

GUIDELINES FOR THE ANNUAL SESSIONS
INDIAN CHEMICAL ENGINEERING CONGRESS (CHEMCON)
OF THE INSTITUTE

A) GENERAL

1. The Annual Session of the IChE is named as *Indian Chemical Engineering Congress* for that specific year (or CHEMCON-Year) and shall normally be held during 27-30th December. It can be advanced upto November in case a CHEMCON is scheduled to be held at a location experiencing very cold winter. CHEMCON is the premier annual event of the IChE.
2. The venue of the CHEMCON's shall be fixed two years in advance by the Council of the Institute at its last meeting held during the Annual Congress pertaining to that year after considering the bids received from various Regional Centres during the year. Normally the bids are to be made in a specified format and the bids are also to be presented in the Council Meeting while taking a decision.
3. The Council of the Institute shall hold the Congress through a National Organizing Committee (NOC) and a Local Organizing Committee (LOC) constituted for the purpose at least one year in advance of the CHEMCON concerned. The NOC will have one Chairman, one Vice-chairman, one Convener, (one Joint Convener if required), four zonal representatives and other individuals that the Council may add. The President, Vice-Presidents, Honorary Secretaries and Honorary Treasurer of IChE shall be ex-officio members of the NOC. Besides, the Chairman, Vice-chairman and the Organizing Secretary of the Local Organizing Committee will also be ex-officio members of the NOC. The NOC is mainly responsible for policy making and planning the technical events of the Congress.
4. The Host Centre shall constitute a Local Organizing Committee (LOC) consisting of a Chairman, Vice-chairman, the Organizing Secretary (who shall also act as the Convener of the NOC), a Joint Organizing Secretary (if required), a Treasurer and at least two Council Members. The Chairman, the Vice-chairman and the Honorary Secretary of the concerned Regional Centre and other members/important local personalities may be nominated by the host Centre. The constitution of the LOC should be forwarded to the Council for consideration and approval.
5. Copies of the minutes of (i) Executive Committee meetings relating to the particular CHEMCON, (ii) meetings of the NOC (can also be held through electronic media), and (iii) meetings of the LOC should be forwarded by the Honorary Secretary of the RC or the Organizing Secretary of CHEMCON (as the case may be) to the Honorary Secretary of the IChE at the Headquarters for information and record immediately after such meetings. The Organizing Secretary shall send a structured report on the progress on preparations of the CHEMCON before every Council Meeting
6. The LOC shall be responsible for raising funds required, physical conduct of the Congress, and other related things. It should provide free Board, Lodging and other courtesy to all the members of the Council. No registration fees should be charged for the Council Members. Lodging should be arranged in a decent guest house/hotel nearer to the main venue of the Congress. The LOC should also provide free Board and Lodging to the staff of the Headquarters nominated by the Honorary Secretary of IChE for the Congress concerned. They need not pay any Registration Fees.

(The Council in its 6th meeting held on 26.12.2015 at Guwahati approved that
 - (i) The meeting of the NOC can also be held through electronic media
 - (ii) LOC shall consist of at least 2 council members))
7. Hostel (or similar cheaper lodging) accommodation should be offered to the student members and also members of the IChE belonging to academic institutions if they so desire.

8. Speakers selected for the three Memorial Lectures and the CHEMCON Distinguished Speakers nominated by the Council should be provided with free lodging and boarding (if required).
9. At least two circulars of the CHEMCON should be issued for providing general information to member of IChE.
10. The first circular should be released a few days before the preceding CHEMCON.
11. Venues of the inauguration as well as of the technical sessions are to be shown to the Council Members and the Council should give its concurrence for the arrangements.
12. The Chief Guest and other guests of honour for the inauguration of the Congress should be finalized in consultation with the Council well in advance. In case of exceptional circumstances, the President shall decide on these matters in consultation with other office bearers of IChE.
13. The mode of transport for the delegates/invited guests from the Bus Stand/Railway Station/Airport should be clearly indicated in the circulars. There should be adequate arrangements for the transportation of delegates from Railway Station/Bus Stand/Airport and back.
14. The Local Organizing Committee will arrange for plant visits and cultural programmes also without affecting the technical and lecture session. Separate programs for the lady delegates should also be arranged.
15. The Local Organizing Committee shall ensure that abstracts of papers are received within a deadline set for the purpose and that only the works of adequate quality are accepted for presentation. It should also arrange and ensure that all papers are duly scrutinized and studied by the Chairmen and Co-Chairmen of various Technical Sessions before these are accepted for presentation and take all necessary steps for satisfactory conduct of the Technical Sessions.
16. The Local Organizing Committee shall appoint a Chartered Accountant as auditor for auditing of the accounts of the Congress and the audited accounts must be presented to the Council through the concerned Regional Centre before 31st March of the following year. The CHEMCON accounts shall ultimately be incorporated in the RC accounts for onward transmission to the Headquarters.
17. On receipt of the audited accounts, the Local Organizing Committee shall make a recommendation to the Council for allocation of the surplus funds as under:

“50% of the excess of income over expenditure is to be transferred to Headquarters up to an excess income of Rs. 10 lakhs. If the excess of income over expenditure exceeds Rs. 10 lakhs, 10% of such excess income from Rs. 10 lakh to Rs. 20 lakh and 5% on the rest is to be transferred to the Headquarters. The remaining amount should be used for the activities of the Regional Centre including building, etc. as per the Byelaws of the Regional Centres and the Council should be informed about the mode of utilization/investment of the excess income. The IChE is not responsible for any deficit of funds for the CHEMCONs and the host Regional Centre has the sole accountability on this score.”

The Council in its 2nd meeting held on 05.03.2016 at Jalandhar adopted the resolution that an amount of Rs. 2.0 lakh or 50% of the surplus, whichever would be higher, should have to be paid to the Headquarters by the Organizers of Chemcon 2017. The members further decided that an amount of Rs. 3.0 lakh or 50% of the surplus, whichever would be higher, should have to be paid to the Headquarters by the Organizers of Chemcon 2018 and the subsequent CHEMCON organizers.
18. The new team of IChE office bearers elected for the next year will be introduced during the Congress. The out going President should be presented with a memento on the occasion.

The IChE should also present mementos to the NOC/LOC Chairman and the Organizing Secretary on the occasion.

B) VARIOUS SESSIONS OF THE CONGRESS

The LOC shall arrange for all infrastructural facilities for various sessions of the Congress including public address system, LCD/overhead/slide projectors etc.

(a) Inaugural Session:

- i) The Chief Guest should be received by the President of IChE during the inauguration and all the Council members should be accommodated in the front two rows of the venue.
- ii) The following persons should be present on the dais:
 1. Chief Guest for the Inauguration
 2. President, IChE
 3. Vice-Presidents of the IChE
 4. Chairman, National Organizing Committee
 5. Honorary Secretary, IChE
 6. Convener of the National Organizing Committee
 7. Chairman of the LOC
 8. Chairman of host Regional Centre
- iii) The President of IChE will preside over the function. The Chairman of National Organizing Committee or the Chairman of LOC will deliver the welcome address. Honorary Secretary of IChE will present the award citations and the Organizing Secretary will propose the vote of thanks. The decision of the President of IChE is final about the Agenda/People on the Dais/Physical arrangement for the Inaugural Session.

(b) Dr H L Roy Memorial Lecture sponsored by Jacobs :

- i) This lecture session will be presided over by the President of IChE. The President of IChE will introduce the Speaker. The Honorary Secretary of IChE will read the citation and the Chairman of NOC/LOC or the Organizing Secretary will propose the vote of thanks.
- ii) The Speaker for Dr H L Roy Memorial Lecture shall be selected by the Council in consultation with Jacobs H&G from amongst outstanding engineers, technologists and scientists of all disciplines whether allied to Chemical Engineering or not, irrespective of nationality and outstanding thinkers, educationists and intellectuals irrespective of their disciplines.
- iii) The subject matter of the lecture shall be decided by the Speaker and shall cover some topic of Chemical Engineering and Technology, Science or any other branch of knowledge of global importance.
- iv) The Council shall at the commencement of each year decide on a panel of three lecturers in order of preference out of the names suggested by members of the Council and Regional Centres of the Institute.
- v) The selected Speaker would be requested to provide two typed copies of the lecture for pre-printing at least eight weeks before the date of lecture.
- vi) The organizing committee shall schedule the Memorial Lecture suitably during the Annual Session and shall invite the representatives of Jacobs H&G Pvt Ltd organization to the lecture.
- vii) A gold plated salver should be presented to the lecturer of the Dr H L Roy Memorial Lecture. The award will be handed over by nominee of Jacobs

H&G to the Speaker during CHEMCON each year. Actual return air/AC rail fare from the place of residence of the Speaker to the venue of lecture would be paid. The IChE HQ will meet these expenditures and will also pay honorarium to the lecturer. (The Council in its Second Meeting for 2007, held on 9.2.2007 at Mumbai decided for enhancement of honorarium from Rs. 20,000/- to Rs. 50,000/- to the speaker. The Headquarters would bear the amount of expenditure as in the previous years (i.e. Rs. 20,000/-) and balance amount (Rs. 30,000/-) would be borne by the CHEMCON organizers.)

- viii) By virtue of Jacobs H&G being the principal sponsor of this Lecture, its name will be prominently acknowledged in all the announcements and publications (souvenirs, journal/s, etc.) associated with the Lecture.

(c) Aker Powergas's Prof N R Kamath and Mrs Ruzena Kamath Memorial Lecture:

The lecture is normally held on the 2nd day of CHEMCON. The President or one of the Vice-Presidents will preside over the Kvaerner Powergas India's Prof N R Kamath Memorial Lecture session. The citation will be read by the Honorary Secretary, IChE and the vote of thanks will be given by Chairman/Secretary of the LOC. Guidelines for the Memorial Lecture is given below :

- i) The Speaker of the Memorial Lecture shall be decided by the Council sufficiently ahead of the CHEMCON and shall be communicated to Kvaerner Powergas India Ltd.

The subject matter of the lecture shall be decided by the Speaker taking into consideration the life and work of person in whose memory the lecture will be delivered. The speaker would be requested to give two typed copies of the lecture eight weeks before the CHEMCON.

The Memorial Lectures shall be pre-printed by the Local Organizing Committee and distributed before the lecture is delivered.

- ii) The organizing committee shall schedule the Memorial Lecture suitably during the Annual Session and shall invite the representatives of donor organization to the lecture.

- iii) A gold plated medal, a gold plated salver and an Honorarium of Rs. 10,000/- should be presented/paid to the Speaker. Actual TA/DA for the Speaker within India (subject to a maximum of Rs. 15,000/-) would be paid within the interest accrued in consultation with the donor. The IChE HQ will meet this expenditure. However, if the accrued interest on the endowment is insufficient, the above amounts may be reduced to keep the total cost within the interest income. (The Council decided in its Second Meeting for 2008, held on 16.2.2008 at Hyderabad that the additional accrued interest obtained from the Endowment of Rs.1.65 lakhs would be utilized by increasing the Honorarium of the speaker from Rs. 10,000/- to Rs. 15,000/- keeping all other criteria unchanged.)

(d) Inventaa C K Murthy Memorial Lecture:

This lecture will be presided over by President or one of the Vice-Presidents of IChE. The guidelines to be followed are:

- i) The Memorial Lecture shall be held during the CHEMCON every year.
- ii) The Speaker of the Memorial Lecture shall be decided by the Council sufficiently ahead of the CHEMCON.

The subject matter of the lecture shall be decided by the Speaker taking into consideration the life and work of person in whose memory the lecture will be delivered.

The Memorial Lectures shall be pre-printed by the Local Organizing Committee and distributed immediately before the lecture is delivered.

- iii) A gold plated salver should be presented to the Speaker of the C K Murthy Memorial Lecture. The Council decided in its Sixth Meeting for 2006, held on 26.12.2006 at Bharuch that an Honorarium of Rs. 25,000/- would be paid to the Speaker. The IChE HQ will meet this expenditure. However, if the accrued interest on the endowment is insufficient, the above amounts may be reduced to keep the total cost within the interest income.
- vi) The organizing committee shall schedule the Memorial Lecture suitably during the Annual Session and shall invite the representatives of donors/donor organization to the lecture.

(e) Chemcon Distinguished Speakers

The Technical Programme during Chemcon should include lectures by the following Chemcon Distinguished Speakers preferably at an International Symposium on the theme of the Chemcon. The names of the speakers will be recommended by a Committee constituted for the purpose on the basis of the agreements with the donors and approved by the Council.

01. RPG Life Science Padma Vibhushan Prof M M Sharma Chemcon Distinguished Speaker
02. Hercules Padma Vibhushan Prof C N R Rao Medal and Chemcon Distinguished Speaker
03. Asian Paints Padma Bhushan Dr R A Mashelkar Distinguished Speaker
04. NCL's Professor K Venkataraman Chemcon Distinguished Speaker
05. Hetero Drugs Prof. G.S. Ladha Chemcon Distinguished Speaker
06. Chemical Weekly's Padmashri Dr G P Kane Chemcon Distinguished Speaker
07. Deepak Group's Padma Bhushan Prof. L.K. Doraiswamy Chemcon Distinguished Speaker
08. Perkin Elmer's Prof. R.Kumar Chemcon Distinguished Speaker
09. IICT-Avon's Padmashri Dr. G.S. Sidhu Chemcon Distinguished Speaker
10. Alkyl Amines Padma Bhushan Prof B D Tilak Chemcon Distinguished Speaker
11. Themis Medicare Chemcon Distinguished Speaker
12. Sartorius India's Chemcon Distinguished Speaker
13. United Phosphorus Ltd.'s Chemcon Distinguished Speaker
14. Hikal's Chemcon Distinguished Speaker
15. CSMCRI Chemcon Distinguished Speaker
16. CLRI Dr Nayadumma Chemcon Distinguished Speaker
17. DOST Prof S K Sharma Chemcon Distinguished Speaker
18. CHEMCON-NEERI Distinguished Speaker

(f) Technical Sessions:

- i) For all the technical sessions, depending on the fields and subjects, the LOC should select the persons (Chairman/Co-chairman) to chair the respective technical sessions and intimate them well in advance of the Congress. Their written consent should be sought. If written consent is not received from a selected Chairman/Co-chairman of a session, another suitable person should be invited for the job.
- ii) Full papers should be handed over to the Chairman/Co-chairman before the start of a session.

- iii) Provisions for the following items should be made in each room where the technical sessions would be held:

a. Lecture Halls for more than 30 persons	g. Black board with duster and chalks
b. Public address system	h. Slip pads for writing the questions
c. Projectors (Overhead, slide, LCD)	i. Glasses of water
d. Screen	j. One bell
e. One person for operating the Projectors etc.	k. Volunteer (s)
f. Pointer	

- (g) Undergraduate students will not be entertained to present technical paper in CHEMCON.

(h) Cultural/Social Programme:

Chairman of the National Organizing Committee or Local Organizing Committee may preside over the cultural programme(s) arranged.

(i) Plenary Lectures:

In case of Plenary Lectures, the President of IChE or one of the Vice-Presidents or a dignitary approved by the President will preside and introduce the speakers. Organizing Secretary will give the vote of thanks.

(j) Panel Discussion:

In case any Panel discussion is included in the program of the Congress and if the Chairman for the Panel discussion has not been decided earlier in consultation with the Council either the President or a Vice-President of IChE or any person nominated by the President should preside.

- (k) The Local Organizing Committee shall ensure that the Presidential Address, the Memorial Lectures and Plenary Lectures are pre-printed and are made available to the registered delegates of the Congress.

- (l) AGMs/EGMs are part of each CHEMCON. Seating capacity of the venue should be sufficient to accommodate at least 200 persons. A Public Address system should be arranged. (The venue for Inauguration may be used for this purpose). The President, Vice-Presidents and Secretaries and Treasurer of IChE should be on the dais.

(m) Concluding Session:

- i) There should be a concluding session just after the last technical session for formal closure of the Annual Congress.

- ii) Induction of the new President will be done by the out going President in the Session.

The Concluding Session should be over by 5:00 p.m. on the last day of CHEMCON.

- iii) After the end of the CHEMCON the Local Organizing Committee should submit a report on the Conference within a month to the Council and the audited statement of accounts certified by the Chairman and the Secretary of the Local Organizing Committee should be submitted by 31st March.

- iv) The Organizing Secretary, based on the recommendations of the Chairpersons of Technical Sessions, should forward to the Honorary Secretary, IChE, the names of the authors of the Best Technical Papers

presented in the respective sessions of Chemcon as well as individual Sessions including Student Session(s).

- v) Two copies each of all the technical papers received and presented in the Congress should be sent to the Headquarters immediately.

(n) Finance:

- i) The Local Organizing Committee shall draw up at the earliest the budget estimate for the CHEMCON, the program and time schedule for the Congress.
- ii) The Local Organizing Committee shall open a separate bank account with a local public sector bank under the name of **"IChE – Indian Chemical Engineering Congress – (Year)"**. The account shall be operated by any two of the following:

Chairman, Local Organizing Committee
Organizing Secretary, Local Organizing Committee
Treasurer, Local Organizing Committee
Secretary, Regional Centre

- iii) The Council decided in its fourth meeting for 2013 on 14.09.2013 at Vizianagaram that henceforth the seed money of Rs.1.0 lakh would be given to the Regional Centre who would organize CHEMCON which would be returned back by the concerned Regional Centre within 31st March of the same financial year. A letter addressed to the Honorary Secretary, IChE requesting him to release the seed money, should come from the respective Regional Centre. The Council further decided that the seed money would be given from CHEMCON 2013 onwards.

(o) Instructions to Authors:

After selection of Abstracts of the papers to be presented at CHEMCON, the authors shall be issued detailed instruction regarding submission of their papers keeping in mind printing and publication of the same as follows:

To ensure speedy publication of papers authors are advised to adhere to the following instructions (the editor reserves the right to refuse contributions if these are not followed).

Title	A main title and sub-title are preferred to a lengthy main title. Be brief but informative
Authors	Names and complete mailing addresses of the author/s and the place where the work was done should be inserted below the title. If the current address of the author/s is different, it should be given as a footnote on the title page.
Abstract	The abstract, not exceeding 200 words, should state the objective of the work, and summarize results giving their theoretical/practical significance as specifically as possible.
Text	The introduction should describe the relevant previous work and the objective of the present investigation. It should not assume that the reader is a beginner in the field. The experimental part should describe precisely the materials, the methods and the experimental set up used. The typescripts should be clear and concise, and be free from grammatical and typing errors. All tables, figures and references should be referred to in the text. The position of figures and tables should be indicated on the margin of the text.

Copy	One hardcopy and one electronic copy of the typescript, typed double space on one side of bond paper (9" x 11") should be sent to the Editor. Each copy must be complete with all the figures (accompanied separately by their legends) tables, literature references, acknowledgement, etc.
Tables	Should be typed on separate sheets, numbered serially and provided with appropriate captions. Their positions in the text should be indicated in pencil on the margin of the typescript. Duplication of tables and figures representing the same data should be avoided. Tables should be as brief as possible.
Figures	Should be numbered in Arabic numerals. As figures may be reduced to the three and a quarter-inch width of a column, lettering should be large and lines thick enough for good reproduction after reduction. Photography, if any, should be supplied on glossy paper. Co-ordinates of graphs should be indicated on the margins of graph paper. The backs of each photograph and drawing should bear the number, author's name and the title of the paper. A list of figures with captions and legends should be supplied on a separate typed page. Drawings and photographs should be sent without folding and mailed flat duly protected.
Equations & formulae	Mathematical and Chemical formulae may be included in the running text. Complete equations, chemical reactions and structural diagrams should be given clearly and correctly typed. The equations should be numbered consecutively (do not use sub-numbers). Subscripts and exponents must be accurately placed. Subscripts that may be confused with exponents should be avoided, if possible. Greek letters should be written very carefully. The names of Greek letters and other special symbols should be written out in the margin of the typescript at the point of the first use; this will avoid confusion between alpha and a, kappa and k, mu and u, etc.
Nomenclature	Dimension of all the quantities and the meaning of the symbols used should be given at the point of first use. Consistent units of measurement must be used throughout the paper. A list of symbols used in the text should be furnished at the end of the paper giving definitions and dimensions for all terms. Units used must be in S.I.system.
References	Literature should be listed and numbered at the end of the text in the order in which the reference occur in the text, using the form shown below: <ol style="list-style-type: none"> 1. Carberry, J R and Bridgewater J, Chem. Eng. Sci, 22, 1516 (1967) 2. Levenspiel O, Chemical Reaction Engineering, P. 269, John Wiley and Sons, Inc. N.Y. (1967)

Standard abbreviations (as used in Chemical abstracts) should be used for names of journals. In the case of a book, the edition and name of the publisher should also be given. References in the text should be indicated by giving the number in square brackets and underscored.

Release to other publications : The Indian Institute of Chemical Engineers has the first right to publish papers presented at the CHEMCONs. However, the author/s may request the release of paper for publication elsewhere, and the Editor shall give a decision within fifteen days of receiving the request.