

**INTERNATIONAL HEPATO-PANCREATO BILIARY ASSOCIATION  
INDIAN CHAPTER**

**CONFERENCE / COURSE MEMORANDUM OF UNDERSTANDING**

1. INTERNATIONAL HEPATO-PANCREATO BILIARY ASSOCIATION-INDIAN CHAPTER herein after called IC-IHPBA being the First Party and ORGANISING COMMITTEE ..... hereafter called OC being the Second Party, we, the first party and the Second Party hereby enter in MOU as per the following details.
2. Executive Committee (EC) of IC-IHPBA shall be the authority to represent the **First Party**. President & Honorary Secretary of IC-IHPBA shall carry out all instruction of the Executive Committee (EC) of IC-IHPBA and is the authorized signatory of the First Party.
3. The authorities to represent the **Second Party** shall be office bearers of Organizing Committee (OC). Organizing Secretary of the conference shall act on the advice of the Organizing Committee; he is authorized to sign for the second party. The Organizing Committee is responsible for the proper conduction of the conference. Local organizing committee should include Organizing Chairman, Organizing Secretary, Treasurer and Scientific committee chairman for the conference. They all should be the member of IC-IHPBA. Local professional body or an institute can act as a host body.
4. The **venue** of the conference at the place already decided will be at the discretion of the OC, subject to endorsement of EC of IC-IHPBA. The exact venue of the conference has to be approved by EC held in the previous year or by the President & Secretary. The second party shall maintain close liaison with the first party. Organizing Secretary shall provide full details of the facilities available for the conference to Honorary Secretary of IC-IHPBA in advance.
5. **Duration of the meeting:**  
Meeting is for TWO/FIVE DAYS. There is also a provision to run parallel session in second hall. Industry-sponsored symposia should not take place during the time allocated for the core program. Industry sponsored breakfast; lunch time or dinner sessions are possible. Any events before or after these three days should be organized only after consultation with First Party.
6. The First Party (Scientific Committee of IC-IHPBA, President & Secretary) will decide the **scientific program** of the conference with Second Party. This includes selection of speakers, orations, subjects, timings, review of abstracts and papers to be submitted, allotment of halls, chairpersons, moderators, panelists etc. This will be in close consultation with second party and most of the suggestions from second party will be included. Printing and dispatch of scientific program to all

members will be done by the Second Party. It may be circulated via email and on digital platform also.

7. The Second Party shall provide **halls** with suitable furniture as under:-
8. **Dinners:**  
There is a faculty dinner for the faculties who have arrived the day
9. **Registration:**  
The Second Party in consultation with President and Secretary of IC-IHPBA will decide regarding Registration Fees for the Conference.
10. **Local Hospitality:**  
Travel and hospitality will be the responsibility of the second party. Any deviation needs prior approval from IHPBA India.
11. **IC-IHPBA booth:**
  - a. Second Party will provide stall near registration counter
  - b. Free accommodation and food to 1 office staff of IC-IHPBA near the venue of the conference is preferable.
  - c. Computer, furniture and stationary to be given to office staff of IC-IHPB.
12. **Accounts:**
  - a. The PAN and TAN number of First Party will **NOT** be used by the Second Party.
  - b. OC shall maintain meticulous accounts of the conference. After the conference is over, OC shall clear all liabilities and get the account audited.
  - c. Audited Conference accounts shall be submitted to Hon. Secretary and Hon. Treasurer of within 10 months for placing before the EC for its approval.
  - d. IC-IHPBA may get the conference accounts audited again by its own auditors if needed or those appointed by it. The Second Party shall supply all information and documents required for the same.

### 13. Circular and announcements:

Organizing Secretary, in his circular, shall inform all members.

- Registration fees to approved by EC of IC-IHPBA and should be as per table in item
- Registration form must include IC-IHPBA membership number of the delegate if he claims to be one. The organizing secretary must confirm the membership of IC-IHPBA before accepting him in the category of IC-IHPBA member.
- Details regarding accommodation
- Weather conditions at the place
- Train timings relevant to the Conference
- Flight timings relevant to the conference
- Sightseeing places with details.
- Name, address and other details of Travel agents (if appointed) to cater to accommodation, travel, sightseeing etc.

OC should supervise the working of the travel agent so that they deal fairly with delegates. Organizing Secretary should attend any complaint against the travel agents and take proper action.

14. The Second Party will decide about person to be invited to the conference as an Inaugurator or Chief Guest, after consultation with the First Party. Suitable mementoes will be prepared by the Second Party on behalf of IC-IHPBA.

The Second Party shall arrange **inauguration, valedictory functions** as per Instructions of the First Party. Protocol of IC-IHPBA shall be followed at these functions.

15. The Second Party may call a **press conference** before the conference wherein salient features of the conference shall be highlighted. President and HS of IC-IHPBA should be involved.

16. OC may allow **stalls** to be put up at the Conference venue at rates fixed by it. The Organizing Secretary shall send the following information to Honorary Secretary, IC-IHPBA before the Conference begins:

- a) Total number of stalls put up, approximate size of each.
- b) List of stalls occupiers and by whom, mentioning total charges for each stall,
- c) Rate of stalls – ordinary and special
- d) Total collection from stalls. In case some companies have not yet paid, the same should be indicated.

The OC may accept **sponsorship** for various events.

All collections must be credited to the conference a/c only.

17. The organizing secretary shall submit a **conference report** to Honorary Secretary IC-IHPBA within 3 months of the conclusion of the conference. It should include list of delegates with details, list of sponsors with details, conference photographs, copy of video recording of inaugural function (one for office, the other for the President of that year) and two copies of all conference publications.
18. If the Organizing Secretary of selected conference fails to sign the Memorandum of Understanding, the invitation stand cancelled and the EC shall consider new bidder for selection.
19. Separate MOU has to be signed if at all there is an issue of organizing an International Meeting.

AGREEMENT

We, the undersigned, have read and understood all sections of this document. We accept the procedures and agree to abide by the principles contained herein.

This Memorandum of Understanding is for the Annual Conference of IC-IHPBA to be held in the year ....., other details are as under.

Place of the Conference: .....

Organizing Secretary: Dr .....

Address of Organizing Secretary:

Memorandum of Understanding signed on:.....

Signed by the Org. Secretary  
on behalf of OC, Second Party

Signed by the Hon. Secretary IC-IHPBA  
on behalf of First Party.

Witness:

(Two copies are to be signed, each party keeping one)

Hon. Secretary of IC-IHPBA is responsible to see that the conditions of the contract are fulfilled; any deviation or default should be dealt with by him immediately and reported to the Executive Committee (EC).