

GUIDELINES to Host ICOG CME

Dear Doctor,

Greetings from ICOG- the Academic wing of FOGSI!

The Indian College of Obstetricians and Gynaecologists invites you to host an ICOG CME/Workshop. These full day (8 hrs) CMEs/workshop would focus on Ob-Gynaec subjects which will be useful in clinical practice. Each CME is granted with a fund of **Rs.25,000/- per CME** with five ICOG credit points. For two days CME /workshops grant of **Rs. 50,000/-** will be given.

ICOG will conduct **20 CMEs in one year.**

Guidelines for having a CME for your society are given below.

Step 1-

The Society which desires to host a CME needs to write to ICOG with the tentative dates. The proposal form in the attached format needs to be submitted with necessary information. This should be duly signed by the President and Secretary of the Host Society. All these forms to be submitted by email.

(Each CME should include at least **1-2 fellows / members of ICOG in the organizing committee** and **2 ICOG fellows/members** as faculty or registered ICOG faculties.

Step 2-

Once the form is scrutinized by the ICOG Office Bearers, a CME/workshop is granted and the Society will be informed about the same by email.

Step 3 –

The tentative programme with topics and Speakers is sent to the ICOG office by email.

The Office will then release the advanced fund of **Rs 12,500 for one day / Rs. 25,000/- for two days** to the Society. This should be done in advance of one week.

Step 4-

The CME/workshop should be well publicized in social media, website & other places, so that a large number of Delegates attend. Neighboring Societies should be included as far as possible. In case of webinars, state level Organization may be involved.

Step 5- CME Day

Kindly ensure the following:

- 1.a.A banner & brochure is announcing the FOGSI ICOG CME/Workshop hosted by- name of local society is put up.
- b. In case of Webinar, background of ICOG & FOGSI logo with Office Bearers of FOGSI & ICOG names should be displayed.

2. Information about the Physical/Online FICOG application should be disseminated.

3.a.During the Inauguration, at least one of the following Chairperson/Vice Chairperson/Secretary of ICOG as per seniority should be invited to be seated on the dais. He / she should be given sometime during the Inaugural function to speak about ICOG and its activities. Our goal is to make FOGSI members make them aware about ICOG and its activities so that they could enroll as Members and Fellows.

b. In CME/Workshop/webinar, as per seniority Chairperson/Vice Chairperson/Secretary of ICOG should be invited to speak about the ICOG at the inauguration time.

Step 6-

After the CME the following need to be sent to the office –

- a) The Invitation hard copy /soft copy.
- b) A report, along with a photograph are sent to us after the event.
- c) A brief report of the CME/Webinar will be sent which will be published in the ICOG News letter.

Step 7 –

On receiving the report & required documents, the office will send the balance payment of Rs 12,500/- for one day or Rs. 25,000/- for two days to the Society or state level organization.

Guidelines for ONLINE ICOG Session/CME/Webinar in the national emergencies or covid pandemic or lockdown:

Sanction of online CMEs/Workshop/webinars, specially in exceptional circumstances when physical CMEs are not possible to hold, in such conditions total of 16 online CMEs/ Workshops/webinars will be sanctioned for one day programme for 6-8 hours of Rs. 25,000/- & two days of Rs. 50,000/- by any local society/state level society /ICOG /FOGSI and Govt. level programme.

Scientific Contents-

ICOG has left the choice of topics from Ob-Gyn, Family Welfare & contraception and topic of National & International relevance and national health programme. Registered faculties & ICOG Fellows, Members to be involved.

For any further assistance please do call the ICOG Office -

Contact Number : (022) 24951648 / 24951654/24948048 or

Email : icogoffice@gmail.com / icog@fogsi.org

Write to : ICOG, FOGSI,
Trade World, C-5,6,7,9,12,13, 1st Floor, D Wing Entrance, Kamala
City, Senapati Bapat Marg, Lower Parel (w), Mumbai 400 013.

Dr. Jaydeep Tank
President
FOGSI ICOG

Dr. Parul Kotdawala
Chairperson,
ICOG

Dr. Sheela Mane
Vice Chairperson,
ICOG

Dr. Sarita Bhalerao
Secretary, ICOG