



GUIDELINES & DEADLINES

ITEM DESCRIPTION	WHAT	HOW	DEADLINE FOR GRAPHIC LAYOUT/FORM SUBMISSION FOR APPROVAL	CONGRESS SECRETARIAT APPROVAL	DEADLINE FOR GRAPHIC LAYOUT/FORM SUBMISSION FOR PRODUCTION	N° OF ITEMS	DELIVERY AT CONGRESS VENUE
EXHIBITION	SUBMISSION OF COMPLETE STAND/PLAN DESIGN	<p>Please provide the following documents via e-mail to Pico jacelyn.leong@pico.com, copying The Organising Secretariat wcd2023sponsor@thetriumph.com:</p> <ul style="list-style-type: none"> • Three copies of technical operational plans (of scale no less than 1:500 in A4) • Clearly indicating the name of the exhibiting company, the stand number and the name, address, email and telephone of the stand constructor • Stand design/drawings to scale, complete with ground view including measurements, front elevation including height indication, cross section measurements • 3-D view plan showing the position of exhibition equipment machinery and/or installations • Installation diagrams (electricity, water etc.) • Indicate clearly details of measurements and heights. • The drawings will then have to be approved after their submission. 	31 March 2023	21 April 2023	N.A.	N.A.	<p>Set-up starting date:</p> <p>Saturday 1st July 2023 For “Raw Space” stands 7am – 8pm</p>
	SHELL SCHEME	<p>Mandatory for all 9 sqm booths. The shell scheme must be ordered through the relevant order form on the WCD website within 31st of March 2023. Product names allowed. No pharma products package images allowed</p>	N.A.	N.A.	N.A.	N.A.	<p>Set-up starting date:</p> <p>Sunday 2nd July 2023 For all stands 7am – 8pm</p>



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	ONLINE SHOP ORDERS	Electric connections, catering, cleaning service, furniture, water, waste disposal, AV equipment, PC rental, extra time working hours, hostesses, etc... Please refer to the relevant order forms on the WCD website.	N.A.	N.A.	31 March 2023	N.A.	N.A.
	EXHIBITOR BADGES	Additional badges may be purchased online on the Congress website. The cost of every extra purchased badge is SGD 225,00+GST per badge. Badges purchased on site have a cost of SGD 300,00+GST per badge. Exhibitors' names must be uploaded through the group registration system within 23rd June 2023. Exhibitors' name changes communicated after the deadline will not be accepted and will have to be communicated directly on site at a cost of SGD 80,00+GST. For further information regarding registrations and badges please contact wcd2023groupregistration@thetriumph.com	N.A.	N.A.	13 June 2023	N.A.	N.A.
	LEAD RETRIEVAL SYSTEM	Dedicated form to be filled out, available on the WCD congress website.	N.A.	N.A.	31 March 2023	N.A.	N.A.
	DELIVERY OF MATERIAL	Please refer to DHL guidelines and order forms on the WCD website.	2 May 2023	N.A.	N.A.	N.A.	N.A.



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SPONSORED SESSIONS (Lunchtime Symposia + Satellite Symposia + Meet-the-Experts) *Standard audio-visual equipment <ul style="list-style-type: none"> • Laser pointer • 1 podium with 1 microphone +1 laptop • 1 Speaker's desk with 2 microphones • 1 video projector • 1 screen <ul style="list-style-type: none"> * Invitation in Congress bags. * Acknowledgment in digital Final Programme, congress website and congress App * Save the Date/Reminder emails sent to all congress participants * Three banners/pop-ups and room customization at Sponsors charge * 30 minutes technical rehearsal for Lunchtime Symp. + 10 minutes technical rehearsal for Satellite Symp. and MTE 	COMPLETE PROGRAMME SUBMISSION	Session title. Name(s) of Chairperson(s). Titles of each presentation with the duration and names of Speakers.	31 January 2023	6 March 2023	N.A.	N.A.	N.A.
	LEAD RETRIEVAL SYSTEM	Dedicated form to be fulfilled, available on the WCD congress website.	N.A.	N.A.	31 March 2023	N.A.	N.A.
	POP-UP/BANNER/ROOM CUSTOMIZATION (only for items produced by the organizing secretariat)	No product names. To be approved by Organizing Secretariat.	31 March 2023	N.A.	21 April 2023	N.A.	N.A.
	SAVE THE DATE/REMINDER EMAILS	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). Exact dates for the save the date email agreed with the sponsor individually. No product names.	31 March 2023	N.A.	N.A.	N.A.	N.A.



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<p>HOSPITALITY SUITE</p> <p><u>30 sqm room set up with:</u></p> <ul style="list-style-type: none"> * Table with 4 chairs, 2 armchairs and coffee table, wastepaper basket, cabinet with key. * Led spotlights * Moquette * Electrical system * Air conditioning * Company logo outside the room * Acknowledgment in Final Programme. 	<p>ADDITIONAL SERVICES TO BE REQUESTED TO THE ORGANIZING SECRETARIAT WITHIN 31 MARCH 2023</p>	<p>Different set-up, Catering and AV equipment: to be requested via e- mail to the Organizing Secretariat.</p>	<p>31 March 2023</p>	<p>N.A.</p>	<p>N.A.</p>	<p>N.A .</p>	<p>N.A.</p>



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DELEGATE ITEMS	DELEGATE BAGS	To be approved by Organizing Secretariat.	14 April 2023	21 April 2023	N.A.	10.000	<p>2 May 2023 for DHL order form submission</p> <p>Please refer to DHL guidelines and order forms on the WCD website.</p> <p>If you choose to arrange transport yourself, then the shipping will need to be delivered latest by June 24th 2023.</p>
	NOTEPAD	Graphic to be approved by Organizing Secretariat. No product names.	14 April 2023	21 April 2023	N.A.	10.000	
	PENS	Graphic to be approved by Organizing Secretariat. No product names.	14 April 2023	21 April 2023	N.A.	10.000	
	DELEGATE BAG INSERTS	Maximum size A4, unfolded, printed on one or both sides. Product names allowed. No description restriction. Layout to be approved by organizing secretariat	14 April 2023	21 April 2023	N.A.	10.000	
	BADGE LANYARDS	Graphic to be approved by Organizing Secretariat. No product names.	14 April 2023	21 April 2023	N.A.	10.000	



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ADVERTISEMENT & BRANDING (EXHIBITION HALL EXCLUDED)	GRAPHIC SUBMISSION OF ADVERTISEMENT SPACES	No product names. To be approved by Organizing Secretariat.	1 May 2023	10 May 2023	15 May 2023	N.A. .	N.A.
	COMPANY PROFILE On Congress App	Number of words according to the level of sponsorship. No product names.	31 January 2023	N.A.	N.A.	N.A. .	N.A.
	E-BLAST EMAILS/PRE-CONGRESS EMAIL	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). Exact dates for the save the date email agreed with the sponsor individually. No product names.	31 March 2023	N.A.	N.A.	N.A. .	N.A.
	DIGITAL INSERTS On Congress App	PDF maximum 5 mb. Product name allowed.	31 March 2023	N.A.	N.A.	N.A.	
	PUSH NOTIFICATION	Around 50 characters for the title and around 150 characters for the message. Images or links cannot be included.	30 May 2023	N.A.	N.A.	N.A.	N.A.