



## SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY (Regd.)

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### GUIDELINES FOR ORGANISING ANNUAL SRBCE MEETINGS

Sr. No.	
1.	The annual Symposium of the Society (SRBCE 0000) should have to be <b>organized between 3rd week of July to 1st week of September</b> (depending upon the local conditions and convenience of the organizer) in each calendar year, <b>starting from 2020 onwards</b> . (However, the ensuing SRBCE 2019 meeting will be held as per the existing guidelines of January-February.)
2.	The duration of the Symposium should normally be three days.
3.	Life members of the Society, who have been actively involved in the activities of the Society, will be permitted to organize the Symposium.
4.	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.
5.	The National Organizing Committee should include the President, Secretary and Treasurer of the Society along with other members nominated by the Organizing Secretary.
6.	<b>Scientific Program</b>
a	The first circular should provide detail information on: <ol style="list-style-type: none"> <li>a. The research areas to be covered.</li> <li>b. Theme of the conference/Symposium</li> <li>c. The venue</li> <li>d. Duration of the Symposium.</li> <li>e. A short account on the Society, its office bearers and various Awards, Orations and Fellowships.</li> </ol>
b	<b>The first circular</b> should be posted on the website of the Society and be sent to all members and different Universities of choice, <b>six months before the conference date</b> by the Organizing Secretary.
c	<b>The second circular should be sent two months after the first circular</b> 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 or online
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, project fellow or project assistant
g	<b>Last date of receiving the abstract shall be eight weeks before the conference date.</b>
h	<b>The Organizing Secretary shall send all the abstracts to the Scientific Program Committee (SPC) nominated by the Executive committee of SRBCE within a week after the last date</b> for submission of abstracts through email.
i	<b>The SPC members</b> shall interact among themselves (through e-mail) and the organizing secretary <b>will 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.</b> 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	<b>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)</b>
k	<b>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.</b>
l	There shall be <b>one state of art lecture on every day and not more than one Symposium lecture in every session</b> and the talk should be relevant to the Symposium in general and to the scientific Session in which the lecture is to be delivered. The organizers should not schedule more than 02 invited lectures in each session of the conference.
m	<b>The abstract for oral and poster presentations</b> should not exceed <b>300 words</b> ; Abstracts for <b>Orations can have 500 words</b> . All other <b>invited lectures shall have not more than 400 words</b> . 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 <b>MS-Word Doc. 97-2003/ 2007 format</b> using Times New Roman font (font 12). The <b>abstract should include background, hypothesis, objectives, materials &amp; methods including statistics, results/observations, discussion and conclusion.</b> Acknowledgement should be at the bottom of the abstracts in italics (font 10) and be within the stipulated limit of word count.
n	<b>The presenting author must be a member of the SRBCE. This should be insisted by the organizing Secretary.</b>
o	<b>Acceptance letter</b> should be sent to the participants <b>by four weeks from the last date for receipt of abstract</b> and should contain information on accommodation.
p	Inaugural session, press conference and Key note address may be organized on the previous day. Total duration can be 1-2h.If it is to be on the day 1 of the meeting, the duration should not exceed one hour for the inaugural program. The President and the Secretary will be in the dais during the inaugural function and should be given adequate time to address the gathering.
q	<b>Prof. P. Govindarajulu Gold Medal Oration shall be on the inaugural day, immediately</b>

	<b>after the key note address or as the opening lecture of the scientific session.</b> The duration of lecture shall be <b>40 minutes</b> . The Oration should be strictly scheduled as per the norms mentioned in the bylaws and guidelines for each award.
r	<b>Prof. B. B. Kaliwal Gold Medal oration</b> shall be the <b>opening lecture on the second day</b> and shall have the duration of <b>30 minutes</b> . The Oration should be strictly scheduled as per the norms mentioned in the bylaws and guidelines for each award
s	<b>Prof M. A. Akbarsha -- Prof. M. Michael Aruldas Gold Medal oration</b> for young scientists shall be the <b>second lecture on the second day</b> and shall have the duration of <b>30 minutes</b> . The Oration should be strictly scheduled as per the norms mentioned in the bylaws and guidelines for each award
t	<b>Dr. P. Daisy oration for young woman Scientist</b> shall be the opening lecture on the <b>third day</b> and shall have the duration of <b>30 minutes</b> . The Oration should be strictly scheduled as per the norms mentioned in the bylaws and guidelines for each award
u	The Society shall award <b>Prof. N.J. Chinoy award for best presentation to three candidates each in oral and poster sessions</b> . These prizes would be <b>restricted only to research students</b> . No Faculty members/Research staff will be eligible for such awards. Each award shall have a certificate and a cash prize. The Certificates for the Prof.N.J.Chnoy Best paper awards be prepared by the Organizing Secretary in consultation with the Secretary SRBCE.
v	The duration of each other lecture will be as follows: i. <b>State of the Art/plenary Lecture</b> - 30 minutes ii. <b>Symposium lecture</b> - 20 minutes iii. <b>Prof. Dr.(Ms) N.J. Chinoy Best paper oral presentation</b> - 15 minutes (12 minutes presentation and 3 minutes' discussion) iv. <b>General category of oral presentation</b> - 10 minutes (8 minutes presentation and 2 minutes discussion). v. <b>Competitive poster presentation will have separate session.</b> More student presentations (30% oral and 70% poster) to be included. Adequate time to be given to students to present their posters and to interact.
w	<b>The authors of prize winning posters may be given an opportunity for oral presentation on the final day (15 minutes).</b>
x	It is preferable to complete <b>the competitive oral and poster sessions on either the afternoon of second day or the forenoon of third day</b> of the conference and care should be taken to avoid protracting to the afternoon of the last day.
y	<b>Judges for the competitive sessions will be decided by the Society.</b> 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 <b>panel discussion</b> on the last day of the Symposium to recommend themes/thrust areas of research for considerations of different funding agencies. There shall be <b>separate sessions for free papers and posters</b> , with equal importance.
7.	<b>Registration fee</b> for the conference shall be as follows: 1. <b>Members of SRBCE:</b> Not more than Rs. 4000/- 2. <b>Non-Members of SRBCE:</b> Not more than Rs. 5000/-, <b>from which a sum of Rs. 1000/- shall be transferred to the Society fund.</b>

	<p>3. <b>Accompanying persons:</b> Not more than Rs. 3000/- (they will not be provided with any conference materials).</p> <p>4. <b>*Non-stipendiary research students (SRBCE Member)</b> : Not more than Rs. 2500/</p> <p>5. <b>*Non-stipendiary research students (Non-Member of SRBCE):</b> Not more than Rs. 3500/-, <b>from which a sum of Rs. 1000/- shall be transferred to the Society fund.</b></p> <p>6. <b>Post-graduate students</b> who are not presenting paper: Not more than Rs. 2000/</p> <p>7. Depending upon the cost of living in the city, <b>if needed, the Organizing committee may modify the fee structure, in consultation with the Society.</b> Organizing secretary should discuss with the office bearers of the society and get the increased registration fee ratified in EC meeting before implementation.</p> <p>8. <b>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.</b> No exemption should be provided to any member/non-member in registration fee.</p> <p>9. An excess amount of Rs. 500/- must be paid for Spot Registration in each category</p> <p>10. 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.</p> <p>11. Abstracts without registration fee need not be printed.</p>
8.	<p><b>The Organizing Secretary shall pay to the Society Rs. 100/-</b> (Rs. One hundred only) <b>per registered delegate</b> (Those paying Full registration fee) <b>belonging to the category coming under vii (1,2,3)</b> above. However, additional contributions by the organizer to the Society from the savings of the conference will be encouraged and highly appreciated.</p>
9.	<p><b>Guest/invited lectures will be minimized to a few senior and mid-level researchers</b> in the field. Preference should be given to Life members of the Society. At least 50% Invited speakers and chair/co-chair persons should be SRBCE members.</p>
10.	<p><b>Young researchers must be encouraged through oral presentations, if they opt for the same.</b> However, care should be taken to <b>avoid too many students from the same supervisor</b> getting opportunity for oral presentation.</p>
11.	<p>The organizing committee shall <b>prepare the list of speakers for Keynote, state-of-Art, Plenary and Symposium lectures in consultation with the Society.</b></p>
12.	<p><b>Only members of the Society will be allowed to present papers in the conference.</b> 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.</p>
13.	<p>The membership application form is available in the website of SRBCE <a href="http://www.srbce.org">www.srbce.org</a> <b>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.</b></p>
14.	<p>Life membership fee: Rs. 5000/; Annual membership fee: Rs.500/-. <b>Every circular from the organizers of the conference should clearly present these points.</b></p>

15.	<b>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.</b>
16.	The Society deemed it a pleasure <b>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.</b> 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.
17.	<b>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,</b> respectively. The organizing committee must provide required time and to make the necessary arrangements to hold such meetings of the Society.
18.	There shall be a <b>group photo</b> , immediately after the inauguration.
19.	Participation certificates should be signed by the President, Secretary of SRBCE and the Organizing Secretary. Certificates to be distributed on the 2 <sup>nd</sup> / 3 <sup>rd</sup> day of the conference. A attendance certificate should accompany the certificate
20.	A Registered participants except the P.G./UG students who are not presenting the papers be given the copy of the abstract book(hard/soft copy)
21.	The President and Secretary should be on the dais and address the audience during the Valedictory function .The President will present the best paper awards
22.	The General Body meeting should be scheduled immediately after the Scientific Program on the Second Day. The Organizing Secretary should make the necessary arrangements to hold the General Body meeting and the grand procession of FREs and MREs.
23.	The organizing secretary may arrange for the convocation gowns for award ceremony (Yellow for FRE and White for MRE, Preferably) from the local source.