Welcome letter from SHA 21 conference chairman

Dear respected speaker / chairman / Poster author.

SHA is delighted to have you as a welcomed speaker & or session chairman in the SHA 21 meeting.

The organizing committee appreciates reading the following guidelines:

- *Presentation instructions and rules are declared in the attached leaflet, please read the audiovisual instructions carefully. I would to emphasis the time commitment because the countdown timer will shut your presentation at end of time, please do not get offended by this maneuver. It is to protect speakers time and execute that tight program.*
- *Registration for speakers and chairman will be in the speakers ready room located in the conference hall, registration will start from 13:00 Sunday 7/2/2010. However, for speakers stay in Riyadh Intercontinental hotel and Golden Tulip hotel, the organizing committee will try to deliver the badge and conference bag to their rooms on the evening of Sunday 7 Feb. 2010.*
- *Those whom sent their arrival details will find SHA representative to take them from airport to hotel.*
- *If you did not send your arrival details please complete the attached form.*
- *If you did not send your (leaving details at the end of the meeting), please contact the help desk in the lobby of the intercontinental Hotel and provide the departing flight details. Car to airport will be ready 3 hours before departing time.*
- *SHA is hosting speakers and chairman in Riyadh intercontinental Hotel and Golden Tulip Hotel (walking distance from intercontinental hotel) due to lack of rooms in Riyadh Intercontinental hotel, however shuttle bus service will be available from and to intercontinental hotel. Please check the attached table to find out your accommodation location.*
  In case you do not find your name, please contact Mr.
- *Hotel hosting covers only bed and breakfast at the hotel restaurant.*
- *SHA prepared a social program: Details in the attached leaflet.*
- *Conference halls and exhibition are located at the king faisal hall in Riyadh intercontinental hotel.*
- *For those entitled for flight tickets and they paid their tickets can get the refund in US$ or Saudi Riyals from speakers ready room. (1 US$ = 3.75 SAR).*
- *SHA is delighted to express its gratefulness and appreciations to all speakers and chairmen of sessions: An appreciation trophy can be collected from speakers ready room.*
- **A help desk is located at the lobby of the intercontinental hotel to:**
  1. *Assist and provide information.*
  2. *Provide Conference program.*
  3. *Arrange Transport within Riyadh City.*
  4. *Book Airport drop service.*
- *Travel agency service and flight reconfirmation can done through ALTAYAR travel agency desk at the intercontinental hotel from 9:00 AM to 9:00 PM.*

- *If the session has slot for Q/A this will be after the presentation or at the end of the session as specified in the scientific program. Main hall , circular hall and hall no. 1 are equipped with fixed table micro fro Q/A while hall no. 2 and hall no. 3 will be equipped with stand micro for Q/A, the chairmen in these two halls should ask delegates to come in a line to the stand. The chairman of sessions held in hall 3 should announce to delegates attending in hall 4 and 5 to come to hall 3 if they want to ask.*
- *Posters received by the organizers until 26Jan 2010 will be printed and posted to poster stands in the poster area while others bringing their posters can go to poster area to post them in the available stands. Poster area will be opened during the whole days of the meeting.*
- *Meals and coffee breaks (time and location) are shown in the conference program, however a special coffee break area for speakers is available at the upper floor near speakers ready room (pleas follow the signboards) , lunch boxes for lunch symposia's can be collected from coffee break stations in the conference hall.*
- *ATM cash machine is available near the entrance of the lobby of Riyadh intercontinental Hotel.*
- *Please keep your conference badge with you during conference activities and events.*
- *Free internet service is available at the press center in addition to computer terminals available near registration area.*
- *Photocopying and fax service will be available at the press center in conference hall near the exhibition.*
- *Conference entry visa to KSA you got is valid for 15 days stay from arrival date.*
- *Chairmen of sessions will sit on the chairs of the head table in the halls, reserved seats for the sessions speakers will be available in the first row of each hall at every session.*

Important numbers:

- **Riyadh intercontinental hotel : TEL : +966 1 4655000 Fax: +966 1 4657833**
- **Golden tulip hotel: Tel +966 1 4415500 FAX: +966 1 4411038**
- **Scientific committee coordinators: Ms. Jerlyen: +966 54 583 1673**
- Scientific program coordinator: Mr. Ilyas Mobile : +966 51 5051632
- Transportation coordinator: Mr. Khedr Mohamed +966 59 457 5760
- Organizing committee coordinator : Bassem Mobile : +966 51 5051635
- Registration supervisor: Eng. Tariq - Mobile : +966 50 0088988

Wishing you pleasant stay and distinguished Meeting.

Best Regards
SHA president
Dr. Hani Najm