



Association of Minimal Access Surgeons of India (AMASI)

A section of Association of Surgeons of India

ASSOCIATION OF MINIMAL ACCESS SURGEONS OF INDIA

MEMORANDUM OF UNDERSTANDING FOR WORKSHOP/CME/CONFERENCE (OTHER THAN AMASICON)

1. ASSOCIATION OF MINIMAL ACCESS SURGEONS OF INDIA hereinafter called AMASI being the First Party and ORGANISING COMMITTEE OF WORKSHOP/CME/CONFERENCE hereafter called OC being the second party, we the first party and the second party hereby enter in MOU as per the following details.
2. Executive Committee of AMASI (EC) shall be the authority to represent the first party. Honorary Secretary of AMASI shall carry out all instruction of the Executive Committee of AMASI and is the authorized signatory of the first party.
3. The authorities to present the second party shall be office bearers of Organizing Committee of the workshop/CME/conference. Organizing Secretary of the workshop/CME/conference shall act on the advice of the Organizing Committee. He is authorized to sign for the second party. The Organizing Committee is responsible for the proper conduction of the workshop/CME/conference.
4. The venue of the workshop/CME/conference at the place already decided will be at the discretion of the OC, subject to endorsement of EC of AMASI.
5. AMASI is holding the full right of authority to sanction any academic activities where the name 'AMASI' and Logo of AMASI will be used in any form either digital, print of both.
6. All the banners, brochures, print materials, electronic materials associated with the event should bear the logos of both AMASI as well as ASI.
7. A letter seeking such permission must be addressed to Secretary, AMASI HQ before announcing the programme.
8. If the second party wishes to hold a program in any guest institution, a letter of consent from Head of the institution must be attached with request letter.

Signed (Hon Secretary of AMASI)

Signed (Organizing Secretary of

workshop/CME/conference)

AMASI Head Office 45 A, Pankaja Mill Rd, Ramanathapuram, Coimbatore ,
+914224223330 amasi.india@gmail.com www.amasi.org



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9. If the second party wishes to hold a program individually in private institution, he / she must attach a brief about the institution.
10. If the second party proposes to hold any program jointly with other association, a letter of consent form of the partner association must be attached with request letter.
11. AMASI HQ will complete the official processing of such request latest by two weeks after receiving such request.
12. There is no option/ permission to open of any Bank Account in the name of AMASI in any form in any circumstances for such workshops/CME/conferences.
13. The Second Party will decide the programme of the Workshop/CME/conference, only after approval of the first party. This includes selection of speakers, subjects, timings, allotment of halls, chairman etc. The second party shall make arrangements for the conduction of the workshop/CME/conference. It includes providing halls of adequate capacity, audiovisual equipment and management, suitable podium and personnel for assistance.
14. All the faculties at such workshop/CME/conference have to be bonafide members of AMASI. Exceptions can be made for faculties belonging to other specialities like anesthetists, gynecologists, urologists, gastroenterologists, etc. after prior intimation to the first party.
15. The Second Party can fix a reasonable registration fee for the workshop/CME/conference after approval of the first party.
16. The second party shall arrange to and fro transport of the faculties provided by AMASI and their accommodation and food. The second party can either ask the faculties to book their own transport and re-imburse them at the venue of the workshop/CME/conference or can directly book the airline/train tickets for the faculties as per a mutually suitable itinerary.

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17. However, an exception is made for academic events organized by state chapters of small states to promote academics in such states. In these states, AMASI shall provide the to and fro transport for 2-3 of its faculties. The local hospitality, accomodation and food of these faculties shall still remain the responsibility of the organizers. The states in which these exceptions are made are as under:

- a) Jammu & Kashmir
- b) Uttarakhand
- c) Himachal Pradesh
- d) Tripura
- e) Meghalaya
- f) Manipur
- g) Nagaland
- h) Arunachal Pradhesh
- i) Mizoram
- j) Sikkim

18. The Second party shall not display any audiovisual material at the venue to promote meeting, conferences, workshops of any other professional body without intimating the first party.

19. The second party shall not utilize the workshop/CME/conference for personal propaganda, promotion of their private hospital, political propaganda or purpose other than academic dissemination of knowledge.

20. The second party shall bear the full financial responsibility of the event. The first party shall not in any way bear financial liabilities for the workshop/CME/conference. The second party also in not liable to make any payment to the first party for the same.

21. The Second Party shall forward a detailed program listing all the members of the OC, the schedule of lectures/operations and the faculties involved to the first party at least 3 weeks before the commencement of the event.

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22. The first party will display the event and its schedule including links for registration for the event if provided by the first party on its website. For this, the full details have to be submitted by the second party to the first party at least 3 weeks prior to the event.
23. If such a facility is available, the first party will send an email circular to its members who have registered their emails with the first party intimating them of the event provided the second party submits such details in appropriate format to the first party at least 3 weeks prior to the event.
24. The Second Party shall maintain close liaison with the First party. Organizing Secretary shall provide full details of the facilities available for the workshop/CME/conference to Hon. Secretary of AMASI at least 1 month in advance. The full responsibility of conducting the workshop/CME/conference will rest with the second party and AMASI will in no way be liable or answerable to the delegates.
25. The Organizing Secretary shall submit a report to Hon. Secretary AMASI after conclusion of the workshop/CME/conference. It should include workshop/CME/conference photographs. The report should reach Hon. Secretary, AMASI within fifteen days.
26. This Memorandum of Understanding has to be signed by the Organizing Secretary of the workshop/CME/conference on behalf of the Second party. Hon. Secretary of AMASI has to sign on behalf of the First party. If the Organizing Secretary of the selected workshop/CME/conference fails to sign the Memorandum of Understanding at least 15 days prior to the event, the invitation stands cancelled and the Second Party shall not use the logo or name of the first party for any such event.

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