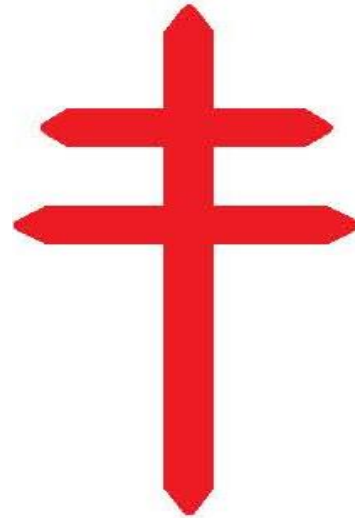


# The Tuberculosis Association of India

National Conference (NATCON \_\_\_\_)

STANDARD OPERATING GUIDELINES FOR  
HOLDING TAI CONFERENCES

**National Conference Guide**



Logo of TAI to be added



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## SECTION 1- INTRODUCTION

### 1.1 Purpose

Each section of this Guide has a summary of key aspects of conference management. There are also examples, templates and suggestions of how to plan.

The objective of TAI to impart knowledge about prevention and cure of TB in different States of the country with using local language.

The objective for which the Association is the prevention, control, treatment and relief of tuberculosis. The encouragement of and assistance in the establishment throughout India of State Associations having objects similar in whole or in part to those of the Association.

## SECTION 2- COMMITTEES-TEAMS, ROLES AND RESPONSIBILITIES

This section covers and describes each committee and their roles and responsibilities.

### 2.1 Central Committee

Central Committee for organizing the conference will be at TB Association of India.

Contact persons for policy matters will be

(a) Chairman, TB association of India

Currently Dr. V.K. Arora

Mobile No.: 8285001160

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(b) Vice Chairman, TB Association of India

Currently Dr. Ashwani Khanna

Mobile No.: 8745011280

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(c) Director, New Delhi TB Centre

Currently Dr. K.K. Chopra

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(d) For day to day co-ordination

Coordinator – Indian Journal of Tuberculosis

Currently Ms. Anshu Kumari

Mobile No.: 8595887040

Email ID: [tbassnindia@yahoo.co.in](mailto:tbassnindia@yahoo.co.in)

## **2.2 Local Host (LH)**

The Local Host will usually be the State TB Association and the Local Organizers if State TB Association chooses to Host the Conference in a city other than its HQ. The Local Host will always discuss for the duration of the conference, planning, and post-conference time etc. with the Tuberculosis Association of India. The Local Host is important to the management of the conference.

## **2.3 Scientific Committee**

The Chairperson of the Scientific Committee, Local Host will form the Scientific Committee which will work with jointly organized by Department of Respiratory Medicine under the aegis of TB Association of India. The program will be prepared with joint efforts of Local Scientific Committee and TB Association of India.

The topics will be chosen based on the theme of the Conference and the topics identifies by the Secretaries during the Technical Committee meeting of the Secretaries in the preceding Conference. The local committee will receive the abstracts in a structured form and will divide into different categories. It is also the responsibility of local organizers to send the acceptance message to the authors based on acceptance criteria that will help in promoting most of the delegates to attend the conference. The work of abstract committee will be

ensure that abstracts selected are grouped and included in the final program of the conference.

## **2.4 Civil Society Working Group**

The local organizers will make small segments consisting of community groups, working in TB, tobacco control, HIV and other co-morbidities. The members of the committee will raise awareness about the ways these groups can contribute to and participate in the conference. The working group may suggest speakers and sessions for inclusion in the conference program. The working group may also work with the fundraising committee to identify funding for local scholarships and pre-conference community-based initiatives.

## **2.5 Advocacy Working Group**

The role of this group is to mobilize opinion leaders to participate in the conference and the side meetings and or the preliminary session. They can also suggest topics, this can also including the conference program, so that their active participation in the conference is ensured.

## **2.6 Fundraising Working Group**

A fundraising working group is an important committee for raising finances for the conference. It is recommended to reach out to key donors, private and institutional partners to join this working group so that strategy can be developed to raise funds for successful conduct of the conference and build the capital for future conference. The working group must hold meetings every month.

## **2.7 Best Practices for Working with Committees**

Record committee members' key contact information (email and phone number), and make sure the local organizers have all contact details. Many times people will say they are happy to help verbally, but not always pass on a contact number or email address.

Committee members are volunteering their time, adding this work on top of their usual jobs and family life. It is important to set out the timeline of key dates and deadlines well in advance and make sure there is a clear and common understanding of time commitments. Many secretariats find Terms of Reference

to be helpful. For each decision or deadline, secretariats should have back-up plans in case any committee members cannot fulfill their tasks.

Spread the workload, but not decision making. The decision making committee should be too many people for the decision for the process. The organizing committee, Secretary & the Hony. Treasurer have the responsibility for proper inputs, review and clarification within the lines of each committees responsibilities, so that the decision making committee can take decision quickly, no delegation of decisions must be done by the Chairman, Secretary and Hony. Treasurer are the true three pillars of decision making and for conference success.

## **SECTION 3- SUPPORT**

### **3.1 TB Association of India**

All the conferences which are held under auspicious of TB Association of India which will help in planning and execution process. The Chairman and or nominated by TB Association of India will be the point of contact. The IJT coordinator will be available to the local organizers for any immediate clarification/any help. The decision of the local organizers including the decision of the State TB Association minutes about the conference will be made available to the TB Association of India for better planning & strategizing the conference.

### **3.2 Partnerships**

The partnerships are key to a successful conference as well as fundraising and the local organizer and the State TB Association should appropriately identify these partners and the whole proposal for their participation should be in writing.

## **SECTION 4- PLANNING THE CONFERENCE**

Those organizations who wish to hold the conference have to approach in writing the TB Association of India and should show intent of hosting the conference at least 2 years in advance. The Structure Proforma is given in the Annexure.

## ANNEXURE

### **Bidding for the hosting the Conference**

- Name
- Organization
- Which State TB Association
- Organization who want to hold the Conference
- The contribution of the organizing Chairman in hosting
- Who will be the organizing Chairman and or Organizing Sec.
- Commitment of the Organization/Certificate to be attached from the commitment of the Org./HOD/Head of the TB Association
- The recommendation of the local State TB Association

**4.1 Logistics Criteria** determine the minimum requirements to host the conference. The local organizer/State TB Association should check the previous conferences to use as a guide for assessing logistics. This section should include:

- ✓ International Accessibility: the air routes serving the destination, visa policy, international rail connections and potential bottlenecks.
- ✓ Local Accessibility: distance from airport and rail terminal to key hotels and venues and public transport information and options.
- ✓ Main Venue: share the number of expected attendees, required capacity, size and layout of plenary and breakout rooms, as well as exhibitions, networking, and posters spaces. Required catering available onsite, Wi-Fi infrastructure, safety and security plans, disabled friendly layout and facilities, and any other in-house services provided.
- ✓ Delegate accommodation: total bedrooms within walking distance from main venue, broken down by hotel type. Indicative hotel prices, attrition and cancellation policies, commissions paid and complimentary rooms.
- ✓ Local or preferred suppliers: AV, production, security personnel, exhibition infrastructure providers and simultaneous.

### **4.2 Conference Theme**

A theme is essential in the planning stage as it drives the conference scientific program communication and marketing plan and advocacy agenda. The theme must reflect not only the national theme but also to the National strategic goals



and advocacy. Ideally, it should be communicated to the TB Association HQ ten months prior to the conference date.

### **4.3 Budget**

A pivotal part of the conference planning is setting a budget. This will outline the income estimates and expected costs. The budget should be managed and adjusted on day to day basis depending upon the amount received by the financial committee established for the purpose of the conference. While collecting the donations, budget must also keep into consideration Registration Fees, session sponsoring fees and also the fee to be charged for launching of newer equipments and drugs. The estimate/budget must be closely adhered for the success of the conference.

## **SECTION 5. CONFERENCE PROGRAM**

The program of any conference drives everything else and is the heart of any conference and therefore, every effort should be jointly made by the TB Association of India and also the local scientific committee members. Efforts should also be made to have community engagement, advocacy programs during the conference experts discussions can also be organized in the side breaking rooms. The conference time is the best time to also have a broader discussion on the guidelines made by different TB Organizations.

The conference program differs depending on the length of the conference, space available so as to hold parallel sessions and choice of session format. The sessions offered during the conference present an opportunity to the conference participants to learn, share, and discuss new skills and knowledge by joining in a variety activities revolving around the conference theme and classified according to selected sections and/or tracks. There must also be activities and sessions that highlight civil society, affected communities and political figures.

TB Association of India will help in planning and devising the program based upon the time and space. A tentative program should be communicated to the TB Association HQ and published on the conference website three months prior to the conference. The Scientific committee should tailor the conference program and choose from different session formats below.

## 5.1 Plenary Session – Orations

The TB Association of India holds the plenary session. This includes inauguration on the conference by a prominent personality. The Orations are given to eminent researchers in field of TB and respiratory diseases (decided by an award committee constituted by TAI) as follows:

1. Dr. P.K. Sen- TAI Gold Medal Oration ([Details](#))
2. Dr.S.P. Agarwal TAI Oration ([Details](#))
3. Dr. S.N. Tripathy Memorial Oration ([Details](#))
4. Sardari Lal Dr.V.K.Arora TAI Oration ([Details](#))
5. Dr. O.A. Sarma Oration ([Details](#))

A Plenary session consists of inauguration and Orations with no concurrent sessions, highlighting an aspect of the conference theme. Opening, rapporteur and closing sessions are types of plenary that happen at the beginning and end of a conference respectively.

The local organizer must be ensured that there should be local repitier for each session that will provide details the discussion at the end of the plenary session and the same will be handed over to the coordinator nominated by the TB Association of India.

### 5.2.1 Abstract Sessions

Several abstracts may be presented in the same session and there are some basic types of abstract-based sessions:

5.2.2 **An Oral Abstract Session** is based on highly scored abstracts and presented by the main authors. There should be 6 minutes for presentation and 2 minutes for question and answers for each abstracts, leaving some time for general discussion led by the chairperson.

5.2.3 **Poster Discussions**: Those abstracts which are not selected for the oral abstract session can be put for the poster discussion, even though these are usually based on abstract with lower scores than those selected for Oral Abstract Sessions, but they should still be of high quality. They are invited to display their findings in posters in a dedicated area.

**E-Posters** – Now a day’s E-posters are preferred and the session should be based on a digital version of the poster, rather than a paper form.

5.2.4 **A Poster Exhibition** is organized for those abstracts that are considered by the committee to be good enough to be accepted, but do not fit into oral session. The authors are responsible for preparing, installing and dismantling their posters at the assigned time during the conference. Organizers can arrange to have Poster Exhibition “guided tours” where a chairperson would lead a small audience through a collection of related posters in the exhibition, hearing brief presentations of each poster one by the authors.

#### 5.2.5 **Non-abstract Sessions**

These can be based on public submissions or designed by the program committees. There are usually fewer speakers than in the abstract-driven sessions and they can happen concurrently.

5.2.6 **A Meet the Experts/Professor** session is typically held in a smaller less-formal setting which inspires an interactive discussion on a given topic between an invited expert and conference participants.

5.2.7 **Post-Graduate Course or Workshop** usually organized around a specific theme. The conference organizers must ensure that the workshop can be held either pre conference or post conference and they must ensure that each conference must clearly indicates the learning objective for those who proposed to attend the particular Conference based on the specific themes. These conferences can also be open to the non-conference participants for a fee. These can be an important income-generation tool so should be selected carefully.

5.2.8 **Symposia** is an activity organized by chairpersons or facilitators around a specific topic. Symposia can be panel discussions, round-tables, interactive talk-show discussions or other dynamic formats. The number of speakers is kept low to allow maximum interaction between them and, ideally, the audience.

### 5.2.9 External Sessions

5.4.1 **A Satellite Session** is organized and supported by individuals, non-profit groups, organizations, or commercial entities scheduled outside of the official hours of the core program (in the morning or evening). The cost of the venue and other expenses is borne by the organization planning the session. Several satellite sessions may be held in parallel but the topics should not overlap.

5.4.2 **Community Space** is the shape, space and scope of the “community space” at the conference will vary from place to place but ideally would include smaller booths for grassroots NGOs to share information and present their work. There should be space for artistic exhibitions, demonstrations, music, networking spaces, interactive events, etc. It should be as vibrant a place as the local civil society groups can make it.

5.4.3 **Side Meeting:** IJT Editorial Board Meeting/State Secretaries Meeting/Standing Technical Committee Meeting.

### 5.5 Secretariat Support to the Program Building

Delivering a conference program will also require:

Staff, ideally one per session type (abstract, non-abstract and external) that will guide the committee members through the conference development process. Once the program is set, these staff then devote their time to finalizing arrangement for the speakers, chairperson, and session organizers.

Accreditation of the program by a scientific body certified to issue internationally/nationally recognized Continuing Medical Education Credits for doctors must be accredited by the local organizers minimum 3 months before the conference. The Medical Council of India/the State Medical Council must be approach to checked guidance to getting the national/local accreditation of the program. A member of the scientific committee should be responsible for preparing the application and follow up.

## **5.6. Transportation**

The Local Taxis can be hired for TB Association of India invited guests, office bearers and representatives.

## **SECTION 6- MARKETING AND COMMUNICATIONS**

The TB Association of India strongly recommends that the marketing and communication strategy must be done at the local place where the conference is being organized.

### **6.1 Theme and Branding**

The Theme and Branding must be done effectively in order to check not only the exhibitor and but also the conference delegates.

### **6.2 Conference Website**

The TB Association of India is already having a website which can be used in the initial months till the local organizers develop their own website. The local website must be in place of minimum 3 months before the starting of the conference where day to day changes in the program/sponsorship/inaugural program etc. the information can be provided on the website.

### **6.3 Conference Materials**

The local organizers are strongly recommended to have some local material for marketing and promotional purposes. During the conference, delegate material include conference program, badges and lanyards for security and entrance control, and often (but not necessarily) a branded bag to put it in. At the end of the conference, printed material should be reused or recycled if possible.

### **6.4 Photography**

For Photography and social media is separate committee must be a made by the organizers so that the social media can generate interest disseminate the newer guidelines and disseminate information and new knowledge about the disease in the community.

## **MISC. SECTION- Registration/Scholarship/Evaluation/Volunteer**

The local committee must be separately constituted to look into the above aspects for the successful conference.

### **6.5 Inaugural Function**

Inaugural function will be organized by local organizing committee ensuring it does not lose the focus of “national perspective”. On the dais, not more than nine chairs should be added. Four chairs will be reserved for TAI and the President of the conference. Minute to minute program should be made and adhered to. Any change must be brought in the knowledge of the coordinators of TAI.

# THE TUBERCULOSIS ASSOCIATION OF INDIA

ANNEXURE

## THE STRUCTURE PROFORMA

### Bidding for the hosting the Conference

1	Name	
2	Organization	
3	Which State TB Association	
4	Organization who want to hold the Conference	
5	The contribution of the organizing Chairman in hosting	
6	Who will be the organizing Chairman and/or Organizing Secretary	
7	Commitment of the Organization/ Certificate to be attached from the commitment of the Org./HOD/Head of the State TB Association	
8	The recommendation of the local State TB Association	
9	Probable dates for holding the Conference	