

## Guidelines for holding Regional Conference and Sub-Regional/State Level Conference (As revised on 5-4-2018)

For Regional Conference:

Regional Conference can be organized by Regional Councils only once in a year in their respective regions. The Regional Conference shall be of minimum two days duration, having at least 2 technical sessions per day (for 6 hours programme) and minimum of 9 hours of CPE Credit and the minimum no. of participants shall not be less than 300.

For Sub-Regional/State-Level Conference:

1. Each Regional Council can organize any one of State Level or Sub-Regional Conference in each State of the Region during a Calendar year.
2. The minimum no. of participants shall not be less than 250.
3. The Programme shall be organized by respective Regional Councils of the Institute. The host of the programme can only be any Branch having more than 750 members or Branch in State Capital. If such Branch or Branch State Capital is unable to host the programme, the Chairman of respective Regional Council may decide to host the programme by any other branch, giving priority to the branch having higher membership strength.
4. The faculty shall preferably be from the region concerned.
5. The participation shall preferably be from more than 2 states of the concerned region.
6. (a) If the hosting branch has more than/equal to 1000 members, the programme shall be for minimum two days duration with 9 hours of CPE Credit.  
  
(b) If the hosting branch has less than 1000 members, the programme can be for one day duration with minimum 6 hours of CPE Credit.

Exceptions to the above parameters in all the above cases shall only be with the approval of the CPE Committee