

Association of Medical Physicists of India

Call for Expression of Interest (EOI) to host 48th Annual Conference of Association of Medical Physicists of India in 2027 (AMPICON-2027)

The deadline for submission of EOI: On or before 10th November 2025.

The Association of Medical Physicists of India (AMPI) invites EOI from AMPI Chapters / Institutions in India to host the 48th Annual Conference of the Association in 2027.

BIDDING / SELECTION PROCEDURE

The EOI proposal complete in all the respects (please see Bid Requirements/Proforma and Appendix-A: terms and conditions) should be sent to Secretary, AMPI via email (secretary@ampi.org.in & toaktyagi@gmail.com) on or before 10th November 2025. Bidders will be required to make a formal presentation in support of their bid at the Annual General Body Meeting (AGBM) of AMPI which will be held at the venue of AMPICON 2025 at Guwahati.

BID REQUIREMENTS / PROFORMA

1. Request from the head of the proposing host Institute or from the Chairperson of the concerned AMPI chapter to host AMPICON-2027.
2. Undertaking towards acceptance of terms and conditions for hosting AMPI annual conference.
3. Details About the proposed conference
 - i) Date and Period
 - ii) Location / Venue (City)
 - iii) Details of Facilities Available – Meeting Hall (s), space for poster presentation, space for technical/trade exhibition, etc.
4. Details of the Bidder including communication/contact details
5. Availability and Type of Accommodation (Hotels, Guest Houses, Hostels, etc.)
6. Availability of Transportation (Air, Train, Bus and local transport facilities)
7. Tentative outline of the proposed local organizing committee especially the org secy/org chairperson
8. Budgeting for 48th AMPICON
 - i) Registration Fee Structure
 - ii) Projected Income and their sources
 - iii) Projected Expenditure

APPENDIX-A

TERMS AND CONDITIONS FOR HOSTING AMPI CONFERENCE

1. The AMPI Conferences / Workshops can be conducted by an institution/ AMPI Chapter 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/Secy 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/Org Secy of the conference shall keep informed the organizational progress of the Conference to the Secretary and President, AMPI. The conference host is encouraged to use the website of 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). For that a close coordination between AMPI and the host is crucial. The funds generated from the govt agencies/sponsors will generally be used for bringing out the Proceedings of the Conference, providing partial financial support to eligible participants, printing/publishing of Journal of Medical Physics of AMPI and supporting AMPI Chapter activities. Funds from non-govt sponsors/vendors will be raised by the host institution/AMPI chapter and will be used for the organization of the conference covering all aspects of the conference.

Note: The host(s) should have clear understanding about the conditionalities that government sponsors impose on their funding utilisation. Dinners, hotel booking, procuring of mementoes etc cannot be normally done from these funds.

6. Awardees for Dr. Ramaiah Naidu Memorial Oration & Dr P S Iyer Oration shall be decided by AMPI EC in consultation with the conference organizer(s). The AMPICON organizers shall provide complementary registration of the conference, suitable accommodation and local hospitality including transportation to the orators and their spouses.
7. AMPI will bear the cost of air travel, plaque, commendation, shawl or any other memento to be presented to the RNMO and PSIO awardees. Local organisers' support is expected in preparing or procuring these materials locally, if sought by the AMPI office.

8. AMPI Best Papers (Oral & Poster) Awards will be decided by the Committee of Judges appointed by AMPI EC/Office in consultation with the Scientific Committee of the Conference. Secy AMPI will coordinate this activity.
9. Dr. Ramaiah Naidu Memorial Oration session will be chaired by President & Secretary of AMPI. The Dr P S Iyer Oration award session will be chaired by VP and treasurer of AMPI. The AMPI Best Paper Award session will be chaired by Jt. Secretary of AMPI and senior member(s) 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 jointly constituted by AMPI EC and organising committee in close consultation with each other.
12. Organizers 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 Organizers.
13. Efforts should be made to organise clinical session(s) and talks in Radiation Oncology, Radiodiagnosis and Nuclear Medicine 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 (end of the FY in which the conference is being held). The conference account should also be closed latest by 31st March of the next FY .
16. Rs. 9,00,000/- (Rupees nine 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 a 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, BoT & CMPI Board shall be given complementary registration for participating in the conference.
19. The organizers will help in provide complementary accommodation at or close to the venue of the conference for AMPI President, Vice-President, Secretary, Jt. Secretary and Treasurer.
20. The conference organizers will provide secretarial assistance and logistics to EC office bearers (space/print out facility etc) to carry out AMPI official work during the conference.
21. The conference organizers will provide the secretarial/basic logistics to CMPI for conducting the certification examination (mainly suitable space).

22. The organizers will provide complementary reasonable accommodation to all members of EC/CMPI Board/BOT/Editors.
23. Conference organizers will provide space and logistics to hold AMPI EC/ CMPI/BOT meetings and GBM during the conference.
24. If AMPI office feels the necessity to visit the conference venue to take stock of the arrangements/logistics planned, the organizers will facilitate the visit and coordinate.
25. The conference being the Annual Conference of AMPI, AMPI office has the responsibility to see that the norms laid down are followed and the members do not feel aggrieved, the organizers and AMPI office will be in constant communication to oversee the arrangements.
26. The association (i.e. AMPI) will be represented by its President & Secretary during inaugural and valedictory functions of the AMPICON both given opportunities to address the gathering.
27. The signatures of President and Secretary of AMPI in the conference participation certificate and also their messages in the conference souvenir/proceedings is required.
