

## APPENDIX-A

### TERMS AND CONDITIONS FOR HOSTING AMPI CONFERENCE

1. The AMPI Conference / Workshop can be conducted by an institution/ AMPI Chapters only after the formal approval of AMPI Executive Committee and AMPI General Body. For this, the Head of the prospective institution [an institution associated with the activities related to medical physics) or Chairman or Secretary of AMPI Chapter should send a letter to this effect to Secretary, AMPI, giving relevant details, to the extent possible, such as probable date, venue, tentative budget. He should also nominate the Convener of the Organizing Committee for the Conference.
2. All the announcements of conference have to be prepared by the host institute/ AMPI chapter and have to be approved by EC of AMPI before their circulation. The announcements must clearly exhibit that the Conference is organized by AMPI and hosted by the institute/Department/ AMPI chapter, as the case may be. There can be other sponsors of the Conference. The members of all the Conference Committees, except local organizing committees, will be proposed by mutual consultation of the Convener, Organizing Committee and the EC, AMPI. Secretary, AMPI would make special efforts and arrange to communicate a decision and suggestions of EC on the drafts of announcements within a period of two weeks after its receipt. In case of any unforeseen delay, he will send an interim reply to the concerned person. President/ Secretary of AMPI shall be the member of the organizing committee. The organizing committee will always be reflected on all the printed letterheads for conference.
3. Refundable Seed Money/Refundable Initial Financial Support for the conference, if required, will be given up to a maximum of Rs. xxxxxx/- (amount to be decided by the AMPI General Body in Nov 2018) This amount shall be returned to AMPI at the earliest possible but not later than a month from the last day of the conference.
4. The Convener of the conference shall keep informed the organizational progress of the Conference to the Secretary, AMPI.
5. The prime responsibility for raising funds shall lie with the organizing committee. Funds from Government institutions will be sought by EC, AMPI (or main body AMPI) and will generally be used for bringing out the Proceedings of the Conference, providing partial financial support to eligible participants, printing of Journal of Medical Physics of AMPI and supporting AMPI Chapter activities. Funds from private companies will be raised by the host institution/ AMPI chapter and will be used for the organization of the conference.
6. Awardees for Dr. Ramaiah Naidu Memorial Oration and Meritorious Medical Physicist Awards shall be decided in consultation with EC, AMPI. AMPI Best Paper (Oral & Poster) Awards will be decided by the Committee of Judges appointed by AMPI EC in consultation with Scientific Committee of the Conference. A copy of the final decision will be made available to the Secretary, AMPI.
7. Dr. Ramaiah Naidu Memorial Oration session will be chaired by President & Secretary AMPI. The AMPI Best Paper Award session will be chaired by Vice President/Treasurer/Jt. Secretary of AMPI and a senior member of the Scientific Committee.
8. Organisers of AMPICON will waive off the registration fees of President and Secretary of AROI and provide reasonable accommodation. The invitation will be sent by AMPI office under intimation to the Organisers.
9. There should be a clinical session and lectures in Radiation Oncology, Radiodiagnosis and Nuclear Medicine for clinical practioners during the conference from national professional bodies of all three clinical discipline.
10. Chief Guest/Guest of Honour for AMPICON inaugural ceremony should be decided in consultation with AMPI President/Secretary.
11. After the Conference, a copy of the audited statement of accounts of the conference shall be submitted to AMPI EC at the earliest possible but not later than March 31<sup>st</sup> of the next year.

12. **Rs. 5,00,000/-** (Rupees five lakhs) or 50% of the surplus amount generated from the Conference, whichever is maximum, shall be transferred to the AMPI Trust Account. The host institute/ AMPI chapter could use the remaining money for up-gradation of Medical Physics and other R&D activities related to Medical Physics. Periodic report on the utilization of funds should be submitted to AMPI. In case the utilization of money for the above purpose within next 5 years is not foreseen, the money should be transferred to AMPI Trust.
13. Members of EC, AMPI & Board of AMPI Trust, Editor-in-Chief, Associate Editors and Editorial Board of Journal of Medical Physics, and Members of Board of College of Medical Physics of India (CMPI) shall be given registration fee waiver for participating in the conference.
14. The organizers will provide free registration, accommodation in the same venue for AMPI President, Vice-President, Secretary, **Jt. Secretary and Treasurer as well as the secretarial assistance and logistics during the conference.**
15. The organizers will provide to all members of EC/CMPI/BOT/Editors reasonable accommodation near to the conference venue.
16. Conference organizers will provide space and logistics to hold AMPI EC/ CMPI/BOT meetings and GBM.
17. If AMPI office feels the necessity to visit the conference venue to take stalk of the arrangements/logistics planned, the organizers will facilitate the visit and coordinate.
18. As the conference being the Annual Conference of AMPI, AMPI office has the responsibility to see that the minimum norms are followed and the members do not feel aggrieved, the organizers and AMPI office will be in constant communication to oversee the arrangements.
19. The association (i.e. AMPI) will be represented by its President/Secretary during inaugural and Valedictory functions of the AMPICON.
20. The signature of President and Secretary of AMPI in the conference participation certificate and also their message in the conference Souvenir/proceedings is required.

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