for better logistics and cutting down the cost of travelling expenses.
- H. Choice of speakers should be very meticulous without any personal motive.

### **For CME:**

Three speakers from outside the state (to be chosen by the organisers solely based on the merit of the speaker and preferably from nearby states in consultation with the GC Coordinator [in case of outside state speakers] to avoid logistic issues and cutting down the travelling expenses cost).

**For PG Assembly:**

Invite speakers from all States of that particular Zone on priority basis and later from other states of the country depending upon the merit of the speakers.

**For Workshop:**

Experts from that field only who can impart knowledge and demonstrate the requisite skills during hands on session to delegates should be invited. Faculty from the state if not in expert group can be involved.

**I. Reimbursement protocols****For CME/Workshops**

All 3 speakers from outside state and GC coordinator travel reimbursement are to be done by the organisers.

Local hospitality to above 4 (3 in case of GC Coordinator as the speaker) and any office bearer of ISA National attending the event is to be provided. Travelling reimbursement is not to be provided for only chairing the session to any office bearers of ISA National.

**For PG Assembly**

Travel reimbursement to faculty invited from outside state to be provided (Minimum 5 speakers). Local Hospitality to faculty as well as Office Bearers of ISA if joining the event should be provided by the organisers. Wisdom to be exercised by the organising teams for choosing the faculty and their reimbursement.

**J. At present maximum sponsorship grant for ISA Sponsored Events is as below**

CME Up to 1.5 Lakh

PG Assembly Up to 2 days: 2 Lakh / PG Assembly > 2 days: 2.5 Lakh

Workshop Up to 1.5 Lakh

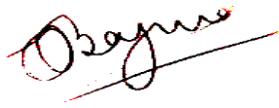
**K. For reimbursement, following receipts should be sent along with GC Coordinator report and Bank account details:**

- Travel details of the Guests.(speakers)
- Accommodation expenses.
- Scientific program expenses including medals/certificates/felicitations etc.
- Lunch Tea snacks etc.

- No receipts of Banquet will be reimbursed (only the food bill for the attending faculty can be reimbursed).
- The feedback forms duly filled by delegates should be sent to ISA NHQ.



**Dr. J.V. Divatia**  
**President ISA National**



**Dr. Sukhminder Jit Singh Bajwa**  
**Hon. Secretary ISA National**



**Dr. M.V. Bhimeshwar**  
**Academic Chairman ISA National**