

Guideline for partnership or co-organization of conferences

1 Partnership of meeting

- 1.1 If the purpose of the meeting falls within the scope of the IPA, the partnership of the IPA can be requested. It is expected that the members of the IPA contribute as one of the core-organizers (chair, vice-chair, secretary, organizing committee members).
- 1.2 If the partnership is approved, the IPA can circulate the information of the meeting in the IPA website and/or mailing list. The organizer is allowed to display the IPA partnership in the web site and in the documents, and should prominently display IPA logo.
- 1.3 The IPA will not be responsible for the operation of the partnered meeting.
- 1.4 The IPA will not partner a commercial event.
- 1.5 For the application, the following information should be submitted to the IPA executive committee.
 - a) Meeting title, date, webpage line
 - b) Purpose of meeting
 - c) Organizing committee
 - d) If the meeting is open for IPA members and related community
 - e) Registration fee (If any discount for IPA members)
 - f) Other sponsors/partners
 - g) Expected participant numbers

It is desirable that the application is forwarded with an endorsement from IPA Executive Committee (EC) member or IPA chapter president, highlighting envisaged role of IPA.

The IPA EC will review the application for partnership and if there is clear majority in support, the EC will recommend the partnership to the president, IPA. The decision of the President, IPA will be final.

2 Co-organization of meeting

- 2.1 The EC can agree to co-organize the meeting, if there is specific interest.
- 2.2 In the co-organization, all conditions for the sponsorship must be fulfilled.
- 2.3 In the co-organization, the responsibility of the IPA must be detailed and agreed upon in the beginning.

3 General conditions

- 3.1 In the event IPA agreeing to partner or co-organise the conference/meeting, equal benefits should be extended to international partner societies of IPA like IOP, APS and SIF etc. as per inter-society agreements.
- 3.2 The announcements of names of speakers/committee members should be gender-free (i.e. Prof. (Ms/Mrs) to be avoided).

- 3.3 In case corporate sponsors need the income tax benefit under 80G, IPA can issue necessary receipts. The corporate donations received in IPA account will be subject to 20% overhead charge towards administrative expenses. The IPA will help organisers to settle expenses related to co-organised/partnered meeting upto the maximum available amount after requisite overhead deductions. Any interest accrued and balance amount, if any, will be added to the IPA current account and will be treated as income during that year.
- 3.4 Any co-organised/ partnered meeting should adhere to the IPA code of conduct, and academic ethics. Failing which, the IPA deserves the right to withdraw partnership/support without any financial obligation.