GUIDELINES FOR HOSTING THE
NATIONAL SOCIOLOGICAL CONFERENCE OF KSA
(Approved by the GM on- Nov-2016)

A. **Requirements and procedure for applying for the conference**:

1. The application/request to host the conference should come from the Vice Chancellors of the concerned University, Directors of Research Institute, or Heads of institutions endorsing the letter from the Head of the Department assuring the financial support and infrastructure for conducting the conference. Infrastructure should include one auditorium large enough for inauguration, symposia, and common meetings. In addition a room each for RC presentations (preferably with PPT).

2. In case the request is from a University it should preferably have a separate Department of Sociology which would benefit from the conference.

3. The host University/Institution can approach funding agencies like the UGC, ICSSR, Ministry, Government of India and Karnataka Foundations, or other Universities/ Institutes, for mobilizing resources for holding the conference.

4. The National Sociological Conference of KSA is held generally for two days.

5. All delegates should be provided modest accommodation and good food.

6. Invitees for the Inauguration and valedictory ceremony are decided in consultation with the president and secretary.

7. A registration counter should be opened for both the days of the conference.

B **Guidelines for organizing the conference:**

1. The registration amount shall be decided by the host institution in consultation with the President, Secretary and Treasurer (KSA):

   (a) Registration should start at least two months in advance of the conference.

   (b) Late registration should be closed one week before the conference.

   (c) Spot registration is considered; however, no request to present papers.

   (d) Accompanying person will pay fee decided by the committee.

   (e) Concessions in fee to Students/ Research Scholars should be fixed by the committee.

   (f) No refund of the registration fee paid; however, the delegate may claim for the conference kit, if any, through proper authorization.

2. The Organizing Committee, that includes KSA President and Secretary, will decide the names of the plenary speakers, chairpersons for the sessions.

3. Each conference may publish one or series of volumes based on the plenary/ symposia theme; as well as select papers presented at the conference.

4. The Conference Organizing Committee will announce the details of the conference and send the brochure with registration form to all life members of KSA.

5. The conference organizing secretary should hand over 20 percent of the registration fee amount collected to KSA by cheque along with the statement of accounts.

6. A separate bank account in the name 'KSA National Conference' is opened for the purpose of the conference.

7. Accommodation should be provided for Chief Guest, Invited Guests and Special Invitees.

8. Travel expenses of Chief Guest and special invitees have to be borne by the organizing committee.

9. Directions for reaching the venue from nearby Railway Station, Bus Station or Airport should be provided in advance preferably in the brochure.

10. Delegates should be informed of the accommodation arrangements in advance so that they can reach their place of stay on arrival.

11. In case accommodation is more than 1 km from the Conference venue, transportation facilities should also be provided to the delegates.

12. The plenary session or symposia will have 1or 2 speakers and a chairperson; there can be more than one plenary session.

13. The Organizing Committee should also ensure that there is one plenary session on regional or sub-regional issues.

14. Printed certificates for the participants and paper presenters should be prepared by the Organizing Committee, signed by the President and secretary of KSA, and Organizing Secretary of the Conference. Authorize the RC Conveners to hand over the certificates to the presenter, to avoid last minute confusion.

15. Abstract of the papers duly approved and sent by the RC Conveners shall be made available to delegates as hard copies along with the conference kit.

16. The whole programme should be finalized in consultation with the KSA President and Secretary. Delegates should be encouraged to accept soft copies of the programme list.

17. Provisions should be made for holding a book exhibition during the Conference. Booksellers and Publishers should be approached in this connection and a fee may be charged.

18. All letter pads, posters, banners, documents, and other conference material. prepared for the Conference should carry the name of the Host Institution and Karnataka Sociology Association.

19. No programme outside those listed in the programme list shall be allowed under the auspices of the KSA.

20. The Organizing Secretary should submit a detailed statement of account to KSA within 15 days of the closing of the conference; duly signed by Head of institution, Organizing Secretary and Joint Secretary.