

ALL INDIA FEDERATION OF TAX PRACTITIONERS

**GUIDELINES FOR
ORGANISING THE NATIONAL
CONVENTION/ CONFERENCE**

As per the amended rules of the Federation, a national convention has to be arranged in the zone from where the Dy. President is the member of the National Executive Committee. Such national conventions are to be arranged at the interval of every three years so as to coincide with the election of the new National Executive Committee. Barring such triannual conventions, any zone may also consider to organise a national conference on a grand scale with the object of having larger participation. The zonal office singularly or with the help of other local association members may proceed in that direction following the guidelines framed for organising the seminars. In addition to those guidelines following guidelines are hereby framed for the purpose of organising the national conventions and conferences.

1. The organising zonal office in consultation with the office bearers of the Federation shall plan the holding of the national conventions/conferences very much in advance in such a manner that those hailing from all parts of the country can plan their programme at least before three months.
2. The banner for the event shall suitably be prepared. In that connection it should be ensured that the name of the Federation appears first.
3. The organising institution should be the Federation wherein the other association members may join.

4. It will be the part and parcel of the obligations of the organising zonal office to host the National Executive Committee meeting and also other incidental meetings of the sub committees and/or a special general meeting whenever convened by the Secretary General.
5. All the faculty members shall be afforded with the hospitality of the accommodation and they shall be looked after appropriately from the moment of their arrival to their departure.
6. The duration of the convention / conference should be of at least three days and the organiser should ensure the attendance of at least 500 participants.
7. The delegate fees that may be fixed for the participants should be kept to the minimum possible amount so as to have a larger participation.
8. The funds required for organising the convention / conference can be by way of delegate fees, sponsorship of lunch/dinner/kits/study papers etc. to be managed and arranged from within the zone. Funds can also be raised by publication of any book on any topical subject of direct or indirect taxes under the banner of the Federation. In case any individual member desires to have his own publication to be released at any of the session of the conference/convention prior permission in writing will have to be obtained from the President of the Federation.

