

IDA _____ Branch

Application to Host IDC _____

Annual Conference of the Indian Dental Association

PROPOSED CITY: _____ State _____

PROPOSAL DATE: _____

Indian Dental Association

APPLICATION TO HOST AN INDIAN DENTAL ANNUAL CONFERENCE / STUDENT CONFERENCE

Application is herewith made to host the Indian Dental Annual Conference as follows:

Please provide information using the same tab numbers listed below.

1. THE APPLICANT

1. Name of Applicant (Branch): _____
2. Contact Person's Name: _____
3. Address: _____
4. Telephone: _____
5. Fax: _____
6. E-mail: _____

2. DEMOGRAPHIC INFORMATION

1. Number of dentists in the branch: _____
2. Number of members of the State: _____

3. CONFERENCE VENUE

1. Proposed conference centre: _____
2. Pamphlets and brochures with information about facilities, floor plans etc, to be enclosed.
3. Please note the basic requirements are the following:

Lecture halls (main Hall with seating capacity of 1500 – 2,000)

Lecture halls (4 halls with seating capacity of 500 – 700)

Co-activity - (2 halls with seating capacity of 250 – 300)

Exhibition space (10 – 20000 sqm gross)

Registration area (large area with counters for up to 2,000 pax)

Restaurants, entertainment areas and catering facilities

Services required from the centre

Information counter

Space for IDA – HO activity measuring 25 – 30 sqm

COC office

4. Initial rental price and concessions offered by centre to national conferences

5. Questionnaire on Services Included in rental fee by convention center –

Questionnaire on Services Included in rental fee – to be completed by Conference centre (This is a guide for information. There is no right or wrong answer)		
ORGANISATION OF THE EVENT		Services including the rental fee Yes / No
1	Preliminary plan indicating all the technical and safety data (this plan could be used as the basis for allocating stands to exhibitors)	
2	Final plan assistance with dimensions and construction criteria and rules Final plan assistance with dimensions and construction criteria and rules	
3	Verification of the static calculations for multi-storey stands	
4	Technical personnel present during the rental period	
5	Liaison between the Organiser, the exhibitors and Conference Centre (applications for relevant permits and relations with the administrative bodies and services in question: customs, taxation, fire-prevention, safety, labour inspection bodies, etc.)	
6	Creation of an exhibitor manual including instructions concerning Congress Centre, instructions for setting up stands and order forms for the services provided Toilet service during the rental period	
7	Running of a fee-paying cloakroom for visitors	
8	Internet link with the Conference Centre Web site	
9	Conference Centre third-party liability insurance (complementary to Organiser's own insurance)	
PREPARATION AND INSTALLATION OF THE AREA		
1	Existing registration modules, apart from exhibition halls, lecture halls and offices	
2	Built-in or construction of registration modules for visitors and delegates	
3	Separate storage area, apart from exhibition halls, lecture halls and offices	
4	Floor marking of stand corners and stand numbers permitting stand setup	
5	Placing of flags or banners belonging to IDA Conference (external)	
6	Placing and cleaning of all waste and waste paper baskets in official walkways	
7	Removal of all waste from Conference Site	

8	Running of a fee-paying cloakroom for visitors	
	Sweeping official walkways at end of set-up and before laying of carpet	
10	Conference Centre third-party liability insurance (complementary to Organiser's own insurance)	
11	Sweeping official walkways (without carpets) for the duration of the exhibition	
12	Collection and disposal of rubbish outside the halls, in front of visitor entrances and on access routes to Congress Centre	
13	Sweeping the rental area after the exhibition	
14	General lighting of the exhibition by means of the building's existing lighting fixtures for the duration of the rental period.	
15	Ventilation, cooling/A/C and heating of the halls for the duration of the exhibition	
16	Ventilation, cooling/A/C and heating of the halls for the duration of build up	
17	Wireless internet available in the whole of the centre	
SECURITY, ACCESS, TRAFFIC, PARKING		
1	Operation of a control centre, along with management of technical and safety installations (period defined by the Conference Centre security service)	
2	Centre Security staff for controlled entrances, during build up and event days Centre Security staff for night time security	
3	Organisers freedom to choose and appoint on site freight handlers	
4	Fire prevention service (period defined by the Conference Centre)	
5	First aid service manned by qualified personnel for the duration of the rental period and according to regulations in force	
6	Control of road access routes to the Conference Centre site for the duration of the rental period and operation of a traffic control service	
7	Operation of fee-paying car parks	
8	Provision of parking permits for the Organiser according to an allocated quota	
9	Ability to control unwanted Hawkers within Conference grounds	

6. Please provide city maps to indicate position of the convention centre, road and train links to the centre, position of key hotels, etc.

7. Suggested venue for Welcome Ceremony

4. THE CITY

1. Please provide information about city hotels such as:
 1. Number of beds per star category
 2. Average cost of hotel rooms
 3. Suggested Headquarters Hotel – should be adjacent to conference centre
 4. Provide maps to indicate where hotels are situated in relation to the conference Centre
 5. Availability of public transport
2. Information about tourist attractions in the city
3. Information about tourist attractions in the country for post-conference tours
4. Information about the climate during the Conference period

5. CONFERENCE EXPERIENCES

1. Please provide information about dental conference organised in your country
 1. Who are normally the organisers? How often are conferences held?
 2. How many days does the scientific program last?
 3. What is the attendance? Please give a break down of attendance figures.
 4. What is the normal registration fee payable by members/non-members?
 5. Please give information about the scientific programme, including workshops, hands-on courses, etc; include last printed programme if possible Please give information about the trade exhibition including normal charges, organiser, how many days the exhibition lasts etc
2. Any other relevant information

6. GENERAL

Please provide further information and motivation about any aspect that might support your application

Some examples are;

- * Tax information (VAT, Services tax, Octroi, rental, catering etc)
- * International airport facilities
- * Import conditions for international trade exhibits

THE NEXT STEPS

1. Your application will be evaluated at the Council Office Bearers meeting. We will be in touch to make further enquiries.
2. If your application meets the basic requirements, will be presented to the Central Council. A site visit will be arranged. The site evaluation will be conducted by the Conference Secretary and / or Committee member. It is normal that the applicant/s will host such a visit.

THANK YOU FOR YOUR INTEREST IN HOSTING AN INDIAN DENTAL ANNUAL CONFERENCE