

Guidelines for Constituting New Awards and Orations for Indian Association of Endocrine Surgeons

- 1. Presidential Oration to be named after Prof S Vittal as approved by the EC in December 2024.*
- 2. The total number of Orations to be limited to 2 or 3. Rest may be the State of Art of Lectures.*
- 3. There will be 4 (four) named awards- 1 Best Paper (one in IAES and one in ASI), Best poster, Quiz and Travel award. The endowment money amount is fixed to Rs 5-7 lakhs for 10 years duration.*

1. Endowment Requirements

- A minimum endowment of Rs. 10,00,000/- is required to constitute a new Oration. **5 % increment per year wef next year.**
- The endowment will be maintained in a dedicated fund and invested appropriately to generate sufficient returns for the award.

2. Award Conditions

- The award will be given annually for 20 years from the date of institution.
- After 20 years, the award must either be renewed by the donors (applicable once only) or will be replaced by a new award.
- If the award is not renewed and subsequently abolished, the principal amount from the endowment fund will be transferred to the Life Membership Fund of the Indian Association of Endocrine Surgeons (IAES) and used solely for developmental activities.

3. Eligibility Criteria

- The award should honour an individual who has made outstanding contributions to the field of medicine or basic research related to medicine.
The award must be named after an individual who has either passed away or retired from active endocrine surgery practice. The name should be in recognition of their significant contributions and instituted by their trustees or a group of ASI members.
- Self-nomination for the award is not permitted.

4. Nomination and Selection Process

- The awardee must be a member of the Association of Surgeons of India.
- A candidate can either apply for the award themselves or be nominated by other members of ASI. Nominations must be duly proposed and seconded by ASI members.
- The Executive Committee will appoint a selection committee responsible for reviewing nominations and recommending an awardee for each year.
- The selection committee will consist of eminent members from the field of endocrine surgery and allied sciences.
- The final decision on the selection of the awardee rests with the Executive Committee.

Constitution of Oration Selection Committee

1. Purpose

The Oration Selection Committee will be established to identify and recommend distinguished individuals to deliver the annual oration for the Indian Association of Endocrine Surgeons.

2. Composition of the Committee

- **Chairperson:** A senior member of the Indian Association of Endocrine Surgeons, appointed by the Executive Committee.
- **Members:**
 - At least five members who are respected professionals in the field of endocrine surgery or related disciplines.
 - One representative from the Executive Committee of the Indian Association of Endocrine Surgeons.

One past orator who has previously delivered the oration (if available).

- One external expert with significant contributions to endocrine surgery or related fields.

3. Appointment and Tenure

- **Appointment:** Members of the Oration Selection Committee are appointed by the Executive Committee.
- **Tenure:** Members will serve a term of three years. The Chairperson's term will also be three years, and may be renewed for one additional term.

4. Responsibilities

- **Nomination and Selection:**
 - Solicit nominations for the oration from members of the Indian Association of Endocrine Surgeons and other relevant bodies.
 - Review and evaluate nominations based on the nominee's contributions to endocrine surgery or related fields.
 - Shortlist candidates and recommend a nominee to the Executive Committee for final approval.
- **Confidentiality:** Maintain strict confidentiality regarding the nomination and selection process.
- **Reporting:** Submit a detailed report of the selection process and recommendation to the Executive Committee.

5. Criteria for Selection

- **Professional Excellence:** Nominee should have a distinguished career with significant contributions to the field of endocrine surgery or related research.
- **Impact:** The nominee's work should have had a substantial impact on the advancement of endocrine surgery, patient care, or related research.
- **Recognition:** Nominee should have received recognition at national or international levels for their contributions.
- **Relevance:** The topic of the oration should be relevant and beneficial to the members of the Indian Association of Endocrine Surgeons.

6. Meetings

- **Frequency:** The Oration Selection Committee will meet at least twice a year, with additional meetings as needed to fulfill its responsibilities.
- **Quorum:** A minimum of four members, including the Chairperson, must be present to constitute a quorum for decision-making.

- **Decision-Making:** Decisions will be made by majority vote. In the event of a tie, the Chairperson will have the casting vote.

7. Approval and Notification

- The final recommendation of the Oration Selection Committee will be submitted to the Executive Committee for approval.
- Upon approval, the selected orator will be notified and formally invited to deliver the oration at the annual conference.

8. Amendments

- Any amendments to the constitution of the Oration Selection Committee must be proposed by the Executive Committee and approved by a majority vote at a general body meeting of the Indian Association of Endocrine Surgeons.

Criteria for Orator

1. Professional Excellence:

- The nominee should have a distinguished and impactful career in endocrine surgery or a closely related field.
- They should have demonstrated excellence in clinical practice, research, or teaching.

2. Contributions to the Field:

- The nominee should have made significant contributions to advancing knowledge, techniques, or patient care in endocrine surgery.
- Their work should have led to improvements in treatment protocols, patient outcomes, or understanding of endocrine disorders.

3. Recognition and Awards:

- The nominee should have received recognition from national or international professional bodies, institutions, or societies for their contributions to endocrine surgery.
- This could include awards, honorary positions, or fellowships.

4. Publications and Research:

- The nominee should have a substantial body of published research in reputable medical or surgical journals.
- Their research should have had a meaningful impact on the field and advanced the understanding of endocrine surgery.

5. Leadership and Service:

- The nominee should have held leadership roles within professional organizations, institutions, or educational bodies related to endocrine surgery.
- They should have a history of service and contribution to the professional community.

6. Educational Impact:

- The nominee should have contributed significantly to the education and training of future endocrine surgeons.
- This includes involvement in teaching programs, mentoring, and the development of educational resources.

7. Relevance of Topic:

- The topic of the oration should be relevant to current advancements, challenges, or opportunities in endocrine surgery.
- The oration should aim to provide valuable insights, foster discussion, and contribute to the ongoing development of the field.

8. Personal Attributes:

- The nominee should be respected within the professional community for their integrity, dedication, and commitment to improving patient care and advancing the field of endocrine surgery.
- They should possess effective communication skills and the ability to engage and inspire an audience.

Protocol for Oration Ceremony

1. Preparation Phase

1.1. Selection of Orator

- The Oration Selection Committee recommends the orator based on predefined criteria.
- The Executive Committee approves and formally invites the selected orator.

1.2. Coordination and Logistics

- Confirm the orator's acceptance and availability.
- Arrange travel, accommodation, and local transportation for the orator.
- Coordinate with the conference venue for the oration setup, including audio-visual equipment and seating arrangements.

1.3. Announcement and Promotion

- Announce the oration and the selected orator on the Indian Association of Endocrine Surgeons' website, newsletters, and social media.
- Send invitations to members, dignitaries, and key stakeholders.

2. On the Day of the Ceremony

2.1. Arrival and Reception

- Welcome the orator and guests at the venue.
- Provide the orator with a designated area for preparation and relaxation before the ceremony.

2.2. Pre-Ceremony Activities

- Conduct a brief rehearsal to ensure all technical arrangements are in order.
- Arrange a pre-ceremony meeting between the orator, the Executive Committee, and other dignitaries.

3. Ceremony Protocol

3.1. Opening Remarks

- The Master of Ceremonies (MC) welcomes the attendees and introduces the event.
- Briefly highlight the significance of the oration and its history.

3.2. Introduction of the Orator

- A member of the Oration Selection Committee or the Executive Committee introduces the orator, highlighting their achievements and contributions.

3.3. Delivery of the Oration

- The orator delivers their keynote address on the selected topic.

3.4. Presentation of Award/Token of Appreciation

- The President of the Indian Association of Endocrine Surgeons or a designated dignitary presents a memento or certificate to the orator as a token of appreciation.
- The orator is invited to say a few words of gratitude.

3.5. Closing Remarks

- The MC thanks the orator, attendees, and organizers.
- Briefly summarize the key takeaways from the oration.
- Announce any subsequent sessions or events related to the conference.

4. Post-Ceremony Activities

4.1. Media Interaction

- Arrange for the orator to interact with the media if applicable, ensuring coverage of the event.
- Facilitate interviews or discussions with key stakeholders.

4.2. Documentation and Feedback

- Collect feedback from attendees and organizers to evaluate the success of the ceremony.
- Prepare a summary report and distribute it to the Executive Committee and relevant parties.

4.3. Follow-Up

- Send thank-you notes to the orator and all participants.

- Publish a summary of the oration in the association's newsletter and on its website. Kindly make a protocol for selection of topic

Protocol for Selection of Oration Topic

1. Objective

The objective of the protocol is to ensure the selection of relevant, impactful, and timely topics for the annual oration of the Indian Association of Endocrine Surgeons.

2. Composition of Topic Selection Committee

- **Chairperson:** A senior member of the Indian Association of Endocrine Surgeons, appointed by the Executive Committee.
- **Members:**
 - At least five members who are experts in the field of endocrine surgery or related disciplines.
 - One representative from the Executive Committee.
 - One past orator (if available).

3. Criteria for Topic Selection

- **Relevance:** The topic should be highly relevant to the current trends, challenges, and advancements in endocrine surgery.
- **Innovation:** The topic should reflect innovative approaches, techniques, or research that can contribute to the advancement of endocrine surgery.
- **Impact:** The topic should have the potential to significantly impact clinical practice, patient outcomes, or future research in the field.
- **Breadth of Interest:** The topic should be of broad interest to members of the Indian Association of Endocrine Surgeons, including practitioners, researchers, and educators.
- **Feasibility:** The topic should be feasible for the orator to cover comprehensively within the allotted time for the oration.

4. Nomination and Submission Process

- **Call for Topics:** The Topic Selection Committee will issue a call for topic submissions to all members of the Indian Association of Endocrine Surgeons.
- **Submission Guidelines:** Members can submit topics along with a brief description (300-500 words) outlining the relevance, innovation, impact, and breadth of interest of the proposed topic.
- **Deadline:** Clearly communicate the submission deadline to ensure timely review and selection.

5. Review and Evaluation Process

- **Initial Screening:** The Topic Selection Committee will conduct an initial screening to ensure all submitted topics meet the basic criteria.

- **Evaluation:** Each topic will be evaluated based on the predefined criteria (relevance, innovation, impact, breadth of interest, feasibility).
- **Scoring:** Committee members will score each topic on a scale (e.g., 1-10) for each criterion.
- **Shortlisting:** Based on the scores, the committee will shortlist the top topics for further consideration.

6. Final Selection

- **Discussion and Deliberation:** The committee will convene to discuss the shortlisted topics in detail, considering their strengths and potential impact.
- **Consensus Decision:** Aim to reach a consensus decision on the final topic. If necessary, a majority vote can be used to make the final selection.
- **Approval:** Submit the recommended topic to the Executive Committee for final approval.

7. Announcement and Preparation

- **Notification:** Notify the selected orator and provide them with the approved topic and guidelines for preparing their oration.
- **Promotion:** Announce the selected topic to the members of the Indian Association of Endocrine Surgeons through the website, newsletters, and social media.

8. Review and Feedback

- **Post-Oration Evaluation:** After the oration, gather feedback from attendees on the relevance and impact of the selected topic.
- **Continuous Improvement:** Use the feedback to refine and improve the topic selection process.

or future orations.