

## INAUGURAL CEREMONY OF CONFERENCE

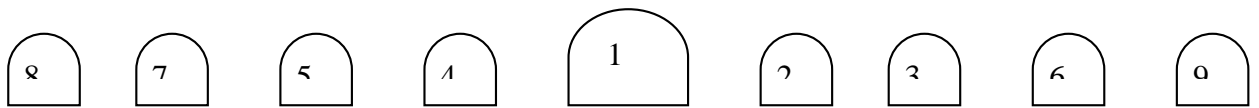
Inaugural ceremony is the most important and prestigious State IAP function and is the privilege of the State secretariat to conduct the function with the help of Local Organizing Committee.

Venue of inauguration ceremony should have 600 plus sitting capacity.

Inaugural site & Conference venue preferably should be in the same premises; otherwise to and fro transport facilities for the delegates should be provided by the local organizing committee from the conference venue to the inaugural site and back to hotels.

Food and beverages should not be served before the inaugural function is over.

Sitting positions on the stage shall be as follows:



Dignitaries on Dias shall be

- Outgoing President-1
- Guest of Honour-2
- Incoming President-3
- Chief Guest-4
- Vice President-5
- Secretary-6
- Chief Organizing Chairman-7
- Chief Organizing Secretary-8
- Reception Committee Chairman-9

The inauguration ceremony shall take place in main auditorium and will start latest by 6 pm. The sitting arrangement on the dais shall be as shown above.

There shall not be more than 2 guests at the inaugural function. One will be Chief Guest and the other Guest of Honour.

The inaugural ceremony time table will be as follows:

Secretary will call the meeting to order and hand over the charge to MOC. (1 minute)

The MOC shall invite the dignitaries on the dais and felicitate them with flower bouquets. The dignitaries are invited in the same order as the sitting arrangements. (2 minutes)

Welcome address by Reception Committee Chairman of the organizing committee (2 minutes)

Lighting the lamp.( 2 min)

Address by Organizing Chairperson( 2 Min)

Address by Outgoing President.( 10 min)

Change of medallion.( 1 Min)

Acceptance speech by the incoming President.( 3 Min)

Flag hosting, if any, shall be at the hands of President and Chief Guest.

Release of Books/ Souvenir by Guest of Honour.( 3 min)

Distribution of mementos to Chief Guest, Guest of Honour, and outgoing President at the hands of President , Vice President and Secretary.( 4 min)

Introduction of Chief Guest.( 1 min)

Speech of Chief Guest.( 09 Minutes)

Vote of Thanks by Organizing Secretary.( 2 min)

Part II of Inauguration Ceremony.

IAP Annual Report by Secretary.... including declaration and presentation of all Maha IAP Awards (20 min.) viz. best branch award, world B.F. week award, ORS week celebration award, best IAP child & adolescent health care week celebration award.

The felicitation of eminent Teachers, National Executive Body Members, distinguished personalities who have rendered services to IAP.(decision of President and State IAP)( 5 Min)

Address by guest of honour (3 minutes)

The ceremony shall end with National Anthem and followed by cultural Night( if

any) and inaugural dinner.

The inaugural ceremony should not exceed total of 60 minutes.

*Seating arrangements for audience:* The first two rows should be reserved for VIPs including executive board members, past presidents, media people and senior citizen members of IAP. The next two rows on one side should be reserved for award winners.

*Role of Local Organizing Committee:* Local organizing committee shall help finalize venue, finalize chief guest and guest of honour in concurrence with president and secretary of the State, arrange for food, beverages, mementos to dignitaries on dais, bouquets and security. The MOC should be well aware of IAP dignitaries and designations and should accordingly introduce them when inviting them to the stage. He/she should also be well aware about IAP and its procedures, hence preferably a paediatrician.