General Guidelines for Organizing Annual OSDI Symposium

1. The conference will be designated as the 'XXX…Symposium of the Optical Society of India'.

2. The topic of the Conference will be decided by the organizers of the Conference. This should be sufficiently general so as to accommodate most areas of optical science and technology.

3. On request of the organizers, OSI will provide a seed money of Rs.50,000/- for the Conference.

4. Committees such as Conference Executive Committee, Local Organizing Committee, National Advisory   Committee and Technical Program Committee should be constituted for the purpose.

5. A website dedicated to the Conference should be developed. Submission of papers should preferably be online in accordance with the template provided for the purpose.

6. The organizations may apply to Government agencies (e.g. UGC, DST, CSIR etc.) and private organizations for funds. Funds may also be generated through advertisements in Technical digest and from sponsorship for the different events of the conference, as also from the registration charges received from participants. Funds should be utilized strictly in accordance with the norms laid down by the sponsoring agencies.

7. The organizers will published a Technical Digest and Proceedings of the conference for free distribution to the registered participants.

8. The annual symposia of the OSI is usually a national level conference. However, the decision as to whether the conference will be a national or international level conference will be left to the local organizers. The

organizers should venture for an international level conference only if the preparations are initiated well in advance and substantial International participation is ensured.

9. The encourage student participation the registration and accommodation fees for student participants should be moderate.

10. All OSI members are eligible to a 10% discount on the registration fees.

11. The OSI logo should figure prominently alongside the logo of the organizing institute on all announcements and posters related to the Conference.

12. For national lev el conferences the first announcement and 'Call for papers' should be communicated to all members of the OSI and all relevant institutions/organizations/Universities well in advance (typically eight to six months in advance). The letter of acceptance should reach the participants at least two months from the date of the Conference.

13. Typically, the duration of the Conference is 3 days.

14. The seed money of Rs.50,000/- will be returned to the OSI.

15. According g to the resolution adopted in the OSI AGM (IIT Madras, 1994), 75% of the exceeds funds generated should be transferred to the OSI. The 25% may be reserved for the OSI local chapter, if any.

16. In case the organizers raise funds in the name of the OSI, the OSI needs to be informed since such transactions are subject to TDS and needs to be entered in the annual accounts of the OSI.