



MANTOVA WELCOMES YOU TO THE 8TH SKELETAL ENDOCRINOLOGY MEETING

7th/8th April 2017

GENERAL INFORMATION

MEETING VENUE

MAMU ♦ Mantova Multicentre

Address: Largo di Porta Pradella, 1 - 46100 Mantova, Italy

CME ACCREDITATION

The 8TH Meeting Skeletal Endocrinology program will be submitted for accreditation by the European Accreditation Council for Continuing Medical Education (EACCME) and the Italian Educazione Continua in Medicina (ECM) for Physicians (Medico Chirurgo), Nurses, Physiotherapists.

Provider (ID 5468)

Asti Incentives & Congressi srl - Piazza San Uomobono 30 56126 Pisa, Italy

ph. +39 050 598808 fax +39 050 0987825 - ecm@aicgroup.it // skeletal2017@aicgroup.it

ATTENDANCE CERTIFICATE

Attendance Certificate can be collected at the registration desk at the end of the Meeting.

LANGUAGE

The official language is English. Italian/English/Italian translation will NOT be provided.

WEBSITE

For further information, please visit the following website: www.aicgroup.it

REGISTRATION FEE (VAT 22% INCLUDED)

	BY 10 TH MARCH 2017	FROM 11 TH MARCH UNTIL 3 RD APRIL 2017 – ON SITE
Delegate Gioseg/ESE/SIE Member	€ 350,00	€ 400,00
Delegate Gioseg/ESE/SIE NON Member	€ 400,00	€ 450,00
Delegate UNDER 35	€ 150,00	€ 150,00

Identity Document (ID) is required for delegates UNDER 35.

Registration fee includes: Congress Kit, Certificate of Attendance, Open Coffee on 7th April afternoon and 8th April morning.

Registration Form is available on the Organizing Secretariat website www.aicgroup.it

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LIABILITY & INSURANCE

The registration fees do not include the insurance of participants against personal accidents, sickness, cancellations by any party, theft, loss or damage to personal belongings. Participants are advised to take out adequate personal insurance to cover travel, accommodation, cancellation and personal effects.

COMMERCIAL EXHIBITION

The exhibition will take place in the foyer of the Venue. Exhibitors will have the chance to meet with the delegates.

INVITATION LETTER

If you need an Invitation Letter, please fill section on **Registration Form**. Pre-registration is required.

CONFIRMATION

Confirmation will be sent to all participants by e-mail after receipt of payment.

PAYMENT

A complete Registration Form, along with full payment, is required in order to be processed. Registrations without full payment will not be processed.

CANCELLATION & REFUND

Requests for refund must be received **within 31st March 2017** by e-mail to: skeletal2017@aicgroup.it. All refunds will be sent after the Meeting. No refund will apply for cancellations received from **1st April 2017**.

SCIENTIFIC GUIDELINES

ORAL COMMUNICATION GUIDELINES

Time available for each presentation is 5' speech and 3' discussion. Speakers must adhere strictly to the scheduled times according to program.

Only computer projection will be available and it will not be possible to use personal laptops.

Speakers are kindly requested to use PowerPoint (Windows). The uploading of DVD movies is NOT supported.

We recommend using ".jpg" formats for images. Other types of extension will be accepted, if compatible with PowerPoint.

Please download your presentations by using USB pens at least 2 hours before speech at the Slide Center on site.

G.I.O.S.E.G. would appreciate to publish on his official website (www.gioseg.org) all Meeting presentations, therefore a Copyright Authorization for the speech will be requested to all speakers.



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PAPER SUBMISSION GUIDELINES

All Paper Submitters must be registered to the Meeting.

Paper submission ends on 1st March 2017

Abstracts can be submitted in English. Once submitted no revisions/changes will be allowed.

The whole paper (Title, Authors, Institutions, Text, Figures, Tables and Images) should fit in a A4 page (2.5 cm layout), written in word format and typed using single line spacing (font style: Times New Roman - font size: 12).

The document should include the following items in this order:

- title in UPPERCASE (please do not use abbreviation)
- author's first and last name (please refer to multiple author's affiliations with superscript numbers placed immediately after each author's name);
- author's affiliation;
- text

The first author should provide Disclosure information at the bottom of the abstract.

Please check the spelling and grammar carefully. Direct reproduction from your electronically submitted abstract text means that any errors in spelling, grammar or scientific data will be reproduced as submitted.

Paper not in accordance with the above instructions will not be considered.

By submitting a paper the authors agree to transfer all copyrights to G.I.O.S.E.G.

For further information please contact: skeletal2017@aicgroup.it

POSTER GUIDELINES

All 1st author/presenter of a Poster **must** be registered to the Meeting.

Papers must be posted within Friday, 8th April at 11.30 am

Poster size is 70 cm large x 100 cm high

For further information please contact: skeletal2017@aicgroup.it

Authors will receive an email indicating the status of their abstract by 2nd March 2017, along with instructions for oral or poster presentation.

First author of accepted oral communication or poster presentation will take advantage of FREE registration



SCIENTIFIC SECRETARIAT

Coordinator: G. Mazziotti (Ph. +39 0376 201333)

Members: A.M. Formenti, S. Frara, F. Maffezzoni

HOTEL ACCOMMODATION

The Organizing Secretariat has reserved rooms c/o 3 stars Hotels in Mantova (walking distance from the meeting venue). For any request please fill section on Registration Form.

RESERVATION

Reservations will be on a first-come, first-served basis therefore early reservation is recommended. Receipt and a voucher as confirmation will be sent by e-mail after deposit payment.

ORGANIZING SECRETARIAT AND PROVIDER

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