

Guidelines & Protocols for all ISA meetings, Conferences, CMEs etc.

It is observed by many members of ISA including the GC members that the organizers of the Meeting, Conferences, CMEs etc. do not observe ISA protocol and also do not recognize elected Officers of ISA during these programs. ISA GC at Gauhati discussed this matter. In any Govt. Program we see strict adherence of Protocol and all elected members from the Ward member to the MP / Ministers are accommodated in the Program and suitably recognized. We do not see this in most of ISA Programs. This causes lot of embarrassment to the elected Office Bearers of ISA and also is not in good taste. The following guidelines are issued for all Regional, State & Zonal ISA meetings, Conferences & CMEs etc. for strict adherence. These are to be adhered when ISA name / emblem is used in any way any part of the program including communication, banner etc. (Except for regular City Branch meetings, the Office Bearers must be invited for all other meetings)

1. Prime Importance must be given to ISA and ISA emblem must be put in all communications in proper place and proper size in proper color.
2. ISA name & emblem must be put prominently & properly in the banner.
3. ISA Flag must be hoisted in Conferences of State level and above. State President will hoist the flag.
4. State / National Office Bearers of the Zone / State must be invited for the meetings and they must be suitably seated in the dais if they are attending. If there are many the seniors (Seniority in Office / Post) in the Office may be seated in the dais and others in the front row and their presence must be recognized.

5. In case of any combined meeting ISA name & emblem must get equal importance as the other organization and ISA Office Bearers must be invited as detailed above.
6. The seating arrangement in the dais will be as per the protocol published in ISA Rule Book.
7. The meetings will be presided by ISA President.
8. Badges must be separate for the ISA Office Bearers with their name & Office so that members recognize them.
9. They may be given complementary Regn,. & local hospitality by the Organisers and this must be informed to them in advance.
10. Travelling expenses also must be met by the Organisers except when the invited Office Bearer is also part of the Program Organising Team.
11. If for any reason the Organisers are unable to provide Travelling expenses, this must be informed in advance.
12. When inviting, the Organisers must clearly tell the ISA Official his role and about the other guests so that he knows the guests & has a rough idea of the program and his position / role in the Program. He can guide the Organisers in Protocol etc.

Example: For any CME / Conference in State / Regional level, the State President & Secretary and National Office Bearers from the State must be invited and above guidelines are to be adhered. Other Office Bearers may also be invited at the discretion of the Organising Committee. For Zonal Level Program, the Presidents & Secretaries of all the States in the Zone & the National Office Bearers in the Zone must be invited and same guidelines are to be adhered. The invitation and information should be given sufficiently early to them so that, if possible, they will attend the Program. When present, National Office Bearer must be given a slot to speak, so that he communicates the messages from the Hq. to the members.