

AGOI CME GRANTS

SCIENTIFIC GUIDELINES

1. The scientific program will be designed by the local organizers in consultation with Hon. Sec. General AGOI.
2. A banner displaying that the 'event is organized by the Association of Gynaecologic Oncologist of India' should be put up at CME venue.
3. A brief introduction of the association along with provision to display membership forms will be made by the organizers.
4. Other local organization/societies may collaborate, however AGOI will remain the organizing body.
5. At least two outstation AGOI members should be invited as faculty to the CME. Local organizers can indicate their preference of faculty however; the final decision will be made by AGOI office.
6. Local organizers will have privilege to select other faculty members.
7. A detailed report of the CME along with photographs will be submitted to AGOI office within 4 wks of the event.

Hon. Sec. General AGOI

Name of the key co-ordinator

Signature / Date

Signature / Date

FINANCIAL GUIDELINES

1. AGOI will give grant up to a maximum of INR 60,000 or as per actual expenditure (WHICHEVER IS MINIMUM) towards the conduct of CME on one of the topics listed above.
2. This money can be used only for the conduct of CME and expenditures may include stationary/printing/tea/snacks/audio-visual/ outstation faculty stay and travel etc.
3. Any expenditure above 60,000 will be borne by the local organizers and AGOI will not have financial liability.
4. If any additional source of funding is used, details of the same should be sent to the AGOI office.
5. An audited account should be submitted to the AGOI office within 6 weeks of the CME by local organizers.
6. CME should preferably be free for delegates. However, if registration fee is charged, 25% of the same will come to AGOI office as per guideline.
7. AGOI will not issue its PAN/TAN for opening a separate account for the purpose of CME.

MODES OF PAYMENT

1. Direct payment to local vendors by AGOI office – Payment will be done after submission of original bills up to **a maximum of INR 60,000.**

Or

2. AGOI office will pay maximum of INR 60,000 or as per actual expenditure (WHICHEVER IS MINIMUM) to local organizing institution/hospital/local medical society after the event on submission of original bills.

Hon. Sec. General AGOI

Name of the key Co-ordinator

Signature / Date

Signature / Date