

GUIDELINES

FOR

***Local Organizing
Committee***



ANNUAL CONFERENCE OF CSOS

Editor:
Dr. Madan Deshpande

GUIDELINES

FOR Local Organizing Committee



ANNUAL CONFERENCE OF CSOS

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Editorial



Chhattisgarh State Ophthalmological society decided to frame the "guidelines for local organising committee of annual conference of CSOS" during the general body meeting at Korba 2011 conference. This difficult task was given to us. I would like to thank all the CSOS members and specially to Prof. Dr. P.K. Mukherjee sir for proposing my name to lead the committee.

I heartly acknowledge the time and effort put by my committee colleagues Dr. Anand Saxena founder president, Dr. Subhash Mishra, Dr. J.K. Dani and Dr. Prashant Shrivastava (Past President), Ex-office Members Dr. B.K. Das, (President) and Dr. Arshad Siddique (General Secretary CSOS) and also to Dr. Anand Deshpande (Past President) for going through the hand written text many times and improvisation at every step, my sincere thanks to all of them.

I wish to extend my special thanks to Dr. Subhash Mishra (Founder Treasurer) for his dynamic leadership and vast experience, which he shares with me frequently since long. The compilation of this unique mannual was our idea.

We can't forget those persons in different organising teams, who developed the need for formulating a guideline.

I am highly thankful to Dr. Santosh Singh Patel (Present Joint Secretary CSOS) for taking pains to get it printed at Raipur, after repeated proof reading and computer settings, now this is in this presentable shape.

We are sure that this will help our members to organise future conference with ease. Every time we will set a new record in Perfection and punctuality with high scientific standard. We will always achieve great height. In recent past we have proved it and in future we will remain.

छत्तीसगढ़िया सबले बढ़िया...

Hope you will appreciate the endeavor and give your ideas for betterment of CSOS.

Dr. Madan Deshpande

Founder Secretary and Past President, CSOS

GENERAL INFORMATION

Hosts:

It has to be hosted by the affiliated divisional ophthalmological societies in alphabetical order which is as follows:

1. Bastar
2. Bilaspur
3. Durg-Bhilai
4. Raipur

While selecting a city in that divisional society's area, travel convenience of the Guest faculties/speakers should be considered.

Name:

No specific name is to be given (as being done in AIOS). It will be called as Annual Conference of Chhattisgarh State Ophthalmological Society.

No. : eg. 12th/or/21st/22nd

Year : 2012/2020

Place : Raipur/Bhilai/Bilaspur

eg.:

12th Annual Conference of Chhattisgarh State Ophthalmological Society, 2012, Raipur.

or

13th Annual Conference of Chhattisgarh State Ophthalmological Society, 2013, Bhilai/Durg.

Mono of CSOS (Enclosed on next page):

It is vertically elliptical/oval in shape, not round; so please take care during printing it on brochure, certificates, envelopes, letter pad, banners and posters.

Colour combination is also given on cover page - please do not change or alter.

Logo of the conference:

To be designed by the LOC, to be printed on Brochure, letter pad, certificates and banners-

eg.:



LOGO



OFFICE : BEARERS OF CSOS

Executive Body:

1. President
 2. President Elect
 3. Vice President
 4. General Secretary
 5. Treasurer
 6. Joint Secretary
 7. Editor Journal and Proceedings.
 8. Chairman Scientific Committee.
 9. Representative for Managing Committee of AIOS - 2 members.
 10. Members - Two from each Divisional Society, one of them must be Secretary of that Divisional Ophthalmological Society.
 11. Two nominated members by the President for that year.
 12. Three Ex office members:
 - Immediate Past President
 - Immediate Past Secretary
 - Immediate Past Treasurer
- Names upto No. 9 are to be printed on Brochure
 - Upto No. 8 (From 1 to 8) will be on Dais/Stage during Inauguration and Installation ceremony as per constitution.

Patrons Of CSOS

- | | | |
|----|--------------------------|----------|
| 1. | Prof. Dr. R.K. Mishra | Bilaspur |
| 2. | Prof. Dr. I.M. Shukla | Raipur |
| 3. | Dr. R.A. Siddiqui | Durg |
| 4. | Prof. Dr. P.K. Mukherjee | Raipur |

Past President Of CSOS

- | | | |
|-----|--------------------------|-----------|
| 1. | Dr. Anand Saxena | Raipur |
| 2. | Dr. P.N. Kothari | Jagdalpur |
| 3. | Dr. R. Hassan | Korba |
| 4. | Dr. Subhash Mishra | Raipur |
| 5. | Dr. Madan Deshpande | Bilaspur |
| 6. | Dr. Anand Deshpande | Bhilai |
| 7. | Dr. A.K. Chandrakar | Raipur |
| 8. | Dr. B.P. Sharma | Bhilai |
| 9. | Dr. J.K. Dani | Korba |
| 10. | Dr. Prashant Shrivastava | Durg |
| 11. | Dr. B.K. Das | Raipur |
| 12. | Dr. A.K. Bannerjee | Bhilai |

Past Secretary Of CSOS

- | | | |
|----|--------------------------|----------|
| 1. | Dr. Madan Deshpande | Bilaspur |
| 2. | Dr. Prashant Shrivastava | Durg |

Past Treasurer Of CSOS

- | | | |
|----|---------------------|--------|
| 1. | Dr. Subhash Mishra | Raipur |
| 2. | Dr. Rakesh Kamran | Raipur |
| 3. | Dr. Arshad Suddiqui | Durg |
| 4. | Dr. M.L. Garg | Raipur |

Past Editor Journal & Proceedings Of CSOS

- | | | |
|----|------------------|--------|
| 1. | Dr. H.V. Gupta | Raipur |
| 2. | Dr. Basant Verma | Bhilai |
| 3. | Dr. D.C. Jain | Bhiali |

Past Chairman Scientific Committee Of CSOS

- | | | |
|----|---------------------|--------|
| 1. | Dr. A.K. Chandrakar | Raipur |
| 2. | Dr. H.V. Gupta | Raipur |
| 3. | Dr. P.K. Mukherjee | Raipur |

Note: Above all are for information only. Useful for hall and Stage Management Committee as Patrons and Past President's sitting arrangement is to be done in second row of left side as described later on.

LOCAL ORGANISING COMMITTEE

Now will be referred as LOC shall Consist of the following in seniority order.

Post	No.
1. Organising Chairman/Chair Person	: 1
2. Chairman/Chairperson Reception Committee	: 1
3. Organising Co-Chairman/Co-Chairperson	: 1
4. Organising Secretary	: 1
5. Organising Treasurer	: 1
6. Organising Joint Secretary	: 2
7. Patrons of Conference	: Min. No. possible

Out of all these, (No. 1, 2 and 3) organising Chairman/Chair Person, Organising Secretary and Chairman/Chairperson Reception Committee - will sit on Dais/Stage during Inauguration & Installation Ceremony as per constitution.

OTHER COMMITTEES

Other Committee to be formed are given in alphabetical order on next page. Each Committee should have

- | | |
|----------------------|---------------|
| Chairman/Chairperson | - 1 |
| Members | - 2 (Minimum) |

Important Note:

1. All the office bearers and members of LOC must be life members of CSOS and should not have any dues on them.
2. As no. of committees are more, one person can be taken in more than one committee.

COMMITTEES

1. Accommodation Committee
2. Audiovisual Committee
3. Catering Committee
4. Certificate, kit & Memento Committee
5. Entertainment & Spouse Programme Committee
6. Finance & Fund Raising Committee
7. Hall & Stage Management Committee
8. Reception Committee
9. Registration Committee
10. Scientific Committee
11. Souvenir & Printing Committee
12. Trade Committee
13. Transport Committee
14. Volunteer Committee
15. Workshop Committee

Note: In small places where no. of members are less some committee can be clubbed together having similar functions for eg. No. 2 + 7+10, no. 1+8+9, or no. 4+5+11 etc. depending on LOC.

ACCOMMODATION COMMITTEE

1. Accommodation for Chief Guest ; to be paid by LOC.
2. Accommodation for Guest Faculties, to be paid by LOC.
3. Accommodation for President & General Secretary CSOS is usually provided by courtesy of LOC. It is not compulsory but is customary.
4. Accommodation for pre-registered Delegate - depositing advance should be done in their preferred hotel and they should be informed in advance so that they can check directly - in the Hotel they have their reservation, to be paid by the delegate.
5. A Master chart should be there at the registration counter with details of all the delegates who are staying in all the Hotels.
6. Committee should collect detail information from various Hotels regarding no. of rooms, Type of rooms, Tariff, Phone nos., check out timing, Complementary Breakfast, Welcome Drink other facilities if any. Also please note the various taxes to be paid. Are they giving any concession to the delegate, if yes how much? These all should be taken in writing from Hotel management and should be conveyed to the delegates in brochure and to the Organising Secretary, Chairman Registration and Printing Committee, so that Delegate can avail the benefit of it.

AUDIO-VISUAL COMMITTEE

Requirement per Hall for Scientific Sessions:

1. Computer: Desktop/Laptop with all connections.
2. Two Screens.
3. Two Projectors.
4. Laser Pointers with spare.
5. One mike on Podium.
6. One/Two collar mike.
7. Cordless mikes - 2 for delegates for Question Answer(s).
8. Two Small stand mikes to be kept on the table where Chairperson, Co-Chairperson, Convener and moderator will be there.
9. Two Small stand mikes for experts for panel discussion.
10. One Stop watch/ Table Clock
11. Alarm/Call bell with soft voice to inform the speaker about the time to complete his/her paper, 1 minute prior to allotted time.

or

Arrangement for Red, Yellow & Green Light with Alarm/Call bell attached to it for the same purpose.

12. Sufficient nos. of Audio-speaker Boxes, should placed so that all delegates can Listen without echo.

or

Timer countdown display on screen should be arranged and speaker should be informed that after given allotted time the computer will shut down automatically.

13. The committee should insure that all the presentations are received well in advance and should be loaded one day prior to avoid wastage of time. Should also discourage to use personal laptop to save time.

Requirement During Inauguration & Installation Ceremony:

1. Two small mike with stand to be kept on main table of Dais/Stage:
 - One in front of President CSOS - to call the meeting to order & close the meeting.
 - Second in front of Secretary CSOS - to conduct the ceremony from his place.
2. One Collar or Cordless mike for Master of Ceremony.
3. One mike on Podium.

Requirement During Valedictory Function:

1. Two small stand on main table on dais one for President CSOS, second for Organising Secretary.
2. One mike on podium.
3. Two cordless mikes for two delegates to share their experience of the Conference.

Requirement During Pre Conference Workshop:

Almost same as Scientific session as per no. of persons on Dais which are as follows - **1)** Guest Surgeon/Speaker **2)** Organising Chairman **3)** Organising Secretary **4)** President of CSOS **5)** Chairman Scientific committee CSOS **6)** President of Divisional Society.

Photography & Video Shooting of Events:

- All the important events should be covered by both the still photographer and Videographer eg. Lightening the Lamp, Inauguration, Installation, Valedictory function, G.B.M. etc.
- Photographs of all the Invited Guests/Host faculties and all the speakers in all the sessions should be covered.
- Few photographs of hall stage and complete hall including audience should also be taken.
- The name and addresses of both the Photographer and Videographer should be included in Help Line No. and should put it in Kit bag.
- Should try the photographers to upload all the Photographs and Videos on Website of CSOS within 5-7 days of the conference. The final payment should be done after that.

CATERING COMMITTEE

Has to arrange the following:

ITEM

PERSONS

One Day Prior to Conference

- | | | |
|-----------|---|--|
| 1. Dinner | : | For Executive Body Members - approx 25
+ LOC members
+ Chief Guest/Guest Speaker if arrived. |
|-----------|---|--|

On First Day of Conference

- | | | | | |
|--------------|---|-----------------------------------|---|-------------------------------------|
| 2. Breakfast | } | : | { | For Chief Guest + Guest faculties + |
| 3. Lunch | Delegates + Registered Spoues/Children + | | | |
| 4. High Tea | Trade Delegates + Volunteers
(including CSOS, LOC Office Bearers). | | | |
| 5. Banquet | : | All above + invited other guests. | | |

On Second Day of Conference

- | | | |
|----------------------|---|---|
| 6. Breakfast | : | Same as above no. 2,3,4. |
| 7. Lunch | : | The no. of delegates starts reducing. |
| 8. High Tea | : | Specially during and after lunch so take proper care
(on both days of Conference). |
| 9. Refreshment | : | Tea, Coffee, Cold drinks, Water - To be served in hall
in between sessions to save time. |
| 10. Drinking Water : | | <div style="margin-left: 20px;"> i. At Registration Counter - on both days.
 ii. At Trade Exhibition area - on both days.
 iii. In Scientific Sessions Bottles, Glasses, Coasters
& Cover for all the speakers, Chairpersons,
Moderator, Convenor, experts for panel
discussion.
 iv. During Inauguration Ceremony in front of all the
dignitaries on dais - Bottles, Glasses, Coasters &
Cover. </div> |

If Pre-conference Workshop is arranged on a day prior to conference:

Then - Depending upon the time of start of workshop, Breakfast, Lunch, High Tea and Dinner has to be added to all above no. of persons to be calculated on same basis as of no. 2,3,4.

Important Notes:

1. Food coupons must be printed, properly distributed to all the guests, delegates, trade delegates, office bearers and should be properly informed that plate will be issued after depositing the coupon. Please direct the caterer or the hotel authorities for the same.
2. Please print serial no. on coupons and all the coupons should be of different colour with different time and specification.
3. Please make the payment to Caterer, Hotel according to the no. of coupons collected.
4. The different food (menu) items to be served every time should be taken in writing and should be displayed on flex in dinning area.
5. Please ask the Caterer, Hotel person to keep one set of all the items for 50 persons. eg; if total no. of delegates is 150, there should be 3 sets of all the food items; including Salad, Papad, Achar, Soup, Specially Sweets or Ice-cream so that delegates should get the food easily and comfortably (usually it has been seen that sweets or Ice-cream, there is only one counter to serve for all).
6. During Banquet the counter for Bites, Starters should be separate and enough in numbers.
7. During Cocktail, Dinner if arranged; Sufficient nos. of bar tenders should be there to serve.
8. No. of Plates kept by the Caterer/Hotel persons must be counted by a deputed person of LOC as usually it has been seen in past that number of plates kept are less in no. than informed (that's why do not pay as per plate) Pay as per coupon collected and produced by the caterer and or Hotel person.

9. The members of the catering committee should check the quality of food and should be in touch with the delegates to get their feedback so that if any shortcoming is there it can be rectified.
10. If the conference is in same Hotel where our delegates are staying and if they are providing complimentary breakfast, number of that should be deducted from final payment.
11. Low Calorie Diet/Sugar free Tea/Coffee should also be arranged.
12. Please note that the items in meals Should not repeated in these 3 days.
13. During Banquet sitting arrangements for delegates, spouses, children & invited other guests should be separate from the place for trade delegates.
14. Complaint Book should be available for Delegates for the quality of food served, deficiency in service if any, to be mentioned so that before making the final payment it can be shown to the Caterer or Hotel persons.

BASIC GUIDELINE FOR SELECTING MENU

Breakfast:

Bakery Items	:	Bread/Toast/Bun/Doughnut/Pastry/Jam/Butter.
Eggs	:	Boiled Egg/Omlete/Fried Egg.
South Indian	:	Idli/Vada/Uttapam/Sambhar/Upama.
North Indian	:	Paratha/Curd/Pickle.
	:	Pakoda/Samosa/Dhokla/Jalebi/Aloo-Poha.
Continental	:	Corn flakes/Pasta/Oats.
	:	Milk/Tea/Coffee/Fruit Juice/Sugarfree.
Fruits	:	Papaya/Banana/Apple/Pineapple/Seasonal Fruit.

Lunch & Dinner:

- Salad/Pickle/Papad.
- Soup : Tomato/Sweet Corn/Veg. Clear/Hot-sour/Manchow.
- One dry vegetable.
- One vegetable curry.
- One curd item - Raita/Dahibada
- One Dal - Yellow/Tadka/Makhani
- Bread Basket - Roti/Naan/Paratha/Kulcha
- One Rice - Plain/Jeera/Vegetable Pulav/Biryani.
- One Non-Veg. Curry (Please display Board of Non. Veg. in front of serving table) Chicken / Mutton / Fish
- Sweets.
- Ice-cream.
- If possible Sugar free, low calorie diet, Falahari Items & Jain foods.
- Name of food item should be displayed in front of the serving bowl/hot bowl.
- Please keep the Non-Veg. items on a separate table/counter.

Banquet/Cocktail Dinner (If arranged):

- For Teetotalers, Ladies, Children -
Fruit Juice
Mocktails
Jal Jeera
- For Foreign delegates who enjoy alcoholic Drinks -
Wine
Whisky
Rum
Vodka
- For all delegates -
Ice-cubes
Mineral Water
Soda
Cold Drinks of all the 3 flavors
i.e. Lemon, Orange and Cola.

Bites/Starters:

- Roasted Chana/Peanuts/Green Peas/Cashew etc.
- Two varieties of Vegetarian : eg. Hara Bhara Kabab, Moong Bada, Paneer Tikka, Cheese Cubes, Paneer Chilly, Finger Chips etc.
- Two varieties of Non-veg. : Fish finger, Fish Fry, Chilly Chicken, Chicken Tikka, Keema Kabab, Tangari Kabab, Malai Kabab etc.

Note: Sitting area for Ophthalmologist Delegates, Spouse, Children and local other medical fraternity, guests should be separate from area allotted to trade delegates.

CERTIFICATE, KIT WITH MEMENTO COMMITTEE

Certificates:

- Total 6 types of certificates are to be printed (Should be print in Art Card minimum 300 gsm quality).
- Please get the signature of the office bearers well in advance once the scientific programme is totally finalized or a day prior to the conference before executive body meeting.
- For matter sample certificates are enclosed herewith.
- Please contact chairman Scientific comm. CSOS for the names, awards, sessions etc.

Various types of certificates:

- 1. Certificate of Participation in Conference:** To be given to all the registered delegates for their participation with CME credit hours. These should have signatures, names and designation of the following in this order.

sd/

sd/

sd/

Dr.

Dr.

Dr.

Organising, Chairperson

Chairman Scientific
Committee, CSOS

President, CSOS

- 2. Certificate of Participation in Pre-conference workshop:** To be given to all the registered delegates for their participation with CME credit hours. These should have signature, name and designation of the following in this order.

sd/

sd/

sd/

sd/

Dr.

Dr.

Dr.

Dr.

Organising,
Chairperson

President,
Divisional Society

Chairman Scientific
Committee, CSOS

President,
CSOS

- 3. Certificate for Presentation:** To be given to all the faculties, speakers and participants presenting papers in all scientific sessions (eg; key note address/instruction courses/Free papers/competitive papers/video) with name of the topic printed on it. These are to be signed by the same 3 as in

certificate no.1.

4. Certificate of thanks for conducting sessions: To be given to all the Chairpersons/Co-Chairpersons/Convenors and Moderators of all the difference sessions to be signed by again the same 3 as of certificate no. 1.

5. Certificate of Participation in Trade exhibition (Optional): To be given to the trade delegate and or the companies participating/contributing in the conference to be signed by the followings:

sd/

Dr.

Organising, Chairperson

sd/

Dr.

Chairman, Trade
Committee Conference

sd/

Dr.

President, CSOS

6. Certificate of specific Award of Last Conference: To be given to winner of specific award along with medal of last conference eg Dr. Anand Saxena Asward, Dr. J. L. Arya Award, Dr. Madan Deshpande Award etc. Please consult chairman scientific committee for the same, name and topic to be printed, to be signed by the:

sd/

Dr.

President, CSOS

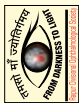
sd/

Dr.

Chairman Scientific Committee, CSOS

Important Note: For printing of **CME credit hours**.

LOC should consult president, secratary & chairman scientific committee CSOS with reference to **C.G.M.C. CME credit hours guidelines/rules & regulations**.



CHHATTISGARH STATE OPHTHALMOLOGICAL SOCIETY



XII Annual Conference - 2012, Raipur

15th & 16th December, 2012

Hosted by Raipur Divisional Ophthalmological Society

CERTIFICATE OF PARTICIPATION

This is to certify that Dr.

has attended this conference as **Delegate** and actively participated in scientific deliberations.

Dr.

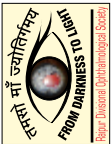
Chairman, Scientific
Comm. CSOS

Dr.

Organizing Chairperson

Dr.

President - CSOS



CHHATTISGARH STATE OPHTHALMOLOGICAL SOCIETY



XII Annual Conference - 2012, Raipur Pre. Conference Workshop

14th December, 2012

CERTIFICATE OF PARTICIPATION

This is to certify that Dr./Mr. /Mrs./Ms.
has attended the Pre. Conference Workshop on "**PHACOEMULSIFICATION WITH HANDS-ON IN WAX EYE & GLUED IOL**" at
RAIPUR as **Delegate** which is organized by Upgraded department of Ophthalmology, Pt. J.N.M. Medical College &
Raipur Divisional Ophthalmological Society and actively participated in scientific deliberations.

Dr.	Dr.	Dr.	Dr.
Chief Organizing Secretary	Organizing Chairperson	Chairman Scientific Committee - CSOS	President - CSOS

CHHATTISGARH STATE OPHTHALMOLOGICAL SOCIETY



XII Annual Conference - 2012, Raipur

15th & 16th December, 2012

Hosted by Raipur Divisional Ophthalmological Society

CERTIFICATE OF PRESENTATION

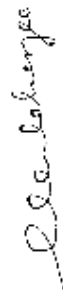
Dr. / Mrs / Ms of

has presented key note address / instruction Course / Paper / Poster / Video towards the Scientific

Conference of this Annual Conference On Topic

.....

Dr.
Organising Chairman / Chairperson



Dr. P.K. MUKHERJEE
Chairman Scientific Committee - CSOS



Dr. B.K. DAS
President - CSOS



CHHATTISGARH STATE OPHTHALMOLOGICAL SOCIETY



XII Annual Conference - 2012, Raipur

15th & 16th December, 2012

Hosted by Raipur Divisional Ophthalmological Society

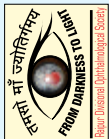
Certificate

This is to certify that Dr./Mr./Mrs./Ms.
has kindly conducted the scientific Session on .

Topic ☒ ⑥ ② ⑦ ⑨ ① ⑤ ① ③ ②

as **Chair Person / Co-Chairperson/ Convenor / Moderator.**

Dr.	Dr.	Dr.
Organizing Chairperson	Chairman Scientific Committee - CSOS	President - CSOS



CHHATTISGARH STATE OPHTHALMOLOGICAL SOCIETY



XII Annual Conference - 2012, Raipur

15th & 16th December, 2012

Hosted by Raipur Divisional Ophthalmological Society

Certificate of Trade Participation

This is to certify that

.....

has participated in this conference.

Dr.

Chairman Trade Committee

Dr.

Organizing Chairperson

Dr.

President - CSOS

CHHATTISGARH STATE OPHTHALMOLOGICAL SOCIETY



**XII ANNUAL CONFERENCE - 2012
RAIPUR**

15th & 16th December 2012

"Dr. Anand Saxena Award"



Dr. Santosh Singh Patel

Best Free Paper Award

for the Scientific Excellence

in XI Annual Conference 2011-12, Korba (C.G.)

TOPIC: Oculosporidiosis of conjunctiva with scleral ectasia managed by
"Human homologous preserved sclera grafting."

Dr.

President - CSOS

Dr.

Chairman Scientific Committee - CSOS

Kits

- Mostly Bags are given-
 - Please see to it that provision for putting a visiting card/card with name and place of Delegate should be there on the outer cover of the kitbag so that it is visible to all for differentiation and personal identification.
 - Please print the mono of CSOS/Logo and Name of conference and sponsorer on the inner cover of the kit bag preferably.
 - These should contain the following items compulsorily.
 - Name badge of the Delegate (with name, designation and place)
 - Certificate of Participation of Conference and or Pre-conference workshop.
 - Food Coupons.
 - Scientific Programme minute to minute.
 - Invitation for inauguration and installation ceremony.
 - Invitation for Banquet.
 - Letter Pad/Loose papers.
 - Pen/Pencil.
 - Souvenir (if printed).
 - Proceedings of last year.
 - Help Line Card - with contact no. of all the LOC office bearers of various committees, Hotels, Airport, Railway Station, Bus Stand, Photographer and Videographer with their addresses.
- (These all are to be printed by the Printing Commitee)**
- Other complimentary gift if any eg; Keychain/CD/Handsantiezer/Chocolates/Napkins etc.

Mementos

Should have mono of CSOS, logo of conference, detail of conference at its base

For different scientific sessions for each session (optional):

- | | |
|--------------------|-----------------|
| 1. Chairperson | - 1 |
| 2. Co-Chair person | - 1 |
| 3. Convener | - 1 |
| 4. Moderator | - 1 |
| 5. Participants | - No. of papers |

(To be multiplied by no. of session on both days)

1. For Inauguration and Installation ceremony (Compulsary):

- | | |
|-----------------------------------|-------|
| 1. Chief Guest | - 1 |
| 2. Guest of Honour (if any) | - 1 |
| 3. Guest faculties | - 2/3 |
| 4. Office Bearers of CSOS on Dais | - 8 |
| 5. Office Bearers of LOC on Dais | - 3 |

(Org. Chairman, Org. Secretary & Chairman Reception Committee)

2. For Valedictory Function (Optional):

- | | |
|--|------|
| 1. Organising Secretary/Co-Chairperson | - 1 |
| 2. Organising Treasurer | - 1 |
| 3. Organising Joint Secretary | - 2 |
| 4. Other Chairman of all Committee | - 14 |

3. Pre Conference Workshop:

For Guest Surgeon/Faculty - 2

(To be given by organising Divisional Ophthalmological Society)

Gifts (Optional)

1. Chief Guest - 1
2. Guest of Honour - 1
3. Guest Faculty Conference/Preconference Workshop - 2/3/4.
4. Other persons for Outstanding help.
 - Gifts are to be given or not it should be decided by LOC.
 - If Gifts are to be given, they should be given with their respective memento during the time already specified.
 - Please try to give gifts which are made in C.G. state eg; Kosa, Bronze/Brass metal etc.

ENTERTAINMENT & SPOUSE PROGRAMME COMMITTEE

For accompanying registered **spouse** and children During day time when scientific sessions are going on:

- Shopping.
- Sight Seeing/ City Tour.
- Games & other Programme should be Arranged in Co-ordination with spouse of LOC

During Banquet 1. Good Orchestra

2. Dance Floor / DJ Floor

- Regarding performance by Delegates/Spouse: If possible prior information should be collected, so that person conducting can arrange it in proper manner.
- Only Orchestra persons, registered Delegates their spouses, children, LOC member their spouses and children and local invited medical fraternity doctors, their spouses and children should be allowed to perform on stage. All other persons participating in conference should not be allowed to do so.
- No. of Songs/items to be presented by delegates/spouses should be chalked out well in advance and list is to be prepared and the Person/Doctor who is the conducting the programme should not allow any person to perform on stage without prior intimation.

HALL & STAGE MANAGEMENT COMMITTEE

Stage:

Background should have one Big Banner of the Conference with;

- Mono of CSOS.
- Logo of Conference.
- No. of that Conference.
- Hosted by name of Divisional Society.
- Date and year.

Note : No name of any sponsors should be there on this Banner.

Podium:

It should have Banner of conference on it (without name of any sponsor on it) should be placed in between two screen.

DURING SCIENTIFIC SESSIONS - ARRANGEMENTS ON STAGE

1. For Saraswati Vandana
 - I. Small Table
 - II. Photo Frame of Goddess Saraswati Maa.
 - III. One Garland of that size.
 - IV. One small lamp with Batti, Oil and Match box.
2. Two Screens : Screen stand should not disturb the walking area.
3. Two Projectors : Try to place in such position, that if a person crosses, it should not block the screen.
4. One Podium.
5. One large table : for 4 person i.e. for;
 - (i) Chairperson (ii) Co-Chairperson (iii) Convener and (iv) Moderator,Post of above 4 to be displayed on table & Chairs, it should be visible to all.
6. Two small stand Mike : To be kept on table in between these 4 persons.
7. Copy of detailed Scientific Programme/agenda should be kept in front of all these 4 persons.

8. Evaluation Sheets with pen or pencil separate for all the competitive papers/sessions. In consultation with chairman Scientific Committee.
9. Drinking water bottles & Glass Cover/Coaster for all 4 of these and the speaker also.
10. One Stop Watch or Table Clock.
11. One Alarm/Call bell with soft tune/arrangement of green yellow and red light with soft sound to inform the speaker by moderator.
12. Paper weight for each.
13. Two Cordless Mike for delegates for question & Answer.

DURING INAUGURATION & INSTALLATION CEREMONY - STAGE

1. Sitting arrangement on dais as per drawing enclosed as decided by CSOS depending on space available single Row/Two Rows. No change is to be done by LOC in this.
2. Name & Post on table written on both side to be kept in front of their respective Chairs.
3. Name & Post on chairs on both side should also be displayed.
4. Two Small Stand Mikes : One in front of President CSOS and other in front of Gen. Secretary CSOS to open & close the meeting and to speak from their respective seats.
5. One Collar/Cordless Mike for Master of ceremony.
6. One copy of Agenda in front of every person sitting on Dais with paper weight or name board can be used as paper weight.
7. Drinking Water Bottles with Glasses Cover/Coaster for each person on dais.
8. Podium on right side of the stage while facing audience with the same banner that of Scientific Session.
9. One table Near Master of Ceremony on which floral Bouquets, Mementos, Certificates/Medals & Awards are to be kept in serial order as per Agenda and only one trained person should manage this in co-ordination with Master of Ceremony.
10. Big lamp with 5 Cotton battis, Oil, Match box & Candles for Lighting the Lamp to be kept at the bottom of the Lamp.
11. Floral Bouquet (Please avoid Garlands – as for Garlanding the space

usually creates problems speciality second row even in front row at times) no. to be calculated by LOC as per Agenda.

12. Mementos.

13. Medals with Certificate.

14. Awards eg; Life Time Achievement with shawl & Shreefal (Coconut)

15. Gifts for Chief Guest/Guest of Honour/Guest Faculties.

Note: Master of Ceremony should inform well in advance in consultation with LOC about three things.

1. First escorting the dignitaries from their seats to the Stage/Dais. Who will escort whom and in what sequence.
2. Who will present floral Bouquet to whom and in what sequence please see the Agenda for that.
3. Master of ceremony should first take name of the person who will escort or present the Bouquet and then should say the designation of the dignitary and followed by his/her name eg.; organising co-chairman Dr. ABC will escort president CSOS Dr. XYZ and so on.

DURING SCIENTIFIC SESSION - ARRANGEMENTS IN HALL

- 1 First row on both sides should be of sofas, 3 sofas on each side for Chief Guest, Host Facilities and patrons of CSOS.
- 2 On left side (from entrance behind) the second and the third row should be kept reserved for the Past Presidents and office bearers of CSOS.
- 3 On right side (from entrance behind) the second and third row should be kept reserved for the speakers presenting their paper in that particulars sessions.
- 4 Behind these on both side the chairs should have proper leg space and walking area for the delegates to minimize the noise during movement.

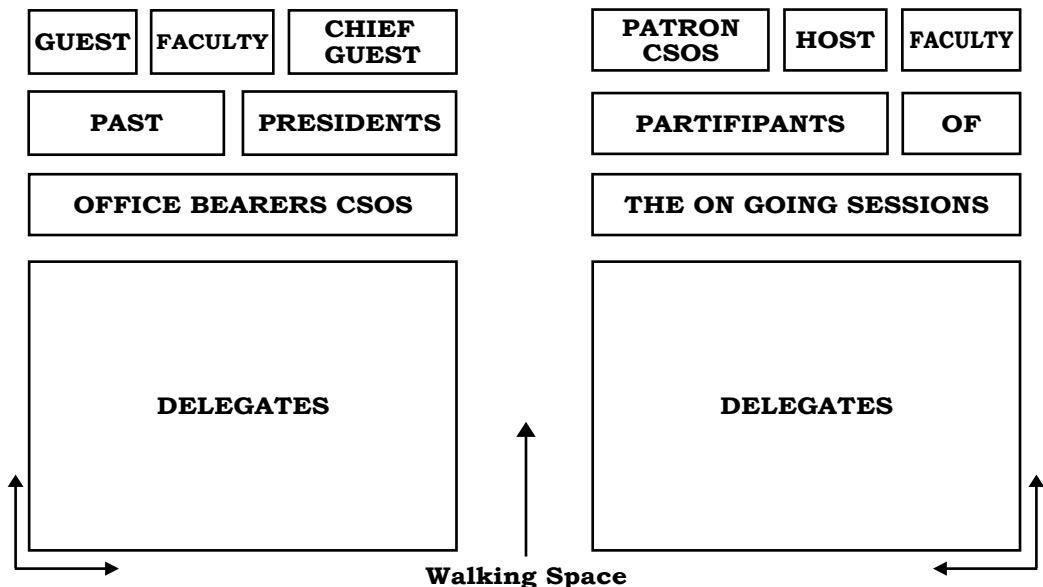
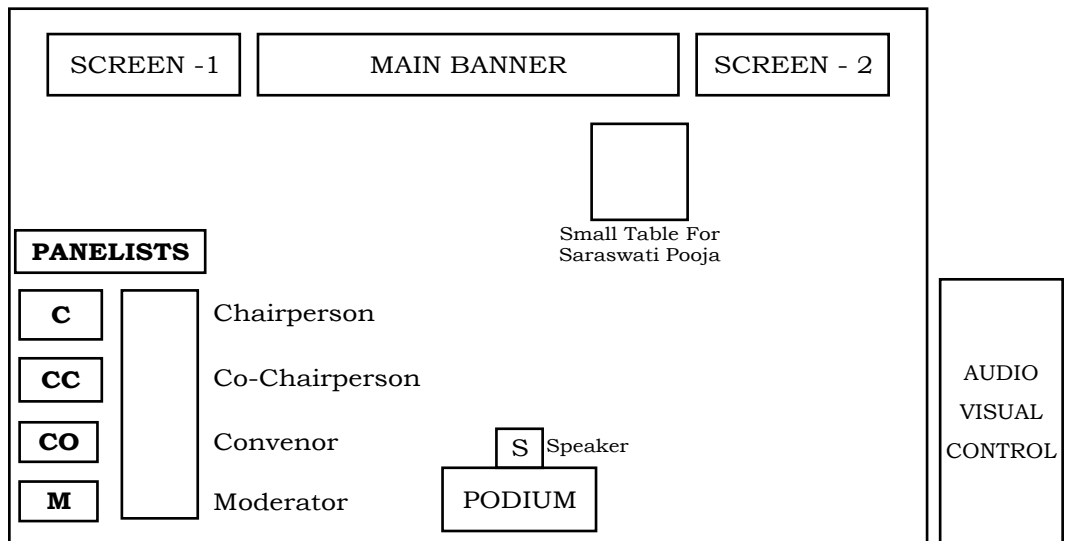
Important Note :

Please insure with the audiovisual person about loose wires connecting electric board, mikes, speakers, projectors, screens should not be on floor as usually done, it should be totally avoided (should be covered, not exposed).

STAGE & HALL ARRANGEMENT

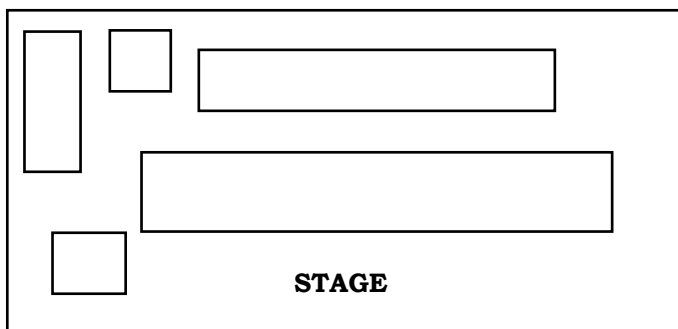
During Scientific Session

STAGE



HALL/AUDITORIUM SITTING ARRANGEMENT OF Inauguration & Installation Ceremony Of CSOS

During Annual Conference



Sofa-3

SP	GUEST FACULTY	CHIEF GUEST, GUEST OF HON.
----	---------------	----------------------------

VIP	VIP	OVC	OT	OJT.S	OJT.S
-----	-----	-----	----	-------	-------

PATRONS & PAST PRESIDENTS CSOS	LTA
--------------------------------	-----

PATRONS OF CONFERENCE + VIP

OFFICE BEAR OF CSOS

MEDAL AWARD OF LAST YEAR	PRESS
--------------------------	-------

<p>DELEGATES & GUESTS</p> <p>LEFT SIDE</p>
--

<p>GUESTS & DELEGATES</p> <p>RIGHT SIDE</p>

Entrance

- On Hall/Auditorium wall, proper posters of names should be there which should be visible from long distance eg; PRESS TV VIP etc.
- Names of Guest Speakers, Patrons and Past Presidents, office bearers of CSOS and V.I.P. with their designation should be there on both side (front & back) of their respective seats/chairs, on stage as well as Auditorium.
- Regarding Patrons, Past. Presidents and Office bearers of CSOS, Proper Seniority order should be maintained.
- **OVC**- Organising Vice Chairperson, **OT**- Organising Treasurer, **OJt.S**- Organising Joint Secretary.
- **P**- President CSOS, **S**- Secretary CSOS.

- **LTA**- Life Time Achievement Awardee.
- First row on both side near stage Should be of Sofa preferably 3 sofas on each side of the middle walking space.

Reserved Seats :

The names & post of the dignitaries, guests and or their group as VIP/Press/CSOS office Bearers should be properly displayed so that they can reach their allotted seat comfortably. The reserved seats should be as follows -

Left Side :

This is from walking space in the middle after entering the hall form behind and facing the stage.

- First Row (Sofas) from **L to R** - Gen. Secretary CSOS, President CSOS, Guest faculties, Guest of Honour and Chief Guest.
- Second Row (Seats) from **L to R** - Patrons & Past President CSOS and Life Time Awarded.
- Third Row : Present Office Bears of CSOS.
- Fourth Row : Onwards - Delegates & Guests.

Right Side :

- First Row (Sofas) from **L to R** - VVIP, VIP, Organising Vice Chairperson, Organising Treasurer, Organising Jt. Secretary 1 and Organising Jt. Secretary 2.
- Second Row (Sofa) **L to R** - Patron of conference + Chairman of LOC.
- Third Row **L to R** - Medal Awards of last year +Press Correspondents.
- Fourth Row on wards Guests & Delegates.

Note : If seats are not fixed please take care of Leg Space between two rows of chairs & walking space on all four sides and center.

If needed mosquito repellent and or Air fresheners to be used.

STAGE SITTING ARRANGEMENT OF Inauguration & Installation Ceremony of CSOS

During Annual Conference

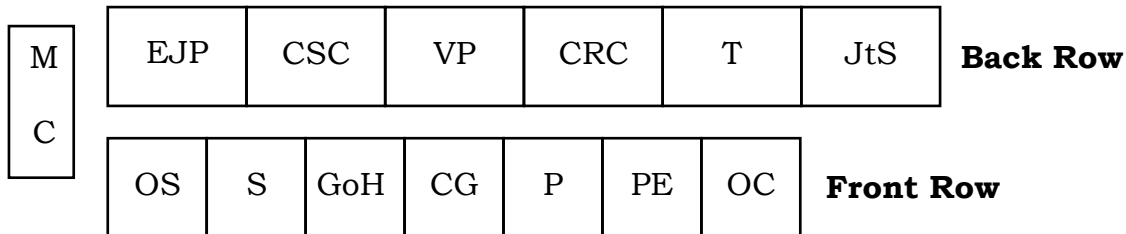
1. President, CSOS	P
2. President Elect, CSOS	PE
3. Vice President, CSOS	VP
4. Hon. General Secretary CSOS	S
5. Joint Secretary, CSOS	Jt.S
6. Treasurer, CSOS	T
7. Chairman Scientific Committee	CSC
8. Editor Journal and Proceedings, CSOS	EJP
9. Chairman Reception Committee-Conference	CRC
10. Organising Chairperson-Conference	OC
11. Organising Secretary-Conference	OS
12. Chief Guest	CG
13. Guest of Honour (it any/not more than one)	GoH
14. Master of Ceremony	MC

If One Row is Available

M
C

OS	EJP	CSC	VP	GoH	CG	P	PE	S	Jt S	T	CRC	OC
----	-----	-----	----	-----	----	---	----	---	------	---	-----	----

If Two Rows are Available



FRONT

ON STAGE :

- One Banner Should be there (**No name of any sponsor**)

ON TABLE :

For every person;

- One Name Plate.
- One Glass for Water with Cover/Coster.
- One Copy of Agenda.
- One Mineral Water Bottel.
- One Paper Weight.

For President And Secretary:

- 2 Small mike in Front of them to Speak From Their respective places.

AGENDA OF Inauguration & Installation Ceremony Of CSOS During Annual Conference

To be conducted by Master of Ceremony

1. Invitation to Office bearers of CSOS & dignitaries on dais - by Master of Ceremony.

Escorted by

1	President, CSOS	Organising Vice-Chairman
2	President Elect, CSOS	Organising Treasurer
3	Vice President, CSOS	Organising Jt. Secretary 1
4	Hon. General Secretary, CSOS	Organising Jt. Secretary 2
5	Joint Secretary, CSOS	Organising Jt. Secretary 1
6	Treasurer, CSOS	Organising Treasurer
7	Chairman Scientific Committee, CSOS	Organising Vice Chairman
8	Editor Journal and Proceedings, CSOS	Organising Jt. Secretary 2
9	Chairman Reception Committee-Conference	Organising Jt. Secretary 1
10	Organising Chairman-Conference	Organising Jt. Secretary 2
11	Organising Secretary - Conference	Organising Treasurer
12	Guest of Honour (If any/Not more than one)	Organising Vice Chairman
13	Chief Guest	Organising Vice Chairman

2. Welcome of Office bearers & dignitaries by Bouquet presentation.

1	Chief Guest	By - Patron CSOS
2	Guest of Honour (if any)	By - Immediate Past President
3	President, CSOS	By - Org. Vice Chairman

4	President Elect, CSOS	By - Org. Treasurer
5	Vice President, CSOS	By - Org. Jt. Secretary 1
6	Hon. General Secretary, CSOS	By - Org. Jt. Secretary 2
7	Joint Secretary, CSOS	By -
8	Treasurer, CSOS	By -
9	Chairman Scientific Committee, CSOS	By -
10	Editor Journal and Proceedings, CSOS	By -
11	Chairman Reception Committee-Conference	By -
12	Organising Chairman-Conference	By -
13	Organising Secretary - Conference	By -
14	Guest of Honour (If any/Not more than 1)	By - Patron of Conference
15	Chief Guest	By - Patron of CSOS

If LOC feels to Honour some 2-3 VIPs, who have done outstanding support and who are sitting on Right Side on Sofa's in Front row, should be given bouquet at their respective seats by the Organising Vice Chairman/ Organising Treasurer / Organising Jt. Secretary 1,2 sitting near by.

3. Welcome Address by Chairman Reception Committee of Conference...
(3 minutes).

4. Inauguration of Conference by lightning the Lamp by Chief Guest, to be assisted by President CSOS, Organising Chairman and Organising Secretary (Guest of honour (if any) should also be invited). Rest all persons on dais should remain seated.

5. Meeting called to order by President CSOS and to request the Secretary CSOS to conduct the further official meeting by President CSOS.

To be conducted by Hon. General Secretary of CSOS.

6. Address/Report by Chairman Scientific Committee, CSOS (3 minutes) and **declaration of Scientific Committee Awards:**

- | | | |
|-----------------------------|----|---------|
| a. Dr. Anand Saxena Award | to | Dr..... |
| b. Late Dr. J.L. Arya Award | to | Dr..... |

c. Dr. Madan Deshpande Award	to	Dr.....
d. Late Dr. Vijay Mehra Award	to	Dr.....
e. Dr. P.S. Patel Award	to	Dr.....
f. Late. Dr. V.S. Bath Award	to	Dr.....
g. Late Sarita Chaudhary Award	to	Dr.....
h. Late Awadhesh Dixit Award	to	Dr.....
I. Dr. Subhash Mishra Award	to	Dr.....
j. Dr. Harsh Vardhan Gupta Award	to	Dr.....
k. Dr. Kiran Agrawal Award	to	Dr.....

and it's presentation ceremony by the hands of Chief Guest. **(2 Minutes each) (20 Minutes)**

7. Address/Report by Editor Journal and Proceedings, CSOS (3 Minutes) and release of Proceedings by Chief Guest to be assisted by Editor Journal and Proceedings, (2 Minutes) **(5 Minutes)**

8. Life Time Achievement Awards:

- Biodata of both awardee by Hon. Gen-Secretary CSOS (4 Minutes).
- Award presentation by the hands of Chief Guest (2 Minutes).
- Address by both Recipients (2 Minutes each) **(10 Minutes).**

9. President's Appreciation Award:

- Declaration of Names of Award by Hon. Gen. Secretary CSOS..... (2 Minutes).
- Award presentation by the Guest of Honour (3 Minutes)..... **(5 Minutes)**

10. Secretary Report by Hon. Gen. Secretary, CSOS **(5 Minutes)**

11. Release of Souvenir by Chief Guest/Guest of Honour to be assisted by Chairman Souvenir Committee of conference.

12. Presidential address and introduction of the incoming President by President **(5 Minutes)**

13. Installation Ceremony: President CSOS will hand over collar to President Elect, CSOS.

14. Address by newly declared President with introduction of the President Elect and rest of his team to the audience **(5 Minutes)**

To be conducted by the Master of Ceremony again.

- 15.** Introduction of Guest of Honour (if any) by Org. Chairman **(2 Mins).**
- 16.** Address by Guest of Honour (if any) **(5 Minutes).**
- 17.** Introduction of Chief Guest by Organising Chairman **(2 Minutes).**
- 18.** Address by Chief Guest **(5 Minutes).**
- 19. Presentation of Memento** to Office Bearers by Chief Guest (order same as follows):
 - I. President, CSOS
 - ii. Immediate Past President, CSOS
 - iii. President Elect, CSOS (old Vice-President before installation)
 - iv. Hon. Gen. Secretary, CSOS
 - v. Jt. Secretary, CSOS
 - vi. Treasurer, CSOS
 - vii. Chairman, Scientific Committee CSOS
 - viii. Editor, Journal and Proceedings
 - ix. Chairman, Reception Committee Conference
 - x. Organising Chairperson, Conference
 - xi. Organising Secretary (last but not least) **(15 Minutes)**
- 20. Presentation of Memento to:**
 - i. Chief Guest by President, CSOS.
 - ii. Guest of Honour (if any) by Organising Chairman.
 - iii. Guest Speakers at their respective seats by
 1. Dr.
 2. Dr..... (LOC to decide).
- 21. Vote of Thanks** by Organising Secretary, Conference **(4 Minutes)**
- 22.** Meeting closed by President CSOS.

DURING GENERAL BODY MEETING

Arrangement On Stage

EJP	CSC	VP	P	S	T	Jt.S
Editor Journal Proceeding	Chairman Scientific Comm.	Vice President (Now President Elect)	President CSOS	Secretary CSOS	Treasurer, CSOS	Joint-Secretary, CSOS

1. Two small stand/table mikes.
2. Two cordless mikes for CSOS members to put their questions.
3. Drinking Water Bottle with Glass and cover.
4. Agenda in front of persons on dais.

Arrangement In Hall

Same as in scientific session in GBM, only CSOS members are allowed to attend, rest all even guests are humbly requested to leave the hall for this time period.

DURING VALEDICTORY FUNCTION

Arrangement On Stage

OS	OC	P	S	CRC	PDS
Org. Secretary	Org. Chairman	President, CSOS	Secretary, CSOS	Chairman, Reception Comm.	President, Div. Ophth. Society

Arrangement In Hall

Same as that of Scientific Session.

DURING PRE-CONFERENCE WORKSHOP

Arrangement On Stage

OS	OC	GS	PDS	P.CSOS	Ch. S.C. CSOS
Org. Secretary	Org. Chairman	Guest Surgeon/ Speaker	President, Div. Ophth. Society	President, CSOS	Chairman Sci. Comm., CSOS

Arrangement In Hall

Same as that of Scientific Session.

AGENDA OF VALEDICTORY FUNCTION

During Annual Conference Of CSOS

***To be conducted by Organising Secretary - OS**

1. Invitation to office bearers on stage:
 - i. President CSOS - P
 - ii. Hon. General Secretary CSOS - S
 - iii. Organising Chairman - OC
 - iv. Chairman Reception Committee - CRC
 - v. President Divisional Ophth. Society - PDS

Sitting arrangement on stage:

OS	OC	P	S	CRC	PDS
----	----	---	---	-----	-----

2. Address by President CSOS **(2 minutes)**
3. Address regarding next Conference, Venue, Dates, Registration charges, Topics etc.;;
By- Hon. General Secretary CSOS **(2 minutes)**
4. Address by Organising Chairman **(3 minutes)**
5. Address by Chairman Reception Committee **(3 minutes)**
6. Memento Presentation to various Committee's Chairman.
7. Presentation of Cheque (50% share of Trade stall charges)
By - Treasure, Organising Committee to President, CSOS.
8. Expression/Feelings of Delegates - by - any two delegates
(2 minutes) each **(4 minute)**
9. Vote of Thanks by Organising Secretary **(5 minute)**

FINANCE & FUND RAISING COMMITTEE

Source of Income:

1. Delegate fee
2. Trade Stalls Rent + Trade delegate fee
3. Sponsorship

1. Delegate Fees:

Should be charged as decided by GBM in last conference.

2. Trade Stalls

(A) Rent: Present charges are Rs. 20,000/- (Twenty Thousand Only) per stall.

This is inclusive of stall rent + food coupon set for two trade-delegates given per stall.

Break-up of Rs. 20,000/- is as follows (It is our internal matter so need not to be explained or informed, in writing or verbally to the traders).

Rs. 16,000/- Trade stall rent (out of this 50% share ie Rs. 8000/- is to be given to CSOS during valedictory function compulsorily and remaining 50% share ie; Rs. 8000/- is to be kept by LOC for their expenses).

Rs. 4000/- Food coupons charges for two trade delegates given per stall (to be kept by LOC for their expenses).

(B) Trade Delegate Fee: If any company/Trader wants to participate in the conference (other than two trade delegates allowed per stall in trade exhibition) either in stall or otherwise, it has to be paid extra as per fee structure printed for them in registration form/brochure.

3. Sponsorship :

As per decision taken in GBM in 2005 and further modified in GBM, 2011 Any Ophthalmologist, Eye-clinic, Eye Hospital, whether it is run or operated by Central Govt./State Govt./NGO/Private (will not be allowed to sponsor in any form or Govt. undertaking or Corporate Sector or Charitable Trust) advertise in the conference and they will not be treated as traders.

- Sponsorship can be taken for Audio visual/Coffee counter/Kit Bag/Registration counter/Printing Brochures/Breakfast/Lunch/High Tea/Dinner/Banquet/Symposia/Travel ex-penses of faculties etc. LOC can fix up a specified amount for the same.
- If any sponsors wants to contribute more than this fixed amount, it can be classified as Diamond/Platinum/Golden/Silver and Copper sponsors etc. can be done LOC to decide.
- Usually such sponsors are given one stall complimentary by LOC. (Here the CSOS will take its share of Rs. 8000/- per stall

compulsorily).

- Any ophthalmologist, eye clinic, eye hospital, whether it is run or operated by Central Govt. or State Govt. or Govt. Undertaking or Corporate Sector or Charitable Trust or NGO or Private will not be allowed to sponsor in any form or advertise in the conference and they will not be treated as traders.
- Trade sponsorship in any form of exhibition in conference area other than trade stall (rent paid directly or given by LOC complimentary) should pay 25% of the amount collected to the CSOS (to be given during valedictory function, if not possible then before finalizing the audit of the conference).

Contribution to CSOS: A Team consisting of Four officer bearers 1. Jt. Secretary CSOS 2. Treasurer CSOS 3. Jt. Secretary LOC 4. Treasurer LOC will visit the Trade exhibition on day 1 at a convenient time and should inform the total amount to be paid to CSOS to the Hon. Gen. Secretary of CSOS and a cheque of the said amount can be prepared and handed over during valedictory function compulsorily.

BANK ACCOUNT

Separate Bank Account should be opened in the name of the conference. eg; **"XIV" Annual Conference of CSOS, 2014, Bilaspur"**

- Please do not use the account of the Divisional Society.
- Can use the PAN No. of CSOS for opening the Account (to be obtained from Hon. Gen. Secretary CSOS).

AUDITED ACCOUNT

- LOC should fix up a Chartered Accountant
- Should get the accounts audited within 3 months of completion of the conference as per constitution.
- Audited accounts copy should be sent to the treasurer and Hon. Gen. Secretary of CSOS - as soon as it is done.

FINANCE FOR PRE-CONFERENCE WORKSHOP

- All the expenses of workshop are to be born by the host Divisional Ophth. Society.
- **Separate Pre-Conference Workshop Fees** should be charged. LOC + Divisional Society to fix up the fees as full one day expenses are added to the main conference inclusive of expenses of Faculty, Certificates, Breakfast, Lunch, High Tea and Dinner, Audiovisual+Surgical if any).
- Audit of Pre-conference Workshop should be done separately.

GUIDE LINES FOR ADDRESSES

For Master of Ceremony:

- Should be well acquainted with the Office bearers of CSOS and LOC so that while inviting them on stage or for escorting or giving bouquet he or she should not fumble and if some one is absent at that moment (in spite of pre-information) can call some one else who is present near by.
- Should inform in advance to all the CSOS and LOC members, Awards of medals and Awardees about their turn to come on stage as per agenda.
- A copy of agenda should be given to all the persons concerned during inauguration and installation ceremony and that persons name should be highlighted by highlighter pen in his/her copy.
- During lighting the Lamp. During inauguration ceremony, please invite 1. Chief Guest 2. Guest of Honour 3. President CSOS 4. Organising Chairman and 5. Organising Secretary only Rest of the persons on stage/dais are to be requested to remain seated. If there is no Guest of honour then secretary CSOS should be invited.

For People Giving Addresses:

- Every time every speaker takes names of all the persons present on dais. It should be done in welcome address only.
- All other speakers should avoid this which will save time and repetition of this is always boring for the audience.
- No personal comments should be there.

For Office Bearers of CSOS, LOC: As per constitution;

The President	:	Will make policy speech
General Secretary	:	Will highlight the activities
Incoming President	:	Will deliver a speech

Imp. Note: Organizational and financial matter will not be discussed when guests are invited during inauguration and installation ceremony.

1. Chairperson Reception Committee Will Give Welcome Address:

Should welcome all the persons on the dais ie. Chief Guest, Guest of Honour, President CSOS and all the office bearers in seniority order given in initial pages with their names and designations.

This should be followed by welcoming guest faculties, VIP's, patrons of CSOS with LOC and all the delegates, guests, ladies with spouses.

Please do not give thanks to anyone in this address.

2. Report by the Chairman Scientific Committee CSOS: Please restrict to the activities of last year only.

3. Address/Report by the Editor Journal and Proceedings: Should also restrict to the report of last years activities only.

4. Hon. General Secretary's Report: Should cover all the activities done in last 1 year by CSOS and the divisional societies.
Please try not to repeat the things when chairman scientific committee and editor J & P has already covered in their reports.

5. President CSOS: Please make a speech which share your experience as a president in one year your dreams fulfilled or not, etc.
Please do not repeat what No. 2,3,4 of above have covered.

- The speech is followed by - Reading Bio-Data of incoming president.
- This is to be followed by introduction of incoming president.
- This is to be followed by Collaring the incoming president with the presidential Collar.

6. Newly Installed President CSOS:

- First give thanks to all the members for giving opportunity to lead them and showing confidence upon you.
- Secondly - Please announce that Vice President Dr. Is now President Elect for this year and new Vice President will be elected tomorrow.
- This should be followed by a policy speech please include your dreams and plans of future in your tenure.

7. Organising Chairman: Will introduce both the Guest of Honour and Chief Guest.

8. Vote of Thanks: by Organising Secretary Imp. Please do not welcome any one in this speech.

Start from: Chief Guest, Guest of Honour, Guest Faculties, VIP's, Patrons, Office Bearer of CSOS and LOC, (Please maintain the seniority order) this should be followed by thanks to all the delegates, Spouse, then Donors, Sponsors, Traders, Trade Delegates, Supporters, Workers, Audiovisual persons, Venue, Hotel Staff, Caterers, Volunteers etc.

Always use ornamental language eg;

- We feel obliged
- We are thankful
- We express our heartfelt thanks
- We extend our thanks
- We cant forget the support of etc.

After vote of thanks, Invite the Guests for High Tea/and or/Baquet after the ceremony as per time schedule fixed.

REGISTRATION COMMITTEE

1st Announcement Brochure: to be posted/circulated to all the CSOS life members - in the month of July. **Format as follows:**

Cover page:

1. No. of Conference (eg. XIIth Annual conference of CSOS)
2. Days, Dates and year (eg; Saturday the 15th & Sunday the 16th of 2012).
3. Venue (eg. Hotel...../Medical College Auditorium).
4. Hosted by/Hosts - (eg; Raipur/Durg - Div. Ophth. Society).
5. Conference secretariat address.

Inside:

6. Name of office bearer of CSOS in order as printed on page 4 (from no. 1 to no. 9).
7. Name of LOC in order as printed on page no. 6 .
8. Information short about the city & near by Cultural/ Historical/ Social sites with other heritage and places of interest.
9. Salient features of Scientific Programmes and Topics.
10. Chief Guest/Guest faculties if fixed before printing this brochure.
11. Important Date - dead line for submission of abstract/ full text etc. as per constitution and in consultation with chairman scientific committee and CSOS office up to 15th August for abstracts and up to 15th October for full text submission.
12. Registration form (sample AIOC enclosed) for conference and for pre-conference workshop.
13. Accomodation Booking or (Hotel list/Tariff/Distance from Venue/Check in / out Timing/ Taxes / Advance payment etc., sample of AIOC enclosed.
14. Travel Assistance - if required on payment by Travel agent.
15. Pre-Conference Workshop - details to be given and separate fees is to be charged by LOC.

REGISTRATION FORM

Please write clearly in CAPITAL LETTERS

Surname Name

Middle name

Institution.....Designation.....Age.....Sex.....

Address

.....

City.....Pincode.....State.....Country.....

Tel:(Country, Area Code, Number) Work:

Mobile No..... Email:

Nationality Passport No.Valid until (D.M.Y.)

(Not applicable for Indian citizens)

(Please write your mobile no & email id carefully for future correspondence.)

Delegate Category (Please tick)

☐ CSOS Member ☐ Non CSOS Member ☐ Resident ☐ Guest ☐ Trade
☐ Indian ☐ Indian ☐ Indian ☐ Indian ☐ Indian
☐ Foreign ☐ Foreign ☐ Foreign ☐ Foreign ☐ Foreign

CSOS Membership NO.

Accompanying Person(s):

Name.....Age.....

Name.....Age.....

Name.....Age.....

Name.....Age.....

Registration Fee Paid Details:

CSOS Member	INR/US\$	Non CSOS Member	INR/US\$
Resident*	INR/US\$	Guest	INR/US\$
Trade	INR/US\$	Other	INR/US\$

All Total	INR/US\$
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Food Preference Veg ☐ Non Veg ☐

For Office use only

Registration No.

Receipt No.

*Residents must furnish documentary evidence (Letter from HOD) along with registration form

Pre-Conference Workshop Date Time Venue

- Attending Yes/No. ☐

- Separate fee it to be paid

Fees Structure	Upto 15.09.2014	16.09.2014 to 15.11.2014	16.11.2014 Onwards
CSOS Member	Rs. 1200/-	Rs. 1500/-	Rs. 1800/-
Non Member	Rs. 1600/-	Rs. 1900/-	Rs. 2200/-
Resident/Accompanying	Rs. 1200/-	Rs. 1300/-	Rs. 1400/-
Trade Delegate	Rs. 2200/-	Rs. 2200/-	Rs. 2200/-
Pre-Conference Workshop	To be decided by LOC.		

Mode of Payment:

All payments must be made by DEMAND DRAFT/AT PAR CHEQUE in advance.

Spot registration by CASH only.

Please note:

1. Registration fee for delegate includes: Delegate kit, admission to the scientific sessions, trade exhibition, inaugural function, Lunch/Dinner/Banquet. Accompanying delegates are not eligible for delegate kit and entry to scientific sessions.
2. Residents must furnish documentary evidence (letter from Head of the Department) along with registration form.
3. The secretariat does not accept liability for forms lost in transit.
4. For spot registrants: Complete kit would be subject to availability.
5. All foreign delegates are required to pay in US \$ only.

Cancellation & Refunds:

Cancellation is permitted up to 30th November 2013 whereby 25% of the registration fee would be deducted as processing charges. Refund of registration fee will be made only against a written request submitted to the Conference Secretariat.

I am enclosing herewith Demand Draft/At par Cheque No. dated for INR/US\$ (In words) INR/US\$ Drawn on (Name of Bank & Branch)

Sl.	hotels	distance from venue	hotel tariff
	five star		AGL/DBL
1	Le Meridien Deluxe Rooms Royal Club Tower Suite	venue hotel	15500 + tax 17500 + tax 17500 + tax
2	Ramada Deluxe Room Lakeview Cottage	Resort 5 kms from venue	10000 + tax 16000 + tax
3	Holiday Inn Superior	5 kms from venue	15300 + tax
4	Trident Hilton Superior	8 kms from venue	12000 + tax
5	Casino Hotel Standard Suite	8 kms from venue	6500 + tax 10000 + tax
Four Star			
1	Bolgatty Palace Deluxe Room Palace Suite	13 kms from venue	4500 + tax 11000 + tax
2	Presidency Hotel		5000 + tax
Three Star			
1	Harbour View	8 kms from venue	3500 + tax
2	Travancore Court	10 kms from venue	5000 + tax
3	Wyte Fort	1 kms from venue	3500 + tax
4	Fort Queen	10 kms from venue	2500 + tax
5	Ambady Palmogrove	8 kms from venue	4500 + tax
6	IMA House	10 kms from venue	2500 + tax
7	PJ princess Executive Rooms Deluxe Room Premium Room Suite	15 kms from venue	5000 + tax 6000 + tax 7000 + tax 8000 + tax
8	Asset Summit Suites	18 kms from venue	3800 + tax
9	Green Dreams	6 kms from venue	3000 + tax
10	NM Royal County Superior Room Executive Rooms	6 kms from venue	4500 + tax 3900 + tax
11	Capitol Hotel		4000 + tax
Two Star			
1	ATS Willingdon	5 kms from venue	2000 + tax
2	Cochin Heritage	5 kms from venue	3000 + tax
3	Aroor Residency Deluxe Club Suite	10 kms from venue	2200 + tax 2600 + tax 3600 + tax
4	Highway Garden	8 kms from venue	3100 + tax
5	Hotel Hill Palace	7 kms from venue	4000 + tax
6	BTH	10 kms from venue	2700 + tax
7	BTH Sarovaram	1 kms from venue	3500 + tax

Budget Hotels			
1	Aiswarya Hotel	10 kms from venue	1850 + tax
2	SAAS Tower	11 kms from venue	1500 + tax
3	Malabar Court	07 kms from venue	1600 + tax
4	Ashtapdi Regency	09 kms from venue	2000 + tax
5	Amrutha international	11 kms from venue	2200 + tax
6	MJM Plaja	10 kms from venue	1300 + tax
7	Karthika Residency	08 kms from venue	1950 + tax
8	Edaseery Masion	12 kms from venue	2000 + tax
9	Nanda Inn	10 kms from venue	1500 + tax
10	Gateway Inn	08 kms from venue	2000 + tax
11	Marina Regency	10 kms from venue	1500 + tax
12	Malabar Illam	05 kms from venue	1500 + tax
Airport Hotels			
1	Quality Airport Hotel	35 kms from venue	3700 + tax
2	Lotus 8	35 kms from venue	3500 + tax
3	Grand Regency	2000 + tax	
4	Surya Hotel	35 kms from venue	2500 + tax
5	Flora Airport Hotel	35 kms from venue	4500 + tax
6	Elite Palazzo	35 kms from venue	3500 + tax
7	Golf view	35 kms from venue	4000 + tax
8	Gee Bee Palace	35 kms from venue	1950 + tax
9	Saj Earth	35 kms from venue	
	Standard		6000 + tax
	Deluxe		8000 + tax
Apartment Hotels			
1	Riviera Suites 02 Bedroom suite 03 Bedroom suite	2 kms from venue	6000 + tax 9000 + tax
2	Hi Fi One bedroom Apt Two bedroom Apt	13 kms from venue	2275 + tax 3500 + tax
3	Star Lagoon One bedroom Apt Two bedroom Apt	5 kms from venue	2500 + tax 4500 + tax
4	Mermaid Double Room	7 kms from venue	4000 + tax
Heritage Hotels			
1	Killians Hotel	11 kms from venue	7000 + tax
2	Hotel Fort Castle	11 kms from venue	3500 + tax
3	Tower House	11 kms from venue	6600 + tax
4	Tissa's Inn	11 kms from venue	6860 + tax
5	Tea Bungalow	11 kms from venue	11500 + tax
6	Anchor House	11 kms from venue	6500 + tax
7	Tom's Inn	11 kms from venue	3500 + tax
8	Homestays Fortcochin	11 kms from venue	1000 - 5000
Alleppey Hotels			
1	ilona Resort	35 kms from venue	10000 + tax
2	Lemon Tree	38 kms from venue	9500 + tax
3	Travancore Palace	26 kms from venue	2200 + tax

Notes

- Hotel Taxes @ 17.65% and Service tax @ 1.03% will be extra on the above rates.
- The above rates are inclusive of breakfast except few budget hotels, where breakfast will be extra.
- Rooms will be confirmed only on receipt of 100% advance payment.
- Distance from the venue is approximate and note on scale
- Conformation is subject to availability.
- The rates given above are the published tariff of the respective hotel during Dec. 2012
- Some hotels have a different tariff than their published rate during CSOC 2012 dates

For Booking contact PI

Disclaimer : Official Travel Agent will not be responsible for accommodation confirmed by other agents/intermediates

ACCOMMODATION BOOKING FORM

Conference Reg. No.	
Full Name	
Address for Communication	
Telephone with STD code	
Email	

HOTEL REQUEST (Please refer hotel list with tariff range)

Hotel Preference 1	
Hotel Preference 2	
Hotel Preference 3	
Check in date & Approx. Time	
Check out date & Approx. Time	
Room Type	(SGL/DBL/SUITE)

December being high tourist season, rooms will be confirmed against full advance payment only. Payment can be made by mode of at par cheque/DD payable at Raipur/Durg/Bilaspur. You can also transfer the amount to our account using the following bank details.

No. and Name of account and bank to printed

2nd and Final Announcement Brochure to be sent by 15th November

Format cover page - same as of 1st Brochure

Inside

1. Registration form for Conference and Pre-conference Workshop
2. Accommodation Booking Form
3. Travel Assistance Form
4. Details of Scientific Programme - Minute to minute
5. Time of G.B. Meeting
6. Chief Guest Brief Biodata
7. Guest of Honour (if any not more than 1)
8. Guest faculties, their designation/Posts & Places

REGISTRATION COUNTER

- Sufficient place + tables should be there to keep all the name badges with kits to be arranged in alphabetical order name wise/city wise or division wise which ever is convenient to LOC.
- It kits are fully prepared in advance with name of pre-registered Delegate on it and his/her certificates inside with other items as mentioned in kit committee it is convenient to give immediately
- For Spot Registration separate counter should be there.
- Drinking water - Disensper should be kept at the counter.
- Bags should have name of Delegate on it on Card.
- A Flex/Banner displaying name of all the Trade and other sponsors preferably in alphabetical order should be displayed at the counter at entrance of the hall.

RIBBON BADGES

Ribbon Badges - 4 sizes are usually required

1st: 6" Diameter with three colour ribbon for the following with CSOS mono sticker in the center.

1. Chief Guest
2. Guest of Honour
3. President, CSOS
4. General Secretary, CSOS
5. Organising Chairperson
6. Organising Secretary
7. Chairman, Reception Committee
8. Guest Faculties for Conference and Pre-conference Workshop

2nd: 4" Diameter - with Two Colour Ribbon (Three different Colour Combination Required) with mono of CSOS sticker in center.

First for Present CSOS office bearers Second for LOC office bearers and Chairman of different committees. Third for Patrons of CSOS and Conference.

3rd: 3" Diameter - with Two Colour Ribbons - for LOC members of all committees.

4th: 2" Diameter - Single Colour Ribbon - for volunteers.

Note: Please select/order for different colours in all the 6 types of badges required.

- No. to be calculated by LOC depending upon the confirmed pre-registered office bearer/Patrons/delegates.
- To be kept at registration counter and if possible please write names of the person on back of the ribbon so that it can be given to the proper person.

SCIENTIFIC COMMITTEE OF CONFERENCE

It is necessary to form this committee as in past during MPSOS days it has created confusion and disputes between state scientific committee and conference scientific committee about finalizing the programme with Guest faculties etc.

If at all it is formed:

- It will only assist and help the scientific committee of CSOS to execute their work on conference days.
- They can not take any decision to change or alter the scientific programme circulated to delegates.
- If workshop/Pre-conference or post conference is being organized all the arrangements are to be done by this committee only.
- If pre-conference workshop is organized - on stage/dais
 - Organising Chairperson, Organising Secretary, President of the host Divisional Society, President CSOS Chairman Sc. Comm. CSOS Guest faculty/surgeon will be on dais.
 - Rest arrangement same as that of scientific session.
- Should arrange for exhibition of poster/Interesting clinical photographs.
- Guest faculties - LOC has to bear the expenses of Guest faculties invited for the conference. The number is fixed for 2 faculties (other than chief guest)
- The expenses of Chief Guest - are born by CSOS as we traditionally now invite a senior/reputed ophthalmologist of our country so that we can have a faculty as well Rs. 40,000/- or as actual whatever is less is paid by CSOS.

SOUVENIR, PRINTING & PUBLICITY COMMITTEE

SOUVENIR

- To be printed or not LOC has to decide because now a days it is a financial bourdon. In old days it was a source of fund raising.
- If it is printed - the Tariff for back cover, inner 1st, 2nd cover, full page, half page & quarter page advertisement should be decided by the LOC to meet the expenses of printing and fund raising.
- Format - Messages from dignitaries of Nation/State/ photographs of office bearers (CSOS, LOC) Chief Guest, Guest faculties with Biodata.
 - ✓ Editorial
 - ✓ Scientific articles
 - ✓ Advertisement
 - ✓ If possible addressograph of CSOS members
 - ✓ Help line Numbers
- Advertisement of eye specialist, Eye clinic/Hospital, Laser Center should not be accepted.

PRINTING

- Following items are to be printed:
 1. First Announcement Brochure
 2. Second Final announcement brochure
 3. Certificate - all six types
 4. Food Coupons
 5. Name Badges
 6. Names with Post - To be kept on table/chairs on stage & in hall. in co-ordination with hall, stage management committee.
 7. Scientific Programme - Minute to minute.
 8. Copies of Agenda - during Inauguration and installation Ceremony.
 9. Evaluation Chart/Form for different competitive papers.
 10. Stickers of CSOS mono for ribbon badges.
 11. Help line Card: With Contact No. of LOC Office Bearer with photographer, Airport, Railway etc.

BANNERS

1. One Big on Main Stage.
2. On Podium.
3. Venue Gate.
4. Pre-conference workshop on main stage.
5. Welcome Banners on Airport/Railway station/Bus stand.
6. Direction informing banners in small places on squares/roads of the small town/city.
7. Trade Exhibition.
8. Scientific Exhibition.
9. Food Court/Dinning area/Coffee Corner etc.
10. Registration Counter.
11. Parking.
12. Halls.
13. Others.

Important Note: No name of any sponseror on banners to be displayed on stage & inside the halls.

PUBLICITY

1. A Press - Release or press conference by LOC is desirable. -1-2 days prior to the conference or a pre-conference press-conference should be done.
2. Press-Conference with Chief Guest and Guest faculties if time permits can be arranged by LOC.
3. Press release - after the conference is over.
4. NEWS PAPER - As a gesture one-one copy of all the newspaper in which the photograph of the conference and matter printed on day 2 should be presented to the Chief Guest and Guest faculties for their records and memory.

TRADE COMMITTEE

Ophthalmologists/ Eye-Clinics/Eye Hospital/Laser Centers Should Not Be Treated As Traders, So, No Stall Or Sponsorship Is To Be Given To These

White Writing letter to Traders/Pharma/Medical and or Surgical companies for Sponsorship and or Trade exhibition please send the following

1. Trade stall rates as decided by CSOS
2. Sponsorship rates an decided by LOC
3. First announcement Brochure with Registration form and Accommodation Booking Form.

Note:

- PAN No. of CSOS is to be printed on all the letters.
- Please specify that only two food coupons will be given per trade stall.
- Extra coupons will be provided to the trade-delegate as per fee structure printed on registration form.

TRADE EXHIBITION - EACH STALL:

1. Size should be 10'x10'.
2. Two Table 2'x4'/5' with Table Cover/Cloth.
3. Two Chairs.
4. Electric Connection and 4 plug points for demo of surgical/diagnostic instruments /apparatus. The wiring should be strong to bear the load.
5. Two tube lights.
6. One fan - depending upon the climate condition.
7. Two food coupon Booklet will be given per stall.
8. Extra items on payment, LOC to consult with tent house person decide charges.
9. Trade exhibition will remain closed at the time of inauguration & installation ceremony. This should be informed to traders in advance and Chairman, Trade committee should ensure this.

INAUGURATION OF TRADE EXHIBITION: By cutting ribbon by the hands of Chief Guest at suitable time should be arranged by President, CSOS Organising Chairman, Secretary and Chairman, Trade Committee to escort.

TRANSPORT COMMITTEE

Should arrange suitable vehicle for the following

1. Chief Guest : From Airport/ Station to Hotel and Venue.
: For Sight Seeing/ Shopping if time permits.
2. Guest of Honour : From his place to venue if needed.
3. Guest Faculties : From Airport/ Station to Hotel and Venue
: For Sight Seeing/ Shopping if time permits.
4. For Pre-registered delegates if coming together in large no by important
Trains/and or/Bus
5. For Spouse, Children - Pre-registered for Sight Seeing/ Shopping.
6. Other - as per need

VOLUNTEERS COMMITTEE

1. How many really required LOC to decide as per venue.
2. If at all in small places it is required try to utilize our own hospital staff
who are not on duty.

WORKSHOP COMMITTEE

- To arrange pre-conference workshop.
- To see all the arrangements of the operative procedure if surgical demonstration is being arranged.
- Please get the complete pre-operative instructions and treatment, preparations of the patient from the operating Guest Surgeon in writing well in advance.
- A special consent is to be taken for operation (please do not forget)
- Please see all the instruments and O.T. set up and autoclaving is as per advice of the surgeon.
- Live-surgical broadcasting to be done should be in proper working condition.
- If the workshop is sponsored by some surgical company providing all the equipments, consumables also-then patient who are being operated should not be charged as this may give a wrong message.
- Please do not neglect the post operative care which is more important after the conference is over.
- Please follow the Guidelines laid down by the Central and State government for OT, pre-operative, operative and post operative measures strictly.

LETTER OF THANKS

- Please send a letter of thanks to each and every one from Chief Guest to all who have supported you in any manner in this conference. This should be signed by Organising Chairman and the Organising Secretary.
- The letters which will be sent to all the ophthalmic delegates, please enclose a list of traders or pharma companies please mention one product against the name, as per desire of the company as makers of e.g. ophtho remedies makers of Ophthodex Eye Drops/Ointments and likewise-who have actively participated in the conference.
- Photographs taken during the conference usually lie useless after few days/month of the conference. So these can be enclosed along with the thanks letter to the persons who are there in that particular photo. This will be kept by the delegate as your permanent memory and good gesture of your LOC.
- A New Year greeting line can be added in this letter as our conference is in the month of December.

RULES AND ELIGIBILITY CRITERIA FOR LIFE TIME ACHIEVEMENT AWARD OF CSOS

1. It will be given annually, not more than two awards in a year.
2. The award will be given by selection, no nomination will be required.
3. The criteria for selection will be.
 - (a) Should be minimum 65 years of age at the point of consideration.
 - (b) Should be a life member of CSOS since inception or minimum since last 10 years at the point of consideration.
 - (c) Should be a member of AIOS.
 - (d) Should have rendered 25 years or more of ophthalmic services in the area of chhattisgarh state.
 - (e) Should have been actively involved for minimum 10 years, in the activities of the society.
4. A seniority list of the members of CSOS will be prepared on the basis of obtaining Post Graduation qualification in ophthalmology.
5. The names from top will be considered one by one.
6. The names of the member should be unanimously accepted by the Executive body for this award. For the honour of this prestigious award, any objection, other than related to criterion of selection, will not constitute lack of unanimous acceptance.
7. Once the name has been considered and lacks unanimous acceptance or the member declines for the award, the name will not be considered again, and the next member in seniority list will be considered.
8. It will not be given twice to a member.
9. It will not be given posthumously.
10. If more than one member have the same seniority in ophthalmology and membership, the seniority will be considered by age. More than two members having the same criteria, the name in seniority list will form the basis and next member will be awarded next year, the selection committee will decide any matter arising out of seniority list.
11. The award will be given in the form of an elegant plaque and given in the annual conference.

AWARDS OF CHHATTISGARH STATE OPHTHALMOLOGICAL SOCIETY

GENERAL RULES AND ELIGIBILITY CRITERIA FOR THE AWARDS

1. Any LIFE MEMBER of CSOS, with no Society dues, will be eligible for presenting a scientific paper, shall be entitled to be considered for the Award. (Expert P.G. STUDENT citation)
2. Presenter has to get registered as delegate for the Conference.
3. Recipient of awards shall be selected and recommended by “Award Evaluation Committee” appointed by scientific committee of CSOS.
4. Any member related to author/co-author of the scientific presentation shall not be a part of “Award Evaluation Committee”.
5. A member can participate in all different categories of awards, but number of scientific presentation shall not be more than one in each category.
6. One Scientific presentation shall be considered for award in one category only (Except for Dr. Saxena award)
7. Any award shall be considered only if more than three (3) Scientific presentations are made in the category (except Dr. P.S. Patel award for Innovation) otherwise the award shall be deferred.
8. In case of suitable recipient is not found an award shall be deferred for that particulars year.
9. For all awards, the study/work should have been conducted in Chhattisgarh state only, within last 5 years of submission.
10. All presentation will be of 8 minutes duration, followed by 2 minutes for discussion.
11. Presentation of the Paper will be judged on the basis of Content, Preparation, Presentation skills, Time punctuality, Take home message, Discussion & answering the questions.
12. No Award shall be given twice to the same person within same category of award, within three years.
13. All awards shall be given every year, and will carry a citation and a medal.
14. The decision of Scientific Committee shall be final. Any grievance related to violation of laid down rules of awards will need to be submitted in writing to the President of CSOS.
15. “Best Paper” (Dr. ANAND SAXENA AWARD - BEST OF THE BEST PRESENTATION) awarded in the conference will be sent to be presented in next AIOS conference, & if accepted AIOS will provide free registration to the member for that AIOS conference.

AWARDS

1. **Dr. Anand Saxena Award :** “Best of Best Presentation”

This Prestigious award is given for the Best Scientific paper by a single author out of all papers presented in the conference during all Award Sessions.

ELIGIBILITY CRITERIA

1. Best Scientific papers presented by a single author in all/each competitive sessions (one paper from each).
2. If best paper in a particular category is not “Single Authored” then Sc. Paper ranked No. 2 or ranked No. 3 will be selected, provided these Sc. papers are “Single Authored”. NO Sc. Paper beyond Rank 3 will be eligible for this award.
3. Dr. Anand Saxena award session will be conducted in that last session, where best “Single Authored” Papers, presented in the conference, selected according to eligibility criteria mentioned above, will make their presentation again.
4. This session will be judged by different panel of judges, constituted by Scientific Committee for the award.
5. No question/answers or discussion will be permitted.
6. Best Video, poster and PG. Student paper shall not be eligible for competition for this award.

2. **Dr. J.L. Arya Award :** Best Paper on “Community Ophthalmology”.

3. **Dr. Madan Deshpande Award :** Best video presentation.

4. **Dr. Vijay Mehra Award :** Best Paper on Cataract & Diseases of Human Lens.

5. **Dr. V.S. Bath Award :** Best scientific paper in the field of vitreo - retina

6. **Dr. P.S. Patel Award :** Best scientific presentation in innovation in ophthalmology. (Even single paper in this category shall be eligible for award).

7. **Dr. Sarita Choudhary Award :** Best paper in the field of cornea.

8. **Dr. Awadesh Dixit Award :** Best paper in the field of Glaucoma

9. **Dr. Subhash Mishra Award :** Maximum number of cataract surgeries done by an individual member of CSOS in last financial year as per data collected from Director, Health Services, Chhattisgarh, Office.

10. **Dr. Kiran Agrawal Citation :** For best Scientific. Paper by Pg. Student.

11. **Dr. Harsh Vardhan Gupta Award :** For best Scientific poster.

CHECK LIST

<ul style="list-style-type: none"> • A 	<ul style="list-style-type: none"> • Accommodation • Addresses • Agenda • Audio Visual • Accounts • Audit/Auditor/Audited Report • Awards • Announcements 	<ul style="list-style-type: none"> • F 	<ul style="list-style-type: none"> • Finance • Floral Bouquet • Food • Fund Raising
<ul style="list-style-type: none"> • B 	<ul style="list-style-type: none"> • Badges <ul style="list-style-type: none"> • Name • Ribbon • Bank Account • Banners • Bouquet • Batti (Cotton) • Beverages <ul style="list-style-type: none"> • Other • Soft Drink/Water • Tea/Coffee • Biscuits • Bouquet (Floral) • Breakfast • Brochures 	<ul style="list-style-type: none"> • G 	<ul style="list-style-type: none"> • Garlands floral only for Saraswati Puja & for lamp • General Body Meeting • Gifts • Guest of Honour • Guests
<ul style="list-style-type: none"> • C 	<ul style="list-style-type: none"> • Call bell • Candle • CD • Certificate <ul style="list-style-type: none"> • Participants • Scientific deliberation • Chairs • Chief Guest • Computer • Coupons for food • Cultural programmes 	<ul style="list-style-type: none"> • H 	<ul style="list-style-type: none"> • Halll • Hands on training • High Tea • Hospital for workshop
<ul style="list-style-type: none"> • D 	<ul style="list-style-type: none"> • Dance/Dance floor • Decoration • Delegate Fee Structure • Dinner • Divisional Society Host • Drinks 	<ul style="list-style-type: none"> • I 	<ul style="list-style-type: none"> • Inauguration • Installation • Instruction Courses • Instruments • Invitation <ul style="list-style-type: none"> • Bonquet • Inauguration
<ul style="list-style-type: none"> • E 	<ul style="list-style-type: none"> • Electric connection for trade • Entertainment • Executive Body Meeting • Exhibition 	<ul style="list-style-type: none"> • J 	<ul style="list-style-type: none"> • Journal
<ul style="list-style-type: none"> • K 	<ul style="list-style-type: none"> • Keychain • Key of venue/store • Kit 	<ul style="list-style-type: none"> • L 	<ul style="list-style-type: none"> • Ladies <ul style="list-style-type: none"> • Delegate • Spouse • Lamp <ul style="list-style-type: none"> • For inauguration • For Saraswati Puja • Laser pointer • Letter pad • Live surgery • Logo of conference • Lunch - 2

• M	<ul style="list-style-type: none"> • Master of Ceremony • Match box • Medals • Media - TV/Press • Meetings, S.C, EBM, GB< • Mementos • Mike-Stand/Small Stand/Cordless/Collar • Mineral Water • Mono of CSOS 	• S	<ul style="list-style-type: none"> • Saraswati Maa Photo • Scientific Committee Meeting • Scientific programme • Screen • Sight seeing • Sofa for 1st row • Sound Box • Souvenir • Speech • Spouse • Stage • Cultural • Inauguration, Installation • Scientific Session • Valedictorian • Stopwatch
• N	<ul style="list-style-type: none"> • News • Newspaper 		
• O	<ul style="list-style-type: none"> • Office bearer of CSOS • Office bearer of LOC • Oil for Lamp • Orchestra 	• T	<ul style="list-style-type: none"> • Tables • Taxi • Tickets • Trade Delegate Fee • Trade, Stall, Delegate • Transport • Travelling
• P	<ul style="list-style-type: none"> • Paper weight • Parking • Patient (Workshop) • Pen/Pencil for evaluation • Photography • Podium • Post-operative care • Preoperative preparation • Prescription pad • Printing • Proceedings • Projector • Publicity/Press Conference (Workshop) 	• U	
		• V	<ul style="list-style-type: none"> • Valedictory function • Venue • Video • Volunteer
• Q	<ul style="list-style-type: none"> • Question & Answer 	• W	<ul style="list-style-type: none"> • Welcome • Workshop • Water, Water Dispenser • Watch
• R	<ul style="list-style-type: none"> • Reception Committee • Registration • Reporting • Reservation Rly/Bus 	• X	
		• Y	
		• Z	

