

RE: ILC2017 EASL-CDC session: Speaker invitation

Sopo Belkania <sbelkania@moh.gov.ge>

Fri 3/24/2017 4:29 PM

To: Patricia Pochelon <patricia.pochelon@easloffice.eu>;

Dear Patricia,

Hope you are doing well.

I am writing you regarding hotel booking for Deputy Minister Mr. Valeri Kvaratskhelia which is also attending International Liver conference 2017 in Amsterdam.

Could you be so kind and help me to arrange the same hotel booking-DoubleTree by Hilton Amsterdam Centraal Station-for Mr. Kvaratskhelia as well as for the Minister.

Dates for booking for Mr. Kvaratskhelia – Arrive 19 April, Departure – 24 April (5 nights).

Looking forward for your email.

Best regards,

Sopo Belkania
Head of Executive Department
Ministry of Labor, Health and Social Affairs of Georgia
144 A.Tsereteli Avenue, 0159, Tbilisi, Georgia
Mobile number: +995 599 22 32 32

From: Patricia Pochelon [<mailto:patricia.pochelon@easloffice.eu>]
Sent: Wednesday, February 22, 2017 6:58 PM
To: Sopo Belkania
Subject: RE: ILC2017 EASL-CDC session: Speaker invitation

Dear Sopo,

Travel, hotel and registration will all be handled as part of the same process, I only omitted to mention registration. I have informed my colleague to send you all the information to complete the logistical aspects of the Minter's trip.

Can I also ask you a short bio (one or two paragraphs) as well as a picture of him to be included in the online programme?

Thanks in advance,

Best regards,

Patricia POCHELON
Education and Science Coordinator
Direct: +41 22 807 29 75
Mobile: +41 76 755 80 14

EASL, The Home of Hepatology
7 rue Daubin, 1203 Geneva
Switzerland
www.easl.eu



From: Sopo Belkania [<mailto:sbelkania@moh.gov.ge>]
Sent: mercredi 22 février 2017 15:55
To: Patricia Pochelon <patricia.pochelon@easloffice.eu>
Cc: iub1@cdc.gov; fma0@cdc.gov; hij9@cdc.gov
Subject: RE: ILC2017 EASL-CDC session: Speaker invitation

Dear Patricia,

Thank you very much for information.

As I understood your colleague with make registration for the Minister, am I right?

Just to avoid miscommunication please clarify above mention issues: from our side you only need completed speaker agreement and the COI form by 2 March, 2017, your side will contact me regarding travel and accommodation, and what about registration?

Best regards,

Sopo Belkania
Assistant to the Minister
Ministry of Labor, Health and Social Affairs of Georgia
144 A.Tsereteli Avenue, 0159, Tbilisi, Georgia
Mobile number: +995 599 22 32 32

From: Patricia Pochelon [<mailto:patricia.pochelon@easloffice.eu>]
Sent: Wednesday, February 22, 2017 4:31 AM
To: Sopo Belkania
Cc: iub1@cdc.gov; fma0@cdc.gov; hij9@cdc.gov; dsergeenko@moh.gov.ge
Subject: RE: ILC2017 EASL-CDC session: Speaker invitation

Dear Sopo,

Thank you for confirming Dr Sergeenko's presence at the congress. Please find attached the invitation letter.
My colleagues from the events department will follow up shortly regarding his travel and accommodation.

I remain at your disposal should you have any questions.

Best regards,

Patricia POCHELON
Education and Science Coordinator
Direct: +41 22 807 29 75
Mobile: +41 76 755 80 14

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7 rue Daubin, 1203 Geneva
Switzerland
www.easl.eu



From: Sopo Belkania [<mailto:sbelkania@moh.gov.ge>]
Sent: mercredi 22 février 2017 12:51
To: Patricia Pochelon <patricia.pochelon@easloffice.eu>
Cc: iub1@cdc.gov; fma0@cdc.gov; hij9@cdc.gov; dsergeenko@moh.gov.ge
Subject: FW: ILC2017 EASL-CDC session: Speaker invitation

Dear Mrs. Patricia,

I am writing on behalf of David Sergeenko.

Mr. Minister received your invitation to give a lecture at the EASL-CDC Session the EASL International Liver Congress™ 2017, he will confirm his participation to this event and will send back completed speaker agreement, as well as the COI form by 2 March, 2017.

But unfortunately there was no attached formal invitation letter, as it was mentioned in your email. As I know from my colleagues for registration Mr. Sergeenko needs user name and password.

Can you be so kind and send me as soon as possible all the details regarding registration procedures.

Sincerely,

Sopo Belkania
Assistant to the Minister
Ministry of Labor, Health and Social Affairs of Georgia
144 A.Tsereteli Avenue, 0159, Tbilisi, Georgia
Mobile number: +995 599 22 32 32

From: David Sergeenko [<mailto:dsergeenko@moh.gov.ge>]
Sent: Wednesday, February 22, 2017 2:22 AM

To: Sopo Belkania

Subject: FW: ILC2017 EASL-CDC session: Speaker invitation

From: Patricia Pochelon <patricia.pochelon@easloffice.eu>

Date: Wed, 22 Feb 2017 10:20:24 +0000

To: Davit Sergeenko <dsergeenko@moh.gov.ge>

Cc: "Glass, Nancy (CDC/OID/NCHHSTP) (CTR)" <iub1@cdc.gov>, "Averhoff, Francisco (CDC/OID/NCHHSTP)" <fma0@cdc.gov>, "Nasrullah, Muazzam (CDC/OID/NCHHSTP)" <hij9@cdc.gov>

Subject: ILC2017 EASL-CDC session: Speaker invitation

Dear Dr. Sergeenko,

On behalf of the European Association for the Study of the Liver (EASL), I would like to invite you give a lecture at the EASL-CDC Session the EASL International Liver Congress™ 2017, that will be held between 19-23 April 2017 in Amsterdam.

The up-to-date programme can be found at the following link: <https://events.easl.eu/EventProgramme/ILC2017.aspx>

Please find all the detailed information in the formal invitation letter attached to this email.

We would greatly appreciate it, if you could confirm your participation to this event by Thursday 2 March 2017 by returning the completed speaker agreement attached as well as the COI form.

Please do not hesitate to contact me, should you require further information. Thank you very much for your time and consideration.

Sincerely,

Patricia POCHELON

Education and Science Coordinator

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Mobile: +41 76 755 80 14

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