



STILLBIRTH
SOCIETY OF INDIA



Stillbirth Society of India

Preventing death before birth

SOPs for Annual National Conference of the SBSI

1. The Annual National Conference of the SBSI will be held in August / September every year.
2. Bids for holding the Annual conference would be presented at the Executive Council meeting during the annual Conference by the proposed host specifying the names of the Organising Chairman, Organising Secretary and the venue.
3. In the event that more than one bid is received, the venue will be selected by a majority decision amongst the Executive Council members.
4. The designated Organising Secretary will announce the theme of the conference after consultation with and approval of the Scientific Committee.
5. The Scientific Committee will comprise the following:
 - I. President
 - II. Immediate Past President
 - III. Secretary
 - IV. Two members of the Executive Council nominated by the President
 - V. Organising Chairperson and Organising Secretary and 2 more members of the Organising Committee of the host for the Annual Conference.
6. Draft Scientific Programme shall be presented by the Scientific Committee by February end.
7. The scientific programme should include faculty from amongst members of the executive council of SBSI, academicians, practitioners, NGOs, policy makers from different geographical areas.
8. A sensitisation and awareness session including general public, still mothers, advocacy groups and media persons should be included in alignment with the vision and mission of SBSI.
9. The Registration fee will be decided by the host and due approval has to be taken from the Executive Council.
10. The registration fees may be increased by 10% every year.
11. All SBSI members attending the conference and invited faculty have to register for the conference.
12. There would be concessional registration fees for SBSI members compared to non-members.
13. Registration fee may be waived off at the discretion of the conference host only for eminent faculty.
14. The Annual Conference may be a 1-2 day event depending on the logistics available to the host.
15. Seed money may be requested from the SBSI account upto a maximum of 50,000 INR as an interest free loan for initial miscellaneous expenditure and has to be returned one month before the conference, once the funds are available from the sponsors.
16. Installation of the incoming post holders & annual report of SBSI should be included in the inaugural session.

17. To encourage participation of PG students their registration fee should be kept 40-50% less than the general registration fee.
18. Prizes for scientific papers should be announced well in advance.
19. Felicitation Certificates for outgoing Office Bearers will be provided by SBSI.
20. A Souvenir cum Scientific Abstract Book at the Annual Conference will be the responsibility of the organizing host.
21. The SBSI will not bear any travelling expenses of any of the SBSI post holders for attending the annual conference. They would have to organize their own funds for travel and other expenses.
22. The Organizing Secretary of the conference would be required to send a report of the annual conference proceedings within 2 weeks of the conference to the President and Secretary SBSI which should include the following:
 - a. The theme of the conference.
 - b. The numbers, names of participants and registrations.
 - c. The numbers, names and addresses of faculty and Chairpersons.
 - d. Number and forms of all new members who have joined the SBSI.
 - e. Summary of the highlights of the scientific proceedings, installation ceremony and cultural programmes if any.
 - f. About 12-15 photographs of the meeting which show the audience numbers, audience participation, inauguration, Organizing Secretary, President and Secretary addressing the audience & group photos of all organizers.
 - h. Three copies each of the following:
 - Invitation cards
 - Programme
 - Abstract book
 - Posters, if any were used
 - Names and addresses of all the pharmaceuticals and sponsors who participated in the exhibition.
23. The accounts should be submitted in duplicate to the Treasurer and Secretary SBSI within 3 months of the meeting.
24. Minimal requirements and guidelines for oral paper and poster presentations should be mailed along with registration forms for the conference.
25. The abstracts should be reviewed after blinding by at least 2 reviewers—one each from the executive council of SBSI and the host organising committee.
26. The format for judging of oral and poster presentations will be provided by SBSI.
27. Conference lectures are to be made available on the website after every conference within one week of the end of the conference and host should ensure that required consent is taken from the faculty in advance.
28. At the inauguration function, people on dais should include the Outgoing and Incoming Presidents, Vice President, Secretary, Organizing Chairperson and Organizing Secretary.