

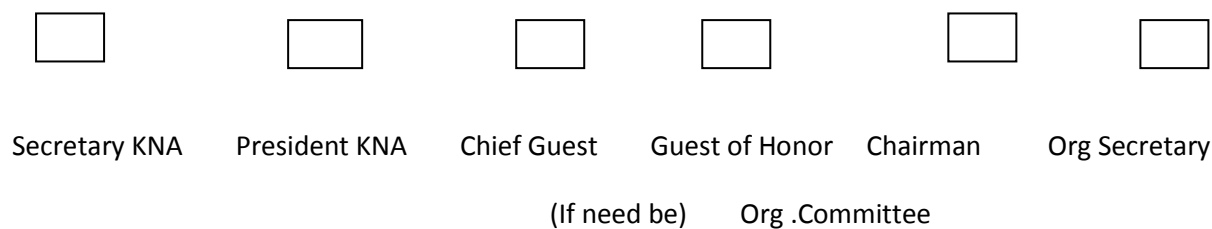
Guidelines for Annual Conference of KNA

1. Proposals to host the conference should be sent to the Secretary, KNA two years in advance. eg. Soon after the AGB in 2015 proposals for the 2017 conference should be sent preferably before July 31st 2015 (to consider in the midterm EC to be held in August every year) All applications for hosting the conference will be discussed in the EC and finally approved in the AGB two years in advance – in this case 2015. The registration fees to the conference to be approved by EC & AGB.
2. Invitation to host a conference should not be from an individual but from local Association / Institution. The application should be made in the proforma to be obtained from the secretary of KNA .
3. The name of conference will be KNA CON followed by year – eg KNA CON 2015
4. A midterm meeting will be held at the venue of the proposed conference in the month of August previous year which includes inspection of the conference venue. For the midterm meeting travel expenses and complimentary accommodation should be arranged by the local organizing committee for all the office bearers of KNA.
5. Scientific Committee:
 - a. The scientific committee consists of President, Secretary of KNA and Chairman of local organising committee. The Chairman of the Scientific Committee will be the President of KNA.
 - b. The best paper award for platform presentation and poster presentation will be organized by the scientific committee.
 - c. Local Organising committee can plan the breakfast seminars, pre & Post conference workshops / symposia in consultation with the scientific committee.
6. Scientific Papers and Posters

Only one Scientific Paper will be presented by one Author. Presenting Author should be member of KNA and should have registered for annual conference before or at the time of submitting the abstract. One copy of the submitted paper abstract will go to Organizing Secretary, one to Secretary KNA, one to Chairman Scientific Committee .Selection for Award session, platform presentation will be done by the Scientific committee.
7. Complimentary Registration and Hospitality during Annual Conference

Organizing Committee will provide Complimentary registration travel; expenses, and local hospitality to all the office bearers of KNA and Guest Speakers who are not members of KNA.
8. Conference Inauguration.
 - a. Backdrop- Logo and Name of KNA CON should appear prominently. It should not have the name of Pharmaceutical Company or Sponsors.

b. Seating Arrangement on Dais



c. Protocol for Inauguration

- i. Welcome Address by Chairman Organizing Committee
- ii. Address and Report by KNA Secretary
- iii. Address by KNA President 5
- iv. Inauguration –lighting the lamp –Chief Guest
- v. Address by Chief Guest
- vi. Vote of Thanks by Org Secretary.

9. Valedictory Function – Protocol

Following persons will sit on the dais.

- President KNA, Chairman Organizing Committee, Secretary KNA, Secretary Organizing Committee
- Distribution of prizes, medals etc and short speech by members on dais.

KNA Logo should be prominently displayed in all communications.