

Guidelines to conduct the Annual Conference of the Cochlear Implant Group of India (CIGI)

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Contributors:

We acknowledge Dr Kalyani Mandke, Dr Sunil Dutt, Dr Ameet Kishore and Dr Neelam Vaid for their contributions in formulating these guidelines.

Acknowledgement: We sincerely appreciate Indian Speech and Hearing Association 's (ISHA) valuable document ISHACON Guidelines , which stimulated us to develop similar kind of document for CIGI members . This document will help the members to conduct conferences, workshops and maintain the academic standard of the conference.

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1. Introduction

One of the major events of The Cochlear Implant Group of India (CIGI) is its Annual Conference. This is a golden opportunity for all the life members, non members of CIGI and students at undergraduate and post graduate levels, to meet, discuss, share and update their professional knowledge and skills in the field of cochlear implantation and related sciences. To maintain the standard of this Conference, 'Guidelines' have been formulated for the Organizing Committee to adhere. The purpose of these guidelines is to avoid any lapse in the protocols that needs to be maintained prior and during the Conference. These guidelines would ease the work of the Organizing Committee as well as Executive Council (EC) of CIGI. These guidelines are recommended to bring good compliance about the concept of CIGICON and expectations from the Organizing Committee while conducting the CIGICON. It is the first time such guidelines are being documented by the office bearers of CIGI (2014).

2. Criteria for Hosting the Annual Conference

2.1 Infrastructure: A local branch (group of CIGI members) and/ or a single organization with adequate infrastructure is eligible to host the Conference.

2.2 Submission of Proposal

- A written proposal is submitted two years in advance to the EC to host the conference in a specified city. The proposal would mention the organization that applies to host the conference. The EC in turn would place the proposal before the Annual General Body Meeting (AGBM) of CIGI. The format for the submission of proposal is enclosed (Annexure-1).
- If more than one proposal is received for the same year, the host would be decided by the AGBM.
- The local organization would form the Organizing Committee and inform the EC of CIGI eleven months prior to the conference.

2.3 Formation of Organizing Committee: The Organizing Committee would usually consist of the following:

- Chairperson (life member of CIGI)
- Secretary (life member of CIGI)
- Joint Secretary
- Treasurer

2.4 Memorandum of Understanding (MOU): For better cooperation and mutual understanding between CIGI and the Organizing Committee a memorandum of understanding would be executed between the two parties. The office bearers of the Organizing Committee and CIGI would sign the approved MOU. The MOU is enclosed (Annexure-II).

2.5 Permission for Hosting the Conference: Honorable Secretary of CIGI would issue a letter to the Organizing Secretary granting permission to host the Conference. Letter is enclosed as Annexure-III.

2.6 Finances: The Organizing Committee would open a bank account, which would be jointly operated by at least two office bearers of the Organizing Committee. The account would be in the name of, “CIGICON (year)----”. Fund raising would be the whole responsibility of the Organizing Committee. The sponsors may be provided with time slots in academic sessions. These time slots would be given with the consent of Scientific Committee. Parallel sessions may also be planned for such sponsored activities.

3. Calendar of the Conference

3.1 Dates of the Conference: The Organizing Committee would submit the dates and the theme of the conference ten months in advance. The theme of the conference is not mandatory, but if any Organizing Committee desires to work on a theme, prior proposal would be submitted to the EC of CIGI for its approval.

3.2 First Announcement: The Organizing Secretary of the Conference would circulate the first announcement six months prior to the Conference, in coordination with the Organizing Committee, mentioning the dates, venue and theme (if any) of the Conference. This announcement will also call for the scientific papers. Pattern for scientific paper submissions is enclosed as Annexure-IV.

3.3 Formal Invitation: The Organizing Committee would send a formal invitation about the annual Conference to all the life members of CIGI at least six months prior to the Conference. No change in the dates of CIGICON is admissible once a formal invitation is sent to the members of CIGI. The invitation would include the following:

- Registration fees for:
 - (i) Life members of CIGI
 - (ii) CIGI Non-members/Professionals
 - (iii) Undergraduate/Postgraduate students
 - (iv) Accompanying persons
 - (v) Preconference workshops (surgery, audiology and habilitation)

- Types and tariffs of available accommodation
- Full address of CIGICON Secretariat
- Contact details of the Secretariat and Organizing Committee members including phone numbers and e-mail IDs
- Clear details of refund policy if any
- Last date for submission and the pattern of the scientific papers (Pattern for scientific paper submission is enclosed as Annexure-IV)

3.4 CIGICON Website: The Organizing Committee in close liaison with the Registration Committee and the EC of CIGI would design and host a website detailing the news and updates related to the Conference. The information would include, welcome address by the Chairman, themes, Committees, registration details, abstract submission guidelines, scientific programme (provisional and then final), invited faculty and their brief resumes, hotels and tariffs, social programmes, accompanying persons programmes, contact information.

Please note that the Organizing Committee will ensure that the logo of CIGI is always placed on the left side and CIGICON on the right side in all the certificates and headers of correspondence letters.

4. Call for Oration Awards

The Honorable Secretary of CIGI would call for the nomination for CIGI Oration by 30th of June of the calendar year (or six months prior to the Conference).

Selection Committee: The EC of CIGI will evaluate all the nominations and nominate/finalize the Awardee/Orator of the year. Guidelines related to the Oration are available upon request (Secretary, CIGI).

5. Pre-Conference Workshops/Seminars

Pre- conference workshop/s may be conducted with the prior permission of the EC of CIGI. The plan for the same would be in the three main categories (surgery, audiology and habilitation), which may be compiled by the Organizing Committee in close consultation with the EC of CIGI.

6. Inaugural Function

- The President of CIGI would preside over the inaugural function.
- The outgoing President would preside until the handing over ceremony. Following this, the incoming President will preside over all the functions of the conference.
- The out-going President as well as the incoming President would be on the dais for the inaugural function of the conference.
- The other members on the dais would include the Honorable Secretary, Treasurer of CIGI, Chairperson, Secretary of the Organizing Committee and the Chief Guest/s.
- The name boards of guests who would be on the dais during the inaugural function. Those would be clearly placed.
- The other office bearers of CIGI, Awardee of the CIGI Oration, and guests would be given preferential seating during the inaugural function.
- The procedure for the presentation of awards would be :

- i) The Honorable Secretary CIGI would be responsible for the Awardee of the CIGI Oration and the Citation.
 - ii) When the award is announced a member would escort the Awardee to the dais.
- Release of souvenirs, monographs or any other CIGI publication would be done with appropriate grace.
 - Organizing Secretary of CIGICON would make arrangements that satin ribbon, tray, scissors, flowers, paper weight, writing pads, pen, table cloth, bell pins, cello tape and other necessary material are available during the inaugural function.
 - Volunteers are desirable as support service at the rear side of the dais for presenting the bouquet/ mementos/ candle and other materials at the time of inauguration.
 - The volunteers would also make sure that the bouquet, mementos, bag and other materials presented to the guests are kept in the respective car/s of the VIP/s.
 - Volunteers may be in charge of the first two rows to make sure all the VIPs and dignitaries are comfortable and also for escorting the dignitaries at the dais.
 - The formal inaugural function would conclude with the National Anthem.

6.1 Presentation of Oration Speech

- A member of the Scientific Committee would invite the President, Hon Secretary and Treasurer on the dais.
- The appropriate citation and the award would be placed on the dais at the time of the oration speech.
- The President of CIGI will invite the Awardee on the dais.
- The recitation of the Citation is done by a CIGI member decided by the existing EC.
- The citation and shawl is presented to the Awardee
- The Oration is delivered by the Awardee
- At the end of the Oration, a member of the Scientific Committee proposes a vote of thanks.

7. Committees and their Duties

The Organizing Committee would form the following Committees for the CIGICON:

7.1 Scientific Committee:

The Organizing Secretary would form the Scientific Committee, in consultation with the Joint Secretary of CIGI.

- The Scientific Committee would decide the panel of judges, who will evaluate all the scientific papers. Two independent members of the panel may evaluate each paper. The papers may be evaluated on the basis of a matrix formulated by the Committee.
- Six weeks prior to the Conference the Scientific Committee is requested to inform all the authors about acceptance/ non-acceptance of the papers.
- The Scientific Committee would select a chairperson who would be invited to chair the scientific sessions. They would be invited four weeks ahead of the conference. Letter format inviting chairperson /co-chairperson is enclosed as Annexure –V.
- The complete Scientific Program is desired to be finalized six weeks prior to the conference.
- The Scientific Committee would keep the following certificates ready prior to the conference:
 - (i) Best Paper / Oral Poster/ Poster Presentation
 - (ii) Chairperson
 - (iii) Paper Presentation
 - (iv) Participation

The Organizing Secretary of CIGICON would communicate the complete program to all the delegates one month ahead of the conference.

7.1.a Platform Paper Presentations

- The chairperson will be honoured with an appropriate gesture at the end of the session, which will be arranged by the Scientific Committee.
- A member of the Scientific Committee/ chairperson may extend vote of thanks at the end of each scientific session.
- Free (Oral/Platform) presentations typically include 8 minutes of presentation time and 2 minutes of question-and-answer time. The chairpersons and the audiovisual volunteers control this. The speaker is usually sounded/signaled at 7 minutes that he/she has a minute to wrap up before Q and A time. Timekeeping is an essential part of the scoring grid for best paper awards.
- For platform presentations, at a given time, a select number of volunteers may be present per hall per session. Following are the duties of these volunteers:

- (i) To make sure that all the paper presenters/authors are seated in first two rows.
- (ii) To inform the presenting authors about their order of presentation.
- (iii) To ascertain that the audiovisual support is complete and adequate for the session with all the presentations uploaded.
- (iv) To ascertain that the chairperson and co-chairperson are comfortable.
- (v) To keep all the certificates of the paper presenters in order.
- (vi) To invite a senior delegate to hand over the certificates to chair person and co chairperson.
- (vii) To pass the cordless microphone during question/ answer hour.
- (viii) To ensure drinking water and clean glasses are kept on the dais.

7.1.b Poster Presentations

- The Scientific Committee would provide the guidelines to all the participants about the poster presentation (recommendation: 4 feet by 3 feet, portrait format).
- The posters would be displayed for a specified duration, as decided by the Scientific Committee. As far as possible they would be displayed throughout the day.
- The presenting authors should be informed about the proper care of the poster presentation premises and the display area.
- Adequate space should be provided between the posters to enable smooth movement of the delegates and judges.
- After the display of the posters a discussion session may be conducted similar to the oral presentations. An appropriate chairperson/co-chairperson would conduct the session.
- The poster presenting authors would receive their certificates of presentation from the chairperson and co-chair person.
- The chairperson and co-chairperson would end the session with their comments.
- Same approach for honoring the chairperson and co-chairperson would be followed as stated for the platform paper presentation.
- For poster presentations, at a given time a select number of volunteers would be present. Following are the duties of these volunteers:
 - (i) Helping the authors fix the posters on panels.
 - (ii) Supplying pins, sticking plasters, scissor etc, if required.
 - (iii) Presenting authors would be given all the instruction about material/s required for displaying the poster.
 - (iv) To monitor the discipline while delegates/judges spend time at the poster sessions.
 - (v) To keep all the certificates of poster paper presenters in order.
 - (vi) To assist the chairperson/ co chairperson in poster discussions.
 - (vii) To pass microphones during discussion sessions.
 - (viii) Drinking water is made available for the authors as well as for the chairperson/ co chairperson.

7.1.c Oral Poster Presentations

This format of presentation has been introduced to encourage better participation and hence accommodate more science into the Conference proceedings. This format consists of two parts:

The Oral Part: This is a snapshot presentation for about 5 minutes (4 minutes talk time and 1 minute Q and A). The total numbers of slides in the presentation would be about 7, including the title and conclusion slides. The speaker would give a concise presentation about the aims, methodology and results of the study and encourage the audience to visit the corresponding poster display for further discussion.

The Poster Part: A portrait format 4 by 3 feet poster is displayed in the specific allocation area.

The other guidelines for this section are the same as in 7.1a and 7.1b.

7.2 Reception Committee

- This Committee would receive the EC members of CIGI, awardees, Guests of honour, VIPs and the delegates attending the annual conference.
- Volunteers would be present at the entrance to escort and welcome the senior dignitaries.

7.3 Registration Committee

- Members of this Committee would be responsible for the registration of delegates and would also send the receipts of payments and other details to the members who have registered well in advance.
- They would also make arrangements for spot registration. Registration Committee would make appropriate counters for registration to avoid any confusion and for the smooth registration of delegates attending the Conference.
- The materials such as conference bags and badges, programme details and other materials would be given to the delegates.
- Registration would start at 8.00 am on the first day of the CIGICON.
- On the first day of CIGICON all the registration counters would be open until lunch time.
- One counter would be open on all the three days of Conference.
- It is also the sole duty of the Registration Committee to issue the attendance certificates to all the delegates who have attended the Conference (this may be included in the conference bag).
- Registration Committee would keep a record of the exact number of delegates registered at the Conference. The same information is very imperative in order to reimburse the administrative expenses fee to the CIGI.

Registration fee: the Organizing Committee will decide Registration fees. Administrative fees may vary every year, the GB will decide the revised administration fee structure, and the Honorable Secretary of CIGI will communicate

to the Organizing Committee as and when changes occur. This would be clearly stated and signed in the MOU between the CIGI and CIGICON.

- Refund policy of registration would be mentioned in the announcement. The Organizing Committee is free to decide on the percentage of refund.
- Refunds would be settled one month after the Conference. If a registration fee is non-refundable it would be stated clearly in the first announcement.
- The registration fee and the administrative fees from the awardees (CIGI Oration) would be waived off. However, the accompanying persons would pay the registration as well as the administrative fee. The awardees will be guests of honor to the Organizing Committee.

Information Desk: This would be open on all three days. Two volunteers, per session would be present on all the three days (first session from 8.00 am to 12.30 noon, and second session from 12.30 to 5.00 pm). Volunteers would work in shifts, so that they can also attend the conference. Volunteers at this desk would liaise with all the committees. They would be in a position to provide and assist the delegates in the event of any medical emergency.

7.4 Accommodation Committee: This Committee would coordinate with the Registration Committee for providing and arranging adequate accommodation to all the delegates of the Conference.

7.5 Transportation Committee: This Committee would make appropriate arrangements for picking up and dropping the delegates from railway station/bus stands and airport. The Committee may also look into transportation of delegates and speakers to the Conference Venue and other social venues, as necessary.

7.6 Catering Committee: This Committee makes adequate arrangements for the drinking water, food, snacks tea/ coffee during the Conference. Some volunteers may be assigned to assist the VIPs and other dignitaries during tea/coffee breaks, lunch and dinner.

7.7 Exhibition Committee: This Committee would ascertain that all the exhibitions stalls are properly maintained. The Organizing Committee would decide the rates of stalls. Organizing Committee may plan for exhibits/ stalls for fund raising. Organizing Committee would allot one stall to CIGI office; this would be in the prime location in the designated area of stalls. There would be two volunteers for providing support services and two volunteers would be at the CIGI stall.

7.8 Souvenir Committee: This Committee will look into the printing of the souvenir and would note that the same may be given to the Registration Committee, which in turn would be given to all the delegates.

All the Committees would have a Chairperson and others as the members. It is the duty of the chairperson to get the work done from the members. The Committees are free to have volunteers from different academic institution/s. The volunteers would be well informed and oriented by the Committees about their roles during the Conference.

These are the prime duties of different committees to be assigned to them by the Organizing Committee.

8. Annual General Body Meeting (AGBM)

The President, the Secretary, Treasurer, Joint Secretary of CIGI would be on the dais. One session during the Conference would be allotted for the business meeting of the association. This is recommended to be after the scientific deliberations on the first day of the Conference for about an hour. During AGBM only ratified ordinary members and life members of CIGI would be present. The Organizing Committee should note that no other professionals or non members of CIGI and volunteers attend this meeting. The Organizing Committee would post two life members of CIGI from the Organizing Committee for assisting the President during the AGBM. The posted life members of CIGI would get signatures from all the members who attend the AGBM. Arrangements for drinking water would be made during AGBM. They would also assist during the elections for various posts of EC of CIGI. Utmost care should be taken by the Organizing Committee that the loud-speakers, if any, placed outside the meeting hall should be switched off before the AGBM. Facility of LCD projector should be provided at the time of AGBM. Name boards of dignitaries on the dais should be prepared. Arrangements for the writing pad, pen paper weight should be made.

9. Valedictory Function

- The President, the Secretary, Treasurer of CIGI, the Chairperson and Secretary of the Organizing Committee and the Chairperson of the Scientific Committee would be on the dais.
- The Chairperson of the Scientific Committee would brief about the awards and evaluation and selection procedures.
- The Treasurer of the Organizing Committee would have made all the arrangements for the procurement of the scientific awards.
- LCD projector would be provided at the time of valedictory function.
- There would be two volunteers for providing support services, if needed at the time of the valedictory function.
- Drinking water and clean glasses would be made available on the dais.
- Name boards of dignitaries on the dais and arrangements for the writing pad, pen paper weight etc. would be made.

The valedictory function should conclude with the National Anthem.

10. General tips for effective organization of the Conference

Volunteers: Organizing Committee would make every effort to make the Conference a big success. This can be achieved with the support of volunteers. These volunteers need to be updated, and would be educated to perform professionally. Volunteers in turn will get an opportunity to learn new skills. The Organizing Committee would plan a guidance program for the volunteers to develop required skills and would acknowledge their contribution in the Conference.

Certificate writing:

- Volunteers should take care of writing all the certificates, attendance, paper presentations, chairpersons, and co-chairpersons of the sessions, poster presentations and award certificates.
- They should ascertain that certificates are duly signed by the Organizing Chairman, Organizing Secretary and the Chairman of the Scientific Committee (of the said CIGICON).
- Corrections of names/ typographical errors should be corrected immediately.

The Organizing Secretary should be in regular touch with the Secretary of CIGI. The Organizing Committee (Chairman, Secretary and Treasurer) will be invited to attend the EC meeting of CIGI, where they will be given an overview about the planning, progress and issues pertaining to the CIGI Conference.

Annexure-1: Format for the submission of proposal to hold the Annual Conference

To,
The Honorary Secretary
CIGI

Dated

Subject: Proposal for hosting the Annual Conference of the Cochlear Implant Group of India in the year 20—at ----

Dear -----,

It gives me great pleasure to put forward on behalf of the Organizing Committee members of, the proposal to host the Annual Conference of the Cochlear Implant Group of India, to be held in the year--- at --- .

I request the executive committee of CIGI to consider the proposal for hosting the conference favorably. On behalf of the members of the Organizing Committee (mention names and designations/affiliations of Organizing Chairman/Secretary and Treasurer), I assure you that we will abide the guidelines laid for conducting the CIGICON.

Yours sincerely,

Annexure-II Format for Memorandum of Understanding (MOU)

Memorandum of Understanding (MOU) between CIGI and the Organizing Committee of CIGICON 2014, New Delhi

Memorandum of Understanding (MOU) between the Cochlear Implant Group of India with registered office in Bangalore, and for brevity sake it will be called as **CIGI** in this MOU.

The Committee of Professionals represented by **1) Dr Suresh Sharma** (Organizing Chairman) **2) Dr Kapil Sikka** (Organizing Secretary) **3) Dr Rakesh Kumar** (Treasurer) from New Delhi will be called as **Organizing Committee of CIGICON New Delhi** in this MOU.

Whereas CIGI is a registered society under the Society Registration Act 1960 and having one of its main objectives as to organize professional meetings and thereby to promote and propagate awareness in the field of Cochlear Implants and whereas CIGI generally convenes several programmes and conventions at National level to promote its objectives and whereas Organizing Committee's official proposal to host CIGICON 2014 at AIIMS (All India Institute of Medical Sciences) New Delhi in 2014 on behalf of CIGI was unanimously approved in the General Body Meeting held in Ahmedabad in November 2012 and whereas to have a better co-operation and mutual understanding between CIGI and the Organizing Committee this MOU is being executed by and between the parties.

Now therefore this MOU witnessed and it is hereby agreed by and between the CIGI and Organizing Committee mentioned above as follows:

- 1) The Organizing Committee will adhere to the pre-existing Rules and Regulations and Code of conduct while organizing conventions and meetings without any deviations. A copy of the byelaws should be made available to both the parties to enable to achieve the objective and for better management. The Organizing Committee will be at the liberty of taking such decisions which may deviate from the present set of rules partly or totally. However, in such situations the Committee will have to take prior permission in this respect from CIGI and without such permissions, the said deviation of rules will not be permissible.
- 2) The Organizing Committee should collect convention registration fees from the participating members and other delegates of CIGICON 2014 Conference of CIGI to be held at New Delhi in 2014. The Committee will keep and will maintain its proper accounts and the said audited accounts will be furnished to CIGI within 90 days from the completion of the Conference.

3) The Organizing Committee is required to convene and organize **12th CIGICON** at New Delhi in November 2014 for which purpose the Committee is authorized and empowered to do the following on behalf of CIGI.

a) To raise the funds from the following means: participation, delegation, registration fees, donations, sponsorships, advertisements, receipts in souvenir of the 12th CIGICON.

b) To fix the Venue.

c) To fix specific and detailed program of the conference days and to implement it.

d) To invite guests/delegates/participants.

e) To decide and to collect participation/registration fees and other charges payable by the delegates/participants.

f) To arrange for technical sessions on the subject of the cochlear implant surgery and other related subjects.

g) To pay honorarium, professional charges, traveling and conveyance expenses of the experts, specialists specifically called and invited for holding the technical sessions; however amounts of such payments should be determined in consultation with CIGI office bearers.

h) To incur all such expenditure like secretarial assistance, printing stationery, communications, conference hall charges, catering and lodging and boarding arrangements and all incidental and other expenses required for holding the CIGICON 2014.

i) To open a Bank Account in the name of CIGICON 2014 on behalf of CIGI and to fix the authorized signatories to operate this bank account.

j) All major payments and especially all payments of the amount exceeding Rs.10,000/- or above should be made by account payee crossed bank cheque or by account payee bank demand draft.

k) The Organizing committee should deduct income tax at source wherever applicable and should deposit/pay such TDS amount in the bank to the credit of the Central Government as per Income Tax Act. 1961.

l) CIGI Office will make available its PAN number and TAN number to the organizing committee for the necessary documentation.

- m) To keep and maintain the regular and proper accounts of income and expenditure along with its supporting receipts, invoices, bills, vouchers and all other concerning papers and documents.
- n) To prepare income and expenditure accounts and other concerned statements of accounts of CIGICON 2014.
- o) To submit to CIGI full audited accounts within 90 days from the closing date of CIGICON 2014 and also handover minimum of Rs.50,000/- or the entire amount of income whichever is more.
- p) To take prior permission of CIGI Executive Committee for any of the expenses or donations apart from conference expenses provided they satisfy the aims and objectives of the constitution of CIGI.
- q) The Organizing Committee will also collect Rs 500/- per registration (including complimentary registrations) towards administrative fees on behalf of CIGI. The organizing Committee will pay the entire amount of such administrative fees collection to CIGI as follows:
- i) the amount of such collection of all pre-registrations should be paid prior to the 10th day of the commencement of the conference.
 - ii) the balance amount should then be paid at the time of furnishing the accounts of the conference (i.e, within 90 days of closure of the conference).
- r) Lastly, but not the least to do all such acts which are just and equitable and necessary for conveying the successful organization of CIGICON 2014:
- (i) All the committee members should work and act diligently and only in the best interest of CIGICON 2014 in general and CIGI in particular.
 - ii) All Committee members are jointly and severally responsible to make CIGICON 2014 a successful and meaningful event.
 - iii) The existence of the said Organizing Committee will automatically come to an end after the completion of CIGICON 2014 and after submitting full and final accounts of the CIGICON 2014 to CIGI.
- 4) The CIGI will make available to the said Organizing Committee an amount of Rs.25,000/- as refundable advance for CIGICON 2014 and except this contribution no other funds will be made available by CIGI to the Organizing Committee. The initial expenditure which is required to be made for CIGICON 2014 should be made by the committee members from this refundable advance. Additional amount required may be deposited towards CIGICON 2014 a/c in the bank by individual Conference Committee members which will be treated as advances and the said amount of advances shall be refundable to them by the Conference Committee before finalizing the accounts.

- 5) The organizing committee and CIGI will meet periodically and will have better dialogue and understanding for better management of the Convention.
- 6) The organizing committee may retain/ claim certain amount of surplus money incurred from the event. This money may be utilized for the appropriate activity related to CI awareness, advocacy etc. in the region. The organizing committee may claim:

40% share if the surplus amount is up to Rs. 5 lacs.

50% share if the surplus amount is between Rs. 500,001 to 7.5 lacs

And 60% share if the surplus money is 750,001 lacs and above

In witness whereof the parties herein have set and subscribed their respective hands and seal on this 15th day of April 2014

Secretary CIGI

The Cochlear Implant Group of India

Registered Office:

No 81, Ashadeep ENT Centre

2nd Main, 1st Cross

BTM Layout 2nd Stage

Bangalore-560076

Secretary, Organizing Committee, CIGICON 2014

Witnesses: 1) Name:
2) Name:

Signature
Signature

Annexure-III: Format of Permission letter for Hosting the Conference

To,
Organizing Secretary
.....

Dated:

Dear -----

Thank you for your invitation to host the --th CIGICON at ----- . The invitation was discussed in the GB meeting held on-----I am pleased to inform you that the General body of CIGI has given the consent to host the National Conference of CIGI in 20--- in - ----

We request you to open an account in the name of “ --th CIGICON” .
The scientific session of the Conference will be developed, designed by your Organizing Committee, along with , the Joint Secretary of CIGI.

Should you need any advance money, kindly get in touch with Mr. -----, Honorary Treasurer –CIGI. EC of CIGI has given the necessary instructions to Mr. -----.

You are requested to submit the audited statement of account 90 days after the Conference.
Please feel free to contact the EC of CIGI, for any assistance needed.

Wishing you all the success.

Honorary Secretary- CIGI

Cc: Honorary Treasurer- CIGI

Annexure-IV: Guidelines for submission of scientific contributions

Call for Papers for th CIGICON at _____, dates

The committee planning scientific sessions for the th CIGICON 20- is pleased to call for papers to be presented under the following categories, A. ***Oral presentation*** and B. ***Poster presentation*** and C. ***Oral Poster presentation***. Please note that the paper will be considered only under the category it was submitted for. The total number of papers that will be selected for oral, oral poster and poster presentations will depend on the strength of the submission (scores based on the grid-matrix) and availability of space and time slots. Every effort will be made to equally distribute papers between the areas of surgery, audiology and habilitation, for oral, oral poster and poster presentations.

All papers submitted by the due date will first be scrutinized for adherence to format guidelines. Only those papers that meet the guidelines will be considered for peer review.

Guidelines for submission of papers:

1. **1.The deadline for submission of papers is of** Papers received after this date will not be considered.
2. The paper should involve **work carried out by the authors**. No review of literature or compiling of work done by others will be accepted.
3. **The papers should be sent by Online Submission** – details of the same to be decided by the Scientific Committee in agreement with the EC.

Abbreviations and Glossary:

AGBM: Annual General Body Meeting

CEP: Continuing Education Program

DA: Dearness allowance

EC: Executive council:

LCD: Liquid Crystal Display

MOU: Memorandum of Understanding

MC: master of ceremony

TA: Traveling allowance

VIP: Very important person

The management of the CIGI is looked after by the EC which consists of twelve elected life members of CIGI