

## **Terms of reference for MAC ID supporting ID related conferences/ CME/Workshops in MAHE**

### **MAC ID supporting ID related conferences in MAHE:**

To promote continuing medical education in Infectious Diseases among various institutions and departments of Health Sciences in MAHE, MAC ID sponsors ID related conferences.

### **Eligibility and terms of reference**

- The conference/CME being organized by MAC ID members
- The CME should have at least 2 talks related to Infectious Diseases
- The resource persons should be experts in their field
- MAC ID will support resource persons Travel (Economy class air travel) and accommodation, with a ceiling of INR 30,000. If need be, this budget can be availed for other expenses like food (working lunch/ light refreshments) or related incidentals.
- Two conferences (One in Mangalore and one in Manipal) will be supported by MAC ID per year
- The organizing department must submit a formal application to MAC ID [macid.mu@manipal.edu](mailto:macid.mu@manipal.edu) with the details of the proposed topics and speakers, and brief write up about the speaker/s whose travel they seek to be sponsored at least 2 months before the conference.
- The final decision regarding approval will be taken by the Core Committee
- The organizers must display the name of MAC ID and Manipal Academy of Higher Education along with the name of the organizing department and institution
- Reimbursement of all the expenses will be made only on claims which are supported by vouchers, receipts etc. (a maximum of INR 40,000). The claims for reimbursement must be sent within 10 days of the conference.