

Dear AORTIC 2015 Delegate,

**(Français)**

We are looking forward to welcoming you to Marrakech for the 10<sup>th</sup> AORTIC International Conference on Cancer in Africa!

A heartfelt thank you to the following sponsors for their support:

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- Elekta
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- GSK
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- INCA France
- Susan G. Komen
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Please read this delegate reminder carefully for important information.

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## 1. CONFERENCE DATES AND LOCATION

Wednesday, 18 November – Sunday, 22 November 2015

(Pre-conference workshops on Wednesday, 18 November and Thursday, 19 November)

Palais des Congrès de Marrakech

Address: Avenue Mohammed VI, Marrakech, 40 000

GPS co-ordinates: 31.624582, -8.013543

## 2. REGISTRATION

Location: Main entrance, Level 0, Palais des Congrès de Marrakech

Hours: Wednesday, 18 November to Saturday, 21 November (07:00 – 17:30)

Sunday, 24 November (07:00 – 12:00)

All AORTIC 2015 participants, including delegates, accompanying persons, Chairs, Speakers, Poster Presenters, media, exhibitors and sponsors must register and pick up a name tag before attending any conference events, *including pre-conference workshops*. Your name tag is required for access to all conference events so be sure you have yours with you at all times. The re-printing of lost or forgotten name tags will be charged at USD 10 / MAD 100. All those attending the Gala Dinner will receive a dinner ticket with their name tag – this will be required for access; please be sure to bring your ticket with you to the Gala Dinner.

### 3. PRE-CONFERENCE WORKSHOPS

There is an excellent and full programme of pre-conference workshops. These will be held on Wednesday, 18 November and Thursday, 19 November at the Palais des Congrès de Marrakech. There is no additional fee to attend any of these workshops. Most workshops are open to all registered delegates, but some require pre-registration or application.

For more information on the workshops and their venues and times, please refer to the conference programme: <http://aorticconference.org/programme/>

### 4. ACCOMPANYING PERSONS

Accompanying persons should report at the Registration Desk with the delegate they accompany. All registered accompanying persons are invited to attend the Opening Ceremony and Welcome Reception. Registered accompanying persons are also invited to attend the Gala Dinner, at an extra cost of USD 75.00. The accompanying person package includes two half-day tours: please check the tour departure details at the Tours/Transfers/Accommodation Desk (Main entrance, Level 0, Palais des Congrès de Marrakech). The Koutoubia Café on Level 1 is available for accompanying persons to use as a meeting point, to relax and purchase refreshments.

*Please note that conference lunches and refreshments are not included in the accompanying person package.*

### 5. PERSONAL DETAILS FOR NAME TAGS

Please find attached the summary page of your registration. Please carefully check your personal details on your registration confirmation or by logging into the registration system using your personal username and password. Your personal details will be used to create your name tag (first name, last name, organisation and country).

You can make your own changes to your personal details until Wednesday, 11 November by logging into the registration system [here](#).

After Wednesday, 11 November you will need to contact the AORTIC 2015 Registration Manager ([register@aorticconference.org](mailto:register@aorticconference.org)) directly if you require any changes.

### 6. DELEGATE LIST

Please see the home page of the conference website ([www.aorticconference.org](http://www.aorticconference.org)) for the AORTIC 2015 delegate list.

Please also use this list to confirm that your personal details are correct; the way your name is on the list is the way it will be on your name tag (first name, last name, organisation and country). Please contact the AORTIC 2015 Registration Manager on [register@aorticconference.org](mailto:register@aorticconference.org) if you require any changes.

### 7. PROGRAMME

The theme of AORTIC 2015's programme is "*Roadmap to cancer control in Africa*" and it will be presented by an international faculty, promoting and facilitating an exchange of research and practical information among diverse practitioners working in cancer care in Africa and around the world.

Click [here](#) to see the AORTIC 2015 Programme.

Click [here](#) for the General Poster Schedule.

Click [here](#) for the Moroccan Poster Schedule.

Click [here](#) to see the AORTIC 2015 Abstract Publication.

Click [here](#) for floor plans of the venues.

### 8. SPEAKERS

If you are a Speaker, please bring your presentation with you on a memory stick and take it to the Speaker Prep Room (Reda 2, Level -1, Palais des Congrès de Marrakech) after you have registered, and at least 24 hours prior to your session. You can review your presentation there or make changes if necessary and the room will be staffed by technicians who can assist.

*Speaker Prep Room Hours*

Tuesday, 17 November 16:00 – 18:00

Wednesday, 18 – Saturday, 21 November 07:00 – 17:30  
Sunday, 22 November 07:00 – 12:15

*Please note no presentations will be accepted in the meeting rooms.*

If you have any questions regarding your session or what to expect as a Speaker, Chair or Poster Presenter, please contact the AORTIC 2015 Programme Secretariat on [programme@aorticconference.org](mailto:programme@aorticconference.org).

## **9. CONFERENCE LANGUAGES**

The official languages of the conference are English and French. Simultaneous English and French interpretation will be provided in all plenary sessions, and other sessions that take place in Fez 1 and Fez 2 on Wednesday 18 – Thursday 19 November and Ministers Amphitheatre and Ambassadors Amphitheatre on Friday 20 – Sunday 22 November.

## **10. INTERPRETATION HEADSETS**

Simultaneous French and English interpretation will be available in the Fez 1 and Fez 2 Rooms on Wednesday and Thursday, and the Ministers and Ambassadors Amphitheatres on Friday, Saturday and Sunday. Headsets, which will work in any of the rooms, should be collected from and returned to the INTERPRETATION HEADSETS DESK adjacent to the REGISTRATION DESK located in the main foyer. **Please note that a cash deposit or identification document will be required for issue of the equipment.**

## **11. CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION CERTIFICATE**

AORTIC 2015 has been accredited by the University of Cape Town (UCT) Faculty of Health Sciences Accreditation Committee and registered for 40 CPD points. The UCT accreditation letter is available [here](#).

Please sign the register at the Registration Desk (Main entrance, Level 0, Palais des Congrès de Marrakech) for each day that you attend the conference.

## **12. CERTIFICATE OF ATTENDANCE**

All delegates that attend the conference will be able to generate a Certificate of Attendance via the registration system once the conference has concluded. The link will be emailed in a post-conference message.

## **13. CONFERENCE PROCEEDINGS**

You will find in your delegate bag the conference handbook. This contains the schedule at a glance, the programme and the poster schedules. The [abstract publication](#) is only available on the website.

Prior to the conference, use the [conference website](#) to review the [programme](#), [General and Moroccan Poster schedules](#) and [abstracts](#).

*Kindly note, no presentations will be distributed at or after the conference.*

## **14. SATELLITE AND SIDE EVENTS**

For the full list of satellite and side events happening during AORTIC 2015, please click [here](#). For floor plans of the meeting venues, please click [here](#).

## **15. LUNCHES, REFRESHMENTS AND SPECIAL DIETARY REQUIREMENTS**

### *Teas and lunches*

Your registration includes mid-morning refreshments (tea and coffee) and lunch in the Royal Ballroom. Please note that daily conference lunches and refreshments (tea breaks) are reserved for programme participants and exhibitors. They are not included in the accompanying person package – accompanying persons may purchase food at the Koutoubia Café on Level 1.

### *Session catering*

There will be tea, coffee and pastry at the Early Morning Roundtable sessions on Friday, Saturday and Sunday mornings.

There is no in-room catering for the lunch sessions. Delegates should make use of the 15 minutes before the session to eat in the Royal Ballroom.

### *Special dietary requirements*

If you indicated upon registration that you have special dietary requirements, your special refreshments or meals will be arranged for you; please ask a member of the catering or conference staff where to find them.

## **16. SOCIAL EVENTS**

All delegates are invited to attend the Opening Ceremony and Welcome Reception on Thursday, 19 November, from 18:00 to 21:30 in Ministers Amphitheatre. You need to have registered and collected your name tag at the registration desk prior to this as your name tag is your conference identification and ensures access to the event. Canapés and beverages will be served.

On Saturday, 21 November, the Gala Dinner will take place in the Royal Ballroom at the Palais des Congrès de Marrakech. There is an additional cost to purchase a ticket to attend this event for all participants and accompanying persons. Tickets are limited and can be purchased until 17:00 on Friday, 20 November. Please bring your ticket with you to get access to the event. A buffet dinner and beverages will be provided.

## **17. WEATHER AND DRESS**

November temperatures in Marrakech are fairly mild, and it is also the wettest month of the year for Morocco. The average daily temperature during the month of November hovers around 17 degrees Celsius. This average includes a potential low of 11 degrees Celsius, which will occur during the night. There is also a high of up to 23 degrees Celsius.

Casual dress is recommended for pre-conference workshops and conference sessions (be prepared for air conditioned rooms in the Palais des Congrès de Marrakech), casual for the Opening Ceremony and Welcome Reception, and semi-formal or traditional dress for the Gala Dinner. Dress for the accompanying person's tours is conservative and casual, with comfortable shoes and sun protection (hat and sunscreen).

## **18. HOTELS**

If you have booked accommodation via the AORTIC 2015 appointed Destination Management Morocco, you will receive a confirmation email. Please check the website [here](#) for the contact details and address of your hotel.

## **19. TRANSPORT**

### **a. Airport Transfers**

You are responsible for making your own airport transfer arrangements, and the cost will be for your own account. It is **strongly** recommended that you pre-arrange your airport transfer prior to your arrival in Marrakech in order to guarantee availability. Please visit the conference website for information on the airport transfer provider: <http://aorticconference.org/airport-transfers/>. Alternatively, arrangements can be made with your hotel.

### **b. Hotel Transport**

The official AORTIC 2015 conference hotels are all within walking distance of the Palais des Congrès de Marrakech. Alternatively taxis are widely available and can be used for your own account.

### **c. Parking**

There is no parking in Palais des Congrès de Marrakech. There is limited parking available 'first come, first served' on the street-side nearby the centre.

## **20. TOURS**

Explore the beauty of Marrakech and Morocco. Visit the Tours/ Transfers/Accommodation desk at the main entrance, Level 0, Palais des Congrès de Marrakech from 18 – 22 November to book your tour.

- [Half- and full-day tours](#)
- [Pre- and post-conference tours](#)
- [Accompanying person tours](#)

## **21. YELLOW FEVER INOCULATION CERTIFICATE**

A yellow fever inoculation certificate is required for entry into Morocco if you have travelled from or through a yellow fever zone in the previous 6 days before entry. You cannot get an inoculation upon arrival and your inoculation certificate must be dated at least ten days prior to your arrival in Morocco.

Please contact your local doctor/travel clinic for advice on other recommended inoculations and vaccinations.

## 22. VISAS AND TRAVEL DOCUMENTS

Every visitor to Morocco must have a valid passport (for at least six months from the time one enters Morocco) and a visa if required (depending on your nationality). Please ensure that you have at least 2 blank facing pages in your passport.

Many visitors to Morocco require a visa in order to enter the country. You cannot apply for a visa upon arrival. If you will require a visa to visit Morocco, be sure to allow plenty of time for the application process before your departure date.

*Travel regulations are known to change without notice to the public. We recommend before you travel, to check the current regulations with the Moroccan Embassy in your country. A list of Moroccan Embassies around the world can be found [here](#).*

## 23. INSURANCE AND LIABILITY

The African Organisation for Research and Training in Cancer (AORTIC) reserves the right to cancel the AORTIC 2015 Conference without notice or compensation in the event of any delay, default, failure or cancellation of implementation of any deliverable to or for the AORTIC 2015 Conference which has been caused, directly or indirectly, by any incident of "force majeure". For the purposes hereof, the term "force majeure" shall mean any incident, circumstance or cause which renders delivery of the AORTIC 2015 Conference substantially or totally impossible or impracticable and which is beyond the control of AORTIC. The term shall include but not be limited to the following:

- Any strike, or other industrial action of any kind;
- Fire, flood, or adverse weather conditions;
- Unavoidable breakdown or destruction of facilities or equipment;
- Failure of carriers, delays in performance or delivery by sub-contractors or any other breach by a third party of a material obligation towards AORTIC;
- Power failure;
- Promulgation/amendment/rescission of any relevant legislation or regulation by local or national government;
- Any occurrence of any nature which renders it reasonably necessary for AORTIC to cancel the AORTIC 2015 Conference.

In such circumstances, AORTIC, the AORTIC 2015 Local Organising Committee and the AORTIC 2015 Conference Organisers are hereby indemnified and shall not be liable to any delegate, supplier or other service provider for any loss or damage save that AORTIC shall only be liable to reimburse the relevant party such amounts as may actually have been received by AORTIC, but after deduction of any costs that have been reasonably incurred by it up to the point of cancellation in preparing the conference. This limited liability does not extend to any payments that may have been made directly or indirectly (on behalf of delegates/attendees/service providers, etc.) to third parties such as hotels or airlines.

AORTIC, the AORTIC 2015 Local Organising Committee and the AORTIC 2015 Conference Organisers shall not be responsible for any theft, breakage, destruction or damages of any kind whatsoever and howsoever caused to personal and/or business items of delegates, accompanying persons, children, or other attendees.

All delegates are to make themselves fully aware of the health and visa requirements in respect of travel to Morocco; in the event that an individual is unable to participate in the conference due to not meeting these requirements in any way; AORTIC, the AORTIC 2015 Local Organising Committee and the AORTIC 2015 Conference Organisers will not accept responsibility in any respect.

## 24. MORE ABOUT MARRAKECH AND MOROCCO

In preparation for your visit to this vibrant country, you may like to make use of the helpful travel resources that the AORTIC 2015 Conference Secretariat has put together.

For a quick overview of Morocco, please click [here](#), and for Marrakech, [here](#).

Our extensive Travel and Tours pages include useful information on [flights to Morocco](#), [transport information](#) and the FAQ section with answers to [frequently asked questions](#).

## 25. SOCIAL MEDIA

Follow AORTIC on Twitter at [@AORTIC\\_AFRICA](#) and stay up-to-date with conference happenings. Be part of the AORTIC 2015 conversation by tagging your tweets to include the #AORTIC2015 hashtag. You are also invited to join the AORTIC community on [Facebook](#).

### TRAVEL SAFELY!

We look forward to welcoming you to Marrakech, Morocco. Please do not hesitate to contact us on [info@aorticconference.org](mailto:info@aorticconference.org) if you have any questions. *Kindly note that our office is open Monday through Friday from 08:00 to 17:00 (South African time).*

AORTIC 2015 Conference Secretariat

African Agenda

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Website: [www.aorticconference.org](http://www.aorticconference.org)

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