

## APPLICATION FORM FOR INVITING ANNUAL CONFERENCE OF DELHI NEUROLOGICAL ASSOCIATION

- Name and address of institution inviting the Conference [with PIN Code & Tele Nos., E-mail].  
.....  
.....  
.....

Past experience of holding DNA or other state national conference hosted if needed please attach list

- Total number of neurosurgeons and neurologists and also please specify the allied specialists, working in the institution. ( Please attach a list separately specifying DNA membership numbers, fulltime and part time specialists)  
.....  
.....  
.....  
.....  
.....
- Proposed Organizing Secretary and his/her address and a brief CV and DNA membership number [with PIN Code and Tele. Nos. E-Mail]  
.....
- Preferred venue will **be India Habitat Centre New Delhi**, In case institution wishes to hold at another venue. In that case please supply complete information about site where the conference is proposed to be held [with full postal address and Telephone Nos. Fax. E-Mail]

Facilities available:

- a) No. of conference halls and their seating capacity for conducting concurrent sessions.  
.....  
.....
- b) Audio / Video /Visual facilities whether pre installed or will be hired for meeting  
.....
- c) Electricity back up, audiovisual back up and other alternate arrangements.
- d) Catering services whether preexisting i.e. a hotel etc. or will be hired  
.....
- e) Approximate number parking slots available for the delegates at the site  
.....
- f) Proposed cultural/ social programs, a rough outline  
.....

g) Suitable venue Neuro-nurses meeting

h) A prominent space for DNA desk

**i) Space available for:**

1. Posters / exhibits approximate numbers
2. Exhibition stalls for Pharma companies approximate number,
3. Number of Registration counters feasible

j) No. of Neuroscientists available for helping the Organizing Secretary for efficient Conduct of conference.

k) Certificate from the Head of Neurology and Neurosurgery of the Institution

l) Proposed registration fee.

m) In case organizing committee wishes to appoint a event management company if finalized proposed names

Date

MOU

Signature:

1. The scientific committee will be co-chaired by President elect of the DNA and President of Conference
2. The scientific committee will include 3 executive committee members of DNA.
3. An oversight committee of the DNA for smooth conduct of annual meeting will be constituted which will meet every month, preferably prior to monthly meeting starting November.
4. Website of DNA, [www.dnadelhi.in](http://www.dnadelhi.in) will host the scientific program preferably by 25<sup>th</sup> January.
5. There should be provision for Award papers and Quiz and other interactive programs.
6. The orations will be conducted as prescribed in the constitution of DNA.
7. The Organizing Secretary of the annual Conference shall contribute a sum of at least Rs. 300000/- or 50% of the profit whichever is higher (as per amendment in DNA Constitution in 2023) of DNA funds after the conference is over within two months i.e. by end of April.
8. Audited account of annual conference has to be presented to DNA within 90 days of the conference by end of May.
9. The organizing secretary and chairperson of DNA annual conference has to sign MOU at the time of bidding of the conference.
10. The organizing secretary of DNA annual conference shall provide accommodation to the invited guest / guests/ speakers.

I/We agree to hold the annual conference of DNA at institution/hospital and shall contribute Rs. 300000/- or 50% of the profit whichever is higher (as per amendment in DNA Constitution in 2023) to DNA funds within two months after the conference is over. The audited account of annual conference shall be presented to the DNA within three months of the conference.

Organizing secretary  
Annual Conference of  
Delhi Neurological Association