



ICS – NAPCON SOP

(Approved by the GB of ICS in the meeting held on 6th March 2022)

Introduction:

The Indian Chest Society (ICS) is a not-for-profit registered society with the primary goal of fostering educational & research activities aimed at reducing the suffering and deaths of patients with respiratory diseases. ICS aims to set up a platform to foster growth and progress through democratic methods, facilitating freedom of expression, and focusing on the nurture and support of trainees and young specialists in the field of Respiratory Medicine.

NAPCON - The joint annual conference of the ICS and NCCP (I) was started in 1999 and is called the National Conference on Pulmonary Diseases (NAPCON). There will be only one combined National level scientific activity of both these organizations. It has been agreed by both societies that the short title should be NAPCON XXXX (Year of the meeting). Venue city name should follow this (E.g.: NAPCON 2023 name of the city).

EMBLEM OF THE CONFERENCE – The emblem for the NAPCON should be used in all the NAPCON communications. This Emblem has been approved by both the participating organizations. This should be prominently displayed on all the publicity material, website, and other stationery of the NAPCON. The local Organizing Committee may include a separate logo (including the NAPCON Logo) showing the unique landmark of the place (see below – e.g. NAPCON Varanasi).



ICS Logo

NAPCON Logo (Customised)

NCCP Logo

The above format has to be followed for logo placement, starting from left, the first logo of the society organizing NAPCON, then customized logo for NAPCON, and then the other society logo. (eg, for Varanasi 2021: ICS Logo, NAPCON customized logo, NCCP logo)

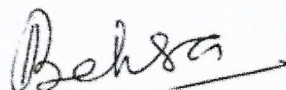
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Aims and Objectives: The purpose of these guidelines is to develop a framework for the proper conduct of NAPCON by the Indian Chest Society with the following objectives:

1. To lay down the Application and bidding process for NAPCON
2. To define the criteria for selecting the venue of NAPCON
3. To lay down the procedure for approval of Organising Chairman and his team by ICS-Governing Body
4. To define the terms and conditions for the formation of Scientific Committee and choosing its Chairperson
5. To define the various timelines for the smooth conduct of NAPCON
6. To lay down a procedure for the good Finance management
7. To lay down a procedure for Abstract submissions & selections
8. To lay down a procedure for Auditing and Account closure

1. Application and Bidding:

- The call for a bid for the NAPCON occurs 2 years before the scheduled event.
- A group of individuals, who are life-members of ICS and all of whom belong to a particular city, may bid for the hosting of the conference. It is desirable that the concerned State ICS chapter should be actively involved
- A letter of support and commitment of manpower and logistic contribution from a Medical College / Academic institute teaching Respiratory Medicine for at least 3 years.
- The Bidding State Chapter should preferably be registered with the Charity Commission.
- The state chapter bidding for NAPCON shall preferably have a minimum of 100 ICS members.
- Proposals may be signed by at least 5 signatories, preferably including the President & secretary of the state chapter.
- The application should be in the prescribed format available on the ICS website.
- A hard copy has to be submitted along with a Demand draft of Rs.5000/- as a processing fee which will be non-refundable.
- Bidders for NAPCON have to prepare a presentation of not more than 10 slides and present it to the GB in support of their bid.
- The presentation has to be mailed to the ICS office one month-before the aforementioned presentation to the GB.
- The bidders would be evaluated/considered and the opportunity to host NAPCON would be awarded by the GB based on merit. The decision of the GB will be final.
- After the bidding process is over and the GB makes a decision, an award letter to conduct the NAPCON will be issued by the Secretary of the ICS to the successful bidder. The awardee shall give an acceptance letter to the ICS accepting all the clauses of the SOP, and will sign an MOU with the society to follow the guidelines including the financial guidelines,



and work for the smooth conduct of the NAPCON. A copy of this acceptance shall be deposited with the Treasurer of ICS.

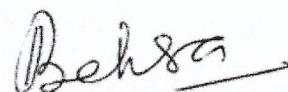
2. Selection of Venue :

- The ambiance of the venue shall be cozy, congenial, conducive, and inspiring.
- Alternate NAPCONs are conducted by the ICS and the NCCP and they have the right to decide the venue. In all brochures, correspondences, and publicity material, the title of the organization conducting the NAPCON of the particular year shall appear first followed by the other (ie. ICS followed by NCCP or vice-versa).
- The venue shall be decided 2 years in advance and the conference should preferably be in the month of November. There will be a 1-day workshop and a 3 to 3½ day Conference. The Satellite symposium, if arranged, will be on an additional day after the Conference.
- The venue shall be “state-of-the-art” preferably a designated “Convention Centre”.
- Venue/convention center should have at least 1 main hall with a capacity of 2500 for the inauguration and key Sessions. Additionally, there should be 5-6 small halls with a seating capacity of 300 to 500 for parallel scientific meetings.
- There should be 2 rooms with a capacity of 25 each for business meetings of ICS and NCCP. There should be a preview room with at least 10 computer systems.
- All the halls shall be equipped with state-of-the-art / excellent A.V. arrangements.
- The halls shall be soundproof.
- There should be adequate space for scientific exhibition/dining /poster presentations and for car parking.
- The venue shall have a couple of “relaxation lounges” without any recreation activities.
- Scientific halls should not be named after any company and there shall be no promotional banners and posters in the scientific halls.
- The venue shall have sufficient hygienic toilet facilities.
- Connectivity to the city by road/rail and air should be available from all major cities of the country and adequate hotels for accommodation.
- The GB or its nominees may consider inspection of the venue before it is finalized.
- The same host city should not be selected at least for the next 5 years.
- The states which get a subsequent opportunity to host should preferably try to hold in another other city and not the previous venue
- If there is no bidder then the governing body of ICS shall identify the organizer(s), city/ venue.

3. Approval of Organising Chairman and team:

At the time of bidding probable names of key posts should be listed – the number is indicative and not absolute.

- 1) Organizing Chairman
- 2) Organizing Secretary
- 3) Treasurer
- 4) Scientific committee coordinator



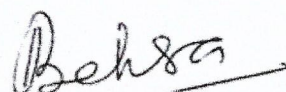
- 5) Workshop committee coordinator
- All such names should be life members of ICS for more than 5 years
 - There shall be a theme for every conference
 - Every effort should be taken to prevent potential conflict of interest in the key decision-making and with regards to the signatory posts of the organizing body. Every effort should be made to enhance widespread participation and improve transparency in the organization.
 - This team/committee is to be ratified by the Governing body of ICS.

4. **Scientific Committee:**

The nucleus of any conference is the exciting scientific program. The following guidelines (SOP) shall be followed for the preparation of an exciting scientific program during the conduct of NAPCON:

- ICS will form a scientific committee for NAPCON organized by it.
- There will be 1 Chairman and if required one co-chairman from ICS and 3 other members from ICS and 1 from the organizing committee. The President and Secretary are ex-officio members.
- The Governing Body shall nominate the Chairman of the scientific committee unanimously. In case there is more than one nomination, the chairman would be appointed by vote through secret ballot.
- Once appointed as the chairman, the same person is not to occupy the position again for the next 5 years.
- The Co-chair is eligible to be nominated as chairman, but shall not automatically occupy that position.
- The participating Industries companies shall not be allowed to conduct any academic or non-academic activities, satellite symposia or any other activity clashing with program schedules of NAPCON.
- Every year at least 10 % of the faculty would be newly added. For these, suggestions shall be invited from state chapters, a list is to be shared with the TEI Committee of ICS (a process of selection exists)
- Faculty from the field of Pulmonary Medicine should be ICS/NCCP life members. Invited speakers from the other streams are exempted from such membership.
- The scientific committee should consult the local organizers and set apart up to 5 % of faculty slots from the host state.
- Local organizing committees shall be provided the opportunity to nominate up to 10% of the chairpersons. These names should be provided well in advance to the scientific committee.
- The local organizing committee should identify quality local speakers who could replace absentees, in consultation with the Chairman of the scientific committee.

5. **Timelines :**



- The scientific committee will start working 1 year before the proposed NAPCON dates.
- They should meet 2 times in person and as many times as required virtually to finalize the scientific program. Once finalized it should be again circulated to all members of the scientific committee for endorsement before submitting it to GB for ratification.
- The scientific program should be finalized at least 3 months prior to NAPCON dates.
- If any faculty fails to show up after confirming participation, he or she may not be considered for the following ICS NAPCON.

6. **Abstract Submission and Selection:** NAPCON offers a platform to showcase the research work of Indian and foreign delegates. Scientific research may be presented orally or as posters. The following guidelines are proposed for the same:

a. **Submission procedure:** The website of the NAPCON should have the specifications for the submission of the abstract, including a link to the website.

b. **Abstract proposed categories:**(With suitable changes as appropriate)

The abstracts have to be classified in any of the following broad categories to facilitate grouping and arrange reviews:

- i. TB & other Chest Infections
- ii. Allergy & Airway Diseases
- iii. Sleep, Occupational and Environmental Lung Diseases
- iv. COVID-19
- v. Interventional Pulmonology & Issues related to the Lung Surgery
- vi. Intensive and Critical Care
- vii. Diffuse Parenchymal Lung Disease & Pulmonary Circulation
- viii. Lung Cancer
- ix. Palliative and end of life issues
- x. Pleural effusions and disorders of the pleura
- xi. Miscellaneous

c. **Timelines:** The abstract submission should be open at least 6 months before the last date of submission, approximately 2 months before the start date of the conference.

d. **Abstract Committee:** The Chairman of the abstract committee of NAPCON shall do the initial check of all the abstracts and assign them to the reviewers in a blinded manner for marking. At Least one reviewer shall be allotted review of the categories, from the panel of reviewers. The Chairman of the abstract committee is appointed by the Scientific Committee Chairperson in consultation with the other members.

e. **ICS Awards and Orations:** All nominations and applications for awards of ICS shall be forwarded to the ICS Awards Committee, who shall make the selections and bring it to the ICS GB for final approval.

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f. Lung India Awards shall follow stipulated processes to select the awards and the Editor-in-Chief shall forward/present this to the Awards committee for approval before ratification by the ICS GB.

g. The PG quiz shall be organized by the TEI.

7. REGISTRATION FEE –The delegation fee and other charges will be decided by the organizing committee and approved by both organizations in the Joint meeting. Registration fee may be waived for the organizing committee, International Faculty, awardees, orators, the president, the secretary, the president elect and the past presidents of both societies. Registration fee waiver shall also be granted for all the Non-Pulmonary Faculty members. The organisers at their discretion may waive the registration fee for all the GB members of both societies.

The registration fee shall be waived for senior ICS/NCCP Members over the age of 70 years.

8. ACCOMMODATION AND CATERING- A convener and at least two members from the Organizing Committee should be designated to look after accommodation and catering. It is expected that approximately 3000-3500 delegates may attend the conference. The majority of these would require accommodation. Hotel tariffs may be communicated to the delegates in the invitation letter.

It may be noted that the organizers are obliged to provide free accommodation to their awardees and orators, invited international speakers, and invited non-pulmonary faculty. In addition, the president, the secretary, the president-elect, the past presidents of both ICS and NCCP should be provided free accommodation. Secretarial assistants (one each from ICS & NCCP) should be provided complimentary registration, stay, local hospitality and also delegate bags.

9. The catering shall be according to the local cuisine, but should be acceptable to all. The Organizing Committee of NAPCON is expected to arrange three dinners and four lunches for the delegates attending the NAPCON. The Organizing Committee should also arrange at least one cultural program for the entertainment of delegates during the NAPCON.

10. Finances:

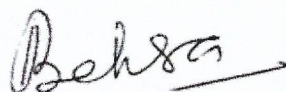
- The local organizers should open a bank account preferably within a month of allotment which provides a facility for clearance of cheques, bearing the name ICS at par at all its branches anywhere India

E.g. **INDIAN CHEST SOCIETY NAPCON 20XX (year of conference)**

- This A/c shall be opened using PAN details of the Indian Chest Society only & not with the local ICS chapter/local group or any other account.

- A Financial auditing committee should be appointed for NAPCON by the ICS GB, with the ICS Secretary, ICS Treasurer, and 2 members from the GB.

- ICS will put in seed money of 10 lakhs for initial expenditure by the Organizing Committee which shall be refundable by the Organizing Committee to ICS without interest.



Arranging sufficient finances for the conference shall be the responsibility of the Organizers. Deficit if any shall not be the responsibility of ICS. The ICS will not be liable for any financial losses. Only under exceptional circumstances would the GB of ICS with the approval of the General Body consider taking over these losses.

- Daily A/cs should be maintained in an income/expenditure register maintained by the Treasurer of the conferences that should be submitted for inspection by the GB on demand.
- During the active period of collection of funds as well as in its deployment, the regional organizer should send the bank statement on a regular basis and as demanded by GB.
- The organizing committee chairman shall be invited to GB Meetings and he shall update GB members about the finances and other related issues of the conference.

11. **Auditing and Account Closure:**

- **A finance auditing committee should be appointed for NAPCON by the ICS GB, with the ICS Secretary, ICS Treasurer, and 2 other members from the GB.**
- The auditor appointed by the local society should link him/her to the auditor of ICS and defer to him for all the processes required.
- Before closing account there should not be dues of GST, other liabilities of any sort at the time of closure
- The entire balance amount should be returned to the ICS account at the earliest but not later than 1 year after the conference.
- Audited accounts and details should be submitted within 1 year to ICS. However, an interim report should be given at end of the financial year
- In exceptional circumstances when outstanding amounts from sponsors are yet to be received the GB may grant an extension to this period.
- Local organizers should encourage sponsors to give a letter stating that this amount is given to the corpus of ICS to organize NAPCON, which is being conducted to fulfill the objectives of ICS.
- Organizers should share the list of sponsors with the upcoming conference committee if needed.

At the end of each conference, the Organizing Committee Team should share all their experiences of hosting the conference – both good and bad. A Report to be prepared within a specified timeline and submitted to the ICS so that it can help polish/revise this SOP and give more informed experience to the next Organizing Team.

12. **General**

The Governing Body of ICS shall extend all cooperation and guide the organizers for the smooth conduct of the conference.

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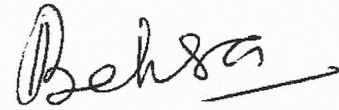
13. For any concern or situation that arises and is not covered in the above SOP the decision of the ICS GB shall remain final.

***Submission of completed application form for bidding is mandatory and should reach in time and any query regarding it shall be directed to the secretary's office at icsofficeexecutive@gmail.com.**



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11th March 2022

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