



Protocol for bidding for DERMACON/MIDDERMACON

- (a) Any state branch wanting to hold DERMACON must call its GBM, and, by a majority vote, pass a resolution to that effect and decide the name of the Organizing Secretary and Chairperson of the Local Scientific Committee. The Organizing Secretary must be from the city where the DERMACON is to be held.
- (b) The state branch shall send the bid proposal to host DERMACON to the Honorary Secretary General of IADVL two and a half years before the proposed conference only after the above procedure.
- (c) The official bid for holding DERMACON shall be given to the Honorary Secretary General on the letterhead of the state branch, with the signatures of the President and Secretary of the branch, and the prescribed proforma (containing the details regarding the facilities available in the city and the suitability of the city for hosting DERMACON) duly filled in (Annexure VIII).
- (d) 1) The bid for the DERMACON of a particular year should be sent to the Honorary Secretary General by 15th June 2 years before the conference. Eg For DERMACON 2023 the bid application should reach by 15/6/2020. The result will be announced in the closing AGBM of that year along with results of elections held that year. **Application for the DERMACON venue will be invited along with all other applications in IADVL Election Notification and will have same time line.** If there is only one application for DERMACON, then the President, President-Elect, Past President and Hon. Secretary General shall visit the venue and report to CCM which meets in August. If the venue is not found suitable for DERMACON then the CCM can discuss other options.
- 2) In case of MIDDERMACON- election will be held for the conference to be held 1 year later eg for MIDDERMACON 2022 it will be in election year 2020. The time line will be same as IADVL election notification
- (e) After a careful scrutiny of proposals for venue, all eligible venues shall be included in the ballot paper and the venue shall be selected by election process.
- (f) All those involved in the conference arrangement, i.e. office bearers, shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) in their presentations on the conference.

The bid should be accompanied by tentative project report (provisional budget and possible savings) as per the following proforma:

Proforma for application for DERMACON/MIDDERMACON

1. GENERAL		
A	Name of the conference	
B	Organizing State branch	
C	(i) Organizing Chairman (ii) Organizing Secretary (iii) Scientific Committee Chairman (iv) Treasurer	
D	Proposed City/town (please provide the map).	
E	Was DERMACON/ MIDDERMACON held earlier in the same city/town? If yes, when? Where? (provide details- no of delegates, savings etc in separate sheet)	Yes/No
	Have any of the key organizers organized any major conference earlier? If yes, mention details (i) Organizing Chairman (ii) Organizing Secretary (iii) Scientific Committee Chairman (iv) Treasurer	
F	(i)Venue of Conference(Name& Address) website video link Attach a 2 page description giving details of city, venue and organizers with video	
	(ii) Alternate venue(Name& Address)	
G	Distance from the city center.	
H	Connectivity by (a) train (b) air (c) road. (please give the details like Distance from venue/Hotels etc in a separate sheet).	
	i) Air Connectivity- Airport- Domestic/ International ii) Number of Cities with direct connection iii) International cities connected iv) Distance from Venue	
I	Transport facilities within the city/town.	
J	Were other conferences held earlier in same venue? (If yes, please give details e g Name, attendance etc).	Yes/no
K	Is the venue, a permanent structure	Yes/ No Complete/partial- Give percentage of complete built in structure

L	Is the venue to be erected	Yes/No Give percentage of total structure
M	Permanent / Semi permanent Structure (i) Constructed Area (Sq mtr) (a) Purpose (ii) To be erected Area.(Sq mtr) (a) Purpose	
N	To be erected venue- Area (Sq mtr)	
O	Surrounding Locality. (i) Residential (ii) Commercial (iii) Government Offices	
P	Accessibility. (i) Roads- approach roads (including width) and no of entry /exit points (ii) Traffic Density Vehicle parking facility details i) Area :sqM ii) Car holding capacity iii) Whether any permissions required for parking iv) Is the parking area exclusive to the venue or shared	
Q	Please provide figurative diagram/map of the conference venue according to scale.	

2. FACILITIES FOR THE SCIENTIFIC PROGRAMS

(A) Venue is Permanent or Semi permanent Structure		
Total Number of Halls		
a) Auditorium/ Hall for the inaugural function/plenary session		
	(i) Capacity to seat at least 3,000-3,500 people ii) Capacity to seat 800-1000(for MIDDERMACON)	
	(ii) Size of the Podium	
	(iii) Air conditioned or non-air conditioned If not, then provide information for provisions of air conditioning	
	(iv) Acoustics- Whether Proper demarcation between halls is possible to avoid spill over sound	
	(v) Audio-visual facilities (including PPT, Screen and Collar Mike)	
(b) Halls(2-3) for the parallel sessions		
	(i) Capacity to seat at least 600-700 people (ia) Capacity to seat 200-300(for MIDDERMACON)	
	(ii) Air conditioned or non-air conditioned	
	(iii) Acoustics Whether Proper demarcation between halls is possible to avoid spill over sound	

	(iv) Audio-visual facilities (PPT, Screen, Collar Mike etc.,)	
	(v) Distance from the main hall	
(c)	Lobby space outside the main hall	
(d)	Space for poster presentations Adequate space	
(e)	Toilet for all conference spaces[please mention the nature (Western/ Indian) and number of toilets for each conference space	
(f)	Four (4) smaller halls or spaces(NA for MIDERMACON)	Yes/No
(g)	Conference Secretariat	Yes/No
(h)	Registration Area	Yes/No
(i)	Communication room	Yes/No
(j)	Preview Room adjacent to the Main Hall	Yes/No
(k)	IADVL Hall – To Seat 300- 400 (NA for MIDDERMACON)	Yes/no
(B)	Area to be erected (Sq mtrs) i) No of Halls with Capacity of each ii) AC/ non AC iii) Acoustics	

3. SPACE FOR TRADE EXHIBITION

(A) Total Area (i) Constructed area (ii) To be erected area	
(a) Adequate for 60-70 stalls (3m × 3m)	Yes/No
(b) Three to four bigger stalls (10m × 10m)	Yes/No
(c) Space to move around within the area	Yes/No
(d) Adequate toilet/sanitation facilities (no. of toilets)	Yes/No

4 Facilities for Delegates and Accompanying persons

(A) Food spaces (area Sq Mtrs) (i) To serve at least 750 persons at a time	Yes/No
(B) Resting area, size and facilities	
(C) “May I help you” counter	Yes/No
(D) Travel desk	Yes/No
(E) Arrangement for safe keeping of delegates’ and accompanying persons’ belongings	Yes/No
(F) Space for Social events and Banquet (i) At venue (ii) Different area. (iii) If yes Distance from Venue. (iv)Transport arrangements from venue.	
(G) Accommodation& Tourist Attractions:	

(Attach brochures of the tourist department or of the previous conference held)

5. Hotels & Accommodation facility

Category	No of Hotels	No of rooms	Tariff Range	Approx. distance from Venue
7 Star				
5 Star				
4 Star				
3 Star				
Guest Houses				
Others				

6. Miscellaneous

(A) Safety Precautions		
I	Emergency Exits	
ii	Adequate and proper firefighting facilities	
iii	Nearest Medical Facility	
iv	Permission and Licenses to be obtained by Authorities	
(B) Adequate manpower		
I	Event management staff	
ii	Residents / medical staff / students (please tick)	

7. Budget

Expected Income		
i	Registration fees CME	
	Workshop	
	Conference	
ii	Stalls stall fee per stall /sq meter No of stalls Fees per stall	
iii	Expected income	

iv	Others	
v	Sponsorship of scientific sessions	
vi	Souvenir	
vii	Sessions	
viii	Delegate kits	
ix	Seed money from IADVL	
x	Seed money from IADVL State Branch	
xi	Others	
Expenditure expected under different heads		
i	Venue and infrastructure	
ii	Food and beverages	
iii	Entertainment	
iv	Printing / publicity / postage	
v	Audio visual	
vi	Faculty travel	
vii	Mementos	
viii	Transportation	
ix	Faculty / Officials accommodation	
x	GST	
xi	Administrative expenses	
xii	Central Supervisory committee expenses, free registration for past presidents, prizes	
xiii	Others	
xiv	Seed money to be returned with interest	
xv	IADVL share to be returned- 15% of registration fees	
xvi	IADVL share to be returned-20% of industry collection	
	Savings	

8. Details of Organizing Committee

(A)	Organizing Chairperson	
	Name/ LM no	

	Affiliation	
	Experience Experience in conducting conferences	
	Contact Details (Mob No/ E mail ID)	
(B)	Organizing Secretary	
	Name/ LM No	
	Affiliation	
	other Experience Experience in conducting conferences	
	Contact Details (Mob No/E mail ID)	
(C)	Scientific Committee Chairman	
	Name / LM No	
	Affiliation	
	Experience Experience in conducting conferences	
	Contact Details (Mob No/ E Mail ID)	
(D)	Treasurer	
	Name / LM No	
	Affiliation	
	Experience Experience in conducting conferences	
	Contact Details (Mob No/ E Mail ID)	

We declare that the above information is true and has been authenticated by us.

President
IADVL State(Year)

Secretary
IADVL State(year)

Organizing Chairperson.

Organizing Secretary

Scientific Committee Chairperson

Treasurer

Place-
Date –