



FACULTY GUIDE

Teaching in the Fellowship.

From the faculty group's link to a confirmed lecture on the academic calendar. One link, seven short steps, no password. Read it once; keep it for the day you choose your next lecture.

01	02	03	04
Register	Approval	Choose	Confirmed
The group's link, your address, your profile	The organizers read every registration	Kind, topic, day and hour, then the title	Approved, on the official calendar

UNDER THE SUPERVISION OF

Prof. Dr. Husam Salah Mourad

Dean of the Faculty of Medicine, Kasr Al-Ainy School of Medicine, Cairo University

Prof. Dr. med. Karlhans Endlich

Dean of the Faculty of Medicine, University Medicine Greifswald, University of Greifswald

COOPERATION SUPERVISORS

Prof. Dr. Ahmed Zohdi

Professor Emeritus of Neurosurgery, Kasr Al-Ainy School of Medicine, Cairo University

Prof. Dr. med. Henry W. S. Schroeder

Professor of Neurosurgery, University Medicine Greifswald, University of Greifswald

PROGRAMME COORDINATOR

Prof. Dr. Ehab El Refaee

Professor of Neurosurgery, Kasr Al-Ainy School of Medicine, Cairo University

PROGRAMMED BY

Albara Wadee

Intern, Kasr Al-Ainy School of Medicine, Cairo University

IF YOU READ ONLY ONE PAGE

The way to your *lecture*.

The organizers do not hold every colleague's address. So nobody waits for an invitation: you come by the faculty group's link, register once, and choose what and when you teach.

FOUR STEPS

STEP 1 Register Open the link from the WhatsApp group, confirm your e-mail, fill in your profile with a photograph.	STEP 2 Approval The organizers approve your registration, ask you a question, or decline it. You hear by e-mail.	STEP 3 Choose A guided path: the kind of teaching, the topic, the day, the hour, then the title.	STEP 4 Confirmed The organizers approve the lecture. It stands on the academic calendar.
1 link for the whole faculty, posted in the group	0 passwords. Your e-mail confirms it is you.	7 short steps for your profile, one page each	20 minutes your chosen hour is held while you write

What the site always does

- Shows the fellowship's time first (Berlin), your own time second.
- Holds the hour you choose while you write the title.
- Tells you by e-mail when your registration or lecture is decided.
- Shows a taken place with its title, so no talk is prepared twice.

What it never does

- Put a lecture on the calendar before the organizers approve it.
- Move your lecture or change its hour without telling you.
- Let two lecturers take the same place.
- Ask you for a password.

CONTENTS

Find what you *need*.

New to the fellowship? Read Part 1 and Part 2 in order. Part 3 is for later in the year.

PART 1

Register

01	The group's link	5
02	Confirm your address	6
03	Your profile in short steps	7
04	The photograph, then send	8
05	The organizers' answer	9

PART 3

Through the year

10	Your days	16
11	Find a session	17
12	Your profile	18

REFERENCE

Look it up

A	Where a lecture stands	23
B	Questions	24
C	Less common moments	25

PART 2

Your lecture

06	The kind and the topic	11
07	The day and the hour	12
08	Write it and send it	13
09	Waiting, then confirmed	14

PART 4

Fellows and AI

13	Fellows of your session	20
14	A primer for the fellows	21
15	Helpers while you choose	22

PART 1

Register

From the faculty group's link to an approved profile. Ten minutes, once.

-
- 01 The group's link
The same link for every colleague

 - 02 Confirm your address
A link to your inbox, no password

 - 03 Your profile in short steps
As the calendar and the programme will show you

 - 04 The photograph, then send
Read it over on one page

 - 05 The organizers' answer
Approved, a question, or declined



01 · REGISTER

The group's *link*

The organizers post one message in the faculty's WhatsApp group. It holds the registration link for this year, and it is the same link for every colleague: forward it to a colleague who should teach, and they register the same way.

The message reads: "Dear colleagues, to teach in the Fellowship of Neuroendoscopy, 2027, please register with this link ... You will be asked for your e-mail address, your profile and a photograph. Once the organizers have approved it, you choose a topic and a date to teach."

Open the link. It shows the registration page of the fellowship.

Your profile may already be here. If the organizers posted a **claim link** instead, open it, confirm your address, type three letters of your name and press **This is me**. The profile is yours at once; **Not you? Undo this** stays for 30 minutes.

FACULTY REGISTRATION

Teach on the *Fellowship of Neuroendoscopy*.

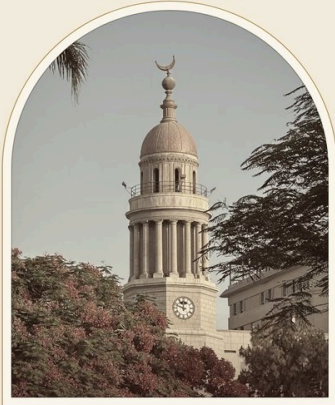
This is the registration for the 2027 faculty. Leave your e-mail address and we send you a link; it proves the address is yours.

After the link you fill in your profile with a photograph. Once the organizers have approved it, you choose a topic and a date to teach.

Your e-mail address

1 SEND ME THE LINK →

2



- 1** Write the e-mail address you read every day. Your lectures, approvals and any change are sent there.
- 2** Send me the link. A sign-in link goes to that address.

02 · REGISTER

Confirm your *address*

Open the e-mail from the fellowship and press its button. The page asks you to confirm that the address is yours. That is all the site needs to know it is you: there is no password to choose or forget.



- 1 Confirm my address. You are signed in on this device, and your profile comes next.

No e-mail? It can take a minute, and it may be in the spam folder. A sign-in link works once and only for a short time; if it has expired, open the group's link again and ask for a new one.

NEXT TIME

You stay signed in on that device for 30 days. On another computer or phone, sign in with your e-mail address in the same way.

03 · REGISTER

Your profile in *short steps*

The profile is what the organizers read before they approve you, and what the calendar and the printed programme show. Each step is one short page; the bar at the top says where you are, and **Back** keeps what you typed.

1. NAME 2. WORKPLACE 3. SPECIALTY 4. CONTACT 5. ABOUT YOU 6. PHOTOGRAPH 7. SEND

STEP 1 OF 7

Who you are

Your name and position, as the fellowship prints them beside your lectures.

Full name

Dr. Nour Hassan

With your title, as you sign. Up to 160 characters.

Position

Lecturer of Neurosurgery, Kasr Al-Ainy School of Medicine

2. Rank and department, as printed beside your name.

3. CONTINUE →

- 1 The steps: name, workplace, specialty, contact, about you, photograph, send.
- 2 Your name and position, as the programme should give them: “Lecturer of Neurosurgery, Kasr Al-Ainy School of Medicine”.
- 3 Continue to the next step.

STEP	WHAT IT ASKS
Name	Full name and position.
Workplace	Institution, city and country.
Specialty	Your specialty, and in a sentence what you bring to the fellowship.
Contact	A number for WhatsApp, for the organizers only.
About you	Your time zone, so every hour is also shown on your own clock. Press the suggestion if it is right.

04 · REGISTER

The photograph, *then send*

A portrait, head and shoulders, in good light. It is shown beside your lectures and on the programme, always cut to the same frame.

Your photograph

It stands beside your name on the academic calendar and in the organizers' lists of lecturers, and on the fellowship's public pages if the organizers show your profile there.

Photograph



portrait.jpg is in place. Save the form to keep it.

portrait.jpg: 600 × 800 px, 13 kB

REPLACE
REMOVE

Or drop a picture here, or paste one.

Take one with your phone's camera or choose one from your pictures. Head and shoulders, in good light, read best.

Where the face is, and how close. Heads of one size stand well beside each other.

Left to right

Top to bottom

Closeness

[BACK TO THE USUAL FRAME](#)

BACK
SAVE PHOTO →

- 1 Choose the picture, wait for it to load, then Continue.

The last step shows everything on one page. Each part has **Change** beside it. When it reads right, press **Send** it.

Biography: not given

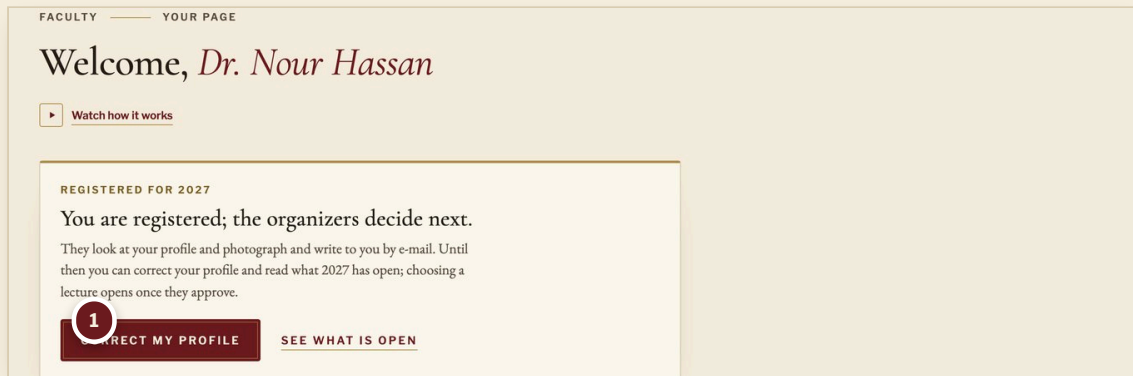
Time zone: Cairo

BACK
SEND IT →

05 · REGISTER

The organizers' *answer*

Your page now says that you are registered and that the organizers decide next. Until they do, you can still correct your profile.



- 1 Correct my profile while it waits.

The organizers read every registration, with its photograph, and answer by e-mail:

ANSWER	WHAT HAPPENS
Approved	You join the faculty of this year. Your page offers your first lecture at once.
A question	Something is unclear. Answer it, correct the profile if needed, and send it again.
Declined	You cannot teach this year. The e-mail says so; nothing else is asked of you.



- 1 Once approved: Choose my lecture.

PART 2

Your lecture

A guided path in six steps. The topic comes before the date: what must be taught decides what is open.

06 The kind and the topic

Topics that still need a lecture first

07 The day and the hour

Berlin time first, yours second

08 Write it and send it

The title and what fellows should be able to do

09 Waiting, then confirmed

Nothing is final until the organizers approve

06 · YOUR LECTURE

The kind and the *topic*

First, the kind of teaching: a course lecture, an operation video, or a clinical case. Each kind has its own length and its own sessions.

STEP 1 OF 6

What would you like to contribute?

Choose the kind of teaching. You will then pick the topic, the day and the time.

i **Basic course lecture**
Approaches and neuroanatomy. A lecture of 30 minutes.
In Module I · Basic neuroendoscopy

ii **Show an operation video for teaching**
An operative video with teaching and discussion. 30 minutes.
In Module II · Video sessions

iii **Discuss cases for clinical problem solving**
Interactive clinical problem solving. 45 minutes.
In Module III · Clinical problem solving

2 CONTINUE →

1 Choose the kind.

2 Continue.

Then the topic. Topics that still need a lecture come first, with the number of places still open; a topic that is full cannot be chosen.

STILL NEED A LECTURE

i **Anatomy / Skull Base / Endoscope-Assisted Skull Base**
1 lecture still needed · 1 open place

ii **Ventricular Endoscopy**
1 lecture still needed · 1 open place

iii **Miscellaneous / Pediatric / Skull Base**
2 lectures still needed · 2 open places

iv **Spine Endoscopy / Peripheral Nerves**
1 lecture still needed · 1 open place

DAY
Not chosen

LENGTH
Not chosen

TITLE
Not written

1 Choose the topic you want to teach.

07 · YOUR LECTURE

The day and the *hour*

The days are the sessions of that topic. The fellowship's time comes first, Berlin time; your own time comes second. Days the fellowship does not teach, such as holidays, cannot be chosen.

On which day:

The fellowship's time comes first, your own time second.

15
JAN

Friday 15 January 2027
 15:00 Berlin · 16:00 your time (Cairo)
1 open place
 Can be chosen until Friday 8 January

BACK

2
CONTINUE →

Your answers are kept on this device until you send them.

1 Choose the day.

2 Continue.

Then the hour. Each session holds several places in order. A place already taken shows its title, so nobody prepares the same talk.

At what time?

Places already taken show their title, so nobody prepares the same talk. The time you choose is held for you for 20 minutes while you write.

15:00
BERLIN

30 minutes
16:00 your time (Cairo)

☒ Your choice

15:30
BERLIN

 Endoscope-assisted microsurgery of the cerebellopontine angle
Prof. Dr. Ahmed Zohdi

☒ Confirmed

16:00
BERLIN

 Endoscopic anatomy of the third ventricle floor
Prof. Dr. med. Henry W. S. Schroeder

☒ Confirmed

16:30
BERLIN

 Endoscopic anatomy of the anterior skull base, part 2
Prof. Dr. Amr El Samman

☐ Awaiting approval

17:00
BERLIN

 Endoscope-assisted microsurgery of the cerebellopontine angle, part 2
Prof. Dr. Amr Safwat

☒ Confirmed

1 Choose an open place. It is held for you for twenty minutes while you write; the page tells you how long is left.

08 · YOUR LECTURE

Write it and *send it*

The title of the lecture, and what a fellow should be able to do afterwards, one objective on each line. A short description is welcome.

What is the title of the lecture?

The title is shown to the fellows once the organizers approve it.

Title of the lecture

Endoscopic anatomy of the third ventricle floor

As you would like the fellows to read it.

1 A LECTURE WITH A SIMILAR TITLE

"Endoscopic anatomy of the third ventricle floor", Prof. Dr. med. Henry W. S. Schroeder, under Anatomy / Skull Base / Endoscope-Assisted Skull Base.

This is only for you to know, so that two lectures do not cover the same ground. You may keep your title; the organizers decide.

2 Learning objectives

Recognise the landmarks of the third ventricle floor.

Plan a safe stoma for a ventriculostomy.

What a fellow should know or be able to do afterwards. One on each line.

1 The title, as the calendar will show it.

2 The objectives, one on each line.

The last step shows everything on one page: the kind, the topic, the day on the fellowship's clock and the hour on both clocks, and your text. Press **Send**.

Is everything right?

Nothing is final yet: the organizers review every proposal before it goes on the calendar.

⌚ Your time is held for you for 19 more minutes, so nobody else can take it while you write.

YOUR PART

WHAT	MODULE
Basic course lecture	Module I · Basic neuroendoscopy
TOPIC	DAY
Anatomy / Skull Base / Endoscope-Assisted Skull Base	Friday 15 January 2027 · 15:00 Berlin 16:00 your time (Cairo)
LENGTH	TITLE OF THE LECTURE
30 minutes	Endoscopic anatomy of the third ventricle floor
WHAT IT COVERS	
A step-by-step reading of cadaver and operative views.	
LEARNING OBJECTIVES	

09 · YOUR LECTURE

Waiting, then *confirmed*

Your proposal is with the organizers. Nothing is final yet: under Sessions it waits for them, and the place stays yours.

Not yet confirmed

Still to come, and with the organizers. Their decision comes to you by e-mail.

LECTURE · 2027

Endoscopic anatomy of the third ventricle floor

Anatomy / Skull Base / Endoscope-Assisted Skull Base

Friday 15 January 2027 · 15:00 Berlin · 16:00 your time (Cairo)

⌚ Awaiting the organizers >

The organizers read every proposal and answer in one of three ways. You are told by e-mail each time.

ANSWER

WHAT HAPPENS

Approved

The lecture is confirmed and stands on the fellowship's academic calendar.

Change asked

You keep your place while you edit it and send it again.

Declined

The place is open again; choose another lecture if you wish.

Confirmed, to come

The organizers have confirmed these, and they are on the fellowship's academic calendar.

LECTURE · 2027

Endoscopic anatomy of the third ventricle floor

Anatomy / Skull Base / Endoscope-Assisted Skull Base

Friday 15 January 2027 · 15:00 Berlin · 16:00 your time (Cairo)

✓ Confirmed >

No silent changes. If the organizers ever move a session, change its hour or its meeting link, you are told by e-mail what changed.

PART 3

Through the year

The pages you come back to: when you can teach, what is still open, and your profile.

10 Your days

Which teaching days suit you

11 Find a session

Every place still open, by topic or date

12 Your profile

Keep it up to date



10 · THROUGH THE YEAR

Your *days*

Under Your days, tell the organizers which teaching days suit you. They see it when they plan a session and when they look for a lecturer.

FACULTY — YOUR DAYS

The days *that* suit you

Say which teaching days of 2027 suit you and which do not. This is optional and helps the organizers plan. A day you leave alone says nothing either way. Nothing is stored until you save.

January 2027

8 JAN	Friday 8 January 15:00 Berlin · 16:00 your time (Cairo) Basic neuroendoscopy	✓ Free	☆ Preferred	⌚ Tentative	✕ Unavailable
15 JAN	Friday 15 January 15:00 Berlin · 16:00 your time (Cairo) Basic neuroendoscopy You hold a place on this day.	✓ Free	☆ Preferred	⌚ Tentative	✕ Unavailable
22 JAN	Friday 22 January 17:00 Berlin · 18:00 your time (Cairo) Basic neuroendoscopy	✓ Free	☆ Preferred	⌚ Tentative	✕ Unavailable
29 JAN	Friday 29 January 15:00 Berlin · 16:00 your time (Cairo) Basic neuroendoscopy	✓ Free	☆ Preferred	⌚ Tentative	✕ Unavailable

WHAT EACH WORD TELLS THE ORGANIZERS

- ✓ **Free**
You could teach on this day.
- ☆ **Preferred**
A day you would like best.
- ⌚ **Tentative**
You may be able to, and cannot promise yet.
- ✕ **Unavailable**
You cannot teach on this day. Its places stay open to you: the site asks once before you choose one.

No day marked yet of 18
Press a word again to take it back.

- 1 Free: you could teach that day.
- 3 Tentative: perhaps; ask first.

- 2 Preferred: a day you would like.
- 4 Unavailable: you cannot teach that day.

11 · THROUGH THE YEAR

Find a *session*

Find a session lists every place still open, by topic or by date. Choose one, and the same guided path begins with that place already chosen.

MODULE I			
Basic neuroendoscopy			
Ventricular Endoscopy ○ Still needs 1 lecture	Friday 22 January 2027 1 of 5 places open · Can be chosen until Friday 15 January		
	17:00 Berlin · 18:00 your time (Cairo)	30 minutes	Choose →
Miscellaneous / Pediatric / Skull Base ○ Still needs 2 lectures	Friday 29 January 2027 2 of 5 places open · Can be chosen until Friday 22 January		
	16:00 Berlin · 17:00 your time (Cairo)	30 minutes	Choose →
	17:00 Berlin · 18:00 your time (Cairo)	30 minutes	Choose →
Spine Endoscopy / Peripheral Nerves ○ Still needs 1 lecture	Friday 5 February 2027 1 of 5 places open · Can be chosen until Friday 29 January		
	16:00 Berlin · 17:00 your time (Cairo)	30 minutes	Choose →

1 Choose a place to start a lecture there.

A second lecture? Choose again from your page or from this list. Each lecture is its own proposal, and each is approved on its own.

12 · THROUGH THE YEAR

Your *profile*

Your profile stays yours: your name and position, where you work, and your photograph. Correct what is out of date; nothing is stored until you save.

You

Written as you write it yourself. It stands on the academic calendar, on the printed programme and in e-mails to you.

Full name

With your title, as you sign. Up to 160 characters.

Position (optional)

Your rank and department, as printed beside your name.

E-mail address

Sign-in links and invitations go to this address. Only the organizers can change it; write to them if it is out of date.

AS YOU WILL BE LISTED



Dr. Nour Hassan
Lecturer of Neurosurgery, Kasr Al-Ainy
School of Medicine
Kasr Al-Ainy School of Medicine,
Cairo University

An hour as you will read it: 03:26 Berlin
04:26 your time (Cairo)

Your photograph

It stands beside your name on the academic calendar and in the organizers' lists of lecturers, and on the fellowship's public pages if the organizers show your profile there. The organizers see each change and may replace it.

Photograph



An uploaded picture is in place.

REPLACE

REMOVE

Or drop a picture here, or paste one.

Take one with your phone's camera or choose one from your pictures. Head and shoulders, in good light, read best.
Where the face is, and how close. Heads of one size stand well beside each other.

Left to right

Top to bottom

Closeness

[BACK TO THE USUAL FRAME](#)

PART 4

Fellows and AI

The fellows now share your sessions: who came, what they asked, a primer they read beforehand. And a few helpers, always advisory.

13 Fellows of your session

Who was present, and what they asked you

14 A primer for the fellows

Drafted with AI, approved by you

15 Helpers while you choose

Find my theme, and help with the lecture's text

13 · FELLOWS AND AI

Fellows of your *session*

Under **Attendance**, open your own session and choose **Fellows of this session**. It shows who was present (name and portrait), how many, and the questions the organizers have approved for you. Only the session's own lecturer and the organizers can open it.

ANSWERING A QUESTION

Under **Sessions**, **Fellows' questions** lists the approved questions put to you. Write the answer in the box and press **Send answer**. The fellow who asked is told by e-mail. A question asked without a name reads *A fellow*: you cannot see who it was.

Your evaluation summary. When the year allows lecturers to read it, the page also shows how the fellows rated your session, but only once enough have answered that none can be picked out.

14 · FELLOWS AND AI AI-ASSISTED

A primer for the *fellows*

For a confirmed lecture you may offer fellows a short page to read first. Open the lecture and choose **Primer for the fellows**. Press **Draft with AI**: from your title, abstract and learning goals the AI proposes key terms, three things to read on and a few questions to test oneself.

- Read it, change every word you want, then approve it. Until you do, **Not shown to the fellows** stays on the page.
- Fellows see it only after your approval, marked *Prepared with AI*. You can withdraw it at any time.
- The AI sees the lecture's title, abstract and goals. Never your slides, videos or any patient material.

15 · FELLOWS AND AI AI-ASSISTED

Helpers while you *choose*

When the organizers have switched them on, two helpers sit in the guided path. Both only propose; nothing is filled in until you press a button.

FIND MY THEME

On the first step write a few words about your interests and press **Suggest topics**. The AI ranks the open topics that fit, each with a line on why; press **Choose this topic** to go on.

HELP WITH THE LECTURE'S TEXT

Write rough notes and press **Write a proposal**. A title, learning goals and an abstract appear beside your text. Use **this part** takes one of them; **Keep mine** leaves yours.

Advisory, and checked. Each result carries the label *Checked by AI — advisory*. Names, dates and places are filled in by the site, never by the AI; your notes are not kept.

REFERENCE A

Where a lecture *stands*

Every lecture you propose has one of these states. Your page and the e-mails use the same words.

STATE	WHAT IT MEANS	WHAT YOU DO
Held for you	You chose the place and are writing.	Finish and send within the time shown.
Waiting for the organizers	Sent; the place is yours while they decide.	Nothing.
Change asked	The organizers asked for a change.	Edit it and send it again.
Confirmed	Approved; on the academic calendar.	Prepare the lecture.
Declined	Not accepted; the place is open again.	Choose another if you wish.

YOUR REGISTRATION

STATE	WHAT IT MEANS
Sent	Your profile is with the organizers. You can still correct it.
Approved	You are on this year's faculty and may choose lectures.
Question asked	Read the e-mail, correct the profile, send it again.
Declined	Not on this year's faculty.

REFERENCE B

Questions

I was not in the WhatsApp group.	Ask a colleague to forward the message, or ask the organizers. The link is the same for everyone; they may also send you a personal invitation by e-mail.
Do I need a password?	No. Your e-mail address confirms it is you. Each sign-in link works once and only for a short time.
Which address should I use?	The one you read every day. Every decision and every change is sent there.
Why a photograph?	The organizers see it when they approve you, and it stands beside your lectures and on the programme.
Which time is shown?	The fellowship's time first (Berlin), then your own. You never need to convert an hour yourself.
Can I teach more than one lecture?	Yes. Each lecture is chosen and approved on its own.
I chose a place but was interrupted.	It is held for twenty minutes. After that it is free again; choose it again if it is still open. What you typed is kept.
Can I change a confirmed lecture?	Ask the organizers. They can move or change it, and you are told what changed.
Who do I ask?	The programme coordinator, Prof. Dr. Ehab El Refaee. The site's Contact page lists the organizers.

REFERENCE C

Less common *moments*

Each row is one thing that can happen, and what to do. All of it starts from your page after you sign in.

WHEN	WHAT TO DO
You have a personal invitation	Open the link in the e-mail, read the days, both clocks and the modules, then accept or decline.
"This place was just taken by another faculty member"	Read the message and choose another place. What you typed is kept.
The organizers asked for a change	Read what they wrote, open the lecture, change it and send it again. It reads "Not yet confirmed" until they answer.
You want to take a lecture back before it is confirmed	Under Your days , open the lecture and choose Withdraw . The place is free again.
You must cancel a confirmed lecture	Open it under Your days , ask to cancel and say why. The lecture stands until the organizers answer.
You want a seat on a panel	Choose the panel and ask for the seat. It waits for the organizers; you are told their answer.
You are asked to a course	Open the course and answer: I will come, maybe, or I cannot. Your answer shows under Your days .
Your session was changed, moved or cancelled	Open the e-mail and read the new day, hour or place. Your page shows the session as it now stands.
A reminder arrives	Nothing to do. It gives the day, the hour and the place of your lecture.
Notifications	Open Notifications to read them; press one to go to its page.
Keep the site on your phone or Mac	In the browser's share or install menu, choose Add to Home Screen . The site then opens like an app.