



**ROME**  
**XIV INTERNATIONAL CONGRESS**  
**OF DERMATOLOGY**  
**18-21 JUNE 2025**

**Rome Convention Center La Nuvola**



# EXHIBITOR TECHNICAL MANUAL





**ROME**  
**XIV INTERNATIONAL CONGRESS**  
**OF DERMATOLOGY**  
**18-21 JUNE 2025**

**INTERNATIONAL**  
**SOCIETY of**  
**DERMATOLOGY**

*Dear Company,*

*These guidelines are designed to ensure that all sponsors enjoy safe, comfortable, and successful participation to the Congress. The guidelines are constantly updated to take into account changes in laws, codes of practice and regional regulations. Take your time and read this document carefully and submit the required details before the indicated deadlines.*

*In case you are using the service of an external exhibition house or communication agency, please make sure to share this manual with them as well. Non-compliance with the obligations enclosed in this Technical Manual can involve the application of fines.*

*The Organising Secretariat reserves the right to make changes at any time, even without notice, to these Guidelines, with the aim of reducing risks for health, safety and environment, or improving prevention and protection measures.*

*Looking forward to working with you towards a successful Congress.*

*Yours sincerely,*

*The Organizing Secretariat*  
*Triumph Italy s.rl. - Benefit Corporation*



**PRESIDENT:** Prof. Giovanni Pellacani  
**SECRETARY GENERAL:** Prof. Nancy Dattola

[www.icd2025rome.org](http://www.icd2025rome.org)



**PROFESSIONAL CONGRESS**  
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**18-21 JUNE 2025**



# LETTER OF ACKNOWLEDGEMENT

Kindly return this document to the Organizing Secretariat by e-mail to [icd2025sponsor@thetriumph.com](mailto:icd2025sponsor@thetriumph.com)

No orders nor services will be processed until this document has been returned by the exhibitor.

Please let us know the names of your stand building company and agency authorized to work on your behalf. Please specify their fields of responsibility (booth, sponsored sessions, hospitality suites, exhibitor registration) in the below dedicated section.

Exhibitor/Sponsor name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**With my signature below I hereby certify that:**

- I have completely read the ICD 2025 Technical Manual;
- I understand all rules and regulations as outlined in the Technical Manual and on behalf of my company agree to abide by them
- I understand that it is my responsibility to inform all subcontractors of the rules & regulations outlined in the Technical Manual
- I am authorized to sign this document on behalf of my company

Place and Date \_\_\_\_\_  
 Signature \_\_\_\_\_

**Stand building Company**

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Responsibility Field: \_\_\_\_\_

**Agency**

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_





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# 1. CONTACTS

## **Congress Venue**

Roma Convention Center La Nuvola  
Viale Asia n. 25- 00144 Roma RM  
Phone number: +39 0654513710

## **Congress Registration Department**

[icd2025registration@thetriumph.com](mailto:icd2025registration@thetriumph.com)

## **Scientific Programme Secretariat**

[icd2025speakers@thetriumph.com](mailto:icd2025speakers@thetriumph.com)

## **Technical Office**

[ufficiotecnicoicd\\_eur@e23.it](mailto:ufficiotecnicoicd_eur@e23.it)

## **Organizing Secretariat**

Triumph Italy Srl – Benefit Corporation  
Via Lucilio 60, 00136 Rome, Italy  
[icd2025sponsor@thetriumph.com](mailto:icd2025sponsor@thetriumph.com)

## **Housing Department**

[icd2025grouphousing@thetriumph.com](mailto:icd2025grouphousing@thetriumph.com)

## **Abstracts**

[icd2025abstract@thetriumph.com](mailto:icd2025abstract@thetriumph.com)

## **Official Freight Forwarder**

DHL Trade Fairs & Events (UK) Limited  
2nd Exhibition Avenue - NEC Birmingham  
B40 1 PJ - United Kingdom  
[simon@dhl-exh.com](mailto:simon@dhl-exh.com)





## 2. CONGRESS VENUE

“La Nuvola” (literally The Cloud) is an international conference facility and a contemporary iconic building in Rome which has seen its grand opening in October 2016. The central showpiece of Rome’s new convention center is a bold cloud-shaped structure that ‘floats’, containing an auditorium for 1800 people. Awarded as Best Building Site from the Royal Institute of British Architects, the masterpiece of the architect Massimiliano Fuksas is a work of extraordinary artistic value, characterized by innovative solutions, an eco-friendly approach and technologically advanced materials, making “La Nuvola” the ideal scenario for this congress.

### HOW TO REACH ROMA CONVENTION CENTER LA NUVOLO



#### Train (metro)

Roma Convention Center La Nuvola is conveniently surrounded by 4 Metro stations: Eur Magliana, Eur Palasport, Eur Fermi and Eur Laurentina, each of them is reached by Metro line B. Eur Fermi is the closest to the Venue (500/600 mt. Walking distance).



#### Bus

From Termini station, line 714, (direction Palazzo dello Sport) Stop: Colombo/Agricoltura  
 From Piazza Venezia, line 170, (direction Agricoltura) Stop: Ciro Il Grande



#### Taxi

Roma Capitale Chiamataxi service, +39 060609 – Radiotaxi 3570, +39 063570



#### Car

Leonardo Da Vinci - Fiumicino Airport (20 km), journey time about 20 minutes  
 Rome Ciampino Airport (16 km), journey time about 15 minutes  
 Rome Termini train station (9 km), journey time about 15 minutes  
 City centre (8 km), journey time about 15 minutes



#### Plane

From Leonardo Da Vinci - Fiumicino Airport, train FL1  
 Time zone: Roma operates under Central European Time (CET)



**Language:** the local language is Italian



**Visa and Passport:** Visa and Passport requirements could vary depending on the Country of departure. It is advised to check the travel guidelines of your own Consulate.



**Currency:** Euro (€)



**Time zone:** Rome operates under Central European Time (CET)

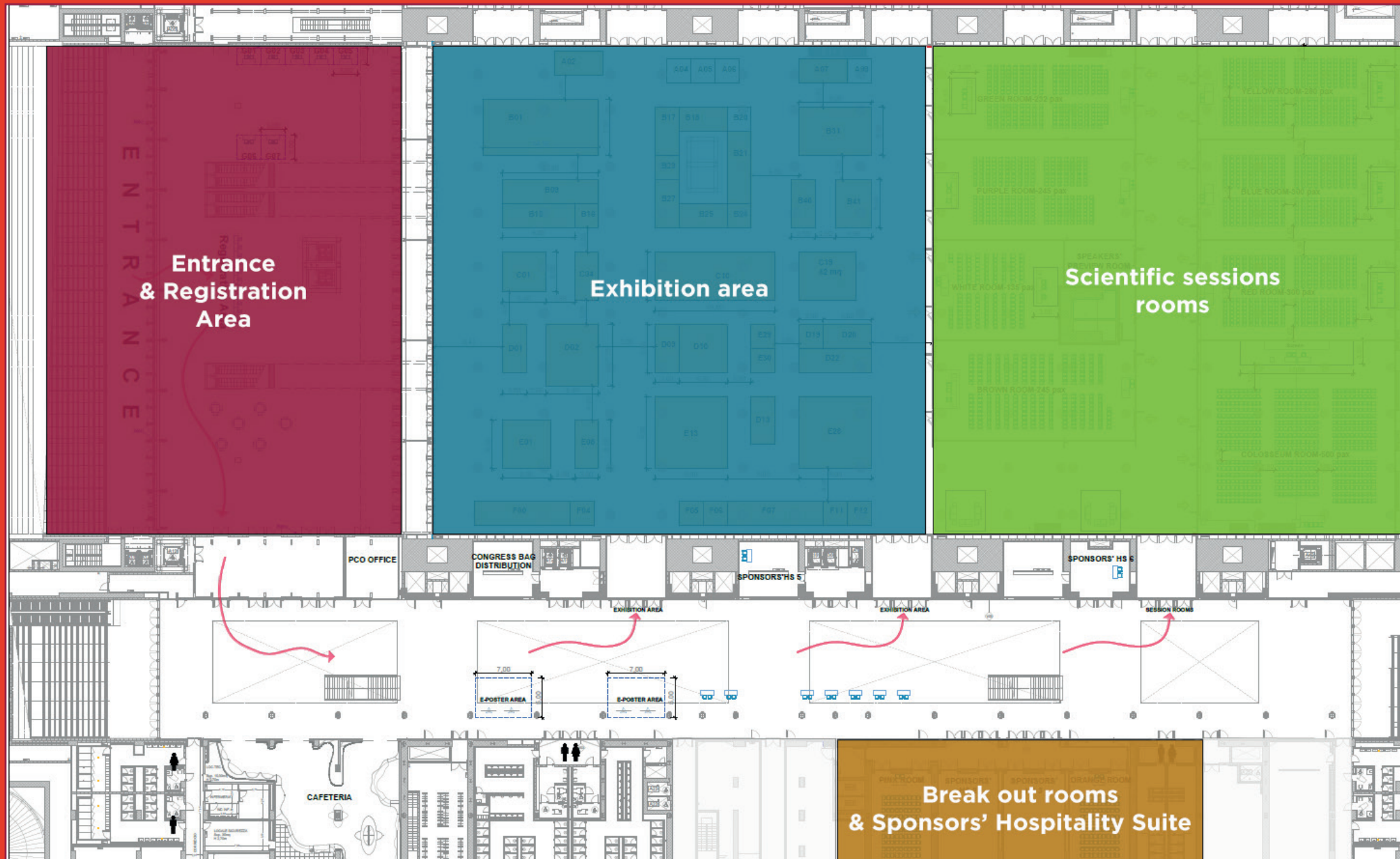


**Weather:** The weather in June is extremely hot and humid, be sure to bring a hat and comfortable clothes for heat.





# 3. CONGRESS VENUE FLOORPLAN: LEVEL -1







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## 4. PROGRAM AT A GLANCE

TIME	18 JUNE	19 JUNE	20 JUNE	21 JUNE
08:30 - 10:30	Sister Society Meetings - Special Edition SDeMaST- ADOI	Morning Sessions	Morning Sessions	Morning Sessions
10:30 - 10:45		Break	Break	Break
10:45 - 12:15		Plenary Session	Plenary Session	Plenary Session
12:15 - 12:30		Break	Break	Break
12:15 - 13:30				Closing Ceremony
12:30 - 13:30		Lunchtime Sponsored Symposia 60'	Lunchtime Sponsored Symposia 60'	
13:30 - 14:00		Lunchtime Sponsored Symposia 30'	Lunchtime Sponsored Symposia 30'	
13:30 - 14:00		Break	Break	
14:00 - 15:20		Afternoon Sessions	Afternoon Sessions	
15:20 - 15:30		Break	Break	
15:30 - 16:50		Afternoon Sessions	Afternoon Sessions	
16:50 - 17:10		Break	Break	
17:10 - 18:10		Afternoon Sponsored Symposia	Afternoon Sponsored Symposia	
17:30 - 18:30		Opening Ceremony		





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## 5. IMPORTANT DATES & DEADLINES

### EXHIBITION OPENING HOURS

- **June 19, 2025:** 8.30 - 17.00
- **June 20, 2025:** 8.30 - 17.00
- **June 21, 2025:** 8.30 - 12.00

**Exhibitors are allowed to enter from 7:30.**  
**Doors open to the public & registration begin at 8:30.**

**Important note:** Please do not arrange meetings with clients within the exhibition booth outside the exhibition opening hours as delegates with a full congress registration badge are not allowed to enter the exhibition before the official opening hours.

### BOOTH SET UP

- **June 17:** from 7.00 until 19.00 for raw space
- **June 18:** from 7.00 until 19.00 for all stands (including shell schemes)

**All materials must be removed from the exhibition hall by June 18 at 16.00.**  
**From 16.00 until 19.00 only refinements are allowed at the stands.**  
**All stands must be completed by June 18 at 19.00.**  
**Exhibitors can purchase extra hours of set-up directly from the official platform of the congress venue.**

### DISMANTLING

- **June 21:** from 13.30 until midnight

**No additional dismantling hours are available.**

### EXHIBITION DEADLINES

- Submission of complete stand plan / design: **April 1, 2025**
- Lead retrieval form: **May 5, 2025**
- Manpower/Hostess form: **May 30, 2025**







#### **BRANDING & ADVERTISEMENT**

- Graphics submission of advertisement spaces: **May 2, 2025**
- Company profile in final program & APP: **April 1, 2025**
- Contents for e-blast: **May 2, 2025**
- Push Notification message for APP: **April 1, 2025**
- Digital on Congress App: **April 1, 2025**

#### **SPONSORED SESSIONS**

- Complete program submission: **February 28, 2025**
- Push Notification message for APP: **April 1, 2025**
- Lead retrieval form: **May 5, 2025**

#### **DHL**

- Order form to book a slot for move in to be sent within: **May 21, 2025**
- Last arrival date for shipping: **June 13, 2025**

*For all orders concerning your booth please refer to the link to access the Congress Venue online platform on page 33.*

#### **BLACKOUT HOURS**

During the XIV International Congress of Dermatology, Industries and other organizations can organize ancillary events to provide social and business opportunities for firm employees and meeting attendees. Ancillary events, including business meetings, social gatherings, receptions, board/committee meetings and media/press events, should not compete with Congress official scientific programme, industry symposia and or other official congress events.

*The organization of ancillary events must be compliant with these guidelines.*

#### **Blackout Hours during the ICD Congress:**

**Thursday 19 June 2025, 8:30 - 18:10**

**Friday 20 June 2025, 8:30 - 18:10**

**Saturday 21 June 2025, 8:30 - 13:30**

*During the above-mentioned hours any extra activities can be carried out exclusively during the breaks. Please consult the Programme at a Glance to overview breaks.*

As a reminder, please note that during the ICD Congress there will be the following Social Events:

- 18 June: Opening Ceremony
- 19 June: President's Dinner
- 20 June: Networking dinner

#### **Ancillary events organized during the blackout hours must meet the following criteria:**

- The activity or event must take place in one of the meeting rooms provided by ICD for a fee – meeting rooms availability is limited\*.
- The activity or event cannot be a scientific session or a product launch/presentation.
- Marketing pieces, invitations, communications, or advertisement of the meeting must be approved by the Organising Secretariat.

#### **Ancillary events organized outside of the blackout hours must meet the following criteria:**

- The activity or event must comply with blackout hours (see above) and be scheduled to permit attendees sufficient time to participate in official meeting activities and sessions.
- No marketing pieces, invitations, communications of any kind, advertising, or other written or spoken descriptions of the event may use the ICD name or logo or may suggest or imply that ICD has endorsed or sponsored the event. The name of the ICD Congress may be mentioned one time in each communication for identification purposes. ICD or the name of the Congress may not be part of a title or heading of the ancillary event, obviously presented, or listed first in print materials.
- All promotional materials for Ancillary events must include the following statement:
- “This meeting/event is not an official program of the XIV International Congress of Dermatology.”
- Event/Meeting signage must not include the ICD name, logo, or name of the Congress.
- No marketing event may be done at the ICD Congress venue. Distribute or display signs, flyers, invitations, or use other means of advertising the event is strictly forbidden.

\*Please contact the ICD Organising Secretariat for room requests at [icd2025sponsor@thetriumph.com](mailto:icd2025sponsor@thetriumph.com)







## 6. REGISTRATION & BADGES

Attendees and participants will receive by email from our registration department a confirmation letter with a QR code; using this QR code you will be able to print your badges directly on site at the self-registration desks **starting from 18 June 2025 at 07:30**.

### REGISTRATION FEE INCLUDES

- Access to all Congress Sessions and E-poster Area (Scientific Program sessions are open to registered delegates only)
- Access to Lunchtime Sponsored & Satellite Symposia
- Access to the Exhibition Area
- Welcome Cocktail on 18 June 2025
- Opening and Closing Ceremonies

Access to the industry exhibition area will be restricted to Prescribers. Nurses Non-Prescribers, Medical Students, **will not be allowed** into the exhibition area and will automatically be classified as NON-PRESCRIBERS. Nurse Prescribers, Residents, ISD Members, Non-ISD Members, SIDeMaST and ADOI members, and LI/LMI countries attendees will be allowed access to the exhibition area and will be classified as PRESCRIBERS.

### EXHIBITOR BADGES

- Exhibitor badges will be distributed on site at the Exhibitor desk in the registration area starting **from 18 June 2025 at 7:30**
- Exhibitor badges allow access to the Exhibition Hall, Welcome Cocktail on 18 June 2025, and Opening and Closing Ceremony
- Exhibitor badges do not allow access to scientific sessions
- Exhibitors can access their own company's sponsored session
- Exhibitors who rent an exhibition booth are entitled to a specific number of free exhibitor badges

### INDUSTRY REPRESENTATIVE BADGES

- This registration category has been created to enable employees of the industry to gain full access to the Congress (Scientific Sessions + Sponsored Sessions + Exhibition Area). It is available only by contacting our registration department at [icd2025registration@thetriumph.com](mailto:icd2025registration@thetriumph.com) and it should not be purchased for non-employees of the industry.
- Industry representative badges can be purchased until **20 February 2025**, at the cost of € 450,00 + VAT; after that, the standard rate is € 525,00 + VAT.





## 7. UNLOADING, SET UP & DISMANTLING

### EXHIBITORS MOVE IN: 17 June 2025

During the days of preparation, it will be possible to carry out all the structural operations of their spaces. Anyone who accesses the set-up area must have read the DUVRI and must have all the necessary PPE required.

**The list of all personnel who will be accessing the congress venue during move in and set up has to be sent mandatorily to the following email address: [hstriumphicd@framiniacs.it](mailto:hstriumphicd@framiniacs.it)**

### BOOTH SET UP/BUILD UP: June 17, 2025 from 7:00 until 19:00

#### 18 June 2025 from 07:00 until 19:00

- All vehicles must reach the entrance on Viale Asia n. 25 and follow the instructions of the staff.
- During the equipment phases, it will not be possible to carry out structural set-up operations. Only the operations of positioning items and/or graphics within their space by Exhibitors will be allowed.
- No deliveries will be made to the exhibition area after the beginning of the event without the organizer's authorization.

### DISMANTLING: 21 June 2025 from 13:30 until midnight

During the dismantling phases, it will only be possible to remove items and graphics from your space. It will not be allowed to start any structural dismantling operation.

### LOADING AND UNLOADING OPERATIONS

The way from loading/unloading areas to set up areas must be previously agreed with the Technical Department of Roma Convention Center La Nuvola;

- For loading and unloading materials at Level -1, the user will use the freight elevators and the platform on Viale Asia respecting the maximum load permitted (please see table on page 11) and the size of all lifting equipment. Methods and timing to be agreed with the Technical Department of Roma Convention Center;
- For loading and unloading of materials inside Roma Convention Center La Nuvola, the Technical Department will provide specific information based on the type of equipment to be handled.
- Workers who will access the Venue for loading and unloading operations must be identifiable using an identification card from the company they belong to.

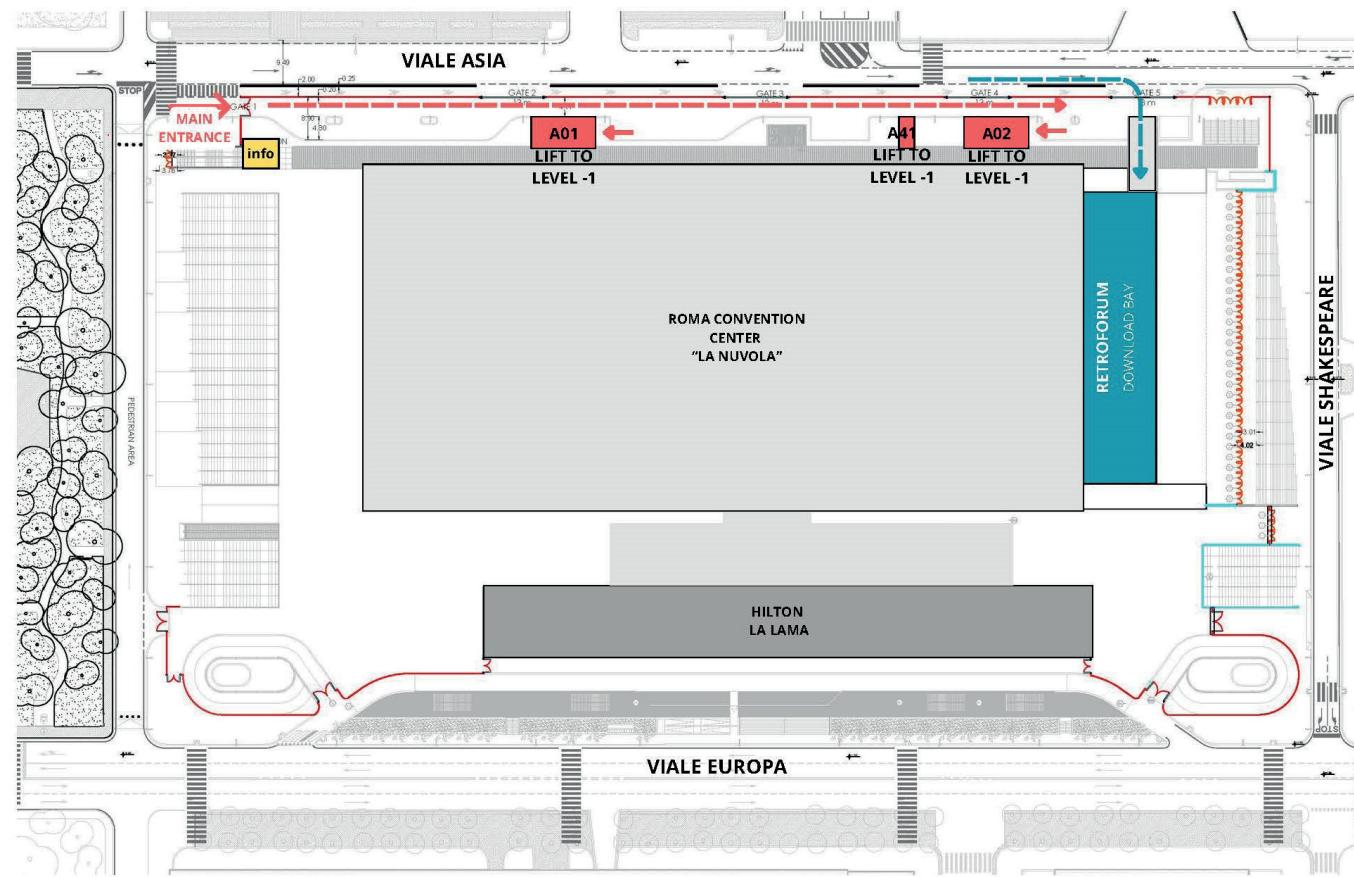
Throughout the Roma Convention Center (external areas and parking areas), the rules contained in the Highway Code currently in force in Italy apply and circulation in the Roma Convention Center takes place without any liability on the part of EUR spa.

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**ELEVATOR AND PLATFORM FLOORPLAN**  
**LEVEL -1: you can use elevators A01- A02- A41 (Viale Asia side) and A17.**

**FORKLIFTS AND ELECTRIC PALLET TRUCKS**

- For materials handling it is permitted only the use of electric trolleys/pallet trucks with non-marking rubber wheels in good condition, which do not leave marks that could damage the floor and in any case within the load limit of 600 kg/m<sup>2</sup>.
- The use of forklifts and electric pallet trucks is permitted only in the external areas of Level -1 (yellow corridor of storage on the side of Viale Asia) and in the external loading bay of the Forum level, and it is subject to authorization by the Technical Department of the venue, whereas in all other areas of the venue the use of manual pallet trucks or trolleys is only permitted with non-marking rubber wheels, which do not leave marks or affect the floors, and in any case within the load limit of 600 kg/m<sup>2</sup>. The Eur spa staff can prohibit at its discretion the use of any means that it deems dangerous for the safety of people and the integrity of the structure.

- In the event of non-compliance with the aforementioned rules, Eur Spa may remove the vehicle from the venue, at the risk and expense of its owner and the holder of the authorization for access to the Roma Convention Center.

N°	REACHABLE LEVELS	MAXIMUM LOAD (kg)	DOORS SIZE (mm)	ELEVATOR CABIN SIZE (mm)
A01	Garage, Level -1, street level	6000	1800 x 2000 (H)	3700 x 2360
A02	Garage, Level -1, street level	6000	1800 x 2000 (H)	3700 x 2360
A41	Level -1, street level	6000	2600 x 2100 (H)	2200 x 4720
A42	Level -1, Mezzanine level, street level, Forum	1275		1300 x 1400
A35	Street level, N3, N4, N5	1000	900 x 2000	1200 x 1680
A17	Garage, Level -1, mezzanine level, street level, Forum N2, N3, N4, N5	1000	900 x 2000	1040 x 1885
A39	Street level, N3, N4, N5	1000	900 x 2000	1200 x 1680

**GARBAGE DISPOSAL AND BULKY MATERIALS**

- At the end of the event, it is mandatory to pack and prepare all bulky materials for collection by the carrier.
- Exhibitors may only carry small materials by hand (tote bags, small boxes, etc.)
- The exhibitor shall be solely responsible and liable for the removal of garbage and waste materials from the exhibition and service area inclusive of loading bays and access ramps.
- The exhibitor shall remove all exhibits, stand fittings and other materials brought into the Congress centre for exhibition or other events, including materials scrapped and debris left behind at the end of the exhibition or event, from the Congress centre.
- In the event that the exhibitor fails to keep the exhibition and service area clean, the Congress centre will engage the services of a cleaning and waste disposal contractor and the charges incurred will be billed to the exhibitor.





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## 8. SHIPPING OF MATERIALS, DELIVERY & STORAGE

DHL Trade Fairs & Events (UK) Limited  
Unit 17 & 21 – 2nd Exhibition Avenue NEC Birmingham B40 1 PJ United Kingdom  
Phone: 0044 121 782 4626  
[simon@dhl-exh.com](mailto:simon@dhl-exh.com)  
Contact: Simon Latchford

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor and as such is the only company providing handling, storage, and customs clearance for ICD 2025. DHL shall be offering transport services to and from the venue by road, air and express.

There will be a strict handling schedule in place to ensure that all goods will be handled to or from stand within a set time frame which exhibitors and stand builders will need to apply to DHL for unloading slots prior to the event. Anyone attempting to deliver without a timeslot will be refused entry and advised to come back at a later time.

Each Truck will take around 1 hour to unload due to the challenges set by the venue and the elevators.

All deliveries to the venue must have an agreed timeslot issued by DHL.

**PLEASE NOTE** – Exhibition is on Level – 1, access to the exhibition hall is only possible by elevator and the maximum size of the elevator doors is indicated here below, any pallets or materials larger than this may require being separated and carried to the exhibition hall by the stand contractors.

MAXIMUM SIZE OF THE ELEVATOR: 350cm (l) x 200cm (w) x 1.8cm (h)





## 8.1 AIRFREIGHT

Please email [Simon@dhl-exh.com](mailto:Simon@dhl-exh.com) and details will be supplied upon request.

## 8.2 ROAD FREIGHT

### **Deadline order form: 21 May 2025**

DHL can offer road transport services by full truck loads or smaller shipments using standard or express service.

If you arrange your own transport, then you **MUST** book unloading slots with DHL for any vehicles arriving at the venue. This is mandatory whether you use our handling services. Please note that slots will be allocated on a first-come, first-served basis, Stand size and location and method of unloading.

We strongly recommend doing this as early as possible. Due to very limited space outside the hall, we can only allow a certain number of vehicles entering at the same time. The Venue Will not accept any deliveries prior to the Official set up dates and timings

## 8.3 ADVANCED WAREHOUSE

If you prefer to Deliver your material prior to the official set up days, you can dispatch your shipment to our local Holding warehouse for us to receive cargo and transfer to venue & deliver to your stand at day and time of your requirement. Please view the official tariff for charges for this service.

The delivery address is will be proved on request by [Simon@dhl-exh.com](mailto:Simon@dhl-exh.com)  
For use of this service, please email details of your goods or completed order form and we arrange a full quotation.

### **Last arrival date: 13 June 2025**

Shipments arriving after the above-mentioned date will be transferred to the venue by special vehicle and all charges will be liable to the exhibitor.

For UK / Non-EU shipments please allow time for goods to clear customs (see below) recommended latest arrival time is at least 7 working days before build-up of the event.

## 8.4 CUSTOMS CLEARANCE

DHL can handle the customs formalities on your behalf. Depending on your needs, DHL can clear your shipment in one of three ways.

- Permanent entry: Used for goods which will remain in Italy & will not be re-exported. This includes give away items such as brochures & samples, local duties & taxes apply. **(you need to provide a valid EU EORI number, GB EORI numbers are not valid)**
- Temporary entry: Allows temporary import into Italy without paying duties & taxes. Items cannot be sold or given away. **(You need to provide a valid EU EORI number, GB EORI numbers are not valid)**
- ATA Carnet: Highly recommended for goods with high values. Carnet ATA us like a passport for your goods, all goods on Carnet cannot be sold, given away & must be re-exported after the show. **(No EU EORI number required if using a Carnet)**





## 8.5 TARIFFS

Pos.	Customs Clearance Formalities	€EUROS
1	Carnet ATA Clearance Import or Export Clearance	245.00
2	Temporary/Permanent (Includes 2 x Tariff Headings) Import or Export Clearance	290.00
3	Customs Examination Fee	195.00
4	Handling of Documents	140.00
	*Customs Bond Fee for Temporary imports 3 % of CIF value Minimum	245.00
	*Additional Tariff headings (Import & Export) er Heading	15.00
	*Documentation Charges, Airport Handling Fees & Airport Duties and taxes will be charges as per outlay plus 10% Outlay Fee	
	*Taxes and Duties will be charged as per outlay plus 10 % Outlay Fee	
Pos.	Direct Unloading at venue to / from Vehicle	€EUROS
5	Unloading / Reloading (Each Way) per 100 kgs Chargeable Rate (1 cbm = 333 kgs) Minimum	35.00
	Full trailer rate Stand building equipment Maximum	575.00
		1150.00
Pos.	Storage During Event (Minimum 3cbm Applies)	€EUROS
6	Collection/storage/and re-delivery of empty cases Per cbm	85.00
7	Full goods storage Per cbm	95.00
	The following items will be charges per item at fixed cbm as stated below	
	Ladders Short: 1cbm Long: 2cbm Genies: 3cbm	Per Item
	Pallet Truck: Short: 1cbm Long: 2cbm	Per Item
Pos.	Labour (Minimum 4 hours applies)	€EUROS
8	Unskilled Worker to assist with Packing / unpacking Per hour	55.00
Pos.	Advanced Warehouse Deliveries	€EUROS
9	Receiving at warehouse, transfer to venue and delivery to Stand (Each Way) Per 100kgs Chargeable Rate (1 cbm = 333 kgs) Minimum	55.00
		395.00

Airfreight Arrivals from Collected Airport						
10	Handling from collected airport to stand (Each Way) Chargeable Rate (1 cbm = 333 kgs) Minimum	On Request				
11	Courier - Via warehouse Receiving, storage and stand delivery all-inclusive Charges apply for shipments up to 20 kgs - Above 20 kgs standard tariff will apply	195.00				
Pos.	Other Costs	€EUROS				
12	Timed deliveries within venue for symposiums ex storage area	195.00				
13	Service charge (Charged to each service)	65.00				
Pos.	Surcharges Applied to Listed items	5	8	9	10	11
	Weekdays (After 17:00 to 23:59)	50%	50%	50%	50%	50%
	Weekdays (After 00:00 to 08:00)	100%	100%	100%	100%	100%
	Saturdays	50%	50%	50%	50%	50%
	Sundays	100%	100%	100%	100%	100%
Important Notes						
Charges are subject to local rate of VAT. Please supply your Vat Number on our order form. Any other services not covered by this tariff will be charged according to our expenses or by agreement.  All services must be either prepaid or paid for at the venue. There are no credit facilities. We accept payment by bank transfer or VISA/MasterCard / Amex on Receipt of our invoice accompanied by a secure payment link.  All Business is transacted on BIFA Trading Conditions that exclude or limit the liability in certain Circumstances. A copy is available on request or can be downloaded via our web site.						





## 9. BOOTH BUILDING REQUIREMENTS

For all orders concerning your booth please refer to the link to access the Congress Venue online platform on page 59.

### 9.1 SUBMISSION OF STAND PLANS

- Each exhibitor must present, in advance, to the Technical Department and in copy [m.paolucci@romaeur.it](mailto:m.paolucci@romaeur.it) and [icd2025sponsors@thetriumph.com](mailto:icd2025sponsors@thetriumph.com), the design of the exhibition space assigned to them, including the light installations, no later than **1 April 2025**
- A plan and 3d elevations of the exhibition sides must be presented, to scale, and dimensioned, with all the structural and furnishing elements present within the space and the materials appropriately described.
- The drawings will then have to be approved after their submission. The Technical Department undertakes to examine and evaluate the conformity of the stand design, giving appropriate communication via e-mail to the exhibitor. The structures that will not comply with the technical standards of the event's technical regulations and current legislation cannot be assembled until otherwise notified.

### 9.2 TYPES OF BOOTHS

It will not be permitted to use the walls of neighboring booths as the backdrop for your booth. Every space must have self-supporting walls. It will be the responsibility of the exhibitors to make sure that the perimeter walls have a finished look, even the "backstage areas", to give aesthetic continuity to their booth.

#### **CORNER STAND**

Corner booth is open on two sides. The open sides shall remain fully accessible and any solid walls shall not be longer than 25% total length of the open side and shall not affect neighboring booths.







### PENINSULA STAND

A peninsula stand is any space offering only three open sides. These stands shall have separation walls finished on the inside and outside. The open sides shall remain fully accessible and any solid walls shall not be longer than 30% total length of the open side and shall not affect neighboring booths.

### ISLAND STAND

Island booth is any space offering four open sides. The open sides shall remain fully accessible and any solid walls shall not be longer than 30% total length of the open side and shall not affect neighboring booths.

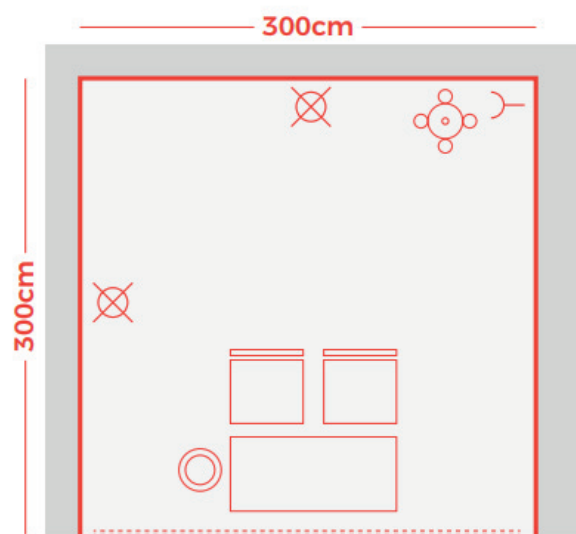
### SHELL SCHEME

Shell scheme structure is mandatory for all 9 sqm booths. Sponsors which book a bigger exhibition space can either purchase a shell scheme construction or build their own booth under the approval of the Organizing Secretariat technicians. Any extra furniture or shell scheme services can be ordered. The cost for a 9sqm shell scheme construction is € 1,200 + VAT.

Shell scheme includes:

Modular panel walls in octanorm system (2,5mt height)

- Carpet
- 1 information counter with customized graphics with 2 high chairs
- Fascia name
- 1 coat hanger
- 1 multi-socket, 3kW of power consumption and 2 led spotlights
- 1 waste basket



## 9.3 BOOTH BUILDING HEIGHTS

**Maximum stand building height: up to 4m\*\***

**Maximum stand building heights including hangings: 6.50 m**

**\*\*Please note that all stands higher than 3m will have to present a PE endorsement as indicated on page 51 of this manual.**

## 9.4 DEMARCATIION OF SPACE

It is mandatory for any exhibitors to respect the floor marking of the exhibition areas. If the marks of the area are not reported, before the setup, the exhibitors undertake to contact the Technical Department to verify which is the perimeter of the area assigned to them.

## 9.5 STRUCTURAL ELEMENTS

It is forbidden for exhibitors to conceal, cover, or make fire hydrants and/or manhole unusable. This equipment must be usable, accessible, and inspectable, ready for use and appropriately signposted. It will therefore be mandatory if the electric well is on the floor, to provide a trap door to inspect the well if necessary.

## 9.6 FLOORING

**It is mandatory for free-project booths to provide adequate protection for the flooring.**

The removal of possible floor coverings, and fixing supports at the end of the event is at the responsibility and expense of the exhibitor.





## 9.7 ACCESSIBILITY OF THE STAND

In spaces intended for the public, the finished booth must be completely usable and also for disabled persons. Any raised platforms, if they exceed 2,5 cm as established by the reference standards, must be equipped with a 45° edge and/or access slide adequately reported.

## 9.8 CEILINGS

Continuous blind ceilings and false ceilings are prohibited. EUR Spa allows the installation of false ceilings consisting of:

- Mesh fabrics with a minimum mesh size of 2x2 mm properly stretched.
- Wood, metal, plaster, etc creating openings for smoke evacuation in the event of a fire, totaling 1/100th of the surface area of the stand. These openings may be between 0.25 sqm and 0.30 sqm in size and be uniformly distributed over the entire booth area. Different configurations of the openings, always uniformly distributed, must guarantee a ratio of 1/100 of the booth area.
- In the configuration of the booth structure there must be no rooms closed by walls and false ceilings, without openings for the evacuation of fumes.
- In any case, the Exhibitor is required to first agree with the Technical Department of the Rome Convention Center La Nuvola on the type of structure he intends to create.

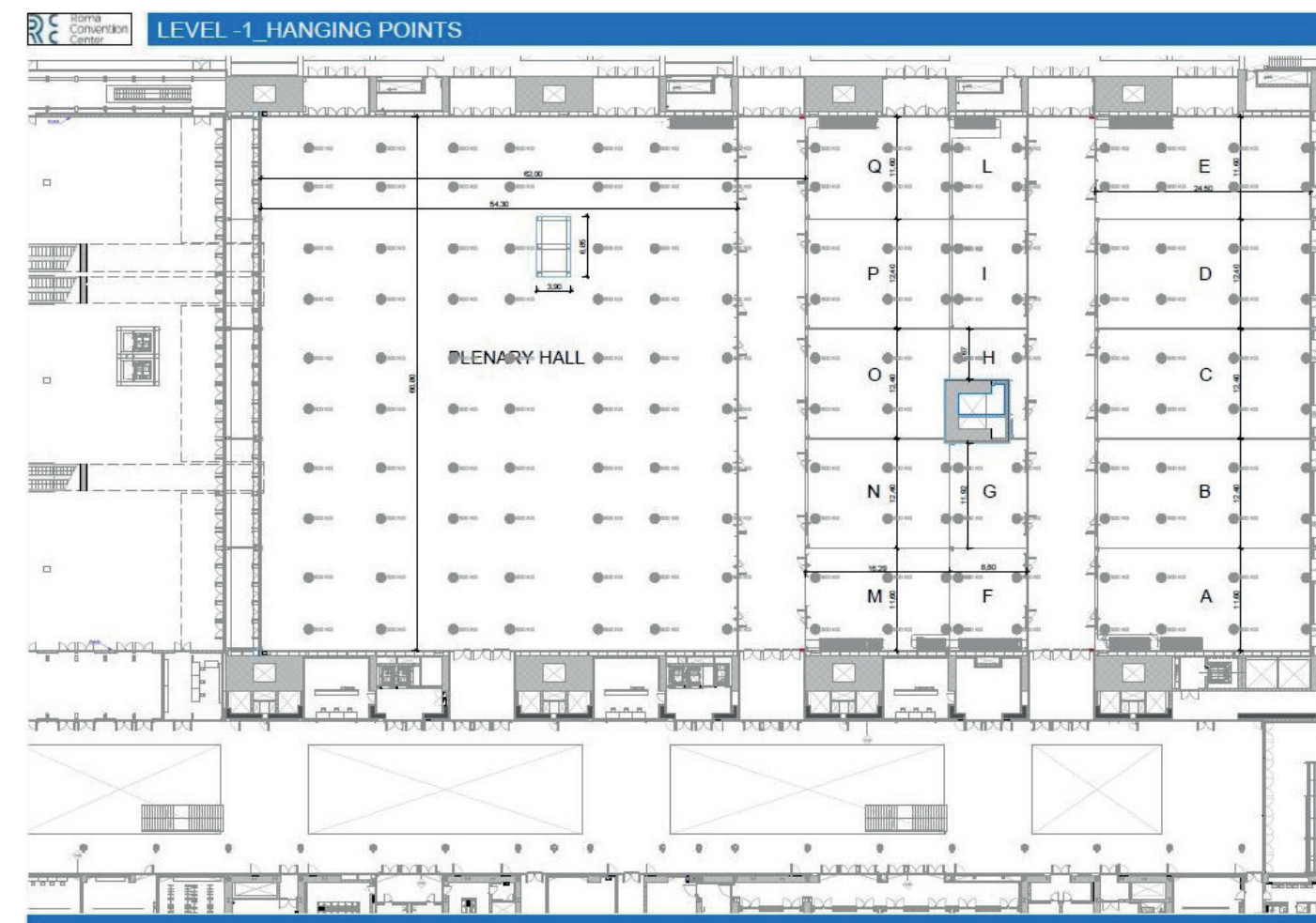
## 9.9 RIGGING POINTS

Please note that rigging points are for the exclusive use of RCC La Nuvola and with the exclusive use of material supplied by RCC La Nuvola.

To be able to evaluate and approve the real feasibility of the project, the following documentation must be sent to the Technical Department:

- The dimensioned DWG file of the trusses or supports, showing:
- The individual anchorage and safety points required
- The load-bearing capacity for each point and the total load-bearing capacity of the entire structure
- The height of the structure from the ground
- The calculation report or assembly diagram drawing

Please see below the rigging points at Level -1, along the ceiling beams, at a height of 9.00 m from the floor.



Each point has a maximum load of 500 kg. For all suspended loads installed by the user, subject to authorization by the Roma Convention Center Technical Department, a special calculation report and verification of the entire structure (from the hooking point to the spotlight) and all components that contribute to the rigging (motor, hook, truss cable, etc.) must be prepared at the user's expense and care, and signed by a qualified technician compliant with Min. Int. Circ. No. 1689 of 1/4/2011.

The Exhibitor is required to present the static testing of the rigging structures signed by a qualified technician (architect or engineer). If the Exhibitor is unable to present the static testing, this may be produced by the Technical Office, subject to the availability of all the required mandatory documentation. The cost of the service is subject to variation based on the complexity of the rigging structures and will be charged to the exhibitor.





## 10. RULES AND REGULATIONS: FURNITURE, MATERIALS & SAFETY

### 10.1 ACCESS TO THE CONGRESS VENUE

- People and vehicles (cars or trucks) can access the Roma Convention Center only during the set-up and dismantling days and times planned.
- The front access (via Cristoforo Colombo) cannot be used for parking and loading and unloading operations, except in specific cases expressly authorized by the technical department of Roma Convention Center La Nuvola.
- The temporary use of the service road (on the side of Viale Asia) and the parking lots within the building will be agreed upon with the Technical Department of Roma Convention Center La Nuvola;
- Access for all the vehicles for the transportation of goods is only allowed in the loading/unloading external area accessible from Viale Asia; the area is designated only for loading and unloading and not for parking.
- Vehicles must be kept in motion exclusively for technical reasons, for limited times, and they must not be a hindrance to other operators.

### 10.2 SECURITY

The security service is at the responsibility and expense of the exhibitor; Eur Spa is not responsible for the day and night custody of materials and equipment brought for any reason into the Rome Convention Center La Nuvola.





## 10.3 FIRE PREVENTION

The general prescriptions on fire prevention and reaction to fire of materials are as follows:

- The use of open flames and LPG deposits is prohibited;
- The materials used for fittings must be in fire reaction class 1 or 1 IM in the case of upholstered furniture.
- Any temporary cable placed on the ground, be it internet or electrical line, must be protected with adequate walkable yellow or black cable ducts.
- Compliance with the fire loads imposed by the exhibition regulations (see the table on page 14 of these Regulations)

**All furnishings and materials must be certified class 1. No exceptions allowed**

## 10.4 PRESERVATION OF THE VENUE

- **All installations must include a floor protection system to avoid abrasions or marks.**
- Any tape used on floors and walls should be easily removable and leave no residue. Otherwise, Eur Spa will provide for the removal by charging the related cost to the client who will have the right to claim against the exhibitor.
- In case of indelible stains or residues that cannot be removed with standard cleaning, Eur Spa will have to carry out specific treatments which will be charged to the client, who will have the right to claim against the exhibitor.
- All vehicles in transit on the external travertine floor must proceed at a walking pace to avoid leaving signs or marks of braking.

## 10.5 STRUCTURAL AND CERTIFICATION RULES

Should it be necessary to install parapets on temporary structures (e.g. stages) approved by Eur spa, the stand builders must produce a declaration of correct installation and testing drawn up by the manufacturer of the parapets and subsequently stamped and signed by a qualified technician;

- The minimum distance to be respected from the Nuvola panels is 1 meter (in every direction, also in height);
- The maximum load allowed on the floor of the Forum and Level -1 is 600 kg/sqm.

## 10.6 RETURN OF PREMISES AND LIABILITY

- At the end of the event, the areas must be returned in the same condition in which they were delivered to the exhibitor, free from people and items; in particular, it is necessary to remove all the materials used for the set-up, temporary equipment, systems, and installations, to return the spaces in the same maintenance state, use and functioning they were delivered.
- The exhibitor agrees to use the spaces in compliance with this manual and assumes responsibility for taking all necessary ordinary and extraordinary precautions to avoid damage to the structure and adjacent areas.
- The exhibitor has to pay compensation for any damage caused to floors, walls, and any other product and/or system owned by the grantor. The damages will be quantified and charged to the organizer who will be able to claim against the exhibitor.

## 10.7 COMPLIANCE WITH PUBLIC SAFETY REGULATIONS, HYGIENE STANDARDS, AUTHORIZATIONS AND LICENSES

The exhibitor must respect all the points of the project which must be approved by the Technical Department of the Roma Convention Center and follow the hygiene and public safety standards, as well as the general rules in force during public events, in particular the regulation on prevention and safety inside venues that host shows or entertainment events. Therefore, the exhibitor must, at their own expense, provide all the necessary licenses and authorizations and ensure that all the obligations deriving from the above regulations are complied with during the event.

## 10.8 INSURANCE AND SOCIAL SECURITY COMPLIANCE

The exhibitor must ensure that their employees and suppliers are covered by insurance and other social security coverages as required by law. The organizer cannot be held responsible for any failure to comply with the obligations set out in this article.





## 10.9 PROHIBITION OF SUBLETTING AND SIMILAR CONTRACTS

The exhibitor may not sublet or transfer the spaces and/or stands, in whole or in part, to anyone, for any reason, without the authorization of the Rome Convention Center Technical Department. Any such contract that has not been previously authorized will be void.

## 10.10 OBLIGATIONS – SPECIAL PROHIBITIONS

- Access to combustion vehicles is not permitted without the authorization of the Technical Department of the venue which will give the instructions.
- It is forbidden to dump materials on the floor or attach materials to walls without using covers or siding protectors.
- It is forbidden for vehicles to be driven beyond the structural joint on the floor of external the loading bay unloading area delimited by specific signs.
- It is forbidden to transit with any vehicles on the grates installed on the external floor and the sidewalks.
- The use of escalators and panoramic lifts for the transport of materials is forbidden. In case of specific needs, please contact the Technical Department of the venue.
- It is forbidden to enter the glass doors on the Viale Asia side to transport or unload materials inside the venue.
- It is forbidden to manually open automatic emergency doors in the multipurpose area of Level -1 leading to storage spaces.
- Smoking and open flames are forbidden inside the venue.
- Inside the Nuvola Convention Center, the storage and use of flammable materials, gas cylinders, and flammable liquids is prohibited.
- The use of the following materials is prohibited: non-certified plastic materials, non-fire resistant synthetic fiber fabrics, nitrocellulose and oil-based paints, mats and carpets, trellises, curtains made of thin wooden rods or similar, paper wallpaper and all materials not accompanied by a safety certificate as specified above.
- The use of non-approved plastic materials, non-fireproof synthetic fiber fabrics, nitrocellulose and oil varnishes and paints, reeds, mats, trellises, curtains made of thin wooden slats or similar, paper upholstery, and all other materials not accompanied by a regular approval certificate as set out above is prohibited.
- Complex metal structures must be protected with officially certified products that ensure their fire resistance according to the fire load, as provided for in the circular of the Ministry of the Interior no. 91 of 14/9/61.

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- Those who access the Roma Convention Center are required to maintain a civil demeanor concerning the assets and equipment of both the Venue and third parties present and to promptly and scrupulously observe the prescriptions and instructions given by Eur Spa at the entrance and inside the Congress Center.
- Access to the Roma Convention Center for children under the age of 14 will be allowed only if accompanied: exceptions can be agreed upon for each event and communicated to the public by the means deemed most suitable.

Any exceptions to the restrictions indicated above must be issued in writing by EUR SPA which has the right to integrate and cancel the previous provisions, communicating them in the ways deemed most suitable. Failure to comply with the obligations established in these regulations may result in immediate expulsion from the Roma Convention Center of the persons responsible.

In case of non-compliance with these rules, reported by the responsible staff, EUR spa will act autonomously, through its official supplier of fire-fighting equipment, to install the missing extinguishers.



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# 11. MANDATORY DOCUMENTATION

## 11.1 MANDATORY DOCUMENTATION TO BE SUBMITTED BEFORE THE START OF SET-UP

### A) PI FORM: FIRE FIGHTING

All set-up materials must be non-combustible, fireproof or flame-retardant, in class 1 reaction-to-fire (see conversion tables in the PI form and below), and must be listed in detail in the fire prevention form (a sample of which is attached for correct filling in), PI DECLARATION FORM, to be shared together with the project, with the following mandatory attachments:

- List of all equipment components
- Material and weight of the individual components of the set-up
- Characteristics of the product displayed in quantity and type
- List and certification of materials with proof certification, for fire reaction and with the specification of the laboratory which made the proof, class, use conditions, and weight of the above-mentioned materials.
- Certificate or Test Report/ Declaration of permarmance (D.o.P.)
- Approval of materials
- For traceability: sales/purchase invoice, order confirmation, transport document, in which ALL steps of the material (manufacturer > seller > user) are indicated.

**TABLE 1 - FLOOR**

ITALIAN LAW	EUROPEAN CLASSIFICATION
CLASS 1	(A2FL - s1), (A2FL - s2), (BFL - s1), (BFL - s2)







## STAND FLOORING

Every internal setup must have suitable protections to ensure the safeguard of the flooring (wooden in Level -1, travertine at Forum and Foyer Level, and resin in levels N3, N4, N4, N5). All flooring must be realized with material with a fire reaction Class 1.

### The certified wooden floor of the multipurpose room is class 1.

To be able to consider the certificates of the individual elements valid, it is specified that the direct coupling of two class 1 materials is authorized only and exclusively with the interposition of an aluminum or steel sheet (class 0) with a minimum thickness of 8/10 mm. The two materials are to be considered directly coupled if there is no space of at least 10 mm between them.

## TABLE 2 - WALLS

ITALIAN LAW	EUROPEAN CLASSIFICATION
CLASS 1	(A2-s1, d0), (A2-s2, d0), (A2-s3, d0), (A2-s1, d1), (A2-s2, d1), (A2-s3, d1), (B-s1, d0), (B-s2, d0), (B-s1, d1), (B-s2, d1)

The walls used for the preparation of the exhibition spaces by the Exhibitors must be self-supporting and not in direct contact with and/or placed against other structures, whether they belong to adjacent exhibition spaces or temporary or fixed structures of the Exhibition Centre.

## TABLE 3 - CEILING

ITALIAN LAW	EUROPEAN CLASSIFICATION
CLASS 1	(A2-s1, d0), (A2-s2, d0), (A2-s3, d0), (A2-s1, d1), (A2-s2, d1), (A2-s3, d1), (B-s1, d0), (B-s2, d0)

## B) CALCULATION REPORT

The calculation report signed by a qualified Italian technician, according to the "N.T.C. new seismic standards for structural calculation approved with DM 17/01/2018 ss.mm.ii", must be presented before the start of the set-up operations and is mandatory for all structures higher than 3m and/or complex.

If the Exhibitor is not able to produce the calculation report, it may be produced by the Technical Office, subject to the availability of all the required mandatory documentation. The cost of the service is subject to variation based on the complexity of the structures set up and/or rigging and will be charged to the exhibitor.

## C) ELECTRICAL SYSTEM - GENERAL CONDITION FOR AN ELECTRICAL SYSTEM FOR BOOTHS

With the request for a connection point, a red or blue socket will be provided depending on the power requested, a differential magnetothermal switch with a capacity comparable to the requested power that will be supplied by the exhibition center. As many circuit breakers as there will be starting lines must be placed. The division of the circuits must be carried out according to current Italian legislation. The electrical systems must be built by companies in possession of the suitability requirements established by ministerial decree 37/08 and only materials suitable for installation and with a quality mark must be used.

The temporary cables installed during the event must be adequately protected mechanically and must not constitute an obstacle to the regular flow of the public. If it is necessary to pass cables through the separation doors between two distinct compartments, these must be equipped with certified interlocked sockets, located near the door; if necessary, after having disconnected the power via the interlocked socket, the cable must be disconnected, removed and the door must be closed properly. Furthermore, all REI fire doors that may be crossed by any temporary cables must be checked by personnel appointed by the exhibitor as per the rules established by the CPVLPS (Provincial Commission for Public Entertainment Supervision).

The exhibitor, if necessary, may submit a request for a specific location of the electrical connection, presenting the Technical Department with a plan indicating the location of the connection point, specifying the needs in terms of power, the type of plug and socket (Ampere and No. of phases) and the desired position; the Technical Department of EUR Spa will evaluate the request received, indicating the most suitable technical solution and the closest connection point. EUR Spa reserves the right to decide whether or not to supply electricity if the booth's electrical system does not comply with the above regulations. EUR Spa does not assume responsibility for the quality of the electricity supply, which depends on the supplier. The supply of electricity depends on the technical capacity of the area in which the building is located; therefore, the Technical Department of EUR Spa reserves the right to limit the power requested to the availability of the supply.

## D) ELECTRICAL PROJECT FOR ELECTRICAL SYSTEMS WITH POWER EXCEEDING 6 KW

All systems with power exceeding 6kW must be accompanied by an electrical project drawn up and signed by a qualified Italian technician and engineer.

- Electrical projects need to be drawn up by a licensed technician, by Ministerial Decree 37/08, registered at the Italian Chamber of Commerce, and possessing all the requirements to carry out that specific installation.





## 11.2 MANDATORY DOCUMENTATION TO BE SUBMITTED ONCE SET-UP IS COMPLETE AND BEFORE THE START OF THE EVENT

### A) DI.CO. - ELECTRICAL DECLARATION OF CONFORMITY AND CHAMBER OF COMMERCE CERTIFICATE OF THE ELECTRICIAN

Electrical systems must be realized by companies that meet the professional requirements set out by Ministerial Decree No. 37/08, and only suitable materials with the (Italian or ECC) quality standards required may be used. All electrical installations - regardless of power supply- need to be accompanied by a declaration of conformity that certifies the correct installation of the electrical system, in compliance with the current regulation. The Declaration of Conformity needs to be signed by a qualified Italian technician, by Ministerial Decree 37/08, registered in the Italian Chamber of Commerce, and possessing all the requirements to carry out that specific installation. The companies authorized to prepare the declaration are those registered in the company register referred to in Presidential Decree 7 December 1995, n.581 and subsequent amendments, or in the provincial register of artisan businesses referred to in law 8 August 1985, n. 443, whose legal representative or technical manager, appointed with a formal deed, owns the professional requirements referred to in Art. 4 of Ministerial Decree 37/08.

At the end of the set up in any case before the start of the event, the qualified company shall issue the Declaration of Conformity according to Art. 7 paragraph 1, DM 22/01/2008, No 37 of the electrical system set up by the fitter, complete with the relative compulsory attachments:

- Projects in compliance with articles 5 and 7
- Report with types of materials used
- Diagram of the system realized
- Reference to previous or partial declarations of conformity already existing (cite a reference to Declaration of Conformity of the structure)
- Copy of the certificate of recognition of technical-professional requirements
- Certificate of conformity for installation realized with non - non-standardized materials or system
- Chamber of Commerce certificate of the Electrician





## B) CM DECLARATION FORM – CORRECT ASSEMBLY

Correct assembly form will be presented to the Technical Department only once the structural set-up of the booth has been completed; post-dated forms, submitted before the required deadline, and/or only partially completed will not be accepted.

Please remember that:

- Booths equal or less than 3 m in height and non-complex: CM Form - Correct assembly by the builder. Once the set-up is finished, each stand builder shall submit the certification of proper assembly of the booth structure.
- Correct assembly form will be presented to the Technical Department only once the structural set-up of the booth has been completed; post-dated forms, submitted before the required deadline, and/or only partially completed will not be accepted.

## C) STATIC SUITABILITY OF THE STRUCTURES AND/OR HANGING STRUCTURES

Please remember that:

- Booths higher than 3m or with particularly complex structures will have to present the Static Suitability Form. Once the setup is finished, each stand builder shall submit the certification of proper assembly of the booth structure.

## D) FIRE PREVENTION STANDARDS

As required by Circular no. 12 of 17/5/80 of the Ministry of the Interior, by Ministerial Decree 6/7/83 and subsequent amendments and additions and by Ministerial Decrees 26/6/84, 10/3/05 and 15/03/05, stand builders can use only materials certified under Ministerial Decree of 26 June 1984 (or equivalent, according to the name referred to in the Ministerial Decree 10 March 2005), according to the fire reaction class and based on tests carried out by the Study and Experience Center of the Ministry of the Interior, in Rome and by legally recognized organizations and laboratories.

The admitted materials, including those used for the construction of booths and set-up areas, except for products on display and sale, must be certified according to the classification referred to in the Ministerial Decree of 26 June 1984 (or equivalent, under Ministerial Decree of 10 March 2005) about the following characteristics: refer to tables 1,2,3 reported in the art. 14.2.

- All support materials must be installed in strict compliance with safety certifications. Fire-resistant products must be used exclusively for the uses indicated in ministerial test certificates or by legally recognized laboratories.
- Materials treated with fireproof products must be subjected to this treatment before entering Rome Convention Center La Nuvola. The fire treatment must be accompanied by an official declaration specifying: a) the name of the company, and booth number b) the list of materials subjected to the fire treatment c) the date of the treatment d) the area of the treated surfaces e) the main technical properties of the product used f) personal data of the technician, who must sign that the treatment was carried out according to the regulations.
- All materials must be accompanied by test certificates certifying that they have exceeded the standards in articles 1 and 2, as well as documents certifying their place of origin.

## 11.3 ITALIAN COMPANIES

(mandatory documentation to be sent via email to [ufficiotecnicoicd\\_eur@e23.it](mailto:ufficiotecnicoicd_eur@e23.it))

- a) Allegato 1
- b) Allegato 2
- c) D.U.R.C.
- d) VISURA C.C.I.A.A
- e) P.O.S./D.V.R.S e allegati

## 11.4 NON-ITALIAN COMPANIES

(mandatory documentation to be sent via email to [ufficiotecnicoicd\\_eur@e23.it](mailto:ufficiotecnicoicd_eur@e23.it))

- a) Annex I (\* see attached model)
- b) Annex II (\* see attached model)





## 12. SPONSORED SESSIONS

### 12.1 SCIENTIFIC PROGRAM

Sponsored sessions will be listed in a dedicated part of the digital program as well as in the Congress APP.

Program of the sponsored session is fully organized by the sponsor.

Companies must submit their final symposium Program within **28 February 2025**

at [icd2025sponsor@thetriumph.com](mailto:icd2025sponsor@thetriumph.com) in order to receive the endorsement.

A full program must include:

- Title of session
- Name(s) of chairperson(s)
- Title of each presentation with the duration and names of speakers

### 12.2 GENERAL RULES

- The sponsor company will be financially liable for all aspects related to the session organization (i.e. hospitality, speakers, printed material etc.). Sponsor's invited participants and/or speakers must be registered for the Congress and wear the identification badge.
- Sponsor companies who have booked a 60' Luchtime Sponsored Symposium and a 60' Afternoon Sponsored Symposium will be entitled to advertise their session with pop-up banners which can be positioned both inside and outside their booked room. At the end of the session, participants are kindly requested to leave the room promptly to allow the setting up for the following session.
- Sponsor companies who have booked a 30' Luchtime Sponsored Symposium will only be allowed to advertise their session with pop-up banners outside the room; it will not be possible to brand the room on the inside due to time constraints.

**Please find below all the timings of sponsored sessions:**

- 60' Luchtime Symposia (12:30 - 13:30)
- 30' Luchtime Symposia (13:30- 14:00)
- 60' Satellite Symposia (17:10 - 18:10)







## 12.3 CATERING

Companies wishing to offer catering service in occasion of their sponsored session shall contact the Organizing Secretariat [icd2025sponsor@thetriumph.com](mailto:icd2025sponsor@thetriumph.com). All catering services must be managed by the official catering of the Congress Centre.

## 12.4 TECHNICAL REHEARSAL

When booking a Sponsored Session, the Company will be given:

- 30 minutes for technical rehearsal and decorating time for 60' Lunchtime Symposia
- 15 minutes for technical rehearsal and decorating time for 30' Lunchtime Symposia
- 20 minutes for technical rehearsal for 60' Afternoon Symposia

## 12.5 SPEAKERS & CHAIRPERSONS

ICD assumes that the speakers and chairpersons at the Sponsored Sessions will be contacted by the sponsoring companies directly to arrange registration, travel and accommodation. It is the responsibility of the sponsoring company to ensure that the chosen faculty have not made any commitments at the same time. The Organizing Secretariat will not be responsible for timing clash (with parallel satellite symposia) involving chairpersons and speakers. In the event of the speaker having two different symposia taking place at the same time, a minimum of 15 minutes' gap is requested between the two presentations.

## 12.6 ABSTRACTS

Organizing Secretariat does not require sponsored sessions' speakers to submit abstracts of their lectures. Sponsoring companies can, however, publish their abstracts/papers for distribution among the attendees of their symposium.

## 12.7 PRESENTATION FORMAT

- Only PowerPoint presentations, Office 2007 - 2019 or Office 365 (PowerPoint version used in the Congress Rooms is Office 2016 for best compatibility reasons).
- The projection format will be 16:9 aspect ratio so slide presentations should be set in the same format. If the format will be 4:3, 2 back rows on the left and on the right of the projection screen will be visible.
- It is strongly recommended that you use a clear font, and font size should never be less than 18pts. 24pts is optimal and highly suggested. Kindly note that if your presentation takes place in Level 6 - Hall 603/604 and/or 606 (at Suntec Congress Venue) font size should be at least 28pts.

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- It is highly suggested to prepare bullet points presentations. As such, keep your points short and concise, to easily engage your audience.
- Presentations must be saved on a USB key. Personal laptops are not allowed. Remember to bring with you the USB Key
- Pictures must be under the following format: \*.jpg, \*.gif, \*.tiff, or \*.bmp (format \*.pict prohibited).
- Video files attached to power point presentations must be in the following format: \*.mpg, \*.mpeg, \*.avi or \*.wmv. The format \*.mov (quick time) is NOT accepted. When saving final presentations to USB stick, all video files if any and all links to these multimedia files must be included.
- If you use a version of Power Point 2010 or more updated (2013, 2016, 2019 or 365), all the videos must be embedded in PPT presentation files.

## 12.8 PHOTOGRAPHS AND FILMS

It is up to individual exhibitors to enforce the ban on their own booth. The Organizing Secretariat is not liable for the occurrence of any unauthorized photo/video. Nevertheless, exhibitors cannot object to general views of the exhibition being taken by the Organizing Secretariat.

## 12.9 SMOKING AND VAPING POLICY

It is strictly forbidden to smoke inside the Congress Centre at any time. The restriction applies to all types of electronic cigarette.



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## 13. ADDITIONAL INFORMATION

- Electricity has to be paid separately directly to the congress venue.
- When requesting a power connection point, the exhibitor must submit a plan showing the location of the connection point, specifying power requirements, type of plug and socket.
- Cables passing through separation doors between two separate compartments must be fitted with certified interlocked sockets located in the immediate vicinity of the door.
- Temporary cables installed during the event must be adequately protected mechanically and must not constitute an obstacle to the smooth flow of the public.
- The electric power in Italy is 220 volts 50Hz.
- Under no circumstances Exhibitors, their agents, contractors or employees are allowed to manipulate any electrical, water or compressed air installation except to connect authorized apparatus/devices at specified spots. For safety purposes any Exhibitor who does not follow this rule is subject to total disconnection of their power supply.
- Only the official electrical contractor authorized by Nuvola is allowed to provide electrical connections to the individual stands.

### 13.2 WI-FI

Free WI-FI is provided by the Organizing Secretariat within the congress venue.

### 13.3 LEAD RETRIEVAL

Please refer to the relevant order form, which must be sent to [icd2025sponsor@thetriumph.com](mailto:icd2025sponsor@thetriumph.com) by 5 May 2025.

### 13.4 HOSTESS SERVICE

Please refer to the relevant Manpower order form, which must be sent to [icd2025-rome@edocta.agency](mailto:icd2025-rome@edocta.agency) by 30 May 2025.





**ROME**  
**XIV INTERNATIONAL CONGRESS**  
**OF DERMATOLOGY**  
**18-21 JUNE 2025**



**INTERNATIONAL**  
**SOCIETY of**  
**DERMATOLOGY**

## 13.5 SECURITY

- The Organizing Secretariat provides general security personnel in the Congress Venue.
- While the exhibition is closed, no personnel other than the stand assemblers and the Organizing Secretariat staff will be allowed inside the area.
- Personnel in charge of general security at Nuvola's entrance will be entitled to check vehicles carrying exhibit material

## 14. ONLINE PLATFORM

Companies can sign up on the official online platform of the congress venue to finalize their participation in the congress. Once registration has been completed, you will be able to upload all the requested documentation based on the items you have ordered (booth, shell scheme, hospitality suite, catering, etc).

<https://e20.services/ev-97/icd>







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**XIV INTERNATIONAL CONGRESS**  
**OF DERMATOLOGY**  
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