

CONFERENCE



SOP

A READY RECKONER

INDIAN ASSOCIATION OF CARDIOVASCULAR AND THORACIC SURGEONS

READY RECKONER
for
STANDARD OPERATING PROTOCOL
(IACTS CONFERENCES)



Dr Debasis Das



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Dr Rashmi P Murthy

TASK FORCE
(VERSION 1.1)

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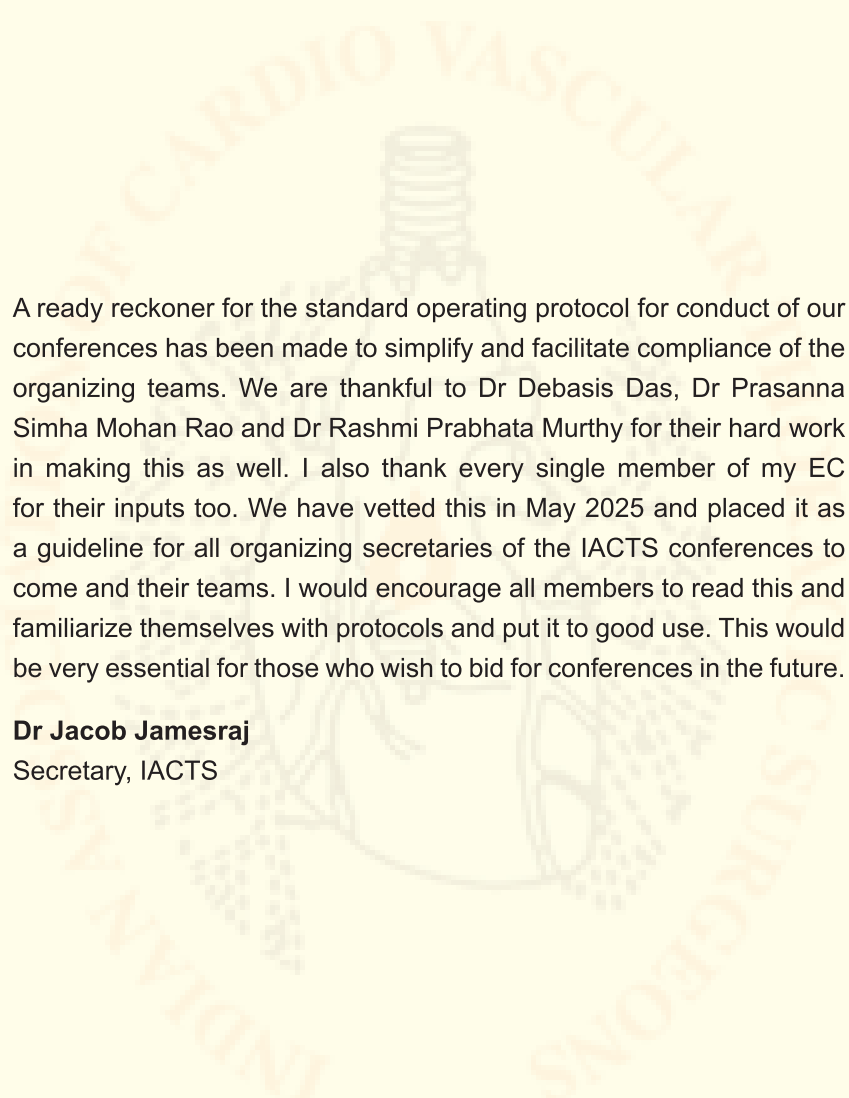
Dr. Gunturu Varun



Dr. Ramprassath



Dr. Mohammed Idhrees



A ready reckoner for the standard operating protocol for conduct of our conferences has been made to simplify and facilitate compliance of the organizing teams. We are thankful to Dr Debasis Das, Dr Prasanna Simha Mohan Rao and Dr Rashmi Prabhata Murthy for their hard work in making this as well. I also thank every single member of my EC for their inputs too. We have vetted this in May 2025 and placed it as a guideline for all organizing secretaries of the IACTS conferences to come and their teams. I would encourage all members to read this and familiarize themselves with protocols and put it to good use. This would be very essential for those who wish to bid for conferences in the future.

Dr Jacob Jamesraj
Secretary, IACTS

PLANNING, STRUCTURE, AND RESPONSIBILITIES

• Objective & Scope

- Provides standardized guidance for organizing the annual IACTS conference (IACTSCON).
- Ensures alignment with the IACTS constitution while allowing autonomy to the local organising committee

• Key Roles

- Organising Secretary – Chief executive; handles logistics, finances, auditor selection, industry sponsorships, and scientific coordination.
- Organising Chairperson – Strategic oversight; supports the secretary.
- Treasurer – Oversees financial compliance and payments.
- Senior Vice President (IACTS) – Oversees scientific content.
- Central Office – Guides quality, finances, and compliance via Secretary and Treasurer.

• Pre-Conference Planning

- Bidding held in December; includes venue, budget, team and auditor.
- Finalize venue, appoint EM agency and auditor early.
- Register GST and open ICICI bank account.
- Identify national/international faculty, get approvals for foreign participants.
- Launch website and registration before previous IACTSCON ends.

• Faculty, Registration & Hospitality

- Complimentary support decided by local organising committee.
- Foreign faculty typically get stay + registration.
- Lifetime awardees: Full support.
- EC members: Complimentary registration and stay.
- Fee structure to be tiered; virtual registration optional.

CONFERENCE EXECUTION & SCIENTIFIC MANAGEMENT

• On-Site Operations

- Stick to bid-approved venue unless EC approves change.
- IACTS logo on all branding. GBM fixed on Friday 4–6 PM.
- Orations and award sessions held without parallel sessions.

• Scientific Program

- Thursday: Workshops or PG course.
- Fri–Sun: Lectures, panels, free papers, award sessions, e-posters.
- Tracks: Adult (main + sub), Congenital, Thoracic, Nursing.

• Award Paper SOP

- ≤40 years, original work, IMRaD format.
- Judged by Editor-in chief/editorial board anonymously.
- Rs 1.5 lakh travel grant; publish in IJTC.

• Technology & Ethics

- Use Tally (cloud); audit-ready documentation.
- Optional fee for live streaming.

FINANCIALS, COMPLIANCE & POST-CONFERENCE

- **Financial Planning & Management**

- Fundraise early using past sponsor data.
- Use sponsorship tiers; small sponsors valuable too.
- Maintain expense log in Tally; receipts mandatory.
- Avoid 20% TDS by proper vendor documentation.

- **Compliance Timelines**

- Bank & GST: By 30 Sept
- Budget: By 30 June
- Financial report & fund return: By 30 April post-event
- Audit completion: By 31 May

- **Penalties for Non-Compliance**

- Organisers personally liable.
- Ineligible for IACTS posts, orations, or future events if defaulting.

- **Post-Conference Requirements**

- Submit audit report and EC presentation in 30 days and return the refundable advance.
- Collect feedback and assess program performance.
- Share learnings for future conference teams.

- **Marketing & Promotion**

- Use digital partners, email, and WhatsApp•
- Promote early with speaker profiles and program highlights.

Feedback after the conference