

# **ALL INDIA BANK RETIREES' FEDERATION (REGD.)**

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**“Together For A Better Tomorrow”**



## **Conference Operations & Management Manual**

### **7th Triennial Conference – Indore**

**Dates: 15th to 17th December, 2026**  
**Venue: Abhay Prashal, Race Course Road, Indore**  
**Host: Madhya Pradesh State Committee, AIBRF**

### **1. OBJECTIVES OF THE CONFERENCE**

The 7th Triennial Conference is the highest policy-making organizational forum of AIBRF and aims to:

1. Review activities of the previous term.
2. Discuss issues concerning bank retirees.
3. Adopt organizational resolutions.
4. Elect office bearers for the next term.
5. Strengthen organizational unity and growth.

6. Provide a platform for interaction among affiliates from all over India.

## 2. EXPECTED PARTICIPATION

Category	Expected Number
Delegates	1000
Observers	250
Escorts	50
Total Participants	1300
Local Volunteers	170
Outside Volunteers	30
Total Volunteers	200

## 3. ORGANIZATIONAL STRUCTURE

### Core Committee

The Core Committee shall supervise overall planning and implementation.

### Composition

1. President AIBRF
2. General Secretary AIBRF
3. Treasurer AIBRF
4. Host State Committee Representatives
5. Chairpersons of Major Committees

### Functions

- Overall supervision
- Periodic review meetings
- Policy decisions
- Budget approval
- Coordination among committees
- Crisis management

## 4. COMMITTEES AND THEIR TERMS OF REFERENCE

### A. Accommodation & Registration Committee

## **Responsibilities**

### **Accommodation**

- Identify hotels/guest houses.
- **Block approximately 500–550 rooms.**
- Categorize rooms:
  - Single Occupancy
  - Double Occupancy
  - Triple Occupancy

### **Registration**

- Receive approved delegate list.
- Prepare digital database.
- Allot rooms affiliate-wise.
- Prepare room allotment charts.

### **Check-In Kit**

Provide:

- Delegate Badge
- Conference Folder
- Conference Literature
- Writing Pad
- Pen
- Memento
- Program Schedule
- Local Information Sheet

### **Registration Counters**

- Railway Station
- Airport
- Major Hotels
- Venue

## **B. Venue Committee**

## **Responsibilities**

### **Main Hall Arrangements**

Capacity: 2500 persons

Arrange:

- **Stage**
- **Podium**
- **LED Screens**
- **Audio System**
- **Lighting**
- **Simultaneous Display Boards**

### **Seating Plan**

Reserved Seating:

- Dais
- Delegates
- Guests
- Media
- Observers

### **Additional Facilities**

- Medical Room
- Help Desk
- Lost & Found Counter
- Drinking Water Points
- Mobile Charging Points
- Security Desk

## **C. Catering Committee**

### **Responsibilities**

- Selection of Caterer
- Menu finalization.
- Quality control.
- Hygiene monitoring.

## Food Requirement

Date	Meals	Expected
15 Dec	Breakfast	1000
	Lunch	1400
	Tea/Snacks	1400
	Dinner	2500
16 Dec	Breakfast	1000
	Lunch	1400
	Tea/Snacks	1400
	Dinner	1200
17 Dec	Breakfast	1000
	Lunch	1400
Total		13,700

## Food Policy

- Pure Vegetarian
- Separate arrangements for senior citizens
- RO drinking water
- Disposable-free environment as far as possible

## Menu Approval

Menu and rates to be approved jointly by:

- Catering Committee
- Finance Committee
- Core Committee

- Host Committee

## **D. Finance Committee**

### **Responsibilities**

#### **Budget Preparation**

Estimate all expenses:

- Accommodation
- Catering
- Venue
- Transportation
- Mementos
- Printing
- Publicity
- Election Expenses

#### **Sources of Income**

<b>Source</b>	<b>Amount</b>
Registration Fees	Actual
Central Office Contribution	₹25 Lakhs
Advertisement Revenue	₹10 Lakhs Minimum
State Committee Contribution	₹8 Lakhs
Other Donations	As mobilized

#### **Registration Fee**

##### **Category Fee**

Delegate ₹6000

Observer ₹6000

Escort ₹7500

#### **Financial Controls**

- Separate Bank Account

- Voucher System
- Dual Signatories
- Monthly Review
- Audit Trail

## **E. Reception Committee**

### **Responsibilities**

#### **Open Session**

Date: 15 December 2026

Tasks:

- **Identify Chief Guest**
- **Invite Dignitaries**
- **Prepare Invitation Cards**
- **Seating Plan on Dais**
- **Reception of Guests**
- **Floral Welcome**
- **Vote of Thanks**

### **Documentation**

- Speech Recording
- Photography
- Videography
- Press Coverage

## **F. Transportation Committee**

### **Responsibilities**

#### **Arrival & Departure Management**

Provide transportation:

- Airport
- Railway Station
- Bus Stand

- Hotels
- Venue

### **Requirements**

- Control Room
- Vehicle Scheduling
- Volunteer Deployment

### **Suggested Fleet**

- Cars
- Mini Buses
- Coaches
- Emergency Vehicles

### **G. Memento Committee**

#### **Responsibilities**

Identify memento costing **approximately ₹800 per participant.**

#### **Contents**

- Conference Bag
- Folder
- Writing Pad
- Pen
- Souvenir
- Memento Item
- Information Booklet

#### **Distribution**

To be distributed at hotel check-in through:

- Bank-wise Team Leaders
- Signature-based acknowledgement

### **H. Publicity, Media & Souvenir Committee**

## **Responsibilities**

### **Souvenir**

- Advertisement Collection
- Editorial Material
- Printing
- Distribution

### **Media**

- Press Releases
- Social Media Updates
- Press Conference
- Media Interaction

### **Revenue Target**

Minimum Advertisement Collection: ₹10 Lakhs

## **5. DELEGATE MANAGEMENT POLICY**

### **Delegate List**

Affiliates shall submit delegate lists by:

**30 September 2026**

The list must bear signatures of:

- President
- General Secretary

of the concerned affiliate.

### **Approval Conditions**

- Clearance of dues payable to AIBRF.
- Verification by Central Office.

### **Changes**

Any changes shall also require authorization by:

- President
- General Secretary

of the affiliate.

## **6. SECURITY MANAGEMENT**

### **Entry Control**

Only persons possessing:

- Delegate Badge
- Observer Badge
- Volunteer Badge
- Guest Pass

shall be permitted.

### **Security Team**

- Professional Security Agency
- Volunteer Support Team

### **Access Zones**

- Stage
- Election Room
- Registration Area
- Media Area

## **7. ELECTION MANAGEMENT MANUAL**

### **Election Schedule**

Date: 16 December 2026

Time: 6.00 PM to 9.00 PM

Positions:

1. President – One Post
2. General Secretary – One Post

### **Election Authority**

- Chief Election Officer
- Two Deputy Election Officers

Appointed by Central Office.

### **Voting System**

Secret Ballot

### **Election Process**

1. **Publication of Voter List.**
2. **Nomination Filing.**
3. **Scrutiny.**
4. **Withdrawal.**
5. **Ballot Printing.**
6. **Polling.**
7. **Counting.**
8. **Declaration.**

### **Election Volunteers**

Adequate volunteers shall be deputed for:

- Queue Management
- Identity Verification
- Ballot Distribution
- Counting Assistance

Separate Election Manual shall be circulated in advance.

## **8. VOLUNTEER MANAGEMENT**

### **Strength**

200 Volunteers

## **Duties**

- Reception
- Registration
- Transport
- Venue Management
- Security Support
- Medical Assistance
- Protocol Duties

## **Volunteer Kit**

- Identity Card
- Cap
- T-Shirt
- Duty Chart
- Emergency Contact List

## **9. MEDICAL & EMERGENCY ARRANGEMENTS**

Considering the age profile of participants:

### **Facilities**

- Medical Room at Venue
- Ambulance on Standby
- Tie-up with Nearby Hospital
- Doctor on Duty
- Wheelchairs

Emergency Numbers

To be printed on delegate cards.

## **10. TIMELINE OF PREPARATION**

<b>Activity</b>	<b>Completion Date</b>
<b>Constitution of Committees</b>	<b>July 2026</b>

<b>Activity</b>	<b>Completion Date</b>
<b>Hotel Finalization</b>	<b>August 2026</b>
<b>Delegate List Deadline</b>	<b>30 Sept 2026</b>
<b>Souvenir Advertisement Campaign</b>	<b>Sept-Oct 2026</b>
<b>Menu Finalization</b>	<b>October 2026</b>
<b>Memento Finalization</b>	<b>October 2026</b>
<b>Volunteer Training</b>	<b>November 2026</b>
<b>Final Review Meeting</b>	<b>30 Nov 2026</b>
<b>Venue Rehearsal</b>	<b>14 Dec 2026</b>

## **11. DAILY REVIEW MECHANISM**

A Control Room shall function from:

**14 December to 18 December 2026**

Three review meetings daily:

- 8.00 AM
- 2.00 PM
- 10.00 PM

Committee Chairpersons shall report progress and issues for immediate resolution.

## **12. POST-CONFERENCE ACTIVITIES**

1. Settlement of Accounts.
2. Audit of Conference Accounts.
3. Submission of Committee Reports.
4. Publication of Proceedings.
5. Preparation of Lessons Learned Report.
6. Vote of Thanks to Sponsors, Advertisers and Volunteers.

This manual can be further expanded into a **50–60 page Conference Handbook** with detailed formats, specimen forms, budget templates, registration forms, election procedures, volunteer

duty charts, hotel allocation formats, transport schedules, and committee-wise checklists for actual implementation.

The additional activities and risk-management requirements are important for a conference of this size. With nearly 1,300 residential participants, around 2,000 rally participants, a cultural program, and a large number of senior citizens attending, the Conference Manual should contain separate chapters on Security, Health & Emergency Management, Fire Safety, Rally Management, and Cultural Program Management.

### **13. SECURITY, HEALTH & EMERGENCY MANAGEMENT COMMITTEE**

#### **Constitution**

A separate Security, Health & Emergency Management Committee shall be constituted under a senior office bearer with representatives from:

- Venue Committee
- Transportation Committee
- Reception Committee
- Local Administration Liaison Team
- Medical Team
- Security Agency

#### **Objectives**

1. Ensure safety and security of all participants.
2. Prevent unauthorized entry.
3. Manage emergencies effectively.
4. Coordinate with police, fire brigade, hospitals and district administration.
5. Provide special assistance to senior citizens.

### **14. SECURITY ARRANGEMENTS**

#### **Security Deployment**

The Committee shall engage a professional security agency and deploy trained volunteers.

#### **Security Zones**

**The venue shall be divided into:**

## **Zone A**

- **Main Conference Hall**
- **Dais**
- **VIP Area**

## **Zone B**

- **Registration Area**
- **Reception Area**

## **Zone C**

- **Dining Area**

## **Zone D**

- **Election Area**

## **Zone E**

- **Parking Area**

## **Zone F**

- **Cultural Program Area**

## **Entry Control**

Access shall be allowed only through:

- Delegate Card
- Observer Card
- Escort Card
- Volunteer Card
- Special Guest Pass

## **Baggage Checking**

Random checking may be undertaken at entry points.

## **CCTV Monitoring**

Installation of CCTV cameras at:

- Main Entrance
- Registration Counters
- Conference Hall
- Election Hall
- Dining Area
- Parking Area

## **5. HEALTH MANAGEMENT PLAN**

### **Special Importance**

Most participants will be senior citizens. Therefore, health management shall receive highest priority.

### **Medical Control Room**

A Medical Control Room shall operate continuously from:

**14 December 2026 to 18 December 2026**

### **Medical Team**

The committee shall arrange:

- Qualified Doctor
- Medical Volunteers

### **Medical Facilities**

- First Aid Centre
- Observation Room
- Wheelchairs
- Stretchers
- Oxygen Cylinders
- Blood Pressure Monitoring Equipment
- Glucose Testing Equipment

### **Ambulances**

Minimum:

- Ambulance at Venue
- One Ambulance on Rally Route

### **Support Teams**

- Security Team
- Medical Team
- Transport Team
- Volunteer Team

Emergency communication channels shall be operational throughout the conference period.

## **19. RETIREES' UNITY RALLY**

### **Date**

15 December 2026

### **Time**

4.00 PM to 5.30 PM (Tentative)

### **Expected Participation**

Approximately 2,000 Bank Retirees

### **Objectives**

- 1. Display unity and strength of bank retirees.**
- 2. Highlight issues of pensioners and retirees.**
- 3. Create public awareness.**
- 4. Generate media coverage.**
- 5.**

## **Rally Management Committee**

A special Rally Management Sub-Committee shall be constituted.

## **Responsibilities**

## **Permissions**

Obtain permissions from:

- District Administration
- Police Department
- Municipal Authorities
- Traffic Police

## **Route Planning**

Approximately 1 Kilometer Route

The route shall be:

- Safe
- Traffic Friendly
- Easily Accessible for Senior Citizens

## **Route Arrangements**

- Barricading
- Traffic Diversions
- Drinking Water Points

## **Rally Formation**

Participants shall march affiliate-wise and bank-wise.

Each affiliate shall nominate:

- One Rally Leader
- Two Deputy Leaders

## **Publicity Material**

- Banners
- Placards
- Flags
- Slogans approved by AIBRF

## **Discipline**

Participants shall:

- Follow designated route.
- Maintain discipline.
- Avoid political or objectionable slogans.
- Follow instructions of volunteers.

## **Media Coverage**

Media Committee shall:

- Invite print and electronic media.
- Arrange drone/video coverage wherever permitted.
- Issue press releases.

## **20. CULTURAL PROGRAM MANAGEMENT**

### **Date**

15 December 2026

### **Duration**

2 Hours

### **Proposed Timing**

7.30 PM to 9.30 PM

### **Objectives**

1. Promote cultural integration.
2. Showcase talents of retirees and family members.
3. Provide recreation and fellowship.

### **Cultural Program Committee**

A separate Cultural Program Sub-Committee shall be formed.

## **Responsibilities**

### **Program Design**

The program may include:

- Welcome Song
- Classical Music
- Group Songs
- Patriotic Songs
- Folk Dances
- Instrumental Presentations
- Short Cultural Performances by Affiliates

### **Participation**

Participation may be invited from:

- Affiliates
- Family Members
- Local Artists

### **Stage Management**

Arrange:

- Stage Decoration
- Sound System
- Lighting
- Anchoring
- Photography
- Videography

### **Time Management**

Each item shall be allotted specific time to ensure completion within two hours.

## **22. CONFERENCE CONTROL ROOM**

A Central Conference Control Room shall function round the clock from:

**14 December 2026 to 18 December 2026**

## **Functions**

- Accommodation Monitoring
- Transport Monitoring
- Medical Emergencies
- Security Coordination
- Rally Coordination
- Election Monitoring
- VIP Movement Coordination

## **Display Board**

The Control Room shall prominently display:

- Committee-wise Contact Numbers
- Ambulance Numbers
- Police Numbers
- Fire Brigade Numbers
- Hospital Numbers
- Vehicle Control Numbers

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