

Zone Conference Protocol

1. Please invite the ISA National President well in advance, preferably once the Conference dates are fixed and give him details of the program and enquire whether he will attend the program. If he attends, explain his role in the inaugural function. Please inform time & date sufficiently early. Same is about National Secretary. Invite him, explain his role. Provide them local hospitality. Tickets if finance permits. Inform this to them in advance. Immediate Past President is ISA Education Committee Chairman. Invite him for all Scientific activities. If the President is not attending the conference, the Vice President should be invited and be explained his role just like President. Give prime importance to National President. He will speak at the end.
2. Earlier it was decided that senior most GC member of the Zone will preside over the inaugural meeting of Zone Conference. But, if it is combined meeting, the host state President will preside over the inaugural function and the senior most GC member of the Zone will be Guest of Honour.
3. ISA Flag to be hoisted on the 1st day by Host State President.
4. Regarding speakers, all the states in the Zone have to be given equal importance. In combined Conference, more faculty can be considered from host State. The Organising Team should give place to others as faculty (Be hosts, let others be speakers) / Chairpersons) Only one lecture to be given to one speaker in CME & Conference together. You can co ordinate with respective state President / Secretaries for this. Whether you are giving them accommodation or not, inform them while inviting. All National Office bearers, Past National Presidents & Secretaries & State President &

Secretaries attending must be given faculty position as speaker or 1st Chairperson. They must be given distinct badges with their name & office & should not be made to wait in queue.

5. Please invite all the National Office Bearers. You can collect Regn. Fee from G C members from your Zone. National GC members from other Zones, if coming, consider complementary Regn. But accommodation should be provided to all. Make the Regn. Complementary for National President, President elect, Vice President, Hon. Secretary & Hon. Treasurer.
6. Past National Presidents have to be given Free Regn. Complementary accommodation to be provided to them. Like wise ISA members above 75 years to be given Free regn. with family.
7. One each senior member from all the states in the Zone have to be honoured during the inaugural function. Communicate to all the State Secretaries and request them to send the details of the Senior member selected from their state. You have to provide them complementary Regn. & accommodation. More people may be honoured from host state.
8. All National GC members, State Presidents, Past National Presidents to be recognized & honoured with Shawl during inaugural function. They have to be seated in front. State Secretaries also to be seated in front.
9. If any GC member is coming from other Zones, they may be given faculty position.
10. ISA wants to stress on communication skills & PAC. Please include this in topics and in prime time in main hall.
11. The inaugural function must be solemn and ISA Officials & Guests to be seated as per protocol published

12. ISA logo must be in proper color in all communications & banners. Advertisement is not allowed in main banner in the stage. If any advt. is put in stage, it must be smaller in size than that of ISA logo, and below the level of ISA logo. Total advt. space must be less than 2% of total area.