**CUTICON-KN**

**Dr.Umashankar N**

A state conference, known as CUTICON-KN, shall be organized as below

1. It will be held in October every year, preferably on the last Saturday and Sunday every year. Its number, e.g. “3rd State Conference of the IADVL KARNATAKA”, will be as mentioned in the next line.
2. Its venue should be decided 2 years in advance in the AGBM of the commencing year.
3. All IADVL-Karnataka members, including PLM, are eligible to be delegates of CUTICON-KN.
4. All members of the Executive and Central Council will assume office on the first day of the conference at the AGBM. Since the Honorary General Secretary and Honorary Treasurer have a longer tenure, they will continue their office for the year in which their tenure is continuous; the other, newly elected office bearers will assume charge of their office.
5. The Immediate Past President will be the coordinator for the next CUTICON-KN and will guide the organizers in implementing the rules and regulations for its organization . Three monthly progress report will be forwarded by Organizing secretary of the conference to the coordinator. **(Annexure I)**.
6. Though a request may be made to keep the registration fee to the minimum to the organizing committee, it can be increased by 10% every year until monetary self-sufficiency is achieved in organizing a CUTICON-KN.
7. The Organizing Committee should host dinner on first day of the conference.
8. Conference halls should not be named after pharmaceutical companies or their products. They may be named after prominent living or deceased members.
   1. Speakers in their presentations in the conference shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) so that delegates can judge whether a speaker’s interests and relationships have influenced the presentation. If there is no interest to declare, then a “no conflict of interest” declaration shall be made.
9. Scientific certificates should be signed by the President, Hon Secretary, Organizing Secretary of the conference, and the Chairperson of the local Scientific Committee. The names and titles of the scientific presentations have to be written by the organizers so that empty certificates are not handed over.

**BIDDING FOR CUTICON-KN**

* 1. Any sister society of IADVL-KARNATAKA, wanting to hold CUTICON-KN must call its GBM and by a majority vote, pass a resolution to that effect and decide the name of the Organizing Secretary and Chairperson of the local Scientific Committee. The Organizing Secretary must be from the city where the CUTICON-KN is to be held.
  2. The sister society shall send the invitation to host CUTICON-KN to the Honorary General Secretary of IADVL KARNATAKA two and a half years before the proposed conference only after the above procedure.
  3. The official invitation for holding CUTICON-KN shall be given to the Honorary General Secretary on the letterhead of the sister society , with the signatures of the President and Secretary of the branch, and the prescribed Performa (containing the details regarding the facilities available in the city and the suitability of the city for hosting CUTICON-KN) duly filled in **(Annexure II)**. However the bidder must also attach the minutes of the sister society general body which has passed the hosting of State conference. The Organizing Secretary should also send 500 words write up about the venue along with 4 images. Video or slide show presentation may also be attached along with bidding proforma.

2. The invitation should reach the Honorary General Secretary at least 3 months before the ensuing CUTICON-KN begins, e.g. if the invitation is for CUTICON-KN 2016 and the next CUTICON-KN begins on 25TH October 2014, the invitation should reach on or before 24TH July 2014, so that the venue of CUTICON-KN 2016 can be decided during CUTICON-KN 2014.
3. On receipt of the invitation, the Honorary General Secretary will scrutinize the invitation and place it before AGBM during the conference.

The final acceptance will be based on the approval by the IADVL, KARNATAKA AGBM. If more than one application is received, president can invite for voting during AGBM.

Branch venue inspection committee will inspect the venue and approve.

(f) All those involved in the conference arrangement, i.e. office bearers, shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) in their presentations on the conference.

**CONFERENCE VENUE INSPECTION AND PROTOCOL MAINTENANCE COMMITTEE**

* 1. On accepting the invitation, the President will appoint a Conference Venue Inspection and Protocol Maintenance Committee of four persons consisting of:

i. President,

ii. President Elect,

1. Past President, and

Iv. Honorary General Secretary.

In case any of these committee members is unable to join, the President shall select any other member of the Executive Committee. Before the ensuing CUTICON KN begins, the Conference Venue Inspection and Protocol Maintenance Committee will visit the venue to ascertain its suitability and arrangements for the conference as mentioned in the submitted Proforma with in three months of cuticon. If the conference is to be held in a temporary structure, e.g. pandals, its safety aspects, legal clearances by the local authorities, water supply and standby electric supply, etc. should be verified. The venue topography, including auditoria and open spaces, should be properly leveled and covered. In general hosting of conference in pandals is to be avoided as this involves extra expenditure. Preference should be given to venues with pucca structures. In finalizing the venue economy part is always to be kept in mind .The host branch shall provide economy class airfare and local hospitality to the Committee. If the venue is not suitable for any reason, the same will be reported to central council during midcuticon and a fresh bid invited .

* 1. The General Body of the host sister society shall have the power to form the Organizing Committee of the conference, provided the Organizing Secretary and Chairperson of the local Scientific Committee named in the invitation to hold the conference are retained in the Organizing Committee with their designations.
  2. The seed money for the CUTICON KN for the year for which the invitation is accepted will be handed over to the organizers by the President of IADVL KARNATAKA, in consultation with the Honorary Treasurer and the Honorary General Secretary and with the permission of the General Body of IADVL KARNATAKA of the commencing year. This seed money shall be refunded during that CUTICON KN at the AGBM of that commencing year. Presently the seed money is 2 lakhs.

The Organizing Committee of the conference will provide accommodation to the outgoing and incoming Presidents, the Honorary General Secretary and the Honorary Treasurer.

**THE PRESIDENT OF THE CONFERENCE**

The President of the association shall be the President of the conference and shall deliver the Presidential address on the day of inauguration.

**IADVL KN CONFERENCE COORDINATOR for CUTICON KN:**

Immediate past President will be IADVL KN coordinator for the conference .Three monthly progress report will be forwarded by Organizing secretary of the conference to the coordinator.

**PROGRAM OF THE CUTICON KN**

1. **Inauguration**

The Organizing Secretary of the CUTICON KN in consultation with the Honorary General Secretary, Honorary Treasurer, the President for the year and the Immediate Past President shall decide the inaugural program and discuss about the Chief Guest. It is emphasized that the President of IADVL Karnataka is the highest dignitary and his or her dignity should be maintained in all possible manner and the Presidential speech would not be curtailed under any circumstances.

Program of the inaugural will be as follows:

The inaugural function will be held in the morning on day 1 of CUTICON KN and the duration should be about 50 minutes. Its details should be finalized by consultations among the President, Immediate Past President, President Elect and Honorary General Secretary. It will be presided over by the President.

**SEATING ARRANGEMENT DURING** **INAUGURATION** **CUTICON-KN**

Maximum of 2 guests (including Cheif guest) is allowed preferably invite person of academic eminence and good standing in the community, not necessarily by political or financial power. The chief guest being invited to be discussed with president, secretary and president elect and their consent be obtained

During the inaugural function of CUTICON-KN, the seating arrangement on the dais will be as shown in **Fig.** In case there two dignitaries then they will be seated on either side of the organizing committee Chairperson. The number of people on dias will not exceed 9.

**Layout of the dais arrangement during the inaugural function**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5/6 | 7 | 8 | 9 |  |
| Organizing Secretary | Hon General Secretary | President Elect | President | Chief Guest  (Max 2 guests) | Local Organizing Committee Chairman | Local Scientific Chairman | Hon Treasurer |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

In the auditorium one front 2 rows should be reserved for IADVL Karnataka dignitaries- past Presidents, past Honorary General Secretaries, past Honorary Treasurers, Chairman and convener IADVL KARNATAKA Academy, editor DERMAPEN, Chairman of finance committee, constitution committee and SOP committee. The front side rows are to be reserved for Press, Guest/ inaugurator's spouse and securities may be seated in the side front row or third row in the middle column.

**Chief Guests:**

Maximum of 2 guests (including Chief guest) is allowed preferably invite person of academic eminence and good standing in the community, not necessarily by political or financial power. The chief guest being invited to be discussed with president, secretary and president elect and their consent be obtained

The program should be as follows:

* 1. Prayer: 2 minutes
  2. Welcome address by the Chairperson of the Organizing Committee: 3 minutes
  3. Introduction of guests: 4 minutes
  4. Presidential address: 10 minutes
  5. Inauguration of the conference by the Chief Guest: 3 minutes
  6. Inaugural speech by the Chief Guest: 10 minutes
  7. Presentation of the Life Time Achievement Award by the President: 2 minutes

Brief introduction of the awardee`s citation to be presented by the Honorary General Secretary: 3 minutes (the awardees must be properly escorted to the dais)

It will be given to those senior members who have contributed yeoman service to association and speciality.

* 1. Presentation of the awards by the President

IADVL KN Community development award, IADVL-KN Young Dermatologits award, Scientific Research Grant IADVL KN, Best department award : 5 minutes

1. Release of the Book of abstracts, souvenir, CDs, and books written by IADVL KN members by the newly appointed President and the Scientific Committee Chairperson: 5 minutes

(j ) Vote of thanks by the Organizing Secretary of the conference: 3 minutes

1. **Scientific sessions, workshops, seminars, etc.**

* Central Scientific committee in coordination with local scientific committee should organize the scientific program.
* President will appoint a central scientific committee with President and Secretary – ex officio, president elect, deputy chairman of academy, joint secretary and any two other senior members, which will design the scientific program in coordination with local scientific chairman and local scientific secretary.

**ORATION:**

* Application will be invited or be nominated for one oration by 1st May. It shall be announced during MIDCUTICON. He shall apply with the topic and a brief note on his contribution/publications to the field of his topic. But while considering them, both academic achievement and their contribution to IADVL/IADVL KN shall be considered . The topic to be presented shall be based on the publication work in an indexed journal
* The other oration will be decided by Organizing Committee and EC.
* These selection process will be on alternate basis between both the orations.
* Life time achievement award will replace Prof K Siddappa oration and will be called IADVL KN –Prof K Siddappa Life time achievement award.

The Organizing Secretary of the conference shall extend all necessary help in conducting the various scientific programs.

1. **Business sessions**

Central Council and AGBMs are arranged by the Organizing Secretary of the conference and the Honorary General Secretary. The Organizing Secretary will be in charge for the arrangements of the meetings. The Honorary General Secretary will convey all the details and instructions to the Organizing Secretary well in advance.

1. **Social events**

Social events such as banquet, entertainment programs, etc. will be organized by the Organizing Secretary with the help of the Organizing Committee.

**Important Dates**

**Bidding of CUTICON KN**

Bidding of **CUTICON KN**: Two and half years before the actual conference i.e. for October 2016 conference one should bid before 31st July 2014

**31st March**

The Organizing Secretary of CUTICON KN should send the brochure of the conference to all members by this date.

**30th july**

Last date for submission of abstracts for award papers

**31st july**

The last date for early registration at CUTICON KN without a late registration charge.

**ANNEXURE I: GUIDELINES FOR THE ORGANISATION OF CUTICON KN**

The IADVL Karnataka Executive, guided by the Central Council and General Body, is the supreme body which looks after the smooth conduct of CUTICON KN. Due respect has to be given to the office bearers of the association. The IADVL logo has to be prominently displayed on the stage, all publications, e.g. brochures and abstract book, and on a banner displayed at the venue.

1. **CENTRAL SCIENTIFIC COMMITTEE MEETINGS**

The venue and date of the meeting will be decided by the Organizing Secretary of CUTICON KN in consultation with the President well in advance. The Chairperson of the local Scientific Committee of CUTICON KN should invite all the members of the committee well in advance and should send them the agenda of the meeting and the applications for the orations and the award session papers. The organizing committee of CUTICON KN will pay travel and one day local hospitality of the members who attend the meeting of the scientific committee.

The agenda should include the selection of the recipients of the orations and awards. The committee shall select the judges for the award papers session. The committee shall finalize the entire scientific content of CUTICON KN. It will also discuss the organizational part of the conference, including the inaugural function, valedictory function and various arrangements, and inspect the venue.

1. **ANNUAL GENERAL BODY MEETING (AGBM)**

AGBM should be conducted as per the CONSTITUTION, all the arrangements as sought by the president and secretary are to be made for AGBM, and AGBM is precided by the IADVL KN President and conducted By IADVL –KN secretary, not by the conference organizers.

The meeting will be held on day 1 of CUTICON KN in the evening. Its venue should be intimated to the Honorary General Secretary well in advance to enable him or her to inform all the members of the venue, date and time of the meeting. The Organizing Secretary of CUTICON KN, in consultation with the Honorary General Secretary, should include this information in the brochure of CUTICON KN. A suitable hall with adequate capacity, more according to the number of registered delegates, with a good sound system should be chosen. The dais should be able to seat 6–8 office bearers.

The meeting will be presided by the President and conducted as per the agenda circulated by the Honorary General Secretary. The election officer will declare the election result for the next year at this meeting. The new office bearers will be installed at this meeting. The proceedings must be audio–video recorded.

1. **ORATIONS**

The Dr. JN Shetty oration must be scheduled on the first day of the conference in the morning after the inauguration of the conference, and Prof Dr. Shivakumar and Prof Dr. Rajendran oration in the afternoon on day 1. A brief introduction of the Dr.J N Shetty and Dr.Shivakumar should be given before the oration begins and their photograph be projected on the screen, before the respective oration begins. A banner of the oration must be displayed in the background on the stage. (**Annexure III**)

1. **IADVL–PHARMA NATIONAL QUIZ**

The State level IADVL–Pharma PG National Quiz Program should be held at a prime time and place on day 1 in the afternoon post- lunch. The venue is to be decided in consultation with the President, President Elect, Honorary General Secretary and the IADVL–Pharma National Quiz Coordinator. The program is to be decided by the Honorary General Secretary, IADVL in consultation with the IADVL–Pharma PG National Quiz Coordinator, Quiz master and the Sponsor.

1. **IADVL-KN State level Undergraduate quiz**

The State level IADVL-KN Undergraduate quiz finals to be held on day 2.

The venue is to be decided in consultation with the President, President Elect, Honorary General Secretary and the Quiz chief coordinator. The Quiz master and the Observer for the quiz should be appointed by the President, President Elect, Honorary General Secretary and the Quiz coordinator. The program is to be decided by the Honorary General Secretary, in consultation with the Quiz chief Coordinator, Quiz master and the Sponsor(if any).

Quiz, orations, award papers should be plenary

1. **VALEDICTORY FUNCTION**

This will be held on the last day of the conference, after the scientific program is over, at about 1 p.m. in the main hall of the conference. The venue will be announced by the Organizing Secretary of the conference. **.**

**Layout of dais arrangement during the valedictory function**

1. Immediate past president, President and President elect, Hon. Secretary, Treasurer, 2 Vice Presidents, 2 Joint Secretaries, Organizing Chairperson, Organizing Secretary, Scientific Committee Chairperson, Organizing Committee Chairperson and Secretary of the ensuing CUTICON KN will be on the dais.

The organizers may make suitable changes in the above protocol only after prior consultation with the President and Honorary General Secretary.

The program of the function will be as follows:

1. Welcome speech by the Hon Gen Seretary: 2 minutes
2. Address by the Chairperson of the organizing committee: 3 minutes
3. Address by the President: 3 minutes
4. Address by the President elect: 2 minutes
5. Presentation of the awards (the Honorary General Secretary will arrange for certificates, medals, etc. and announce the names of winners) (**Annexure IV)**
6. Address by Organizing Secretary of CUTICON KN
7. Address by the Organizing Committee Chairperson or Secretary of the ensuing CUTICON KN
8. Appraisals and views of the delegates of CUTICON KN
   1. Vote of thanks by the Hon Gen Secretary.
9. **SUGGESTIONS**

• The number of parallel sessions should not exceed two.

• As many as possible scientific presentations should be accommodated, if

necessary as poster presentations.

* During the conference plenary sessions, orations and other prime events, stall holders and pharmaceutical companies should not arrange any programs or satellite symposia nor should any local tours or sightseeing programs be arranged for delegates.
* No parallel dinners should be arranged by pharmaceutical companies.
* Names for selection of Chairperson of scientific sessions and other programs. should be invited from Sister society Presidents and should be considered and approved by the scientific committee.
* Insurance of venue as well as delegates against natural calamities, fire, theft and accidents to be ensured

**ANNEXURE II: PROFORMA FOR APPLICATION FOR CUTICON KN**

**(Note: Please fill the Performa in the space provided on the right side)**

1. **GENERAL** 
   1. City/town proposed for holding CUTICON KN (*please give the* *map*).
   2. Exact location address of CUTICON KN.
   3. Is the conference venue a permanent structure or a temporary built one, like a pandal?
   4. Distance from the city center.
   5. Connectivity of the city or town by (a) train (b) air (c) roads.

*(Please give the details in a separate sheet).*

* 1. Transport facilities within the city/town.
  2. Was the CUTICON KN held earlier in the same city/town? If yes, when?
  3. Were other conferences held earlier? If yes, please give their attendance figures.
  4. Please give the figurative diagram of the conference venue according to scale.

1. **FACILITIES FOR THE SCIENTIFIC PROGRAMES** 
   1. Hall for the inaugural function/plenary session
      1. Capacity to seat at least 400-500 people
      2. Size of the podium
      3. Air-conditioned or non-air-conditioned
      4. Acoustics
      5. Audiovisual facilities
   2. Minimum one additional hall for the concurrent sessions
      1. Capacity to seat at least 200-300 people
      2. Air-conditioned or non-air-conditioned

(ii) Acoustics

* 1. Audiovisual facilities
  2. Distance from the main hall

1. Lobby space outside the main hall
2. Space for poster presentations
3. Toilet for all conference hall
4. Five smaller halls or spaces
   1. Registration area
   2. Conference secretariat
   3. Communication room
      1. Preview room adjacent to the main hall
      2. IADVL KN meeting room – To seat about 200 members with facilities for audio recording of proceedings
5. **SPACE FOR TRADE EXHIBITION** 
   1. Adequate for 20-30 stalls (3m × 3m)
   2. Three to four bigger stalls (10m × 10m)
   3. Space to move around within the area
   4. Adequate toilet/sanitation facilities (no. of toilets)
6. **FACILITIES FOR THE DELEGATES AND ACCOMPANYING PERSONS** 
   1. Food spaces
   2. To serve at least 300 persons at a time during lunch and 500 during dinner
   3. Resting area, and recreational facilities for accompanying persons
   4. “May I help you” counter
   5. Travel agent’s stall
   6. Arrangement for safekeeping of delegates’ and accompanying persons’ belongings
   7. Transport arrangements from conference venue to hotels and banquet venue
   8. Accommodation: Please send the brochures of the tourist department or of the previous conference held

**Hotels**

**Grade** **No. of rooms** **Tariff** **Inclusive/Exclusive of breakfast**

IT MUST BE ENSURED THAT EVENT MANAGER DOES NOT CHARGE EXORBITANTLY FOR THE ACCOMODATION. FIXED AMOUNT OF TARIFF SHOULD BE GIVEN FOR EACH HOTEL .RANGE OF TARIFF FOR GROUP OF HOTELS IS NOT ACCEPTIBLE.

1. **MISCELLANEOUS** 
   1. Management of the conference entrusted to an event management company: Yes/No
   2. Food arrangements contracted to whom? Private contractor/hotel
   3. Drinking water (should be supplied in individual cups/small sealed bottles)
   4. Safety precautions
      1. Emergency exits
      2. Adequate and proper firefighting facilities
      3. Sanctions, if required, by local authorities should be obtained
   5. Adequate manpower
      1. Event management staff
      2. Residents/medical staff/students (please tick)

1. The bid for CUTICON KN should be accompanied by following certificate :

The IADVL KN (……… Sister society) has passed a resolution by a majority

vote at its GBM held on….. that it wants to host CUTICON KN …. . The Organizing Secretary will be …… *(name, city and membership* *number)* and the Chairperson of the local Scientific Committee willbe ... *(name and membership number)*

*7. The bid should be accompanied by tentative budget and possible savings.*

**ANNEXURE III: RULES FOR ORATION AT CUTICON KN**

Presently, there are TWO orations:

1. Dr.JN Shetty Oration
2. Prof Dr.Shivakumar and Prof Dr.Rajendran Oration

All orations carry the same prestige and are not ranked. It is advisable to schedule them during the prime time of the scientific sessions.

The orators should be given at least 3 months for the preparation of the oration. Accordingly, the time of announcement in DERMAPEN and the IADVL KN website for the nomination should be decided.

An orator needs to be a life member of IADVL. Any oration should be given only once to a person and more than one oration should not be given to the same person.

Academic achievements are the most important criterion while nominating a person for oration. The person selected should have made a significant contribution in any particular field of dermatology, venereology, and leprology. These contributions should have been published in one or more of the indexed journals of our specialty. An independent review of the contribution of the orator ought to be made by more than one referee selected from among the members of IADVL KN Academy of Dermatology. The recommendations should be graded and placed before the scientific committee for the final decision. The committee should attempt awarding all the two orations unless there are overwhelming reasons. If an oration has to be withheld, it should rotate so that the same one is not withheld every time. The Organizing Secretary, not the Chairperson of the Scientific Committee, should be in charge of getting the memento and the amount from the donors or Honorary Treasurer as the case may be. The Chairperson of the Scientific Committee should intimate the Organizing Secretary the names of those chosen for the orations to ensure that the memento and the amount should reach the venue of CUTICON KN.

Orators will be by nomination- secretary will invite nominations for orations and life time achiavement award by members of central council. The team comprising of president, president elect, Past president, Secretary will take the final decision of orations

**ANNEXURE IV: RULES FOR AWARDS, MEDALS, AND PRIZES AT CUTICON KN**

**AWARDS, MEDALS AND PRIZES FOR THE AWARDS SESSION AT CUTICON KN**

These awards are:

1. **Best paper presentation- original research:**

It is to be given to a person below 35 years for the best paper presented at

CUTICON KN during the award papers session.

1. **Best paper presentation-case report:** It is to be given to a person below 35 years for the best paper presented at CUTICON KN during the award papers session.
2. **Best poster presentation** : It is to be given to a person below 35 years for the best poster presented at CUTICON KN.
3. Award for publications:

Given to 1st author for the publication on their original research in IJDVL/

any indexed journal during the year. There is no age criteria (IS IT

ACCEPTABLE ??)

All prizes, medals and awards are of the same rank. The time allotted for the awards paper session will not be more than 1 hour. The Chairperson of the local Scientific Committee of CUTICON KN will invite applications for the award papers **(Annexure V)**. Participants must be IADVL members registered as delegates for the CUTICON KN and should mention their membership number (the validity of the membership will be confirmed by the Honorary General Secretary).They must be postgraduate students or young dermatologists below the age of 35 years with IADVL membership for 1–2 years. A summary of approximately 200 words of the presentation should accompany the application. The work may be of the applicant alone or the applicant must be the first among the group of persons who have done the work.

The Chairperson of the Central Scientific Committee and Chairperson and members of IADVL KN Academy of Dermatology will have the discretionary power to select 12 entries for the competition in the event of more entries. The criteria for short listing the entries are:

1. Valid membership of IADVL (to be confirmed by the Honorary General Secretary)
2. Eligibility:

1–2 years of membership if age<35 years

1. Preference will be given to those who have not participated earlier in case the subject and the quality of work of two of the paper summaries is similar.

To ensure transparency,

1. The criteria for eligibility should be strictly enforced
2. All submitted paper summaries should be circulated to all members of the scientific committee and IADVL KN Academy of Dermatology.
3. There should be no short listing by the local organizing or scientific committee.
4. All applications should be sent for assessment without naming the applicants
5. The Chairperson of IADVL KN Academy of Dermatology should send the entries for assessment and compile the final results and declare them at the Central Scientific Committee meeting.
6. IADVL KN Academy of Dermatology members, Central Scientific Committee members and judges of the award papers should declare any conflict of interest regarding evaluation and judging the orations and award papers, i.e. if there is a paper from one’s own institution then one should refrain from evaluating the paper or acting as a judge in the session.

**ANNEXURE V: PROFORMA OF APPLICATION FOR AWARDS SESSION PAPERS**

The last date for submission of applications is 30TH  April. The paper is to be submitted to the Chairperson of the local Scientific Committee of CUTICON KN , who will forward it to the Honorary General Secretary and Chairperson of IADVL KN Academy of Dermatology.

1. Name
2. Age (certificate to prove)
3. Sex: Male/female
4. Designation
5. Place of work
6. Title of the paper
7. Summary of the paper
8. Individual/group work
9. Original research/other type of work
10. Presented earlier/not presented
11. The participant should be a member of IADVL (to be verified by the Honorary General Secretary)

**Format of the competition**

1. The time allotted is 7 minutes.
2. Text, photo and table slides by power point presentation only.
3. Total slides – 16.
4. The name of the presenter and the institution are not to be displayed during the presentation, but may be announced after the result.
5. The name of the co-authors should not be mentioned.
6. Each slide should not contain more than eight lines enabling the audience to read it.
7. The presentation should be clear and audible.
8. Any questions, for clarification, are allowed only from the judges and after the presentation.