

AOPN Guidelines to Organise National/ State Neuropedicon

Bidding For **National Neuro Pedicon** an application has to be sent, addressed to Chairperson and secretary of AOPN. The applications received by the office will be discussed and finalised in Executive Board meeting in Annual National Neuropedicon on following grounds-

1. Request should come from **State AOPN**, or from **State IAP** (where state AOPN don't exist). To organise State Neuropedicon permission using the logo of AOPN, must be obtained officially from National AOPN.
2. The branch should have past experience of hosting Sub-speciality conference
3. Facility for spacious venue with good audiovisual.
4. Scientific talks and sessions and faculties will be jointly decided by organising team & AOPN. For state Neuropedicon AOPN local organising committee to decide the faculties and should inform the AOPN office.
5. The bidding amount **Rs 1 lakh** by cheque or online is to be submitted along with application form if approved for next conference.
6. Dates of National and State AOPN conference are decided well in calendar year in consultation with National AOPN office .
7. Chairperson and Hon Secretary of AOPN are essential invitees in all Neuro Pedicons (States and National) and National mid term CMEs.
8. Minutes recorded in Executive and General body meeting held at conference to be shared with national AOPN office.
9. **Inaugural function of Neuropedicon**-Inaugural function is to be conducted by National Secretary of AOPN and other official protocols to be followed. Chairman, Secretary, National Coordinator will address the gathering. Time for journal release.
9. The report of State AOPN conference held is to be submitted after the conference is over, preferably within a week.
10. Contribution **amount Rs 25000/-** is submitted after the State AOPN conference held by cheque or online.
11. Audited report of National and State AOPN Neuropedicon is to be submitted after the conference is over.
12. ***The bidding branch should sign to agree for all terms & condition to***

organise the conference. It is sincere request to all organisers of AOPN conferences to abide by the request and direction's given, to avoid legal and deciplinary action by central office of AOPN.

Regards

Office of Chairperson & Secretary of AOPN