NEUROLOGICAL SURGEONS' SOCIETY OF INDIA

GUIDELINES FOR ANNUAL CONFERENCE

Bid for Annual Conference

The Executive Committee (EC) will invite applications for the Annual Conference from Life Members of NSSI on the prescribed application form, three years in advance. The applicant must be a Life Member of the Society for at least one year. (Application Form available at www.nssi.in)

The Executive Committee will decide the location of the conference during the EC Meeting.

The Annual Conference of NSSI shall normally be held during the last week of February or the first week of March every year, with flexibility according to the convenience of the organizers, subject to prior approval of the EC.

Neurological Surgeons Society of India is registered under Sections 12A, 12AA and 80G(5)(VI).

Neurological Surgeons Society of India is not covered under CGST in light of the provisions of Section 22 of the CGST Act, 2017.

After Allotment of the Annual Conference

The EC will normally hold the Midterm Meeting at the conference venue and inspect the conference site. However, the EC may authorize the President or any other officer/office bearer to inspect the conference venue and report to the EC during the Midterm Meeting, which may be held elsewhere.

The Organising Secretary shall ensure that the final announcement along with all forms is positively mailed/emailed no later than **20th December**.

Abstracts of all papers to be presented at the Annual Conference should reach the Secretary, Neurological Surgeons Society of India, **before 31st January**.

The Scientific Programme shall be finalized before **22nd February** by the Scientific Committee of NSSI or on any other date decided by the Secretary of NSSI in consultation with the EC Members and organiser.

The Organising Secretary shall ensure that the Annual Conference is conducted appropriately. The audited accounts of the Annual Conference must be submitted to the Secretary, NSSI.

Platform papers should have a maximum of five parallel sessions, depending upon the scientific material received. Posters/E-Posters should be displayed throughout the scientific sessions as far as possible.

Participation Guidelines

As per the Constitution of NSSI, only **Life Members, Associate Members, and Allied Members** of NSSI are eligible to participate in **Award Paper Sessions**. The Organising Secretary shall ensure that all presenters are valid members of the Society. Only invited foreign delegates may be exempted.

Each delegate attending the Annual Conference shall be allowed to present a maximum of:

- Two platform papers, and
- One Poster/E-Poster.

As per the Constitution of NSSI, **Annual Members** of NSSI may present papers only in the **Free Paper Session** not in award session.

The Organising Secretary shall ensure the organization of at least one special scientific session for Neuro Nurses and paramedical staff on a subsidiary basis. Abstracts received from nurses and paramedical staff shall be scrutinized by the Scientific Committee.

Financial Guidelines

As per the instructions of the Chartered Accountant of NSSI, **covering letters/emails** must be collected along with **each cheque/transfer received from sponsors, clearly mentioning the purpose and utilization of the funds provided.**

TDS must be deducted on every payment exceeding ₹20,000/- as per the provisions of the Income Tax Act, using the TAN of NSSI. **The deducted TDS must be deposited with the Income Tax Department within the prescribed time**. (**7th of the next month**)

The collected funds should be utilized within the same financial year and should not be carried forward to the next financial year.

Accommodation **may be provided** free of cost to the President, Secretary, Treasurer, and President of the Founder Committee.

Finance

25% of the **total funds collected** from registrations, trade exhibitors, sponsorships, and donations shall be transferred in advance to the NSSI account at least 15 days before the commencement of the conference.

The Audited Report must be submitted by 15th May of the respective year.

The Organising Committee is advised to consult its Chartered Accountant from the very beginning regarding all financial rules, including:

- Deduction of TDS on payments and deposition with the Income Tax Department by the **7th** of the following month,
- Collection of TDS certificates deducted by companies and verification of proper deposition with the Income Tax Department,
- Proper compliance regarding GST provisions.

All financial implications and liabilities shall remain the sole responsibility of the Organising Committee and the Drawing and Disbursing Authority of Organising Committee.

The audited financial report for the financial year should be submitted by **15th May**. The remaining audited reports should be submitted by **15th August** after closure of the bank account and completion of all GST and TDS formalities.

The Audit Report must be a Statutory Audit Report issued by an independent, certified external audit firm in accordance with the prescribed audit report guidelines.

The GST registration certificate should be surrendered after closure of the account.

Documents to be Submitted after the Conference

The Organising Secretary shall provide the following documents in soft copy after the conference, as early as possible, for office purposes:

A. Complete list of delegate registrations.
B. Attendance records from the registration counter.
C. List of award winners along with the titles of their presentations.
D. Soft copy of photographs of workshops and conference proceedings on CD/DVD/Pen Drive.
E. Soft copy of conference videos on CD/DVD/Pen Drive.
F. List of foreign delegates.
G. Soft copy of abstracts.
H. Soft copy of the souvenir.
I. Audited Accounts by 31st March of the respective year.

For any assistance or enquiries, the Organising Secretary may contact the General Secretary, President, Treasurer, or President of the Founder Committee. Contact details are available at www.nssi.in