



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

UNDER THE SUPERVISION OF

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PROGRAMME COORDINATOR

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

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SYSTEM PROGRAMMED BY

Albara Wadee

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

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.

PART 1

The year

01	The overview	5
02	Coverage	6
03	The curriculum	7

PART 3

The faculty

08	The group's link	14
09	New registrations	15
10	Personal invitations	16
11	Review	17

REFERENCE

Look it up

A	A week of the organizers	23
B	Questions	24

PART 2

The calendar

04	The calendar	9
05	A session	10
06	Moving a session	11
07	Closed days	12

PART 4

Keeping it

12	The audit log	19
13	Site settings	20
14	Cycles	21
15	Print and export	22

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.

2 OPEN THE CALENDAR

1 LECTURES CONFIRMED

30 of 53

lectures the curriculum asks for are confirmed. 16 more are not yet confirmed.

3

0 confirmed

16 not yet confirmed

7 with no lecturer yet

Read the coverage, module by module

- 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.

Needs attention

9 lines

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
7	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

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.

LECTURES THE CURRICULUM ASKS FOR	LECTURES CONFIRMED	NOT YET CONFIRMED	STILL WITHOUT A LECTURER
53	30	16	7

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 I · ONE LECTURE TO A PLACE

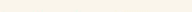
Basic neuroendoscopy

5 of 5 planned sessions dated

[Open on the calendar](#)

15 of 25 confirmed · 3 awaiting approval
2 back with their lecturers · 2 being chosen
3 still without a lecturer

Partly filled, 22 of 25

Endonasal 5 of 5 confirmed > Its places (5)	 Confirmed
Anatomy / Skull Base / Endoscope-Assisted Skull Base 3 of 5 confirmed · 1 back with its lecturer · 1 being chosen > Its places (5)	 Awaiting approval
Ventricular Endoscopy 3 of 5 confirmed · 1 awaiting approval · 1 still without a lecturer > Its places (5)	 Partly filled, 4 of 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.

MODULE 1

Basic neuroendoscopy

Anatomy, basic neuroendoscopic skills, the major approaches using the endoscope, endoscope-assisted surgery and endoscopic spine surgery.

1 TAKES LECTURES AS One lecture to a place

HELD Online

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)

TOPICS 5 topics, 25 lectures required

1	Endonasal	5 lectures required · 5 places in the calendar	
2	Anatomy / Skull Base / Endoscope-Assisted Skull Base	5 lectures required · 5 places in the calendar	2
3	Ventricular Endoscopy	5 lectures required · 5 places in the calendar	
4	Miscellaneous / Pediatric / Skull Base	5 lectures required · 5 places in the calendar	
5	Spine Endoscopy / Peripheral Nerves	5 lectures required · 5 places in the calendar	

3 a topic

Edit **4** archive

- 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 a web-based calendar interface for January 2027. At the top, there are tabs for different views: MONTH, WEEK, TIMELINE, MODULES, and CURRICULUM. Callout 1 points to the 'MONTH' tab. Below the tabs is a search bar and several filter buttons: Module, Status, Lecturer, Format, and Kind of place. Callout 2 points to the search bar. To the right of the filters is a checkbox labeled 'Show what is missing', with callout 3 pointing to it. Below the filters, it says '16 sessions in this cycle.' and '60 ADVISORY NOTES'. A date selector shows 'January 2027' with left and right arrows. To the right, it says 'Today is before this cycle begins.' and a 'NEXT SESSION' button. Below this is a 'KEY' section with icons and labels: Confirmed (green diamond), Awaiting approval (brown square), Partly filled (red diamond), No lecturer yet (grey diamond), and No teaching (grey square). The main calendar grid shows days from Monday to Sunday. Callout 4 points to a session entry on Friday, January 8th, titled 'Endonasal' with a green diamond icon.

- 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.

Sessions of 2027

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.

✓ No unsaved changes.

DISCARD

3 CHANGES

The day and the hour it starts, on the fellowship's clock (Europe/Berlin). A meeting of several days has a last day as well.

1

Date

8 January 2027

Friday 8 January 2027

Start

15:00

Hours and minutes, on the fellowship's clock.

Last day (optional)

Day month year

Only for a meeting of several days.

Held

Online

Place (optional)

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

Friday 8 January 2027

Starts at 15:00 on the fellowship's clock (Europe/Berlin).
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.

KEY ◆ Confirmed ■ Awaiting approval ◆ Partly filled ◆ No lecturer yet ☐ No teaching

	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	

1 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	0

Ramadan

Monday 8 February – Tuesday 9 March 2027

30 days · 4 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.

1

lit

Archive

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.

Edit

Archive

Good Friday to Easter Monday

GERMANY · PUBLIC HOLIDAY

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

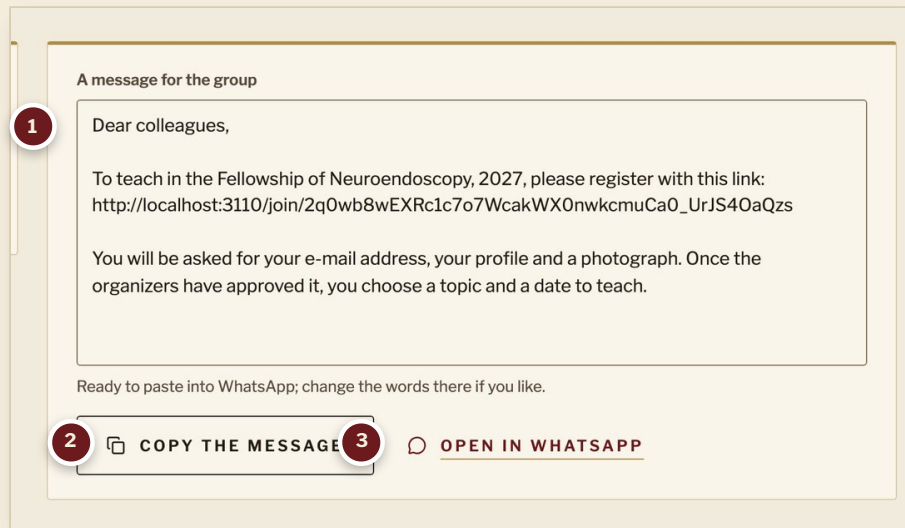
10 Personal invitations
To ask someone by name

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.

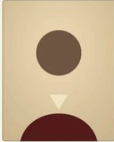
Claim link. For lecturers whose profile you already made, open **Claim link** beside it: it is open for 7 days from the moment you open it, or until **Close now**. Under **Claimed profiles**, **Confirm**, **Undo** or **Move** each claim.

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

✕ 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](#)
[New registrations](#)
[Edit the invitation's text](#)
[All the site's e-mails](#)

PERSON NOT INVITED YET	INVITED, NO ANSWER YET	HAVE ACCEPTED	HAVE DECLINED
1	3	15	0

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

DISCARD

SAVE THE TEXT

person's name

cycle's name

first day

last day

teaching days

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.



Endoscopic third ventriculostomy: indications and technique
 Prof. Dr. med. Jörg Baldauf
 Professor of Neurosurgery, University Medicine Greifswald, Klinik und Poliklinik für Neurochirurgie
MODULE I · BASIC NEUROENDOSCOPY · VENTRICULAR ENDOSCOPY
 Friday 22 January 2027, 15:30 Berlin time · 30 min
 Sent in on Thursday 15 October 2026

1 APPROVE

2 ASK FOR CHANGES

3 DECLINE

[Open in the calendar](#)

4

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.

- 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

49 entries in the log 40 shown here

Thursday 15 October 2026, 21:00 (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)
Thursday 15 October 2026, 21:00 (Berlin time)	Lecture sent for approval Lecture: Endoscopic anatomy of the third ventricle floor · Standing: held → submitted, and 8 more changes by Prof. Dr. med. Henry W. S. Schroeder What was recorded (9 lines)
Thursday 15 October 2026, 21:00 (Berlin time)	Place chosen and held Lecture: Endoscopic anatomy of the third ventricle floor by Prof. Dr. med. Henry W. S. Schroeder

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 PREVIEW — THE TOP OF EVERY PAGE No unsaved changes. DISCARD SAVE CHANGES
VII	Privacy notice	
VIII	Contact page	Name on a home screen Faculty of Medicine Course Binder FELLOWSHIP OF NEUROENDOSCOPY CAIRO · GREIFSWALD

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	RUNS Friday 8 January 2027 – Friday 27 August 2027
In planning	TEACHING Friday at 15:00, on the clock of Europe/Berlin
	LONGEST SESSION 150 minutes
	HOLDS 5 modules · 12 topics · 16 sessions · 42 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.

WHICH COPY

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

1 PRINT THIS SHEET

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

2 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

THE SHEET AS IT IS PRINTED



Kasr Al-Ainy
Faculty of Medicine



Greifswald
University Medicine

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. Bassel 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 <i>2 Mr. Mohamed Okasha</i>
16:30	Closure of the skull base after endonasal surgery, part <i>2 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	<i>To be announced</i>

- 1** Print this sheet: the programme as it stands, on A4.
- 2** The calendar file: the whole cycle, or one module.

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.