

The duly filled BID must reach the Secretary's office before 3rd October, 2014 **or** can be personally handed over to him on Friday, 10th October, 2014 at the Annual Scientific Meeting of the IAS in Hyderabad.

**APPLICATION FOR BID FOR CONDUCTING ANNUAL SCIENTIFIC MEETING OF
THE INDIAN ARTHROSCOPY SOCIETY**

1. Name of the Chapter / Arthroscopy Club: _____
2. Name of President of the Chapter / Club: _____
3. Name of Secretary of the Chapter / Club: _____
4. PAN number: _____
5. Affiliation to IAS: yes/no
6. Total number of members of the Chapter / Club: _____
7. How many of them are IAS members: _____
8. Conferences hosted in past: _____
9. Year for which applying: _____
10. Name of the proposed Organising Secretary: _____
11. Name of the proposed Organising Chairman: _____
(please attach copy of Resolution of the Chapter / Club)
12. City in which you propose to organize the IAS ASM: _____
(please attach copy of minutes of the Chapter / Club + letter from the President and Secretary of the Chapter / Club)
13. Details of infrastructure – venue, number of halls, capacity, hotel rooms, air and rail and road connectivity, provision of live surgery relay facility, AV facility, catering, budget, etc.
(please attach details in separate sheet)
14. Places of tourist interest near the proposed venue

DECLARATION

We hereby agree to abide by all directives and decisions of the Executive Committee of the Indian Arthroscopy Society, as well as the program and budget directives, for organising the Annual Scientific Meeting of the Indian Arthroscopy Society. We will follow all guidelines and protocols for the conference.

We also agree to the following financial arrangement for hosting the Conference:

- 1. All collections like registration fees, advertisements, donations, sponsorships, trade tariff, etc. will be taken on behalf of the Indian Arthroscopy Society; by the local Organising Committee represented by the local Organising Secretary**
- 2. The Secretary of the Indian Arthroscopy Society will give seed money of INR 2,00,000 to the local Organising Committee at least 9 months before the proposed date of the conference. This money will be returned to the IAS account within one month of finishing of the conference.**
- 3. The account will be operated by (a) local Organising Secretary, (b) local Treasurer of the conference, and (c) Secretary of the IAS.**
- 4. Proper records of the expenditure and income of the conference will be maintained by the local Treasurer. A budget Committee of the IAS – consisting of President IAS, Past President IAS, and Secretary IAS – will monitor the records.**
- 5. The local Organising Committee shall contribute to the IAS the profit arising out of the meeting. This should be made within 3 months of finishing the conference.**
- 6. If the need arises, the IAS may audit the accounts of the conference independently.**
- 7. Fully audited accounts of the conference have to be submitted to the IAS office within 6 months of finishing the conference.**

Organising Secretary (proposed)

Organising Chairman (proposed)

President, IAS

Secretary, IAS