

Dear Colleagues,

Unfortunately we did not receive your sub-topics to be included in the Call for Abstracts.

Please send me the following information by 12 April:

* Will your society collect abstracts through the SpineWeek website or will you send us your own final programme before 30 November?

* If abstracts must be collected, please send your sub-topics to charlotte@medicongress.com<<mailto:charlotte@medicongress.com>> by 12 April.

Thank you in advance for your collaboration.

Best regards,

Charlotte Schaek

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www.medicongress.com<<http://www.medicongress.com/>>

charlotte@medicongress.com<<mailto:charlotte@medicongress.com>>

Dear SpineWeek Participant,

We are now well into 2019 and SpineWeek 2020 is literally just around the corner.

In attachment, you will find the distribution of the sessions that we have scheduled with your organisation.

Just to recapitulate a few key points:

1. The deadline for abstract submissions is 15 October, 2019. This will proceed via the abstract submission pathway on the www.spineweek.org<<http://www.spineweek.org/>> website. On the abstract submission page there resides society-specific abstract submission forms. These can be customized with subcategories for grouping submissions, (i.e. Basic Science, Degenerative Disc, Biomechanics, Low Back Pain, etc.). If you desire such subcategories to group your submissions, please let us know before 25 March, 2019. You will

be forwarded all the abstracts that were submitted to your society in the days following October 15, 2019, this in order to allow you to make up your own scientific programme.

2. We need to receive your full conference agenda time-table per half day before 30 November 2019. The time-slots are from 8 am till 12 noon and from 2pm till 6pm. You can decide for yourself how you fill this time i.e. the length of papers, discussion time, presidential addresses, general assemblies, debates, symposia We also will need to have the full names of the session chairpersons, moderators etc. Please allow for 30 min coffee breaks in the morning and in the afternoon. You cannot use the 12am till 2pm slot as this is kept aside for workshops and lunch.

3. Please advertise SpineWeek actively on your website and in your social media communications. If you need leaflets to distribute at meetings, let us know, we will send them to you.

Do not hesitate to contact Charlotte from MediCongress if you have any further questions.

Best regards,

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