

**Norms for conducting the Carbohydrate Conference in collaboration with the  
Association of Carbohydrate Chemists & Technologists (India)**

1. The conference is organized by a host Institute/University in collaboration with the ACCT(I). The host Institute is selected at the G.B. meeting of the Association.
2. Organization:
  - a. Time of the conference is November-December every year.
  - b. The first circular is issued by ACCT(I) in April/May. The host Institute circulates the second circular. A mailing list is available with the Secretary/Treasurer of the Association.
  - c. The local organizing committee is formed by the organizers.
  - d. National Advisory Committee is also formed by the organizers in consultation with the Secretary ACCT(I) before finalizing. The present president and secretary of ACCT(I) should be a part of it. The organizers are requested to include eminent scientists from all disciplines.
  - e. The registration fee should be finalized after consultation with the Secretary/President of ACCT(I).
  - f. The organizers should remit minimum of 10% of the total expenditure to the ACCT(I). The accumulated money will be spent by ACCT(I) for better and appropriate cause.
  - g. No registration fee should be charged from retired ACCT(I) members and local hospitality should be made free to them (GB amendment).
3. Inaugural Programme should be made as short as possible. Both the President and Secretary of ACCT(I) should be on the stage and should speak on general aspects and the activity of the Association for about 15 min (in all).
4. Scientific programme and presentation of papers:
  - a. A scientific committee should be formed which will evaluate the quality of the papers. ACCT(I) strongly recommends strict evaluation of the papers for oral presentations strictly adhering to the theme/objective of the conference.
  - b. Young researchers (especially students) should be encouraged to give oral presentation for 10 min. (GB amendment). However, if there are a large number of papers, then posters can be arranged (scientific committee to decide).
  - c. At least four hours should be given for the oral presentation by the students (in one or two sessions). Since students oral presentations are evaluated for award, these presentations should be completed before the lunch break on the last day of the conference.

- d. The organizers are requested to restrict the number of plenary (one per day maximum) and invited lectures (two per session, maximum) and should be selected strictly on the basis of the quality of the work. ACCT(I) feels that only through proper and justified selection of quality research work, the standard of the conference can be raised and ACCTI is committed to that.
  - e. One session may be dedicated to Starch, Cellulose and industrial polysaccharide (at least two hours). There should an interactive session with the industrialists/participants from industry (about an hour).
  - f. Sufficient time must be allotted for the poster session. Total time for poster evaluation (by a panel of evaluators) for award must be at least 8 minutes for each poster. For example if there are 25 posters, total  $25 \times 8 = 200$  minutes should be allotted for poster evaluation/session (excluding lunch time). Poster time should not coincide with lunch time. The evaluation of poster must be done within first two days. In case there is shortage of time, two/three separate panels may be formed to cut down poster evaluation time. The panel/s must be formed in consultation with ACCT(I) president and secretary to avoid any controversy.
  - g. Selection of student awards: The following procedure should be followed;
    - (i) Maximum ten best posters will be initially selected by the panel of judges. These students will then give oral presentation (strictly 7 min talk and 3 minutes Q&A) on the last day morning session. A separate panel (to be formed in consultation with ACCT(I) ex-committee members) will evaluate the oral presentations for the awards out of these.
    - (ii) If there are other/direct oral presentations by eligible students (see eligibility criteria) for awards, then the same committee will evaluate the oral presentations. For convenience, those presentations must be grouped in one session. The panel for evaluation of oral presentations should be formed before the presentations.
5. Awards: (The awards a, b & c should be either a part of the inaugural programme (preferred) or should be followed immediately after the inaugural programme.
- a. Lifetime achievement award (to be decided by ACCTI). The award will be given away by the president and secretary of the Association. The representative of the sponsor will also be present. About 30 min should be allotted for the whole programme.
  - b. The other award “Excellence in Carbohydrate Research” ceremony & lecture may also be included on the first day.
  - c. eTCR Award: Trends in Carbohydrate Research (TCR) journal published by ACCT(I), select one best paper per volume which should be of very high standard as judged by the expert panel, for award of Rs. 20,000.00 (US \$400) along with a certificate from the journal.

- d. The three memorial lectures viz. HC Srivastava Memorial Lecture, CG Merchant Memorial Lecture and MP Khare Memorial Lecture would also be scheduled in technical sessions of day 1 or 2 of the conference with prior consent of honoured speakers.
  - e. There are two awards for the best paper/poster presentation by students/scientists (below 30 years). Since there are both poster and oral presentations, a clear announcement should be made (in the 2<sup>nd</sup> circular) about the policy of selection of best presentation, to avoid confusion. The organizers may straight away select about 15-20 best papers for oral presentation by students.
  - f. The organizers are requested to form a competent selection committee/s (comprising of scientists from different branches of glycobiology/carbohydrate chemistry /industrial polysaccharides etc.) to evaluate the poster/oral presentations.
  - g. The nomination for the Lucid Colloid Award is decided by the representative of the Lucid Colloid group, Mumbai.
  - h. The ACCT(I) awards [the citation and cash awards is arranged by ACCTI] must be given away at the concluding session (about 15 min time will be required) of the conference by the President and Secretary of the Association. The Lucid Colloid award is given away by the company representative.
6. Financial support:  
ACCT(I) only provides a token financial support. However, the Industries and the Govt. funding Agencies (DST, DBT, CSIR, DRDO, ONGC, ICMR, INSA) normally give adequate support every year. Application must be made at least 4 months before the date of the conference. The organizers are requested to take appropriate measures in this regard.
7. The organizers must submit the following information by the month of March next year to the Gen. Secretary.
- a. Organizing Secretary's report (max 500 words) of the carbohydrate conference. (you may please consult the latest issue of the CNL or website).
  - b. CD containing all the photographs (for website and CNL)
  - c. DVD/VCD's of the conference if any.
  - d. Any other important information for CNL and Website.
  - e. Audit report of the accounts within 3 months from the conference.
8. Every year, the General Body meeting of the Association is held in the evening of the first day of the conference. All members of the Association present in the conference attend this meeting. However, we cordially invite all the participants and guests to attend the meeting. Normally two

hours are required for the meeting. The organizers are requested to make the necessary arrangement.

9. The organizers are requested to arrange accommodation for all the EC members in the same complex if possible. An EC meeting may please be arranged by the organizers in the evening before the day of the conference (about 90 minutes)
10. The organizers are requested to keep the Secretary of the Association informed about the progress of the arrangements. The organizers may contact the Secretary/President of the Association if they have difficulty.
11. The organizers are requested to waive off the registration fee, accommodation and other charges for the present and former core executive members of ACCT(I) viz. President, Vice Presidents Secretary, Joint Secretary and Treasurer of the Association including Chief Advisors and Advisors of ACCT(I).
12. The organizers are also requested not the charge the registration fee from the speakers giving Plenary and Invited Lecturers.
13. Dr. H. C. Srivastava Young Scientist Award carries a cash reward of Rs. 20000.00 which should be sponsored by the organising University/Institute.

**Revised: Oct. 1, 2018**