

# XXVIII

## CONGRESSO PORTUGUÊS DE CIRURGIA DA MÃO

# XIV

## CONGRESSO IBERO LATINOAMERICANO DE CIRURGIA DA MÃO

3 a 5 outubro 2024

Hotel Vila Galé Coimbra, Portugal

## GENERAL INFO

### CONGRESS VENUE

Vila Galé Coimbra hotel is the venue of the Congress. All the scientific sessions and exhibit area will take place in the floor -1

### REGISTRATION DESK

Registration desk will be located in foyer next to the meeting rooms (floor -1) and will be open at the following hours:

**Thursday, October 3** | 07.30 a.m. to 18.00 p.m.    **Friday, October 4** | 08.00 a.m. to 18.45 p.m.    **Saturday, October 5** | 08.30 a.m. to 14.00 p.m.

### ADMISSION BADGES

Congress badges should be worn by all participants at all times during the congress, in the exhibit area and within other areas of the congress venue as well as during social activities. **Only participants wearing their congress badge will be admitted to the scientific sessions, to the exhibition and to the social events.** Accompanying persons must have a "Accompanying person" badge for admission to the exhibit area and to the social functions when registered.

### CERTIFICATE OF ATTENDANCE

Participants who have registered for the scientific programme and have attended sessions will receive by email the certificate of attendance.

### SPEAKERS READY ROOM

All speakers from Room A must deliver their presentation in a pen drive at the Speakers Ready Room the day before of the presentation or up to 60 minutes maximum before the beginning of the session.

The Speakers Ready Room will be located on the floor -1 and will be open at the following hours:

**Thursday, October 3** | 07.30 a.m. to 18.00 p.m.    **Friday, October 4** | 08.00 a.m. to 18.45 p.m.    **Saturday, October 5** | 08.30 a.m. to 14.00 p.m.

Personal laptop computers cannot be connected to the projector in lecture room & presentations cannot be loaded directly onto the computer in the lecture rooms.

### PRESENTATION LANGUAGE

Lectures and/or oral communication may be presented in portuguese, english and/or in spanish according to the main language of the session. **Exceptionally on Saturday, October 5<sup>th</sup>, all lectures and oral communications must be presented in English.**

### STAGE SET UP

Due to the stage limitations only the session chairs will sit on stage. Speakers will be in the front rows of the audience and must go to the pulpit at the time of each presentation.

All faculty need to remain in the session for its entire duration to participate in discussions and concluding comments as may be required

### ABSTRACT BOOK

Abstracts will be publish online in the Congress abstract book.

### EXHIBITION

Exhibition will be located in room Romeu (floor -1) and will be open at the following hours:

**Thursday, October 3** | 07.30 a.m. to 18.00 p.m.    **Friday, October 4** | 08.00 a.m. to 18.45 p.m.    **Saturday, October 5** | 08.30 a.m. to 14.00 p.m.

### CATERING

Lunch and coffee-breaks are complimentary for all the registered participants and registered accompanying persons.

### CONGRESS DINNER

**Friday, October 4** | 08:30 p.m. to 00:00 a.m. | Old Church of the Convento de São Francisco

Fee: 60,00€

Registration/confirmation deadline: September 20<sup>th</sup>

Address: Avenida da Guarda Inglesa, n.º1, 3040-193 Santa Clara, Coimbra, Portugal

Dresscode: Casual chic

No transportation provided

### WI-FI

You will be able to connect automatically to venue Wi-Fi.