



**GUIDELINES & DEADLINES**

ITEM DESCRIPTION			DEADLINE	DELIVERY AT CONGRESS VENUE
EXHIBITION	<b>SUBMISSION OF COMPLETE STAND/PLAN DESIGN</b>	<ul style="list-style-type: none"> <li>➤ Please provide the following via e-mail to <a href="mailto:ufficiotecnicoicd_eur@e23.it">ufficiotecnicoicd_eur@e23.it</a> :            -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.</li> </ul>	<b>April 1, 2025</b>	Set-up starting date: June 17: from 7.00 am until 19.00 pm for raw space
	<b>SHELL SCHEME</b>	<ul style="list-style-type: none"> <li>➤ Mandatory for all 9 sqm booths.</li> <li>➤ The shell scheme must be ordered through the online platform.</li> <li>➤ No pharma products package images allowed.</li> </ul>	<b>May 16, 2025</b>	Set-up starting date: June 18: from 7.00 am until 19.00 pm
	<b>ONLINE ORDERS</b>	<ul style="list-style-type: none"> <li>➤ Electric connections, internet, cleaning services, furniture, plants, F&amp;B, AV equipment, PC rental can be purchased directly on the online platform.</li> </ul>	<b>May 16, 2025</b>	
	<b>MANPOWER/HOSTESSES</b>	<ul style="list-style-type: none"> <li>➤ Please fill out the relevant order form on the ICD website and send it to <a href="mailto:icd2025-rome@edocta.agency">icd2025-rome@edocta.agency</a></li> </ul>	<b>May 30, 2025</b>	
	<b>EXHIBITOR BADGES</b>	<ul style="list-style-type: none"> <li>➤ Additional badges may be purchased by contacting <a href="mailto:icd2025registration@thetriumph.com">icd2025registration@thetriumph.com</a> at the cost of €150 per badge.</li> <li>➤ Badges purchased on site have a cost of €200 per badge.</li> <li>➤ Exhibitors' names must be uploaded through the group registration system or by sending an Excel file to <a href="mailto:icd2025registration@thetriumph.com">icd2025registration@thetriumph.com</a></li> </ul>	<b>June 4, 2025</b>	
	<b>LEAD RETRIEVAL</b>	<ul style="list-style-type: none"> <li>➤ Please fill out the relevant order form on the ICD website and send it to <a href="mailto:icd2025sponsor@thetriumph.com">icd2025sponsor@thetriumph.com</a></li> </ul>	<b>May 5, 2025</b>	
	<b>DELIVERY OF MATERIAL</b>	<ul style="list-style-type: none"> <li>➤ Please fill out the relevant DHL order form on the ICD website.</li> </ul>	<b>May 21, 2025</b>	



**GUIDELINES & DEADLINES**

ITEM DESCRIPTION			DEADLINE
<b>SPONSORED SESSIONS</b> <i>(60' and 30' Luncheon Symposia + Afternoon Symposia)</i>  <i>*Standard audio-visual equipment:</i> -1 podium with microphone +1 laptop -1 Speaker's desk with 2 microphones -1 video projector -1 screen -Laser pointer  <i>*Rehearsal &amp; decorating time:</i> - 30 minutes for 60' Luncheon Symposia -15 minutes for 30' Luncheon Symposia -20 minutes for 60' Afternoon Symposia <i>*Acknowledgement on Sponsors Board, Website &amp; APP</i> <i>*Room customization</i>	<b>COMPLETE PROGRAM SUBMISSION</b>	<ul style="list-style-type: none"> <li>➤ Session title.</li> <li>➤ Name(s) of Chairperson(s)</li> <li>➤ Titles of each presentation with the duration and names of Speakers.</li> </ul>	<b>February 28, 2025</b>
	<b>ROOM CUSTOMIZATION</b> <i>(at Sponsors charge)</i>	<ul style="list-style-type: none"> <li>➤ 1 pop-up banner allowed per each session.</li> <li>➤ To be produced by the Sponsor.</li> <li>➤ Product names not allowed.</li> <li>➤ To be approved by Organizing Secretariat.</li> </ul>	<b>N.A.</b>
	<b>PUSH NOTIFICATION</b>	<ul style="list-style-type: none"> <li>➤ Around 50 characters for the title and around 150 characters for the message.</li> <li>➤ Images or links cannot be included.</li> <li>➤ Product names not allowed.</li> </ul>	<b>April 1, 2025</b>
	<b>LEAD RETRIEVAL</b>	<ul style="list-style-type: none"> <li>➤ Please fill out the relevant order form on the ICD website and send it to <a href="mailto:icd2025sponsor@thetriumph.com">icd2025sponsor@thetriumph.com</a></li> </ul>	<b>May 5, 2025</b>
	<b>BOX LUNCH</b>	<ul style="list-style-type: none"> <li>➤ Please contact directly the official supplier at <a href="mailto:m.scarani@romaeur.it">m.scarani@romaeur.it</a> to receive a full quotation for your catering.</li> </ul>	<b>May 23, 2025</b>

ITEM DESCRIPTION			DEADLINE
<b>HOSPITALITY SUITES</b>  <i>Room set up:</i> -Table with 2 chairs -Company logo outside the room -Acknowledgment on Sponsors' board, congress website and congress App	<b>ADDITIONAL SERVICES</b>	<ul style="list-style-type: none"> <li>➤ Electric connections, internet, cleaning services, furniture, plants, F&amp;B, AV equipment, PC rental can be purchased directly on the online platform.</li> </ul>	<b>May 16, 2025</b>



**GUIDELINES & DEADLINES**

ITEM DESCRIPTION			DEADLINE
<b>BRANDING &amp; ADVERTISEMENT</b> <b>(EXHIBITION HALL EXCLUDED)</b>	<b>GRAPHIC SUBMISSION OF ADVERTISEMENT SPACES</b>	<ul style="list-style-type: none"> <li>➤ Product names not allowed.</li> <li>➤ To be approved by the Organizing Secretariat.</li> </ul>	<b>May 2, 2025</b>
	<b>COMPANY PROFILE (not included in Major Sponsor packages, has to be purchased separately)</b>	<ul style="list-style-type: none"> <li>➤ Number of words according to the sponsorship package.</li> <li>➤ Product names not allowed.</li> </ul>	<b>April 1, 2025</b>
	<b>E-BLAST</b>	<ul style="list-style-type: none"> <li>➤ 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).</li> <li>➤ Number of e-blast according to the level of sponsorship and/or to the sponsorship package.</li> <li>➤ Exact dates for the save the date email agreed with the sponsor individually.</li> <li>➤ Product names not allowed.</li> <li>➤ Cannot contain a direct invite to visit your booth.</li> </ul>	<b>May 2, 2025</b>
	<b>PUSH NOTIFICATION</b>	<ul style="list-style-type: none"> <li>➤ Number of push notifications according to the level of sponsorship and/or to the sponsorship package.</li> <li>➤ Around 50 characters for the title and around 150 characters for the message.</li> <li>➤ Images or links cannot be included.</li> <li>➤ Product names not allowed.</li> <li>➤ Cannot contain a direct invite to visit your booth.</li> </ul>	<b>April 1, 2025</b>
	<b>DIGITAL INSERT on Congress App</b>	<ul style="list-style-type: none"> <li>➤ PDF maximum 5 mb</li> <li>➤ Product names not allowed.</li> </ul>	<b>April 1, 2025</b>

**\*\*For all deadlines concerning the production of sponsored items such as lanyards, delegate bags, delegate pens and delegate notepads please contact [icd2025sponsor@thetriumph.com](mailto:icd2025sponsor@thetriumph.com)**