



## INDIAN SOCIETY OF EXTRA CORPOREAL TECHNOLOGY

Registered Under The Tamil Nadu Society Act Registration No. : 4/1985  
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## **ANNUAL CONFERENCE OF INDIAN SOCIETY OF EXTRA CORPOREAL TECHNOLOGY**

***(ISECTCON Guide Lines February 2026)***

**ANNUAL CONFERENCE OF  
INDIAN SOCIETY OF EXTRA CORPOREAL TECHNOLOGY  
(Guidelines For ISECTCON2026 Mumbai - February 2026)**

1. As per the declaration of city make consensus between seniors and arrange one formal meeting of local perfusionists and start the procedure of selection of Organizing President, Organizing Secretary, Treasurer and Organizing committee members. Each and every office bearers and organizing committee members should be life members of ISECT.  
Any perfusionists wants to help please accommodate them as follow.  
“Following perfusionists help in ISECTCON voluntarily”
2. First announcement of ISECTCON in previous conference i.e. ISECTCON2026 Mumbai should be announce in previous ISECTCON2025 Delhi and invite all the ISECT’s life members, Perfusionists, students, trade persons etc. in ISECTCON. Introduce city by short movies with details of sightseen, specialities and any other specifications
3. Affidavit for transfer of 12 % i.e. 10 % of total Registration fees and 2 % of total Registration fees for corpus fund in ISECT account and also transfer the printing cost of one IJECT volume. ISECTCON organizers should close the account and transfer balance money in ISECT account. Collect the account closure report from bank and submit to ISECT office bearers.
4. Prepare one trust deed including five ISECT life members from local city & apply for PAN Card
5. Open bank account with two authorized signatories out of three, Organizing President/ Organizing Secretary/Organizing Treasurer. Before opening of account please contact or appoint Auditor and follow all the information regarding the account, IT, GST etc. under auditor’s guidance.  
(Name Of Account – **“ISECTCON Year & Name of City”**  
**e.g. (“ISECTCON2026 Mumbai”)**  
After opening ISECTCON2024 Bhubaneswar bank account ISECT office bearers will deposit Rs.1000000/- (Ten Lakh) ISECTCON organizers should return such seed money within Three months after conference.
6. If ISECTCON organizers spending money for ISECTCON purpose personally then first ISECTCON organizers have to deposit in ISECTCON2026 Mumbai bank account and then spend as per the requirements.
7. ISECTCON organizers withdraw cash Rs.10000/- as peticash from ISECTCON bank account
8. Booking of conference venue  
Separate conference hall with the capacity of 800 delegates  
Separate hall for students  
Separate hall for lunch with the capacity of 900 delegates  
Arrangements of spot registration counter, ISECTCON kit distribution, Conference attendance certificates distribution  
Space for companies stalls  
Space for arrangements of Tea, Caffe, snake or cookies & drinking water space

9. ISECTCON2026 Mumbai Website  
Upload following details on website
- a. Online & Off line Registration Form
  - b. Online & Off line Abstract Form
  - c. Online & Off line Accommodation Form
  - d. Countdown timer
  - e. Details Of Venue with location
  - f. Explore City – Mumbai
  - g. Contact - Name & address of Organizing Secretary's office
  - h. ISECTCON 2026 mumbai Organizing Team
  - i. ISECT Office bearers and Executive committee Members
  - j. Template For Nonlife Members and Student Certificate
  - k. Quiz Form

**Note : Immediately after EC meeting upload registration form, abstract form & accommodation & publish website [www.isectcon2026mumbai](http://www.isectcon2026mumbai)**

10. Organizing Secretary office

Name  
Address of Organizing Secretary's office  
Email ID  
Mobile No  
Website Name

11. Receipt

Receipt compulsory for all the income and expenditure either cash or by cheques  
e.g. Registration fees, Sponsors, Donation, Advertisements, stalls etc...  
Fix the rate of advertisements for website, Souvenir, stalls, Hotel room etc.....  
Online registration receipt is must with ISECTCON registration No.

12. Logo for conference, Don't change the shape of ISECT's logo

13. It is organizing secretary's responsibility that only life member should be allow in organizing committee as well as in subcommittees of ISECTCON. Please mention life membership number with name.

14. Organizing secretary should prepare list of all the registered (Earlier & Spot Registrations) delegates and submit immediately to General Secretary after ISECTCON
- Registration list of ISECT's retired perfusionists
  - Registration list of overseas delegates
  - Registration list of ISECT's life members
  - Registration list of nonlife members
  - Registration list of students
  - Registration list of spouse
  - Registration list of trade persons
  - Registration list of others
- Collect the signatures of all delegates during ISECTCON kit distribution & submit that signed list to ISECT general secretary as require to submit at registrar office in Chennai

**Registration Tariff Includes GST**

<b>Categories</b>	<b>Early Birds On or Before 31<sup>st</sup> October</b>	<b>01.11.2026 To 31<sup>st</sup> December</b>	<b>01.01.2026 To Spot Registration</b>
Life Members			
Non Life Members			
Overseas Delegates			
Students			
Spouse			
Trade Persons			
Retired Perfusionists	Free	Free	Free
Others			

**FORMATION OF COMMITTEES FOR ISECTCON**

**1. Reception Committee**

- A. Selection of good dynamic announcer who makes the program live
- B. Selection of chief guest, Guest of honor & Special Invitees etc.
- C. Arrangement of Audio-Visual Program for speakers presentation
- D. Video and still cameramen for coverage of all the events including AGBM
- E. Seating arrangement in hall for delegates, guests and media persons
- F. Selections of persons on dias (Chief guest, Guest of honor, ISECT President, ISECT Secretary, Organizing President ISECTCON, Organizing Chairman ISECTCON, Organizing Secretary ISECTCON).

<b>ISECTCON Organizing Secretary</b>	<b>ISECTCON Organizing Chairman</b>	<b>ISECT Secretary</b>	<b>Special Invitee</b>	<b>Chief Guest</b>	<b>Guest Of Honor</b>	<b>ISECT President</b>	<b>ISECTCON Organizing President</b>	
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- G. Program for opening ceremony
  - I. Welcome Song - A Ganesh Vandana & Saraswati Vandana
  - II. Call all Guests on dias
  - III. Welcome Address (ISECT President)
  - IV. Introductions and felicitation of Guests (Organizing Secretary ISECTCON)
    - a. Chief Guest → ISECT President
    - b. Guest of honor → ISECT Secretary
    - c. Special Invitee → Organizing President
    - d. ISECT President → Chief Guest
    - e. ISECT Secretary → Guest of Honor
  - V. Lamp lighting ceremony
  - VI. Life time achievements awards
  - VII. Felicitations of primary sponsored
  - VIII. Launch Of ISECTCON Souvenir & IJECT
  - IX. Speech of guest of honor
  - X. Speech of chief guest
  - XI. Vote of thanks → ISECT Secretary
  - XII. National anthem

- H. Collect Trophies for life time achievement awards with shawls, certificates etc. from ISECT's General Secretary.
- I. Ask for registration's receipt for the allotment of Identity cards with barcode & photo. Delegates should Keep this identity card all time during conference... for conference Kit & certificate distribution, during lunch & dinner. Take delegates signature on delivery of Kits and certificate.  
If anyone need extra pass for lunch or dinner collect Rs.1000/- coupon per person  
Without ID card & cash coupon entry in lunch & dinner places will not allow
- J. Gift for registered delegates, which includes  
Scientific program  
Rough pad with pen  
Abstract book Or Souvenir  
Gift
- K. Spot registration time 8.00 a.m. to 9.00 a.m., stop registration and kit distribution during opening ceremony and scientific sessions. Spot registration counter must deal only spot registration and should not mess up with other issues
- L. Registered delegates counter – according to registrations, approximately for 100 delegates one table. Assure first that arrangements should be according to LM no. or receipt No. According to Receipts No. – (1 to 100, 101 to 200, 201 to 300, 301 to 400, 401 to 500, 501 to 600, 601 to 700, 701 to 800....)
- M. For each counter we require one table (5 x 2 Feet), two chairs, four ladies, delegates registration list
- N. Preparation of momentous for Chief guest, Guest of honor, Guest lecturers, Chair persons and paper presenters etc.
- O. Arrangements of shawls and buckeye according to status
- P. Every three year we are also felicitating outgoing office bearers and EC members of ISECT by momentous.
- Q. Prepare conference attendance and paper presentation certificates before one day of conference duly signed by ISECT President, ISECT Secretary and Organizing Secretary and hand over to responsible person.
- R. Banner for all necessary instructions. Banner for stage, chairperson table, desk top, entrance, for car and buses. Name tag on dias for all the guests
- S. Farewell ceremony

## 2. Finance Committee

- A. Responsibility of all incomes & expenditures account
- B. Receipt is compulsory for all the income e.g. registration fees, sponsors, donation, advertisements etc.
- C. Bills, receipts and vouchers are compulsory for all the expenditures either by cash or by cheques. Bills with all the taxes are compulsory.
- D. ISECTCON organizers should submit the audited account within three months with bank statement, receipts, bills, vouchers and ledger book. ISECTCON organizers should collect audit report, income-expenditure and all ledger book, Bank book, cash book from CA. ISECTCON organizers should present this audit report in front of EC meeting and AGBM with all informations with bank statement, receipts, bills, vouchers and ledger book etc.

According to the ISECT constitution No.23 ISECTCON organizers should follow followings strictly.

The executive committee may authorize the annual conference organizers to open bank account under the title “ ISECTCON.....(Year and name of city to be added) at the place where

annual conference is organized subject to the conditions that are to be laid down by it and such conference organizers shall close down the account opened for the purpose as soon as the annual conference is over and transfer the balance remaining there after to the ISECT account. The conference organizers shall furnish a undertaking to the ISECT Secretary / President to the effect as desired by the executive body. The conference organizers shall return accounts, balance sheets, vouchers, receipts, duly audited by their chartered accountant preferably within a period of three months after the annual conference to the ISECT office.

### **3. Scientific and souvenir committee**

- A.** Selection of scientific papers, Preferably topic wise, select all papers according to time in scientific sessions
- B.** Selection of guest lectures
- C.** Group discussion with specific topics
- D.** Poster presentations
- E.** Scientific quiz
- F.** Selection of two judges for awards (Confidential)
- G.** Arrangements of buckeyes and Trophies for guest lecturers, chair persons and paper presenters. You have to felicitate paper presenters, then chair persons, then group photo of paper presenters and chair persons of each sessions.
- H.** Collect all the soft copies of guest lectures, Scientific papers previously and feed in our laptop...it will save lot of time
- I.** Criteria for chairing a session

Chairing a conference session at a scientific conference can be a daunting task, especially if it's your first time! If you get it right, no one is likely to notice. But there are many ways to get it wrong and a little preparation goes a long way to making the session a success. Here are a few pointers that we have picked up.

Main role of the session chair is to keep the meeting running on time. Timing is important to ensure that a meeting runs smoothly. Timing is particularly acute if there are multiple parallel sessions and delegates would want to switch between talks in different sessions. So always write down the start and finish times of speakers throughout the session.

Use any reasonable means to stop a speaker who has exceeded the allotted time.

Only an author listed on a paper may present. No other substitutions are permitted.

You may interrupt speakers in order to ask them to speak more audibly, slowly, or clearly; to face the audience; or to briefly explain the message of an illegible slide.

If a paper draws no questions from the floor, you are encouraged to ask questions in an attempt to stimulate discussion

Short introduction of session → Be prepared to give a short introduction to the session, and, of course, introduce yourself as well.

Don't Be Afraid to Move on Without Questions → A good scientific session is characterized by a lively question and answer session. Some speakers believe it is their right to expect to answer questions even after their allotted time is up. If you are running over time, you should not be afraid to move on to the next talk without questions.

Get to the venue early and be audio visually Aware

Prepare some questions in advance

Keep control of the question and answer sessions → It is difficult for the session chair to keep things on time if the speaker is in control of taking questions. Make sure you are the one who selects the next questioner. Also, be prepared to step in if the speaker and questioner are getting into a long-winded, technical discussion.

Make sure you know how to introduce each speaker and presentation

In addition, it is useful to have a structure for the session in mind. Usually, there will be four parts:

1. An opening segment where you welcome the audience and speakers, introduce yourself and the topic of the session and make any formal announcements
2. The individual talks whereby you briefly introduce each speaker/talk and hand over to the speaker;
3. You invite audience questions, either after each talk or collectively after all talks (this can be agreed with the speakers prior to the session start)
4. A closing segment where you may make some closing remarks and thank the speakers and the audience for attending (you can use a closing phrase such “how about a round of applause for our speakers”).

During paper presentation chairperson and judges follows following criteria and give marks (Out of 10) or grade (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Grade)

- (i) Slide preparation i.e. quality of slides
- (ii) Selection of topics
- (iii) Presentation
- (iv) Timing of papers
- (v) Question answers with delegates and body languages
- (vi) Research and originality of presentations

<b>Scientific Session I Free Papers For Delegates</b>						
Papers	Selection Of Topics	Quality Of Slide	Presentation	Timings of papers	Question & Answer	Remarks

<b>Scientific Session I Free Papers For Students</b>						
Papers	Selection Of Topics	Quality Of Slide	Presentation	Timings of papers	Question & Answer	Remarks

**J. Criteria for speaker**

A session will run more smoothly if you let all the speakers know how you plan to run your session. This could be done by e-mail before the event or you might want to gather up the speakers just before the session. Reminding them how much time they have to speak, how much time to allow for questions

Actual start time of the speakers

Watch is must → it is very difficult to chair a session if you don't have a watch and don't know the time.

Communicate How Much Time is Left to the Speaker → A simple sign held up at the right time is usually fine. Have one saying “5 minutes to go” and another saying “time is up”.

- K.** Speakers cannot connect their laptops into computer projectors. Speakers have been instructed to load their presentation in advance in the speaker ready room.
- L.** Keep one LCD in front of Chairperson.
- M.** Collection of advertisements for souvenir. Collection of messages of well known personality for souvenir
- N.** Mobiles must be on silent mode or switched off when session is in progress.
- O.** Time for the presentation must be honored and maintained to accommodate all the papers to complete in time. Scientific papers or guest lectures are not allow on second day after 02.30 p.m. and AGBM will start at 02.30 p.m.
- P.** Awards during scientific sessions are as follows. Take print out of Page No.9 & 10 and handover to two appointed Judges.



**No. 1**

Late Mrs. Kaushalya Devi Mahajan Memorial Award → Gold Medal  
Sponsored By J. Mitra and Bros. New Delhi → By ISECT President

**Name Of Award Winner -**

**Abstract Title -**

**No. 2**

Prachi Yadav Award For Best Persuasive Presentation → Cash Prize Rs.11000/-  
Sponsored By Mr. Rajesh yadav AIIMS Delhi

**Name Of Award Winner -**

**Abstract Title -**

**No. 3**

Prodigy Perfusionist Award → Silver Medal  
Sponsored by Mr. Sundar Rajan Subramanian → Abu Dhabi ( UAE)

**Name Of Award Winner -**

**Abstract Title -**

**No. 4**

His Majesty Sultan Qaboos bin said Al said Award → Cash Prize of Rs.5000/-  
Sponsored By Gopi K. Thalapathy → By Gopi K. Thalapathy

**Name Of Award Winner -**

**Abstract Title -**

**No. 5**

Vinay Kelkar Path Finder Award → Cash Prize of Rs.5000/-  
Sponsored By Mr. Ashvin Sharma Delhi

**Name Of Award Winner -**

**Abstract Title -**

**No. 6**

Mr. M. P. Singh Meritorious Paper Award → Cash Prize of Rs.2000/-  
Sponsored By Mr. Maheshpal Singh, Jaipur→ By Mr. Maheshpal Singh

**Name Of Award Winner -**

**Abstract Title -**

**No. 7**

Late Dr. Solomon Victor Memorial Award →Cash Prize of Rs. 2000/-  
Sponsored By Mr. Kuppu Swamy, Chennai→By Mr. Kuppu Swamy, Chennai

**Name Of Award Winner -**

**Abstract Title -**

**No. 8**

Best Poster Presentation Award → Cash Prize of Rs. 2000/-  
Sponsored By Mr. S. Anandhan, Vellore→ By Mr. S. Anandhan, Vellore

**Name Of Award Winner -**

**Abstract Title -**

**No. 9**

Late Mrs. RajaLakshmi Krishna Swamy Memorial Award → Cash Prize of Rs. 2000/-  
Sponsored By Mrs. Sri Jayanthi, Chennai→By Mrs. Sri Jayanthi, Chennai

**Name Of Award Winner -**

**Abstract Title -**

**No. 10**

Best Paper In Adult Perfusion  
Sponsored By Late R. S. Tiwari Memorial (Prop. Mr. Alok Tiwari Kolkata) →By Alok Tiwari

**Name Of Award Winner -**

**Abstract Title -**

**Note:**  
**Award No.9 & Award No.10 are for students**

#### **4. Transportation and accommodation committee**

- A. Organizing committee is responsible to provide transport to the venue with safety.
- B. Selection of bus's route from hotel to venue, arrangements of buses from venue to dinner and return to venue. As far as the transportation is concerned route of venue to hotels should be proper and follow accordingly.
- C. Organizing committee should not encourage any drunkard driver to take the delegates to the venue.
- D. If any such incidents, organizing committee must take appropriate action and payment must be withheld thereafter immediately.
- E. It is a moral duty of an organizing committee to provide full details of the hotel available near the vicinity of conference Venue.
- F. Even organizing committee can reserve rooms in various hotels on ISECTCON name and can be made available for all the delegates on corporate rate.
- G. Organizing committee must provide tariffs of rooms, name of the hotels, telephone number of hotels nearby so that delegates even directly can book his / her accommodations well in advance.
- H. Organizing committee must provide such information on our website ([www.isectcon2018vishakhapatnam](http://www.isectcon2018vishakhapatnam)) well in advance immediately, when the venue decided in the conference.

#### **5. Cultural program committee**

Selection of singers for prayer during opening ceremony  
Two days cultural program during dinner

#### **6. Food and beverages**

- A. Selection of menu for two days lunch, dinner, tea-Coffee-Cold drinks, cookies and bakery items or light breakfast. Tea / Coffee / water (Bottles or Glass) must be served unlimited at all the time while session is in progress .Proper dust bin must be available to trash disposable containers.
- B. Proper drinking water arrangements nearby conference hall. Maintain the quality of food during lunch and dinner.
- C. Lunch coupon must be claimed before the lunch. Dinner coupon can be issue for spouses with minimum payment. No children should be allowed to enter gala dinner venue.
- D. It is mandatory that delegates first finished their lunch / dinner and all others staff, workers join afterwards. Organizing committee must be vulnerable to provide sufficient food available for delegates.
- E. No soft drinks or eatables should be allowed inside the conference hall

#### **7. Disciplinary Committee**

Disciplinary committee look out all the following matters for smooth functioning of conferences and maintain dignity of our conferences and in between all our National and International delegates

- A. Entrance of relatives and children in conference hall during opening ceremony, Guest lectures, scientific sessions strictly restricted. Relatives and children are not allowed in conference hall any time. For that we should keep security persons at the entrance
- B. Quality of kits should be maintain and keep gift also.
- C. Here after Liquor will not allow during dinners

8. **Advisory Committee**
9. **Overseas Coordinator**

***SUGGETIONS ARE ALWAYS WELCOME***



***Mr. Chhipa Usangani Y.  
General Secretary ISECT***