

Conference Official Duties

1. Composition and duties of the Scientific Committee of the Conference

The scientific secretary is responsible for the formation of a scientific committee of the conference, which is composed of relevant technical experts, especially experienced in the scientific field of congress after being officially appointed by the head of the congress. In order to increase the credibility and scientific richness of the congress, it is recommended that experts from all parts of the country be invited to participate in the Scientific Committee of the Congress.

Scientific Committee Duties

- 1. Determining the scientific-research scopes of the congress and determining the form and format for the summary of the papers*
- 2. Selecting of the jury of the congress*
- 3. Setting a standard check list for reviewing papers based on methodology and scientific content of the papers as lectures and posters*
- 4. Following up receiving and sending papers to the jury board for their comments*
- 5. Choosing the selected papers and announcing to the secretariat to inform the writers*
- 6. Setting a booklet including the summary of papers and submitting it to the executive committee to follow the printing*
- 7. Completing the checklist for obtaining the continuing education score of the congress and submitting it to the executive committee*
- 8. Setting the scientific program for the conference (setting the topics and the program of lectures, determining the speaker, the peripheral workshops, the time of the lectures)*

2. Composition and Duties of the Executive Committee of the Congress

The Executive Secretary of the Congress starts establishing an Executive Committee after being officially appointed by the head of the congress. The Executive Secretary invites suitable and qualified people to participate in the Executive Committee and participate in the meetings. It is suggested that interested students with the required abilities be invited to help in the form of student work.

Duties of the Executive Committee of the Congress

- 1. Setting up the congress executive program*
- 2. Organizing regular executive planning meetings*
- 3. Establishing operational units of the executive committee and appointing the relevant authorities*
- 4. Determining the venue for the congress and checking its facilities and possible shortcomings*
- 5. Determine the accommodation of the special invitees and its facilities and possible shortcomings*
- 6. Determining the registration fee, taking into account the costs of the program and its credits*
- 7. Following up and monitoring the implementation of all activities specified for the operational units of the Executive Committee, as outlined below.*

Operational Units of the Executive Committee

- 1. Secretariat, coordination and advertising*
- 2. Publishers*
- 3. Provisions*
- 4. Formalities, public relations*
- 5. Audiovisual*
- 6. Designing and affairs of the site*
- 7. Evaluation*

Duties of the Secretariat of the Congress

The secretariat is the most important component of the scientific and administrative organization and the headquarters and coordinator of the congress executive activities. The most important activities of the secretariat of the congress are summarized as follows:

- 1. Following up the coordination meetings between organizers and various congress committees, arranging minutes and following up approvals*
- 2. Continuous monitoring of the executive procedures according to the timetable of the congress and following up its report to the chair of the congress.*
- 3. General process of paper acceptance, submission of the paper to the scientific secretary of the congress and gathering the opinions of the jury board in coordination with the scientific secretary*
- 4. Get informed of the registration process, the number of registrants, receiving and collecting bank receipt of registrants*
- 5. Conducting all congress corresponding, advertising and informing the congress, preparing a recall and poster at different times.*
- 6. Providing complete lists and tables and arrival day of guests*
- 7. Preparing certificate of merit, incentives etc. at the congress*