



SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY (Regd.)

Secretariat: Department of Endocrinology, Dr. ALM PG Institute of Basic Medical Sciences,
University of Madras, Taramani Campus, Taramani-Velachery Link Road, Chennai - 600 113, India.
Phone: 91-44- 24547040, Fax:91-44- 2454 1015, 2454 0709.E mail: srbce1981@gmail.com Web site: www.srbce.org

GUIDELINES FOR ORGANISING ANNUAL SRBCE MEETINGS

- i) The annual Symposium of the Society (SRBCE 0000) should have to be **organized between 3rd week of July to 1st week of September** (depending upon the local conditions and convenience of the organizer) in each calendar year, **starting from 2020 onwards**. (However, the ensuing SRBCE 2019 meeting will be held as per the existing guidelines of January-February.)
- ii) The duration of the Symposium should normally be three days.
- iii) Life members of the Society, who have been actively involved in the activities of the Society, will be permitted to organize the Symposium.
- iv) The Organizing Secretary shall form a local organizing committee to execute the task. Such committee shall include one or two executive committee members of the Society from the adjoining geographical area.
- v) The National Organizing Committee should include the President, Secretary and Treasurer of the Society along with other members nominated by the Organizing Secretary.
- vi) Scientific Programmes
 - a) The first circular should provide detail information on:
 - a. The research areas to be covered.
 - b. Theme of the conference/Symposium
 - c. The venue
 - d. Duration of the Symposium.
 - e. A short account on the Society, its office bearers and various Awards, Orations and Fellowships.
 - b) **The first circular** should be posted on the website of the Society and be sent to all members and different Universities of choice, **six months before the conference date** by the Organizing Secretary.
 - c) **The second circular should be sent two months after the first circular** to those who positively responded to the first circular and submitted duly filled-in preliminary registration form within stipulated date.
 - d) Organizing Secretary shall receive all the abstracts through email

- e) Authors may specify their preferred mode of presentation, like posters/oral; competitive/general category. However, the final decision on the mode of presentation is vested with organizing committee.
- f) Authors should specify their professional status (Faculty member/Scientists/Post-Graduate- or Doctoral- or Post - doctoral student).
- g) **Last date of receiving the abstract shall be eight weeks before the conference date.**
- h) **The Organizing Secretary shall send all the abstracts to the Scientific Programme Committee (SPC)** nominated by the Executive committee of SRBCE **within a week after the last date** for submission of abstracts through email.
- i) **The SPC members** shall interact among themselves through e-mail and, if possible, through a joint sitting **to categorize the abstracts for competitive sessions (20 papers each for oral and posters from the post-graduate and doctoral candidates) based on quality and novelty of contribution to the specific research area of reproduction and endocrinology.** Remaining papers will be considered under general category only. Efforts should be made to evenly distribute papers for oral presentation among different Institutions, but without any compromise on the quality.
- j) **Authors of all those abstracts accepted for competitive sessions must submit an extended abstract of 500 words to the Journal of Endocrinology and Reproduction(JER).**
- k) **Prize winning authors (both, poster and oral) should submit either a full-length paper or a short paper of about four pages to JER and are free to publish the full-length paper either to JER or any other journal. The organizing secretary should intimate this condition to all those selected for competitive sessions.**
- l) There shall be **one state of art lecture on every day and not more than one Symposium lecture in every session** and the talk should be relevant to the Symposium in general and to the scientific Session in which the lecture is to be delivered.
- m) **The abstract for oral and poster presentations** should not exceed **300 words**; Abstracts for **Orations can have 500 words.** All other **invited lectures shall have not more than 400 words.** The abstract should have a title not more than 125 characters, including space followed by authors' name (not more than nine); Presenting author's name in bold letter; Name should be followed by initials with no full stop, every name should be followed by coma (,), last name should be preceded by "and". Address should be complete indicating State/Province and postal code and email ID of presenting and/or senior author. All abstracts should be prepared in **MS-Word Doc. 97-2003/ 2007 format** using Times New Roman font (font 12). The **abstract should include background, hypothesis, objectives, materials & methods including statistics, results/observations, discussion and conclusion.** Acknowledgement should be at the bottom of the abstracts in italics (font 10) and be within the stipulated limit of word count.
- n) **The presenting author must be a member of the SRBCE. This should be insisted by the organizing Secretary.**
- o) **Acceptance letter** should be sent to the participants **by four weeks from the last date for receipt of abstract** and should contain information on accommodation.
- p) The duration of the conference shall not exceed three days. The inaugural function of the conference may be on the evening of the day before the first day

or on the morning of the first day of the conference and registrations will begin two hours before inauguration.

- q) **Prof. P. Govindarajulu Gold Medal Oration shall be on the inaugural day, immediately after the key note address or as the opening lecture of the scientific session.** The duration of lecture shall be **40 minutes**.
 - r) **Prof. B. B. Kaliwal Gold Medal oration shall be the opening lecture on the the second day** and shall have the duration of **40 minutes**.
 - s) **Prof M. A. Akbarsha -- Prof. M. Michael Aruldas Gold Medal oration** for young scientists shall be the **second lecture on the second day** and shall have the duration of **30 minutes**.
 - t) **Dr. P. Daisy oration for young woman Scientist** shall be the opening lecture on the **third day** and shall have the duration of **30 minutes**.
 - u) The Society shall award **Prof. N.J. Chinoy award for best presentation to three candidates each in oral and poster sessions**. These prizes would be **restricted only to research students**. No Faculty members/Research staff will be eligible for such awards. Each award shall have a certificate and a cash prize.
 - v) The duration of each other lecture will be as follows:
 - i. **State of the Art/plenary Lecture** - 30 minutes
 - ii. **Symposium lecture** - 20 minutes
 - iii. **Prof. Dr.(Ms) N.J. Chinoy Best paper oral presentation** - 15 minutes (12 minutes presentation and 3 minutes' discussion)
 - iv. **General category of oral presentation** - 10 minutes (8 minutes presentation and 2 minutes discussion).
 - v. **Competitive poster presentation will have separate session.**
 - w) **The authors of prize winning posters may be given an opportunity for oral presentation on the final day (15 minutes).**
 - x) It is preferable to complete **the competitive oral and poster sessions on either the afternoon of second day or the forenoon of third day** of the conference and care should be taken to avoid protracting to the afternoon of the last day.
 - y) **Judges for the competitive sessions will be decided by the Society**. Care will be taken to exclude experts whose students are in the competition from the panel. The criteria to be assessed include Novelty/originality, methodology, quality of ppts/posters, lucid presentation, discussion, defense.
 - z) There shall be **separate sessions for free papers and posters**, with equal importance.
 - aa) There shall be **panel discussion** on the last day of the Symposium to recommend themes/thrust areas of research for considerations of different funding agencies.
- vii) **Registration fee** for the conference shall be as follows:
1. **Members of SRBCE:** Not more than Rs. 4000/-
 2. **Non-Members of SRBCE:** Not more than Rs. 5000/-, **from which a sum of Rs. 1000/- shall be transferred to the Society fund.**
 3. **Accompanying persons:** Not more than Rs. 3000/- (they will not be provided with any conference materials).
 4. ***Non-stipendiary research students (SRBCE Member) :** Not more than Rs. 2500/
 5. ***Non-stipendiary research students (Non-Member of SRBCE):** Not more than Rs. 3500/-, **from which a sum of Rs. 1000/- shall be transferred to the Society fund.**

6. **Post-graduate students** who are not presenting paper: Not more than Rs. 2000/
7. Depending upon the cost of living in the city, **if needed, the Organizing committee may modify the fee structure, in consultation with the Society**
8. **Life members who are conferred various orations be exempted from paying the registration fee to the annual conferences. The Organizing Secretaries/Committee , depending upon their financial status, may consider to offer some concession to past Presidents ,Secretaries and other executive committee members, who are senior citizens and have retired from active service.**
9. An excess amount of Rs. 500/- must be paid for Spot Registration in each category

* All the Non-stipendiary research students will be strictly required to produce a certificate to this effect from their supervisor endorsed by Head of the Department.

10) Abstracts without registration fee need not be printed.

- viii) **The Organizing Secretary shall pay to the Society Rs. 100/- (Rs. One hundred only) per registered delegate (Those paying Full registration fee) belonging to the category coming under vii (1,2,3) above. However, additional contributions by the organizer to the Society from the savings of the conference will be encouraged and highly appreciated.**
- ix) **Guest/invited lectures will be minimized to a few senior and mid-level researchers** in the field. Preference should be given to Life members of the Society.
- x) **Young researchers must be encouraged through oral presentations, if they opt for the same. However, care should be taken to avoid too many students from the same supervisor getting opportunity for oral presentation.**
- xi) The organizing committee shall **prepare the list of speakers for Keynote, state-of-Art, Plenary and Symposium lectures in consultation with the Society.**
- xii) **Only members of the Society will be allowed to present papers in the conference.** The organizing committee is requested to give importance to this issue and send the hard copy of the membership application form along with the first circular or direct the delegates to refer the society website.
- xiii) The membership application form is available in the website of SRBCE www.srbce.org **Those who want to enroll themselves as member of the SRBCE should send the membership application form with the prescribed fee directly to the office of SRBCE at Chennai, at least three months before the conference to get the benefit of members during the conference.**
- xiv) Life membership fee: Rs. 3010/-; Annual membership fee: Rs.510/-. **Every circular from the organizers of the conference should clearly present these points.**
- xv) **The organizers of the Symposium of the Society should submit the audited statement of accounts to the Society by September in the same year after the conference. In case of any difficulty in obtaining the Govt. Auditor's report, the Organizing Secretary can get the accounts audited by a private auditor, if the host University permits.**
- xvi) The Society deemed it a pleasure **to honour one or two Senior Life members of SRBCE hailing from the same or adjoining area of the host organization during the General**

Body meeting. The Organizing Secretary may suggest a few names of senior life members who have contributed significantly to the field of Endocrinology / Reproduction for consideration of the Society for the said purpose.

- xvii) **The Executive committee meeting and The General body meeting of the Society will be held on the first and the second day of the Symposium**, respectively. The organizing committee must provide required time and to make the necessary arrangements to hold such meetings of the Society.
- xviii) There shall be a **group photo**, immediately after the inauguration.