



Upper
Egypt

1ST
INTERNATIONAL
CONGRESS OF

**The Upper Egypt Society
of Hepato-Gastroenterology
and Endoscopy**



**The Upper Egypt Society
of Hepato-Gastroenterology
and Endoscopy**

OCTOBER 6-9, 2016
Movenpick Hurghada Hotel

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CONGRESS BOARD

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ORGANIZING COMMITTEE

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Lobna Abdel-Wahid	Tarek Abdel-Rahman
Mahmoud El-Samman	Wael Abdel-Gawad
Mahmoud Saad	Wael Soliman

Official Language

The official language of the congress is ENGLISH.

Transportation

Shuttle buses is available:

- between Hilton Hotel and the venue of the congress every 30 minutes.

Starting at 4:00 PM Up To the end of scientific program

Registration Desk

ALFA MEDICAL Front Office:

Include the following counters:

- | | |
|--------------------------|-----------------------------|
| - Pre-Registration Desks | - On-Site Registration Desk |
| - Information Desk | - Certificate Corner |

Conference Bag

Will contain the program book and congress adds.

Badges

Nametags will be provided to all delegates, wearing this badge is compulsory for admission to the conference rooms and exhibition area.

It contain the barcode number with which you can print your own certificate

Exhibition

A large exhibition of pharmaceutical and medical equipment companies is organized in the congress exhibition halls

**For more information or special requests
Kindly contact the official organizer of the congress**

OFFICIAL ORGANIZER



ALFA MEDICAL

53 El-Makrizy Street, Roxy, Doctors Tower, 4th Floor, Flat 414, Cairo, Egypt

CAIRO OFFICE

Land Lines : Tel. : +20 (2) 24 532 916 / 917 - Fax : +20 (2) 24 533 515

Information : Mob : +20 (10) 222 40 575 - Email : alfa@alfamedical.org

Mob : +20 (10) 222 40 576 - Email : info@alfamedical.org

Mob : +20 (10) 222 40 574 - Email : gm@alfamedical.org

WWW.ALFAMEDICAL.ORG

AUDIOVISUAL & SPEAKERS INSTRUCTIONS

We are honored by having you as one of faculty members in our congress and we hope to insure delivering of your presentation to the attendance in a perfect way.

The following guidelines are made to help us bringing this conference to perfection

- Please use a PC (IBM Compatible) not Apple Macintosh formats.
- Computers used in the conference are PCs loaded with **Office 2013**.
- Please use **Microsoft PowerPoint XP** or later version to prepare your presentation
- If your presentation includes movies, be sure to create a folder including your presentation & movie files or sound clips. This will insure that all the tools used to create the presentation are readily accessible on the show site.
- Please remember that your movies should be in MPEG1 format. AVI files might not work properly on all computers unless special codec is used. MOV is not a compatible format to be run inside PowerPoint.
- Codec player will be available in all computers serving the conference.
- Speakers are not allowed to use their personal laptops whatever the reason is. Strict rule are applied in this matter. Apple users must prepare a PC compatible CD or DVD loaded with their presentation(s).
- Only digital media is allowed as a tool to present data, namely CDs, DVDs, Flash memory &/or external hard drive. No 35mm physical slides are allowed. No video tapes. No Whiteboard. No Bluetooth mobile phones.
- Computers inside the lecture room are not connected to the internet.
- Speakers must handle their presentation **ONE** hour AT LEAST before beginning of the session, at **CHECK CORNER** in the lecture room, computers inside the lecture room are connected to local network so the presentation will appear automatically on the presenting equipment's.
- **The duration of the presentation is controlled digitally through computer software, thus we appreciate your understanding to stick to the dedicated time.**
- **If you are presenting a case:** kindly restrict to the allocated time and please note that it includes at least 3 minutes discussion.

Any extra minutes in the presentation will be deducted from the valuable discussion time

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