

ACADEMIC EVENTS TO BE HELD UNDER THE AEGIS OF AMBI

GUIDELINES AND PROCEDURES

INTRODUCTION

The Association of Medical Biochemists Of India (AMBI) is committed to promoting educational events in the field of Clinical Biochemistry, Laboratory Medicine, Molecular Diagnostics and Undergraduate/Postgraduate Medical Education. AMBI extends support for organization of high quality scientific/educational events by way of creating awareness and extending its aegis.

PURPOSE

AMBI aegis intends to promote scientific/educational event in order to attract nation-wide professional participation. Academic events will benefit from AMBI aegis by way of enhancement of their standards/ participation/reputation.

These guidelines have been prepared to:

- To make AMBI members aware of the availability of AMBI aegis for educational events.
- To guide the organizers through the process of application for AMBI aegis.
- To outline the requirements and details for the application.

ELIGIBILITY FOR AMBI AEGIS

- AMBI aegis can be applied for all State Chapter/ Institutional academic events by Life Members of the AMBI.
- AMBI aegis can be applied for CME/Workshop/ Conference/Webinar/Guest lecture/Virtual programs

APPLICATION PROCESS

- Application form for AMBI aegis is available on the AMBI website (*ambi.co.in*)
- Application form must be submitted to Hon Secretary AMBI (*ambihonorarysecretary@gmail.com*) as early as possible.
- Applications must be submitted with all the relevant details of the scientific/educational programme.

APPROVAL

- The application will be reviewed and the decision will be informed to the applicant in writing.
- Applicants for AMBI aegis must not make any claims for AMBI support until written approval has been obtained.

AMBI SUPPORT

- The granting of AMBI aegis does not imply any financial or logistical support towards the event.
- The notices of events approved for AMBI aegis will be included in the calendar of upcoming events on the AMBI website.

OBLIGATIONS TOWARDS AMBI

Once AMBI aegis have been granted the event Organizing Chair/ Organizing Secretary has a responsibility to:

- Include the AMBI logo on all relevant print materials and electronic media
- Acknowledge AMBI support in the event programme
- Maintain the highest standards of scientific and educational content
- Invite ONE member of the National AMBI Executive Body to the academic event.
- Submit the following to the Hon Secretary AMBI within one month after the event:
 - Monetary contributions to the AMBI after the event.
 - Audit report if AMBI PAN/TAN number has been used
 - Report of proceedings

AMBI aegis cannot be granted to any event that does not adhere to the above guidelines.