

**Guidelines for organizing
Conference of
Indian Association of Clinical Psychologists**

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IACP Conference is organized annually in the month of January/ February. The proposal to organize the conference is to be obtained by Executive Council

GENERAL GUIDELINES

1. **Time, Duration and Venue:** The conference may be organized in the month of January/ February for 3 days. However, pre- and post- conference workshops/Seminars may be conducted.
2. **Announcements:** 1st announcement of the conference should come by April/ May. Subsequent and final announcement should come no later than November/ end of December.
3. **Registration Fee:** Registration fee should be separate for members of IACP, non members, students and accompanying persons. Non members are required to pay 10 – 20% more than the registration fee for IACP members, whereas students are required to pay 25 – 50% less than IACP members. Accompanying persons are required to pay 20 – 40% lesser – they are allowed to attend the conference but are not entitled to the conference kits. If possible senior citizens should be exempted from registration fees or should be given some discount in the registration fees.

Registration fee shall be waived off for core Executive members namely President, President elect, Past President, General Secretary, Editor and Treasurer.

4. **Proposals for symposium/workshop: Deadline of date,** draft and final text submission must be clearly mentioned in the 1st announcement. Theme/ Title of the symposium/ workshop must be clearly stated and submitted no later than October.
5. **Paper/ Poster Presentations:** Deadlines dates for abstract submission must be given in the 1st announcement. Paper/ Poster presentations are essential and must be treated so by the organizers, with special emphasis on effective management of time. Chairpersons must be informed of the time and duration of the sessions well in advance. Each participant must be allowed at least ten minutes to present, inclusive of two minutes for discussion; and only the index person having registered in the conference is to be allowed to present the paper/ poster. No participant is allowed to present more than one paper/ poster. Full

papers may be asked for only in case of the conference proceedings being published.

6. **Transparent criteria for oral and poster presentations:** Different criteria are to be developed by the organizers for oral and poster presentations, and must be mentioned clearly in the final announcement. Case studies are to be placed under posters or should be put in different category.
7. **Awards for best paper in each session:** The scientific committee of the conference is required to allot papers to different categories based on the abstracts received and their themes. As assessed by the Chairperson of the session, based on the presentation style, content, topic, methodology and results, one paper would be awarded Best Paper for each session. If more than 100 abstracts are received, organizers may appoint Judges to select 2 best papers presented in the conference. A certificate is to be awarded for Best Paper during the valedictory session.
8. **Chairpersons:** Chairpersons of the scientific program are to be decided by the organizing committee. Chairpersons and Co-Chairpersons are generally experts in the area that is the general theme of the session and have done substantial research in the same.
9. **Accommodation and Transport:** Adequate arrangements must be made to accommodate participants who have requested for boarding and lodging; or it should be ensured that they can avail such facilities easily. Transport facilities to and from the accommodation; if possible, must be arranged by the organizing committee. Arranging transport to and from airport/ railway station etc is at the discretion of the organizing committee.
10. **Hospitality:** Lunch and Tea must be provided to the participants. One Banquet to be arranged. The charges are included in the registration fee.
11. **Hospitality of Office Bearers of IACP:** IACP office bearers (President, President Elect, Immediate Past President, Editor, treasurer and General Secretary) must be provided free hospitality, including accommodation and food during the conference. All other EC members, barring the office bearers, are required to pay registration fees.

FUNCTIONS

- 1. Inauguration:** The chief guest and other guests for the inauguration function are to be decided by the organizing committee. However, the IACP President, general secretary, chairperson and secretary of the organizing committee must also be seated on the dais.
- 2. Seating in the Inaugural function:** President and General Secretary will sit on the dais, along with Organizing chairperson, organizing secretary and chief guest of the conference.
- 3. IACP Awards:** Currently, 6 awards; namely H N Murthy, C S Kang, Psycho-Oration, Child and Adolescent award previously known as Asha Nigam award, S C Gupta Best Paper, Young Scientist award (age limit below 35 years of age); and Forensic Psychology Award are awarded each year to those distinguished members (Fellow and PLM only) who have done commendable work. The award amount will be Rs. 1500/- for the former 4 awards and Rs 1000/- for the S C Gupta award. The award consists of a citation/ certificate, a memento and the expenditure incurred is to be borne by IACP, and reflected in the auditor's report presented by the treasurer IACP in the subsequent year. Date, time, venue and other guidelines for presentation of oration in the conference will be communicated by organizing committee to the awardees in advance.
- 4. Chairpersons for IACP Award Sessions:** All the IACP award sessions will be chaired by the office bearers only.

a)	C S Kang Oration	President
b)	H N Murthy Award	President
elect		
c)	Psycho Oration	Immediate Past
President		
d)	Child and Adolescent Award	Editor
e)	S C Gupta Best Paper Award	
	General Secretary	

f)

Forensic Psychology Award

Awarded in the valedictory

In case of non availability of a particular chairperson, President IACP may invite any Senior Fellow Member to Chair the award. No office bearer may chair more than one session.

5. General Body Meeting:

Notice of General Body should be circulated one month in advance, in which date, time, venue and agenda should be mentioned. In the GB Meeting, President, Secretary and Treasurer would be on the dais. The quorum of GB Meeting is 1/12th of the total number of PLM and Fellow Members of IACP. Effort must be made to ensure that maximum number of PLM and Fellow Members can attend it. If the quorum is not complete, then the meeting can be adjourned, and can be started after 5 minutes. Following reports would be read in the GB Meeting:

- Condolence, if required.
- General Secretary would present minutes of the previous GB Meeting.
- Report by the Treasurer (Auditor's report)
- Report by the Editor
- Report by the Chapters
- Report by subcommittees
- Important issues pertaining to profession
- Announcement about next conference
- Any other matter with the permission of President

Sufficient time of about 4 – 5 hours is to be allotted by the organizers for the General Body Meeting. The expenses towards the GB meeting are to be borne by the organizers, however, expenses for printing/ Xeroxing of different reports (such as Auditor's report) will be borne by Treasurer of IACP. The responsibility of conducting the GB Meeting smoothly lies with the organizing committee.

The GB Meeting would end by handing over the charge to the next team, every second year (end of the term of EC).

6. Valedictory: The guests for this function are to be decided by the organizing committee. President, General Secretary, and Treasurer of IACP should also sit on the dais along with the organizing committee members. The function would proceed as follows:

- The function would begin with welcome and remarks from chief guest on the dais.
- The report of the conference would be presented by the organizing secretary.
- S C Gupta Award, Forensic Award and Best Paper Award would be awarded.
- Feedback report from the participants.
- The function would end with vote of thanks.