

Dear SpineWeek Society Representative,

We are now well into 2022 and *SpineWeek 2023* is literally just around the corner.

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

Just to recapitulate a few key points:

1. The deadline for abstract submissions is *15 October, 2022*. All abstracts will be collected via the abstract submission platform on the [www.spineweek.org](https://protect-au.mimecast.com/s/bD30CVARmOHPoJRMlgCOqb?domain=spineweek.org) website. On the abstract submission page there resides society-specific abstract submission forms, so participants can submit their abstract to the society of their choice. The Call for Abstracts can be customized for your society, e.g. with subcategories for grouping submissions (Basic Science, Degenerative Disc, Biomechanics, Low Back Pain, etc...). If you desire such subcategories to group your submissions, please let us know before *18 April, 2022*. You will receive all the abstracts that were submitted to your society in the days following October 15, 2022. This will allow you to organise a review (can be done via the platform) and to put together your own scientific program.
2. We need to receive your full conference agenda timetable per half day before *30 November 2022*. 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 Nele from MediCongress if you have any further questions.

Best regards,

The SpineWeek Committee

Chris Colloca

Jiří Dvořák

Robert Gunzburg

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Message sent by Nele Van Laere

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