

**XIV INTERNATIONAL CONGRESS
OF DERMATOLOGY**

ROME 2025 - 18 TO 21 JUNE

SISTER SOCIETY MANUAL



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

XIV INTERNATIONAL CONGRESS OF DERMATOLOGY 2025 (ICD2025) SISTER SOCIETY MEETINGS

OVERVIEW

Sister Societies are entitled to organize their meetings for the benefit of ICD2025 delegates. They represent an adjunct to the main **International Congress of Dermatology** scientific program and are meant to showcase **activities and expertise in dermatology** from around the world.

SESSION RULES

ICD2025 Sister Societies meetings are scientific sessions that take place on **Wednesday 18th June 2025** before the beginning of the XIV International Congress of Dermatology in Rome, **Italy 18-21 June 2025**.

The sessions are to be developed and managed by the participating societies and can be held in any language. **No simultaneous translation** will be provided during the congress.

Organizers must send the Scientific Program of their meetings to the Scientific Committee in order to be approved. All **Scientific Programmes** must be submitted by **28th February 2025** via email to:
[**icd2025rome@thetriumph.com**](mailto:icd2025rome@thetriumph.com).

A full program must include:

- *Title of session*
- *First and Last name(s) of Chairperson(s)*
- *Degree, Specialty and Affiliation of Chairperson(s)*
- *Titles of each presentation, with their duration and first and last names of Speakers*
- *Degree, Specialty and Affiliation of Speakers*

The **Organizing Secretariat** does not require the **Sister Society Speakers** to submit abstracts of their lectures. Sister Society organizers can, however, publish their **abstracts/papers** for distribution among the attendees of their meeting. At the end of the session, participants are kindly requested to leave the room promptly to allow the setting up for the following session.

Confirmation of final room allocation will be sent by the **end of January, 2025**.

Sister Society meeting organizers have to inform the Scientific Committee if their meetings are supported by Sponsors. The Scientific Committee will evaluate and then decide if these sponsorships interfere or conflict with the main **ICD2025 fundraising**.

All companies who support only Sister Society Sessions are not allowed to advertise or claim that they are supporting the XIV International Congress of Dermatology.

All advertisements, publicities or use of **ICD2025 logo** must be approved by the ICD2025 Scientific Committee.

ICD2025 ORGANIZING BOARD RESERVES THE RIGHT TO ALTER OR AMEND THESE RULES AS IT DEEMS NECESSARY.



SPEAKERS AND CHAIRPERSONS

Sister Societies will be financially liable for all aspects related to the **session organization** (i.e. **hospitality, speakers, printed material**, etc.).

Sister Societies' speakers and chairs must be registered to the Congress and wear the ICD2025 **identification badge**.

REGISTRATION FEES

All Sister Society organizers must register for the ICD2025 all **Chairs, Co-chairs**, and **invited speakers** involved in Sister Society meetings.

Attendance to **Sister Societies Sessions** will be granted only to ICD2025 Congress registered delegates.

Official fees are inclusive of any applicable tax and are quoted in **Euro**.

For further details, click on the following link:

<https://www.icd2025rome.org/fees-deadlines/>.

Onsite desks will open starting from 7:30 am on 18 June 2025 for registrations and badge collection.

PLEASE NOTE THAT TIMINGS MAY BE SUBJECT TO CHANGE.

DEADLINES

SISTER SOCIETIES SESSIONS

TASK	DEADLINE
Complete program submission	28 th February 2025
Lead retrieval system	5 th May 2025
Catering Services	23 rd May 2025



MEETING HOURS

SESSION TYPE	TIME
Full Day	8.30 - 17.10
Half Day (AM)	8.30 - 12.30
Half Day (PM)	13.30 - 17.10

TECHNICAL REHEARSAL

Each Sister Society organizer has only **20 minutes for rehearsals** which will take place prior to start of the meeting. No additional costs will be charged for this service unless the society has **specific requests**.

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 black rows** on the left and on the right of the projection screen will be visible.
- Presentations must be saved on a **USB key. Personal laptops are not allowed.**
- Pictures must be under the following format: ***.jpg, *.gif, *.tiff, or *.bmp** (format ***.pict prohibited**).
- Video files attached to PowerPoint 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.
- For **PowerPoint 2010** or more updated (**2013, 2016, 2019 or 365**), all the videos must be **embedded in PPT presentation files**.
- Presentations must be **pre-loaded in the Speakers' preview room four hours before** the presentation begins.



ADVERTISEMENT SPACES

ICD2025 Sister Societies will be entitled to advertise their session with **pop-up banners** which can be positioned inside and just outside their booked room.

The Organizing Secretariat will manage the **company logo projection** on the screen during the walk-in and walk-out sessions.

Company logo must be sent within **2nd May 2025** via email to icd2025rome@thetriumph.com

FILMING AND RECORDING OF SESSIONS

The **Organizing Secretariat** allows the filming of **Sister Society Meetings** but this service is not included in the **standard equipment** of the meeting room. Any **audio-visual equipment** not included in the room rental shall be arranged through the **Organizing Secretariat**.

The footage should not be made available and/or released on any websites or meetings or be broadcasted before the end of the Congress.

Any recording is **fully responsibility and liability** of the Sister Society. Express consent from Chair and Speakers is necessary. A **self-declaration** of the Sister Society is required, stating that Chair and Speakers of the session gave their consent to the recording of the session.

PEOPLE FLOW

For **safety reasons**, Organizing Secretariat will not allow delegates to stand in the back of the room, in the aisles or lean against the walls. People standing will be asked to find a **seat in the room** and other delegates will be stopped from entering the session during this time. **Hostesses** should be briefed to kindly but firmly ask delegates to find a seat.

CATERING

To organize a catering service during or after the meeting, please contact the Venue "La Nuvola" by email: m.scarani@romaeur.it

All **catering services** must be provided by the **official catering** of the venue.

Under no circumstances can **Societies** provide their own **food** or **beverages** during their meeting.



LEAD RETRIEVAL

To rent a lead retrieval system please refer to the relevant form on the website.
<https://www.icd2025rome.org/sister-society-meetings/>

EXTRA SERVICES

The rental cost of meeting spaces for **Sister Societies on 18th June** includes standard basic AV equipment (**projector, screen, lectern, laptop computer, microphone, speakers table for 3 people with microphone**).

Please note that the **speakers table** and the podium will be already branded **ICD2025**, as the meeting room will have to be set up for the sessions that will follow.

Additional **AV equipment, technical assistance** and **hostesses** must be arranged via the **Organizing Secretariat** and will be newly quoted in another budget.

Please refer to icd2025rome@thetriumph.com

DELIVERY, STORAGE AND HANDLING

DHL Trade Fairs & Events UK Limited is the sole handling agent for the upcoming **XIV International Congress of Dermatology – ICD2025 in Rome**.

DHL Trade Fairs & Events is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue. **To view the full XIV ICD2025 Shipping Instructions, including Tariffs and Material Handling and Shipping Labels**, select the relevant links on the following page:

<https://www.icd2025rome.org/sister-society-meetings/>





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INTERNATIONAL
SOCIETY of
DERMATOLOGY

PROFESSIONAL CONGRESS ORGANIZER

.TriumphITALY

Triumph Italy s.r.l. – Società Benefit

Via Lucilio 60, 00136 Rome, Italy

Sponsorship and exhibition opportunities: [**icd2025sponsor@thetriumph.com**](mailto:icd2025sponsor@thetriumph.com)