



FOUNDATION for HEAD and NECK ONCOLOGY

Registered under Karnataka Societies Registration Act 1960

President

Alok Thakar

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PATRON

Late R.M. Tiwari

Governing Council

Subramania Iyer

Anil D'Cruz

Jyoti Dabholkar

Kuddush Ahmed

Kaustubh Patel

Executive Committee

Dushyant Mandlik

Kannan S

Kapil Sikka

Krishnakumar Thankappan

Pankaj Chaturvedi

Pawan Singhal

Prasad Dandekar

Prasad Narayanan

Prathamesh Pai

Shamit Chopra

Sudhir Nair

Sukrit Bose

Suman Malik

Journal Editorial

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Web Management

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Standard Operating Procedure of FHNO Annual Conference

Following list outline the responsibility of FHNO and the local conference organizing committee to ensure successful conduct of the annual conferences. This list entails minimum requirements of either parties. Anything over and above to improve the conduct of the conference may be considered with the approval of FHNO president and/or secretary.

1. Bidding and selection of conference location:

Bid for conference will be made two years in advance at the general body by writing to the FHNO secretary and by an oral presentation to the general body. This bid should have the names of the core organizing team, organizing secretary / chairman, proposed conference venue and approximate rates. The FHNO executive committee will make the final selection of the location and will get the location ratified by the general body conducted at the annual conference preceding the proposed conference.

2. Conference venue:

The conference venue has to be decided jointly by the local organizing committee and FHNO president and secretary. The main hall should have a minimum seating capacity of 250 people. Smaller hall to seat 100 delegates. The venue should have an overall ambience and facilities befitting the decorum of FHNO with appropriate hygiene, catering, packaged water, and air conditioning and preferably in a hotel or dedicated conference venue. Medical college and other such venues may be used to conduct preconference workshop. FHNO office bearers are expected to visit the venue to ensure appropriateness of the venue. Once the venue and the registration fee and/or package is fixed (at least one year before the conference date), it can be changed only due to extraordinary circumstances, with the consent of the FHNO president and secretary

3. Scientific program:

It is the responsibility of FHNO office bearers (President, secretary, treasurer and the scientific advisory members of the executive committee) to plan and execute the scientific program at the annual conference. This includes:

- a. Selection of topics for oration
- b. Selection of speakers for oration
- c. Selection of topics and speakers for the panel discussion
- d. Suggestions by the local conference organizing committee will be considered to encourage participation of local talents



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- e. However the local organizing committee will be given a free hand to conduct 2 symposia of topics / faculty of their choice ratified by the FHNO office bearers
- f. Two members of the local organizing committee will be part of the scientific committee to choose a to d above

4. Communications:

All conference related communications (brochure, website, newsletter etc) will be prepared by the local conference organizing committee. However these materials have to be approved by FHNO President/secretary. Must show FHNO logo prominently. Local organizations cannot cohost the event

5. Invitation of speakers/faculty/chairpersons:

All invitation to the speakers/panelist/speakers/chairpersons must be invited by FHNO president and secretary along with chairman of local organizing committee. Signatures (electronic) of these individuals should be included in the invitation letter.

6. Support of faculty for orations:

FHNO office bearers will select the faculty for different orations. It is the responsibility of FHNO to provide international travel fare for the faculty invited for orations. However all domestic travel expenses, local accommodation and hospitality should be provided by local organizing committee. The registration fee for the faculty invited as orators should be waived off. This number is for 4 orators as of today

7. Support for national non-FHNO member faculty:

Support for national non-FHNO member faculty:
National faculty invited as orators (and occasionally as eminent speakers) should be provided domestic travel expense, accommodation and local hospitality by the local organizing committee. Number mutually agreed to avoid financial burden to local organizing committee



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8. Lifetime achievement award:

FHNO executive committee will select the life time achievement award. This will include one national/international dignitary and one local luminary (local luminary must have been a distinguished head neck faculty from any discipline). Recommendation of the local organizing committee will be considered for the choice of the latter. FHNO will bear the travel expense of the lifetime achievement awardee. However , the local organizing committee needs to offer waiver of registration, accommodation and local hospitality.

9. Onsite conduct of the conference:

It is the responsibility of the local organizing committee to ensure that audio-visual, auditorium and infrastructure support meet the high standard of FHNO conferences. This should be coordinated with the FHNO secretary. This includes-

- Strict adherence to conference schedule
- Stage arrangement, display, back drop, ambience and comfort of the auditorium.
- Technical support for video sessions

The national meeting will have the following mandatory items-

- Provision for a Preconference /post conference research day.
- Four orations- Hiranandani, PA shah, Tiwari research and Foundation
- Sudhir Bahadur Symposium
- Dedicated session for free papers leading to award of the FHNO gold medal
- Dedicated poster session

The free papers are currently divided into two categories

- gold medal session – only selected papers 8-12 will be presented in a prime time during the meeting. The selection will be by an independent jury appointed by the FHNO team
- free papers which could be in satellite sessions



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10. Sponsorship and industrial exhibition:

The local organizing committee has the freedom to choose industry partners and sponsors for the conference and provide appropriate exhibition hall. One prominent stall should be made available to the FHNO with out any fee. However events sponsored by them cannot be part of main conference nor can influence the scientific agenda

11. FHNO official meetings at the conference

On the first day, before the start of the conference room should be made available to conduct the meeting of FHNO governing council and the following day for the executive committee and later for the general body meetings. A room should be made available for conduct of interviews for the FHNO fellowships.

12. Inaugural function:

The inaugural function is one of the showcase item of the conference. It should be conducted befitting the decorum of FHNO. The stage management and conduct is at the prerogative of the local organizing committee in consultation with FHNO secretary. The following people should be seated in the dais.

- Guest of honor
- Chief guest
- President of FHNO
- Secretary of FHNO
- Treasurer of FHNO
- Local organizing committee chairman
- Local organizing committee secretary
- Local organizing committee treasurer

The FHNO president will be honored with presidential medallion by the past president. For brevity of the program the program should have the following components: FHNO presidential address (7 mts) and the FHNO secretary report (7mts), address of local organizing committee chairman (7mts), message of guest of honor and chief guest (10 mts each), and vote of thanks by local organizing committee member (5 mts). Any cultural program as the committee feel appropriate.



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The following awards may be given at the inaugural or validity function

- academic activities activities like national conference, cme programmes
- Award of gold medals and certificates on best presentation
- Award of fellowships and other honors

13. Selection of papers and posters and award for the best paper/poster prize

The local organizing committee will receive all the abstracts for presentation (oral/poster) at the FHNO conference. The selection of papers for the oral presentation and poster will be carried out by the scientific committee of FHNO led by one of the executive committee member. The judges to choose best oral/poster presentation will be constituted by the FHNO scientific committee headed by one of the executive committee member of FHNO.

14. Mementos, certificates and prizes:

It is the responsibility of FHNO to provide the following items for the conference

- a. Life time achievement award mementos, citation
- b. Prizes for the best paper/poster

The local organizing committee will provide the following

- c. participation certificate
- d. presentation certificate
- e. mementos to speakers and chairpersons

15. Entertainment program and dinner:

At least one of the dinners should be included in the registration fee. The decorum of entertainment programs/banquet shall befitting the FHNO fraternity.

16. Financials:

- a. Mutually agreed seed fund should be made available to the local organizing committee by FHNO, which should be returned at the conclusion of the conference.
- b. 10% of the registration fee shall be given to FHNO within two months of the conference. Once the audit is complete 50% of profit along with audit report shall be submitted to FHNO before next GBM as a donation to conduct its various educational activities.
- c. FHNO will bear the international travel expense of international orators (if demanded by the speakers) and life time achievement awardees.



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- d. The local organizing committee should get a separate PAN number for the conference. Same should be communicated to FHNO office.
- e. All transaction/donation should be carried out using the conference PAN number.
- f. FHNO PAN number should not be used without prior email or written approval from FHNO office.
- g. Percentage of profit/registration fees should be given to FHNO as "donation".
- h. Audited report should be submitted before next GBM.

17. Conference cancellation or relocation:

In the event that the FHNO president and secretary find that the conference arrangement are not progressing as expected, or due to extra ordinary circumstances that can affect the reputation of FHNO, with the consent of FHNO governing council, the President of FHNO has the authority to change the venue or cancel the conference.

18. Dispute resolution:

In case of any disputes between the local organizing committee and FHNO, the Governing council is authorized to take the final decision.

19. Bidding for conference shall be considered as acceptance of points 1-18 of SOP by the local organizing committee.

Version Dated 30th September 2021