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. ➢ Product names not allowed. ➢ 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. ➢ Product names not allowed.	**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.	**May 23, 2025**

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**

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BRANDING & ADVERTISMENT **(EXHIBITION HALL EXCLUDED)**	**GRAPHIC SUBMISSION OF ADVERTISEMENT SPACES**	➢ Product names not allowed. ➢ 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. ➢ Product names not allowed.	**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. ➢ Product names not allowed.	**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. ➢ Product names not allowed.	**April 1, 2025**
	DIGITAL INSERTS **on Congress App**	➢ PDF maximum 5 mb ➢ Product names not 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*