

The Association of Otolaryngologists of India
AOI-AP State Branch 2007-2008

Ratified Minutes of 26th Annual General Body Meeting held at Mamatha Medical College,
Auditorium, Khammam On : 8/9/2007. Minutes of 27th Annual General Body Meeting
held at Katriya Hotel & Towers, Somajiguda, Hyderabad, On : 18/10/2008.

GUIDE LINES FOR CONFERENCES AND REGIONAL WORKSHOPS

Regional Workshops:

It is resolved to follow the certain guidelines for the Regional Workshops and State conferences.

To have a co-ordination and co.operation among the local AOI Branches and AOI State Branches members suggested to follow the norms for organizing the workshops and CME's for healthy atmosphere among the branches.

1) All the local branches are requested to send their calender year plan regarding workshops, CMEs and Health Camps to the state branch to regularize the state branch year plans.

2) It is resolved that the local AOI branches can organize the workshops one or two in each region under intimation of date and time to the State Branch.

The State branch will organize one work shop in each year preferably in the month of June or July. State conferences conformed regularly in the month of September second week in every year in all the southern states except State which organize the South Zone will be held October second week.

The South Zone Conference will be held in the month of October second week in every year by rotation in all southern states, alphabetically as Andhra Pradesh October 2008, Tamilnadu 2009 and Karnataka 2010, Kerala 2011 and then Andhra Pradesh 2012 so on along with the state conferences.

3) The faculty for the State and South Zone Conference will be selected by State Executive and invited through State Branch.

4) The faculty for the Regional workshops should be selected in consultation with AOI-AP and invited through AOI-AP.

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5) Organizers for the Workshops while preparing the brochures and attendance certificates for delegates should contain AOI-Logo and AOI-AP State Branch name. In the brochure body of the AOI-AP state should be printed in toto and copy of it to be sent to the State body for perusal before printing.

6) All the organizers of Regional workshops should pay 10% of the total delegate fee to the AOI-AP corpus fund to strengthen the state finances and they should also follow the association norms like inviting the President, Secretary, Treasurer on to the Dias and other norms. If audited copy of the accounts may be submitted to the state body. And the copies of CDs, DVDs to be submitted to the AOI-AP Body for Video Library.

7) For the Annual conference the faculty will be selected and invited by the AOI-AP Executive alone. Organizers of the Annual conference have to pay minimum of 10% of the delegate fee for AOI-AP and may be more, if funds available; they should submit the audited account to the AOI-AP State Branch within a month after conference. They should prepare the brochure and scientific material in consultation with AOI-AP State Executive.

8) State body should announce the events/plan for the entire year within 1 month of assuming office.

9) It is resolved NO INDIVIDUAL is permitted to use logo of AOI. If used without permission, the individual will be penalized legally. It is requested to all the local branches not to give permission for individual to organize workshops/CME without intimation to the State Branch. If permitted with the permission of the state branch it is deemed that the local branch organized one workshop in their accounts during that academic year.

All the secretary's of the Regional Branches are requested to note the same and implement and co-operate.



Dr. M. Venkateshwara Rao
President
AOI AP State Branch



Dr. V. Ramakrishnaiah
Hony. Secretary
AOI AP State Branch