



KARNATAKA ORTHOPAEDIC ASSOCIATION

Bengaluru

BLUE BOOK

Guidelines and Protocols of the Association

As ratified by the KOA AGM on 04th February 2023 at Belagavi.



Dr. Aswani Kumar Singh J.
President



Dr. Bharath Raju G.
Secretary General

Constitutional Amendment & Blue Book Formation Committee



Dr. Suresh Korlhali



Dr. B. Sachidanand Rai



Dr. Udaykumar S.B.

KOA ANNUAL CONFERENCE - KOACON:

KOACON shall be conducted by rotation in the zones constituted for the same.

Zone	Districts	Year
South	Chamarajanagar, Chikkamagaluru, Dakshina Kannada, Hassan, Kodagu, Shivamogga, Udupi, Mandya, Mysuru, Uttara Kannada	2027
Central	Bengaluru, Bengaluru Rural, Chikkaballapur, Tumakuru, Kolar, Ramanagara	2028
North	Bagalkot, Belagavi, Ballari, Bidar, Chitradurga, Davangere, Vijayapura (Bijapur), Hubballi-Dharwad, Gadag, Kalaburgi (Gulbarga), Haveri, Koppal, Raichur, Yadgir	2029

- ❖ The Bids for KOACON Venue will be made from the zone by rotation.
- ❖ If there are more than one bid from the same zone, then election for the KOACON Venue will be done along with the KOA Elections Online.
- ❖ If there is no bid from the zone, the Executive Committee will decide and call the next zone in line to bid for KOACON Venue.
- ❖ Notifications for the Bids and the Bid Document will be issued with the KOA Election Notification by the Election Officer.
- ❖ Only affiliated District Chapters can bid for the KOACON Venue.
- ❖ The Host District Chapter should be registered under the Registration of Society's Act, currently applicable and have a PAN No./GIR No. with the Income Tax Department.
- ❖ The Bid Document has to be submitted by the Host District Chapter through the President and Secretary of the District Chapter.
- ❖ The names of the Proposed Organising Chairman and Proposed Organising Secretary for the KOACON should be endorsed by the Executive Committee of the District Chapter.
- ❖ The Bid Document has to be signed by the President and Secretary of the District Chapter along with the Proposed Organising Chairman and Proposed Organising Secretary for the KOACON.
- ❖ A copy of the Letter endorsing the Proposed Organising Chairman and Proposed Organising Secretary for the KOACON signed by the President and Secretary of the District Chapter should be enclosed with the Bid Document.

BID DOCUMENT FORMAT:



KOA ELECTIONS 20--

Bid Form for Organising the Annual Conference of Karnataka Orthopaedic Association: KOACON 20--: _____ Zone

- I. Name of Affiliated Bidding District Chapter:
- II. Name of President of District Chapter:
- III. Name of Secretary of District Chapter:
- IV. A. Name of Proposed Organising Chairman of KOACON 20--:
B. Name of Proposed Organizing Secretary of KOACON 20--:
- V. City in which the KOACON 20-- is Proposed:
- VI. Has the proposal been discussed in the District Chapter (If yes, when and where):
Please attach the Letter of support from President and Secretary (with KOA LM No.) of District Chapter.
- VII. Proposed Venue of the KOACON 20--:
- VIII. Details of the infrastructure available for the conference like listing of Hotels With number of rooms of various categories. Air, road and rail links. Facilities at the venue like space for various activities, number of big and small halls, auditorium etc. Facilities for audio-visuals, catering. (Please attach separate sheets under each head)
- IX. Places of tourist interest in and around the city: (Please attach separate sheet)
- X. Has the city hosted KOACON at any time earlier, if so when:

We, hereby agree to abide by all directive and decisions of the Executive Committee of KOA as well as the Central Conference Committee of the KOACON 20-- for organizing the Annual Conference of Karnataka Orthopaedic Association. We will follow all basic guidelines for the conference.

We agree to the following financial arrangements for hosting the conference:

1. All collections like registration fees/advertisement/donations/ Sponsorship money/tariff for trade exhibition/etc. will be taken on behalf of the

Karnataka Orthopedic Association by Local organizing Committee represented by the Organizing Secretary.

2. Account will be opened for the conference: All registration fees / sponsorship money / donations / tariff for trade exhibition are to be deposited in this account.
3. The Account will be operated by any two of the following office bearers:
 - i. The Organizing Chairman
 - ii. The Organizing Secretary
 - iii. The Treasurer of the conference
4. Proper records of all contribution/expenditure of the conference Will be maintained by the Treasurer, nominated by the local organizing Committee.
5. The Local Organizing committee will contribute 7.5% of the total collections of the conference to the parent body - KOA.
6. Hundred percent of the Incidental Charges (Rs. 300/-) collected in the KOACON will go towards the KOA Account.
7. The payments to KOA should preferably be made within 3 months after the conference.
8. For all transaction regarding accounts of KOACON, Host Affiliated District Chapter PAN No. / Organising Committee PAN No. will be used. The KOA PAN No. will not be used for the conference.
9. The accounts will be audited by an Auditor.
10. Fully audited account of the conference will be presented in the Executive Committees meeting within one year of the conference, without fail.
11. The proposed Organizing Chairman and Organizing Secretary along with President and Secretary of bidding Host District Chapter shall be responsible for the organization and finances of the conference.

Date:

President, District Chapter

Secretary, District Chapter

Proposed Organising Chairman

Proposed Organising Secretary

KOACON VENUE CITY REQUIREMENTS:

1. **Accommodation:** There should be adequate accommodation available for around 1000-1500 persons. The ideal break-up should be:
 - A. Five Star / Four Star accommodation for 200 persons.
 - B. Three Star accommodations for 500 persons.
 - C. Two Star and below accommodation for 800-1000 Persons.

This accommodation facility should ideally be not less than 50-60% of the total hotel/guest rooms/rest house accommodation available in the city as many rooms are occupied by regular hotel guests/tourists.

2. **Connection by Air, Rail, Road:** The city should be well connected by Road, Train & Air to the District Headquarters.
3. **Tourist Attractions:** Although being a major tourist destination is not a must, but it certainly attracts a bigger participation and is of definite advantage.

DATES OF KOACON:

1. The Dates of KOACON shall be the 1st week of February (from Friday to Sunday; CME being held on Friday).
2. This can be changed in extraordinary circumstances by two weeks before or after.
3. Any change of date, or fixing any other date has to be done with prior permission of Executive Committee.

DURATION OF KOACON:

The main conference shall be of to 2 full days. Depending on the scientific program there can be 3 or 4 halls for scientific sessions.

HALL AND SPACE REQUIREMENTS AT THE VENUE:

Central Auditorium:

The main auditorium should have a capacity of minimum 800.

If this can be increased to 1000 it would be better.

The acoustics of the hall should be good and it should preferably be air-conditioned.

Satellite Halls:

1. A minimum of three satellite halls with minimum capacity of 200 each.
2. 1 or 2 'Boardrooms' with capacity for 40-50 persons.
3. Storage space for conference office of minimum 500 sq. feet.

Dining Halls:

It Should be close to the Central Auditorium and should accommodate around 500 persons at a time. A separate Dining Hall for Faculty to accommodate around 50 persons.

Trade Hall:

Another hall of Dining hall size is required for trade exhibition.

Other Requirements:

1. The venue shall be preferably located centrally in the city or within 10 kms.
2. Adequate parking space should be available at the venue.
3. The venue should also have some area for providing 'Lounge Space' for spouses/children.
4. Adequate space should be provided for registration counters.
5. The Conference should be held in proper Convention Centre/built up halls.
6. Proper representation of all Districts in scientific programme should be ensured.

The Organizing Secretary / Treasurer of the Conference will submit a monthly report of the financial status of the conference to the Central Conference Committee of KOA starting from June of the previous year of the conference.

CONTRIBUTION TO KOA:

1. 7.5% of total net collections from the Conference (including all types of sponsorships, registration for workshops, CME, main Conference, Trade Exhibition stalls, Advertisements for Souvenir, and other miscellaneous collections) without deduction of service tax / TDS or any Govt. Tax shall go to the KOA.
2. Savings above this amount may be used by the Organising Committee/Host District Chapter for academic purposes only to benefit

members. It may also be used for building up assets of host chapter in furtherance of the professional and academic objectives of the host Chapter.

3. The 7.5% contribution should preferably be given by 30th June of the same year as the conference.
4. The entire incidental charges collected by the organising committee shall go to KOA.

SEED MONEY FOR KOACON:

1. A Seed Money of Rs. 2 lakhs shall be given to the organizers 1 year ahead of the conference.
2. This amount can be revised from time to time.
3. The Seed Money shall be returned to the KOA on the Date of Commencement of the conference.

RECEIPTS:

1. Registration Fees for KOACON:

- A. The Registration Fees can be increased by 10% each year over the previous conference and rounded off to the nearest 100.
 - B. The Registration Fees for Non-KOA Members will be 50% more than the registration fees for members.
 - C. Late Fees will be 25% of registration fees after one month of last date of regular registration and 50% after two and half months from last date of regular registration.
 - D. Spot Registration Fees will be double the regular registration fees.
 - E. Registration Fees for Post Graduates will be 60% of the regular registration fees.
 - F. The Fees structure will be maintained irrespective of the city hosting the conference and will not be subject for discussion in the GBM except in extra ordinary circumstances.
 - G. In addition, the Registration Fees should also include the GST as applicable.
2. **Incidental Charges:** The Incidental Charges shall be Rs.300/-. It may be increased by the Executive Committee by Rs.50/- every three years. The entire Incidental Charges should be transferred to KOA.

3. **Registration for CME:** The registration fees for CME shall be Rs. 1000/-. The same may be increased by Rs. 200/- every three years.
4. **Registration Fees for Workshops:** The registration fees for Workshops shall be Rs. 2000/-. The same may be increased by Rs. 500/- every three years.
5. **Registration Fees for Spouse/Accompanying Person and Children:** The registration fees for spouse/accompanying person and children above 8 years will be 60-75% of the registration fees of the delegate. The registration fees for spouse/accompanying person and children above 8 years of non-members will be 60-75% of the registration fees for non-members.

Registration Fees for children below 8 years is NIL.

6. **Complimentary Registration:**

The following will be given complimentary free registration –

- A. The President KOA and spouse.
- B. The Secretary General and spouse.
- C. The President and Secretary General of IOA.
- D. The President and Secretary General of OASIS.
- E. All Honorary Fellows of KOA (List to be obtained from the Secretary General).
- F. All International Guest Speakers.
- G. All Indian Guest Speakers who are not members of KOA.
- H. Spouses of International Guest Speakers if they are accompanying them.
- I. Invited Dignitaries.
- J. All KOA Members who are 70 years and above on the first day of the main conference. They shall register paying only the Incidental Charges.
- K. All Past Presidents and Past Secretary Generals of KOA. They shall register paying only the Incidental Charges. Not eligible for Spot Registration.

INAUGURAL CEREMONY: The inaugural ceremony of the Annual Meeting of KOA is an official function and will be conducted under the supervision of President / Secretary General of KOA.

I. Venue and General Arrangements:

The venue should preferably be a hall with a capacity of at least 1000-1200 with projection facilities in adjacent satellite halls for another 500 delegates/guests. If the hall is being used for the CME it should be vacated at least by 5.00 pm so that necessary arrangement for the inauguration may be made.

The backdrop of the stage should carry the Emblem of the Association and Presidential theme of the year. Another emblem should also be used in front of the podium. These are mandatory requirements. The conference logo can also be used on the backdrop. Decoration on the stage is left to the discretion of local organizers but proper stage lighting and good public address system should be arranged. Tables are to be kept on sides for placing various KOA awards. The same should be aesthetic. Wasteful expenditure should be avoided. Logos of companies should not be put up on the stage but logo of company sponsoring the inauguration or cultural programme may be put up in the hall.

II. Time:

1. The inaugural function should usually commence at 6.00 p.m. and the total duration of the main inaugural programme should not exceed 90 minutes. A 60 to 90 minutes cultural programme to highlight the culture of the host District may follow the inaugural function but is not mandatory.
2. The Secretary General's Annual Report and Presidential Address will be given adequate time. The President elect should be given 5 minutes to announce his views and vision.
3. Exact 90 minutes function – specific time limit to be given to each speaker including Chief Guest.
4. Different best paper awards and book releases to be done in the General Body Meeting.
5. Floral banquets only to Chief Guest and Guest of Honour.

III. Dignitaries on the dais:

The Dignitaries on the Dias for the KOACON Inaugural Ceremony shall be:

1. Chief Guest / Guest of Honor
2. President, KOA
3. Secretary General, KOA
4. President Elect, KOA
5. IOA President / Secretary General (if they are present)
6. OASIS President / Secretary General (if they are present)
7. OASIS Vice President from Karnataka.
8. Organising Chairman
9. Organising Secretary
10. Organising Treasurer
11. President of the Host Chapter

The number of chairs may be increased to accommodate the following: -

1. Additional Guest of Honour.
2. Head of the Teaching Institution if the conference is being held in a Medical College.

The President of KOA shall be seated in the Centre and shall preside over the function.

IV. Seating arrangements in the hall:

1. First row on one side of the podium to be reserved for past Presidents of KOA.
2. Center front row to be earmarked for VIP guests including the Chief Guest, President of KOA and spouse, visiting Presidents of Orthopaedic Associations and Foreign Faculty if any.
3. If the venue of the conference is a Medical College few rows behind to be kept reserved for Heads of various Departments in the College. If not, they can be reserved for senior KOA members.
4. First row on the other side of the podium to be reserved for media persons / organising committee members and their families.

V. Master of Ceremonies / Conduct of Proceedings:

The master of ceremonies for this solemn function should be a senior

person (male or female) who has experience of conducting such functions. He / she must realize the importance of time and that it is an official function. He / she should recognize the dignitaries and give proper respect to KOA dignitaries. Unnecessary anecdotes, fanfare should be avoided and the conduct of proceeding should be business like.

VI. **Speeches / Activities and their sequence:** The sequence of event will be as follows -

- A. Delegates / Guests are requested to take their seats by 5.45pm (to be mentioned in the invitation card of the function).
- B. The President and Secretary General along with the Organising Chairman and Organising Secretary will receive the Chief Guest at the entrance and escort him/ her to the hall.
- C. The master of ceremonies will request dignitaries to take their seats on the dais (to be escorted by members of organising committee) in following order: -
 - 1. President of KOA
 - 2. Secretary General of KOA
 - 3. Chief Guest
 - 4. Guests of Honour
 - 5. The President / Secretary General of IOA
 - 6. The President / Secretary General of OASIS
 - 7. President-Elect of KOA
 - 8. Vice President of OASIS
 - 9. Organising Chairman
 - 10. Organising Secretary
 - 11. Organising Treasurer
 - 12. President of the Host Chapter
- D. Welcome of dignitaries by floral bouquets.
- E. Nada Geethe “Jaya Bharatha Jananiya Thanujathe” (Preferably a team of singers to lead / Recorded)
- F. Welcome Speech by Organising Chairman.
- G. Inauguration of the Conference, by lighting of the lamp and invocation.
- H. Secretary General's Annual Report.
- I. President Elect's plan for future.
- J. Address by the Guest of Honour.

- K.** Chief Guest's Address.
- L.** Felicitation of Senior KOA Members (Four Members: Two from the host zone, One each from the other two zones).
- M.** Felicitation of the Guest of Honour & Chief Guest.
- N.** Presidential Address (The speech is to be printed and distributed to the guests/delegates at the commencement of the function).
- O.** Vote of thanks by Organising Secretary.
- P.** National Anthem (Preferably a team of singers to lead / Recorded)

The main function may be followed by short cultural program, to be followed by Conference Inaugural Dinner.

SCIENTIFIC PROGRAM OF CONFERENCE:

The scientific program for the conference will be drawn up by a **Central Conference Committee** consisting of the following:

1. President KOA
2. President Elect KOA
3. Secretary General KOA
4. Treasurer KOA
5. Editor of KOA Journal
6. KOA Academic Committee Chairperson
7. Organising Chairman KOACON
8. Organizing Secretary KOACON
9. Scientific Chairman of KOACON
10. Any other co-opted member, which may include prominent experts in the orthopedic fields.

ORATIONS: There are at present two main orations of the KOA.

❖ **Prof. Varghese Chacko Oration**

❖ **Prof. Shyam Sunder Shetty Oration**

Protocols of the Conduct of KOA Orations:

The Orations should be given prime time during the conference, Ideally, they should be slated between 10.00 am to 12.00 noon in the Main Hall.

There shall be no concurrent session during the orations.

Duration of Oration: 30 + 10 minutes (for the Introduction and Felicitation).

Chairpersons - Prof. Varghese Chacko Oration shall be the President of KOA, Secretary General of KOA and Organising Chairman of KOACON.

Chairpersons - Prof. Shyam Sunder Shetty Oration shall be the President of KOA, Organising Chairman and Organising Secretary of KOACON.

The orations shall be only on academic/scientific topics related to orthopaedics.

The designated Orator will have to be provided a “Faculty Badge”.

The Organizing Chairman / Organising Secretary of KOACON will escort the orator with a bouquet to the dais.

The Orator shall be made to sit in the centre of the dais and will be decorated with the Oration Medal.

The Orator of Prof. Varghese Chacko Oration will be introduced by the President / Secretary General of the KOA and the Orator of Prof. Shyam Sunder Shetty Oration will be introduced by KOACON Organising Chairman / Organising Secretary.

After the oration the President & Secretary General will honour the Orator with the plaque. In this event they will be joined by the Orthopaedic faculty from K.M.C. Manipal for Prof. Varghese Chacko Oration and J.J.M.C. Davanagere for Prof. Shyam Sunder Shetty Oration.

KOA PRESIDENTIAL LECTURE:

This will be delivered by the President of KOA.

If the President of KOA wishes he can choose an appropriate Speaker from the members of the association.

The Secretary General will contact the president and in turn will inform the Central Conference Programme Committee at least 6 months in advance seeking the name of the speaker (if president declines to give the KOA President’s Guest Lecture) and inform the topic of the presentation which shall be accepted by Central Conference Committee.

The duration of the talk shall be 30 minutes. The session shall not have any discussion.

Chairpersons - If President is the orator, he shall be escorted by the Organising Chairman of KOACON and Secretary General of KOA, and they shall chair the session.

If the KOA President is not the orator, he shall escort the orator along with Secretary General of KOA and Organising Chairman of KOACON. All the three shall chair the session.

The President will be felicitated after the Lecture.

- ❖ The Secretary General will supervise the oration proceedings. If he records any major deficiencies, he shall raise it in the AGM.

FREE PAPERS:

Free papers will be invited from members of KOA for presentation during the conference. Each member can present only one free paper as the first author. Presentations will be under the following heads:

- A. Oral presentation
- B. Poster presentation

Oral Presentation:

The Central Conference Committee shall meet preferably in the 1st week of December for selection of the papers for oral presentation. Approximately one-third of papers selected for presentation in the conference shall be for oral presentations. Rest of them shall be for poster presentation. Criteria for selection of papers shall be circulated in the final announcement brochure for the conference.

The oral presentations shall be preferably grouped into scientific sessions according to regions/ special techniques, specific diseases etc. The duration of individual scientific sessions shall not exceed 120 minutes (preferably 60-90 minutes). There shall preferably be 6 presentations (for a 1hour session). Each oral presentation shall be of maximum 8 minutes with 2 minutes for discussion. Strict control shall be kept on time taken for presentations.

All registrants submitting papers for podium presentation poster presentation/video presentation shall give an undertaking:

1. That he can present only one paper as main author, in each of the category.
2. That the paper submitted is not are repetition of paper(s) presented by them in previous KOACONs.
3. They have not submitted the same, or similar, material for more than one award of the KOA and that they have not won a KOA award on the same, or similar material in previous years.

4. That this work has not been presented by a co-author in any of the KOACONS or that it has been submitted for consideration in the current KOACON.
5. That in case the above undertaking is found to be false they agree to a suspension from presenting papers in the next three KOACONS.

Poster Presentation:

The Organizing Secretary shall make adequate arrangements for proper display of the posters as well as for interaction of the author with delegates interested in discussing the poster. The standard size of posters shall be 175cms vertical height and 85cms across inclusive of the title, subject matter, photographs. Posters in non-conforming formats are likely to be taken down. The Organising Secretary shall make basic arrangements for putting up the posters.

The authors of posters shall be present in the hall during the visit of judges - the time/date of which shall be properly announced by local Organizing Secretary.

Guidelines for Prof. M. Shantharam Shetty Best Paper Award:

1. Trainees are Ortho residents (MS and DNB) Postgraduate trainees should obtain a certificate from their faculty co-author, unit chief or HOD of their department permitting them to present the scientific material
2. Original scientific work should be selected where in majority of the work should be done by the presenting author and with adequate follow up of at least two years
3. The paper presentation will be of 6 minutes duration with 2 minutes discussion. Total of 7 papers will be presented in one hour session.
4. **Case reports should not be included for this category**
5. The Host organizing committee will have to constitute a scientific committee to screen the suitable papers. The KOA designated scientific committee member can oversee the selection process.
6. The scientific work should not have been published yet
7. The judges should be preferably two senior eminent faculty of academic repute to avoid bias.
8. The results of the award should be declared immediately after the session so that winners can be present during the valedictory function.
9. Decision of the judges will be binding to all presenters. In case of any disputes, the executive committee of KOA will decide the final outcome.

Guidelines for Prof. J.S. Hegde Best Paper Award for KOA Members:

1. Consultants include practicing orthopedic surgeons or faculty (Senior residents /registrars and above) and should be KOA members
2. Original scientific work should be selected where in majority of the work should be done by the presenting author and with adequate follow up of at least two years
3. The paper presentation will be of 6 minutes duration with 2 minutes discussion. Seven papers will be presented in one-hour session.
4. **Case reports should not be accepted for this category**
5. The Host organizing committee will have to constitute a scientific committee to screen the suitable papers. The KOA designated scientific committee member can oversee the selection process.
6. The scientific work should not have been published yet.
7. The judges should be preferably two senior eminent faculty of academic repute to avoid bias.
8. The results of the award should be declared immediately after the session so that winners can be present during the valedictory function.
9. Decision of the judges will be binding to all presenters. In case of any disputes, the executive committee of KOA will decide the outcome.

Guidelines for Dr. P.K. Usman Best Case Report Award:

1. The award is open for trainees, consultants and faculty. Postgraduate trainees who are not members of KOA should obtain a certificate from their faculty co-author or HOD of their department
2. No age limit
3. Unique case reports of clinical relevance to Orthopaedics only are to be included for this award
4. The case report should have a minimum of one-year follow up if applicable to be considered for the award
5. Judges should be senior eminent faculty of academic repute to avoid bias.
6. The results of the award should be declared immediately after the session so that winners can be present during the valedictory function.
7. Decision of the judges will be binding to all presenters. In case of any disputes, the executive committee of KOA will decide the outcome.

Guidelines for Dr. Vilas Babu Best Poster Award:

1. The award is open for both trainees, consultants and faculty. Postgraduate trainees who are not members should obtain a certificate from their faculty co-author or HOD of their department
2. No age limit
3. Both full length original scientific work and case reports/ case series can be included.
4. Judges should be senior eminent faculty of academic repute to avoid bias.
5. Physical poster should be according to international standard dimensions
6. E posters should have a maximum of **8 PowerPoint slides** comprising introduction, aims and objectives, material and methodology, results, discussion and conclusions.
7. The local organizers should provide the required logistics for putting up the physical poster or E poster.
8. The results of the award should be declared immediately after the session so that winners can be present during the valedictory function.
9. Decision of the judges will be binding to all presenters. In case of any disputes, the executive committee of KOA will decide the outcome

Guidelines for Post Graduate Quiz:

1. KOACON PG quiz is open to all post graduates who are doing MS / D. Ortho. in orthopedics within one of the medical colleges of Karnataka. Each medical college can send one team of two members.
2. Both the team members should register for the KOACON separately.
3. The participants should be eligible for participate in IOACON quiz to be held in IOACON during December 2024, those who are taking final examination before are not eligible for participation. A certificate from HOD to be produced regarding the same.
4. The quiz involves two rounds, one written round followed by final stage round. Following the written round 4 teams will qualify for the finals. Timing and place will be intimated separately.
5. Post graduates have to register for the conference and enroll for the quiz a week before the conference, by sending the details to Organizing Secretary / Scientific Committee.

Chair Persons for Scientific Session:

There shall be at least two chair persons for each scientific session. They shall be selected by the Central Committee from amongst members of the KOA with interest / experience in the field for which the session is devoted. A broad consideration for representation from all over the state shall be ensured for selection.

FACILITIES FOR SCIENTIFIC DELIBERATIONS:

The conduct of the scientific program of the conference is the most important aspect of Organising a conference. The local Organising Committee shall ensure that the facilities for proper audio-visuals, seating arrangements/drinking water/restrooms, etc. are made available depending upon the projected number of participants for each event. Overcrowding at various venues leading to dissent amongst delegates should be avoided. Live web-cast of KOACON sessions may be done.

PRE-CONFERENCE WORKSHOPS:

The venue selected for each workshop should be clean, have proper ventilation/air-conditioning, proper space for registration, catering, lectures, hands-on-workshop, demonstrations, etc. The venue should preferably be close to the venue of the main conference.

Total number of participants: There should be a limit to the total number of participants per workshop. Although this may vary according to requirements, in each workshop the maximum limit should be hundred. Participants should be given a choice of workshops and allotment should be on 'first-cum-first-served' basis.

If a workshop has less than 20 candidates, it should be scrapped and the registrants should be accommodated in other workshops/refunded the fee.

For Hands-on workshops there should not be more than 6-8 participants per table. For demonstrations by faculty members the number should ideally be less than fifteen on a table. Proper and adequate number of equipment should accordingly be arranged for demonstration/hands-on-Course. Literature hand-outs go a long way in encouraging participants to revise their knowledge afterwards and these should routinely form a major item of the delegate kit.

Certificates for participation should be given at the end of the workshop. A copy of the video recording of live demonstrations shall be submitted by the organizers for keeping in K.O. A. library/Office.

MAIN CONFERENCE:

Main auditorium should have a capacity of 800-1000 along with audio- visual facilities for projection in three satellite halls of capacity of 200 each.

Podium with KOA Emblem displayed on it. Green, Yellow, Red reading lights (Reminder to the speaker). A stand mike, a collar mike, laser pointer, laptop are essential for the speaker.

Chairman's table with 3-4 chairs, a table mike, sheet with the program for the session to be announced by the chairperson, short bio-data of guest speaker, if any, in that session. An electronic timer should be set for the talks.

Mementoes, may be given to guest speakers, but is discouraged.

Two senior members of Local Scientific Program Committee along with few Volunteers should be available in each hall

IMPORTANT:

1. Arrangements for generators in case of load shedding is mandatory and should be so arranged as to minimize time loss.
2. At least two stand mikes and two cordless mikes be placed in strategic position in the hall for questions from audience.
3. Proper signage should be placed at strategic places to help in location of various halls. Color coding of halls makes identification easier.
4. No outsiders including wives and children are to be allowed to the scientific sessions except for some important functions and orations.
5. No member should be allowed to deliver more than three lectures— one as Oral free paper, one as guest speaker and one as video presentation including sub-specialties so that more members are involved and have a chance to present their work.
6. No loudspeakers, melas and games should be allowed within 100 meters of the Scientific halls.

HOSPITALITY FOR DIGNITARIES DURING THE KOACON:

1. Free Accommodation will be provided to –
 - A. The President and Secretary General KOA
 - B. The President and Secretary General IOA
 - C. The President and Secretary General OASIS
2. One car will be provided to the President and one car to the Secretary General of KOA.

Privileges of Past Presidents and Past Secretary Generals of KOA during KOACON:

1. Exempt from registration fees for CME and main conference.
2. Faulty position, either as a Speaker or Chairperson.
3. Free decent accommodation to be provided, if requested.
4. Complimentary Banquet invitation.

TRANSPORT:

Transport for all delegates from various officially designated hotels to the various venue for main conference, workshops, banquet should preferably be arranged by the local organizers. Proper information of bus routes, timings should be made available to delegates.

CATERING:

Undue lavishness on this has to be avoided. However, warm simple lunches on all four days of the conference should be arranged for the registered delegates, and families if registered. Breakfast should not be arranged by the local organising committee.

Arrangements for 'round the clock' supply of tea/coffee either free or on payment may be made. Safe drinking water at easily accessible spots should be placed outside each hall for scientific deliberations. A complimentary conference dinner shall be arranged to follow the inaugural function. Conference banquet shall be arranged on the penultimate evening of the conference. This shall be on payment and by prior registration.

ACCOMMODATION:

The conference brochure shall carry information regarding availability of various categories of accommodation.

The local organizers shall reserve adequate hotel rooms well in advance to avoid difficulty to the delegates.

Allotment will be subject to requests received before deadline, on first come first served basis, and advance payment of one day tariff. Allotment, of course, shall be subject to availability of hotel rooms in that category.

Proper liaison of accommodation committee with various hotels is essential to avoid inconvenience to delegates and overcharging by hotels.

Services of a travel agent may be utilized to organise accommodation.

SOCIAL EVENTS / SIGHT SEEING:

A short cultural program not exceeding one hour may be arranged immediately following the inaugural function but is not mandatory. The program should ideally reflect the cultural heritage of India and the host District. An orchestra may be in attendance during the banquet.

Sightseeing: Local Development sight-seeing /or one / two-day tours outside the city may be arranged in consultation with District Tourism Corporation. Local sightseeing especially programmes for spouses/children may be arranged. Complimentary packages for other tours at subsidised cost may be arranged through the Tourism Department /Travel Agent.

ANNOUNCEMENTS FOR THE CONFERENCE:

- A.** First letter to be sent by local Organising Secretary as a "thank you" note within 6 months of the venue being decided in the business meeting (optional).
- B.** A stall shall be allotted in Trade Exhibition in the previous year's conference for announcement, distribution of pamphlets and display of posters banners of the conference.
- C.** Final announcement brochure containing the following information:
 - 1. Number of the Conference in Roman letters.
 - 2. City and Venue
 - 3. Dates of the Conference
 - 4. Host Chapter

5. Letter from President of KOA
6. Letter from Secretary General KOA
7. Letter from local Organising Committee
8. List of Executive Committee of KOA
9. List of Main Organising Committee
10. Proposed format of the conference
11. Details of Registration Fees
12. Information regarding Free Papers/Poster Presentation/Videos Presentation
13. Information of the CME program including Topic, name of the Host Chapter and Coordinator(s)
14. Information of accommodation available with tariffs.
15. Information (including photographs) of tourist attractions in and around the city, various tours being planned etc.
16. Information of air, rail and road connections
17. Addresses/Phone No./Fax No./E-mail addresses of key members of organising committee
18. Information of reception and transport arrangements.
19. Information regarding programs for spouses/children/social events.
20. Registration form, form for abstract, accommodation, return reservation, sightseeing tours, sub-specialty meetings, etc.
21. Important Dates and Deadlines
22. Miscellaneous information.

IMPORTANT DATES / DEADLINES:

Assuming that the date for the annual conferences would be fixed for the 1st week of February each year the important deadlines will be accordingly set.

CERTIFICATES:

1. Participation certificates for delegates should preferably be distributed on the last day of the conference.
2. These shall be separate for the CME and the main conference.
3. The certificate for the workshop shall be given at the venue of the workshops.

4. Certificate for the CME would bear signature of KOA President, Secretary General of KOA, CME Coordinator from the host District and President of the host chapter.
5. Certificate for a main conference will bear the Signature of President KOA, Secretary General KOA, Organising Chairman and Organising Secretary KOACON, Scientific Chairman KOACON and President of the Host Chapter.
6. Certificate for Workshop will bear the Signature of President KOA, Secretary General KOA and Workshop Coordinator.
7. Certificates to faculty members/guest speakers/chairpersons should be handed over immediately after the scientific session.
8. Certificates for oral presentations shall also be given by the chairpersons to all speakers at the end of the session.
9. Certificates for poster presentations to be distributed in the hall for poster presentations.
10. To save time, a central place may be designated, where the speakers can collect their certificates, immediately after the presentation.

SOUVENIR:

A souvenir shall be brought out to commemorate the conference. The following information shall be included –

- a. Messages from various dignitaries including the President/President Elect/ Vice President/Secretary General of IOA.
- b. KOA president's Address.
- c. KOA Secretary General's Annual Report.
- d. List of Executive Committee members of KOA.
- e. List of Organising Committee of the Conference.
- f. Final program of the conference.
- g. Articles from various sources of Orthopaedics and general topics of interest.
- h. List of Donors.
- i. List of Exhibitors.
- j. List of Advertisers.
- k. Advertisements.
- l. Anecdotes / Jokes etc.

VALEDICTORY FUNCTION:

The valedictory function is also an official function of KOA and will be conducted by the President of KOA / Secretary General of KOA. The duration of the function should be kept as short as possible preferably-30-45minutes.

- I. Venue and general arrangements: The venue will be the main hall of the conference. The dais will have seats for the following: -
 - a. President
 - b. President - Elect
 - c. Secretary General
 - d. Joint Secretary
 - e. Treasurer
 - f. Organising Chairman, KOACON
 - g. Organising Secretary, KOACON
 - h. Treasurer, KOACON
- II. Proper Public address system is essential. A podium will also be required.
- III. Time: It will be from 12.30p.m. -1.15 p.m. on the last day of the conference.
- IV. No special seating arrangements are required.
- V. Conduct and sequence of proceedings:

A representative from the organizing committee will invite the dignitaries to the dais. The Secretary General shall conduct the proceedings in the following order:

1. President gives his comments regarding the conference and its organization.
2. President invites delegates (one from each of the 3 zones) to speak on their experience during the conference.
3. Declaration of Results and Award of all competition for free paper, poster presentations and case report.
4. Reply to the feelings of delegates by the Organising Secretary.
5. The President gives a short summary of his term after which he exchanges his Jewel of Office and invites the President-Elect (now to exchange seats).

6. The Incoming President presents the medallion of Past President to the outgoing President.
7. Speech of the newly sworn in President regarding his plans for the KOA activities during his term of office.
8. The presentation and invitation of the Organising Committee of the next KOACON.
9. Transfer of the Ceremonial KOA Lamp to the next KOACON Organising Committee by the previous committee.
10. Vote of Thanks.

Note about modifications: Some changes may be made in this format to suit local circumstances.

TRADE EXHIBITION:

1. A trade exhibition will be organized during the conference, which will usually consist of unit stalls of 3 mtrs. X 3 mtrs.
2. A brochure with details of sponsorship may be brought out by the organizers giving details of the various stalls on offer, their configuration and the tariffs.
3. 10% escalation is permissible each year over previous year.
4. Special categories of stalls may be charged extra and concession given for multiple stalls.
5. Complimentary stalls to sponsors of other major activities of the conference may be given.
6. Proper lighting arrangements, ventilation, adequate walking space, fans, etc. should be ensured.
7. One or two power points, tables and chairs will have to be provided in each stall.
8. Provision of meal coupons (2 complimentary per stall and extra on payment should be the usual norm).
9. All Companies/firms hiring stalls should give an undertaking that there will be no liability to local organizers or KOA in case of loss of property/injury/loss of life due to any accident in the trade exhibition.
10. Safety against theft/accidents, etc. should however be ensured by local organizers.
11. A short-term insurance policy covering the period of 10 days prior to 10

days after the Conference for any such eventuality will have to be made by local organizers to ensure against litigation.

12. The venue of the trade exhibition should ideally be adjacent to either the scientific halls or the dining pandal to enable delegates to visit the same.
13. Serving of beverages etc. inside the trade exhibition should be strictly banned.
14. Similarly unethical, improper activities should also be banned.
15. Sale of products should not be permitted as the same is governed by sales tax laws.
16. An ITPO clearance should be obtained by organizers well in advance of conference to enable companies to import products from abroad for display in their stalls.
17. The trade exhibition should also offer complimentary stall for the organizers of next year's conference for providing information about progress of preparations.
18. 'Locker room': It is desirable to have a facility for the companies to keep their valuable equipment safely for the night.

KOA OFFICE:

A space of around 300-350 sq. ft. should be provided at a convenient and prominent area within the conference premises for establishing the KOA office where members can carry out their business with KOA Officials/Office staff.

The following facilities are to be provided by organizers in this office.

1. Table and Chairs for 5 people.
2. One full size steel Almirah to keep important documents, certificates, articles, etc.
3. Computer with printer along with Computer operator.
4. 3 to 4 volunteers.
5. Separate lounges for the President and Secretary General, KOA to meet guests and visitors.
6. Basic Office stationery.
7. Drinking Water facility.
8. Notice Boards.
9. Notice boards at other prominent places, like entrance to various halls will be required for display of KOA notices.

OTHER OFFICIAL PROGRAMMES OF KOA DURING KOACON:

Executive Committee Meeting:

1. The executive committee meeting shall be held on the day of the CME Program.
2. The meeting will start at 12.00 p.m. It will be preceded by a simple lunch.
3. A notice for the meeting along with agenda will be circulated by the Secretary General to all E C members well in advance.
4. Arrangements for executive meeting during KOACON:
 - a. A hall big enough to accommodate 15 to 20 people preferably in a 'round table fashion' with tables, chairs arranged accordingly.
 - b. A public address system with 2-3 extra mikes.
 - c. 2-3 volunteers, drinking water shall be arranged.
 - d. If circumstances require lunch, tea, etc. may be served at the site of the meeting.
 - e. Facilities for audio/video recording would be provided by the local organizers.

Annual General Body Meeting (AGM):

1. The meeting will be conducted on the 1st day of main conference from 5 p.m. onwards.
2. Venue will be the main hall.
3. No other scientific sessions / meetings shall be in progress during the AGM.
4. A dais to seat President, President-elect, Secretary General, Treasurer, Joint Secretary will be required.
5. A second row of ten chairs to seat the Executive Committee members (As Ratified by the KOA AGM 2024).
6. A public address system with table mike on Dais, 2 stand mikes in the aisle and 2 cordless mikes in the hall will be required.
7. Arrangement for drinking water outside the hall should be kept.
8. At least 4 volunteers should be present.
9. If requested by the KOA office bearers a computer with projector should be arranged for instant projection of resolutions being put to vote.

10. Arrangements should be made to circulate the attendance register. Audio/video recording would be provided by local organizing committee.

Extraordinary General Body Meeting (EGM):

1. An EGM may be called in extraordinary circumstances to discuss a single agenda.
2. If the EGM is conducted during KOACON, it shall precede the AGM and start at 03.00 p.m. on the first day of the conference.

Meeting of Editorial Board:

1. The meeting will be held on the 1st day of main conference.
2. A small room with a table and 10 chairs will be required.
3. The meeting would usually take not more than two hours.

KOA INSTRUCTIONAL COURSE LECTURE:

1. The KOA ICL shall be conducted in the second week of August every year.
2. This can be changed in extraordinary circumstances by two weeks before or after.
3. Any change of date or fixing any other date has to be done with prior permission of Executive Committee.
4. The KOA ICL shall be held in a Tier 2 City, where an annual conference cannot be conducted.
5. The KOA ICL has to be conducted by an affiliated District Chapter.
6. The Venue will be decided by the President and Secretary General in consultation with the Executive Committee.
7. The KOA ICL will be announced in the first week of March.
8. The KOA ICL will be a one and half day programme.
9. The Venue should have an auditorium to accommodate 300 – 400 delegates.
10. The Scientific programme may include PG Teaching / PG paper presentations / Workshops.
11. The Dignitaries for the Inaugural Ceremony of the KOA ICL shall be –
 - a. KOA President
 - b. KOA President Elect
 - c. KOA Secretary General
 - d. Chief Guest
 - e. Host District Chapter President
 - f. Host District Chapter Secretary
 - g. KOA ICL Organising Chairman
 - h. KOA ICL Organising Secretary
12. The KOA Secretariat shall give a Financial Grant of ~~Rs.1,00,000/-~~ to the KOA ICL Organising Committee to conduct the ICL. (The sum of the Financial Grant is increased to Rs.1,50,000/- as per the KOA AGM 2024 resolution).
13. KOA ICL Organising committee shall make arrangements for conducting KOA Executive Committee meeting.
14. The decent accommodation shall be provided for the Executive Committee members by the organising committee on a twin sharing basis.
15. The KOA ICL Organising Chairman / Organising Secretary shall present

a report of the preparation of ICL to the KOA Executive Committee.

16. The KOA ICL Organising Chairman / Organising Secretary shall submit the audit report of the KOA ICL to the KOA Secretariat by December of the same year.
17. The KOA ICL Organising Chairman / Organising Secretary shall present a report of the ICL in the following KOA AGM.

KOA CME:

1. The KOA shall conduct three CMEs.
2. The CME shall be, one each in the three zones of KOA.
3. The KOA CME shall be held in a Tier 2 / Tier 3 City / Town.
4. The KOA CME has to be conducted by an affiliated District Chapter.
5. The KOA Secretariat shall provide a Financial Grant of ~~Rs. 25,000/-~~ to the organising committee. (The sum of the Financial Grant is increased to Rs.50,000/- as per the KOA AGM 2024 resolution).
6. The President / President Elect / Secretary General shall be invited by the Organising Committee.
7. The Organising Committee shall submit a brief report along with the financial report to the KOA Secretariat.

CME / WORKSHOPS / CONFERENCES:

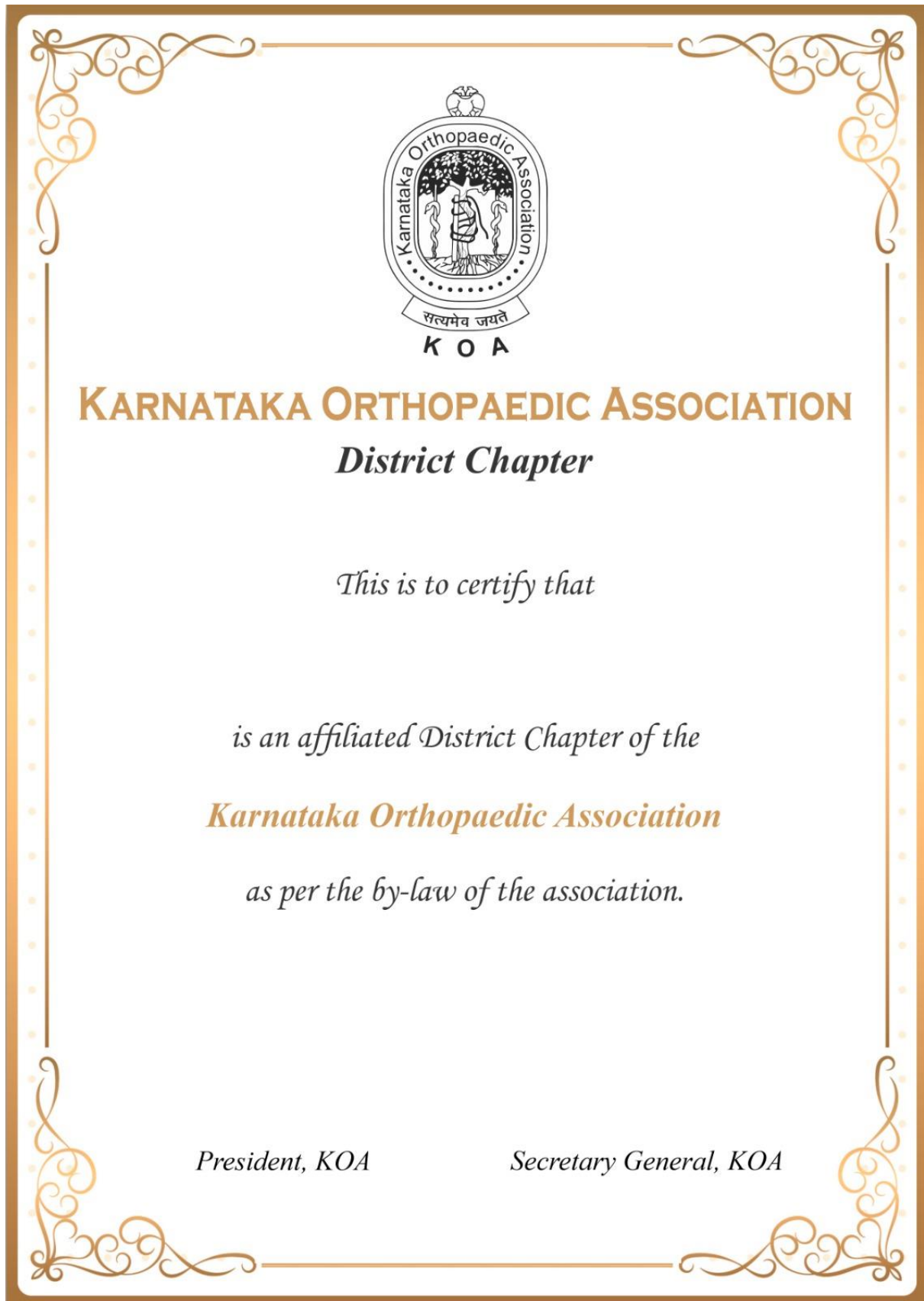
1. Any organisation / member willing to organise a CME / Workshop / Conference under the aegis of the Karnataka Orthopaedic Association, shall write to the KOA Secretariat in advance.
2. They shall be permitted to use the KOA Logo and mention “under the aegis of KOA” in the brochure / banner / certificate.
3. The President / President Elect / Secretary General shall be invited as the Chief Guest / Guest of Honour for the Inaugural Ceremony.
4. The Organising Committee shall submit a brief report to the KOA Secretariat.

KOA DISTRICT ORTHOPAEDIC CHAPTERS / CLUBS:

Affiliation Criteria:

1. The regional or district chapters/clubs of orthopaedic surgeons of Karnataka may be affiliated to Karnataka Orthopaedic Association. These clubs/chapters shall be constituted and shall have rules and regulations and shall function in accordance with these rules of the association.
2. The regional or district chapters/clubs of orthopaedic surgeons are expected to be registered under the Societies Registration Act.
3. Affiliation:
 - i. For a regional chapter to be affiliated to the Karnataka Orthopaedic Association, at least 75% of the members of the regional chapter/club should be the members of the KOA.
 - ii. The regional chapter shall apply to the Secretary General agreeing to adopt the constitution of the Association with modifications accepted by the executive committee of the association.
 - iii. The Executive Committee shall accept or decline such application. In either case the Secretary General shall intimate the decision of the executive committee to the regional chapter/club within a reasonable time after the meeting of the executive committee.
 - iv. The decision of the Executive Committee shall be ratified in the subsequent General Body of the KOA.
 - v. Affiliation of the regional club/chapter shall be renewed once in every 10 years. Application for renewal of affiliation should be sent to Secretary General at least 6 months before expiry of affiliation.
 - vi. Cessation of Affiliation: The Executive Committee shall have the right to cancel the affiliation of a regional chapter if it is deemed to be working against the rules of the Association/directives of the Executive Committee. Prior notice of this shall be given to the concerned regional chapter/club at least 3 months before cessation of affiliation. If no reply is received within 3 months the affiliation will automatically cease and a new application will be required for reaffiliation.
4. Such chapters, clubs may hold scientific meetings, academic activities in accordance with the rules and regulation. All such activities are to be reported to the Secretary General in writing.
5. Only affiliated regional clubs/chapter can host the annual conference, instruction course lectures and all other academic activities under the banner of KOA, provided the Executive Committee has approved such activities. Any regional chapter/club hosting the academic activity under the aegis of KOA may be given financial support from the secretariat after due approval in its meeting.

Sample of the KOA District Chapter Affiliation Certificate:



PROF. V.H. HANUMANTHAIAH KOA BEST CHAPTER

AWARD: Application Format:



PROF. V.H. HANUMANTHAIAH KOA BEST CHAPTER AWARDS - 20 --

ACTIVITIES FROM 1st January 20-- TILL 31st December 20--
(REPORT TO BE SUBMITTED BEFORE 20th January 20--)

Name of District Chapter:

Name of President:

Phone No:

Email:

Name of Secretary:

Phone No:

Email:

Total No of members in District Chapter:

Total No of KOA members in District Chapter:

Total No of IOA members in District Chapter:

A	Percentage Increase in total number of members of KOA by District Chapter	>8%	10	10	
		>6%	8		
		>4%	6		
		>2%	4		
B	Percentage Increase in total number of members of IOA by District Chapter	>8%	10	10	
		>6%	8		
		>4%	6		
		>2%	4		

C	Academic Activities (Name with number of delegates)	55	
1	State Conference – KOACON	10	
2	State Chapter Instructional Course – KOA ICL	10	
3	Monthly Meetings (One point for each Meeting)	10	
4	CME / Hands on Workshop under the aegis of State Chapter (Two points for every academic activity)	10	
5	PG Teaching Course by District Chapter	10	
6	KMC Accreditation points awarded to District Chapter (One point for every 2 accredited point)	5	

D	Achievement of Individual Members (National & International)	20	
1	Paper presentation in KOACON	4	
2	Guest lecture in KOACON	4	
3	Guest lecture in IOACON/International Conference	4	

4	Inventions (techniques, instruments, implants)	4	
5	Academic Literature (writing, editing, translating)	4	

E	Regular Election of Office Bearers (Reporting of Election results to KOA)	10	
F	Incorporation of KOA & IOA President's theme in District Chapter Activities	10	
G	Invitation to office bearers of KOA in District Chapter Meetings	10	
H	Publication in Journal of KOA (Two Points for Each Publication)	10	
I	Publication in Other Journals (One Point for Each Publication)	5	
I	Attendance of District Chapter Office Bearers in KOA District Chapter Meetings (Points Divided for Each Meeting attended)	10	
J	Bone and Joint Day Activities	50	
1	Theme based activity	30	
2	Social activity/Public Service or Awareness Activity	10	
3	Media coverage, Print/Electronic/Social	5	
4	Any other unique program related to the theme	5	
	Maximum Marks Total	200	

Note:

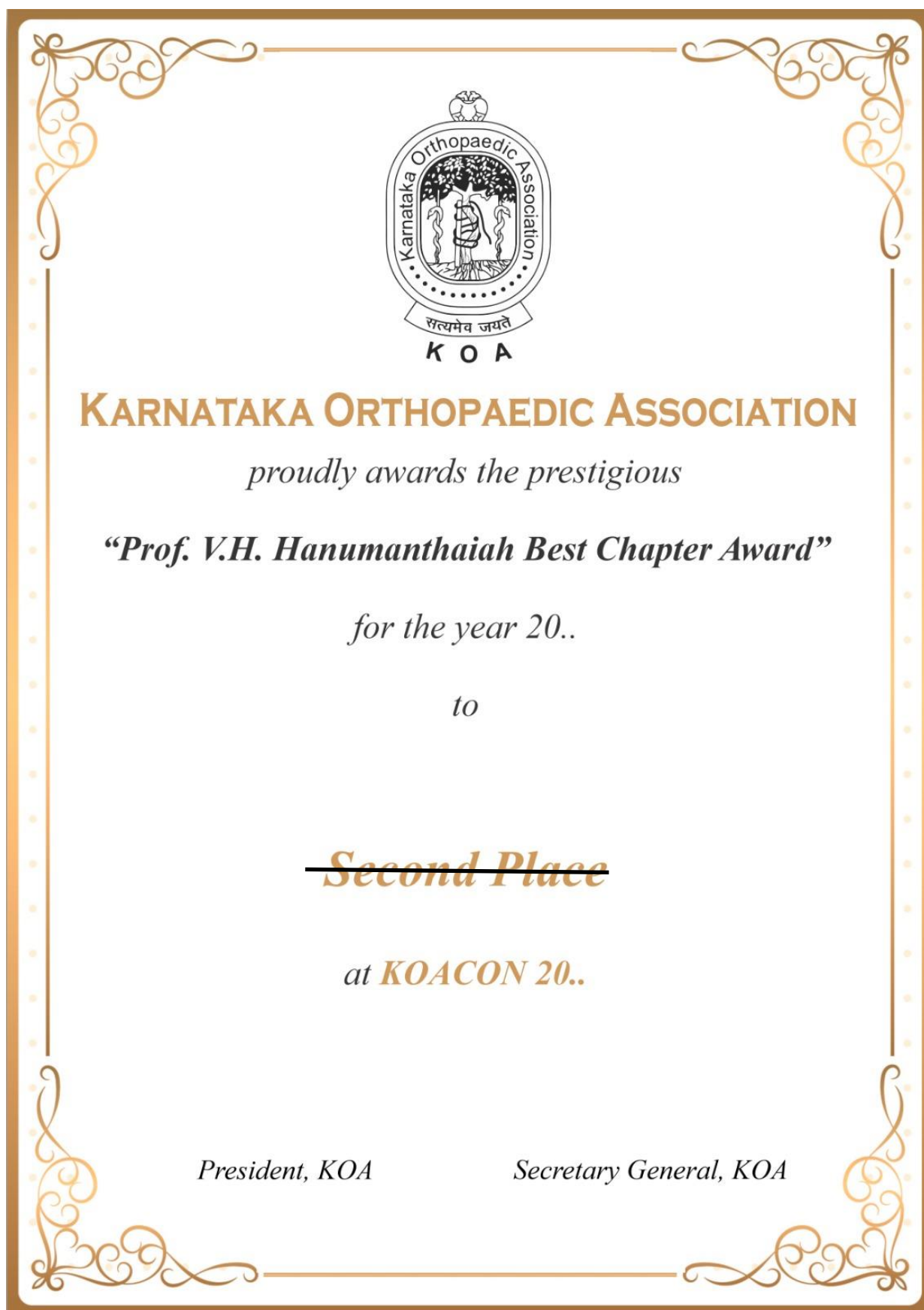
1. While computing points if the figure is not in round figures, then the next higher digit should be awarded, say 1.5 should be counted as 2.
2. Please Fill the above form and send to drbkoasg@gmail.com as separate sheet.
3. Send proof of all activities as attachments marked as A1, A2, or D1, D2 and so on and send all attachments to drbkoasg@gmail.com.
4. Calculation for No. of points for increase in membership:

$$\% \text{ Increase in Members} = \frac{\text{No. of New (KOA/Dist.) members enrolled in the current year}}{\text{No. of existing (KOA/Dist.) members in a District chapter}} \times 100$$

Examples:

- a. If total no. of existing members in a District chapter= 300
No. of New members enrolled in the current year= 27
% increase in membership = $27/300 \times 100 = 9\%$ - **No. of points =10**
- b. If total no. of existing members in a District chapter = 600
No. of New members enrolled in the current year = 27
% increase in membership = $27/600 \times 100 = 4.5\%$ - **No. of points =6**
- c. If total no. of existing members in a District chapter = 900
No. of New members enrolled in the current year = 27
% increase in membership = $27/900 \times 100 = 3\%$ - **No. of points =4**

Sample of the Prof. V.H. Hanumanthaiah Best Chapter Award Certificate:



KOA FELLOWSHIPS:

1. KOA Prof. M. Shantharam Shetty International Advanced Trauma Fellowship

2. KOA - BIOS (UK) Bisal Muddu International Travelling Fellowship

3. KOA Inland Fellowship (Skill Certification Program)

- ❖ KOA Fellowships are for KOA Life Members only.
- ❖ KOA Affiliate Members can be considered if there is a vacancy after the selection of KOA Life Members.
- ❖ KOA Associate Members are not eligible for the KOA Fellowships.
- ❖ KOA Prof. M. Shantharam Shetty International Advanced Trauma Fellowship -
 - One candidate is selected every year.
 - The honorarium is paid by the Canara Orthopaedic Society.
- ❖ KOA - BIOS (UK) Bisal Muddu international Travelling Fellowship -
 - Two candidates are selected every year.
 - The honorarium is paid by the P.M. Santosha Charitable Trust.
- ❖ KOA Inland Fellowship
 - Ten candidates are selected every year.
 - They are paid an honorarium of Rs. 10,000/- from the KOA Secretariat.
 - One KOA Inland Fellowship will be in memory of Smt. Surekha Rajendra Khokale. The same shall be mentioned in the certificate.

KOA PROF. M. SHANTHARAM SHETTY INTERNATIONAL ADVANCED TRAUMA FELLOWSHIP: Application Form

Personal Information

Full Name:

Gender:

Date of Birth:

Age:

Current Address:

Contact Number:

Email Address:

Membership Information

KOA Membership Number:

IOA Membership Number:

AO Membership Number:

Education and Training

Have you completed AO Principles & Advances Courses? (Yes/No)

Work Experience

Number of years of work experience:

Articles Published / Submitted for Publication in JKOA / JOrTR:

Indexed Publications:

Previous International Trauma Exposure (>1 month):

Supporting Documents: Please attach the following documents with your application:

- Curriculum Vitae (CV)
- Copies of educational certificates
- Experience certificate(s)
- AO course Certificate(s)
- Passport Size photograph

Declaration: I hereby declare that all the information provided in this application form is true and accurate to the best of my knowledge. I understand that any false information may result in the disqualification of my application.

Signature:

Date:

KOA - BIOS (UK) BISAL MUDDU INTERNATIONAL TRAVELLING FELLOWSHIP: Application Form

Personal Information

Full Name:

Gender:

Date of Birth:

Age:

Current Address:

Contact Number:

Email Address:

Membership Information

KOA Membership Number:

IOA Membership Number:

Work Experience

Number of years of work experience in Institute / Private / Rural Sector:

Articles Published / Submitted for Publication in JKOA journal / JOrTR:

Indexed Publications:

Previous International Exposure (>1 month): Yes / No

Supporting Documents: Please attach the following documents with your application:

- Curriculum Vitae (CV)
- Copies of educational certificates
- Experience certificate(s)
- Passport Size photograph

Declaration: I hereby declare that all the information provided in this application form is true and accurate to the best of my knowledge. I understand that any false information may result in the disqualification of my application.

Signature:

Date:

**KOA INLAND FELLOWSHIP (SKILL CERTIFICATION PROGRAM):
Application Form**

Personal Information:

Full Name:

Gender:

Date of Birth:

Email Address:

Contact Number:

Residential Address:

City:

State:

Pin Code:

Membership Information:

KOA Membership Number:

IOA Membership Number:

Orthopedic Experience:

Current Designation:

Current Place of Work:

Years of Experience in Orthopedics:

Specialization / Subspecialization:

Fellowship Preference:

Please select the fellowship program you are applying for:
(Inland Fellowship - tick one)

- ☐ Advanced Orthopaedic Trauma
- ☐ Arthroplasty
- ☐ Arthroscopy
- ☐ Hand Surgery
- ☐ Paediatric Orthopaedics
- ☐ Spine

Supporting Documents: Please attach the following documents with your application:

- Curriculum Vitae (CV)
- Copies of educational certificates
- Experience certificate(s)
- Passport Size photograph

Declaration: I hereby declare that all the information provided in this application form is true and accurate to the best of my knowledge. I understand that any false information may result in the disqualification of my application.


Signature:

Date:


KOA ELECTIONS:

1. The KOA Elections have to be notified 6 weeks prior to the AGM.
2. The Members should be given a period of 2 weeks for applying the nominations.
3. The applicants should apply only in the Nomination Form.
4. The applicants should sign the Declaration of Code of Conduct and attach the same with the Nomination Form.
5. The applicants for the KOACON Venue should also submit the Bid Document with the Nomination Form and Declaration of Code of Conduct.
6. The period for Withdrawal of nominations is 1 week.
7. The updation of Member details ends 1 week prior to the start of Online Evoting.
8. The Online Evoting starts 2 weeks prior to the first day of KOACON.
9. The Online Evoting ends on the first day of KOACON.
10. The Counting and Final Tally of the voting shall be done on the first day of KOACON in the Executive Committee meeting.
11. The Election Results are Declared and Ratified in the AGM.
12. The Candidates have to sign a Declaration before the Counting and Final Tally.

Sample of the KOA Elections Notification:

 <h1>KOA ELECTIONS 20--</h1> <h2>NOTIFICATION</h2>	
Dear Members,	
Nominations are hereby invited for the following posts of Karnataka Orthopaedic Association:	
1. PRESIDENT ELECT KOA, 20-- - 20--	: 1 (One) Post
2. SECRETARY GENERAL KOA, 20-- - 20--	: 1 (One) Post
3. JOINT SECRETARY KOA, 20-- - 20--	: 1 (One) Post
4. EXECUTIVE COMMITTEE MEMBER, 20-- - 20--	: 7 (Seven) Posts
5. KOACON 20--	: North Zone
KOA Election Schedule:	
Start Date for Receipt of Nomination Form	12th December 2023
Last Date for Receipt of Nomination Form	26th December, 2023
Last Date for Withdrawal of Nomination	02nd January, 2024
Code of Conduct Ensues from	03rd January, 2024
Last Date for Online Registration by Members	11th January, 2024
Start of Online Voting	18th January 2024, 12:00 PM
Last Date for Online Voting	01st February 2024, 12:00 PM
Counting and Final Tally	02nd February, 2024
Announcement of Results	EC Meeting - 02nd February, 2024
Declaration and Ratification of Results	AGM on 03rd February, 2024
Important Information:	
1. Only KOA Life Members are allowed to Contest / Propose or Second a contestant.	
2. Only District Chapters of North Zone can apply for KOACON 20--.	
3. An Endorsement Letter on the Letterhead of the respective District Chapter must be attached with the Nomination for KOACON 20--.	
4. Voting will be Online only.	
5. To enable Online Voting please update your Member Profile/Email ID/Mobile No. on the website www.koaindia.org before 11th January 2024 .	
6. For assistance in registering , contact KOA Web Master Mr. Prashanth - 9980011333 or the Secretary General, KOA.	
7. The Applicants should apply only in the attached Nomination Form / photocopy.	
8. Duly filled and signed Nomination Form and Code of Conduct Declaration is to be mailed in both formats (i.e., Hard and Soft Copy) to the Election Officer, KOA .	
9. The applicants for KOACON 20-- should send the duly filled Bid Document along with the Nomination Form and Code of Conduct Declaration.	
Please address all Election Correspondence to:	
Dr. Bharath Raju G. Secretary General, KOA No. 98, 3 rd Main, 3 rd Stage, Vinayaka Layout, Vijayanagara, Bengaluru - 560040 Email ID: drbkoasg@gmail.com Mob. No.: 9945982729	
Dr. Bharath Raju G. Election Officer, KOA	

Sample of the KOA Elections Nomination Form:

 <h1>KOA ELECTIONS 20--</h1> <h2>NOMINATION FORM</h2>	
Name of Contestant: KOA Membership No.: Phone Number: Email ID: Signature:	
Post Applied for: (Please tick the appropriate box)	
PRESIDENT ELECT -	<input type="checkbox"/>
SECRETARY GENERAL -	<input type="checkbox"/>
JOINT SECRETARY -	<input type="checkbox"/>
EXECUTIVE COMMITTEE MEMBER -	<input type="checkbox"/>
Conference Venue - KOACON 2026: North Zone	
Name of the District Chapter: Name of the Organising Chairman: KOA Life Membership No.: Signature: Name of the Organising Secretary: KOA Life Membership No.: Signature:	
Proposed by: Name: KOA Membership No.: Signature:	Seconded by: Name: KOA Membership No.: Signature:
Declaration by the Contestant I / We hereby agree to contest for the post of President Elect / Secretary General / Joint Secretary / Executive Committee Member of the Karnataka Orthopaedic Association / Conference Venue of KOACON 2026. If elected I will serve the Association to the best of my ability. I shall not use any unfair means for my election. Date : Place : Signature of Contestant / Organising Chairman & Organising Secretary	



KOA ELECTIONS 20--

Draft of CODE OF CONDUCT DECLARATION

All the contestants are advised to strictly adhere to the Code of Conduct to avoid forfeiting their candidature.

Duration of Code of Conduct: From the last day of withdrawal of nomination till the last day of voting.

Code of Conduct:

1. The Candidate or their representatives shall not indulge in Physical Campaigning by Personal Meeting / Mass Meeting / Get-togethers (Direct or Indirect).
2. The Candidate or their representatives shall not indulge in Negative Campaign or campaigning on the lines of caste / religion.
3. The candidate is permitted to post their Bio - Data and Appeal on the KOA Google Group (KOAgooglegroups@googlegroups.com) and KOA WhatsApp Group once.
4. The candidate is permitted a total of three (3) appeals to any member including WhatsApp, SMS or E-mail.
5. The candidate can choose one or more of any of these as long as the total number does not exceed three (3).
6. Additional campaigning allowed include one hard copy of appeal posted by surface mail and only one telephone call to an individual member.
7. In case there is a written complaint by any member to the Election Officer with documentary evidence of harassment or nuisance by any contestant which is found to be true by the Election Officer, the candidature of the said contestant will be forfeited and the final result declared without accounting for votes cast in his favour.
8. If any candidate writes derogatory or defamatory remarks in E-mails / WhatsApp or any other social media, against the Association or any of its members, he will be disqualified from the election process and disciplinary action will be taken against him and his membership may be suspended from

the Association temporarily by the Executive Committee and permanently if recommended by the General Body at its Annual General Body Meeting.

9. In case any contestant or their representative is found / proven to have used unfair means (including approaching candidates with laptops or to coerce them in any other way, ask them to vote for any particular candidate openly, or infringing on anyone's privacy, seeking votes on the lines of caste / religion, attempting to cast illegitimate vote, usurp identity of any other voter to cast vote on his behalf or indulge in manipulation of any kind) his candidature will be cancelled and he will be debarred from contesting for any post in KOA for the next 5 years and additional strict disciplinary action will be taken against him.
10. Any member indulging in anti-association / anti national activities and / or smearing its image in public will not be eligible to apply for a constitutional / organisational post in the very organisation he has chosen to demean.
11. Any member who indulges in these nefarious activities after the elections or apart from the elections shall also be recommended to be suspended / debarred from the KOA.
12. KOA Office shall maintain secrecy about the list of Voters and Non-Voters.
13. No one should misrepresent KOA by using KOA in bulk messages.
14. Any Life member is permitted to contest for one post only in a particular election.
15. All contestants will be required to sign a statement promising to abide by these regulations along with their nomination form.
16. Code of Conduct is also applicable to the KOACON bidding District Chapter and the proposed Organising Chairman and Organising Secretary.

Signature of the Candidate / Organising Chairman & Organising Secretary
Date:

Draft of Declaration by the Candidates:

- To be Printed and Signed on the KOA Letter Head before the Counting and Final Tally of Votes.

Date:

KOA ELECTIONS 20--

DECLARATION BY THE CONTESTANTS

We the undersigned contestants of the KOA Elections 2024, hereby sign this declaration after being fully convinced that the whole process of KOA Elections 2024 has been carried out in a very professional manner abiding by all the safety standards, rules & regulations of the association.

We are satisfied with the election process and hereby give our whole hearted consent to proceed with the counting & final tally of votes in our / our representative's presence on 02nd February 2024.

We declare that we shall not raise any objections after completion of today's counting process or during & after announcement of the results.

In case of any objections or dissatisfaction the same shall be sorted out today before the completion of the counting process.

In case of any disputes arising, which doesn't get amicably settled, we agree to abide by the decision of the Presiding officer which shall be final & binding.

Contestant: 1
Name:

Contestant: 2
Name:

Name:
Presiding Officer

Name:
Chief Election Officer



OATH OF OFFICE

I Dr. _____ having been
Elected / Nominated to the Karnataka Orthopaedic Association as
_____ of the
Karnataka Orthopaedic Association do solemnly take this oath in the name of
Almighty God.

I will maintain the ideals of the Association with full conviction, in letter and
spirit.

The interest of the Association will always be supreme for me.

I will hold in secret, all documents / knowledge / information regarding the
affairs of the Association.

I will work for the benefit of the Association and all its members.

So, help me God.

Long Live KOA.

Signature

Name: Dr.

Date:

Place:

KOA MEMBERSHIP:

KOA Membership Benefits:

1. Concessional participation fee in KOA conferences and other related academic activity.
2. Concessional participation fee in various KOA CMEs and Workshops.
3. KOA Fellowships - sea of learning opportunities under the guidance of masters in the field of orthopaedics.
4. Journal of KOA (JKOA): the Official Journal of KOA - opportunity to publish your original research work in peer reviewed journal.
5. Special PG Medal sessions and other medal sessions for PG in KOACON.
6. Annual Quiz for PGs.
7. Social activities through Bone and Joint Day.
8. Participate if cultural and sports activities of KOA.
9. Eligible for KOA Family Benefit and other schemes.
10. Opportunity to network.
11. Present scientific papers in conferences of KOA.
12. Vote in the elections of KOA* and to participate in the General Body Meetings. (* This can only be exercised after ratification of membership in the subsequent Annual General Body Meeting during annual conference)
13. Leadership opportunity - contest in the elections of KOA.
14. Receive KOA News Letters.

KOA Membership Categories:

A. LIFE MEMBERS:

1. Fully trained orthopaedic surgeon with an orthopaedic degree recognised by the National Medical Council of India / State Medical Council (D. Ortho, M.S. Ortho., DNB Ortho., M.Ch. Ortho.)
2. Residing / Practicing / Working in Karnataka State.
3. Membership Fees: Rs.3,000/-
4. Life Members are entitled to:
 - ❖ Attend scientific meetings, social events and engage in scientific deliberations.
 - ❖ Right to vote.

- ❖ Hold any office of the Association provided they fulfill the stipulated criteria.



B. ASSOCIATE MEMBERS:

1. Those pursuing training in orthopaedic surgery can apply for Associate Membership.
2. Membership Fees: Rs. 3,000/-
3. The Associate members have to apply for Life Membership within five years from the date of Enrolment as Associate Member by submitting the Degree Certificate and Medical Council Registration. Failing which their Associate Membership will cease and the paid fee shall be forfeited.
4. Associate Members have the right to attend scientific meetings, social events, and engage in all scientific deliberations.
5. They shall not attend business meetings.
6. They are not eligible to participate in election of the Association in any fashion / manner.

C. AFFILIATE MEMBERS:

1. Foreign / Non-Resident Karnataka Orthopaedic Surgeon with an orthopaedic degree recognised by their National / State accreditation authority and being a member of the their National / State Orthopaedic Association.
2. Physicians and Surgeons who are interested in orthopaedic surgery or allied branches of medicine.
3. Those who are engaged in practice of allied subjects closely related to orthopaedic surgery.
4. Membership Fees: Rs. 3,000/-
5. Affiliate Members have the right to attend scientific meetings, social events and engage in all scientific discussions.
6. They are not eligible to contest for any position.
7. They are barred to participate in election of the Association in any fashion / manner.

Sample of KOA Membership Form:

KARNATAKA ORTHOPAEDIC ASSOCIATION (REGD.)	
MEMBERSHIP FORM	
<p>To: Dr. Bharath Raju G. Secretary General No.98, "ANJANADRI", 3rd Main, 3rd Stage, Vinayaka Layout, Vijayanagara, Bengaluru-560 040 Mob:9945982729 Email: drbkoasg@gmail.com</p>	 <p>PHOTO</p>
<p>Dear Sir,</p> <p>I wish to apply for the Life Membership / Affiliate Membership / Associate Membership of Karnataka Orthopaedic Association. (Strikeout not applicable Membership Category)</p> <p>NAME (Capital Letters):</p> <p>POSTAL ADDRESS: PIN CODE:</p> <p>PHONE: EMAIL ID:</p> <p>POST GRADUATE QUALIFICATION (DEGREE/DIPLOMA):</p> <p>INSTITUTION/UNIVERSITY/BOARD:</p> <p>MEDICAL COUNCIL REGISTRATION NO.: STATE:</p> <p>PROPOSED BY: NAME:</p> <p>KOA MEMBERSHIP NO.: SIGNATURE:</p> <p>SECONDED BY: NAME:</p> <p>KOA MEMBERSHIP NO.: SIGNATURE:</p> <p>Payment details: Rs.: 3000/- (KOA Membership Fee + OASIS Membership Fee + GST)</p> <p>Bank Name: DD/Ch. No.: Transaction ID:</p> <p>Funds can be transferred to:</p> <p>Account Name: Karnataka Orthopaedic Association Account Number: 04082010141791 Bank: Canara Bank Branch: 10427-Vijayanagar II Branch, Bengaluru IFSC: CNRB0010427 UPI ID: 236119044141791@cnrb</p> <p>QR CODE:</p>  <p>236119044141791@cnrb</p> <p>Date: Signature:</p> <p>* Enclose the Demand Draft/Multicity Cheque in favour of "Karnataka Orthopaedic Association" Payable at Bengaluru. * Self-Attested Copy of the Postgraduate Qualification and State Medical Council Registration to be attached. * Please send the duly filled Membership Form with the enclosures to the KOA Secretariat at the above address only. * The Membership is non-transferable and subject to ratification in the subsequent Annual General Body Meeting of KOA.</p>	
<p>www.koaindia.org</p>	

Sample of KOA Membership Certificate:



This is to Certify that
is a Life Member
of Karnataka Orthopaedic Association,
with Membership Number
as per the by-law of the association.

President

Secretary General



K O A

सत्यमेव जयते