

# CONGRESS INFORMATION

## Congress Venue

Hong Kong Convention and Exhibition Centre (HKCEC) (Please use Harbour Road Entrance)

1 Expo Drive, Wanchai, Hong Kong

Tel: +852 2582 8888

## Registration and Information

The registration and information desks are located at the foyer of Hall 5FG, Level 5, Hong Kong Convention and Exhibition Centre (HKCEC). The desk will be open at the following hours:

Thursday, 15 June 2017	14:00 – 17:30
Friday, 16 June 2017	08:00 – 19:00
Saturday, 17 June 2017	08:00 – 17:30
Sunday, 18 June 2017	08:00 – 16:00

For those attending Pre-Congress Workshop, the registration will open at Room S229, Level 2, HKCEC at the following hours:

Thursday, 15 June 2017	08:30 – 11:00 and 13:30 – 15:00
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## Slide Preview Rooms

Slide Preview Room is located at:

Room S229, Level 2 (15-18 June 2017)

Room S429, Level 4 (16-18 June 2017)

The preview rooms will operate according to the following hours:

Thursday, 15 June 2017	14:00 – 17:00 (Room S229)
Friday, 16 June 2017	08:30 – 17:30 (Room S229 & S429)
Saturday, 17 June 2017	08:30 – 17:30 (Room S229 & S429)
Sunday, 18 June 2017	08:30 – 12:30 (Room S229 & S429)

Speakers are requested to bring their powerpoint presentations in USB memory sticks to the Slide Preview Room at least **4 HOURS** before the day of Presentation.

For speakers of the Pre-Congress Workshop, please upload the powerpoint presentations directly to the respective meeting room.

## Poster Presentations

Electronic Posters are on display throughout the Congress on TV screens located in the Exhibition Hall in Hall 5F, Level 5.

For **Best Poster Presentations**, physical poster should be posted during 0900 – 1030 on 16 June (Friday) at the best poster display area of the Exhibition Area. The presenting author should also standby at the poster display area of the physical poster for Q&A session by the judges of Best Poster Presentation at 10:30-11:00, 17 June 2017 (Saturday).

## Coffee and Tea

Coffee and tea will be served at the Exhibition Area (Hall 5F, Level 5) at designated times.

## Lunch

Please note that registration fees do not include lunches. However, limited number of lunch boxes / sandwich packs will be available at lunch symposium venues on a first-come-first-served basis.

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## Exhibition

The exhibition is located at the Hall 5F, Level 5. The opening hours are:

Friday, 16 June 2017	09:00 – 20:00
Saturday, 17 June 2017	09:00 – 17:30
Sunday, 18 June 2017	09:00 – 16:00

## Welcome Reception

The welcome reception will be held at the Exhibition Area, Hall 5F, Level 5 on Friday, 16 June 2017, 18:30 to 20:00.

## Internet Access

Complimentary WIFI access is available in all the HKCEC venues. There is a 60 minute usage limit of the free Wi-Fi service upon registration for each user. User will be disconnected from the Service if there is a prolonged idle time of 30 minutes.

## Language

The official language of the Congress is English. Simultaneous interpretation will not be provided.

## Identification Badges

All participants will receive an identification badge upon registration. Name badges are required at all times for identification purposes and admission to the various scientific sessions and exhibition. Please note that accompanying persons and exhibitors will not be admitted to the scientific sessions. Should you lose your badge, please proceed to the Registration and Information Desk for a replacement badge. Each replacement badge will cost HK\$300.

**Name badges have been colour-coded as follows:**

Organizing Committee	Red	Red
AOFOG Executive Board	Red	Red
Faculty	Orange	Orange
Delegate	Green	Green
Accompanying Person	Purple	Purple
Exhibitor	Blue	Blue

## Local CME / CNE / PEM Accreditation

Should Hong Kong delegates wish to obtain CME points, please signify your attendance at the service desk located at the AOCOG 2017 Registration Area.

CNE / PEM points are accredited to midwifery workshop.

## Certificate of Attendance

Certificate of Attendance will be distributed to registered participants upon collection of registration materials.

## Abstract Publication

Accepted abstracts will be published in the online version of the Journal of Obstetrics & Gynaecology Research (JOGR) – the official journal of the AOFOG.

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## Registration Entitlements

Programme	Full Registration	Accompanying Person	Exhibitor
Opening Ceremony and Welcome Reception	✓	✓	✓
Scientific Sessions (excluding pre-congress courses)	✓	✗	✗
Technical Exhibition with Poster Viewing	✓	✓	✓
Coffee / Tea Break	✓	✗	✓
Industry Sponsored Symposia	✓	✗	✗
Congress Materials	✓	✗	✗
Certificate of Attendance	✓	✗	✗
Half-day City Tour	✗	✓	✗

## Message Board

Messages will be posted on message boards located at the Registration Area and Exhibition Area. Please ensure that you check the board frequently.

## Personal Property

Please take good care of your personal belongings. Do not leave them unattended. The organizers and the Congress Secretariat will not be responsible for any loss or damage of your personal properties.

## Smoking Policy

HKCEC is a smoke-free facility. No internal smoking areas will be provided.

## Adverse Weather Arrangements

If typhoon signal no. 8 or higher or a rainstorm black warning is in force, all activities at the HKCEC will be held as scheduled, but visits will be cancelled. If the warning signal is lowered 3 hours before the start of the activities, the visits will continue as normal

Please watch for announcement posted on the Message Boards or contact the Secretariat at 2852 2333.

## Useful Telephone Number

<b>Conference Hotline (15 to 18 June)</b>	<b>2852 2333</b>
Emergency Number ( police, fire, ambulance)	999
Telephone Directory Enquiries	1081
Weather	1878 200
Hong Kong Tourism Board Visitor Hotline	2508 1234
Hong Kong Airport Authority Hotline	2181 0000 2181 8888