

## State Conference protocol

1. Please invite the ISA National President well in advance, preferably once the Conference dates are fixed and give him details of the program and enquire whether he will attend the program. If he attends, explain his role in the inaugural function. Please inform time & date sufficiently early. Same is about National Secretary. Invite him, explain his role. Provide them local hospitality. Tickets if finance permits. Inform this to them in advance. Immediate Past President is ISA Education Committee Chairman. Invite him for all Scientific activities. If the President is not attending the conference, the Vice President should be invited and be explained his role just like President. Give prime importance to National President. He will speak at the end.
2. State President will preside over the inaugural function and the National President / President elect / Vice President / Hon. Secretary / GC member of the Zone will be Guest of Honour / Chief Guest as per seniority.
3. ISA Flag to be hoisted on the 1<sup>st</sup> day by State President.
4. Only one lecture to be given to one speaker in CME & Conference together. The Organising Team should give place to others as faculty (Be hosts, let others be speakers) / Chairpersons) National Office bearers, Past National Presidents & Secretaries & State President & Secretaries attending must be given faculty position as speaker or 1<sup>st</sup> Chairperson. They must be given distinct badges with their name & office & should not be made to wait in queue.
5. Please invite National President, President elect, Vice President, Hon. Secretary & Hon. Treasurer, Education Committee Chairman (IPP) &

National GC members of your Zone. Provide them complementary Regn. & accommodation. Past National Presidents have to be given Free Regn. Complementary accommodation to be provided to them. Like wise ISA members above 75 years to be given Free regn. with family.

6. All National Office Bearers & GC members (past & present), Past National Presidents & State Presidents to be recognized & honored with Shawl during inaugural function. They have to be seated in front. Past State Secretaries also to be seated in front.
7. ISA wants to stress on communication skills & PAC. Please include this in topics and in prime time in main hall.
8. The inaugural function must be solemn and ISA Officials & Guests to be seated as per protocol published
9. ISA logo must be in proper color in all communications & banners. Advertisement is not allowed in main banner in the stage. If any advt. is put in stage, it must be smaller in size than that of ISA logo, and below the level of ISA logo. Total advt. space must be less than 2% of total area.