



Urological Society of India

North Zone Chapter

Guidelines and MOU for organizing secretaries for NZC-USI meetings (Annual and mid-term)

1. Annual meetings will be of 2 and half days including one day pre conference workshop/live operative sessions. Application for hosting the Annual Conference must be received by the secretary before 30th September of the second preceding year, i.e., a bid to host the conference in 2013 must be received before 30th September 2011.
2. Mid-term meetings should be for a minimum of one day and a maximum of 2 days. Applications for holding a mid-term CUE/workshop/ symposium must be received by the secretary before the annual conference of the preceding year (i.e. for a CUE in 2012, it must be received before the annual meeting of 2011). However, the council may consider requests for mid-term meetings even after this date on individual merit.
3. The dates of the meeting, theme, general program outline and name of the organizing secretary must be mentioned in the application. No mid-term CUE may be held within 2 months of the Annual conference. Mid-term CUEs should preferably be held evenly spaced between the zonal annual conferences.
4. Only an association like a city chapter/ surgeon's club etc or an institution like a medical college should hold such an activity. Any applicant wishing to host the annual conference must first hold a workshop/CUE before applying for hosting the Annual Conference.
5. The final approval will be made by the Executive Council of the NZUSI. The approval/disapproval of the committee will be considered legal and binding. The Organizing Secretary will be nominated by the organizing committee of the local chapter hosting the event.
6. The detailed scientific program of the event will be finalized in consultation with the Honorary Secretary and President of the NZUSI and will require the endorsement of the Executive Council of the NZUSI. For the Annual meeting, the Honorary Secretary will be responsible for drafting the scientific program.
7. The registration fees for members of the NZUSI, USI and postgraduate students should be subsidized. The badges for different categories of delegates should be color coded.
8. All functions held under the aegis of the North Zone Chapter should be chaired by the President of the chapter. In case the president is unable to attend, he can nominate the president-elect or the past president to chair the function
9. Faculty/speakers in the conference should preferably be from within the zone.
10. Invitation Brochures / correspondence for the activity should clearly mention that the activity is being held under the aegis of the North Zone Chapter of the USI. All such correspondence/ mailers etc should carry the names of the council members of the Chapter.
11. Inaugural Functions should be kept brief and to the point, in no case more than 60 minutes for the Annual Conference and 30 minutes for a Continuing Urological Education programme.
12. Dignitaries on the dais should include the President and Secretary of the North Zone Chapter and the President and Secretary of the USI (if present). A maximum of 4 places can be kept on the dais for local dignitaries/ guests etc including the organizing secretary.
13. The quality of venue, audio-visual and other vendor based services will adhere to the best possible standards, aiming at excellence each year.
14. The lunch/catering area should be separate from the scientific halls. It should preferably be located so as to maximize visitors to the scientific exhibition.
15. Commercial sponsorship and promotional material should be avoided in the scientific halls or kept to bare minimum using slides between sessions.
16. Local hospitality is to be provided to NZ council members and USI President and Secretary attending the event.
17. For annual conferences, appropriate arrangements should be made for holding 3 parallel sessions and good exhibition facility should be made available to the exhibitors.
18. If the organizing team needs financial help from the chapter, the application should be received at least 6 months before the activity.
19. After the activity, detailed statement of account must be presented to the Chapter, duly audited, before the end of the same financial year.
20. The Chapter can make a grant of up to Rs. 5000/- at the discretion of the Executive Council and up to Rs.10,000/ at the discretion of the AGM.
21. 50% of the profit generated from the activity, subject to a minimum of Rs. 1 Lakh per day of activity, will be contributed to the corpus of the society
22. The Organising secretary/chairman will have to submit a memorandum of understanding attached herewith.



Urological Society of India North Zone Chapter

Memorandum of Understanding

This memorandum of understanding made at _____ On (date) _____

Between _____ Organizing Secretary of
_____ (event)

Having their communication address at _____

(hereinafter called the representatives and assignees of the MOU) and Honorary Secretary of the
North Zone Chapter of USI, _____, on behalf of the NZUSI.

That the North Zone Chapter of Urological Society of India hereby allows the 'assignees' to hold the
Annual Meeting/CUE / Workshop titled _____

On _____ (dates) at _____ (venue)

upon the guidelines contained herein.

Whereas it has been agreed that the assignees shall hold the aforesaid CUE/
workshop/conference/symposium under the aegis of NZUSI upon the guidelines attached hereto
(Page 1).

President/Secretary (Event)

Hon. Secretary NZUSI
