



# INDIAN SOCIETY OF ANAESTHESIOLOGISTS

(FOUNDER MEMBER OF THE WORLD FEDERATION OF SOCIETIES OF ANAESTHESIOLOGISTS)

National Secretariat: "Naveen Niketan", 128/18, Doctors Lane, Civil Hospital Road,  
Rohtak-124001, Haryana, India

Mob: +91 9812091051 (Hon. Secretary) / 9091515151 (Office)

E-Mail: isanhq@gmail.com / secretaryisanhq@gmail.com

## PROFORMA APPLICATION FOR BIDDING ISA NATIONAL CONFERENCE VENUE - 2023

1. Name of the City Branch Bidding for Conference Venue :
2. Name of the State Chapter Bidding for Conference Venue :
3. Name of the place where Conference will be Conducted :
4. Number of Members in the Branch :
5. Name of the Organising Chairman (of the proposed conference) :
6. Name of the Organising Secretary (of the proposed conference) :
7. Financial Status of the Branch (Attach audited a/c of last 3 years) :
8. Is the Conference to be held at Institutional Building or Commercial area :
9. Do you have man-power to meet the needs of the Conference :
10. Adequate Accommodation available to near the Venue :
11. What are the Transport Facilities available to reach the Venue :
12. Proposed registration fee from Delegates :
13. Areas of Tourist importance in the surroundings :
14. Will you agree to follow the protocol in conduct of the Conference :
15. Entitlements of Delegates (Pickup, compliments, food etc) :
16. Availability of auditorium & additional halls for Scientific session :
17. Is space available for trade & exhibition :
18. Whether you (branch) have conducted ISACON (National / Zonal / State) earlier or not if yes give details.
19. Whether you (branch) have conducted national level CMEs or zonal conferences, give details.

We, Dr..... Organising Chairman and Dr.....

..... Organising Secretary on behalf of .....City Branch &  
.....State Chapter accept the responsibility to conduct the 70<sup>th</sup> ISA National Conference  
At ..... (place), as per Constitution of ISA and we will be responsible for safe conduct of the  
conference. Accounts of the Conference will be submitted within one calendar year of completion of the Conference.

Place: Name & Signature of Organising Chairman.....

Date: Name & Signature of Organising Secretary.....

### ENDORSEMENT BY CITY BRANCH

Name & Signature of City Br. President Seal Name & Signature of City Br. Secretary

### ENDORSEMENT BY STATE CHAPTER

Name & Signature of State Chapter President Seal Name & Signature of State Chapter Secretary

# LETTER OF AGREEMENT

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PLACE:

DATE:

To

The Hon. Secretary (ISA NHQ)

Sir,

1. We (1) Dr..... ISA No..... Organising Chairman, 70<sup>th</sup> Annual National Conference of ISA (2) Dr..... ISA No.....Organising Secretary, 70<sup>th</sup> Annual National Conference of ISA..... City/ State Chapter, pledge and confirm that we will pay Rs. 20,00,000/- (Rupees Twenty Lakhs) or 10% of the Total Conference Income (gross) whichever is higher to ISA National and will Execute a Compliance Proforma on Rs.100/- Non Judicial Stamp paper with this letter to ISA National office for record. We stand to disciplinary action as decided by NHQ ISA if we fail to fulfill this commitment to ISA. Current Financial State of our City branch is Rs.....
2. We the organizers of ISACON 2023 agree to suggestions offered by President, Secretary and GC members of ISA regarding venue, facilities in and around, reception, transport, and local travel of delegates, food and scientific proceeding at the Conference. We have read the protocols of conduct of the conference and know the requirements of the venue.

Signed on .....day of ..... 2021 in presence of

Witness 1  
(Name & Signature)

1. Organising Chairman  
(Name & Signature)

Witness 2  
(Name & Signature)

2. Organising Secretary  
(Name & Signature)

# INDIAN SOCIETY OF ANAESTHESIOLOGISTS

## ISA - CONTRACT AGREEMENT CONDUCT OF NATIONAL CONFERENCE (To be executed on Rs.100/- Non Judicial Stamp Paper)

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Place:

Date:

To  
The Hon. Secretary (ISA NHQ)  
Sir,

1. We (1) Dr..... ISA No..... Organising Chairman, 70<sup>th</sup> Annual National Conference of ISA (2) Dr..... ISA No..... Organising Secretary, 70<sup>th</sup> Annual National Conference of ISA..... City/ State Chapter, pledge and confirm that we will pay Rs. 20,00,000/- (Rupees Twenty Lakhs) or 10% of the total Conference income (gross) whichever is higher to ISA National. We stand to disciplinary action as decided by ISA NHQ if we fail to fulfill this commitment to ISA. Current Financial State of our City branch is Rs.....
2. We the organizers of ISACON 2023 agree to suggestions offered by President, Secretary and GC members ISA regarding Venue, facilities in and around, reception, transport, and local travel of delegates, food and scientific proceeding at the Conference. We have read the protocols of conduct of the conference and know the requirements of the venue accounting etc.

Signed on .....day of.....2021 in presence of

Witness 1  
(Name & Signature)

1. Organising Chairman  
(Name & Signature)

Witness 2  
(Name & Signature)

2. Organising Secretary  
(Name & Signature)

## **RULES AND REGULATIONS**

The venue of the annual national conference will be decided by the governing council on the basis of merit. The state holding the national conference will not be eligible to reapply for next 10 years. Zonal rotation is preferred. Within that Zone, (let us say that as Zone A) out of the bids received, preference would be given to the state branch which has not hosted the Conference before or has not hosted the Conference for the longest period out of the bids received, provided all other criteria for selection are met. Bids can be accepted for consideration from the Zone which is next in the line (i.e., Zone B) for eligibility as per Zonal cycle of rotation. In case the bid from the eligible Zone (Zone A) is found not in order and is rejected by the GC then bids from this Zone (i.e., Zone B) would be considered as per the criteria defined earlier. The cycle of Zonal rotation from 2021 is 2021 West, 2022 North East, 2023 North, 2024 East, 2025 Central, 2026 South, 2027 West. This cycle will be maintained for future. This cycle may be modified by the Governing Council by a resolution with subsequent approval by the GBM as and when necessary, provided their bid satisfies all requirements & criteria and has facilities to hold a National Conference. The bid for hosting ISA National Conference must reach the Hon. Secretary before 31 July and will be discussed in the 2nd Mid Term GC meeting after presentation by the respective bidders. Representatives of the bidding branches must present themselves on the 2nd day of the GC with full details including blue print of the venue and halls, short video etc. The credentials and experience of the Organizing Secretary and Scientific Committee Chairperson of the ISACON should be detailed in the bid application. Shortlisted venues will be inspected by subcommittee formed by the GC and they will give their report during the 4th GC meeting and then venue will be decided on the basis of merit and facilities.