

Norms for conducting the National Carbohydrate Conference in collaboration with the Association of Carbohydrate Chemists & Technologists (India)

1. The conference is organized by a host Institute/University in collaboration with the ACCT(I). The host Institute is selected at the G.B. meeting of the Association.
2. Organization:
 - a. Time of the conference is November-December every year.
 - b. The first circular is issued by ACCT(I) in April/May. The host Institute circulates the second circular. A mailing list is available with the Secretary.
 - c. The local organizing committee is formed by the organizers.
 - d. National Advisory Committee is also formed by the organizers in consultation with the Secretary ACT(I) before finalizing. The present president and secretary should be a part of it. The organizers are requested to include eminent scientists from all disciplines.
 - e. The registration fee should be finalized after consultation with the Secretary/President of ACCT(I).
 - f. The organizers should remit minimum of 10% of the total expenditure to the ACCT(I). The accumulated money will be spent by ACCT(I) for better and appropriate cause.
 - g. No registration fee should be charged from retired ACCT(I) members and local hospitality should be made free to them (GB amendment).
3. Inaugural Programme should be made as short as possible. Both the President and Secretary of ACCT(I) should be on the stage and should speak on general aspects and the activity of the Association for about 15 min (in all).
4. Scientific programme and presentation of papers:
 - a. A scientific committee should be formed which will evaluate the quality of the papers. ACCT(I) strongly recommends strict evaluation of the papers for oral presentations strictly adhering to the theme/objective of the conference.
 - b. Young researchers (especially students) should be encouraged to give oral presentation for 10 min. (GB amendment). However, if there are a large number of papers, then posters can be arranged (scientific committee to decide).
 - c. At least four hours should be given for the oral presentation by the students (in one or two sessions). Since students oral presentations are evaluated for award, these presentations should be kept, as far as possible, on the first two days.

- d. The organizers are requested to restrict the number of plenary (one per day maximum) and invited lectures (two per session, maximum) and should be selected strictly on the basis of the quality of the work. ACCT(I) feels that only through proper and justified selection of quality research work, the standard of the conference can be raised and ACCT(I) is committed to that.
- e. One session should be dedicated to Starch, Cellulose and industrial polysaccharide (at least two hours). There should be an interactive session with the industrialists/participants from industry (about an hour).
- f. Sufficient time must be allotted for the poster session. Total time for poster evaluation for award must be at least 6 minutes for each poster. For example if there are 25 posters, total $25 \times 6 = 150$ minutes must be allotted for poster evaluation/session (excluding lunch time). The evaluation of poster must be done within first two days.

4. Awards:

- a. Lifetime achievement award (to be decided by ACCTI) ceremony should be either a part of the inaugural programme (preferred) or should be followed immediately after the inaugural programme. The award will be given away by the president and secretary of the Association. The representative of the sponsor will also be present. About 30 min should be allotted for the whole programme.
- b. There are two awards for the best paper/poster presentation by students/scientists (below 30 years). Since there are both poster and oral presentations, a clear announcement should be made (in the 2nd circular) about the policy of selection of best presentation, to avoid confusion. The organizers may straight away select about 15-20 best papers for oral presentation by students.
- c. The organizers are requested to form a competent selection committee/s (comprising of scientists from different branches of glycobiology/carbohydrate chemistry /industrial polysaccharides etc.) to evaluate the poster/oral presentations.
- d. The nomination for the Lucid Colloid Award is decided by the representative of the Lucid Colloid group, Mumbai.
- e. The ACCT(I) awards [the citation and cash awards is arranged by ACCT(I)] must be given away at the concluding session (about 15 min time will be required) of the conference by the President and Secretary of the Association. The Lucid Colloid award is given away by the company representative.

5. Financial support:

ACCT(I) only provides a token financial support. However, the Industries and the Govt. funding Agencies (DST, DBT, CSIR, DRDO, ONGC, ICMR, INSA) normally give adequate

support every year. Application must be made at least 4 months before the date of the conference. The organizers are requested to take appropriate measures in this regard.

6. The organizers must submit the following information by the month of March next year to the Gen. Secretary.
 - a. Organizing Secretary's report (max 500 words) of the carbohydrate conference. (you may please consult the latest issue of the CNL or website).
 - b. CD containing all the photographs (for website and CNL)
 - c. DVD/VCD's of the conference
 - d. Any other important information for CNL and Website.
 - e. Audit report of the accounts within 3 months from the conference.
7. Every year, the General Body meeting of the Association is held in the evening of the first day of the conference. All members of the Association present in the conference attend this meeting. However, we cordially invite all the participants and guests to attend the meeting. Normally two hours is required for the meeting. The organizers are requested to make the necessary arrangement.
8. The organizers are requested to arrange accommodation for all the EC members in the same complex if possible. An EC meeting may please be arranged by the organizers in the evening before the day of the conference (about 90 minutes)
9. The organizers are requested to keep the Secretary of the Association informed about the progress of the arrangements. The organizers may contact the Secretary/President of the Association if they have difficulty.
10. The organizers may please waive the registration fee, accommodation and other charges for the President and the Secretary. The organizers are also requested not to charge the registration fee from the speakers giving Plenary and Invited Lecturers.