



APPLICATION FOR ORGANISING THE ANNUAL CONFERENCE OF THE MAHARASHTRA ORTHOPAEDIC ASSOCIATION, MOACON 2026

(This application should reach MOA Office by email/ post/ hand delivery before 08th January 2024, 04:55 pm)

1. Name of District Chapter: _____
Registration No: _____ PAN No.: _____
Year of Affiliation to MOA: _____ Total Number of Association Members: _____
Number of MOA Members in the Association: _____
2. Name of President of District Chapter: _____
2.1. Name of Secretary of District Chapter: _____
3. Conferences Hosted in Past: (enclose the list of all physical conferences by the Association with proof) _____
4. Name of Nominated Organizing Secretary for MOACON 26: _____
4.1. Experience (Eligibility, as given below) of Organising Secretary (give details) with proof:
5. City in which the MOACON 26 is to be organized: Choose either of Ch Sambhajinagar, Goa, Kolhapur, Mumbai, Nagpur, Nashik, New Mumbai, Pune (Kindly Tick ✓)
6. Has the proposal been approved in the District Association Executive or General Body Meeting: If Yes, please attach the following documents:
 - 6.1. Copy of Minutes of meeting
 - 6.2. Letter from President / Secretary of District Association.
 - 6.3. List of Members of District Association.
7. Details of the infrastructure available for the conference, as per Blue Book of MOACON, viz.
 - 7.1. Name of Hotels with number of rooms of various categories:
 - 7.2. Air, road and rail links: Give details
 - 7.3. Facilities at the venue like space for various activities,
 - 7.4. Number of big and small halls, auditorium etc. with capacity
 - 7.5. Facilities for audio-visuals, catering etc
(Please attach separate sheets under each head).
8. Tentative budget for the conference, etc.
9. Place of tourist interest in and around the city. (Please attach separate sheet).

Eligibility of Organising Secretary: He should have been, in a capacity of either Organising Chairman or Organising Secretary or Treasurer, either

- 1) At least, 1 National Level Physical Conference or,
- 2) At least 2 State Level Physical Conferences (of minimum 2 days) or,
- 3) At least, 3 District Level Physical Conferences or Physical CMEs (of minimum 2 days)

We also agree to the following financial arrangement for hosting the conference.

- 1) All collections like registration fees / advertisement / donations/ sponsorship money/ tariff for trade exhibition / etc. will be taken on behalf of the Maharashtra Orthopaedic Association, by Local Organizing Committee represented by the Local Organizing Secretary.
- 2) A seed money amounting to, not more than 10 % of the budget of previous conference may be given to the Organizing Committee by the MOA, 9 months before the dates for the conference. (This money has to be fully refunded to MOA before the Commencement of the conference.)
- 3) An account will be opened for the conference in the name of MOACON (Year).
Account will be operated by.
 - a) The Local Organizing Secretary
 - b) The Treasurer of the Organizing Committee.
 - c) President MOA / Treasurer MOA
- 4) Proper records of all contribution / expenditure of the conference has be maintained by the Organizing Treasurer. A Budget committee consisting of President MOA, Secretary MOA, Treasurer MOA, Organizing Chairman MOACON, Organizing Secretary MOACON, Organizing Treasurer shall monitor all expense. The Organizing Committee shall abide by all rulings of the Budget Committee for the conference. If required, an additional Committee will be Nominated by the MOAEC for monitoring the entire finances.
- 5) It is mandatory for the Local Organizing Committee, to donate 10% of Total Collection including all registrations and Sponsorships, (excluding GST, whenever applicable). The "Total Collection" shall also include the fund spent directly / indirectly on sponsorship of all activities related to the staging of the conference. This should preferably be made within 3 months after the conference.
- 6) The accounts will also be audited by an Auditor appointed by the MOAEC.
- 7) Fully audited account of the conference will be presented in the Executive Committee meeting within one year of the conference. It is the responsibility of Organizing President and Organizing Secretary. The Host Chapter will be responsible for Organizing President and Organizing Secretary.

We, hereby, agree that this is **Primarily a MOA Conference and we are just the Host** of the Conference. We will abide by the Rules, Regulations and Guidelines given in Blue Book of MOACON strictly. The Scientific Program has to be approved from MOA EC, before announcement, at least 3 months before the Conference. Chairman & Co-Chairmans of each session will be decided by MOAEC. **In case of any dispute, MOAEC will be the final Authority.**

(President)
District Chapter of MOA

(Hon. Secretary)
District Chapter of MOA

Nominated Organizing Secretary for MOACON24:

Date: _____

Place: _____