

GUIDELINES FOR SELECTION OF ORATORS/ GUEST SPEAKERS/FACULTY/CHAIRPERSONS FOR CONFERENCES OF UAK

Selection of Orator

The presenter for oration (Currently Prof. Roy Chally Oration is the only existing oration in UAK) will be selected by the Executive Committee of UAK and approved by the General Body one year prior to the conference during which the orations is proposed to be held. The Orator selected should be a Urologist having distinguished and outstanding career in the field of Urology from India or Abroad. The corpus for conduct of Prof. Roy Chally Oration of UAK (the currently endowed oration in UAK) is Rs. 5,00,000.00.

The duration of Oration (including introduction) is 20 min. and the session will be chaired by the President and Hon. Secretary of UAK. The President will briefly speak on Prof. Roy Chally and the Oration, while the Hon. Secretary will briefly introduce the Orator. The UAK shall reimburse the economy class air-fare by the shortest route (subject to budget allocations of the society for the session) to the Orator and will also give a memento and a certificate.

The local organising committee shall provide complimentary registration for the orator at the conference. They will also provide accommodation at the venue or in a suitable hotel/guesthouse and also arrange for the orator to be picked-up from and dropped back to the airport/railway station, and local transport.

Selection of Faculty

The Association, through the Hon. Secretary and based on inputs from members, will maintain a database of subject experts on different topics in Urology. Faculty for workshops & conference sessions shall be chosen from this database, taking into consideration their availability, their willingness to participate and feedback (if any) on their past track record. Ordinarily, the faculty for these programmes shall be a mix of expertise, experience and youth.

In addition, the Hon. Secretary shall seek information on prospective faculty in other fields related to Urology, for e.g. Uro pathology, Uroradiology, etc., and maintain a separate database of such experts. Wherever their expertise is required, they shall be utilised.

For events like Symposia & CPC, the convenors for the events shall fix the faculty in consultation with the Hon. Secretary of the UAK. All selections shall be ratified by the Executive Committee – either at a formal meeting, or by circulation.

Selection of Orators & Speakers for Endowed Lectures

The Hon. Secretary shall invite nominations from the members for the same, in the prescribed form available on the UAK website. An objective assessment of relative merits shall be made by the scientific committee, which shall recommend a maximum of three named for each event. The Executive Committee of the UAK shall make the final choice. Prior to announcing the choice during the General Body, the President – UAK, or the Hon. Secretary – UAK shall formally confirm the willingness of the selected individual to accept the assignment.

In the event members have put no suggestions forth within the prescribed time, the UAK Executive Committee shall make the choice based on similar objective criteria.

No person shall be selected twice for the same oration/lecture/event.

Selection of Chairpersons for Non-protocol Scientific Sessions

The Hon. Secretary – UAK shall seek inputs from the local associations and nominations shall be submitted in the prescribed form available on the UAK website. Chairpersons shall be selected based on expertise, track record and experience. The selected set shall be a mix of seniors and upcoming juniors.

No person who has failed to chair the session allotted in any previous conference, without intimating the Hon. Secretary, shall be selected for a period of 3 years beginning with the conference immediately following the one where the infraction took place.

GUIDELINES FOR CHAIRPERSONS DURING THE CONFERENCE PROCEEDINGS

1. The room/hall where the session will be held has to be checked in advance & located in time
2. The Chairperson should be present in the room at least 15 minutes prior to start of the session.
3. All the presenters should be requested to be seated in the first row, to save time.
4. The session should be started on time, even if only one of the Chairpersons is available.
5. It should be ensured that the speakers strictly observe the time allotted to them.
6. If one presenter is not available on time, the next presenter should be invited. 'Late presentations' should not be accommodated.
7. Discussion from the floor should be encouraged, within the allotted time.
8. Discussants should be instructed to first clearly state their name, institution and place; they should not speak without prior permission of the chairperson.
9. The questions from the floor participants should be specifically on the subject of presentation – the experience, opinions and personal comments of the floor participants should not be entertained, especially during Prize Paper Sessions.
10. The requests of the Chief Hall Co-ordinator should be honoured.
11. At the end of the session, the feedback form should be signed and handed over to the Hon. Secretary – UAK.