

## 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 –Case Report/Case Series	
4	Details of conference ( including brochure)	
5	List of contributors, names, designation, departments and contribution with signature enclosed <b>(If more than one department is involved in Presentation acknowledgement from concerned departmental HOD is mandatory)</b>	
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) Case Series : OP/IP Details	
8	Complete abstract form enclosed	
9	Patient information sheet and informed consent form	
10	Scientific content clearance (Signature by all author & HoD)	

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

Signature of the HOD

<i>Office use only</i>		
1	Office Dispatch No. with date	
2	Scientific Committee Invoice No. with date	
3	Comments by Scientific Committee	
4	Paper approved on	
5	Scientifically approved Yes/ No. with date	