

Guidelines for Chairman, Co-chairman, Convenor, Moderator and Judges

Time management

This is your most important responsibility. Please start the session on time. Concluding the session on time is even more important so as not to impinge upon the next

Session. Please ensure that your session does not spill over into the changeover time between sessions. This time must be utilised only for the next

Session chairpersons to settle down.

Conflict of interest

It is absolutely mandatory that in case if you find that in any competitive session where you are a judge and you feel there may be conflict of interest because one of the presentations is by you/ your associate/your family member/your institute please inform the chairman scientific committee immediately on receiving the information about your session, so that alternative arrangements could be made & you could be assigned elsewhere. We want to totally avoid a person being a judge in any session if there is even the remotest possibility of conflict of interest

Other guidelines:

Once submitted & accepted 'no change' in authors or topics is allowed in any of the sessions.

- certificate of attendance in the conference is given by the local organizing committee. This time e -certificate will be introduced and hence there is no hard copy of the certificate will be issued after the presentation at the conference.
- please follow the order of speakers in the sheet supplied on your table. Do not allow change in the order of the presentation unless you feel it is absolutely justified.
- if there is any key note speaker in your session, please introduce him/her to the audience. In the free paper session, keynote speaker's duration is 5 minutes/or as marked in the mark sheet. Each free paper is 5 minutes.
- kindly indicate the paper presenter's name in the mark sheet.
- indicate your marks in the given mark sheet (per 100). Marks are for content, presentation, slides & originality (25 marks each).
- at the end of session, please calculate the total marks of each paper and the highest mark will be the best paper in your session.
- please indicate the best paper in the mark sheet clearly and also announce the same at the end of the session. Please ensure there are no errors in calculations or procedure followed. The result announced is subject to ratification by the scientific committee office.
- if the presenting author is a non-member or a nonratified member, do not evaluate that particular paper/e-poster/video because they are not eligible for any MOS award. Hence, before announcing the result, please see whether the presenting author is a ratified

Member. In MOS 2023 Kolhapur, membership upto sl.no. 2719 were ratified.

- please don't go out of the hall in between and switch off your mobile phone during the session. Kindly concentrate on each presentation so that justice will be done.
- don't consult the marks with other judges. We want your individual evaluation.
- please mark whether all the free papers were presented. If there is any absentees (including other judges), please indicate in the mark sheet clearly as "absent" without fail.
- don't forget to write your name in capital letters with mobile number in the marks sheet and sign.

MOS scientific committee appreciates your support.

Dr Vardhaman Kankariya

Chairperson scientific committee