

**Guidelines to Conduct the Annual Conference of
Indian Speech-Language and Hearing Association
(ISHACON)
(3rd Edition)**



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1 Introduction

The Conference of ISHA is held annually by the branches or chapters approved by the general body. Adhering to standardized guidelines helps prevent significant errors and ensures smooth conduct of the conference. It ensures effective coordination between the Executive Committee (EC) of ISHA and the Organizing Committee (OC) of the respective annual conference. These guidelines would maintain uniformity in the protocols to be followed.

2 Planning and Approval

2.1 Infrastructure

- According to the bylaws of ISHA, only a local branch or chapter with adequate infrastructure is eligible to host the ISHA conference. No organization outside a recognized local branch or chapter is permitted to host the ISHA conference independently.
- ISHA may collaborate with international organizations to jointly host their annual meetings, integrating these events with ISHA's annual conference. Such partnerships would enhance global engagement, foster knowledge exchange, and provide a platform for showcasing advancements in the field of Audiology and Speech-Language Pathology.

2.2 Duration

- The duration of the conference shall not be more than three days, including the time allotted to the Annual General Body Meeting. (AGBM)

2.3 Submission of Proposal

- Any ISHA-recognized branch or chapter with adequate infrastructure can propose to host the annual conference.
- A written proposal may be submitted to the Executive Committee (EC) two years in advance. The format for the proposal is enclosed in [Annexure I](#).
- The proposing branch must submit their Income Tax Returns and annual statements for the past 2 years, along with the most recent annual report filed with the Registrar of Societies (ROS) as part of the proposal.
- The submitted proposal will be reviewed and evaluated based on the criteria outlined in the matrix provided in [Annexure II](#) before being presented for approval in the subsequent AGBM.

- If multiple proposals are received for the same year, the EC will evaluate each proposal using the matrix outlined in [Annexure-II](#) based on the merits of the host and venue. Then, it will be presented at the AGBM for final approval.
- In the subsequent year's AGBM, confirmation to host the conference shall be given.
- If, for any reason, the organizing committee is unable to host the Conference after confirmation, the EC will select an alternate venue and inform ISHA life members accordingly. In such an event, the EC reserves the right to take necessary action, including banning the respective branch or chapter from bidding for the conference for the next 10 years.

2.4 Signing of the Memorandum of Understanding (MoU)

- The office of the ISHA will enter into a MoU with the host branch/chapters one year before the conference. The host branch/chapters shall strictly adhere to the guidelines issued by ISHA. Any changes from the guidelines for any said reasons will need the approval of the ISHA EC.
- This MoU should be executed on a ₹100/- stamp paper.
- The MoU format is enclosed in [Annexure-III](#).

2.5 Permission for Hosting the Conference

Once the AGBM approves it, the secretary will communicate the approval to the respective branch or chapter. The letter's format is enclosed in [Annexure-IV](#).

2.6 Formation of Organizing Committee

- Upon receiving permission to host the annual conference, the branch or the chapter shall, within one month, form the OC and notify the EC of ISHA in writing soon after the committee's formation. The OC shall comprise at least the following members, all of whom must be life members of ISHA:
 - Chairperson
 - Secretary
 - Treasurer
 - Members – minimum five members

2.7 Registration fee

- The OC will decide on registration fees, with a nonrefundable ₹.200/- collected towards administrative fees, which must be mentioned in the formal invitation announcement.
- The EC of ISHA and the Secretary of the OC would decide on the logistics for collecting administrative fees.
- Administrative fee is subject to revision once in three years, subject to GB approval,

and the General Secretary of ISHA will communicate to the OC as and when changes occur.

- The registration refund policy should be mentioned in the first announcement. The OC is free to decide on the percentage of refund.
- Refunds should be settled within one month after the conference. If a registration fee is non-refundable, it should be stated clearly in the first announcement.
- The registration and administrative fees for the awardees and members of EC should be waived. However, the accompanying persons should pay the registration and the administrative fee. The awardees and members of EC will be guests of honor to the OC.

2.8 Finances

- The OC should open a bank account, which should be jointly operated by at least two office bearers of the OC.
- The account should be in the name of “---th National Conference of ISHA.” The financial responsibility for hosting ISHACON rests entirely with members of the OC.
- The OC shall be responsible for generating funds for the ISHACON. After consulting with the Scientific Committee, sponsors may be provided with time slots in academic sessions, and parallel sessions may be planned for such sponsored activities.
- The OC shall contribute at least 25% of the excess income of the conference or Rs. 5 lakhs, whichever is higher, to ISHA as signed in the MoU.
- The OC shall host the awardees and members of the EC of ISHA, along with travel and local hospitalities, for the duration of the conference. However, the ISHA’s “Dr. S R Chandrasekhar Travel fellowship” awardee shall be treated differently as agreed in the MoU. (Guideline for Dr. S R Chandrasekhar Travel fellowship is provided in [Annexure-XVI](#)).
- Any claims, disputes, or legal arbitrations arising with vendors or trade partners associated with the conference shall be the sole responsibility of the local Organizing Committee. ISHA shall not be held liable for such matters.
- Any financial irregularities, discrepancies, or illegal activities related to the conference accounts, as identified by any auditing firm or financial review process, shall be the sole responsibility of the Local Organizing Committee (OC). The ISHA Executive Committee (EC) shall bear no liability for such matters. The OC must address and resolve any such issues per applicable laws and financial regulations. The OC shall be solely accountable if any legal proceedings or financial penalties arise from such irregularities.

3 Calendar for the Conference

3.1 Dates of the Conference

- The OC shall submit two sets of potential dates for the annual conference to the EC of ISHA for approval at least ten months in advance.
- If the OC intends to include a theme for the conference, a detailed proposal must also be submitted to the EC of ISHA for prior approval.

3.2 First Announcement

- Upon date approval, the ISHA Secretary, in coordination with the OC, will issue the first announcement nine to ten months before the event. It will include dates, venue, and theme (if applicable).

3.3 Formal Invitation

- The OC may request the General Secretary of ISHA to circulate a formal invitation to all life members and Speech and Hearing Institutions (both government and private) at least nine months before the conference. Once the formal invitation is circulated, no changes to the conference dates shall be permitted without the approval of EC of ISHA
- The invitation should include the following details:
 - Registration fee for:
 - i) Life members of ISHA
 - ii) ISHA Non-members
 - iii) Undergraduate students
 - iv) Accompanying Person
 - v) Pre-Conference workshop
 - Mode of payment
 - Accommodation: Type and tariff of available accommodation
 - ISHACON secretariat: Full address of ISHACON secretariat
 - Contact Information: Names, phone numbers, and email IDs of committee members
 - Refund Policy: Clear details of the registration fee refund policy, if applicable
 - All communication shall be in ENGLISH only

3.4 Call for Scientific Papers

- In collaboration with the Chair - Conventions and Events, the General Secretary of ISHA shall call for scientific papers by the end of June or at least three months before the submission deadline (as per [Annexure-V\(a\)](#)). The call shall include:

- Last date for submissions
- Format and guidelines for scientific paper submissions are as per [Annexure-V\(a\)](#)

3.5 Call for Mini Symposiums

- In collaboration with the Chair - Conventions and Events, the General Secretary of ISHA shall invite proposals for Mini Symposiums on topics related to Audiology, Speech, or Language.
- This call will be announced alongside the Call for Papers, following the same submission timeline, with the last date for submission set as 30th September.
- The Scientific Committee of ISHA and EC members will review and evaluate the submitted proposals.
- The General Secretary will notify applicants about the acceptance of their proposals by 31st October.
- The proposal should include
 - Name of the Proposal Submitter, Affiliation & Contact Information
 - Title of the Mini-Symposium
 - Symposium Overview with a summary of the topic's importance, relevance, and need in current research, clinical practice, or industry trends
 - Objectives of the Symposium
 - List of Speakers (3-4 Experts) with their Full Name & Affiliation, Designation & Professional Background, Proposed Topic for Presentation (within the symposium), with each presentation ranging from 10-15 minutes
 (Refer [Annexure-V\(b\)](#) for submission format)

3.6 ISHACON Website

- The OC, in close collaboration with the EC of ISHA, shall design and host a dedicated website at least 10 months before the conference to provide news and updates related to the conference.
- This website shall include
 - a welcome note by the Chairperson, themes of the conference, details of committees, registration information, abstract submission guidelines, provisional and final versions of the scientific program, invited faculty and their brief resumes, information on hotels and tariffs, social programs, accompanying persons' registration details, contact information.

3.7 Site Visit

- The EC of ISHA shall meet once at the city of the proposed conference, in the month

of October or November of the previous year, and take stock of the preparations and readiness of the hosts to organize the conference. The EC members shall also schedule a site visit to the proposed venue. This visit can be coordinated to coincide with one of the scheduled EC meetings for efficient planning and decision-making.

4 Branding and Logo Placement

- All certificates, letterheads, printed communications, banners, and other display materials must prominently feature the logos in the following manner:
 - The ISHA logo on the left side.
 - The ISHACON logo on the right side.

5 RCI Approval for CRE Accreditation

- The OC must work to register the conference with RCI for CRE approval. This enhances the conference's value for participants, providing them with opportunities for professional development and CRE accreditation.
- This process involves Application Submission, Compliance with RCI Guidelines, Documentation, and Follow-Up.
- Once approved, notify all participants that the conference is RCI-approved for CRE credits. Include the RCI reference number on all promotional materials and certificates.
- The OC shall notify participants and provide them with a registration link for the CRE via the RCI website.
- Ensure accurate records of participant attendance and signatures are maintained for the sessions approved for CRE points. Separate signature records for morning and afternoon sessions must be managed throughout the conference.

6 Inaugural Function

6.1 Presiding and Seating on the Dias

- The inaugural function shall be held on the first day of the annual conference, which will be presided over by the President of ISHA.
- The outgoing President shall preside until the handing-over ceremony. Following this, the incoming President shall preside over all the conference functions.
- The Outgoing President, Incoming President, General Secretary and Treasurer of ISHA, Organizing Chairperson, and the Organizing Secretary, along with the Chief Guest (and

Guest of Honor, etc.), shall be on the dais during the inaugural program

- This protocol may be adjusted if the Chief Guest/Guest of Honor is a high-ranking government official (e.g., the President of India, Prime Minister, Chief Minister, Governor, or a Supreme Court/High Court Judge), per government protocols.
- Name boards for guests seated on the dais during the inaugural function must be prepared beforehand.
- Other office bearers of ISHA, recipients of Orations and ISHA-ISH fellow, CEP speakers, and other guests should be provided preferential seating in the conference hall during the inaugural function.
- The General Secretary of ISHA shall promptly ensure that the Presidential Speech is uploaded to the ISHA website.

6.2 Procedure for Presentation of Honors

- The OC shall provide time slots for presentations of different orations/awards of ISHA during the inaugural function.
- The General Secretary ISHA shall arrange awards and citations for Dr. N. Rathna Oration, Padmashree Prof. S. Kameswaran Endowment Oration, and Prof. R. K. Oza Oration.
- The background of the Orations shall be read aloud before presenting the citation.
- The General Secretary of ISHA or a senior member of ISHA shall be delegated to read the citation in brief (a brief intro about the orator) while the award is being presented on the dais during the inauguration. The sample of oration plaque is provided in [Annexure-XIII](#)
- The General Secretary of ISHA shall ensure that all necessary materials related to the presentation of honors are handed over to the Organizing Secretary of ISHACON.
- The recipient of the award or honor should be escorted to the dais.

6.3 Vote of Thanks

- A member of the Organizing Committee (Organizing Secretary) shall deliver the Vote of Thanks towards the conclusion of the inaugural function.

- **The formal inaugural function should conclude with the National Anthem.**

For all purposes, the order of oration presentations shall be Dr. N Rathna Oration, Padmashree Prof. S. Kameswaran Endowment Oration, and Prof. R. K. Oza Oration.

6.4 Additional Logistics

- Release of souvenirs, monographs, or any other ISHA publication shall be done with appropriate grace.

- The Organizing Secretary of ISHACON shall ensure the availability of the materials required for the inaugural function, such as satin ribbon, a tray, scissors, flowers, a paperweight, writing pads, a pen, a tablecloth, bell pins, cello tape, and other stationery materials.
- The OC shall ensure the availability of adequate manpower (4–5 volunteers) on stage during the inaugural function to present bouquets, mementos, candles, and other materials as required.
- Volunteers must also ensure that bouquets, mementos, bags, and other materials presented to the Chief Guest or Guest of Honor are handed over to their accompanying staff promptly after the inauguration.
- Five volunteers should be stationed in the first two rows to assist with the comfort of VIPs and dignitaries and escort them to the dais as needed.

7 Presentation of Oration

- The President of ISHA and the Awardee shall be seated on the dais during the session.
- A member of the Scientific Committee shall formally invite the President and the Awardee to the dais.
- The appropriate citation and award must be placed on the dais and ready for presentation during the oration.
- The General Secretary of ISHA or a senior member of ISHA shall be delegated to recite the citation for the Orations.
- The OC must allocate a 30-minute slot in the conference agenda for each of the three Oration Lecture Presentations, ideally scheduled before the morning tea break on the second day of the conference (prominent slot in the day).
- After the oration, a member of the Scientific Committee shall deliver the Vote of Thanks.
(Guidelines for orations are provided in [Annexure-XV](#)).

8 Structure of the Conference Program

- The conference will be held over three full days, starting at 8:00 AM and concluding at 5:00 PM each day. Each day, there will be two tea breaks (30 minutes each) and one lunch break. A working lunch is preferred.
- The inauguration will take place on the first day and shall not exceed 60 minutes. The

valedictory function will be held on the last day and shall not exceed 30 minutes.

- Oration awards shall be presented during the inauguration with a brief introduction of the orator/awardee. Scientific and other awards shall be presented during the valedictory function.
- Preferably, all oration presentations should be on the second day (30 minutes each, including the time to read the citation) during the forenoon session before the tea break. Citations shall be read at the time of orations.
- The AGBM will be on the second day at 4:30 p.m. AGBM will be followed by the conference dinner for ISHA Life members and invited guests of the OC.
- The conference can have a maximum of two parallel sessions (i.e., two sessions in total) at all times other than the inauguration, orations, and valedictory. There shall be no scientific sessions for the delegates at the time of AGBM.
- It is suggested that the conference can have days dedicated to sessions in Audiology, Speech-Language Pathology, and Professional issues/matters. Paper presentations shall be organized per dedicated days; e.g., if day 1 is identified for SLP, all scientific sessions, oral sessions, and posters shall be from SLP, and both parallel halls (if available, shall be devoted to SLP). Day 2 can have topics in Audiology, SLP, and professional matters (Day 2 shall have overlapping topics from the field), and Day 3 can have topics related to Audiology. All scientific sessions, oral sessions, and posters shall be from audiology, both parallel halls (if available, shall be devoted to audiology).
- Three mini symposiums will be held during the conference. A call to bid for these symposiums will be made along with the call for abstracts.
- The conference can have provisions for registration for two or three days and pre/post-conference workshops. CRE points shall be issued according to the attendance days.
- There shall be no charge to attend AGBM. A life member of ISHA who has not registered for the conference shall be allowed to attend the AGBM only.

9 Pre/Post-Conference Workshop/seminar

- Any planned pre/post-conference workshop can be conducted only with the permission of the ISHA EC. The OC will be fully responsible for this workshop's content, execution, and financial management.
- OC may arrange for parallel workshops/seminars.
- Pre/post-conference workshops/seminars are generally focused on topics of clinical

interest or those related to professional matters/advocacy or advancements. It typically will have a focused audience with scope to provide hands-on experience.

- Sessions can be opened for any level of audience deemed appropriate for the topic and its content/delivery.
- Care must be taken not to repeat the same during the three days of the conference program.

10 Management of Scientific Sessions of Conference

- Scientific sessions at ISHACON include research paper presentations, invited talks, panel discussions, workshops, and special lectures. To ensure the smooth organization and execution of these sessions, two distinct Scientific Committees are formed:
 - 1. Scientific Committee - EC for managing research papers**
 - 2. Scientific Committee - OC for managing invited talks, panels, and special lectures**
- Each committee has specific roles and responsibilities in reviewing, selecting, and organizing scientific content at the conference.

10.1 Responsibilities of Scientific Committee -EC

The EC of ISHA oversees the submission, review, and selection of free paper presentations, ensuring adherence to high academic and research standards. The role and responsibility of the Scientific Committee - EC are

i. Formation and Oversight

- The Chair-Conventions & Events, in consultation with the President and Secretary of ISHA, shall establish this Scientific Committee
- The Chair-Conventions & Events shall act as the Chairperson of this scientific committee.

ii. Call for Abstracts and Review Process

- The Chair-Conventions & Events shall issue ‘Call for Scientific Papers’ for ISHACON by the last week of June. The call must include submission deadlines and guidelines outlined in [Annexure-V\(a\)](#) and be announced via email and the ISHA website.
- The Chairperson of this committee shall oversee the assignment of reviewers to evaluate submitted abstracts and full-length papers and finalize the awardees.
- Scientific Committee EC shall
 - Assign two reviewers per abstract/full-length paper for evaluation.

- Assign a third reviewer, if the score discrepancy exceeds 12 marks.
- Publish the list of accepted abstracts on the ISHA website by October 31st.
- Inform authors of all submissions of the acceptance or non-acceptance of their papers via email.
- Limit oral presentations to 12-18 in Audiology and 12-18 collectively in Speech-Language Pathology.
- Reallocate excess qualifying oral presentation abstracts that exceed the specified limit to the poster presentation category.
- Form the guidelines for platform and poster/ e-poster presentation (Format is given in [Annexure-VII \(a\)](#) and [Annexure-VII \(b\)](#))
- Papers shall be evaluated using a standardized matrix formulated by the Scientific Committee, as provided in [Annexures VI \(a\)](#), [VI \(b\)](#), and [VI \(c\)](#).

iii. Mini-Symposium

The Scientific Committee - EC shall receive the proposals for mini symposiums, form the guidelines to evaluate the proposals received, and, along with the EC members, shall review and evaluate these proposals.

iv. Awards and Certificates

The Scientific Committee - EC shall

- Compile scores and announce the winners of the Best Paper Awards during the conference, recognizing:
 - Two Best Papers in Audiology
 - One Best Paper in Speech Pathology
 - One Best Paper in Language Pathology
- Ensure the preparation of the certificates and plaques for the above awards before the conference (formats provided in [Annexure-VIII \(a\)](#) and [Annexure-VIII\(b\)](#))
- Prepare and distribute certificates after the conference to
 - authors of papers presented at ISHACON (format provided in [Annexure-IX](#)).
 - reviewers. (format provided in [Annexure-X](#)).
 - members of the Scientific Committee. (format provided in [Annexure-XI](#)).

v. Conference Proceedings

- When required, the Scientific Committee - EC shall compile, prepare, edit, and publish ISHACON proceedings (online) (with the authors' permission).
- The committee will:
 - Review and select high-quality submissions.

- Ensure scientific rigor and ethical publication standards.
- Collaborate with authors to ensure accuracy.
- Obtain an ISBN for conference proceedings.
- All accepted abstracts will be published in these conference proceedings.
- The slides and posters can also be published as a part of the conference proceeding on the ISHA website

10.2 Responsibilities of Scientific Committee - OC

- The Organizing Committee (OC) is responsible for planning, inviting, and organizing non-free paper scientific sessions such as invited talks, panel discussions, workshops, and special lectures. The role and responsibilities of the Scientific Committee - OC are:
 - i. Formation and Planning**
 - The OC shall form a Local Scientific Committee, with Chair-Conventions & Events (ISHA) serving as the Co-chairperson to maintain consistency in academic and professional standards
 - Scientific Committee -OC shall
 - Align activities as per ISHA conference guidelines and objectives.
 - Define conference themes and session topics relevant to Audiology and Speech-Language Pathology (ASLP).
 - Finalize the scientific agenda six weeks before the conference. The template of the Conference program is enclosed as [Annexure-XVII](#)
 - Circulate the final program to all delegates at least one month before the event.
 - ii. Speaker Selection and Session Management**
 - The OC, in consultation with EC, shall select invited speakers and faculty who meet the following criteria:
 - Invited faculty, preferably with a minimum of 5 years of experience in the core area of ASLP or the area they are invited to speak on.
 - A single session by any speaker should not exceed 30 minutes (20 minutes for the presentation and 10 minutes for discussion).
 - A session's chairperson and co-chairperson should always be qualified speech and hearing professionals with minimum 5 years of experience.
 - The OC must send official invitations to moderators, chairpersons, and co-chairpersons at least 8 weeks in advance (Format in [Annexure-XIV](#)).
 - iii. Session Execution and Logistics**
 - The Scientific Committee - OC shall

- Set the scientific agenda, including orations, special lectures, platform presentations, and poster sessions.
- Invite keynote and plenary speakers to contribute to the program. Make arrangements for scientific sessions, orations, special lectures, paper presentations, and poster sessions
- May organize selected special sessions in hybrid mode to facilitate broader participation.
- Ensure smooth conduct of the platform and poster presentations as per the guidelines in the following sections.

iv. Certificates

- Prepare and distribute certificates for:
 - Participation (Format enclosed in [Annexure-XII\(a\)](#)),
 - Chairperson /Co-chairperson: (Format enclosed in [Annexure-XII\(b\)](#))
 - Faculty (Invited Speaker) (Format enclosed in [Annexure-XII\(b\)](#))

All certificates should have the RCI ref No and its logo; this helps members to avail of RCI CRE credits.

10.3 Platform Paper Presentations

- The President of ISHA will announce that the floor is open for the scientific session soon after the inaugural function.
- The format of the Guideline for the platform paper presentation is given in [Annexure-VII\(a\)](#)
- MC will introduce the Chairperson and Co-chairperson of the sessions before each session.
- Presenting author/s, Chair, and Co-chair persons should be given certificates at the end of the session. Scientific Committee members shall ensure that the certificate for the paper presentation and the Chairperson and Co-chairperson should be ready before the start of the session.
- The Chairperson and Co-chairpersons of a session should be honored with an appropriate gesture/memento at the end of the session, which will be arranged by the Scientific Committee. The members of the Scientific Session Committee will identify the appropriate person to honor them.
- A member of the Scientific Session Committee should propose a vote of thanks at the end of each scientific session.
- Immediately after each session, the member of the organizing scientific session

committee shall hand over the score sheet to the Chairperson of the scientific committee, i.e., The Chair-Conventions & Events, ISHA, or they should make sure that scores are immediately loaded on the ISHA website onsite evaluation page.

- During the platform presentation, six volunteers should be present per hall/per session. These volunteers have the following duties:
 - To ensure all paper presenters are seated in the first two rows.
 - To inform the presenting authors about their order of presentation.
 - To ascertain that the Chairperson and Co-chairperson are comfortable.
 - To keep all the certificates of the paper presenters in order.
 - To invite a senior delegate to give the certificates to the Chairperson and Co-chairperson.
 - Passing of the cordless microphone amongst the audience during question/ answer hour.
 - Mineral water with glasses to be arranged on the dais.

10.4 e-Poster Presentation

- The Scientific Session Committee shall establish and communicate clear guidelines for e-poster presentations to all participants.
- Specific instructions for preparing and submitting e-posters are provided in [Annexure-VII\(b\)](#) and must be shared with participants in advance.
- E-posters must be submitted in a compatible digital format (e.g., PDF, PNG, or JPEG) by the specified deadline.
- Each e-poster must adhere to the prescribed dimensions, resolution, and layout guidelines provided by the committee.
- E-posters will be displayed on digital screens located in accessible areas throughout the Conference.
- Each e-poster will have an assigned display time slot to ensure all participants have the opportunity to view and interact with the presenters.
- Presenters will be notified in advance of their time slots so that they are available near their e-poster screens for discussions.
- The Scientific Committee will ensure proper setup and functionality of digital screens, including clear labeling with the presentation schedule.
- The Scientific Committee shall ensure structured evaluation sessions for e-posters by appointing.
- The Chairperson and Co-chairperson of the e-poster session shall be acknowledged with

an appropriate gesture/memento arranged by the Scientific Committee.

- At least four volunteers must be present per session to facilitate the smooth operation of e-poster presentations. Their responsibilities include:
 - Assisting presenters in uploading and displaying their e-posters on the designated screens.
 - Providing technical support to resolve any issues with digital displays.
 - Guiding presenters and delegates on the schedule and locations of e-poster sessions.
 - Monitoring discipline and maintaining order in the e-poster presentation area.
 - vi) Assisting the Chairperson and Co-chairperson during the discussion sessions.
 - Ensuring drinking water is available for presenters, the Chairperson, and the Co-chairperson.

10.5 Poster Presentation (only if e-posters are not possible)

- The Scientific Session Committee should provide all participants with guidelines about the poster presentation.
- The format of the Guideline for the Poster paper presentation is given in [Annexure-VII\(b\)](#)
- The posters would be displayed for a specified duration, as decided by the Scientific Committee. As much as possible, they should be displayed throughout the day. (Minimum hours of display should be three hours).
- The delegates should be informed about taking utmost care of the premises/wall. If any damage to the wall or furniture is noticed due to inappropriate material handling, the concerned member should be held responsible for the damage.
- The presenting authors should be informed about the proper care of the poster presentation premises and the display area.
- Adequate space should be provided between the posters to enable smooth movement of the delegates. (A minimum 5 feet distance is required for comfortable circulation for delegates)
- After displaying the posters, a discussion session, such as an oral presentation, should be conducted. An appropriate Chairperson and Co-chairperson should conduct the session.
- The poster-presenting authors will receive their presentation certificates from the Chairperson and Co-chairperson.
- The evaluation session will conclude with comments from the evaluators, that is, the

Chairperson and Co-chairperson.

- The Chairperson and Co-chair persons should be honored with an appropriate gesture/memento at the end of the session, which will be arranged by the Scientific Committee.
- During the poster presentation, at a given time, four volunteers should be present per hall/per session. These volunteers have the following duties:
 - To help the presenters fix the posters on the panels.
 - Supply pins, sticking plasters, scissors, etc., if required.
 - To provide instructions to presenting authors about the material/s required for displaying the poster.
 - To monitor the discipline while delegates spend time at the poster sessions.
 - To keep all the certificates of poster paper presenters in order.
 - To assist the Chairperson and Co-chairperson during poster discussion.
 - To make sure that during the evaluation of the poster, that is, during the visit of the chairperson and co-chairperson, there is minimum noise
 - To ensure that drinking water is available for the authors, the Chairperson, and the Co-chairperson.

11 Local Organizing Committees and their Duties

- The Chair –Conventions and Events of ISHA shall be a member of the Conference's organizing committee. He/she shall liaise with ISHA and the conference organizing committee.
- The OC should form the following committees for the ISHACON.
- All the committees should have a chairperson, a co-chairperson, and others as members. It is the duty of the chairperson to get the work done by the members.
- The committees are free to have volunteers from different academic institutions. The committee members should inform and orient the volunteers about their role during the Conference.

11.1 Scientific Committee: See Section 10.2

11.2 Reception Committee Responsibilities

- This committee shall receive the EC members of ISHA, awardees, guests, CEP speakers, VIPs, and delegates attending the annual Conference.
- Five to eight volunteers should be at the entrance to escort and welcome the senior

dignitaries.

11.3 Registration Committee Responsibilities

- Members of this committee are responsible for processing delegate registrations, sending payment receipts, and providing necessary details to those who have registered in advance.
- Arrangements must be made for smooth and efficient spot registration during the conference.
- Adequate counters should be set up to avoid confusion and ensure seamless registration for delegates attending the annual conference. More than five registration counters should be operational on the first day. Each counter should be staffed by at least three volunteers responsible for verifying receipts, distributing materials, and obtaining delegate signatures
- Separate counters must be designated for EC members of ISHA, awardees, guests, CEP speakers, and other VIPs.
- Registered delegates should receive conference materials at the registration counters, including bags, program details, and food coupons.
- Registration should begin at 8:00 AM on the first day of ISHACON or the day of the Pre-conference workshop. All registration counters should remain open until lunch on all three conference days.
- The committee is responsible for issuing attendance certificates to all delegates who have attended the annual conference.
- **Tracking Registrations:** The committee must maintain accurate records of the total number of delegates registered for the conference. This information is crucial for reimbursing administrative expenses to ISHA.
- One counter should be dedicated to the delegates' entries and signatures for the CRE points. The signatures should be done separately for morning and afternoon sessions on all conference days.

11.4 Information Desk

- This should be open on all three days.
- Two volunteers per session should be present on all three days (the first session from 8.00 am to 12.30 noon, and the second session from 12.30 to 5.00 PM). Volunteers should work in shifts so that they can also attend the conference.
- Volunteers at this desk should liaise with all the committees.
- They should be able to provide information regarding the conference, halls, scientific

sessions, etc., and assist the delegates in any medical emergency. They should have details of some hospitals or doctors who can be contacted.

11.5 Accommodation Committee Responsibilities

- This committee shall coordinate with the registration committee to provide information regarding accommodation for all the annual conference delegates.
- This committee shall arrange accommodation for the EC members of ISHA, awardees, guests, CEP speakers, and other VIPs. There shall be no discrimination in the accommodation type for the above guests. Some volunteers should be designated to look after these guests.
- They should be able to answer all queries of delegates and be able to assist with accommodation arrangements and make suggestions.

11.6 Transportation Committee Responsibilities

- This committee shall make appropriate arrangements for picking up and dropping off the guests from the railway station/bus stand/airport and shall also see to it that guests are picked up and dropped off to and from places of stay to the venue, a social event from at various locations during the conference.
- A few volunteers shall look after the comforts of the EC members of ISHA, awardees, guests, CEP speakers, and other VIPs.
- This committee shall provide details regarding transport from the accommodation sites to the conference venue for all delegates. They shall be responsible for transporting the delegates from the conference venue to dinner sites (if dinners are arranged in other sites than the conference site) and back to their place of accommodation on the days when dinners are arranged,

11.7 Catering Committee Responsibilities

- The committee shall ensure adequate arrangements for drinking water, food, snacks, and tea/coffee throughout the Conference.
- Special attention should be given to the needs of EC members of ISHA, awardees, guests, CEP speakers, and other VIPs.
- Designated volunteers should be assigned to escort VIPs and other dignitaries during tea/coffee breaks, lunch, and dinner to ensure their comfort and convenience.

11.8 Exhibition Committee Responsibilities

- The Exhibition Committee shall ensure that all exhibition stalls are adequately set up, maintained, and managed throughout the Conference.
- The Organizing Committee may plan for exhibits and stalls as part of fundraising

efforts.

- Stalls should be allocated exclusively to companies and professionals directly related to the Speech and Hearing profession to maintain relevance and integrity.
- The OC must reserve and prominently position one stall for the ISHA office, ensuring it is in a prime and visible location with clear signage, preferably near the registration area for easy access.
- At least two volunteers should assist exhibitors, addressing logistical or technical issues.
- Additionally, two dedicated volunteers should be posted at the ISHA stall to provide support and information to delegates and exhibitors as required.

11.9 Souvenir Committee Responsibilities

- The Souvenir Committee is responsible for designing, compiling, and disseminating the official souvenir of the conference. The responsibilities of the committee include:
 - Compile messages from dignitaries such as the ISHA President, Organizing Chairperson, and other notable figures.
 - Include details of the event, such as the theme, schedule, and list of speakers.
 - Liaise with potential sponsors and advertisers to secure financial support for the souvenir.
 - Ensure the souvenir is printed or digitized for distribution among delegates, sponsors, and stakeholders during the conference.
 - Consider providing a digital version of the souvenir for wider accessibility and eco-friendliness.
 - Upload the digital version to the ISHA website or conference portal for post-event access.

12 Annual General Body Meeting (AGBM)

- The OC shall arrange to hold the AGM at the conference venue on the second day at 4.30 pm.
- The President of ISHA shall preside over the AGBM.
- The President, the General Secretary, and the Treasurer of ISHA shall be on the dais.
- The OC must ensure that only eligible life members of ISHA attend the AGBM. No non-members, professionals, or volunteers should be present during the meeting.
- Two life members should be designated to assist during the AGBM and help collect attendees' signatures as a record of participation.

- The OC shall also extend all assistance to ISHA to conduct elections if held.
- Name boards of dignitaries on the dais should be prepared.
- A writing pad, pen, and paperweight should be made available on the dais.
- AGBM shall conclude with the National Anthem.

When AGBM is in progress, organizers can allot this time to the sponsors to provide hands-on experience or other details of their products to the students and other non-members of ISHA.

13 Valedictory Function

- The OC shall also arrange to hold the valedictory function on the last day of the Conference.
- The President of ISHA shall preside over the valedictory function
- The President, the General Secretary, the Treasurer of ISHA, the Chairperson and Secretary of the Organizing Committee, and the Chairperson of the Scientific Session Committee (ISHA) & Chair of the Scientific Committee (OC)) will be on the dais.
- There are 4 Best Paper awards
 - Best Paper in Audiology -I
 - Best Paper in Audiology -II
 - Best Paper in Language Pathology
 - Best Paper in Speech Pathology
- The awards for the best papers will be announced by the chairperson of the scientific committee (ISHA) with a brief report.
- The President of ISHA will give away different awards for best papers at the function.
- The Organizing Committee, in consultation with the Chairperson of the scientific committee (ISHA), shall make the arrangements to procure the scientific awards and ensure their availability during the valedictory function.
- The organizing secretary will propose a vote of thanks.
- There should be two volunteers to provide support services, if needed, during the valedictory function.
- Drinking water and clean glasses should be made available on the dais.
- Name boards of dignitaries on the dais and arrangements for the writing pad, pen paper weight, etc. should be made.

- **The valedictory function should conclude with the national anthem.**

14 General tips for effective organization of Conference

Volunteers

- The Organizing Committee should make every effort to make the conference successful. This can be achieved with adequate support from volunteers.
- These volunteers need to be updated and educated to behave professionally. Volunteers, in turn, will get an opportunity to learn new skills.
- The Organizing Committee should plan a guidance program for the volunteers to develop the required skills and acknowledge their contribution to the conference.

Certificates

- Certificates of attendance, paper presentations, chairpersons, co-chairpersons, e-poster presentations, and awards should be generated digitally.
- Certificates should be distributed digitally via email to participants immediately after their session or at the end of the conference.
- A dedicated email ID should be provided for participants to report issues or request corrections.
- The certificates should include digitized signatures of the President – ISHA, Secretary – ISHA, and the Chairperson and Secretary of the Organizing Committee of ISHACON.
- To minimize errors, volunteers should verify participant details, including names, titles, and affiliations, against the official registration and submission records.
- Corrections for typos or name inaccuracies must be addressed promptly
- Maintain a secure digital backup of all issued certificates for future reference and audit purposes.

General

- Packed working lunches (vegetarian and non-vegetarian options) should be preferred.
- Alcohol is discouraged at banquets and conference dinners to maintain a professional and inclusive atmosphere.
- Ensure adequate drinking water counters are strategically placed across the venue.
- Make sure clean and hygienic toilet facilities are maintained throughout the conference.
- A spare computer and printer should always be available to handle any urgent requirements or unforeseen technical needs.
- A fully stocked first aid kit must be accessible in case of any medical emergencies.

- The Organizing Committee should make every attempt to save money and time. This would help accommodate papers and give the participants leisure time. Saving money would strengthen the parent body (ISHA) financially.
- Focus on creating a strong, well-organized, and dedicated team. This not only ensures the success of the event but also develops future-ready professionals.
- Maintain open and transparent communication within the team, avoiding conflicts and personal egos to foster a collaborative environment.
- Feel free to seek guidance or discuss challenges with the EC members of ISHA to ensure smooth execution.

15 Checklist for organizing ISHACON

By using the checklist as a guide, the OC can ensure thorough preparation and smooth execution of ISHACON, meeting ISHA's standards and delivering a successful conference experience for all participants. This checklist for organizing ISHACON is a comprehensive tool that can be utilized at two critical stages of the conference process:

Before bidding for the conference:

- To ensure the infrastructure, resources, and personnel required to host the conference are in place.
- Confirm that all necessary steps, such as forming a local branch or organizing body, submitting a written proposal, and obtaining approval from ISHA's General Body, are completed well in advance.
- Verify that the OC is familiar with ISHA's rules, regulations, and bylaws, including signing an MoU with ISHA.

During the preparation phase:

- Helps in planning and coordination
- Regularly reviewing the checklist helps to monitor progress, ensuring timely completion of tasks

CHECKLIST FOR ORGANIZING ISHACON

No	Item	YES	NO
1	<i>Is there adequate infrastructure available to organize the annual conference?</i>		
2	<i>Is there a local branch or a single organization hosting the annual conference?</i>		
3	<i>Have you submitted a written proposal two years in advance to the EC of ISHA to host the conference in the specified city?</i>		
4	<i>Have you obtained confirmation to host the conference from the GB of ISHA?</i>		
5	<i>Have you formed an Organizing Committee which consists of life members of ISHA?</i>		
6	<i>Have you formed and assigned duties to the various committees of ISHACON?</i>		
7	<i>Has the MoU been signed by the office bearers of the Organizing Committee and ISHA?</i>		
8	<i>Have you received permission from the General Secretary of ISHA to host the conference?</i>		
9	<i>Have you opened a bank account in the name of “---th National Conference of ISHA”?</i>		
10	<i>Have you made arrangements for the joint operation of ISHACON's bank account?</i>		
11	<i>Have you placed the ISHA logo on the left side and ISHACON on the right side on all the certificates and letterheads?</i>		
12	<i>Have you prepared the calendar of events ten months before the conference?</i>		
13	<i>Have you given a theme to the annual conference?</i>		
14	<i>Have you decided on the registration fee under different categories?</i>		
15	<i>Have you clearly stated the rules for refunding the registration fee?</i>		
16	<i>Have you decided on the rates for exhibition stalls?</i>		
17	<i>Have you sent a formal invitation to all the life members of ISHA and the Institutes (Both Government and Private)?</i>		
18	<i>Have the CRE topics and speakers been finalized in consultation with the EC of ISHA?</i>		
19	<i>Are you planning to have a pre-conference workshop?</i>		
20	<i>Have you received acceptance from the chief guest/s to inaugurate the conference?</i>		
21	<i>Are you aware of the seating arrangements protocol at the dais during the inaugural function?</i>		
22	<i>Have you made arrangements for a lighting lamp, candle, matchbox, etc.?</i>		

23	<i>Have you prepared the name boards for the guests on the dais during the inaugural, AGBM, and valedictory functions?</i>		
24	<i>Have you received the citation (3 Nos.) and the trophies (3 Nos.) from the General Secretary of ISHA?</i>		
25	<i>Have you received the trophies For the Best Scientific papers (4 Nos) from the General Secretary of ISHA?</i>		
26	<i>Has the MC of ISHACON been briefed about his/her role during the inaugural function?</i>		
27	<i>Have you received the soft copies of the presentations from the presenting authors?</i>		
28	<i>Have you loaded all the scientific papers on a laptop/ computer/s?</i>		
29	<i>Has the program schedule of the annual conference been finalized and ready for display?</i>		
30	<i>Has the scientific committee communicated to the professional about chairing or co-chairing the scientific session?</i>		
31	<i>Are certificates of Best Paper Presentation, Chairperson/co-chairperson, Paper Presentation, and participation ready and are duly signed by the President ISHA, Secretary ISHA, and Secretary Organizing Committee?</i>		
32	<i>Have you made arrangements for a timer during the scientific paper presentation?</i>		
33	<i>Have you made adequate arrangements for accommodation?</i>		
34	<i>Have you made adequate transportation arrangements?</i>		
35	<i>Have you made adequate catering arrangements?</i>		
36	<i>Are there enough registration counters?</i>		
37	<i>Have you assigned duties to volunteers to escort the guests and awardees onto the dais?</i>		
38	<i>Have you arranged to release the ISHA publication materials during the inaugural function?</i>		
39	<i>Have you made adequate arrangements for the public address system and multimedia presentation at the time of the inaugural and during the Conference?</i>		
40	<i>Have you made adequate arrangements for the Annual GB meeting and valedictory function?</i>		
41	<i>Have you made adequate arrangements for exhibition stalls?</i>		
42	<i>Have you made arrangements for a computer and a printer?</i>		
43	<i>Have you oriented the volunteers about their duties during the conference?</i>		
44	<i>Have you arranged for drinking water?</i>		
45	<i>Have you kept first aid and also the phone numbers of doctors in the event of any medical emergency?</i>		
46	<i>Have you instructed the MC to inform the delegates that they should keep their cell phones silent?</i>		

47	<i>Have you prepared signboards for various events and activities at the Conference?</i>		
48	<i>Have you prepared badges for members of ISHA, VIPs, and Organizing Committee members?</i>		
49	<i>Have you applied for the RCI CRE status of the annual conference?</i>		
50	<i>Have you written the RCI CRE approval number and the RCI symbol on all certificates?</i>		

16 Annexures

Annexure I-XVI

Annexure-1: Format for the submission of the proposal to host the Annual Conference

To,
The Gen Secretary
ISHA

Dated

Subject: Proposal for hosting National Conference in the year 20—at ----

Dear -----,

It gives me great pleasure to put forward on behalf of the Executive Committee members of the Indian Speech-Language and Hearing Association, -----branch the proposal to host the Annual National Conference to be held in the year--- at ---.

I request that the ISHA Executive Committee consider the proposal for hosting the conference favorably. On behalf of the members of the ----- branch, I assure you that we will abide by the guidelines laid for conducting the ISHACON.

Yours sincerely,

Secretary- ISHA - ---- Branch

Annexure-II: Matrix for Evaluating ISHACON Bids

Criteria	Weight	Venue A Score	Venue B Score	Rubrics
Number of years since the formation of the Bidding Branch	5			5- > 10 years 4- 8–10 years 3- 5–8 years 2- 2–4 years 1- < 2 years
Financial Credibility	5			5 - ITR filed for at least 4 years -strong financials 4 -ITR filed for 3 years with financial sustainability. 3 -ITR filed for 1–2 years with profits 2 -ITR filed for 1–2 years with loss 1 -No ITR filed or financial losses
Number of Members	5			5 300+ active members 4 200–300 active members 3 100–200 active members 2 50-100 active members 1 < 50 active members
Branch/ Chapter Standing and Activities	5			5. Well-established branch with strong influence and active contributions. 4. Moderately recognized branch with growing credibility. 3 New branch with few activities 2 Old branch with very occasional activities 1 Minimal or no contribution to the field.
Accessibility / Connectivity	5			5 Excellent national and international connectivity 4 Good national but not-so-good international connectivity 3 Moderate: Accessible but with limited direct transport options. 2 Limited connectivity: requiring multiple transfers. 1 Poor connectivity: with minimal transport infrastructure.
Availability of Conference Venues	5			5 Low-priced, well-equipped conference venues 3 Good venues with necessary amenities but little pricey 1 Very Few suitable conference venues available.
Accommodation options	5			5 Good variety of hotels, along with affordable student stays near the venue. 4 Good variety of hotels and student accommodations but at a distance. 3 Moderate availability of accommodation, with some budget-friendly options. 2 Limited choices, with few affordable options for students. 1 Limited choices, with no affordable options for students.
Availability of Volunteers (Institute/ Technical) support	5			5 Two or more institutes with enough student volunteers 3 One institute or No institute but enough members volunteers 1 No institute limited volunteers
Total Score	40			

Annexure-III: Format for Memorandum of Understanding (MoU)

(To be printed on a stamp paper)

This Memorandum of Understanding (MoU) is entered into on this (Date) by and between:

1. **Indian Speech-Language and Hearing Association (ISHA)**, having its registered office at **c/o AIISH, Manasagangothri, Mysore 570-006** (hereinafter referred to as "ISHA" for brevity in this MoU),

And

2. **Organizing Committee of the __th National Conference of ISHA**, located at [**Branch's registered office address**] (hereinafter referred to as "Organizing Committee" for brevity in this MoU).

Whereas:

1. **ISHA's Registration and Objectives:** ISHA is a registered society under the Karnataka Societies Registration Act, Karnataka Act No. 17, bearing Registration No. S/25/67-68, and also registered under the Societies Registration Act, 1860. One of its main objectives is to organize meetings for Speech-Language and Hearing professionals to promote and propagate awareness in the field of Speech-Language and Hearing. ISHA organizes various programs and Conferences at the national level to further its objectives and foster professional collaboration and development.
2. **Organizing Committee of the __th National Conference of ISHA**, represented by [**Branch/Chapter Name and Address, including registration details**], having proposed to host the __th National Conference of ISHA at [**Venue**] in [**Year**].
3. The official proposal submitted by the Organizing Committee to host the __th National Conference of ISHA at [**Location**] on behalf of ISHA was unanimously approved in the General Body Meeting held at [**Location**] on [**Date**].
4. This Memorandum of Understanding is executed and agreed upon by both parties to ensure better cooperation and coordination between ISHA and the Organizing Committee in successfully hosting the conference.
5. Therefore, this MoU witnessed and is hereby agreed by and between the ISHA and Organizing Committee as follows:

- i. ISHA will develop and issue a comprehensive model of rules and regulations for conducting Conferences and Continuing Rehabilitation Education (CREs). These rules and regulations will be updated periodically by ISHA to meet the evolving needs of the profession.
- ii. ISHA will also issue a model code of conduct for the participants in the Conferences and CEPs. These guidelines will be shared with the Organizing Committee for reference and implementation.
- iii. The Organizing Committee will strictly adhere to these Rules and Regulations and Code of Conduct while organizing Conferences, meetings, and CREs without any deviations.
- iv. For better management, the Organizing Committee may propose decisions that deviate from the prescribed rules. Any such deviation must receive prior approval from ISHA. Deviations without written permission will not be permissible.
- v. The Organizing Committee collects Conference registration fees from the participating members and other delegates of __th National Conference of ISHA scheduled to be held at [Location] in [Year].
- vi. The Organizing Committee must maintain proper accounts for the conference. These accounts must be submitted to ISHA within **90 days** of the conference conclusion.
- vii. The Organizing Committee will collect ₹200/- per participant as administrative fees on behalf of ISHA.
- viii. The Organizing Committee will remit the entire amount of such administrative fees collection to ISHA as follows:
 - a) The entire amount collected before the conference must be paid **10 days prior** to the conference.
 - b) Any additional amounts collected during the Conference must be paid on the day of the conference or during the General Body Meeting.
 - c) The balance amount, if any, should be paid at the time of furnishing the accounts of the conference.
- ix. For exhibitors without a registered office in India, the Organizing Committee will collect a sum of US \$[Amount] (equivalent in INR). Fifty percent (50%) of the amount collected from such exhibitors shall be remitted to ISHA as royalty.
- x. The Organizing Committee should not collect registration fees from the awardees, EC members of ISHA, and CRE speakers. These individuals are to be treated as

honored guests and provided with local hospitality without discrimination. Travel Allowance (TA) and Daily Allowance (DA) shall be paid in consultation with the General Secretary and Treasurer of ISHA.

- xi. In case of any dispute in the Organizing Committee, the decision of the EC of ISHA shall be final, and the EC of ISHA is authorized to take charge of all the documents, including the financial assets.
- xii. Any claims, disputes, or legal arbitrations arising with vendors or trade partners associated with the conference shall be the sole responsibility of the local Organizing Committee. ISHA shall not be held liable for such matters.
- xiii. Any financial irregularities, discrepancies, or illegal activities related to the accounts of the conference, as identified by any auditing firm or financial review process, shall be the sole responsibility of the Local Organizing Committee (OC). The ISHA Executive Committee (EC) shall bear no liability for such matters. The OC is required to address and resolve any such issues in accordance with applicable laws and financial regulations. In the event of any legal proceedings or financial penalties arising from such irregularities, the OC shall be solely accountable.
- xiv. The Organizing Committee shall follow the bylaws of ISHA in totality.
- xv. The Organizing Committee and ISHA will meet periodically to have a better dialogue and understanding for better management of the Conference.

6. Cancellation of Conference due to Unforeseen Events

- i. In the unfortunate event of conference cancellation due to political unrest, curfews, natural calamities, or any other force majeure events, the Organizing Committee shall immediately inform ISHA and the participants.
 - ii. Both ISHA and the Organizing Committee will work together to determine the most feasible course of action, including rescheduling, virtual alternatives, or other measures to minimize the impact on participants and stakeholders.
 - iii. ISHA recommends that, if possible, the Organizing Committee should secure insurance coverage for the conference, which may include protection against potential losses arising from such cancellations. This should be factored into the planning and budgeting stages.
7. In the event of any dispute or arbitration between the Organizing Committee and the Executive Committee (EC) of ISHA, the trial shall be conducted in the jurisdiction of Mysore, Karnataka, where ISHA is registered.

In Witness Whereof, the parties hereto have affixed their respective signatures and seals on this ___th day of _____, at _____.

For ISHA:

1. **President, ISHA**
(Name & Signature)

2. **Secretary, ISHA**
(Name & Signature)

For the Organizing Committee:

1. **Organizing Chairman**
(Name & Signature)

2. **Organizing Secretary**
(Name & Signature)

Witness 1

Name and Signature

Witness 2

Name and Signatures

Annexure-IV: Format of Grant of Permission for Hosting the Conference

To,
Secretary-
ISHA - ---- Branch

Dated:

Dear -----

Thank you for your invitation to host the --th ISHACON at -----(Place of ISHACON). The invitation was discussed in the AGB meeting held on-----(Date). I am pleased to inform you that the General Body of ISHA has given the consent to host the national conference of ISHA in 20---(Year) in -----(Host Place)

You should open an account in the name of “ --th ISHACON”.

The scientific session of the conference will be developed and designed by EC of ISHA; you may nominate one member from the organizing committee, who will be invited to the meetings involved in planning conference activities.

Should you need any advance money, kindly get in touch with Mr. -----, Honorary Treasurer –ISHA. EC of ISHA has given the necessary instructions to Mr. -----.

You are requested to submit the audited statement of account 90 days post conference.

Please feel free to contact ISHA, for any assistance needed.

Wishing you all the success.

General Secretary- ISHA

Cc: Honorary Treasurer- ISHA

Annexure-V(a): Guidelines for Submission of Scientific Papers

Call for Scientific Papers for the ___th ISHACON, 20__ (year)

Greetings!

The scientific committee of ISHA invites scientific papers for the ___th ISHACON, 20__ (year) to be held at _____(City) from _____(Date), ____.(year) The abstracts of papers may be submitted under Speech, Language, and Audiology Categories either in the oral/poster modes. The Oral (platform) presentations are open to PG/PhD/Research Fellows/Practicing Professionals.

KEY DATES

September 30, 20__: Last date for submission of abstracts (Max. words -1200)

October 31, 20__: Notification of selection/rejection of abstracts.

November 30, 20__: Last date for submission of full-length papers (Follow submission guidelines of JISHA: <http://www.jisha.org/contributors.asp>)

IMPORTANT NOTE: Papers submitted for oral presentation if not selected for oral category will be considered for poster presentation.

GUIDELINES FOR ABSTRACTS:

Preparation:

1. The abstract must be on original clinical/research work carried out by the authors themselves. No review of literature or compiling of work done by others will be accepted.
2. The abstracts must include clearly defined sections: Introduction, Need for the study, Aim/Objectives, Method, Results and Discussion, and Summary/ Conclusion.
3. Please check your abstract for similarity with previously published works (i.e., plagiarism).
Only those papers having $\leq 25\%$ similarity will be considered for review and possible acceptance.

Submission:

4. The last date for submission of abstracts is **30th September 20__ till 11 PM. Abstracts submission portal will be deactivated after 11 PM on 30th September, 20__.** All

abstracts should be submitted through online “*article submission*” module on members-only pages of www.ishaindia.org.in

5. The presenting author should be a life/ordinary/student member of ISHA. ISHA membership is mandatory for **all co-authors** who are Speech and Hearing professionals/students. Membership number and email ID need to be submitted while submitting the abstract online.
6. **Please note that new membership registration will not be provided from 25 September to 30 September. Additionally, the 3-digit life membership number will not be converted to the current 8-digit number during this period.**
7. The author who submits the abstract will be the **PRESENTING and CORRESPONDING author**. No changes will be accepted after submission.
8. The 8-digit ISHA membership number should be entered during submission. Wait for your details to be updated on the ISHA website. **It is advised to submit the documents well in advance to avoid problems during abstract submission.**
9. All abstracts submitted by the due date will first be scrutinized for adherence to format guidelines. Only those abstracts that meet the guidelines will be considered for the subsequent review process.

Intimation of decision:

10. The information about selected abstracts will be posted in the ISHA web portal by **October 31, 20__**.
11. The corresponding author will also be intimated by email about the selection of the abstract. If the abstract is selected for presentation at the 54th ISHACON, the link will appear to submit a full-length article in the ‘*Article submission*’ section.
12. **Limit on Oral Presentations:** The total number of oral papers accepted for platform presentation shall be limited to 12-18 papers in Audiology and 12-18 papers collectively in Speech Pathology and Language Pathology. Only top-scoring abstracts, evaluated based on their scientific merit, relevance, and adherence to submission guidelines, will be selected for platform presentation.
13. Abstracts submitted for oral presentations that exceed the specified limit, but still qualify based on evaluation, will be reallocated to the poster presentation category.
14. Full-length papers prepared according to the JISHA guidelines must be submitted online by November 30, 20__.

15. Authors of selected abstracts are automatically eligible to present their work at the conference, so no further communication regarding presentation eligibility will be made after the submission of the full-length papers.
16. Submitted abstracts shall be brought out as conference proceedings.

GUIDELINES FOR FULL-LENGTH PAPERS

The authors of the abstracts that are accepted and who wish to compete for awards **MUST** submit the full-length paper to the online submission portal of the conference (Please visit www.ishaindia.org.in).

Preparation:

1. The Full-length papers must be prepared in accordance with the manuscript preparation guidelines of the Association's official journal (JISHA). These guidelines are available at <http://www.jisha.org/contributors.asp>.
2. Only the **article files** comprising the title of the study and full-length paper with a bibliography should be submitted. **DO NOT MENTION THE AUTHOR AND CO-AUTHOR'S NAME, INSTITUTE NAME, AND ADDRESS IN THE ARTICLE FILE.**
3. Avoid the use of bullets in your article file.
4. Ensure that the combined file size does not exceed 1 MB.

Submission:

5. The article files must be submitted to the submission portal of ISHACON.
- 6. DO NOT SUBMIT your article files to the JISHA Portal!**

REVIEW AND SELECTION PROCESS

Abstracts:

More than one reviewer will review all abstracts. The outcome of this review process would be recommendations **for 'accept' or 'reject'**.

Full-length papers:

Prior to the commencement of the review process, a similarity (plagiarism) check would be performed on all full-length papers. Only those papers with a similarity index $\leq 25\%$ would be reviewed by more than one reviewer (and thus be eligible for possible awards) on the following aspects:

- i) The adherence to the preparation guidelines

- ii) The logical organization of the content and substrates on which the outcome(s) is/are derived (e.g., study design, sample size, methods of data collection, analysis, and interpretation)
- iii) The research/clinical impact of the study
- iv) The onsite evaluation

Please contact respective co-ordinators for any further clarifications:

_____ : **Overall Coordinator**
_____ : Coordinator for scientific papers - **Language**
_____ : Coordinator for scientific papers - **Speech**
_____ : Coordinator for scientific papers in **Audiology**

For any queries, kindly write to us at chair.events@ishaindia.org.in

Annexure V(b): Guidelines for submission of the proposal to conduct Mini Symposia

To,

The General Secretary
Indian Speech-Language and Hearing Association (ISHA)
[ISHA Office Address]

Subject: Submission of Proposal for Mini-Symposium at ___th ISHACON (Year)

Respected Sir/Madam,

I am writing to submit a proposal for a **Mini-Symposium** to be conducted as part of **ISHACON**. Below are the details of the proposed session:

1. Title of the Mini-Symposium

[Insert the symposium title here]

2. Symposium Overview

This mini-symposium will focus on **[mention the central theme]**. The session aims to provide an in-depth discussion on **[key aspects of the topic]**, highlighting its **relevance, challenges, and future scope** in the field of **Audiology, Speech, or Language Sciences**.

3. Objectives of the Symposium

This session aims to:

4. List of Speakers & Proposed Topics

The symposium will include **3–4 expert speakers**, each delivering a **10-15 minute presentation** on their specialized topic. The details are as follows:

Speaker Name	Affiliation & Designation	Proposed Topic
Dr. [Name]	[Institution, Position]	"[Topic 1]"
Ms. [Name]	[Institution, Position]	"[Topic 2]"
Dr. [Name]	[Institution, Position]	"[Topic 3]"
Mr. [Name]	[Institution, Position]	"[Topic 4]" (if applicable)

5. Symposium Format & Duration

- **Introduction (5 minutes)** – Overview of the session by the moderator.
- **Speaker Presentations (40-45 minutes)** – Each speaker will deliver a **10-15 minute talk**.
- **Q &A and Discussion (10-15 minutes)** – Interactive session with audience participation.
- **Conclusion (5 minutes)** – Key takeaways and closing remarks.

I believe this mini-symposium will provide valuable insights to attendees and contribute significantly to the academic and professional discussions at ISHACON. I kindly request your consideration of this proposal for inclusion in the conference program.

Please let me know if any additional information is required. I look forward to your response.

Thank you for your time and consideration.

Best Regards,

[Your Name]

[Your Affiliation]

[Your Email]

[Your Phone Number]

Annexure VI (a) Key for Evaluation of Abstracts of Scientific Papers

Title:			
	Article Submission Date:		
Reviewer:		Review Date:	
Title		Scores	
Overall Presentation of the Abstract			
1. How is overall abstract written? (Is the abstract comprehensively presented with the title, scope, objective, method and the results of the study)		Select Score ▼	
Introduction and Need for the study			
2. Is the context/background for the study and research gap logically presented?		Select Score ▼	
Objectives of the study			
3. Are the objectives clearly stated? (Check whether the objectives are specific and measurable)		Select Score ▼	
Methods			
4. Are the methods suitable for the study? (Check if the methods properly formulated to achieve the objectives of the study while minimizing the influence of extraneous factors?)		Select Score ▼	
Results			
5. Are the appropriate statistics used? (suitable for the research design) (Check if: the data analysis plan and statistical procedures appropriate for the stated objectives?; The Numerical representation of the statistical analysis adequately mentioned?)		Select Score ▼	
6. Are the results of all objectives presented?		Select Score ▼	
Discussion			
7. Possible and valid explanations for the findings been offered?		Select Score ▼	
Conclusion			
8. Are the conclusions valid to the findings? (Check if conclusions are drawn are consistent with the observed data?)		Select Score ▼	
Importance of the study			
9. Does the study add significantly to the existing knowledge?		Select Score ▼	
Total Score			
Evaluation Details			

Would you recommend this paper for platform presentation? Yes/No?

Annexure VI (b) Key for Evaluation of full-length papers

Title:		Article Submission Date:	
Reviewer:		Review Date:	

1. Relevance of work and its implications	Scores	Options
a. High scientific / clinical relevance with strong implications	5	<input type="radio"/>
b. Good scientific / clinical relevance with good implications	4	<input type="radio"/>
c. Average scientific / clinical relevance with average implications	3	<input type="radio"/>
d. Below average	2	<input type="radio"/>
e. No scientific relevance and poor implications	1	<input type="radio"/>
2. Study design and methodology	Scores	Options
a. Well planned- all relevant aspects taken into consideration	5	<input type="radio"/>
b. Good	4	<input type="radio"/>
c. Just adequate	3	<input type="radio"/>
d. Needs strengthening	2	<input type="radio"/>
e. Poor / not mentioned clearly	1	<input type="radio"/>
3. Presentation of Results	Scores	Options
a. Clear and well presented	5	<input type="radio"/>
b. Clear but inadequate presentation	4	<input type="radio"/>
c. Wordy and inadequate presentation	3	<input type="radio"/>
d. Unclear and inadequate presentation	2	<input type="radio"/>
e. Faulty	1	<input type="radio"/>
4. Discussion and Conclusion	Scores	Options
a. Well discussed, Excellent conclusions	5	<input type="radio"/>
b. Adequate discussion and good conclusion	4	<input type="radio"/>
c. Just adequate discussion and average conclusion	3	<input type="radio"/>
d. Poor discussion and below average conclusion	2	<input type="radio"/>
e. No discussion or conclusion given	1	<input type="radio"/>
5. Clarity, flow of concepts and overall impression about FLP	Scores	Options
a. Well written FLPs with clear sub-headings of Introduction, methodology used, conclusion, pitfalls, summary etc	5	<input type="radio"/>
b. Average framing with no clear side- headings	4	<input type="radio"/>
c. Below average	3	<input type="radio"/>
d. Fragmented with poor flow between sentences	2	<input type="radio"/>
e. The overall impression of FLP is poor	1	<input type="radio"/>
6. Originality	Scores	Options
a. Original in terms of conceptualization	5	<input type="radio"/>
b. Original in terms of certain aspects	4	<input type="radio"/>
c. Not original but is required	3	<input type="radio"/>
d. Not original but has some value	2	<input type="radio"/>
e. Not original and of little value	1	<input type="radio"/>
Total Score		

Evaluation Details

<p>Would you recommend this paper for Award ? Yes/No?</p>

Annexure VI (c) Key for Onsite Evaluation of Scientific Papers by Chair-person / Co-chairperson

Paper Code:	
Paper Title:	
Reviewer:	
ISHA membership No:	
Layout and contents (Max score 5)	
Exceptionally clear , highly organized, and highly relevant	5
Clear and organized with minor issues.	4
Moderately clear ; some organizational flaws.	3
Below average ; lacks clarity and relevance.	2
Poor, disorganized , and irrelevant.	1
Presentation (Max score 5)	
Exceptional skills : engaging, confident, well-paced, with effective visuals and body language.	5
Strong skills : clear and engaging with minor areas for improvement.	4
Satisfactory ; moderately engaging, acceptable delivery but lacks polish.	3
Below average : uneven delivery, poor pacing, minimal visuals/body language.	2
Poor : disengaging, unclear, poorly paced, ineffective visuals/body language.	1
Familiarity with the subject (Max score 5)	
Exceptional mastery and confident handling of complex questions.	5
Strong understanding with minor gaps.	4
Adequate knowledge but lacks depth .	3
Limited understanding with superficial explanations.	2
Poor knowledge , unable to explain basics.	1
Q & A (Max score 5)	
Excellent ; answers are clear and concise, and they address questions thoroughly and confidently.	5
Good ; answers are clear and relevant, with minor omissions or hesitations.	4
Adequate answers address the questions but lack depth or clarity.	3
Below average ; answers are vague, incomplete, or lack relevance.	2
Poor : fails to address questions effectively or provides unclear responses.	1
Total (20)	

Annexure VII (a): Instructions for Platform (Oral) Presentation

General Guidelines

- All platform presentations should visually represent the content of your submitted paper.
- Presentations must be in **English only**.
- The **title** of the presentation must match the title of your submitted full paper.
- To ensure smooth transitions between presentations:
 - **Personal laptops are not allowed.**
 - All presenters must use the podium laptop provided by the organizers.
- The scheduled **day and time of presentations are final**, and requests for changes from presenters will not be accommodated. However, the Scientific Committee reserves the right to modify the schedule if necessary.

Specifications

- **Total Time:** 10 minutes
 - **Presentation:** 8 minutes
 - **Q &A Session:** 2 minutes
- Final PowerPoint presentations should be loaded at least 1 hour before the scheduled time slot at the designated spot.
- The name of the file should be the Paper Code
- All animations, movies, and sounds should be embedded and tested during the file upload process.

File format

- File format: PowerPoint (PPT) in 16:9 aspect ratio.
- Slide orientation: Landscape format.

Font Recommendations

- Use simple and clear fonts that are easily readable.
- Choose a font size large enough to be legible from a distance.
- Use light-colored fonts on dark backgrounds or vice versa to maximize text visibility.

Content of platform presentation:

The platform presentation should include - an Introduction, Objectives, Materials and Methods, Results, Conclusion, References, and Acknowledgment).

Important Considerations:

- Use only images for which authors have proper permissions:
 - Licensed copyrighted materials.
 - Consent forms for recognizable individuals in photographs or images.
- Presentations must not promote any commercial product and must adhere to ethical standards.
- Financial interest, if any, must be disclosed and included in the presentation.

Time Management

- Organizers will signal a 1-minute warning before the end of the allotted presentation time.
- Respect the allocated time limits to maintain a smooth schedule for all presenters.
- Exceeding the time limit will disqualify presentation from awards, but strict adherence to timing is encouraged.

Annexure VII (b): Instructions for Poster/E-Posters Preparation

- All posters should be a visual presentation of your submitted abstract.
- The poster should be written ONLY in the English language, or IPA may be used wherever necessary.
- Title of the E-Poster (should be brief and match with the submitted full paper).
- Names and affiliations of all authors (each author is to be marked with superscript Arabic numbers (such as 1 and 2), along with their corresponding institute affiliation and addresses).
- Please name the files based on your paper ID.

Orientation

- The E-poster will be displayed on a standard 42"/50" (Diagonal) LCD.
- File format should be PowerPoint (PPT) in Size of 16:9. (Horizontal orientation)

File format

- Please prepare a poster with a horizontal style orientation in a single-slide PPTX/PDF file.

Font

- Choose Arial or a font that can be read clearly at a distance.
- Put light-colored fonts on dark backgrounds or vice versa so that viewers can see the text clearly.
- Minimum font size for data in tables is 10 points.

The content of e-poster presentation should have the following:

- Research (Introduction, Objectives, Materials and Methods, Results, Conclusion, References, and Acknowledgment).
- Contact details (optional) so that interested delegates may contact you.
- Data must be given in units that are generally accepted in scientific publications. Tables should be simple and easy to follow.
- The legend of a figure should appear below the figure.
- Do not insert or embed any videos in your presentation.

- Remember, overcrowding a poster slide makes it difficult to read. Help your readers by providing clear labels or headings for each section of your presentation.
- Please include 2-3 pertinent references at most.
- Please ensure you have permission to use any images you include in the e-poster. This consists of a license for copyrighted materials and consent forms from patients recognizable in photographs or pictures.
- Financial interest, if any, must be disclosed and included in the poster. Presentations at the Conference must not be used to promote a commercial product.

Sample of E-Poster

	ISHACON (Logo)	
TITLE		
Name and affiliations of all authors(each author to be marked with superscript Arabic number (such as 1,2) with their corresponding institute affiliation and their addresses		

Annexure-VIII (a): Certificate format Best Paper (Sample)



___th ISHACON __ (Year) 

CERTIFICATE

FOR BEST PAPER in AUDIOLOGY I

IS AWARDED TO _____

for Scientific paper titled _____

Presented at the ___th National Conference of the Indian Speech-Language & Hearing Association held at _____ (location) between ___ (dates) Month, Year

_____ Name
Organizing Chairperson

_____ Name
Secretary, ISHA

_____ Name
President, ISHA

RCI Accredited – Ref No _____



___th ISHACON __ (Year) 

CERTIFICATE

FOR BEST PAPER in AUDIOLOGY II

IS AWARDED TO _____

for Scientific paper titled _____

Presented at the ___th National Conference of the Indian Speech-Language & Hearing Association held at _____ (location) between ___ (dates) Month, Year

_____ Name
Organizing Chairperson

_____ Name
Secretary, ISHA

_____ Name
President, ISHA

RCI Accredited – Ref No _____



__th ISHACON __ (Year) ISHACON
LOGO

CERTIFICATE

FOR BEST PAPER in SPEECH PATHOLOGY

IS AWARDED TO

for Scientific paper titled

Presented at the __th National Conference of the Indian Speech-Language & Hearing Association held at _____ (location) between ____ (dates) Month, Year

Name Organizing Chairperson	Name Secretary, ISHA	Name President, ISHA
--------------------------------	-------------------------	-------------------------

RCI Accredited – Ref No _____

__th ISHACON __ (Year) ISHACON
LOGO

CERTIFICATE

FOR BEST PAPER in LANGUAGE PATHOLOGY

IS AWARDED TO

for Scientific paper titled

Presented at the __th National Conference of the Indian Speech-Language & Hearing Association held at _____ (location) between ____ (dates) Month, Year


Name Organizing Chairperson	Name Secretary, ISHA	Name President, ISHA
--------------------------------	-------------------------	-------------------------

RCI Accredited – Ref No _____

Annexure VIII(b): Plaques for Best papers (Sample)



Annexure IX: Certificate for Paper Presentation in ISHACON

	INDIAN SPEECH-LANGUAGE & HEARING ASSOCIATION (Under the Karnataka Societies Registration Act 1960. (No.17) Registration N. S25/67-68)		
 भारतीय पुनर्वास परिषद्	<i>Certificate for Scientific Presentation</i> ISHA appreciates the presentation of the scientific paper entitled _____ _____	 Branch Logo	
at ____th Annual Conference of the Indian Speech-Language & Hearing Association held at _____(Location) from _____(Dates, Month Year) under the category Audiology/Language/ Speech - Oral/Poster. This Paper was authored by _____			
_____ Name ORGANISING CHAIRPERSON	_____ Name SCIENTIFIC CHAIRPERSON	_____ Name SECRETARY, ISHA	_____ Name PRESIDENT, ISHA
RCI Accredited – Ref No _____			

Annexure X: Certificate of Appreciation for Reviewers

 **INDIAN SPEECH-LANGUAGE & HEARING ASSOCIATION**
(Under the Karnataka Societies Registration Act 1960. (No.17) Registration N. S25/67-68)

CERTIFICATE OF APPRECIATION

 *PRESENTED TO* 

*for evaluating the Abstracts and Manuscripts presented in the scientific sessions of the
__th ISHACON held at __(Place) __ (Dates, Month, Year)*

_____ Name _____
CHAIR-CONVENTIONS & EVENTS SECRETARY-ISHA PRESIDENT-ISHA

RCI Accredited – Ref No _____

Annexure XI: Certificate of Appreciation for Scientific Committee Members

 **INDIAN SPEECH-LANGUAGE & HEARING ASSOCIATION**
(Under the Karnataka Societies Registration Act 1960. (No.17) Registration N. S25/67-68)

CERTIFICATE OF APPRECIATION

 *PRESENTED TO* 

*for serving as a Scientific Committee member for the __th ISHACON held at
_____(Location) from _____(Dates, Month Year)*

_____ Name _____
CHAIR-CONVENTIONS & EVENTS SECRETARY-ISHA PRESIDENT-ISHA

RCI Accredited – Ref No _____

Annexure-XII(a): Certificate format – Participation

	ISHACON (Logo)		Branch Logo
___th Annual Conference of The Indian Speech-Language & Hearing Association Organized by _____ on ____ (Dates, Month Year)			
<i>Certificate of Participation</i>			
ISHA appreciates the participation of _____			
as a delegate			
at ___th National Conference of the ISHA held at _____(Location) from _____(Dates, Month Year)			
Name ORGANISING CHAIRPERSON	Name SECRETARY, ISHA	Name PRESIDENT, ISHA	
RCI Accredited – Ref No _____			

Annexure-XII(b): Certificate format – Invited Faculty

	ISHACON		Branch Logo
___th Annual Conference of The Indian Speech-Language & Hearing Association Organized by _____ on ____ (Dates, Month Year)			
<i>Certificate of Participation</i>			
ISHA appreciates the participation of _____			
as a Speaker/Panelist/Chairperson/Co-Chairperson/Moderator			
at ___th National Conference of the ISHA held at _____(Location) from _____(Dates, Month Year)			
Name ORGANISING CHAIRPERSON	Name SECRETARY, ISHA	Name PRESIDENT, ISHA	
RCI Accredited – Ref No _____			

Annexure XIII: Oration Plaques (Sample)

Dr. N. Rathna Oration



ISHA recognizes
as an Eminent Personality in the Field of Speech-Language Pathology

56th ISHACON 2025

14th to 16th FEBRUARY 2025
PATNA, BIHAR

Prof. R. K. Oza Oration



ISHA recognizes
as a Successful Entrepreneur in the Field of Audiology
and Speech - Language Pathology

56th ISHACON 2025

14th to 16th FEBRUARY 2025
PATNA, BIHAR

**Padmashree Prof. S. Kameswaran
Endowment Oration**



ISHA recognizes
as an Eminent Personality in the field of Audiology

56th ISHACON 2025

14th to 16th FEBRUARY 2025
PATNA, BIHAR

Annexure XIV: Invitation Letter for Chairperson/Co-chairperson

Dear Madam/ Sir,

Subject: Invitation to Chair/Co-chair Scientific Sessions at the ____ ISHA Conference to be held at _____

Regarding the above, and as Chairperson of the scientific session of the ISHA Conference, I invite you to serve as a Chairperson / Co-chairperson during of the scientific sessions at the forthcoming ISHA conference that is to be held at _____. In addition to Chairing / Co-chairing the session, you would have to evaluate the papers. Upon receipt of your acceptance letter, details of the evaluation process will be sent to you. The papers have already been evaluated for the content. The Chairpersons would be given a copy of the presentations before the session.

We would appreciate it if you could confirm your willingness to take up this role on or before _____. Please note that ISHA cannot reimburse travel, accommodation, or the registration fee.

We sincerely hope you will honor us with your participation in this capacity.

Thank you and best regards,

(Chairperson Scientific Session)

(On receipt of the acceptance letter, details of how the session will be conducted and how it will be evaluated may be sent to the chair /co-chairpersons.)

Annexure XV: Guidelines for Different Orations

i) Guidelines for Dr. N. Rathna Oration

The award recognizes an individual's lifetime achievement in the field of Speech and Hearing.

Eligibility

A Speech-Language and Hearing professional who

- is a life member of ISHA,
- has worked in the field of **Speech-Language Pathology and Audiology** for a minimum of 15 years, preferably in India,
- has made significant contributions in one or more of the following areas:
 - Research
 - Manpower development
 - Clinical services
 - Public service
 - Material development and production
 - Public education in Speech and Hearing
- has demonstrated high ethical standards throughout their professional career.
- to an individual for his/her lifetime achievement in the area of speech and hearing.

Current ISHA Executive Council (EC) members are not eligible for this award.

ii) Guidelines for Padmashree Kameswaran Endowment Oration

Eligibility

A speech and hearing professional who

- is a life member of ISHA,
- has a minimum of 15 years of experience in the field of **Audiology**, preferably in India.
- has made significant contributions in one or more of the following areas:
 - early identification of hearing impairment and/ or spread the message of the importance of early intervention in society.
 - the application of new technologies and recent advances in Audiology for the betterment of individuals with hearing impairment.

- research and workforce development programs in the field of Audiology.
- the welfare of audiologists and speech-language pathologists, and
- Has upheld high ethical standards throughout their professional career.

Current ISHA Executive Council (EC) members are not eligible for this award.

iii) Guidelines Prof. R. K. Oza Oration

Eligibility

A speech and hearing professional who

- is a life member of ISHA,
- has a minimum of 15 years of experience in the field of Speech-Language Pathology and Audiology, preferably in India.
- has demonstrated **entrepreneurial skills** in the area of Speech and Hearing
- has made significant contributions to advocacy initiatives to uplift individuals with speech and hearing impairments in the country.
- actively contributed to the welfare and professional growth of Audiologists and Speech-Language Pathologists.
- has upheld high ethical standards throughout their professional career.

Current ISHA Executive Council (EC) members are not eligible for this award.

Annexure XVI: Dr. S R Chandrasekhar Travel fellowship

Guidelines for selection of awardee for Dr. S R Chandrasekhar Travel fellowship

Background & Scope: This award was instituted by Dr. SR Chandrasekhar Institute of Speech and Hearing, Bangalore, in 2014 and is given to facilitate the travel of an eminent scholar in the field of Speech, Language, and/or Hearing to participate in the Annual Conference of the Indian Speech-Language and Hearing Association. The award will be presented at the ISHA Conference. It is obligatory for the awardee to visit Dr. S R Chandrasekhar Institute of Speech and Hearing, Bangalore, for a day or two. The Institute will provide boarding lodging travel and program schedules in consultation with the awardee.

The awardee shall be an honoured guest of the organizing committee of the conference. The awardee shall share his/her expertise and research experience for 60 minutes on a topic of their interest. The awardee shall be suitably involved on other days of the conference in consultation with him/her.

The awardee shall send an abstract of his/her area of research work presented, which will be published in the souvenir, and the full text of the paper presented will be published in the Journal of Indian Speech-Language and Hearing Association (JISHA).

Eligibility Criteria:

The award recognizes an individual's lifetime achievement in the field of Speech and Hearing. A speech and hearing or allied health/related professional who has

- worked in the field of Speech-Language Pathology and Audiology for 15 or more years in or outside India,
- significantly contributed to research, workforce development, clinical services, public service, material development and production, and public education in the area of speech and hearing, and
- maintained high ethical standards throughout their professional career will be eligible to be considered for this award.

Search Committee:

- A committee of FIVE members as below:
 - President, ISHA,
 - Secretary, ISHA,
 - Chairperson Chair-Conventions and Events, ISHA,
 - A representative from Dr. SR Chandrashekar Institute of Speech and Hearing,
 - A representative from the organizing committee
- The awardee will preferably be shortlisted on a rotation in the fields of Audiology, Speech-Language Pathology/ Speech Language Science, Educationist/ Policymaker in the field of Speech and Hearing
- Final approval will be by EC of ISHA.

Annexure XVII: Program Schedule Template

	DAY 1			DAY 2	
	Session 1 (Audiology)	Session 2 (Speech- Language)		Session 1 (Audiology)	Session 2 (Speech- Language)
8.00-9.00 AM	Registration		8.00-9.00 AM	Registration	
9.00-9.30 AM	Plenary session		9.00-9.30 AM	Plenary session	
9.30-10.00 AM	Plenary session		9.30-10.00 AM	Oration Presentation- Dr. N. Rathna Oration	
10.00- 10.30 AM	Inauguration and Oration Award (time can be changed as per availability of chief guest)		10.00- 10.30 AM	Oration Presentation- Padmashree Prof. S. Kameswaran Endowment Oration	
10.30 - 11.00 AM			10.30 - 11.00 AM	Oration Presentation- Prof. R.K. Oza Oration	
11.00- 11.30 AM	Tea Break		11.00- 11.30 AM	Tea Break	
11.30- 12.00	Invited Speakers/ Panels	Invited Speakers/ Panels	11.30- 12.00	Invited Speakers/ Panels	Invited Speakers/ Panels
12.00- 12.30 PM	Invited Speakers/ Panels	Invited Speakers/ Panels	12.00- 12.30 PM	Invited Speakers/ Panels	Invited Speakers/ Panels
12.30- 1.00 PM	Sponsored session		12.30- 1.00 PM	Sponsored session	
1.00 – 3.00 PM	Poster, Lunch, and Stall visit,		1.00 – 3.00 PM	Poster, Lunch, and Stall visit,	
3.00- 3.30 PM	Platform Presentation	Platform Presentatio n	3.00- 3.30 PM	Platform Presentatio n	Platform Presentation
3.30- 4.00 PM	Platform Presentation	Platform Presentatio n	3.30- 4.00 PM	Platform Presentatio n	Platform Presentation
4.00- 4.30 PM	Mini Symposiums	Mini Symposiums	4.00- 4.30 PM	Invited Speakers/ Panels	Invited Speakers/ Panels
4.30- 5.30 PM			4.30- 5.30 PM	AGBM	
Day 3					

	Session 1 (Audiology)	Session 2 (Speech-Language)
8.00-9.00 AM	Registration and Breakfast	
9.00-9.30 AM	Plenary session	
9.30-10.00 AM	Keynote Speaker	
10.00-10.30 AM	Plenary session	
10.30 -11.00 AM	Tea Break	
11.00-11.30 AM	Invited Speakers/ Panels	Mini Symposiums
11.30-12.00	Invited Speakers/ Panels	
12.00-12.30 PM	Platform Presentation	Platform Presentation
12.30-1.00 PM	Invited Speakers/ Panels/ Symposiums	Invited Speakers/ Panels/ Symposiums
1.00 -2.00 PM	Poster, Lunch, and stall visit	
2.00-2.30 PM	Invited Speakers/ Panels/ Symposiums	Invited Speakers/ Panels/ Symposiums
2.30-3.00 PM	VALEDICTORY and Closing	

17 Abbreviations

AGBM: Annual General Body Meeting

CEP: Continuing Education Program

CRE: Continuing Rehabilitation Education

EC: Executive Council:

GB: General Body

JISHA: Journal of Indian Speech-Language and Hearing Association

ISHA: Indian Speech-Language and Hearing Association

ISHACON: Indian Speech-Language and Hearing Association Conference

LCD: Liquid Crystal Display

MoU: Memorandum of Understanding

MC: Master of Ceremony

OC: Organizing Committee

RCI: Rehabilitation Council of India

SLP: Speech Language Pathologist

TA: Traveling Allowance

VIP: Very Important Person