

### **The Standard Operating Procedures (SOP) for Academic Meets:**

1. CME topics should be of common interest for general ophthalmologists and to be incorporated in day to day practice. For a Speciality CME the topic may belong to that super speciality. Usually not more than 4 to 5 Academic Meets are to be held in one year.
2. Preferably Sunday morning session from 9am to 2pm followed by lunch or else Saturday evening 7pm to 9pm session followed by dinner.
3. Venue to be usually centrally located and preferably in Kolkata for greater attendance. Prior registration may be asked. Any registration fees to be decided by the Executive Committee.
4. One to two programme Co-ordinators with Chairman Scientific Committee will be primarily responsible for organizing the Academic Meet.
5. Identify at least 2 trade sponsors for the event... one major and one minor. The sponsored amount should be good enough to cover the entire budget of the event mostly. Any letter or application asking for sponsorship will be signed by the Hony Secretary.
6. Programme summary or Draft agenda to be placed before EC in advance.
7. All communications and notices to be circulated through electronic media or otherwise, only amongst members after permission by the Hony Secretary.
8. Sponsors - major and minor, to be finalised in concurrence with Honorary Secretary and Hony Treasurer. The Invitation for the event will always be in the name of OSWB and signed by the President, Hony Secretary and Chairman Scientific Committee. Acknowledgement of the Sponsors' will be limited to a line usually at the bottom of the invite or publicity materials.
9. Logistics of AV team, fabricator, travel agent, caterer and venue to be worked out by the Co-ordinators in consultation with the Hony Secretary. Sponsors will be allowed to display their product standees along with one table space. They may sometimes have a sponsored session/talk with concurrence of the Chairman Scientific Committee and the Hony Secretary.
10. Programme can have one or more external speakers or invited guest faculty whose logistics have to be arranged by Coordinators in concurrence with Hony Secretary. The budgeted amount should be covered by the sponsored amount usually.
11. Programme to start in time with initial Welcome Address by Hony Secretary. President to preside in the meeting. Introduction of Guest Speakers to be done generally by Scientific Committee Chairman and at the end a Vote of Thanks by the Co-ordinators. In certain meetings there can be a Chief Guest or Special Guest who may be felicitated during a short inaugural session.

### **SOP for the Outreach District CMEs:**

1. The Outreach Programs should preferably be held in all the District towns where we can have at least a minimum of 20 delegates attending the program.
2. Not more than one Outreach program can be held in a month throughout the year.
3. The selection of location for the program will depend on the availability of the delegates and willingness of the local members to organize the CME there. Hony Secretary to confirm the program and Chairman Scientific Committee to prepare the Meeting Agenda. Meeting venue can also be the venue of Community Ophthalmology program of OSWB.
4. One Co-ordinator from the local members and preferably one Co-ordinator from among EC members to organize the event jointly. The budget has to be prepared, passed by Hony secretary and Hony Treasurer and adhered to.
5. The Co-ordinators along with Chairman Scientific Committee have to confirm one or more trade sponsors in consultation with the Hony Secretary and Hony Treasurer.
6. The topics for the CME have to be confirmed by the Chairman Scientific Committee and placed before the EC. Some members from the EC should attend these CMEs,
7. All invitation letters and communication materials will be in the name of OSWB and signed by the President, Hony Secretary and Chairman Scientific Committee. They will be posted and sent only after the approval by Hony Secretary.
8. The financial burden will be met by the sponsors and/or OSWB for these programs.
9. If any district has an OSWB-affiliated society then OSWB can organize these events in collaboration with them. In any case the name of OSWB will be primary.
10. If the affiliated society has a self-sustaining capacity with its own Registration, PAN etc. then it may organize the event under its own aegis, keeping OSWB as the parent organisation. In that case all financial, legal and logistical obligations will be borne solely by the local body and an MOU/letter to that effect will be signed between OSWB and them.

### **SOP for Programs with other Institutions:**

1. The Institution/s willing to collaborate with OSWB for organizing CME/Scientific event should apply in writing either through soft copy e-mail or hard-copy letter addressed to the Hony Secretary of OSWB at least 2 months in advance of the event date. And under no circumstances should it clash with any program of OSWB being held at the same city or nearby. The EC of OSWB has the final say in allowing collaboration with any institution for a particular program.
2. There should be a letter from the authorities of the institution authorising one Co-ordinator for the event who will formally liaise with officials of OSWB.
3. The Co-ordinator from the organizing institution should confirm the topics to be discussed and the speakers list with the OSWB Hony Secretary, Chairman Scientific Committee and the EC through them, before announcing the event/schedule.
4. The financials and logistics of the event should be discussed by the collaborating institution Co-ordinator well in advance with the Hony Secretary and Hony Treasurer of OSWB. All statutory permissions, sponsorships, logistics etc will have to be arranged by the institution in their name solely.

5. OSWB should be mentioned prominently and in priority/in conjunction with the name of the collaborating institution, as the case may be, in all invites, mails, social media, backdrops, standees and talks for the programs.
6. The President, Hony Secretary and Chairman Scientific Committee should have their chairs reserved on the dais in the above-said program inauguration and felicitations etc.
7. A formal address or vote of thanks should be given by the OSWB Hony Secretary / OSWB official present during the program.
8. There should be a Memorandum of Understanding signed between the collaborating institution and OSWB, mentioning that this collaboration will not confer any legal, financial or any other responsibility whatsoever on OSWB. OSWB will only provide scientific material support.
9. If the program is being organized by Bengal Ophthalmic Trust, for which OSWB is the Settlor Society, then also the Secretary/Chairman of the BOT will write an email/letter to Hony Secretary of OSWB at least one month in advance of the event date. The EC is the final authority to allow collaboration in such programs.
10. In any event with a large reputed organization, OSWB may collaborate if the EC approves and in these cases the name of OSWB may be mentioned appropriately in all publication materials along with the other collaborators if any.

#### **SOP for Affiliation to OSWB:**

1. OSWB encourages its members/ophthalmologists at the peripheral district levels to form local academic platforms/societies for regular academic meets etc.
2. These local bodies may be then affiliated to the parent body OSWB. The decision to affiliate will be taken by the EC only after receiving the formal application from the local body along with its members list, documents and the affiliation fees. The EC's decision in favour of affiliation will have to be ratified at the next AGM of OSWB.
3. The local body should inform the EC of OSWB through Hony Secretary about its formation and seek an official permission for affiliation with other formalities.
4. The financial aspects of these local bodies are to be dealt solely at their own level and not to be referred to OSWB. They are encouraged to get formal Registration under the Societies Act of the Govt. and also get their own PAN and Bank account etc.
5. During the academic meets of these local affiliated bodies, representatives from the OSWB EC will be present for proper guidance of the meets. Speakers and sponsors may be coordinated by both sides.
6. The minimum number of ophthalmologist members for any local body to be affiliated to OSWB at present is 20. The minimum affiliation fee at present is Rs 5000/- as a one-time payment. The affiliation may be reviewed every 5 years by EC.
7. Until these bodies have formal registration with Govt. and their own PAN etc., OSWB will collaborate in organizing CMEs as in the case of Outreach District CMEs. After they have their own statutory papers, these affiliated bodies will organize their CMEs in collaboration with OSWB but there will be no financial, legal or other implications for OSWB. An MOU will be signed on these lines.
8. The name of the affiliated local body will be mentioned in conjunction with OSWB in all the invites and other publications.

### **SOP for Awardees:**

#### OSWB Life Time Achievement Award:

1. Must be 65 years and above in age.
2. Must be a life member of OSWB for at least 15 years.
3. He/She has contributed to the propagation of the ophthalmic science in his/her practice/teaching tenure.
4. Preferably contributed to the community activities in ophthalmology.

#### OSWB Special Recognition Award:

1. Must be 50 years and above in age.
2. Must be a life member of the OSWB for at least 10 years.
3. He/She has worked for the development of the activities of OSWB.
4. Preferably contributed to the propagation of ophthalmic science in his/her practice/teaching tenure.

#### Travel Fellowship Grant:

1. Must be a life member/PGT member of OSWB for at least 2 years.
2. He/She should not be over the age of 45 years.
3. Must forward a request application to the Hony Secretary for consideration with details and supporting documents. The decision of EC is final.
4. Travel grant applicable to any venue within the country.
5. Travel grant is applicable for attending one recognized conference only where the applicant's paper or poster has been selected as the Chief Author.
6. Travel grant once given is not available a second time for the same member.
7. Travel grant will be given upto a maximum of Rs 10,000/- for one member only as per actual reimbursement of the travel ticketing bill and money receipt.
8. Only one such Grant will be given in one year. Applications may be invited by the EC.

#### Observership Grant:

1. Must be a life member (including PGT membership) of OSWB for 5 years.
2. Must forward a request application to the Hony Secretary for consideration with all details and supporting documents. The decision of EC is final.
3. Observership grant is applicable for visiting any recognized ophthalmic institution within the country where the applicant has been accepted officially as an Observer for at least a period of 2 weeks.
4. Observership grant once given is not available a second time for the same member
5. Observership grant will be given upto a maximum of Rs 10,000/- for one member only as per actual reimbursement of the travel ticketing bill and money receipt.
6. Only one such Grant will be given in one year. Applications may be invited by the EC.

### **SOP for Award Donors:**

New Awards will be designated only in the categories as fixed by the EC of OSWB. The awards will be started after one year of the full payment by Donor in favour of OSWB.

The instituted Awards will run for at least 10 years from the year of starting. After that period, EC will have the right to discontinue the Award, start a new Award or continue usually after an enhanced donation by the Donor for the same Award.

The following rates will be asked for instituting a designated Award by a Donor, who will usually be an OSWB member or a family member/well wisher of OSWB member:

1. New designated Award in Annual Conference: Minimum Rs 3.0 lakhs
2. New designated Travel/Observership Grant Award: Minimum Rs 2.0 lakhs
3. New designated Award for Oration in Mid-term Conference: Minimum Rs 2.0 lakhs
4. New designated Award for Quiz in Mid-term Conference: Minimum Rs 1.0 lakh
5. New designated Award for Papers in Mid-term Conference: Minimum Rs 1.5 lakhs
6. New designated Award for Oration in CME/Academic Meets: Minimum Rs 1.5 lakhs