



ORGANIZER GUIDE

Preparing the *academic year.*

What is taught, when, and by whom. Every screen of the organizers' side, in the order a year is prepared: the curriculum, the calendar, the faculty, and the record of every change.

01	02	03	04
The year	The calendar	The faculty	Keeping it
How ready the calendar is, and what is missing	Sessions, days, hours and closed days	The group's link, registrations, review	Audit log, settings, cycles, print

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IF YOU READ ONLY ONE PAGE

One curriculum. One calendar. *No silent changes.*

The site answers four questions for the organizers: what are we teaching, when, who is teaching it, and what is still missing?

HOW A LECTURE REACHES THE CALENDAR

STEP 1 Curriculum You set the modules, their topics and the lectures each topic needs.	STEP 2 Faculty Lecturers register by the group's link. You approve each registration.	STEP 3 Choice A lecturer chooses a topic, a day and an hour, and writes the title.	STEP 4 Review You approve it. Only then is it on the official calendar.
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What the site always does ● Keeps time on the fellowship's clock (Berlin) and shows each reader their own. ● Records every change with who, when, what stood before and after. ● Tells the people affected, by e-mail, when a session changes. ● Keeps the history: cycles are archived, never deleted.	What it never does ○ Put a lecture on the calendar before an organizer approves it. ○ Let two lecturers take the same place. ○ Move a session, or override a closed day, without asking you first. ○ Hard-code anything academic: names, dates, counts and texts are all yours to change.
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SELECTION IS NOT APPROVAL

A lecturer choosing a place creates a proposal that waits for you. Approval puts it on the calendar. The printed programme and the calendar file show approved lectures only.

CONTENTS

Find what you *need*.

Parts 1 to 3 follow the year as it is prepared. Part 4 is for the settings and the record.

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REFERENCE

Look it up

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PART 1

The year

How ready the calendar is, what is still missing, and what must be taught.

01 The overview

One question: how ready is the calendar?

02 Coverage

Module by module, topic by topic

03 The curriculum

Modules, topics and the lectures each needs



01 · THE YEAR

The *overview*

The first page after you sign in. It answers one question: how ready is the calendar?

ADMINISTRATION

How ready is *the 2027 calendar?*

What waits for a decision, what is still missing, what happens next and who has not replied. Every count opens the list it was counted from.

[Firms on running the calendar](#)

2 [OPEN THE CALENDAR](#)

1 **LECTURES CONFIRMED**

31 of 53

lectures the curriculum asks for are confirmed. 12 more are not yet confirmed.

■ 31 confirmed ■ 12 not yet confirmed □ 10 with no lecturer yet

3 [d the coverage, module by module](#)

Needs attention 10 lines **What happens next**

- 1** Lectures confirmed, against what the curriculum asks for.
- 2** Open the calendar.
- 3** The bar: confirmed, waiting for you, and still without a lecturer.

Needs attention lists what waits for you, decisions first. Each line opens the screen where it is dealt with.

What waits for the organizers, decisions first. Each line opens the screen where it is dealt with.

8	lectures wait for a decision	Open the review queue
4	lectures are back with their lecturers for a change	Open the review queue
1	claimed profile has not been checked	Open the claimed profiles
10	places to come have no lecturer yet	Show what is missing on the calendar
15	sessions to come have no meeting link	Open the first of them
13	sessions to come have a lecture without a description	Open the first of them
13	sessions to come have a lecture without learning objectives	Open the first of them
2	sessions to come have no moderator	Open the first of them
3	invited lecturers have not answered	Open the invitations
61	pairs of lectures have titles that look alike	Read the advice on the calendar

02 · THE YEAR

Coverage

Coverage goes module by module and topic by topic: what is confirmed, what waits, and what still has no lecturer. It describes; it never scores or ranks anyone.

53	31	12	10
Needs attention			
What waits for the organizers, decisions first. Each line opens the screen where it is dealt with.			
10 lines			

MODULE I · ONE LECTURE TO A PLACE		16 of 25 confirmed · 3 awaiting approval 2 back with their lecturers · 4 still without a lecturer
Basic neuroendoscopy		Partly filled, 21 of 25
5 of 5 planned sessions dated		
Open on the calendar		
Endonasal	5 of 5 confirmed	Confirmed
> Its places (5)		
Anatomy / Skull Base / Endoscope-Assisted Skull Base	4 of 5 confirmed · 1 back with its lecturer	Awaiting approval
> Its places (5)		
Ventricular Endoscopy	3 of 5 confirmed · 1 awaiting approval · 1 still without a lecturer	Partly filled, 4 of 5
> Its places (5)		
Miscellaneous / Pediatric / Skull Base	2 of 5 confirmed · 1 awaiting approval · 2 still without a lecturer	Partly filled, 3 of 5
> Its places (5)		

WORD	MEANING
Confirmed	Approved by an organizer; on the official calendar.
Awaiting approval	Sent by a lecturer; waits under Review.
Back with lecturer	You asked for a change; the lecturer keeps the place.
Still without a lecturer	Places the curriculum asks for that nobody has taken.

03 · THE YEAR

The *curriculum*

What must be taught: the modules in their order, their topics, and the lectures each topic needs. Each module keeps its own teaching day and hour, its kind of session, and the day choosing closes.

The screenshot displays the curriculum organizer interface. At the top, a text box contains the description: "using the endoscope, endoscope-assisted surgery and endoscopic spine surgery." Below this, a table lists module settings:

TEACHING	Friday at 15:00 (the cycle's days and hour)
SESSIONS	5 planned, 5 dated
SESSION TYPE	Lecture session, 30 minutes a lecture
CHOOSING CLOSES	7 days before a session (the cycle's rule)

Below the settings table, a section titled "TOPICS" shows a list of five topics, each with its lecture requirements and a set of icons for editing, moving, and archiving:

- Endonasal**: 5 lectures required · 5 places in the calendar
- Anatomy / Skull Base / Endoscope-Assisted Skull Base**: 5 lectures required · 5 places in the calendar
- Ventricular Endoscopy**: 5 lectures required · 5 places in the calendar
- Miscellaneous / Pediatric / Skull Base**: 5 lectures required · 5 places in the calendar
- Spine Endoscopy / Peripheral Nerves**: 5 lectures required · 5 places in the calendar

At the bottom, a section for "MODULE II" is visible, showing "Video sessions" and a table for "TAKES LECTURES AS HELD".

- 1 The module's own rules: lectures to a place, how it is held, teaching day and hour, sessions, kind of session, when choosing closes.
- 2 A topic: edit it, move it up or down, archive it.
- 3 Add a topic, with the lectures it needs.
- 4 Archive the module. Nothing is deleted.

Every change is recorded with your name. A module's count of sessions (Module 3: five or six) is a number you set here, not a rule in the program.

PART 2

The calendar

The working view of the curriculum: when each session meets, and what stands in it.

04 The calendar

Month, week, timeline, module by module

05 A session

Day, hour, how it is held, its places

06 Moving a session

Nothing moves until you confirm

07 Closed days

Holidays, observances, congress weeks

04 · THE CALENDAR

The *calendar*

Month, week, timeline, or module by module. Each session is marked with where it stands. Narrow it by module, lecturer or status, or show only what is still missing.

The screenshot shows the 'MONTH' view of the calendar for January 2027. At the top, there are tabs for 'MONTH', 'WEEK', 'TIMELINE', 'MODULES', and 'CURRICULUM'. Below these are filters for 'Module', 'Status', 'Lecturer', 'Format', and 'Kind of place'. A search bar is on the left, and a 'Show what is missing' checkbox is on the right. The main calendar grid shows dates from 1 to 31. Sessions are listed in the grid cells, with details like 'Endonasal', 'Anatomy / Skull Base / Endoscope-Assisted Skull Base', 'Ventricular Endoscopy', and 'Miscellaneous / Pediatric / Skull Base'. A key at the bottom left explains the session status icons: Confirmed (green diamond), Awaiting approval (yellow square), Partly filled (red diamond), No lecturer yet (blue diamond), and No teaching (grey square). A 'NEXT SESSION' button is on the right.

- 1 The views: month, week, timeline, modules.
- 2 Filters: module, status, lecturer, format, kind of place.
- 3 Show what is missing only.
- 4 A session. Open it to change it.

The key under the filters reads the marks: confirmed, awaiting approval, partly filled, no lecturer yet, no teaching.

05 · THE CALENDAR

A session

Open a session to set its day and hour on the fellowship's clock, how it is held, its meeting link, and its places. A session is at most 150 minutes, as the cycle says.

MODULE 1 · BASIC NEUROENDOSCOPY

The session of *Friday 8 January 2027*

Its day and hour, how and where it is held, the meeting link, and the agenda of places lecturers choose from. Nothing is stored until you save, and every change is recorded with your name.

Status ☐ Open to lecturers

Open to lecturers: invited lecturers can choose its places.
It stays open while somebody holds a place or a seat in it, or is choosing one: Mr. Bassel Zebian, Mr. Marc Matthes, M.Sc., Mr. Mohamed Okasha, Ms. Jana Templin, M.A., PD Dr. med. Steffen Fleck.

When

The day and the hour it starts, on the fellowship's clock (Europe/Berlin). A

✓ No unsaved changes.

8 January 2027

Friday 8 January 2027

15:00

Hours and minutes, on the fellowship's clock.

Day month year

Only for a meeting of several days.

How and where

Online, on site or both, the place, and the kind of session. The longest a session may run is the cycle's, unless this one has its own.

Held

Online

Place (optional)

The room or the city, as lecturers and fellows should read it.

Kind of session

Lecture session

Longest length, in minutes (optional)

Empty: the cycle's 150 minutes apply. Between 15 and 720.

Decides what a lecture in it needs, and how long a new place is.

WHAT THIS COMES TO

Friday 8 January 2027

That is 16:00 on Friday 8 January where you are (Africa/Cairo).

5 places, 5 open to lecturers.

The agenda ends at 17:30.

No meeting link yet.

5 lecturers hold a place or a seat:

Mr. Bassel Zebian no e-mail address
Mr. Marc Matthes, M.Sc. no e-mail address
Mr. Mohamed Okasha no e-mail address
Ms. Jana Templin, M.A. no e-mail address
PD Dr. med. Steffen Fleck no e-mail address

A change to the day, the hour, the place or the meeting details is sent to them by e-mail when you save.

- 1 The day and the start, on the fellowship's clock (Europe/Berlin).
- 2 How and where: online, on site, or both; the kind of session.
- 3 Save changes. Nothing is stored until you save, and those holding a place are told what changed.

06 · THE CALENDAR

Moving a *session*

Drag a session to another day, or open it and choose **Move**. Nothing moves until you confirm: the question shows what changes, who is told, and any closed day or clash.

MON TUE WED THU FRI SAT SUN

28 29 30 31 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

◆ Endonasal
15:00 · 5 of 5
Zebian, Matthes and 3 more

■ Anatomy / Skull Base / Endoscope-Assisted
Skull Base
15:00 · 5 of 5
Hassan, Zohdi and 3 more

◆ Ventriculo-Endoscopy
17:00 · 4 of 5
Baldauf, Hosemann and 2 more

◆ Miscellaneous / Pediatric / Skull Base
15:00 · 3 of 5
Gardner, Mansour, El Beltagy

✚ To move a session, drag it to another day, or open it and choose "Move...". Nothing moves until you confirm.

- 1 A session: drag it to another day.
- 2 The rule, under the calendar: nothing moves until you confirm.

No silent changes. A move, a new hour or a new meeting link is sent by e-mail to everyone who holds a place in that session.

07 · THE CALENDAR

Closed *days*

The periods when nothing is taught: holidays, observances and congress weeks, for each country. A lecturer cannot choose a date inside one.

ADMINISTRATION

When nothing is taught in 2027

The periods of this cycle in which no session is held: holidays, observances, congress weeks. A lecturer cannot choose a date inside a period that is closed to teaching, and the calendar proposes none. Each change is recorded with your name.

PERIODS	DAYS CLOSED TO TEACHING	TEACHING DAYS AMONG THEM	SESSIONS DATED INSIDE A PERIOD
4	41	6 of the 34 the cycle has	2

THE CYCLE AT A GLANCE
From Friday 8 January 2027 to Friday 27 August 2027, one line for each region.

Eid al-Fitr

Wednesday 10 March – Friday 12 March 2027

3 days · 1 of the cycle's teaching days

EGYPT · RELIGIOUS OBSERVANCE

Closed to teaching

An organizer may override with a written reason

Estimated dates; they depend on the sighting of the moon and can move by a day.

GERMANY · PUBLIC HOLIDAY

Closed to teaching

An organizer may override with a written reason

1 session is dated inside it

Public holidays only; school holidays are not entered until the organizer asks for them.

1

Edit

Archive

1 Add a period: its name, its days and the country it holds for.

An organizer may override a closed day, with a written reason. The override asks for confirmation, and it is recorded in the audit log.

PART 3

The faculty

Lecturers register themselves through one link. You decide who teaches, and approve each lecture.

08 The group's link
One message for the faculty's WhatsApp group

09 New registrations
Approve, ask a question, or decline

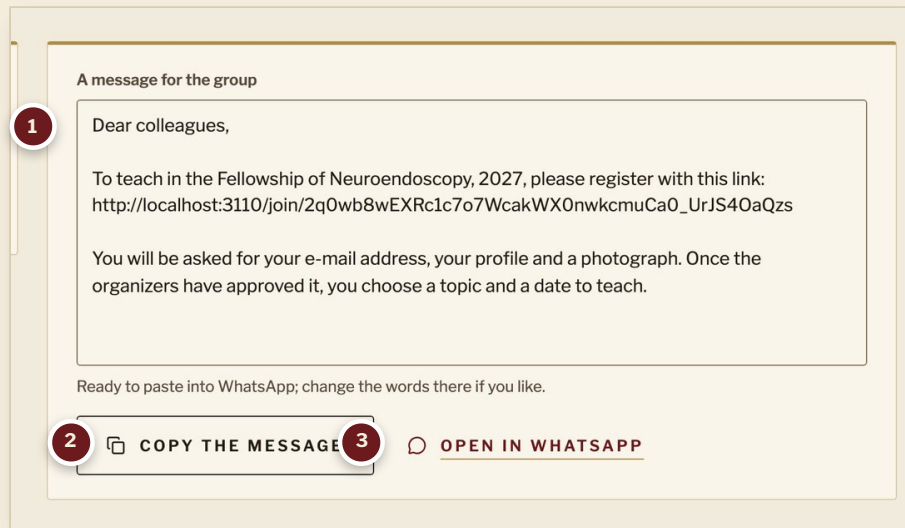
10 Personal invitations
To ask someone by name

11 Review
Every lecture, before it is official

08 · THE FACULTY

The group's *link*

The organizers do not need every colleague's address. Under **Invitations**, open **The registration link**: one link for the year, with a ready message for the faculty's WhatsApp group.



- 1 The message, ready to send. Change the words if you wish.
- 2 Copy the message, to paste it in the group.
- 3 Open in WhatsApp, with the message already written.

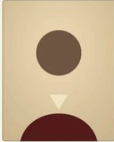
Claim link. For lecturers whose profile you already made, open **Claim link** beside it: it is open for 7 days from the moment you open it, or until **Close now**. Under **Claimed profiles**, **Confirm**, **Undo** or **Move** each claim.

Anyone with the link can register to teach in that year. **Turn off** stops registration; **Replace the link** makes a new one, and the old one stops working.

09 · THE FACULTY

New registrations

Each registration arrives under **New registrations**, with the profile and the photograph. Read it, then answer. The answer goes to the person by e-mail.



Dr. Nour Hassan

Lecturer of Neurosurgery, Kasr Al-Ainy School of Medicine
Sent on Thursday 15 October 2026

PLACE
Kasr Al-Ainy School of Medicine, Cairo University · Cairo, Egypt

AREAS OF EXPERTISE
Ten years of endoscopic third ventriculostomy and endoscopic skull base surgery.

PHONE (WHATSAPP)
[+20 100 765 4321](tel:+201007654321)

SPECIALTY
Neurosurgery

E-MAIL
nour.hassan@kasralainy.edu.eg

TIME ZONE
Cairo

1 ✓ APPROVE

2 ASK A QUESTION

3 X DECLINE

4 This is someone we already have

- 1 Approve: they join this year's faculty and may choose a lecture at once.
- 2 Ask a question: something is unclear; they correct it and send it again.
- 3 Decline: they cannot teach this year.
- 4 This is someone we already have: merges the registration into their profile in the faculty database, so no one is entered twice.

The overview counts the registrations waiting for you under **Needs attention**.

10 · THE FACULTY

Personal *invitations*

To ask someone by name, **Invitations** still sends a personal e-mail. It is the second way in; the group's link is the first. The list shows who was invited and who has answered.

ADMINISTRATION

Invitations to 2027.

Each person is invited to a cycle once, with a link of their own. Send it by e-mail from here, or copy the link and pass it on yourself. What they choose to teach comes back to you for approval.

[The registration link for the faculty group](#)
[The claim link: doctors take their own profile](#)
[New registrations](#)
[Edit the invitation's text](#)
[All the site's e-mails](#)

PEOPLE NOT INVITED YET	INVITED, NO ANSWER YET	HAVE ACCEPTED	HAVE DECLINED
56	3	16	0
27 of them have no e-mail address			

The invitation's text is yours to write. The site fills in the days and the names.

teaching hour
hour on their clock
topics needing a lecturer
their topic

sender's name
sender's title
site's name

What each word stands for

Preview

Phone
Desktop

As Prof. Dr. Ehab El Refaee would receive it for 2027, with the cycle as it stands today. The button's link is an example. The topic named in it is an example, the first of 2027: each person's invitation names their own, and the row is left out where none is named.

SUBJECT

Invitation to teach in the 2027 Fellowship of Neuroendoscopy

THEN

Choose a topic first, then a Friday that suits you. It takes about five minutes.



Kasr Al-Ainy
Faculty of Medicine



Greifswald
University Medicine

Course Binder

FELLOWSHIP OF NEUROENDOSCOPY · CAIRO · GREIFSWALD

11 · THE FACULTY

Review

Every lecture a lecturer sends waits under **Review**, the longest waiting first. Each shows the topic, the day and hour on both clocks, and the lecturer.

Friday 22 January 2027, 17:30 Berlin time · 30 min
Sent in on Thursday 15 October 2026

POTENTIALLY SIMILAR TOPIC ALREADY SCHEDULED
"Endoscopic third ventriculostomy: indications and technique, part 2",
Prof. Dr. Mohammed Fathalla, under Ventricular Endoscopy: confirmed, Friday
22 January.
Advice only: nothing is refused for it. Compare the titles and decide as you see fit.

DECLINE

1

2 Open in the calendar

3

4

Endoscopy in paediatric hydrocephalus
Prof. Dr. Paul Gardner
Peter J. Jannetta Endowed Chair in Neurosurgery; Neurosurgical Director, Center for Cranial Base Surgery, University of Pittsburgh School of Medicine
/UPMC

APPROVE

ASK FOR CHANGES

- 1** Approve: it goes on the official calendar.
- 2** Ask for changes: it returns to its lecturer, who keeps the place.
- 3** Decline: the place is open again.
- 4** A similar title already on the calendar, so two lecturers do not prepare the same talk.

Each answer is sent to the lecturer by e-mail.

PART 4

Keeping it

The record of every change, the site's own settings, the years, and paper.

12 The audit log
Who, what, when, before and after

13 Site settings
Name, marks, colour, every text

14 Cycles
The programme year by year

15 Print and export
A4 programme and calendar file

12 · KEEPING IT

The audit *log*

Every important change: who made it, what and when, what stood before, and what stands after. Narrow it by kind of change, by person, or by dates.

ADMINISTRATION

Every change, *on record*

Who changed what and when, with what stood before and what stands after. An entry is written together with the change itself and can never be edited or removed. Hours are on the fellowship's clock (Berlin).

NARROW THE LOG

What was changed

By whom

From

Up to and including

Everything

Anyone

Day month year

Day month year

Monday 19 October 2026, 03:25 (Berlin time)

Lecture approved

Lecture: Endoscopic anatomy of the third ventricle floor · Standing: submitted → approved
by Prof. Dr. Ehab El Refaee

What was recorded (1 line)

Monday 19 October 2026, 03:25 (Berlin time)

Lecture sent for approval

Lecture: Endoscopic anatomy of the third ventricle floor · Standing: held → submitted, and 8 more changes
by Dr. Nour Hassan

What was recorded (9 lines)

Monday 19 October 2026, 03:25 (Berlin time)

Place chosen and held

Lecture: Endoscopic anatomy of the third ventricle floor
by Dr. Nour Hassan

What was recorded (7 lines)

Monday 19 October 2026, 03:25 (Berlin time)

Registration approve

13 · KEEPING IT

Site *settings*

The name, the marks, the colour and every text of the site. Each part shows a preview as it will appear. Nothing changes until you save.

ADMINISTRATION

Site *settings*

The name, marks, colour and texts every page and every e-mail of this site carries. Nothing changes until you press Save, and every change is recorded with your name.

I	Name	I Name
II	Marks	The name stands beside the marks at the top of every page, in the browser's tab and in the foot of every e-mail.
III	Accent colour	
IV	Home page	Name of the site
V	Home page sections	Until a name is set, pages show the working name "Course Binder".
VI	About page	Not set yet
No unsaved changes. DISCARD SAVE CHANGES		
VII	Course page	
IX	How-to films	The word under the site's icon when it is added to a phone's home screen. A phone shows about twelve letters; until it is set, the name of the site is used.
X	In a search and on a shared link	Not set yet

PREVIEW — THE TOP OF EVERY PAGE


Kasr Al-Ainy
Faculty of Medicine


Greifswald
University Medicine

Everything academic is yours to change. Module names, topics, dates, counts, durations, teaching day and hour, time zone, holidays, kinds of session and lecture, invitation texts: all of it is set in these screens, not in the program.

14 · KEEPING IT

Cycles

The programme, year by year. Each cycle has its own modules, dates, closed days and people. Start the next one from this year's structure: the modules and topics are copied, not the lectures, dates or private materials.

ADMINISTRATION

The programme, *year by year*

A cycle is one run of the programme, with its own modules, dates, teaching days and people. Start a new one, or make the next from the structure of an earlier one.

PROGRAMME

Fellowship of Neuroendoscopy

[Edit the programme](#)

NEW CYCLE

2027

In planning

RUNS	Friday 8 January 2027 – Friday 27 August 2027
TEACHING	Friday at 15:00, on the clock of Europe/Berlin
LONGEST SESSION	150 minutes
HOLDS	5 modules · 12 topics · 16 sessions · 43 lectures

[Curriculum](#)
[Edit](#)
[Duplicate](#)
[Archive](#)

History is never deleted. A finished cycle is archived and can still be read.

15 · KEEPING IT

Print and *export*

The programme on A4 paper, and a calendar file for Outlook, Google and Apple. Both show approved lectures only.

Official copy SHOWN BELOW

Confirmed lectures only. A place without one reads "To be announced". This is the copy to hand out.

Working copy

Every place as it stands now, with what still awaits approval said in words. For the organizers.

PRINT

 **PRINT THIS SHEET**

1 Opens your browser's print window. The sheet is laid out for A4, upright; choose "Save as PDF" there to keep it as file.

16 sessions in 5 modules.

CALENDAR FILE

For Outlook, Google Calendar and Apple Calendar. It holds each session that has a confirmed lecture, with its confirmed lectures listed. The program that opens it shows every hour on its owner's own clock, the March clock change included.

 **Whole cycle** 13 sessions

 **Module I: Basic neuroendoscopy** 5 sessions

 **Module II: Video sessions** 2 sessions

 **Module III: Clinical problem solving** 6 sessions

Module IV: Career development Nothing confirmed yet

Module V: Hands-on course Nothing confirmed yet

2




COURSE BINDER

ACADEMIC CALENDAR

2027

Friday 8 January 2027 to Friday 27 August 2027. All hours are Berlin time.

OFFICIAL COPY · CONFIRMED LECTURES ONLY

I. Basic neuroendoscopy Online · Friday 8 January - Friday 5 February

Friday 8 January 15:00-17:30 Session 1 of 5 · Online	Endonasal 15:00 Endoscopic endonasal approach to the sella <i>Mr. Basel Zebian</i> 15:30 Closure of the skull base after endonasal surgery <i>Mr. Marc Matthes, M.Sc.</i> 16:00 Endoscopic endonasal approach to the sella, part 2 <i>Mr. Mohamed Okasha</i> 16:30 Closure of the skull base after endonasal surgery, part 2 <i>Ms. Jana Templin, M.A.</i> 17:00 Endoscopic endonasal approach to the sella, part 3 <i>PD Dr. med. Steffen Fleck</i> Programme
Friday 15 January 15:00-17:30 Session 2 of 5 · Online	Anatomy / Skull Base / Endoscope-Assisted Skull Base 15:00 Endoscopic anatomy of the third ventricle floor <i>Dr. Nour Hassan</i> 15:30 Endoscope-assisted microsurgery of the cerebellopontine angle <i>Prof. Dr. Ahmed Zobdi</i> 16:00 Endoscopic anatomy of the third ventricle floor

1 Print this sheet: the programme as it stands, on A4.

2 The calendar file: the whole cycle, or one module.

PART 5

The fellows

From the call for applications to the certificate: who may apply, the review, the record of each fellow, attendance, questions, forms and certificates.

16 Applications

The rules, the call, the list

17 One applicant

Shortlist, ask, accept, waiting list

18 The fellow's record

Everything about one person, correctable

19 Attendance

The code, the marks by hand

20 Questions and forms

Moderate, answer, evaluate



16 · THE FELLOWS

Applications

Open the cycle and choose **Applications**. One screen holds the call: the day it opens and closes, the age and experience limits, the number of places, the documents asked for, the wizard's options and the decision day. Each part has **Save** and **Reset to the default**; every change is in the audit log.

Course Binder
FELLOWSHIP OF NEUROENDOSCOPY · CAIRO · GREIFSWALD

Search the site **SEARCH**

Welcome, Prof. Hana Admin **NOTIFICATIONS** **HOW TO** **SIGN OUT**

OVERVIEW CALENDAR SESSIONS FACULTY REVIEW COVERAGE FELLOWSHIP **SET-UP** SITE

← Back to the cycle

APPLICATIONS

Who may apply, *and what we ask.*

These are the rules the application form checks, the documents it asks for and the days the call is open. A change reaches the form at once; nobody who has already sent an application is changed.

▼ The call

Opens on
1 October 2026
Thursday 1 October 2026
A day on the fellowship's clock.

SAVE **RESET TO THE DEFAULT**

What applicants will read

What the form checks

- At least 3 years of neurosurgery
- To prepare: Photograph, Curriculum vitae, Medical licence, Experience certificate, Passport or national ID
- Applications open 1 October 2026 and close 1 December 2026

The name's own lines, written in Site settings

Under **Applicants** the counts come first: received, waiting for a decision, accepted, places left. Below them the list, with portrait, country, years, whether the rules are met and the status. Filter by status, search by name or institution, or export to a spreadsheet.

RECEIVED

5

WAITING FOR A DECISION

2

ACCEPTED

2

PLACES LEFT

0

of 2

All 5

Waiting 2

Shortlisted 0

Accepted 2

Waitlist 0

Closed 1

Search by name, country or institution

FIND

► Export to a spreadsheet

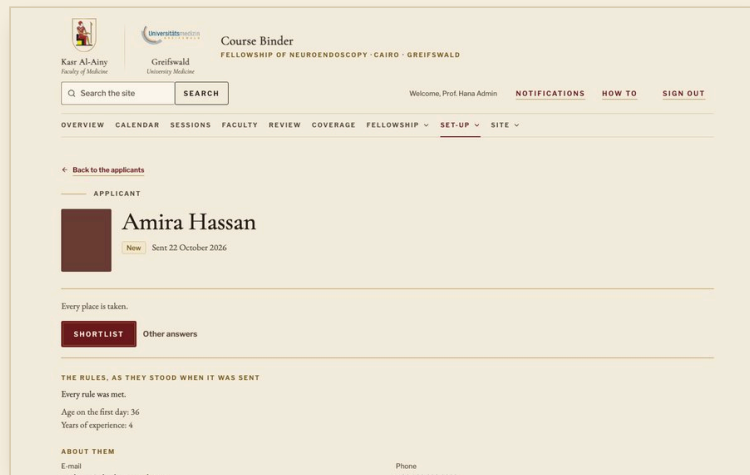
APPLICANT	COUNTRY	YEARS	RULES	STATUS	SENT
IC Ines Costa Resident, Hospital de Santa Maria	Portugal	3 years	✓ Rules met	Declined	21 Oct 2026
OF Omar Farouk Specialist, Ain Shams University	Egypt	8 years	✓ Rules met	Accepted	20 Oct 2026
LM Léa Moreau	France	5 years	✓ Rules met	Accepted	19 Oct 2026

Nothing is hard-coded. The limits, places, documents and texts are yours to set. The public **Can I apply?** check and the form use the same rule, so they always agree.

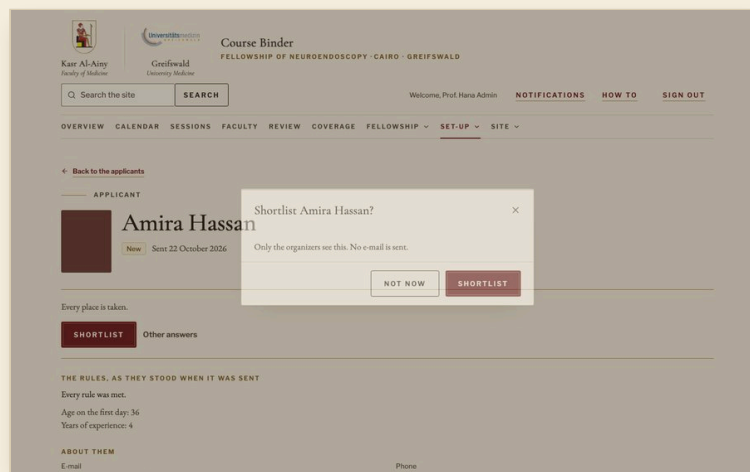
17 · THE FELLOWS

One *applicant*

Open a name to read the whole application: the rules as they stood when it was sent, the answers, the motivation, and each document through a private link. The main button is the next step; **Other answers** hold the rest: Ask a question, Accept, Waiting list, Decline.



Every answer asks first, names the person and says what they will read. It is written to the audit log and the e-mail is queued in the same moment.



WHEN

WHAT HAPPENS

All places are taken

Accepting needs a reason and is audited as an exception; the waiting list takes the rest.

A fellow gives up a place

The site shows the offer to the first on the waiting list and asks you to confirm. Nothing is offered silently.

An offer is not answered

It lapses on the day shown; you decide whether to offer the next person.

18 · THE FELLOWS

The fellow's *record*

Under Fellows, one page per person holds everything: the application, contact and sign-in, attendance session by session, credit hours, certificate, questions, messages, and the versions of every change. An organizer can correct anything a fellow does, always with a reason and an audit entry.

The screenshot shows the 'Course Binder' interface for the 'FELLOWSHIP OF NEUROENDOSCOPY · CAIRO · GREIFSWALD'. The user is logged in as 'Prof. Ehab El Refaee'. The interface includes a search bar, navigation tabs (OVERVIEW, CALENDAR, SESSIONS, FACULTY, REVIEW, COVERAGE, FELLOWSHIP, SET-UP, SITE), and a sidebar with links like 'Back to the fellows' and 'View as this fellow'.

The main content area displays the record for 'Dr. Amira Hassan' for the year '2027'. It shows a summary of attendance (0%), credit hours (0 h), certificate status (Not issued), and account status (On). A message states: 'Attendance is under the 80% needed for the certificate.'

The 'Attendance, session by session' section shows a record check for '2026-10-19' with a status of 'Not marked' and a dropdown menu to 'Leave as it is'. Below this, there is a 'Why' dropdown menu with the option 'Choose a reason'.

The 'Attendance, session by session' section is expanded, showing a record check for '2026-10-19' with a status of 'Present' and a dropdown menu to 'Leave as it is'. Below this, there is a 'Why' dropdown menu with the option 'Forgot the phone'. A message states: 'Saved. The fellow was told.'

The 'Certificate' section shows a 'Credit hours' summary with 'Credits hours now: 2.5 h' and a text input field for 'Add or take away hours (for example 2 or -1.5)'. Below this, there is a 'Why' dropdown menu and a checkbox for 'Do not tell the fellow (for a typing mistake)'. A message states: 'Saved.'

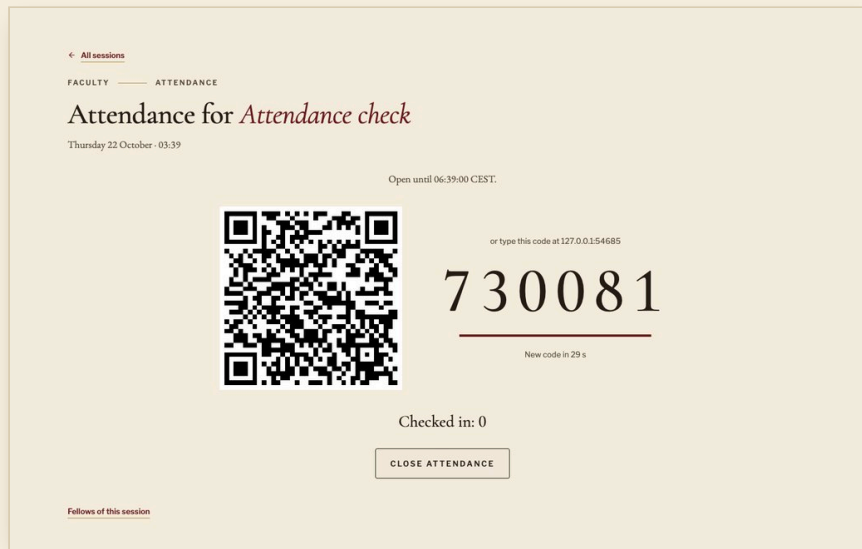
The interface includes a 'SAVE MARKS' button and a 'SAVING' button.

- View as this fellow shows their Today page, read-only, under a banner; it writes nothing.
- Marks, hours and a certificate ask twice before they change. A contact change tells the fellow unless you tick Do not tell the fellow.
- A fellow can be moved to another open cycle, unless they already have marks, hours or a certificate in this one.

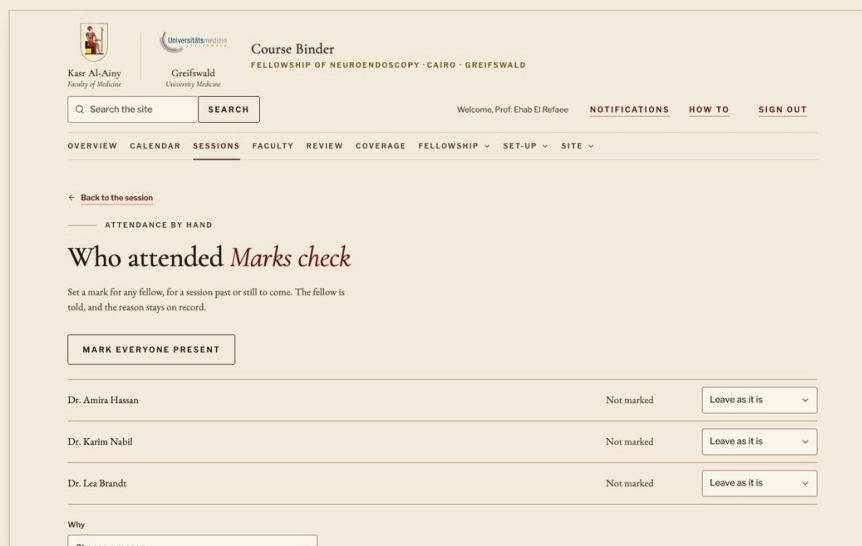
19 · THE FELLOWS

Attendance

Open the session and choose **Take attendance**. The screen shows a QR square and six large digits that change every half minute, with the number checked in. Project it on site or share it on screen in a meeting. The session's own lecturer may do the same.



Fellows scan the QR and confirm, or type the digits. Only fellows of this cycle, once each, inside the window. Close attendance ends it. For a forgotten phone use **Who attended**: mark anyone present or absent, with a reason.



Counting. Cancelled sessions are not counted. The share needed for the certificate, and the window before and after a session, are settings of the cycle.

20 · THE FELLOWS

Questions and *forms*

In the cycle's **Applications** choose **Fellows' questions**. To read lists what fellows asked, one main button each: **Approve**, or write the answer yourself. Under **Edit**, join or put to a session change the wording, join similar questions, choose the session and lecturer, or reject with a private reason. Answering tells the author by e-mail.

Kasr Al-Ainy Faculty of Medicine

Universitätsmedizin Greifswald University Medicine

Course Binder
FELLOWSHIP OF NEUROENDOSCOPY · CAIRO · GREIFSWALD

Welcome, Prof. Ehab El Refaee [NOTIFICATIONS](#) [HOW TO](#) [SIGN OUT](#)

CYCLES **FELLOWS**

[← Back to the cycle](#)

QUESTIONS

Fellows' questions

Read what the fellows ask, tidy the wording, and put each question to a session or a lecturer. Only approved questions reach the faculty.

TO READ	PUT TO THE FACULTY	ANSWERED
2	0	0

[To read 2](#) [Approved 0](#) [Closed 0](#)

[To read](#) Clinical question: Basic neuroendoscopy

Which scope for a third ventriculostomy? 1440

Asked by Dr. Amira Hassan

Evaluation forms are built from scales, choices and text, and attached to a kind of session, a module or the end of the cycle. A fellow answers once, and the answers are kept apart from the person. You see counts and summaries, never who said what.

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CYCLES **FELLOWS**

[← Back to the cycle](#)

EVALUATIONS

Forms the fellows fill in, *and what they say.*

Forms are asked after each session of a type, after a module or at the end of the cycle. Answers are anonymous: you read only how many fellows answered, and a summary appears once at least 2 answers are in (changed under Applications).

How was the module?
After a module: Evaluation check module 2 fellows have answered

[CLOSE THE FORM](#)

2 answers

How clear was the teaching?

1		0
2		0
3		0
4		1
5		1

PART 6

Certificates

Designed here, signed from the web, issued in a click, and checkable by anyone.

21 Templates and the editor

Wording, blocks, frame, versions

22 Signatures

A private link for each signatory

23 Issuing

The list, the check, the PDF

24 Revoking, hours, verifying

Corrections and credit statements

25 Roles and alumni

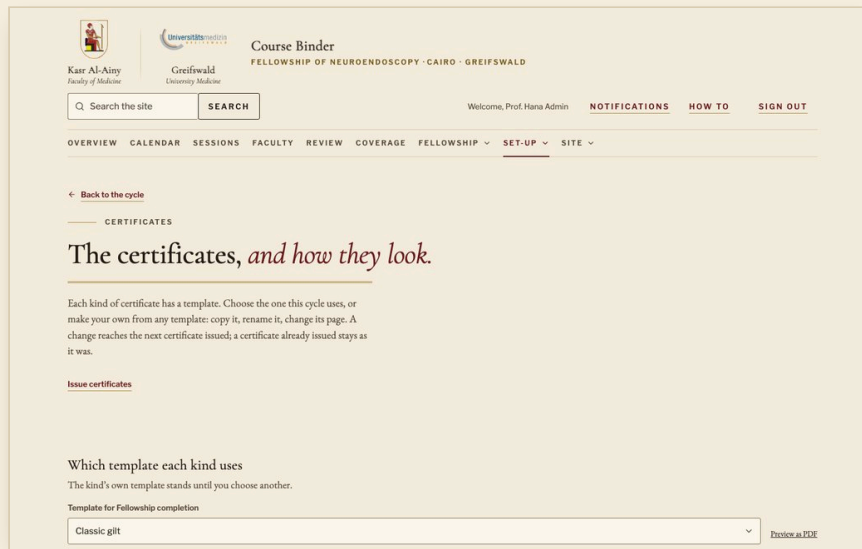
Who may do what



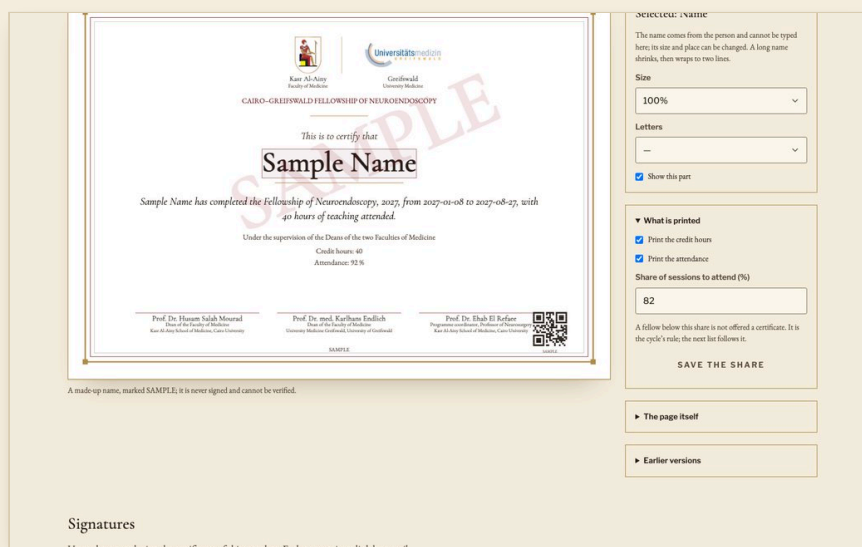
21 · CERTIFICATES

Templates and the *editor*

In the cycle choose Certificates. Five templates and four kinds (completion, module attendance, lecturer appreciation, credit hours) are ready; each kind uses one template. Copy one, rename it, set its page and accent. Preview as PDF shows a watermarked SAMPLE, never signed.



Edit the certificate opens the page itself. Select a block, drag it (it snaps to the centre and to other blocks), nudge it with the arrow keys, double-click to change its words and add fields such as the fellow's name. Size comes from a scale; Put this part back restores the default; undo and redo work; every save is a version you can restore.



One drawing. The editor and the issued PDF come from the same code, so what you see is what is printed. A certificate already issued stays as it was.

22 · CERTIFICATES

Signatures

In the template's **Signatures** add up to three signatories (name, position, institution). **Send the link again** or **Send the link** e-mails each a private page where they draw the signature with finger, mouse or stylus, or send a photograph of it on paper. They see it on the certificate before approving. **Days a link works** is yours to set.

Signatures

Up to three people sign the certificates of this template. Each gets a private link by e-mail to draw or photograph their signature and approve it. A withdrawn signature is not printed on new certificates; issued ones keep theirs.

Prof. Ada Signer
Professor of Neurosurgery, ada.signer@example.test
Link sent on Thursday 22 October 2026, works until Thursday 5 November 2026

SEND THE LINK AGAIN

ADD IT FOR THEM

EDIT

REMOVE

Days a link works

14

From the moment it is sent; 1 to 60.

ADD A SIGNATORY

- A withdrawn signature stops being used; certificates already issued keep theirs.
- You can also **Add it for them** if a signatory hands you the image.
- The image of a handwritten signature is decoration. What makes a certificate verifiable is its cryptographic signature, which is separate.

23 · CERTIFICATES

Issuing

Choose Issue certificates. Every accepted fellow is listed with sessions attended, the share, credit hours and a state: Ready, Below the threshold, or Issued with its number. The ready ones are ticked. Press Issue N certificates.

Course Binder
FELLOWSHIP OF NEUROENDOSCOPY · CAIRO · GREIFSWALD

Welcome, Prof. Ehab El Refaie

NOTIFICATIONS HOW TO SIGN OUT

OVERVIEW CALENDAR SESSIONS FACULTY REVIEW COVERAGE FELLOWSHIP SET-UP SITE

← Back to the cycle

CERTIFICATES

Issue certificates

A fellow who attended 80 % or more of the sessions is ready. Check the names as they will be printed, then issue. An issued certificate is never changed: replacing it keeps the old one on record.

2 ready to issue

☒ Dr. Amira Hassan	2 of 2 sessions, 100 % - 4 hours Ready MORE
☐ Dr. Karim Nabil	0 of 2 sessions, 0 % - 0 hours Below 80 % MORE
☒ Dr. Lea Brandt	2 of 2 sessions, 100 % - 4 hours Ready MORE

The page first lists the names as they will be printed; correct a name on the fellow's profile if one is wrong. Then Yes, issue them.

CHECK THE PAGES FIRST AI-ASSISTED

Beside it, Check the pages first runs plain checks (names present, fitting the frame) and, when AI is on, has Gemini look at each page for slips such as a cut-off name. It is advice: you still decide, and it changes nothing.

Check the names as they will be printed

Each name is printed exactly as shown. A fellow can correct it in their profile until the certificate is issued.

- Dr. Amira Hassan
- Dr. Lea Brandt

YES, ISSUE THEM **CHECK THE PAGES FIRST** **GO BACK**

Looks for slips in each name and, when AI help is on, made each page as it will print. It only points things out: it never stops an issue and never changes a name.

2 certificates to look at

Dr. Amira Hassan	Text is cut off: The name runs past the frame, from the development stand-in.
Dr. Lea Brandt	Text is cut off: The name runs past the frame, from the development stand-in.

AI-assisted

► Numbering

24 · CERTIFICATES

Revoking, hours, *verifying*

Under **More** on each line: download the PDF, issue one below the threshold (a reason, audited as an exception), replace it with a corrected name (the old one is revoked and kept), or revoke it with a reason; the fellow is told. A credit-hour statement is issued the same way, and again if the hours changed.

← Back to the cycle

CERTIFICATES

Issue *certificates*

A fellow who attended 80 % or more of the sessions is ready. Check the names as they will be printed, then issue. An issued certificate is never changed: replacing it keeps the old one on record.

1 ready to issue

☐ Dr. Amira Hassan	2 of 2 sessions, 100 % - 4 hours	Issued FNE-2026-0001	MORE
☐ Dr. Karim Nabil	0 of 2 sessions, 0 % - 0 hours	Issued FNE-2026-0003	MORE
☒ Prof. Lea Brandt	2 of 2 sessions, 100 % - 4 hours	Ready	MORE

ISSUE 1 CERTIFICATE

▼ Revoked certificates

FNE-2026-0004, Prof. Lea Brandt: Issued by mistake
FNE-2026-0002, Dr. Lea Brandt: Replaced by FNE-2026-0004

► Numbering

Each PDF carries a number, a QR code and a short print of its signature. At **Verify** anyone types the number or chooses the file: *genuine*, *withdrawn* with the reason, *unknown*, or *this file was changed*. The public key is published for offline checks.

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CERTIFICATE CHECK

This certificate was *withdrawn*.

It was issued to Dr. Amira Hassan for Fellowship of Neuroendoscopy (2027) and withdrawn on 22 October 2026. Reason given: Issued in error
It no longer counts. Ask the organizers if you are unsure why.

Check the PDF you were given

Choose File No file chosen
The file is compared and then forgotten; it is not kept.

CHK-0001

About Firms Privacy Contact

25 · CERTIFICATES

Roles and *alumni*

Under **Team** give, change or take away roles: organizer, lecturer, fellow, applicant. **Roles** lists what each may do; make a new one, name it and tick what it permits (for example an attendance assistant who only runs and marks attendance). A role that is in use cannot share a name with another.

A new role

Name it, then tick what it permits in the boxes below (for example an attendance assistant who only runs and marks attendance). Where it holds, in one programme or all, is chosen when you give it to someone on the team page.

Name of the role

Alumni keeps the people who finished: country, year and, with their consent, a name. Each row has a switch for the public map and the count on the Fellowship page.

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Faculty of Medicine

Greifswald
University Medicine

Course Binder

FELLOWSHIP OF NEUROENDOSCOPY · CAIRO · GREIFSWALD

Welcome, Prof. Hana Admin
NOTIFICATIONS
HOW TO
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FELLOWSHIP

Alumni

Those who have completed the fellowship. Only the country and the count are shown on the public page; a name stays here unless you leave it on.

Country
Year (optional)
Name (optional)

Only with the person's consent.

Saved.

Egypt · Dr. Private Name	2021	☐ On the public map	ARCHIVE
Egypt	2022	☐ On the public map	ARCHIVE
Germany		☐ On the public map	ARCHIVE

PART 7

AI on the site

Helpers that read and suggest. They never decide, publish or send. Off until you switch them on.

26 The switches

Key, caps, each helper

27 Reading the programme

Gaps, lecturers, overlaps

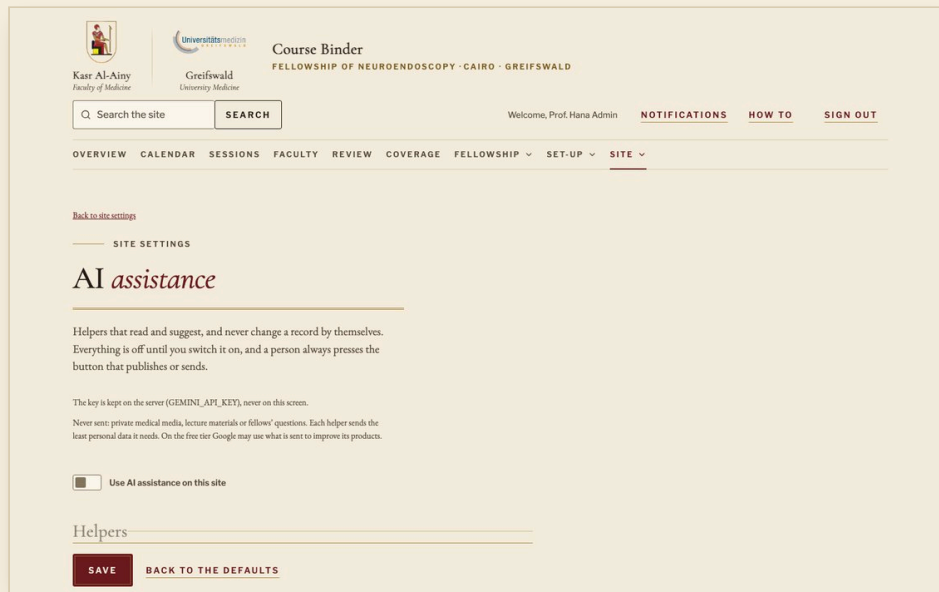
28 Writing with you

E-mail drafts, and what the AI never sees

26 · AI ON THE SITE AI-ASSISTED

The *switches*

Site settings → AI assistance. The master switch Use AI assistance on this site is off until you turn it on. The key is kept on the server and is never shown. Below, each helper has its own switch, and you set the caps on how much may be used per day and per person. With no key, no quota or the switch off, the site works exactly as it does without AI.



- The public page. *AI on this site* says in plain words what each helper does. You edit the opening sentence, each line and the order; it appears only when AI is on.
- The usage list records which helper, who, when and the outcome. It never stores what was written or answered.
- Every result is labelled *Checked by AI — advisory* or *AI-assisted*.

27 · AI ON THE SITE AI-ASSISTED

Reading the *programme*

On Coverage, Check coverage with AI reads each topic's confirmed lectures against what it must cover and writes a dated note under it: *Partly covered — not covered:* Dismiss removes a note.

Module by module

A topic is covered once every lecture it asks for is confirmed. Open a topic to read who holds each place.

MODULE 1 · ONE LECTURE TO A PLACE

Basic neuroendoscopy

1 of 25 confirmed - 24 still without a lecturer

5 of 5 planned sessions dated

Open on the calendar

Endonasal

1 of 5 confirmed - 4 still without a lecturer

Partly covered — not covered: example point from the development stand-in

Read on Thursday 22 October 2026

Dismiss

> Its places (5)

Anatomy / Skull Base / Endoscope-Assisted Skull Base

0 of 5 confirmed - 5 still without a lecturer

Beside a topic with nothing or only part, Who could teach this? suggests up to three colleagues from past lectures and stated interests, with the next free day. Invite is still your decision. Nothing is stored.

Module by module

A topic is covered once every lecture it asks for is confirmed. Open a topic to read who holds each place.

MODULE 1 · ONE LECTURE TO A PLACE

Basic neuroendoscopy

1 of 25 confirmed - 24 still without a lecturer

5 of 5 planned sessions dated

Open on the calendar

Endonasal

0 of 5 confirmed - 5 still without a lecturer

Nothing yet

Read on Thursday 22 October 2026

Dismiss

Who could teach this?

AI-assisted Suggested by AI from past lectures and interests — you decide whom to ask.

Dr. Amir Pincal — Taught a related lecture, from the development stand-in.

Free on Friday 8 January 2027

Invite

> Its places (5)

Anatomy / Skull Base / Endoscope-Assisted Skull Base

Partly filled, 1 of 5

On Review, Check for overlaps with AI compares the titles, abstracts and goals of lectures and notes pairs that may repeat each other. Organizers only; the lecturers are not told.

asks for a seat on a panel or asks to leave it. Each decision is asked before it is done, and the lecturer is sent an e-mail.

WAITING FOR YOUR DECISION	OF THEM WITH A SIMILAR TITLE	LECTURES BACK WITH THEIR LECTURERS	LECTURES CONFIRMED
0	0	0	3

Lectures that may overlap

CHECK FOR OVERLAPS WITH AI

AI-assisted

Read by AI from titles, abstracts and goals — advisory. Only the organizers see it; the lecturers are not told.

ETV, the technique in steps

Dr. Basma Third, Basic neuroendoscopy

and

Endoscopic third ventriculotomy: step by step

Dr. Amir Ventricle, Basic neuroendoscopy

Both teach the same steps, from the development stand-in.

Dismiss

28 · AI ON THE SITE AI-ASSISTED

Writing with *you*

In the e-mail editor, describe what you want to say and press **Write a draft**. A draft appears beside your text; Use **this draft** or **Discard**. Only the message's own {words} may stand in it, the site fills them in, and nothing is sent until you send it.

WHAT EACH HELPER SEES

HELPER	SEES	NEVER SEES
Ask (each role)	The site's pages that role may read	Another role's pages, applications, private files
Check my statement	The statement text	Name, documents, other answers
Find my theme, lecture help, primer	The lecturer's own words; the lecture's title, abstract, goals	Slides, videos, patient material
Coverage, suggestions, overlaps	Topics, titles, abstracts; lecturers' stated interests	Fellows, questions, personal files
Draft e-mails	Your description	Recipients' addresses or data
Certificate check, verify photo	The page or photograph	The signing key; it never changes a record

Free tier. Google may use free-tier prompts to improve its products, so no private medical media, materials or fellows' questions are ever sent, and each call carries the least personal data it can.

REFERENCE A

A week of the *organizers*

WHEN	WHAT	WHERE
Once a year	Start the cycle from last year's structure; set dates, closed days and modules.	Cycles, Curriculum, Closed days
Once a year	Post the registration link in the faculty's WhatsApp group.	Invitations → The registration link
Each week	Answer new registrations.	Invitations → New registrations
Each week	Approve, return or decline the lectures sent.	Review
Each week	Work down Needs attention, decisions first.	Overview
Before a module	Check its sessions have lecturers and meeting links.	Coverage, Calendar
When asked	Print the programme or send the calendar file.	Print and export

REFERENCE B

Questions

We do not have every lecturer's e-mail.	You do not need it. Post the registration link in the group; each lecturer gives their own address and profile.
Someone outside the group should teach.	Forward the same message to them, or send a personal invitation from Invitations.
The link was shared too widely.	Replace the link. The old one stops working; post the new one in the group.
Is a lecture official once chosen?	No. Selection is not approval. Only an organizer's approval puts it on the calendar.
Can two lecturers take the same place?	No. The database allows one active lecture per place; the second is told the place was just taken.
We must move a session.	Drag it or choose Move. You see what changes and who is told before you confirm.
A lecture falls on a holiday.	Closed days block choosing. An organizer may override with a written reason; it is recorded.
Can we undo a change?	The audit log shows what stood before; set it back in the same screen. Nothing is deleted.
Next year?	Start a new cycle from this year's structure. This year is archived, not lost.

REFERENCE C

Less common *tasks*

Each task says where it starts and who is told. Nothing is deleted; every change is in the audit log.

TASK	WHERE	WHAT YOU DO; WHO IS TOLD
Place a session on a closed day	Calendar	Choose the day, read the warning, confirm the override and give a reason. Recorded in the audit log.
Name the topic of an invited lecturer	Invitations	Open the person, choose the topic. The lecturer is told.
Answer a request to cancel	Review	Release the lecturer or keep the lecture. The lecturer is told.
Decide the seats on a panel	Review	Open the seat, confirm or decline. The panellist is told.
Enter a person in a place	Calendar	Open the session, choose the place and the person. The person is told.
Name a session's moderator	Calendar	Open the session, choose the moderator. The person named and the one before are told.
Give an instructor a role or station on a course	Calendar	Open the course, choose the role or station. The instructor is told.
Cancel a confirmed lecture	Calendar	Open the lecture, cancel it and write the reason. The lecturer is told.
Cancel a whole session	Calendar	Open the session, cancel it and write the reason. Everyone in it is told, one e-mail a person.
Publish a session	Calendar	Open the session, publish. Its lecturers are told their names stand on the programme.
Change the text of an e-mail	Invitations → Messages	Choose the e-mail, change its text beside the example, save. The next e-mail of that kind uses it.
Archive a finished cycle	Cycles	Open the cycle and archive it. It is kept as history, read only.
Search	Search	Write a name or a word: faculty, sessions, lectures, topics and modules are found.
Correct a lecturer's record or merge two	Faculty	Open the person, correct or merge. One record remains; history is kept.
Give a person a role (super admin)	Team	Choose the person and the role, read the change, save. The person is told.
Change what a role permits (super admin)	Team → Roles	Tick and clear boxes, read every change in one question, save. It holds from the next page each person opens.