

Dear Sir/Madam,

on behalf of the Workshop Secretariat we are sending you some useful information regarding your participation in the **6th International Video Workshop on Radical Surgery in Gynecologic Oncology** in Prague, April 26 - 28, 2018.

WORKSHOP VENUE

Vienna House Diplomat Prague
 Evropska 15, 160 41 Prague 6
www.viennahouse.com

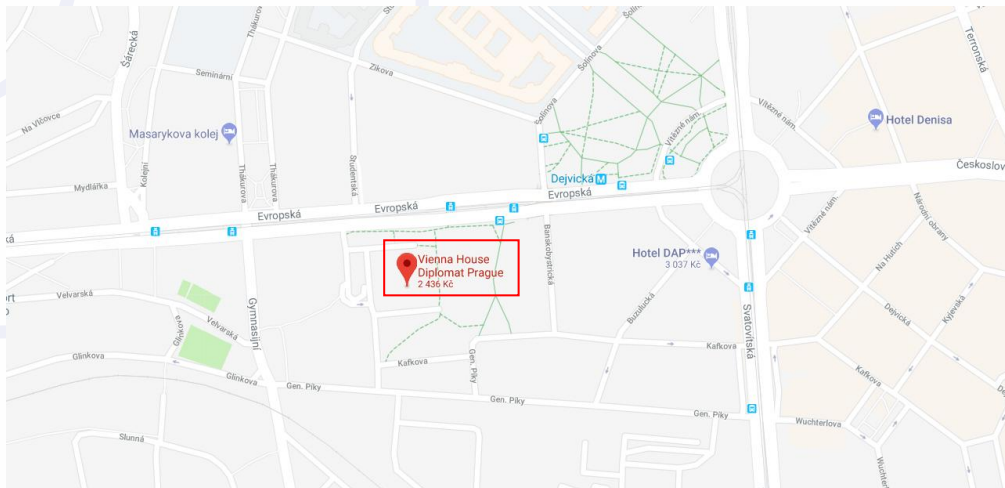
HOW TO REACH the Workshop Venue From the Václav Havel Airport:

The distance from the Václav Havel International Airport is approx. 8 km. A taxi ride from the airport to the Workshop venue will take approximately 20-30 minutes. It is possible to pay in cash or via credit card. The approximate cost in CZK is 500,-. (approx. 20 EUR).

You can also travel by public transport. You can either take bus no. 119 (a bus stop is located directly in front of Terminal 1 and Terminal 2) from the airport to the "Nádraží Veleslavín" stop. From there, continue by metro line A in the direction of "Depo Hostivař" and get off at "Dejvická" station. Hotel Vienna House Diplomat Prague is located right in front of the metro station "Dejvická".

By car:

Prague is located approx. 150 km east of the border with Germany (1,5 hours) accessible via Pilsen on highway D5 and approx. 200 km west of the city Brno (access from Austria approx. 2 hours) on highway D1.



REGISTRATION

Participants will receive a name badge and other workshop materials upon registration. Everyone is kindly requested to wear the name badge when attending the Workshop. The Registration Desk is located in the foyer on the ground floor.

Registration opening hours:

Thursday, April 26	11:00-18:00
Friday, April 27	07:00-18:00
Saturday, April 28	07:30-13:00

INSTRUCTIONS FOR SPEAKERS

Speakers' Ready Room is located in the meeting room Paris on the first floor. Please submit all digital files needed for your presentation in the Speakers' Ready Room. Technical specialists will help you upload all files so everything is ready before each session. When the presentation is to be given, the file will be loaded in the meeting room. Please come to the Speakers' Ready Room at least 1,5 hours before the beginning of your session. In case your speech has been scheduled for morning session come the day before your presentation.

Speaker's ready room opening hours:

Thursday, April 26	11:00-18:00
Friday, April 27	08:00-17:00
Saturday, April 28	08:00-12:00

SCIENTIFIC PROGRAM

To learn more about the Scientific Program of the workshop IVW 2018, please go to the official website: <https://www.ivw-prague.cz/scientific-program/scientific-program/>

CERTIFICATES

Certificates of Attendance will be available at the registration desk from Saturday, April 27.

LANGUAGE

The official language of the Workshop is English, simultaneous interpretation is not provided.

TAXI

When taking a taxi, make sure the taxi is equipped with a permanently installed yellow roof lamp with the TAXI sign in black letters. The registration number, company name and price list including the base rate, rate per kilometre and one-minute-waiting rate must be displayed on both front doors of the cab. These prices must correspond with the prices set on the meter in the cab. Customers are recommended to order a taxi with non-stop dispatching offices where the information on fares is available in advance.

Please use one of the recommended companies (operators speak English):

AAA Taxi (+420 14 0 14) or **PROFI Taxi** (+420 14 0 15) or **TICK TACK Taxi** (+420 14 222)

Boarding charge: approx. 30-40 CZK/1 drive
Journeys within the city: approx. 26-28 CZK/1 kilometre
Waiting time: approx. 4-6 CZK/1 minute

WE WOULD LIKE TO KINDLY ASK YOU TO PROCESS ALL YOUR PAYMENTS ONLINE BEFORE ARRIVING TO THE WORKSHOP.

More information about the **IVW 2018** can be found here: www.ivw-prague.cz

We wish you a nice journey and we are looking forward to seeing you in Prague!
Sincerely Yours,

IVW 2018 SECRETARIAT

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