



GUIDELINES for Annual PCSI Meetings

It is with great pleasure to know that you will be hosting the Annual Conference of PCSI. The following are the suggested responsibilities of the Organizing Chairman, Organizing Secretary and Organizing team of the annual PCSI Conference:

1. Decide on the venue and date of the conference and circulate it to all members well in advance by email and as a printed brochure. **The PCSI logo should be prominently displayed on the website, print materials, and audiovisual screen.**
2. **Abstracts and award papers announcement 6 month before, last date 3 month before, announce results one month before; Scientific session to be ready and communicated 3 months before.**
3. A scientific committee comprising of the Organising Chairman, Secretary will be created with oversight by the Vice president of PCSI. This committee will decide the program and faculty of the annual meeting
 - a. Make sure a balanced representation of all specialties – intervention, surgery, ICU, anesthesia
 - b. All parts of the country are represented
 - c. All types of members are represented, including FNB and DNB students and faculty
 - d. Nurses' symposium to be a regular event in PCSI
 - e. Intensivists and perfusionists to have a half a day session each
 - f. Presentation of 5 best papers published in the current year by PCSI members (from literature) depicting our own research in India to be encouraged
4. All activities should be scientifically oriented and should not violate existing NMC rules
5. **All Indian national faculty and presenters need to be PCSI members, pl ensure to ask for their PCSI membership number to confirm. Foreign faculty to be exempted from this requirement.**
6. Accommodation and free registration to be provided to all ex-Presidents of PCSI, current executive committee, current and all past editors of the Annals of Pediatric cardiology, Life time awardee and Raj Tandon orator of that year.
7. Free registration may be provided to faculty. National faculty may pay for their own accommodation, please send the details in advance with clarity on this issue as per your budget and preference.
8. The fee structure for postgraduates, delegates, non-members, and industry should be reasonable. Online registration should also be available.
9. **PCSI GBM and GC meeting to have a fixed timing**
 - a. **GBM on Day 3 (typically Saturday) at 6 pm– should be mentioned in the program**

b. Governing council on Day 3 (typically Saturday) morning as a breakfast meeting

10. No competing sections during the GBM or plenary sessions

11. PCSI Presidential oration, Life time achievement award, Raj Tandon oration must be conducted at a time when there is no parallel session. President, VP, Sec, Treasurer ie excom to be invited to be seated on the dias for these 3 events.

12. If an inaugural program is planned, it should be held at a time that does not hamper the main program. The President, Vice president, Secretary and Treasurer should represent PCSI. The President should deliver the address, and the Secretary should present the annual report.

13. PPT and audiovisuals, photographs can be put on the website of PCSI

14. Financial Consideration:

1. You must strictly adhere to the PCSI's auditor guidelines (attached)
2. You may generate your PAN number for the conference or use PCSI's PAN number
3. If you use the PCSI PAN number, the whole income and expenditure account should be audited at the end of the conference. All surplus money should be shared with PCSI. The audited account should reach PCSI Headquarters within one year after the meeting.
4. If you wish to use your own PAN number, the whole income and expenditure account should be audited, and **PCSI should be paid at least 10,00,000 (ten lakh rupees) as conference fees. The audited account should reach PCSI Headquarters within 6 months after the conference.**
5. To start the conference activity by January of the meeting year, an advance of Rs. 100000 may be obtained from the PCSI head office. The money must be paid back before December of the conference year.
6. PCSI and head office will not bear any financial liabilities, including income tax, GST, and service tax liabilities.
7. **GST:** A separate GST number will be obtained locally in the name of the conference. All GST inputs and outgoes must be documented appropriately, and timely returns must be filed. The GST number will be surrendered at the end of the conference. The head office or office bearers have no role in managing the GST-related accounts.

15. Prof R Tandon Oration

All Indian nominees must be members of PCSI for a minimum continuous period of 5 years.

Must have had Academic/Research experience of not less than 10 years

He/she must have at least 25 publications in the relevant field in journals of repute.

The scientific committee will consist of the president, all the past presidents, and the organizing secretary for the meeting. The secretary of PCSI will be the coordinator.

The organizers must prepare a citation, a plaque, and a suitable certificate.

16. Award papers to be judged by an award committee composed of 2 past presidents, 2 past secretaries, 2 past APC editors and a Head. 2024 on-Dr Raghavan to head this committee.

Process for Award Papers:

1. The complete manuscript must be accompanied by a note from the presenter stating:
 - a. Presenter's contribution to the research paper / study
 - b. Clinical relevance of the research paper / study
 - c. Justification for applying for the Award Session
2. The manuscript should not contain any information in the text revealing the identity of the researcher or their institution.
3. Manuscript + Presenter's note to be sent to the Organizing Committee before the last date (3 months before the conference).
4. The Organizing Committee will send all the entries to the Head of the Award Committee who will forward the manuscripts (without top-sheet) for evaluation by the Awards Committee Members. The Head of the Awards Committee will then tabulate the total marks and identify the top-ranking papers (maximum 5 papers) for live presentation.
5. The Organizing committee will inform the selected presenters at least one month before the conference date.

A. Prof KM Cherian PCSI Young Investigator Award session – Rs 10,000 from head office, and the organizers have to prepare a certificate

Selection process:

The organizing committee of the annual PCSI conference invites the full manuscripts of the research papers. Following initial offline evaluation by the Award Committee, research papers are selected for oral presentation during the annual meeting. Based on the scores and remarks from the jury, the Young Investigator Award is given to the best research paper.

1. Age of the presenter below 45 years (on the day of presentation)
2. The paper submitted should be an original work that has neither been presented elsewhere (in complete form) nor published in any journal by the day of presentation. The principal investigator will certify this and endorse it to the Head of the Department.
3. The presenter and mentor must be members of society
4. The work must be wholly or primarily done in India
5. If no paper is found to be as per standard, then no award will be given.

B. Prof Savitri Shrivastava Imaging award session – Rs 10000 from head office, and the organizers have to prepare a certificate

- a. The paper submitted should be an original work related to echocardiography or imaging in pediatric cardiology or allied fields that has neither been presented elsewhere (in complete form) nor published in any journal by the day of presentation.
- b. The presenter and mentor must be members of society
- c. The work must be wholly or primarily done in India
- d. If no paper is found to be as per standard, then no award will be given.

C. Dr. Anita Saxena Innovation award

B. This is an award recognizing innovation in research, clinical practices, or technological advancements. Recipients are selected for their creativity, scientific rigor, and practical applications of innovation. After a rigorous two-stage selection process, it is presented to the best research paper focusing on innovation.

Rs 10,000 from head office, and the organizers have to prepare a certificate

D. Dr. SS Kothari Best Case prize

This award is for the most exemplary clinical case in pediatric cardiology, spotlighting outstanding diagnostic and treatment abilities.

Rs 10,000 from head office, and the organizers have to prepare a certificate

E. Other Regular sessions

- a. PCSI R Juneja Quiz: For PG students: Rs 10000 from PCSI head office, organisers to prepare certificate
- b. Dr Krishnamanohar's best paper in surgery: Rs 10000 from Head office, organisers to prepare certificate
- c. PCSI registry presentation
- d. PCSI research award presentation
- e. Annual report
- f. Provision for elections in case needed

AEPC /APPCS/PICS Joint session

As you know, we have been having a joint session since 2019. Two speakers from the guest society and two from PCSI will be there. The two guest society speakers will travel at their own expense, but we have agreed to take care of their registration, accommodation, and local hospitality.

We wish the conference all the success!

Thanking you

Yours truly,

Office bearers
PCSI Head office