

### **Protocol for holding IABS Conferences:**

1. The organizing secretary and the organizing committee of the IABS conferences shall work in close coordination with the core committee of IABS in finalizing the scientific program. The list of speakers and various symposia shall be finalized in consultation with the IABS Core committee and the Organizing Committee.
2. There are various Academy awards and it shall be the responsibility of the organizing committee to provide appropriate time slot for Orations and award sessions. At the time of orations no parallel session shall be organized.
3. The Academy may provide seed money for holding the Annual Meetings of the Academy, subject to availability of funds.
4. The Organizing Committee shall finalize the registration charges in consultation with the Core Committee of IABS keeping in mind the provision of 15% of the registration fee to be taken towards the IABS Head Office, as also all Government taxes including GST. The 15% registration charges so collected shall be maintained separately and handed over to the Treasurer immediately after the conference.
5. IABS can provide its PAN number and GST number, but it will be the responsibility of Organizing Committee of the Conference to look after and pay and adjust all government tax liabilities, including GST and service tax.
6. Prior to the conference, the Organizing Secretary shall give an undertaking to the effect that he/she will ensure that all applicable government taxes are adjusted and income and expenditure statement, duly audited by a Chartered Accountant and approved by the organizing committee along with savings, if any, will be send to the Headquarters within six months after the conclusion of the Conference.
7. At the inaugural function of the conference on the dais the following shall be provided proper place from IABS side:
  - a) President IABS
  - b) Secretary – General IABS
  - c) IABS Founders, namely Prof. Hari S. Sharma & Prof. Abbas Ali Mahdi
8. The President will deliver Presidential address, so a proper time slot shall be awarded for his speech. Moreover, founders, Prof. Hari S. Sharma and Prof. Abbas Ali Mahdi, shall also be provided proper time slots for addressing the audience at the time of inaugural function.
9. The Secretary – General shall conduct the Award/Fellowship presentation ceremony at the inaugural function. A proper time slot in consultation with the Headquarters shall be provided during the inauguration ceremony. The certificates and medals for Orations/Fellowships/Oral & Poster Awards will be provided by the Headquarters. Other

certificates and medals which may be given by the organizing committee shall be prepared by the Organizing Committee.

10. The organizing committee shall arrange for a proper place for holding the IABS Executive Committee/General Body meetings, in consultation with the IABS Headquarters.
11. The Organizing Committee shall provide for proper and comfortable stay arrangements for the President/President–Elect/Vice-Presidents(s)/Secretary General/Founders & Treasurer. Moreover, two office attendants from Headquarters may also attend the conference to assist the office bearers, therefore stay and food arrangements for them shall also be made.
12. It shall be the responsibility of the Organizing Secretary to ensure that the names of main office bearers (President, Vice Presidents, Founder President, President-Elect and Secretary General) are displayed properly in all conference materials including letter-heads, promotion material and brochure. In souvenir/abstract book names of all the office bearers of the Academy shall be included on one page.

### **Protocol for IABS Executive Committee/General Body meetings:**

1. If there is an arrangement of the dais for holding the Annual General Body meeting then the following shall sit on the dais:
  - a) Founders : Prof. Hari S. Sharma & Prof. Abbas Ali Mahdi
  - b) President
  - c) Secretary – General
  - d) Treasurer
  - e) Organizing Secretary of the Conference
2. The meetings shall be conducted by the Secretary General.
3. The meetings shall be chaired by the President, IABS.
4. Secretary – General IABS shall present the annual progress report of the Academy at the meeting.
5. Treasurer shall present the financial report of the Academy along with the balance sheets of last financial year.
6. Prof. Hari S. Sharma and Prof. Abbas Ali Mahdi, Founders, shall speak and present their views regarding the various activities of the Academy.
7. Every member has a right to speak and present his/her views at the meetings with the permission of the chair.
8. At the end of the Annual General Body meeting there shall be handing over and taking over of the charge by outgoing and incoming office bearers of the Academy.