

CHECK LIST - II

Check list for papers Presentation/ Oral/ Poster in Conferences

Tick (✓) if submitted

1	Requisition letter to the Principal and forwarded by HOD	
2	Title:	
3	Tick – Original Article / Case Report/Case Series/ Review Article/ Dissertation topic	
4	Details of conference (including brochure)	
5	List of contributors, names, designation, departments and contribution with signature enclosed (If more than one department is involved in Presentation acknowledgement from concerned departmental HOD is mandatory)	
6	Name of the presenter mentioned	
7	Documents submitted: (a) OP/IP details for case reports (Not to Include photograph of the Patient and Hospital Name) (b) Master chart for large series (Not to reveal the names of the subjects)	
8	Complete abstract form enclosed	
9	Patient information sheet and informed consent form	
10	Ethical clearance certificate for initiating the study	
11	Declaration by all investigators that study is not duplicated to avoid plagiarism (Enclosed Declaration)	

Signature of the applicant
(1st Author/Corresponding author)

Signature of the HOD

<i>Office use only</i>		
1	Office Dispatch No. with date	
2	Ethics Committee Invoice No. with date	
3	Comments by Ethics Committee	
4	Paper approved on	
5	Ethical Clearance Certificate No. with date	
6	Dispatch No. with date	