ROME
XIV INTERNATIONAL CONGRESS
OF DERMATOLOGY
18-21 JUNE 2025
THE ROADS OF DERMATOLOGY

INTERNATIONAL
SOCIETY of
DERMATOLOGY

GUIDELINES & DEADLINES

ITEM DESCRIPTION			DEADLINE	DELIVERY AT CONGRESS VENUE
EXHIBITION	SUBMISSION OF COMPLETE STAND/PLAN DESIGN	➢ Please provide the following via e-mail to ufficiotecnicoicd_eur@e23.it : -A plan and 3d elevations of the exhibition sides to scale, and dimensioned, with all the structural and furnishing elements present within the space and the materials appropriately described.	April 1, 2025	Set-up starting date: June 17: from 7.00 am until 19.00 pm for raw space
	SHELL SCHEME	➢ Mandatory for all 9 sqm booths. ➢ The shell scheme must be ordered through the online platform. ➢ No pharma products package images allowed.	May 16, 2025	Set-up starting date: June 18: from 7.00 am until 19.00 pm
	ONLINE ORDERS	➢ Electric connections, internet, cleaning services, furniture, plants, F&B, AV equipment, PC rental can be purchased directly on the online platform.	May 16, 2025	
	MANPOWER/HOSTESSES	➢ Please fill out the relevant order form on the ICD website.	May 30, 2025	
	EXHIBITOR BADGES	➢ Additional badges may be purchased by contacting icd2025registration@thetriumph.com at the cost of €150 per badge. ➢ Badges purchased on site have a cost of €200 per badge. ➢ Exhibitors' names must be uploaded through the group registration system or by sending an Excel file to icd2025registration@thetriumph.com	June 4, 2025	
	LEAD RETRIEVAL	➢ Please fill out the relevant order form on the ICD website.	May 5, 2025	
	DELIVERY OF MATERIAL	➢ Please fill out the relevant DHL order form on the ICD website.	May 21, 2025	

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SPONSORED SESSIONS *(60' and 30' Lunchtime Symposia + Afternoon Symposia)* *Standard audio-visual equipment:* *-1 podium with microphone +1 laptop* *-1 Speaker's desk with 2 microphones* *-1 video projector* *-1 screen* *-Laser pointer* *Rehearsal & decorating time:* *- 30 minutes for 60' Lunchtime Symposia* *-15 minutes for 30' Lunchtime Symposia* *-20 minutes for 60' Afternoon Symposia* *Acknowledgement on Sponsors Board, Website & APP* *Room customization*	**COMPLETE PROGRAM SUBMISSION**	➢ Session title. ➢ Name(s) of Chairperson(s) ➢ Titles of each presentation with the duration and names of Speakers.	**February 28, 2025**
	ROOM CUSTOMIZATION *(at Sponsors charge)*	➢ 1 pop-up banner allowed per each session. ➢ To be produced by the Sponsor. ➢ No product names. ➢ To be approved by Organizing Secretariat.	**N.A.**
	PUSH NOTIFICATION	➢ Around 50 characters for the title and around 150 characters for the message. ➢ Images or links cannot be included.	**April 1, 2025**
	LEAD RETRIEVAL	➢ Please fill out the relevant order form on the ICD website.	**May 5, 2025**
	BOX LUNCH	➢ Please fill out the relevant order form on the ICD website.	

ITEM DESCRIPTION			DEADLINE
HOSPITALITY SUITES *Room set up:* *-Table with 2 chairs* *-Company logo outside the room* *-Acknowledgment on Sponsors' board, congress website and congress App*	**ADDITIONAL SERVICES**	➢ Electric connections, internet, cleaning services, furniture, plants, F&B, AV equipment, PC rental can be purchased directly on the online platform.	**May 16, 2025**

GUIDELINES & DEADLINES

ITEM DESCRIPTION			DEADLINE
BRANDING & ADVERTISMENT **(EXHIBITION HALL EXCLUDED)**	**GRAPHIC SUBMISSION OF ADVERTISEMENT SPACES**	➢ No product names. ➢ To be approved by the Organizing Secretariat.	**May 2, 2025**
	COMPANY PROFILE **on ICD website, on Congress App and on digital final program**	➢ Number of words according to the sponsorship package. ➢ No product names.	**April 1, 2025**
	E-BLAST	➢ Sent by the Organizing Secretariat to all congress participants. Sponsor has to send the graphics and the HTML link (it can include photos and videos). ➢ Number of e-blast according to the level of sponsorship and/or to the sponsorship package. ➢ Exact dates for the save the date email agreed with the sponsor individually. ➢ No product names.	**May 2, 2025**
	PUSH NOTIFICATION	➢ Number of push notifications according to the level of sponsorship and/or to the sponsorship package. ➢ Around 50 characters for the title and around 150 characters for the message. ➢ Images or links cannot be included.	**April 1, 2025**
	DIGITAL INSERTS **on Congress App**	➢ Number of e-blast according to the level of sponsorship and/or to the sponsorship. ➢ PDF maximum 5 mb. Product name allowed.	**April 1, 2025**

*****For all deadlines concerning the production of sponsored items such as lanyards, delegate bags, delegate pens and delegate notepads please contact icd2025sponsor@thetriumph.com*