

To
All Local Branch Secretaries

Dear Sirs,

Sub: Applications to Host 49th, 50th and 51st Maharashtra State Dental Conferences (41st MSDC) and 6th Mah. State Dental Students' Convention (6th MSDSC)

Applications are hereby invited from Branches wishing to Host the 49, 50 and 51st and/ or 6th MSDC.

Kindly note:

1. You can apply for either 49,50 and 51st MSDC or 6th MSDSC, or for both
2. Kindly fill separate forms for 49,50 and 51st & 6th MSDSC, if you wish to Host both events.
3. Kindly note you will have _____ share of profit from Conference / Student Convention to State Office as State Office share of profit from Conference /Convention as per conference guide lines as _____ by State EC.
If you are hosting both events 30% profit from both events will have to be given to State Branch as State Branch Share of the profit.
4. State Branch /State Office will not be responsible for any losses or deficit in funds nor will it be responsible for repayment of any pending bills of any parties or any other unpaid expenses.
5. The Host Branch shall be solely responsible for any losses, financially, to any movable or immovable property or any other loss not specifically mentioned or any deficiency in funds, and same shall be totally borne by the Host Branch.
6. Host Branch shall be solely responsible for repayment of any pending dues of any parties or any other unpaid expenses and shall not be able to claim any amount from IDA SO IDA MSB.
7. The Host Branch will have to abide by the Conference Guidelines as prepared by 20 AHD and will have to follow the instructions from the State E.C. The Host Branch should consult State Office whenever necessary while conducting the Conference /Convention.
8. The decision of State Executive Committee will be final in case of all disputes regarding any matter pertaining to Conference, Students' Convention.
9. If any Branch is hosting both 49,50 and 51st and 6th MSDSC, points No. 3 to 8 as mentioned above will be applicable to both events separately. If one of the events suffers any loss, financially or otherwise the same shall not be compensated from profit of other event. _____ State Branch Share of Profit from that event will have to be paid to State Branch.
10. Kindly send the Application Forms for 49,50 and 51st and or 6th MSDSC to State Office by Regd. A/D. Courier, Speed post so as to reach State Office on or before 10th March 2002.

Thanking you,

Sample Contract Form

CONTRACT TO BE SIGNED BY THE HOST BRANCH

This agreement is made on this day _____ between Indian Dental Association - Maharashtra State Branch (herein after referred to as IDA MSB) having its registered office at A-b, Lokmanya Co-op Hsg. Society, Veer Savarkar Path, Thane 400 602, and _____ Branch of IDA (herein after referred to as Host Branch) having its office at _____

Whereas IDA bid for hosting the _____ Conference was awarded in favour of _____ Branch of IDA.

Whereas the host Branch has passed a resolution in its Executive Committee to Host the said Conference and it is the desire of the parties hereto, to enter into an agreement in writing for determining the duties, responsibilities and relations between the parties thereto.

The Parties hereto hereby agree to the following terms and conditions binding both.

I.

- a) The Host Branch shall Host the _____ IDA MSB Conference at _____ from _____ to _____ (Dates).
- b) Host Branch / COC shall not ask any loan or refundable advance from IDA MSB.
- c) Host Branch agrees to follow the Conference guidelines book and Consult IDA MSB whenever necessary while conducting the Conference / Convention.
- d) Host Branch agrees to promote the Conference / Convention in the State of Maharashtra
- e) Host Branch shall be solely responsible for losses of the Conference / Convention if any and shall not be able to claim any amount from IDA State Office / IDA MSB in case of deficit.
- f) We hereby affirm that we will not ask loan or advance from IDA MSB and assure we will submit accounts within four months of completion of conference, that ii there is any loss, financially or to any movable or immovable property r any other loss not specifically mentioned in this contract or deficiency of funds our Branch will be solely responsible for it & the said losses & deficiency in funds will be totally absorbed by our Branch.
- g) We affirm that the Host Branch shall be solely responsible for settling all bills & meeting all expenses of the Conference including settling of all pending bills & unpaid expenses if any, & shall not be able to claim any amount from IDA MSB in case of any loss or deficit.
- h) We affirm that IDA MSB will not be responsible for any loss financially or otherwise or deficiency of funds or liable for settling any bills or unpaid expenses including any pending bills or unpaid expenses even after the conference / convention is over. MSB has the State Branch Share of profit from the Conference / Convention.
- i) We confirm that we shall transfer 3%

- II. If Host Branch is hosting both State Conference & Students' Convention & if one of the events suffers any loss, financially or otherwise the same shall not be compensated from profit of other event. 3% State Branch Share of Profit from that event will have to be paid to State Branch.
- III. In case the State Executive committee is of the opinion, Sixty days prior to the inaugural day of the Conference] Convention, that the Host Branch has not made sufficient progress, it may, in its absolute discretion withdraw this contract and allocate the responsibility for hosting the Conference I Convention to any Local Branch of IDA MSB or itself host the Conference / Convention in which case IDA MSB shall be entitled to recover from Host Branch the amount collected by Host Branch for the Conference / Convention.
- IV. Should any dispute arise in connection with the terms of this contract or in respect of any matters pertaining to the organization of the conference / Convention its planning contract and accounts, whether before, during or after the Conference / Convention, the same shall be referred to the sole arbitrator appointed by the Central Council of IDA whose decision shall be final, binding on both the parties.
- V. The contract shall be binding upon the parties hereto, their successors assignees and members from time to time and shall not be invalid expect by agreement in writing signed by the parties to this contract.
- VI. Executed on the ay aforesaid by the parties hereto in Witness Whereof the Parties have signed hereunder in presence of the witness mentioned hereunder.

For Indian Dental Association

By _____
Hon. State Secretary

Attested by _____
State President

By _____
Secretary Host Branch

Attested by _____
President Host Branch

(This is a sample form. A single form for State Conference & Students' Convention or two separate forms will be prepared as per legal advice. Similarly the draft of the Contract Form will be finalised after taking legal advice)

**APPLICATION TO HOST
I.D.A. MAHARASHTRA STATE BRANCH CONFERENCE**

- A. ❖ Name of the Local Branch : _____
- ❖ Year in which Conference invited : _____
- ❖ Date of E.C. meeting / AGM / EOGM in which it was decided to Host State Conference _____
- ❖ Total, number of members in the Branch _____
- ❖ Balance Sheet of the Branch for the last three years (Attach Xerox copies) _____
- ❖ Cash Balance of Branch as on date in bank Fixed Deposit etc. with Xerox copies and Assets if any _____
- ❖ Number of Branch / State/ Head Office Conferences / Student Conventions hosted earlier by the Branch (if you have any Souvenir / Brochure enclose sample) _____
- ❖ Town proposed for Conference No. of days you intend to host the conference 2 days/ 2 1/2 days /3 days / more days - (specify) _____
- ❖ Earlier All India Conference / State Conference Specialty Conference hoisted by your branch held in other specialties of Dental Faculty in the proposed town within five years _____
- ❖ Whether you intend to have an in-House Conference _____
- 1) If YES _____
- a) in Hotel: Names of the Hotels in order of preference. _____
- YES / NO
1. _____
2. _____
3. _____
- 1) _____
- 2) _____
- c) What will be the charges for Package Deal with
- i) Hotel where Conference is held _____
- ii) Hotel No.2 _____
- iii) Hotel No. 3 _____
- iv) Venue Management if Conference is not in Hotel 1) _____
- 2) _____
- 3) _____

Package deal includes (RC membership fees which include all usual privileges of RC membership & stay in Hotel for the period of Conference).

(if necessary can you work out above package deal with 1 or 2 more Hotels : YES / NO

Total No of delegates that can be accommodated

In the proposed In House Hotels / In House Venue

Proposed venue of the Conference

i) in Hotel: Names of Hotels in order of preference

1. _____
2. _____
3. _____

ii) Any other Venues (Specify with names)

1. _____
2. _____
3. _____

b) What will be proposed RC membership charges

c) Charges for "Delegate with hospitality

: _____

❖ Have you gone through Conference guidelines

: YES / NO

❖ Are you aware that you have to abide by Conference Guidelines

: YES / NO

B) HOTELS

** 1) a) Name of the Proposed Conference Hotel _____

b) Number of rooms a) A/c _____ b) Non A/c _____ c) Suites _____

c) Tariff of Proposed Conference Hotel (In case package deal is not worked out)

Type	Rates (Minimum)		Rates (Maximum)	
	A/c	Non A/c	A/c	Non/Ac
Single				
Double				
Suites				

Total No. of delegates that can be accommodated in Conference Hotel _____

** (If the Conference is not in Hotel do not fill above column No.1)

2) Other facilities available in the Proposed Conference Hotel/Venue of Conference such as Meeting Halls / Space for Trade Fair / Space for inauguration and / or Cultural Programme etc.

3) Number of Hotels In the City I Town, Specify as per the following:

Category A: Economic Hotels Total No. _____

Category B : Three Star Hotels Total No. _____

Category C: Four Star Hotels Total No. _____

Category D: Five Star Hotels Total No. _____

Category	Sr No.	Name of the Hotel	Distance from proposed Conf. Hotel /Con. Site	No. of A/C rooms	Rate	No. of other rooms	Rate
A	1						
	2						
	3						
	4						
B	1						
	2						
C	1						
	2						
D	1						
	2						

C) CONFERENCE VENUE

1) For Inauguration Ceremony:

a) Place _____

b) Air Conditioned / Non A/c / Convertible to A/c _____

c) Distance from Conference Hotel / Venue _____

d) Audience seating

capacity _____

e) Stage seating

capacity _____

f) _____

Comments _____

2) Trade Fair: (Preferably at the venue of the Conference)

a) Name of the Place! Venue where Trade Fair will be held _____

b) Air Conditioned / Non Ac / Convertible to A/c _____

c) Total carpet area of Trade Fair Venue (in square feet) _____

d) If it is in a pandal, size of the pandal (in square feet) _____

e) Can the pandal be made Ac & are you willing to do so _____

f) No of stalls (maximum) _____

g) Comments _____

3. Scientific Halls (important):

Hall A (Main Scientific Hall) -

a) Seating capacity of Main Scientific Hall (Hall A) _____

b) Whether Ac, Non Ac _____

c) If Non Ac can it be converted to

Ac _____

d) Is the Hall well equipped for Audio-Visual Projection (Projectors, OHP, LCD, CC T.V. etc.)

(Have you checked it) _____

e) Can it be darkened properly for good Audio-Visual display (Have you checked it) _____

f) Is the acoustics in the Hall good (Have you checked it) _____

g) Can you have triple slide projection in the Hall (Have you checked it) _____

Hall B.

a) Seating capacity _____

b) Whether A/c, Non

Ac _____

c) If Non Ac can it be converted to

Ac _____

d) Is the Hall well equipped for Audio-Visual Projection (Projectors, OHP, LCD, CC T.V. etc.)

(Have you checked it)

e) Can it be darkened properly for good Audio-Visual display (Have you checked it)

f) Is the acoustics in the Hall good (Have you checked it)

g) Can you have triple slide projection in the Hall (Have you checked it)

Whether available or not YES/NO

If YES - a) Seating capacity

b) Ac / Non Ac / Convertible to Ac

c) Whether suitable for Lectures / Meetings / Both

D) PRE CONFERENCE COURSES

Do you intend to conduct Pre-conference Courses - YES / NO If YES

2) Venue for the courses 1) 2)

3) 4)

3) Whether necessary arrangement to conduct Live Demonstration on patients / Table Demonstration / Hands-on Courses Etc. can be made. (Give Details)

E) TRANSPORTATION

From other Cities / Towns

Airport Facilities

a) Is there an Airport in your City? - YES I NO

b) Is the Airport linked with all the major Cities in India? YES / NO

c) Names of Airways 1) 2) 3)

d) Distance from Airport terminal to the Main City Kms.

Time (by Car, by Bus)

e) Distance from Airport to the Conference Venue — Kms.

Railway -

a) is your Town/City well connected by Railway with other major Cities / Towns of the State - YES / NO

b) Names & Nos. of few Trains 1) 2) 3)

c) Distance from Railway Station to the Main city Kms.

d) Distance from Railway Station to the Conference Venue — Kms.

Road

a) Is your Town/City well connected by Road with other major Cities / Towns of the State - YES / NO

b) Name of few Roadways 1) 2) 3)

c) Distance from Main / Central Bus Stand to the Main City Kms.

d) Distance from Main / Central Bus Stand to the Conference Venue Kms.

Local Travel

How will Delegates Travel between Hotels and Conference site?

1) Will have to make arrangements on their own or 2) You will make arrangements/f

If 1), are there sufficient number of taxis, Auto Rickshaws, Private & Municipal Buses easily available round the clock from various Hotels to Main Conference Venue & Other Venues (Give details)

-

If 2), You will arrange : Free / paid transport to and from Airport / Railway Station / Bus Stand

a) By Bus _____

b) By Auto Rickshaw _____

c) By Car, Jeep etc. _____

d) State the no. of Buses, Auto Rickshaws, Cars, Jeeps etc. you will arrange/hire

,F) SIGHTSEEING

Can the Host Branch arrange Pre /Post Conference Tours? - YES / NO

a) For the spouses / Lady-members / Children _____ YES / NO

b) For other Delegates _____ - YES / NO

c) Places proposed 1) _____ 2)

3) _____ 4)

G) OFFICIAL TRAVEL AGENT

1) Will there be the Official Travel Agent for the Conference

2) Are they ticketing Agent / Travel Agent

3) Will they handle all reservations. Rail / Bus / Air - YES / NO

H) INSPECTION OFFICERS

Will Host Branch will have to bear all the expenses of the inspecting Officers appointed by State EC. to visit the Conference Site & to verify the facts mentioned in this application? -If YES, Air Fare / Special Class Train Fare / Second Class Train Fair

I) CONTRACT

Will Host Branch will have to enter into a contract with State Office – YES / NO

J) AUDIO VISUAL EQUIPMENT

1) Can you provide ALL AUDIO-VISUAL EQUIPMENT for Scientific Lectures / Demonstrations / Paper Presentations / Hands on Courses Etc. as demanded by the speakers - YES / NO

2. Are there Audio –Visual Agents available in your town or will you hire their services from other town.

Name if possible _____

