

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 need to be prepared by the host institute/ respective AMPI chapter and should obtain approval of AMPI EC 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 AMPI EC. Secretary, AMPI would make special efforts and arrange to communicate the decision and suggestions of EC on the drafts of announcements within two weeks from the date of its receipt. In case of any unforeseen delay, an interim reply should be sent 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 of the conference.
3. Refundable Seed Money/Refundable Initial Financial Support for the conference, if required, will be given up to a maximum of Rs. 5/- (five) lacs. 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. The conference host is encouraged to use the website of AMPICON.
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. Awardee for Dr. Ramaiah Naidu Memorial Oration shall be decided by AMPI EC in consultation with conference organiser. The AMPICON organiser shall provide free registration of the conference, suitable accommodation and local hospitality including transportation to the orator and his/her spouse.
7. 7. AMPI will bear the cost of air travel, plaque, commendation, shawl or any other memento to be presented to the Dr Ramaiah Naidu Orator. However, the Secretary, AMPI or the President, AMPI may seek assistance of the organisers of AMPICON to help in preparing or procuring these things locally.
8. 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.
9. Dr. Ramaiah Naidu Memorial Oration session will be chaired by President & Secretary of 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.
10. A committee constituted by AMPI EC will select Awardees for Meritorious Medical Physicist & Young Investigator from among the eligible applicants.
11. Scientific program committee of the conference will be constituted by AMPI EC in consultation with organizing committee of the AMPICON.

12. Organisers of AMPICON will waive off the registration fees of President and Secretary of AROI and provide complimentary local hospitality (accommodation, local transport, etc.) to them. The invitation will be sent by AMPI office under intimation to the Organisers.
13. There should be a clinical session and lectures in Radiation Oncology, Radio diagnosis and Nuclear Medicine for clinical practioners during the conference from national professional bodies of these clinical disciplines. However, Scientific Program Committee would take an appropriate decision depending upon the circumstances.
14. Chief Guest/Guest of Honour for AMPICON inaugural ceremony should be decided in consultation with AMPI President/Secretary.
15. 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 31st March of the current year. The conference account should also be closed latest by 31st March of the current year.
16. Rs. 5,00,000/- (Rupees five lakhs) or 50% of the surplus amount generated from the Conference, whichever is higher, shall be transferred to the AMPI Trust Account. Out of the remaining 50%, 25% will be retained by the host institute and 25% will be given to the Chapter. The host institute could use this money for up-gradation of Medical Physics and other R&D activities related to Medical Physics. The host institute must submit an Utilisation certificate that this money has been utilized for the said purpose. In case the utilization of money for the above purpose within next 2 years is not foreseen, the money should be transferred to AMPI Trust.
17. The conference organizer should preferably use the Chapter account. If they need to open a separate conference account then 3 signatories should be there. One of the signatories will be an AMPI office bearer.
18. Members of AMPI EC, Members of AMPI BoT, Members of CMPI Board, and members of Editorial Board of Journal of Medical Physics shall be given registration fee waiver for participating in the conference.
19. The organizers will provide free registration and accommodation in the same venue for AMPI President, Vice-President, Secretary, Jt. Secretary and Treasurer. The conference organizers will provide the secretarial assistance and logistics to EC office bearers to carry out AMPI official work during the conference
20. The conference organizers will provide the secretarial assistance and logistics to CMPI for conducting the certification examination.
21. The organizers will provide to all members of EC/CMPI Board/BOT/Editors reasonable accommodation near to the conference venue.
22. Conference organizers will provide space and logistics to hold AMPI EC/ CMPI/BOT meetings and GBM.
23. 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.
24. 24. 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.
25. The association (i.e. AMPI) will be represented by its President/Secretary during inaugural and Valedictory functions of the AMPICON.
26. The signature of President and Secretary of AMPI in the conference participation certificate and also their message in the conference Souvenir/proceedings is required.
