





Message from President-UPOA



Dear UPOA Members,

My heartiest greetings

Constitution is the backbone of any Association and its whole working is guided by it. Constitution of U.P.Orthopaedic Association has been laid by our founding fathers and has been modified and amended from time to time at different general body meetings for the betterment of its functioning.

Every member of our Association should possess a copy of its constitution to be used as reference whenever the need arises.

I am thankful to Dr. Jamal Ashraf, Secretary of our Association for his efforts to publish the latest amended Constitution of U.P.Orthopaedic Association. I am sure every member of our Association will like to preserve it as his precious possession for a long time to come.

Long Live UPOA

Kaja Kuthanlan

Dr. Kapil Kulshreshtha

President, UPOA

Message from President Elect-UPOA



Dear Senior & Friends,

Wishing you all a very happy new year.

The need to publish a document covering comprehensive information about the constitution and its amendments was felt for long time. I am happy to know that Dr Jamal Ashraf, dynamic secretary of UP Orthopaedic Association is publishing the amended Constitution of UPOA after six years and I feel it was long overdue.

An association of doctors who will not have difference of opinion with each other is a thing which has never existed. An association is run by constitution and not by personal whims and fancies of office bearers. The constitution provides a solution to such day to day problems.

The executive committee has amended what appears just to them and this document will help in working of UP Orthopaedic Association.

The novel idea of printing 'Blue Book' of UPOA will provide clear instructions to organising secretaries and will help a lot in organising conference and symposia.

With warm wishes

Dr. Dhirendra SinghPresident Elect – UPOA

Message from Secretary-UPOA



Dear Members,

Greetings from Lucknow.

Today every academic organisation has a constitution which is a vital document, according to which the association carries out its operations. Constitution protects the rights of the members. A constitution, thus, can be safely said to be a social contract between the association and the members it governs. It can also be deemed as the fundamental underlying framework of running of the association.

The constitution of the UP Orthopaedic Association establishes the powers and duties of the executive as well as the rights of its members. Every member has the moral & legal duty to know about the constitution of the association, of which he is a member. This written document is an effort towards fulfilling this preamble.

A constitution takes into account what your association intends to do, and makes provision for possible future developments of the association. It is a legal document which, once adopted, requires a formal procedure to alter it. This published document is after the latest amendments approved by the special AGM and ratified in the AGM on 18.02.2012 in Kanpur.

I consider it my duty to thank the committee that was entrusted with suggesting constitutional amendments which were then approved by its members. I am therefore grateful to Dr. A. N. Verma, Dr Vineet Sharma, Dr. Ashok Gupta, Dr. Kapil Kulshrestha & Dr. Dhirendra Singh for all their wisdom and guidance.

Every effort has been taken to ensure utmost accuracy. However if there is any error, I can assure you, it is unintentional.

With regards

Dr. Jamal Ashraf Secretary - UPOA

PRESIDENTS OF UPOA



DR. A. K. GUPTA (1977 - 1979)



DR. S. M. TULI (1979 - 1980)



DR. M. K. GOEL (1980 -1981)



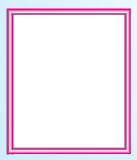
DR. A. N. SRIVASTAVA (1981 - 1982)



DR. SATYANAND (1982 - 1983)



DR. R. C. GUPTA (1983 - 1984)



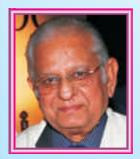
DR. V. P. ADYA (1984 - 1985)



DR. T. P. SRIVASTAVA (1985 - 1986)



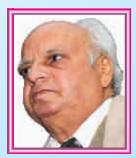
DR. K. P. SRIVASTAVA (1986 - 1987)



DR. U. S. MISHRA (1987 - 1988)

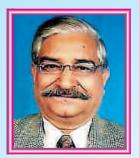


DR. A. A. KHAN (1988 - 1989)



DR. Y. MOHINDRA (1989 - 1990)

PRESIDENTS OF UPOA



DR. P. K. DABRAL (1990 - 1991)



DR. S. A. SADIQ (1991 - 1992)



DR. R. K. SHUKLA (1992 - 1993)



DR. S. V. SHARMA (1993 - 1994)



DR. A. K. VARSHNEYA (1994 -1995)



DR. G. M. LAL (1995 - 1996)



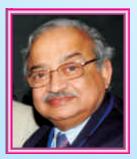
DR. U. K. JAIN (1996 -1997)



DR. S. M. SHARMA (1997 - 1998)



DR. O. P. SINGH (1998 -1999)



DR. P. M. GADRE (1999 - 2000)



DR. A. N. VARMA (2000 - 2001)



DR. SANTOSH RAJPAL (2001 - 2002)

PRESIDENTS OF UPOA



DR. A. A. IRAQI (2002 -2003)



DR. S. C. GAUR (2003 - 2004)



DR. NARESH CHAND (2004 - 2005)



DR. K. K. PRUTHI (2005 - 2006)



DR. S. C. GOEL (2006 - 2007)



DR. G. K. SENGER (2007 - 2008)



DR. VINEET SHARMA (2008 - 2009)



DR. AJIT SAIGAL (2009 - 2010)



DR. D. K. GUPTA (2010 - 2011)



DR. ASHOK GUPTA (2011 - 2012)



DR. KAPIL KULSHRESTHA (2012 - 2013)



DR. DHIRENDRA SINGH (2013 - 2104)

SECRETARIES OF UPOA



DR. A. N. SRIVASTAVA (1977 - 1979)



DR. K. P. SRIVASATVA (1979 - 1986)



DR. R. K. SHUKLA (1986 – 1989)



DR. A. N. VARMA (1989 -1992)



DR. S. C. GAUR (1992 -1995)



DR. RAJENDRA NATH (1995 –1998)



DR. S. C. GOEL (1998–2001)



DR. VINEET SHARMA (2001–2004)



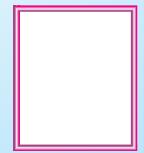
DR. AJIT SAIGAL (2004–2007)

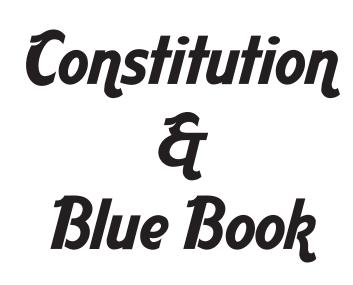


DR. DHIRENDRA SINGH (2007 -2012)



DR. JAMAL ASHRAF (2010 -2013)





UP Orthopaedic Association

CONSTITUTION 2012

(As approved by the special AGM on 18.02.2012 in Kanpur, and ratified in the AGM on 18.02.2012 in Kanpur, under the Chairmanship of Dr. Ashok Gupta, President UPOA.

1. NAME:

The name of the Association shall be "Uttar Pradesh Orthopaedic Association", here in after called the Association in these rules and regulations.

2. OFFICE AND SCOPE:

- a. The registered office of the Association shall be in the place of work of the Secretary.
- b. Association would be registered with The Registrar of the Societies.
- c. The Association shall operate throughout the state of UP.
- d. It will operate directly and through Orthopaedic clubs affiliated to the UP Orthopaedic Association and established in different towns of UP in furtherance of the aims and objects of the Association.

3. AIMS AND OBJECTS:

The Association shall be non party, non political, non sectarian and on profit making organization and shall have the following aims and objectives:

- a. To encourage and advance the study and practice of the science and art of Orthopaedic Surgery.
- b. To promote professional fellowship, cooperation and exchange of view among the Orthopaedic Surgeons of the state.
- c. To encourage scientific research and experimental work on Orthopaedic problems.
- d. To organise scientific meet consisting of lectures, paper presentation, discussions, seminars, symposia and workshops for the advancement of Orthopaedic Surgery.
- e. To maintain a reference library.
- f. To publish a Journal devoted to Orthopaedic Surgery and bulletin of the scientific activities
- g. To hold and develop properties, movable and immovable that may be necessary or advantageous for the aforesaid objects, to purchase, sell, rent, lease or to mortgage it in the interest of the Association.
- h. To receive membership fee and donations for development of Association and subscriptions from members. Donations for instituting awards, orations and prizes of the Association will only be accepted after approval of the Executive General body of the Association.
- i. To co-operate with other Medical and Surgical Associations of U.P. or other states.
- j. To watch and advice on legislations affecting Orthopaedic surgeons.
- k. To arrange and conduct competition, organise fellowships and give award, prizes and certificates for the same.
- I. To organize exhibition of surgical instruments, implants and allied products for display, critical evaluation and suggestions.
- m. To add all such other things as may be incidental to or conducive to the attainment of

all or any of the above objectives.

4. MEMBERSHIP:

a. CATEGORIES OF MEMBERSHIP: Membership of the association shall be of three categories:

i. LIFE MEMBERSHIP:

Life Membership of the Association shall be open to the Orthopaedic Surgeon with postgraduate qualification (MS Ortho, DNB Ortho & D.Orth) and foreign qualifications recognised by the MCI. Life members working/practicing Orthopaedics outside the state or those who are not practicing the specialty, from the date of implementations of Amended Constitutions 2012, shall cease to have the right to hold any office or receive any award.

ii. ASSOCIATE MEMBERSHIP:

- (a) Postgraduate students in Orthopaedics.
- (b) Doctors-with postgraduate qualifications other than in Orthopaedics, recognized by MCI.

Associate Members are entitled to attend scientific meetings, social events and to participate in all scientific discussions but they will not have the right to vote, hold any office, or attend any business meeting.

iii. HONORARY MEMBER:

Persons of eminence related to Orthopaedic specialty may be conferred Honorary Membership / Fellowship of the Association after being duly screened by a Selection committee and approved by the Executive committee and the General Body.

b. **SLECTION OF MEMBERSHIP:**

Application for Life Member / Associate Member of the Association on a membership form duly proposed and seconded by Life Members shall be sent to the Secretary who in turn shall place it before the Executive Committee for consideration. Provisional certificate and membership number will be provided thereafter. Membership shall be ratified only after the approval by the General Body. Honorary Member shall be nominated by the Executive committee.

c. MEMBERSHIP FEES:

Financial year of the Association shall be from 1st April to 31st March. Membership fee shall be reviewed and revised after every three years. The last revision was done in General Body meeting of the Association on 18 Feb, 2012 at Kanpur. Membership fee for different categories shall be

- i. Life member: One time payment of Rs. 2500.00. (Two thousand five hundred only).
- ii. Associate member: Annual fee of Rs. 500.00 (Five hundred only) payable in advance by 31st of March every year.
- iii. If an associate member becomes Life Member within one year of passing he will have to pay Rs 2000 more.

d. CESSATION OF MEMBERSHIP.

- i. No member will be entitled to any of the privileges of the Association if his/her subscription to the Association is in arrears for more than two years and in the event of its remaining unpaid even after a reminder under Registered Post, he/she shall automatically cease to be a Member of the Association.
- ii. Any member, desirous to withdraw his/her membership from the Association shall give a notice in writing to the Secretary not less than three months before the end of the financial year.
- iii. Any Member .whose resignation is requested under Rule 5.2.5 shall have the right to appeal to the next business meeting of the Executive Committee provided he/ she makes a written application to the Secretary within 14 days of receiving the request. The matter of revival, withdrawal or resignation, after Executive Committee approval, has to be ratified in the General Body Meeting.

e. RIGHTS & PRIVILEGES OF A MEMBER:.

- i. Life Members have full voting rights. They are entitled to participate in every activities of the Association. They will receive all information regarding activities of the Association and are entitled for a free copy of journal. Only Life Members Residing and Practicing Specialty in State are entitled to hold any office.
- Associate Members and the Honorary Members shall have all the privileges of a life Member except the right to vote, hold any office or attend any Business meeting.

5. EXECUTIVE COMMITTEE:

- a. **COMPOSITION:** It shall consist of the following
 - President
 - ii. President Elect
 - iii. Vice Presidents 2
 - iv. Secretary
 - v. Treasurer
 - vi. Joint Secretary 3 (by nomination)
 - vii. Executive Members 9
 - viii. Ex officio Members
 - ix Editor
 - x. All Past Presidents
 - xi. Immediate Past Secretary
 - xii. UP Representatives in IOA-3

b. ROLE AND POWERS:

- The Executive Committee shall be responsible for the total management of the Association.
- ii. The Executive Committee shall have powers to fill up vacancies amongst the officers (except the President) and other members of the committee for the remaining term of the office, subject to confirmation at the next business meeting.
- iii. The Executive Committee shall control the affairs of the Association, its funds

and assets. The Executive Committee shall have powers to purchase, construct or acquire on lease, exchange, hire or by gift or otherwise any real or personal property and any rights of privileges necessary or convenient for the purpose of the Association, and to improve, develop, manage, sell, lease, mortgage, dispose off return to account or otherwise deal with any property or part of the property of the Association.

- iv. Any income from the property of the Association, howsoever derived shall be spent solely towards the objectives of the Association and no portion thereof shall be paid or transferred directly or indirectly for any other purpose except for (a) the purpose of providing Scholarships and fellowships to be offered for Competition amongst the Life Members and Associate Members of the Association residing and working in the state of Uttar Pradesh (b) as gift to the Orthopaedic charitable education or other trusts of the Association.
- v. The Executive Committee shall have the power to request the resignation of a member deemed contrary to the interest of the Association or to have ceased to take interest in the objects of the Association or to have been disobedient to the Rules or guilty of unprofessional act of public misdemeanour, provided that the person concerned shall be notified of the proposed action not less than eight weeks before the next business meeting.
- vi. The Executive Committee shall have the power to remit, reduce or suspend the subscription of any Life Member at its discretion.
- vii. Without prejudice to the powers of the General Body of the Association the Executive Committee may exercise powers functions and duties as under.
 - 1. To appoint Committees, sub-committees and Commissions and delegate power and functions to them as it may deem necessary.
 - 2. To co opt any Life Member to any committee.
 - 3. To receive donations and benefactions for and in the name of the Association.
 - 4. To Arrange fellowship and Scholarships.
 - 5. To appoint an Auditor and fix his remuneration.
 - 6. To do all such acts and exercises deemed to be necessary in furtherance of the objects of the Association

6. OFFICE BEARERS: Office bearers of the Association shall be

- i. President
- ii. President Elect
- iii. Vice President 2
- iv. Secretary
- v. Joint Secretaries 3
- vi. Treasurer
- vii. Editor
- viii. Webmaster
- ix. Members of Executive 9

a. ELIGIBITY OFFICE BEARERS:

i. Life Members only, who are also member of Indian Orthopaedic Association are eligible to hold any office of the Association. They shall be residing and practicing Orthopaedics in the state at the time of holding the office. They will

- give a declaration to these effects during filling the nomination papers.
- ii. Members for the office should have attended a minimum number of conferences of U.P. Orthopaedic Association(after becoming a member) before they are eligible as a candidate for election of any office.
 - a. President Elect 10 conferences
 - b. Vice President 8 conferences
 - c. Secretary 8 conferences
 - d. Treasurer-5 conferences
 - e. Editor 5 conferences
 - f. Member Executive 3 conferences

b. DUTIES & POWERS OF OFFICE BEARERS:

i. PRESIDENT

- The President shall coordinate, supervise and direct the activities of the Association. He or she shall preside over all Business and Scientific meetings convened by on behalf of the Association. He/ She shall deliver a Presidential address.
- 2. The President shall be Ex- Officio Members of all Committees and subcommittees.
- 3. The President shall submit his/ her resignation to the Executive Committee.
- 4. The term of the President shall be for one year

ii. PRESIDENT ELECT

- The President Elect shall be the Returning Officer for the annual elections of UP Orthopaedic Association
- 2. The term of Office of the President Elect shall be One year after which he will take over as President of UP Orthopaedic Association

iii. VICE PRESIDENT

- If the President ceases to hold the office, one of the senior member (Seniority by membership of Association) of the two Vice- Presidents shall be inducted as President for the remaining term by a notification from the office of the Secretary. This shall be approved in the next Executive meeting.
- 2. In the absence of the President, the Vice- President by seniority or in adverse condition any member of the Executive shall be nominated by the Secretary to preside over the meeting.
- 3. The Vice president shall submit his resignation to the President
- 4. The term of Vice President shall be one year.

iv. SECRETARY

- 1. The Secretary shall execute all policies and programmes of the Association and shall submit reports at the meeting of the Executive Committee and to the General Body during the annual conferences giving a General review of the work of the Association in the preceding year.
- 2. He shall keep members informed through press, news letters, circulars

- etc. regarding various academic activities of the Association.
- He shall prepare and keep the minutes of all business meetings of the Executive Committee and General Body and see that all notices regarding meetings are duly given in accordance with the provisions of rules and bylaws.
- 4. He shall circulate the accounts for the year with the minutes of the last Annual General Body Meeting along with the notice of the next Annual General Body Meeting.
- 5. He shall be responsible for safe up keep of the records of the Association and he shall be custodian of the Seal of Association.
- 6. He shall be accountable to the Executive as well as to the General body.
- He will sign and execute all contracts or other instruments in the name of Association and shall exercise general supervision over the affairs of the Association.
- 8. He shall be Ex-Officio member of all committees and sub committees of the Association.
- 9. He shall inform the Editor of the Journal about the arrears of the subscription of Full Members and Associate Members within the first month of the commencement of the New Year.
- 10. He shall prepare a current voters list of all Life Members and Full Members of the Association.
- 11. Secretary shall be empowered to employ a part time clerk/assistant on a honorarium approved by Executive committee.
- 12. He shall maintain an account with a maximum limit of Rs. 10,000/- (Ten thousand) and operate it with Joint Secretary the same to meet the contingency expenses. Payment of any amount more than Rs. 10,000 (Ten thousand) shall be made on the recommendations of the Secretary directly to the party by the Treasurer. If and when the Secretary needs more than Rs. 10,000 (ten thousand) towards contingency expenses, he shall have to submit an account of utilization of Rs. 10,000 (Ten thousand) taken earlier with the new demand. In the absence of utilization account, the Treasurer will have the right to refuse the additional demand.
- 13. He shall submit his resignation to the President.
- 14. The term of office of the Secretary shall be of three years.

v. TREASURER

- 1. Treasurer shall keep accounts of the Association.
- He shall present a half-yearly account in the Executive Meeting during the symposium and audited Annual Account in the Executive Meeting and General Body Meeting during the Annual conference. He will be accountable to the Executive body and the General body in all financial matters.
- 3. He shall present a budget for approval for the next year at the General body meeting.
- 4. All cheques and other negotiable instruments shall be signed jointly by the Treasurer and the Secretary.
- 5. The Treasurer will submit his resignation to the President.
- 6. The term of office of the Treasurer shall be three years.

vi. JOINT SECRETARY:

- 1. Three Joint secretaries shall be nominated one each by the President, the Secretary and the Organising secretary of the next annual conference.
- 2. In the absence of the Secretary, the President shall nominate senior most Joint Secretary (by virtue of membership) to take over the function of the Secretary. This nomination shall be ratified by the Executive Committee in the next meeting.
- 3. The term of office of the joint secretary shall be of one year.
- 4. The Joint Secretary will submit his/her resignation to the Secretary or President.

Any office bearer (except President who is allowed only one term) cannot serve the Association in same Capacity for more than two terms.

7. MEETINGS:

- a. Executive committee shall meet at least twice a year, once during Symposium and other during Annual conference of the UPOA. The General Body shall meet at least once a year at the time of Annual conference. Members entitled to attend and participate in the General body meeting are only the Life Members with voting rights.
- b. Quorum- A minimum of 6 (six) members for the Executive committee meeting and 40 (forty) members for the General body meeting are required to complete the quorum for respective business meeting.
- c. Notice for the meeting A minimum of 15 days notice for the Executive committee meeting and 30 days for the General body meeting shall be given by the Secretary. The Agenda must be circulated along with the notice for these meetings.
- d. Extra Ordinary meeting:
 - i. Special Executive meeting can be convened by the President and the Secretary with the written request by at least six members of Executive committee. Matters needing urgent decisions by Executive body may be decided through correspondence amongst members.
 - ii. Extra ordinary General Body meeting may be called to order by the President during the Annual conference on written request by 50% of the members with voting rights attending the conference.

8. ELECTION OF OFFICE BEARERS:

a. TERM OF OFFICE BEARERS.

- i. The President and two Vice Presidents have the term of office for one year and they shall be elected annually.
- ii. The President shall be elected one year in advance and shall be called President Elect.
- iii. The Secretary, Treasurer and Editor shall have the term of office for three years. They shall be elected at the end of three years of the term.
- iv. Joint Secretary (Three). They shall be nominated one by the President, one by the Secretary and one by the Organising Secretary. The term of the office shall be of one year.

v. Member of the Executive (Nine) Three members shall be elected every year. Their term of office shall be three years.

b. PROCEDURE:

- i. President Elect shall be the Returning Officer. The Secretary shall provide all relevant documents and funds necessary for conduct of election.
- ii. The Returning Officer shall circulate the list of vacancies to be filled in for nomination to all Life Members and full Members eligible to vote by post at least three months prior to the Annual conference through newsletter and invite nominations from the Life Members duly proposed and seconded by Life Members.
- iii. Each candidate shall have to deposit Rs. 5000 (Five thousand) only as nominations fee. The nomination must reach the Returning Officer within the specified time. Any withdrawal shall be permitted within two weeks from the last date of nomination. The nomination fees shall be refunded to the withdrawing candidate. If there is more than one nomination for any vacancy, election shall be held by a secret ballot.
- iv. Nomination papers shall be scrutinized by the Returning Officer within a week of the last date of receipt. Nomination found invalid shall be rejected and the candidate shall be informed accordingly. All other contestants shall be informed about other contestants for their posts before the date of withdrawal.
- v. The Returning Officer shall prepare the ballot papers and send them by speed post / courier to all eligible members. Member shall return the ballot paper so as to reach the President Elect by the due date which shall be at least one week before the Annual Conference.
- vi. The returning officer shall keep a record of following and bring them to the venue of counting
 - 1. No. of ballots printed and serially numbered
 - 2. Proof of sending ballots (courier or speed post receipt)
 - 3. Accurate account of undelivered ballots. Undelivered ballot will be received by secretary.
 - 4. No. of request for duplicate ballots (Proof). Duplicate ballots to be sent by courier on written request only.
 - 5. Record of no of ballots received (Date wise)
- vii. Request for duplicate ballots can be sent by post / courier / or e-mail. The e-mail request should be sent from an e-mail ID which is registered with the secretary prior to notification of election.
- viii. Ballots can be sent by post or courier (No hand delivery).
- Outer envelope will carry membership no and address slip pasted by election officer
- x. Change of address request are to be sent to secretary, who will inform the election officer. No request of change of address will be entertained after the date of notification of elections
- xi. Validity of the ballot shall be checked by
 - 1. ID slip
 - 2. Life membership No.
 - 3. Signature on ID slip
- xii. Before counting confirm against membership no. Chart

- xiii. Counting of votes shall be done before General body meeting under supervision of Returning Officer in presence of one nominee of each contestant. The results of elections shall be announced in the General body meeting at the earliest.
- xiv. Presence of the member elected for any post is mandatory in the AGM. He should also be a registered delegate to the conference.
- xv. Induction of the new office bearers will be done in the Valedictory function. The outgoing President will install the President Elect as the new President by handing over the jewel of office. The new President will then induct his office bearers.

9. AMENDMENTS

The amendment in the constitution if and when considered necessary can be done after due approval of the Executive committee, the amendment then, shall be approved by two third majority of members eligible to vote and registered for the conference in the extra ordinary General body meeting. The notice of extra- ordinary meeting shall be given at least 45 days in advance.

10. ANNUAL CONFERENCE

- a. Annual Conference shall be held in the 3rd weekend of February every year to avoid clash with other state conferences.
- b. Venue for the next conference shall be decided in the General Body meeting one year in advance. It shall be proposed by a member on the prescribed bid form, duly signed by the proposed organising secretary, Org. Chairman, and President & Secretary of the Local Club. Proposed organising secretary and one from the other three signatories shall be present in the GBM. Proposal in absentia shall not be considered. In case of more than one bid to hold the conference, the venue shall be decided by mutual consent-or by Voice vote.
- c. The member inviting the conference shall be designated as the organising secretary. Local organising committee may be appointed by the organising secretary. The organisation of the conference shall be in consultation with the President and the Secretary of the Association.

d. The Annual conference shall be of 3 days (Friday to Sunday)

- i. 1st Day: Workshops, EC Meeting & in the evening Inaugural function
- ii. 2nd Day: Dr. B. N. Sinha Oration, Dr. T. P. Srivastava Oration, Dr. K. P. Srivastava Oration, Ghaziabad Orations, Dr. A. K. Gupta Medal Session, P. G. Medal session, Guest Lectures, CME Programme & the AGB Meeting
- iii. 3rd Day: Dr. Anil Gupta Memorial Lecture, Dr. Abbas Ali Khan Memorial Lecture, President's Medal, & Guest Lectures

e. Protocol for the Inaugural function

- i. The inaugural function should preferably finish in one hour.
- ii. The function shall be presided by the President of the U.P. Orthopaedic Association
- iii. Persons of eminence in the field of Orthopaedics should preferably be invited

- as the chief quest to inaugurate the conference.
- iv. President IOA / Secretary IOA / Vice President IOA (in preferential order) should be invited as guest of honour
- v. Not more than 9 persons will be on dais during the inaugural function. The President, Chief Guest, Guest of honour, President Elect, Secretary, Organising chairman, Organising Secretary and President & Secretary of Local Orthopaedic Club should be on dais during the inaugural function.
- vi. The first row in the conference hall during the annual conference of UP Orthopaedic Association shall be reserved to the Past Presidents of UP Orthopaedic Association.
- vii. Master of the Ceremony should be nominated by the organising secretary to conduct the inaugural function.
- viii. Master of ceremony will conduct the inaugural function in following manner.
 - 1. Invocation
 - 2. Lighting of Lamp
 - 3. Banquet and floral presentation
 - 4. Welcome Address by Chairman organising committee.
 - 5. Secretary's report and Prize distribution.
 - 6. Presidential address
 - 7. Release of souvenir by Guest of Honour
 - 8. Inaugural address by chief guest
 - 9. Vote of Thanks by organising Secretary
 - 10. National Anthem.
- ix. Total duration should not be more than one hour.

f. Programme:

The program committee will consist of President, Secretary, Immediate Past President, President Elect and the Organising Secretary.

- i. At least 50% of the guest lectures will be decided by the program committee of the UP Orthopaedic Association.
- ii. At least 50% of the guest lectures will be delivered by members residing and practicing in Uttar Pradesh.
- iii. The Organising Secretary in consultation with President and Secretary shall finalize and invite Guest speakers.

g. Obligations of the organising Secretary:

- i. Organise the conference programme in consultation with President and secretary at the meeting of the programme committee. For this the programme committee shall meet at least one month before the conference. The 4 members of the programme committee shall be provided travelling expenses and hospitality by the organising committee.
- ii. The organising secretary may take care of the expenses of the Guest Speakers with reference to travel (finances permitting). Registration and local hospitality for all guest speakers will be complimentary.
- iii. President, President Elect, Secretary and all the 6 Orators shall be entitled for free registration, stay and hospitality.
- iv. All executive members shall be entitled to free registration (not applicable if spot registration); they will however be required to send their registration forms

- along with the incidental charges
- v. President / Secretary IOA should be given the same privileges as the Orators.
- vi. The Organising Secretary shall contribute to the UPOA a minimum of 50% of the savings
- vii. An additional amount of Rs. 50 (Fifty) per registered delegate shall be transferred to Journal fund.
- viii. Issue certificate of attendance, paper presentation to the registered delegate and speakers under signature of the President, Secretary and Organising secretary.
- ix. If funds permit, the Organising Secretary shall present a memento to the Guest Speakers and the Chair persons.
- x. Submit audited account of the conference within six months to the Secretary and Treasurer UPOA.
- xi. Submit a list of registered delegates to the Secretary UPOA at the Valedictory function.

h. Valedictory Function:

The Outgoing President of UP Orthopaedic Association will issue certificates to members. President and Secretary would sign jointly in the certificates and issue to the office bearers of UP Orthopaedic Association

- i. It should be conducted by the President in following protocol
- ii. Declaration of Results
- iii. Secretary's Comments
- iv. Organising Secretaries Repl
- v. Comments of Any member of the Association
- vi. President's Summary of Term
- vii. Induction of President Elect & Change of Seats
- viii. Induction of other office bearers by new President
- ix. Invitation by next Org. Secretary
- x. Vote of thanks by Secretary (incoming)
- xi. National anthem

11. SYMPOSIUM

- a. Symposium shall be held in September/October every year. It will be held in a place decided by the members during General body meeting.
- b. It shall be of one day duration and shall consist of workshop/ Symposium Guest lectures / Quiz for PG students and free time for panel discussion.
- c. The topic of the Symposium shall be decided in the General body meeting.
- d. A meeting of the Executive committee shall be held on the day of Symposium.
- e. Organising Secretary of Symposium shall be responsible for
 - The President, President Elect and Secretary of UPOA and President or Secretary of the IOA shall be provided with free registration, travel expenses and stay.
 - ii. Guest speakers may be provided with travel expenses (finances permitting). Registration and local hospitality for all guest speakers will be complimentary.
 - iii. All executive members shall be entitled to free registration (not applicable if spot registration).
 - iv. A contribution of 50% of the savings and an additional amount of Rs. 25/-

- (twenty five) per registered delegate (towards Journal fund) shall be made to UPOA.
- v. Issue of certificate of attendance, to the registered delegates and paper presentation to speakers under signature with President, Secretary and Organising Secretary.
- vi. Submit audited account of the symposium to the Secretary and Treasurer within Two months from the date of symposium.
- f. Inaugural function and valedictory function shall be on the same pattern as in Annual conference.
- g. A quiz completion among the teams of various medical colleges will be held during the Mid term Symposium of UPOA.
- h. The organising secretary shall present a list of registered delegates to the Secretary UPOAAssociation during the valedictory function.
- i. The President shall have emergency powers to approve or alter the topic of Symposium or CME and appoint any other member to organise the Annual conference or Symposium without prior approval of the General Body only if the earlier member expresses his inability to organise the same.
- j. Workshops organised by Orthopaedic clubs shall not clash with the Symposium and Annual conference organised by UPOA and the Annual conference of IOA. The Organising Secretaries should inform the Secretary UPOA about such activities well in advance.

12. UTILIZATION OF SAVINGS.

- a. The organising secretaries are authorised to take registration fee as decided in the General body meeting, for the Annual Conference and Symposium.
- b. The organising secretary is also authorised to collect donations or charge fee for providing facilities for Scientific Exhibition to different organisation.
- c. Fifty percent (50%) of the savings shall be utilized by the Orthopaedic Club or organising committee for its activities for the development of the speciality (In case of the conference/ Symposium being organised by the teaching institution it shall be shared equally between the Department of the teaching institution and the local Orthopaedic club).
- d. Fifty percent (50%) of the savings shall go to the Association. The organizing secretary shall inform the secretary about distribution of the savings.

13. POST GRADUATE INSTRUCTIONAL LECTURES

- a. The PG Instruction Course lectures will be held every year in the month of November / December by rotation in one of the medical colleges of the UP State. The course is aimed at giving practical tips to the examination appearing students. The course shall be 3 days duration consisting of long cases, short cases, ward rounds and table Viva.
- b. UPOA will provide financial assistance of Rs 50000.00 (Fifty thousand only) to the organising department. This money will be sanctioned after the completion of the course and submission of the report & audited accounts by the Organising Secretary to the Secretary UPOA.

14. ORTHOPAEDIC CLUBS

a. A minimum of 10 (Ten) Orthopaedic surgeons in a District/ Janpad, who are

- members of the UP Orthopaedic Association are entitled to group together and start an Orthopaedic club with aim of promoting the art and science of Orthopaedics.
- b. The members of the club shall elect a President, a Vice President a Secretary a Treasurer and Three Members of the Executive to run the affairs of the club.
- c. The Secretary of the Orthopaedic club shall intimate the activities of the club to the Secretary of UPOA Association and shall help in organising Annual conference or symposium if held in that District/ Janpad
- All members of local Ortho Clubs preferably should become members of UPOA as well as IOA
- e. Only life members of UPOA can be office bearers of the Local Club
- f. All the local Orthopaedic Clubs should be affiliated to the UPOA. This should be done in writing to the secretary of UPOA.
- g. The Clubs must have annual elections and information of new office bearers should be communicated to the Secretary. Clubs must be registered with Registrar of Societies and preferably have PAN No.
- h. UPORTHOCON & MTS can only be conducted by those city clubs who have their own PAN No.
- i. Constitution of the club shall be planned by the local body on the pattern of the UPOA.
- j. President and Secretary of the UPOA shall be invited by Orthopaedic clubs if any activities are being organised by club.

15. JOURNAL AND EDITOR

- a. The Association shall preferably have a biannual publication of its own Journal called "Journal of Bone and Joint Diseases" (JBJD). In any case one publication is mandatory.
- b. The office of the Journal shall be at the place of Editor
- c. The Editor shall be elected among the members of the Association, with a tenure of office for three years and shall also be Ex-officio member of the Executive Body. He/ She shall submit his/her resignation to the President.
- d. The Editorial Board shall be presided over by the President and shall consist of
 - i. President
 - ii. President Elect
 - iii. Immediate Past President
 - iv. Secretary
 - v. Senior Vice President
 - vi. Editor
 - vii. Two Co-opted members (by the Editor)
 - viii. Treasurer
- e. Duties of the Editor.
 - i. The Editor shall be responsible for publication of the journal.
 - ii. The JBJD will be dispatched to all members of UP Orthopaedic Association individually for which the Secretary has been permitted to provide necessary finance / infrastructure to the Editor. JBJD
 - iii. Journal shall be sent by post to State Orthopaedic Associations and Regional Orthopaedic Associations affiliated to Indian Orthopaedic Association.

- iv. Shall coordinate and assist the President and Secretary to select the best paper.
- v. Present the Annual report of the Journal to the Executive committee and General Body during the Annual conference.
- vi. Shall be answerable to the Executive Committee and General Body.

f. Finance:

- i. The Editor shall arrange funds from donations and advertisement. A corpus fund shall be made for JBJD out of donations where interest can be used for the publication of the journal. A sum of Rs. 50 (fifty) and Rs. 25/- (twenty five) per registered delegate of Annual conference and Symposium respectively shall be transferred to corpus fund of JBJD.
- ii. Corpus fund of Journal shall be operated by Treasurer and Editor Jointly. Fifty percent of the interest of the corpus fund of the journal shall be transferred to the association

16. AWARDS

All eligible Life Members / Associate Members (only PG students) residing and practicing the speciality in the state shall be entitled for any Award of the Association

a. A LIFETIME A CHIEVEMENT AWARD

- i. Will be given to an eminent orthopaedic surgeon who is member of UPOA, and has made commendable contribution for growth and development of Orthopaedics in the state.
- ii. A committee of President, Immediate past President, President elect, and Secretary shall decide the person during the mid term symposium.
- iii. The award shall consist a citation, memento and shawl and will be presented during inaugural function of the annual conference of UP Orthopaedic Association

b. Dr. B. N. SINHA ORATION

- i. Oration shall be delivered by the Immediate Past President of the Association immediately after the 1st scientific session during the annual conference.
- ii. The orator shall be honoured with a memento and citation.
- iii. He shall be provided free registration, accommodation and hospitality.
- iv. This award shall be given after the oration by the President of the Association.
- v. The President and the Secretary shall be chair persons of this session.

c. DR. T. P. SRIVASTAVA ORATION.

- i. Oration shall be delivered by an eminent Orthopaedic Surgeon of the country. This has been financed by interest on the money donated by Prof S. M. Tuli and Prof T. P. Srivastava.
- ii. The Orator would be selected by a committee consisting of President and Secretary of the UPOA and President, Varanasi Orthopaedic Club or his representative.
- iii. The orator will be given citation and travelling expenditure by the UPOA.
- iv. Local hospitality, free registration and suitable memento will be provided by the organising committee of the Annual Conference of UPOA.

d. DR. K. P. SRIVASTAVA ORATION:

- i. Oration shall be delivered by an eminent Orthopaedic Surgeon of the country (Preferably President of Indian Orthopaedic Association).
- ii. The Orator would be selected by a committee consisting of President and Secretary of the UPOA and President, Agra Orthopaedic Society or his representative.
- iii. The orator will be given citation and travelling expenditure by the UPOA.
- iv. Local hospitality, free registration and suitable memento will be provided by the organising committee of the Annual Conference of UPOA.

e. GHAZIABAD ORATION:

- The Oration shall be delivered by an eminent Orthopaedic Surgeon of the country.
- ii. The Orator would be selected by a committee consisting of President and Secretary of the UPOA and President, Ghaziabad Orthopaedic Club or his representative.
- iii. The orator will be given citation and travelling expenditure by the UPOA.
- iv. Local hospitality, free registration and suitable memento will be provided by the organising committee of the Annual Conference of UPOA.

f. DR. ANIL GUPTA MEMORIAL LECTURE:

- Lecture shall be delivered by an eminent Orthopaedic Surgeon working in Uttar Pradesh.
- ii. Submissions will be invited from amongst the Life Members. The Orator will be selected, from amongst the submissions, by a committee comprising the President, President Elect & Secretary of UPOA.
- iii. The orator will be given citation and travelling expenditure by the UPOA.
- iv. Local hospitality, free registration and suitable memento will be provided by the organising committee of the Annual Conference of UPOA.
- v. The invitation should be sent to the family members of late Dr. Anil Gupta at Kanpur

q. DR. ABBAS ALI KHAN MEMORIAL LECTURE

- i. The Oration shall be delivered by an eminent Orthopaedic Surgeon of the country.
- ii. The Orator would be selected by a committee consisting of President and Secretary of the UPOA and President, Aligarh Orthopaedic Club or his representative.
- iii. The orator will be given citation and travelling expenditure by the UPOA.
- iv. Local hospitality, free registration and suitable memento will be provided by the organising committee of the Annual Conference of UPOA.

h. ORTHOPAEDIC CLUB AWARDS

i. Dr. K. P. Srivastava Trophy:

The best Orthopaedic club with membership of more than 75 UPOA members will be assessed for the yearly activities and shall be awarded a trophy at the

time of the Annual conference.

To be eligible, the club must conduct annual election and send a preliminary report before the Mid Term Symposium.

ii. Dr. M. K. Goel Trophy:

The best Orthopaedic Club where membership is less than 75 UPOA members will be assessed for the yearly activities and shall be awarded a trophy at the time of the Annual Conference.

To be eligible, the club must conduct annual election and send a preliminary report before the Mid Term Symposium.

iii. Dhanendra Prasad Bhagwati Devi Memorial Trophy:

The trophy is named after the parents of Dr. Ashok Gupta, who has donated Rs. 50,000.00 for the purpose.

The best orthopaedic club with less than 15 members will be awarded this trophy at the time of the Annual Conference

To be eligible, the club must conduct annual election and send a preliminary report before the Mid Term Symposium.

I. BEST PAPER AWARD

i. Bhagwan Prasad Medal:

A Medal shall be awarded to the author of the best paper published in the JBJD.

It shall be selected by a committee comprising of the President, Immediate Past President, Secretary & the Editor.

President shall be the Chairman and the Editor the Coordinator of this committee

i. GOLD MEDALS:

i. Dr. A.K. Gupta Gold Medal:

The best paper presentation at the time of the Annual conference by a eligible member of the Association, not older than 40 years of age, will be awarded a medal and a certificate in the Inaugural function.

This award can be presented only once to a member and he must be a registered delegate for conference.

A separate medal session of 6 papers selected by the programme committee will be held for this.

ii. President's Medal:

The best paper presentation at the time of the Annual conference by a eligible member of the Association, in any age group, will be awarded a medal and a certificate in the Inaugural function.

This award can be presented only once to a member and he must be a registered delegate for conference.

A separate medal session of 6 papers selected by the programme committee will be held for this medal

iii. PG Gold Medal

The best paper presentation at the time of the Annual conference by a bonafide PG student of a UP Medical College, will be awarded a medal and a certificate in the Inaugural function.

This award can be presented only once to a member and he must be a registered delegate for conference.

A separate medal session of 6 papers selected by the programme committee will be held for this medal

iv. PG Quiz

A quiz completion among the teams of various medical colleges will be held during the Mid term Symposium of UPOA. Teams representing each of the UP medical colleges will consist of two PG students..

The winning members will be given a medal and certificates. The winning team shall represent the UP state at the National quiz at IOACON.

The winning team will be given 2 AC travel expenses to attend the IOACON.

v. Poster Competition

There shall be a poster competition at the annual conference. PG students from each institution can present their work in the poster competition.

The two best posters will be awarded medals and certificates in the Inaugural function.

17. FELLOWSHIPS

a. UPOA Travelling fellowship (2):

- i. Eligible Members of the Association below 40 years of age will be selected and sent to the Annual Conference of WBOA. A sum of Rs. 3000 (Three Thousand) shall be paid to each fellow to cover the expenses.
- ii. The Secretary will try to arrange the local hospitality at the centers. The funds for this fellowship will be provided by the Secretary out of the savings of conference/Symposium of the Association.
- iii. The fellows will submit the report to the Secretary which will be published in the Journal. They will be given a certificate at the Inaugural function.

b. UPOA Visiting Fellowship (2):

- i. This fellowship shall be given (one from teaching group and one from non teaching group) to eligible member of the Association below 45 years of age for teaching and below 50 years for non teaching group.
- ii. The selected person will present two papers in Orthopaedic clubs. The visiting fellow will submit his report to the Secretary along with the papers to be published in the Journal.
- iii. He will be presented a certificate at the Inaugural function. He will also be given 2AC travelling expenses.
- iv. UPOA Visiting Fellowship for the non-teaching group has been named as Dr. Bhola nath Memorial Visiting Fellowship and UPOA Visiting Fellowship for the teaching group has been named as Dr. A.N. Srivastava Memorial Visiting Fellowship.

c. UPOA Exchange Fellowship (2):

- i. This fellowship shall be given to bonafide Post graduate students who are at least Associate member of the Association. They will attend the Annual Conference of Madhya Pradesh Chapter of IOA.
- ii. The local hospitality and registration charges will be met by the host Orthopaedic Association on reciprocal basis.
- iii. Travel expenses (2AC) will be given by the Association.
- iv. The fellows shall be required to present a paper at the conference and participate in the deliberations of .the conference.
- v. They shall submit their report to the Secretary for the publication in Journal. They shall be given a certificate in the Inaugural Function.

d. Lucknow Fellowship:

- i. Two selected fellows will be spending 10 days at the Sancheti Hospital, Pune.
- ii. Prof. O.P. Singh has donated Rs. 1,00,000 (One Lakh) for this fellowship.
- iii. The members awarded this fellowship will be granted Rs. 5,000 (Five Thousand) each towards their expenses and a certificate in the Inaugural function.
- iv. The selection Committee of this fellowship will consist of President, Secretary of Association and Prof. O.P. Singh.

e. Varanasi Exchange Fellowship:

- i. The selected fellow will visit Ahmedabad during the visit of the Johnson & Johnson fellows.
- ii. Varanasi Orthopaedic club has donated Rs. 30,000 (Thirty Thousand) for this fellowship.
- iii. He will be presented a certificate at the Inaugural function.
- iv. A sum of Rs. 3000/—(Three Thousand) shall be paid to the fellow to cover the expenses.

f. Ghaziabad UPOA Foreign Fellowship:

- Two selected fellows (one from a teaching institute & one from non teaching stream) will visit an International Orthopaedic Center at a mutually agreeable date.
- ii. They will be presented a certificate at the Inaugural function
- iii. Ghaziabad Orthopaedic club has donated Rs. 10,00,000 (Ten lakh) for this fellowship.
- iv. A sum of Rs. 50,000/—(Fifty Thousand) shall be paid to the fellows to cover the expenses.
- v. The selection Committee of this fellowship will consist of President, Secretary of Association and President of Ghaziabad Orthopaedic Club.

18. SELECTION OF FELLOWSHIP & AWARDS

a. Fellowships shall be decided by a Fellowship committee consisting of three members i.e. President, Secretary and Immediate Past President (Except specified otherwise as for Lucknow Fellowship, Varanasi Oration, Bhagwan Prasad Medal & Ghaziabad UPOA Foreign Fellowship).

- b. Information about all awards should be circulated amongst all members by the Secretary of Association by post in the 1st circular of Association. The 1st circular must be circulated within two months from Last Annual Conference. The application forms duly completed by desiring persons should reach the convenor of the Fellowship committee within one month from the date of circular.
- c. The fellowship committee shall have the guide lines (annexure 1) in deciding the award for different fellowships.
- d. Best Orthopaedic club awards will be decided by a committee consisting of three members i.e. President, Secretary and Immediate Past President
- e. The committee will follow the laid down Criteria for Selecting best Orthopaedic Club Award (annexure 2)
- f. The criteria for Dr. A.K. Gupta Gold Medal, PG Gold Medal and President's Medal for best paper presented in Scientific session of U.P. Orthopaedic Association I.O.A. at its Annual Conference (annexure 3)
- g. A copy of criteria for evaluating above medals shall be distributed to the Judges in the Conference.
- h. The Secretary U.P. Orthopaedic Association shall nominate three judges amongst Guest speakers or senior most members present in the Conference.

19. ARBITRATION

In case constitution is silent on any point, IOA constitution will be followed. In case of any dispute which can not be satisfactorily settled the matter shall be settled by arbitration Each party will appoint an arbitrator and arbitrators will appoint an umpire, only from Life members of Association. The decision of the umpire shall be final and binding on all parties

Annexure 1

Selection of fellowship	Criteria	Max
Degree	MS	9
	D. Orth	5
Publications	JBJD (5 points per paper)	20
	IJO (8 points per paper)	16
	International (10 points)	10
Paper Presentation	UPORTHOCON (2 for each)	6
	Subspeciality (2 for each)	4
	IOACON (3 for each)	6
	International (3 for each)	3
Conferences attended	UPORTHOCON (1 for each)	3

	Subspeciality (1 for each)	2
	IOACON (2 for each)	6
	International (2 for each)	
Academic awards		5
Fellowship s		2
Experience	(1 for each year)	3
TOTAL		100

Annexure 2

ACTIVITIES FROM 1 JANUARY TILL 31 DECEMBER REPORT TO BE SUBMITTED BEFORE 15 JANUARY	Max
Increase in number of members of UPOA1 point for every new members	10
Increase in number of members of IOA- 1 points for every 1 new members	10
Academic Activities (Name with number of delegates) (1) National Conference (IOACON) (2) State Conference / National Conference of Subspeciality Group of IOA (3) Mid Term Symposium (4) Instructional Courses / CME / Hands on Workshop (2 point per programme) (5) PG Crash Course (6) Clinical Meetings- 0.5 points for each meeting	15 8 4 8 2 6
Achievement of IndividuaMembers (National & International) (1) Guest lecture in National & International Conferences- 2 point per presentation (2) Guest lecture in UPORTHOCON 1 point per presentation (3) Paper presentation in National & International Conference-1 point per presentation (4) Paper presentation in UPORTHOCON - 0.5 point per presentation (5) Awards & honours (6) Elections to higher posts (P/S=2; VP/E/T=1, E=0.5) (7) Inventions (techniques, instruments, implants) (8) Academic Literature(writing, editing, translating)	6 4 3 2 2 4 1 2
Newsletter	2
Regular Election of Office Bearers (Reportingof Activities to Hon Secretary UPOA)	4
Other Activities (1) Any welfare programme for public (2) Slide projector, Overhead projector, laser pointer (3) Activities connected with allied orthopaedic activities	3
Chapter contribution to UPOA (10-50000 Rs = 2 points)	4

Annexure 3

Each paper should be evaluated for

- Content 10 points
 (consider whether the material presented was factual, whether data collection was
 meticulous with attention to detail, whether the analysis was objective and the discussion
 was rational)
- 2. Quality of presentation 5 points (consider the quality of slides, the style and effectiveness of presentation and maintenance of time)
- 3. Originality 5 points (consider in addition whether additional light has been thrown on established knowledge)

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Protocol of UPORTHOCON

(annual conference of UPOA)

1. Procedure of Bids:

The secretary of UPOA shall invite bids for the conference from interested members, by January 15th. Bids have to be on the prescribed form. It shall be proposed by a member on the prescribed bid form, duly signed by the proposed organising secretary, Org. Chairman, and President & Secretary of the Local Club. Proposed organising secretary and one from the other three signatories shall be present in the GBM. The completed forms will be placed in the executive meeting where each bidding team will present its case. In the event of a consensus not being reached, the bids will be placed in the GBM. The venue shall be selected by simple majority in the GBM one year in advance.

The member inviting the conference shall be designated as the organising secretary. Local organising committee may be appointed by the organising secretary. The organisation of the conference shall be in consultation with the President and the Secretary of the Association

Once the conference is allotted to a member, the local orthopaedic club cannot change the organizing secretary without prior approval of the Executive committee of UPOA. This can only happen in the extra-ordinary circumstances of the designated organising secretary sending a written letter to the Secretary expressing his inability to conduct the conference.

A memorandum of undertaking will be signed by the Organising Secretary, Organising Chairman & President local club, stating that they will abide with all the protocols laid down by the UPOA

2. Procedure for selection of venue:

- a. Main auditorium of a minimum capacity of 300
- b. Secondary hall of a minimum capacity of 70
- c. Board room of a minimum capacity of 30 for executive meeting.
- d. Aspace of 10x10 feet for UPOA office
- e. Ahall for poster display
- f. Adequate space for scientific exhibition & meals

3. Dates of UPOA

- a. The dates of the conference will be in the 3rd weekend of February but can be changed under extra-ordinary circumstances, after the approval of the President & Secretary of UPOA
- b. 1st Day : Workshops

Executive committee meeting (post lunch)

Inaugural function (6.30pm)

Inaugural Dinner

c. 2nd Day : Dr. B. N. Sinha Oration

Dr. T. P. Srivastava Oration Dr. K. P. Srivastava Oration,

Ghaziabad Oration

Dr. A. K. Gupta Gold Medal Session PG Gold Medal Session (Hall B)

GBM (6pm)

d. 3rd Day : Dr. Anil Gupta Memorial Lecture,

Dr. Abbas Ali Khan Memorial Lecture

President's Gold Medal Valedictory Function

4. Local Organising Committee:

The member inviting the conference shall be designated as the organising secretary. Local organising committee may be appointed by the organising secretary. The organisation of the conference shall be in consultation with the President and the Secretary of the Association.

All members of the local organising committee should be members of the UPOA.

5. Finance:

The finances of the conference will be controlled by the local organising committee consisting of the organising secretary and the treasurer. However, the projected collection – expenditure of the conference should be made available to the UPOA treasurer one month prior to the conference.

The account of the conference should be opened using the PAN Number of the local club / institute conducting the symposium.

Registration Fees:

- a. The registration fees for UPOA members in 2012 is Rs 900. It can be increased by 10% each year and rounded off to the nearest 100. The registration fees for non members will be 25% more than for members. Full fees will be 25% more than early bird fees and spot registration will be 50% more.
- b. The fee structure will be maintained irrespective of the city hosting the conference or the venue of the conference.
- c. Incidental charges for UPORTHOCON 2012 is Rs 100. It will be increased by Rs 50 every three years. ie it will be Rs 100 in 2013.
- d. The registration fees for workshop in 2012 is Rs 1100. It can be increased Rs 100 each year.
- e. Registration fees for spouse & children > 12 years will be 80% of delegate fees.

Complimentary free registration will be given to

- a. President of UPOA & his wife.
- b. Secretary of UPOA & his wife

- c. President Elect
- d. President/Secretary of IOA
- e. Executive Committee of UPOA (not applicable if spot registration)
- f. All past presidents of UPOA
- g. Invited orators & guest speakers
- h. UPOA members over 65 years of age (not applicable if spot registration)
- i. Exchange fellows from other state chapters (MP & West Bengal)
- j. Two office staff of UPOA

Tariff for stalls: At the discretion of Local Organising Committee

Sponsorships: At the discretion of Local Organising Committee

Tariff for Souvenir: At the discretion of Local Organising Committee

6. Scientific Programme

The scientific programme for the conference will be drawn up by a programme committee consisting of the following:

- a. President
- b. President Elect
- c. Secretary
- d. Immediate Past president
- e. Organising Secretary

Guest Lectures

- a. At least 50% of the guest lectures will be decided by the program committee of UPOA. For the remaining 50%, the Organising Secretary in consultation with President and Secretary shall finalize and invite Guest speakers.
- b. At least 50% of the scientific presentations (excluding medal & free papers) shall be by UPOA members.
- c. The programme committee shall meet at-least one month before the conference to finalise the programme. The members of the programme committee shall be provided travelling expenses & hospitality by the organising committee when they come for this pre-conference meeting.
- d. Faculty will be invited and exempted from registration.
- e. Avoid repetition of speakers over the years
- f. Encourage fresh talent from amongst younger members
- g. A wide state spectrum

Orations:

Dr. B. N. Sinha Oration

- a. Shall be delivered by the Immediate Past President of the Association immediately after the 1st scientific session during the annual conference.
- b. The orator shall be honoured with a memento and citation (given by UPOA)

- c. He shall be provided free registration, accommodation and hospitality.
- d. Travelling expenses will be borne by UPOA
- e. This award shall be given after the oration by the President of the Association.
- f. The President and the Secretary shall be chair persons of this session
 - a. Duration of oration shall be 30 min: (20min for presentation & 10 min for introduction & presentation of citation).

Dr. T. P. Srivastava Oration

- a. Shall be delivered by an eminent Orthopaedic Surgeon of the country.
- b. The Orator would be selected by a committee consisting of President and Secretary of UPOA and President, Varanasi Orthopaedic Club or his representative.
- c. The orator will be given citation and travelling expenditure by UPOA.
- d. Local hospitality and free registration and suitable memento will be provided by the organising committee of UPORTHOCON
- e. Duration of oration shall be 30 min: (20min for presentation & 10 min for introduction & presentation of citation).

Dr. K. P. Srivastava Oration

- a. Shall be delivered by an eminent Orthopaedic Surgeon of the country.
- b. The Orator would be selected by a committee consisting of President and Secretary of UPOA and President, Agra Orthopaedic Club or his representative.
- c. Preferably this oration will be by the Immediate Past President of IOA.
- d. The orator will be given citation and travelling expenditure by UPOA.
- e. Local hospitality and free registration and suitable memento will be provided by the organising committee of UPORTHOCON
- f. Duration of oration shall be 30 min: (20min for presentation & 10 min for introduction & presentation of citation).

Ghaziabad Oration

- a. Shall be delivered by an eminent Orthopaedic Surgeon of the country.
- b. The Orator would be selected by a committee consisting of President and Secretary of UPOA and President, Ghaziabad Orthopaedic Club or his representative.
- c. The orator will be given citation and travelling expenditure by UPOA.
- d. Local hospitality and free registration and suitable memento will be provided by the organising committee of UPORTHOCON
- e. Duration of oration shall be 30 min: (20min for presentation & 10 min for introduction & presentation of citation).

Dr. Anil Gupta Memorial Lecture

- a. Shall be delivered by an eminent Orthopaedic Surgeon working in the state of Uttar Pradesh.
- b. The Orator would be selected by a committee consisting of President, President Elect and Secretary of UPOA.
- c. The orator will be given citation and travelling expenditure by UPOA.
- d. Local hospitality and free registration and suitable memento will be provided by

- the organising committee of UPORTHOCON
- e. Duration of oration shall be 30 min: (20min for presentation & 10 min for introduction & presentation of citation).

Dr. Abbas Ali Khan Memorial Lecture

- a. Shall be delivered by an eminent Orthopaedic Surgeon of the country.
- b. The Orator would be selected by a committee consisting of President and Secretary of UPOA and President, Aligarh Orthopaedic Club or his representative.
- c. The orator will be given citation and travelling expenditure by UPOA.
- d. Local hospitality and free registration and suitable memento will be provided by the organising committee of UPORTHOCON
- e. Duration of oration shall be 30 min: (20min for presentation & 10 min for introduction & presentation of citation).

Medal Sessions

Dr. A.K. Gupta Gold Medal:

- a. The best paper presentation at the time of the Annual conference by a eligible member of the Association, not older than 40 years of age, will be awarded a medal and a certificate in the Inaugural function.
- b. This award can be presented only once to a member and he must be a registered delegate for conference.
- c. A separate medal session of 6 papers selected by the programme committee
- d. The evaluation will be done by a three member panel, pre-informed by the Secretary UPOA

President's Medal:

- a. The best paper presentation at the time of the Annual conference by a eligible member of the Association, in any, age group, will be awarded a medal and a certificate in the Inaugural function.
- b. This award can be presented only once to a member and he must be a registered delegate for conference.
- c. A separate medal session of 6 papers selected by the programme committee
- d. Evaluation similar to Dr. A.K. Gupta Gold Medal

PG Medal Session

- a. The best paper presentation at the time of the Annual conference by a bonafide post graduate of a medical institution in UP, will be awarded a medal and a certificate in the Inaugural function.
- b. This award can be presented only once and he must be a registered delegate for conference.
- c. A separate medal session of 6 papers selected by the programme committee
- d. Evaluation similar to Dr. A.K. Gupta Medal

Chairpersons for Scientific Sessions

- a. There shall be two chairpersons for each session
- b. These shall be selected by the Central Committee from amongst Past presidents / senior members of UPOA with interest / experience in the field for which the session is devoted.
- c. A broad consideration for representation from all over the state shall be ensured for selecting the chairpersons.

7. Hospitality for Dignitaries

a. Office Bearers:

- i. Accommodation shall be provided to
 - 1. President + wife
 - A car shall also be provided to the president for the duration of the conference
 - 2. Secretary + wife
 - 3. President Elect (election officer) Single Occupancy
 - 4. Two UPOA office staff
- ii. Travel expenses:
 - 1. President + wife:
 - 2. Secretary:
 - 3. President Elect (election officer)
 - 4. Two UPOA office staff

b. Guest Speakers

- Accommodation
 - 1. All guest speakers have to be provided twin-sharing accommodation.
- ii. Travelling Expenses:
 - 1. Finance permitting, the organising secretary MAY provide AC 2 fare / apex air fare to the guest speakers.
 - 2. However, uniformity has to be maintained for all guest speakers; whether from UP or outside

c. Senior members

No accommodation is to be provided to past presidents and senior members (UPOA members above the age of 65 years).

- **d. IOA president / Secretary:** shall be provided with travel allowance & free accommodation.
- **e. Exchange fellows** from other states shall be provided with to & fro AC 2 travel allowance by UPOA, & free accommodation by the organisers.

f. Lifetime achievement awardees:

To & fro AC 2 travel will be provided by UPOA. Suitable single

occupancy accommodation has to be provided by the local organising committee

8. Registration

a. Announcement of conference

- i. First information letter should be dispatched by late July so as to reach the members before the mid-term symposium
- ii. A flex board of 2x4 feet about the forthcoming UPORTHOCON with basic details should be displayed at the registration counter of the Mid Term Symposium
- iii. Final conference brochure containing the registration form & abstract submission form should be dispatched by late November.
- iv. Soft copy of the brochure should be sent to the Secretary for approval before printing
- v. Final programme should be dispatched to the registered delegates by the last week of January.

b. Delegate Kit: Should contain the following

- i. Final programme
- ii. Meal coupons
- iii. Invitation to inaugural function
- iv. Writing pad & pen
- v. Invitation to banquet
- vi. Delegate name badge
- vii. Conference souvenir

c. Certificates

- i. Should be signed by President & Secretary of UPOA & Organising Secretary. It may contain the signature of Organising Chairman also.
- ii. Delegate certificates should be distributed on the morning of the last day.
- iii. Certificates to faculty / speakers / and paper presenters should be handed over immediately after the scientific session by the chairpersons.
- iv. Certificates of presentation (also posters) should contain the full topic of presentation.

d. Souvenir: Should contain the following information

- i. Messages from President, President Elect, Secretary etc.
- ii. Messages from President / Secretary of IOA
- iii. Message from President / Secretary of local club
- iv. List of Executive of UPOA
- v. List of Organising Committee of the UPORTHOCON
- vi. Final programme of the conference
- vii. List of all past presidents, secretaries and organising secretaries of UPORTHOCONS.
- viii. City Club reports forwarded by Secretary UPOA
- ix. Abstracts of all scientific presentations

9. Inaugural Function:

- a. Backdrop: The backdrop of the stage should carry the UPOA Emblem. UPOA emblem should also be used in-front of the podium.
 No company advertisement / logo can be present on the backdrop or in-front of the
 - No company advertisement / logo can be present on the backdrop or in-front of the podium
- **b. Decoration** on the stage is left to the discretion of the organisers. (wasteful expenditure should be avoided).
- **c. Time:** The inaugural function should commence at 6.30pm and the total duration of the programme should not exceed 1 hour.
- d. Presided: The function should be presided by the President of UPOA
 - e. Dignitaries on the dias: The total number of chairs will be 9 with the following dignitaries being present (to be called onto the stage in this order)
 - President UPOA
 - ii. Chief Guest
 - iii. Guest of Honour (President / Secretary of IOA)
 - iv. President Elect UPOA
 - v. Secretary UPOA
 - vi. Organising Chairman
 - vii. President local orthopaedic club
 - viii. Secretary local orthopaedic club
 - ix. Organising Secretary

	Organising			President		President		
Secretary	Chairperson	UPOA	Guest	UPOA	Honour	Elect UPOA	City Club	City Club

f. Seating arrangement in the hall

- i. First row in the conference hall to be reserved for the past presidents
- ii. Second row to be reserved for various club president's & secretaries and executive members.
- g. **Master of Ceremonies:** Should be nominated by the organising secretary to conduct the inaugural function.

h. Order of conduction of the function

i.	Invocation	3min
ii.	Lighting of the lamp	3min
iii.	Banquet & floral presentation	3min
iv.	Welcome address – Chairman Organising Committee	3min
V.	Secretaries report & prize distribution by chief guest	20min
vi.	Presidential address	10min
vii.	Release of souvenir by guest of honour	5min
viii.	Inaugural address by chief guest	10min
ix.	Vote of thanks – Organising Secretary	3min
Χ.	National anthem	

i. UPOA Awards

The following awards will be presented during the inaugural function and in the specified order

- i. Lifetime achievement award
- ii. Bhagwan Prasad Medal
- iii. Dr. A. K. Gupta Medal
- iv. President's Medal
- v. PG Gold Medal
- vi. Poster Gold Medal
- vii. Quiz Winners
- viii. Dr. K. P. Srivastava Trophy
- ix. Dr. M. K. Goel Trophy
- x. Dhanendra Prasad Bhagwati Devi Memorial Trophy
- xi. Fellowship Awardees
- xii. Release of JBJD
- xiii. Organisers of UPOA events
- xiv. Mementos to Outgoing Executive

10. Savings:

- a. It is binding on the organising secretary to contribute 50% of the savings to UPOA.
- b. The remaining 50% of the savings are to be contributed to the local orthopaedic club. If the conference is being organised by the dept of orthopaedics of a medical college, the remaining 50% of the savings is to be equally divided between the department & local orthopaedic club.
- c. The amount collected as incidental charges is to be contributed, as a separate cheque, to the journal fund for usage by the JBJD.
- d. The organising secretary shall submit an audited account of the conference along with the contribution to UPOA in the executive meeting held during the next midterm symposium.
- e. If funds permit, the organising committee shall present mementos to the guest speakers, and the chairpersons.

11. Scientific Deliberations

- a. The podium shall have the UPOA Emblem displayed on it.
- b. Mementos, if any, to be given to the guest speakers by the session chairpersons.
- c. At least two cordless mikes to be available in the hall for questions from the audience.
- d. No concurrent sessions to run at the time of the orations & AK Gupta Medal Session & President's Medal Session.

12. Valedictory Function

a. It is an official function of UPOA and will be conducted by the President / Secretary of UPOA.

- b. The duration of the function should not be more than 45 min.
- c. The dias will have seats for the following
 - i. President
 - ii. President Elect
 - iii. 2 vice-presidents
 - iv. Secretary
 - v. Jt. Secretary
 - vi. Treasurer
 - vii. Organising Secretary
- d. Order of conduction of programme
 - i. Declaration of results by President:
 - 1. Dr. A. K. Gupta Gold Medal
 - 2. President's Medal
 - 3. PG Gold Medal
 - 4. Poster Awards
 - ii. Secretary's comments regarding the conference, followed by delegate comments
 - iii. Organising Secretary's reply
 - iv. President's summary of his term
 - v. Induction of New President change of seats.
 - vi. Speech of newly installed president about his plans for UPOA
 - vii. Induction of new office bearers by the new president.
 - viii. Invitation to the next UPORTHOCON by the next organising secretary
 - ix. Vote of thanks by secretary (incoming)
 - x. National Anthem

13 Trade Exhibition

- a. A trade exhibition will be organised during the conference.
- b. Tariff, concessions, & complimentary stalls are the prerogative of the organising committee.
- c. Meal coupons: 2 complimentary per stall and extra on payments should be arranged.
- d. Companies hiring the stalls should give an undertaking that there will be no liability to local organisers or UPOA in case of loss of property / injury / loss of life due to an accident in the trade exhibition.
- e. The venue of the trade exhibition should ideally be adjacent to the conference halls or dinning area.

14. UPOA Office

- a. A space of 10x10 feet should be provided at a prominent area within the conference premises to establish the office of the UPOA
- b. It should contain following facilities
 - Two tables & 6 chairs
 - ii. Computer with printer
 - iii. Drinking water

15. Other Official Programmes during UPORTHOCON

Executive Committee Meeting

- a. It shall be held on FRIDAY, post lunch.
- b. A notice for the meeting along with the agenda will be circulated by the Secretary to all executive members, well in advance
- c. Ahall to accommodate 30-40 persons preferably in a 'round table fashion'
- Drinking water and tea to be served.

General Body Meeting

- a. The meeting will conducted on Saturday at 6pm in the main hall.
- b. Dias to seat the following
 - i. President
 - ii. President Elect
 - iii. 2 vice-presidents
 - iv. Secretary
 - v. Jt. Secretary (nominated by Secretary)
 - vi. Treasurer
- c. A public address system with table mikes (2), and cordless mikes (2)

Counting of Ballot Papers

- a. It will be carried out under the supervision of the election officer on Friday at 11am.
- b. It will be carried out in a hall to seat 20 people.
- c. Following are to be arranged.
 - i. Four front tables arranged in the front with 4 chairs.
 - ii. Large cardboard cartons (4)
 - iii. Drinking water / tea / snacks
 - iv. Lunch has to be arranged for the office bearers and contestants.
- d. Persons permitted in the counting hall:
 - i. Election officer (President Elect), President, Secretary
 - ii. Treasurer, Jt secretary, UPOA office staff.
 - iii. Two past presidents (central observers)
 - iv. Candidates with one representative each
- e. Two volunteers provided by organising secretary

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Protocol of Mid Term Symposium

1. Procedure of Bids:

The secretary of UPOA shall invite bids for the mid term symposium from interested members, by January 15th. Bids have to be on the prescribed form. The completed forms will be placed in the executive meeting where each bidding team will present its case. In the event of a consensus not being reached, the bids will be placed in the GBM. The venue shall be selected by simple majority in the GBM.

It shall be proposed by a member in the form of a written invitation to hold the conference and duly seconded by a member both being present in the Executive meeting & General Body meeting. Invitation by members in absentia shall not be considered. The proposing member shall be designated as the organising secretary.

The bid should be accompanied by a covering letter from the President / Secretary of the local city club.

Once the Midterm symposium is allotted to a member, the local orthopaedic club cannot change the organizing secretary without prior approval of the Executive committee of UPOA. This can only happen in the extra-ordinary circumstances of the designated organising secretary sending a written letter to the Secretary expressing his inability to conduct the symposium.

2. Procedure for selection of venue:

- a. Main auditorium of a minimum capacity of 200
- b. Board room of a minimum capacity of 30 for executive meeting.
- c. Adequate space for scientific exhibition & meals

3. Dates of UPOA

- a. The date of the Midterm symposium will be in the 2nd weekend of September but can be changed under extra-ordinary circumstances.
- b. It shall be of one day duration and shall consist of workshop/ Symposium Guest lectures / Quiz for PG students and free time for panel discussion

4. Local Organising Committee:

The member inviting the conference shall be designated as the organising secretary. Local organising committee may be appointed by the organising secretary. The organisation of the symposium shall be in consultation with the President and the Secretary of the Association

5. Finance:

The finances of the MTS will be controlled by the local organising committee consisting of

the organising secretary and the treasurer. However, the projected collection – expenditure of the MTS should be made available to the UPOA treasurer one month prior to the symposium.

The account of the Mid Term Symposium should be opened using the PAN Number of the local club / institute conducting the symposium.

Registration Fees:

- a. The registration fees for UPOA members in 2010 is Rs 500. It can be increased by 20% each year and rounded off to the nearest 100. The registration fees for non members will be 25% more than for members. Full fees will be 25% more than early bird fees and spot registration will be 50% more.
- b. The fee structure will be maintained irrespective of the city hosting the symposium or the venue of the symposium.
- c. Incidental charges for MTS 2010 is Rs 50. It will be increased by Rs 50 every three years. ie it will be Rs 100 in 2013.
- d. The registration fees for workshop in 2010 is Rs 1000. It can be increased Rs 100 each year.
- e. Registration fees for spouse & children > 12 years will be 80% of delegate fees.

Complimentary free registration will be given to

- a. President of UPOA & his wife.
- b. Secretary
- c. President Elect
- d. President/Secretary of IOA
- e. Executive Committee of UPOA (not applicable if spot registration)
- f. All past presidents of UPOA
- g. Invited guest speakers
- h. UPOA members over 65 years of age (not applicable if spot registration)

Tariff for stalls: At the discretion of Local Organising Committee

Sponsorships: At the discretion of Local Organising Committee

Tariff for Souvenir: At the discretion of Local Organising Committee

6. Scientific Programme

The scientific programme for the MTS will be drawn up by a programme committee consisting of the following:

- a. President
- b. President Elect
- c. Secretary
- d. Immediate Past president
- e. Organising Secretary

Guest Lectures

- a. At least 50% of the guest lectures will be decided by the program committee of UPOA. For the remaining 50%, the Organising Secretary in consultation with President and Secretary shall finalize and invite Guest speakers.
- b. At least 50% of the scientific presentations shall be by UPOA members.
- c. Avoid repetition of speakers over the years
- d. Encourage fresh talent from amongst younger members
- e. A wide state spectrum

PG Quiz

- a. All the medical colleges of the state will be represented by a team consisting of two residents.
- b. The HOD will send the names of the teams to the Quiz master at least two weeks in advance.
- c. Quiz winners will be awarded a medal and a certificate in the Inaugural function of the following UPORTHOCON.
- d. All the residents participating in the guiz should be registered for the MTS

Chairpersons for Scientific Sessions

- a. There shall be two chairpersons for each session
- b. These shall be selected by the Central Committee from amongst Past presidents / senior members of UPOA with interest / experience in the field for which the session is devoted.
- c. A broad consideration for representation from all over the state shall be ensured for selecting the chairpersons.

7. Hospitality for Dignitaries

a. Office Bearers:

- i. Accommodation shall be provided to
 - 1. President + wife

A car shall also be provided to the president for the duration of the symposium

- 2. Secretary
- 3. President Elect
- 4. Treasurer
- ii. Travel expenses:
 - 1. President + wife: AC 2
 - 2. Secretary: AC 2
 - President Elect

b. Guest Speakers

- i. AC 2 sleep travel MAY be provided
- ii. Free accommodation MAY be provided

c. Senior members

No accommodation is to be provided to past presidents and senior members (UPOA members above the age of 65 years).

d. IOA president / Secretary: shall be provided with travel allowance & free accommodation.

8. Registration

a. Announcement of symposium

- i. Symposium brochure containing the registration form should be dispatched by late July.
- ii. Final programme should be displayed on the UPOA website the last week of August.

b. Delegate Kit: Should contain the following

- i. Final programme
- ii. Meal coupons
- iii. Writing pad & pen
- iv. Delegate name badge
- v. Symposium souvenir

c. Certificates

- i. Should be signed by President & Secretary of UPOA & Organising Secretary. It may contain the signature of Organising Chairman also.
- ii. Delegate certificates should be distributed along with the delegate kit
- iii. Certificates to faculty and speakers should be handed over immediately after the scientific session by the chairpersons.

d. Souvenir: Should contain the following information

- i. Messages from President, President Elect, Secretary etc.
- ii. Messages from President / Secretary of IOA
- iii. Message from President / Secretary of local club
- iv. List of Executive of UPOA
- v. Final programme of the symposium

9. Inaugural Function:

- **a. Backdrop:** The backdrop of the stage should carry the UPOA Emblem. UPOA emblem should also be used in-front of the podium.
 - No company advertisement / logo can be present on the backdrop or in-front of the podium
- **b. Decoration** on the stage is left to the discretion of the organisers. (wasteful expenditure should be avoided).
- **c. Time:** The inaugural function should programme should not exceed 30min.

- d. Presided: The function should be presided by the President of UPOA
- **e. Dignitaries** on the dias: The total number of chairs will be 9 with the following dignitaries being present (to be called onto the stage in this order)
 - i. President UPOA
 - ii. Chief Guest (President / Secretary of IOA / Head of Institution)
 - iii. Guest of Honour
 - iv. President Elect UPOA
 - v. Secretary UPOA
 - vi. Organising Chairman
 - vii. President local orthopaedic club
 - viii. Secretary local orthopaedic club
 - ix. Organising Secretary

f. Seating arrangement in the hall

- i. First row in the hall to be reserved for the past presidents
- ii. Second row to be reserved for various club president's & secretaries and executive members.
- **g. Master of Ceremonies:** Should be nominated by the organising secretary to conduct the inaugural function.

h. Order of conduction of the function

- i. Invocation
- ii. Lighting of the lamp
- iii. Banquet & floral presentation
- iv. Welcome address Chairman Organising Committee
- v. Secretaries address
- vi. Presidential address
- vii. Inaugural address by chief guest
- viii. Vote of thanks Organising Secretary
- ix. National anthem

10. Savings:

- a. It is binding on the organising secretary to contribute 50% of the savings to UPOA.
- b. The remaining 50% of the savings are to be contributed to the local orthopaedic club. If the conference is being organised by the dept of orthopaedics of a medical college, the remaining 50% of the savings is to be equally divided between the department & local orthopaedic club.
- c. The organising secretary shall submit an audited account of the symposium along with the contribution to UPOA in the executive meeting held during the next annual conference.

d. If funds permit, the organising committee shall present mementos to the guest speakers, and the chairpersons.

11. Scientific Deliberations

- a. The podium shall have the UPOA Emblem displayed on it.
- b. Mementos, if any, to be given to the guest speakers by the session chairpersons.
- c. At least two cordless mikes to be available in the hall for questions from the audience.

12. Trade Exhibition

- a. A trade exhibition will be organised during the conference.
- b. Tariff, concessions, & complimentary stalls are the prerogative of the organising committee.
- c. Meal coupons: 2 complimentary per stall and extra on payments should be arranged.
- d. Companies hiring the stalls should give an undertaking that there will be no liability to local organisers or UPOA in case of loss of property / injury / loss of life due to an accident in the trade exhibition.
- e. The venue of the trade exhibition should ideally be adjacent to the conference halls or dining area.

13. Other Official Programmes during UPORTHOCON

Executive Committee Meeting

- a. It shall be held on Sunday, post lunch.
- b. A notice for the meeting along with the agenda will be circulated by the Secretary to all executive members, well in advance
- c. A hall to accommodate 30-40 persons preferably in a 'round table fashion'
- d. Drinking water and tea to be served.

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