



25th World Congress of Dermatology

SINGAPORE 2023

3rd to 8th JULY 2023

SISTER SOCIETY MANUAL

DERMATOLOGY BEYOND BORDERS
SCIENCE • CARE • COMMUNITIES



ILDS

ILDS SISTER SOCIETY MEETINGS

Sister Societies are entitled to organize their meetings for the benefit of WCD2023 delegates. They represent an adjunct to the main World Congress scientific programme and are meant to showcase activities and expertise in dermatology from around the world.

Session Rules

ILDS Member organisation meetings are scientific sessions that take place on 3rd July 2023, before the beginning of the 25th World Congress of Dermatology.

Meetings can be held by ILDS member societies in good standing.

Joint meetings can be held only if there is at least 1 ILDS member participating.

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.

Organisations must send the Scientific Programmes of their meetings to the Scientific Committee in order to be approved. All Scientific Programmes must be submitted by **9th February 2023 via email to: wcd2023singapore@thetriumph.com**.

A full programme must include:

- Title of session
- Name(s) of Chairperson(s)
- Titles of each presentation with their duration and names of Speakers.

The Organising Secretariat does not require Member Organisations Meetings Speakers to submit abstracts of their lectures. Member Organisations 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 room allocation will be sent by the end of **January, 2023**.

ILDS Member Organisations 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 25th WCD fundraising.

All companies who support only Member Organisation Sessions are not allowed to advertise or claim that they are supporting the 25th WCD.

All kinds of advertisements, publicities or use of 25th WCD logo must be approved by the 25th WCD Scientific Committee.

ILDS may take legal action against any offending organisation and reserves the right to file a lawsuit as deemed appropriate.

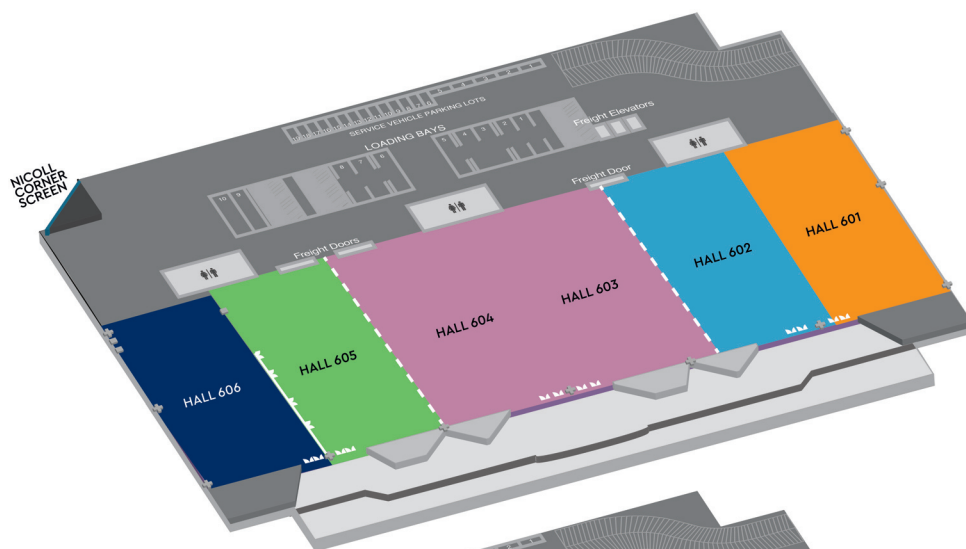
ILDS reserves the right to alter or amend these rules as it deems necessary.

Speakers and Chairpersons

Sister Societies will be financially liable for all aspects related to the session organisation (i.e. hospitality, speakers, printed material etc.). Sister Societies' speakers and chairs must be registered to the Congress and wear the WCD2023 identification badge.

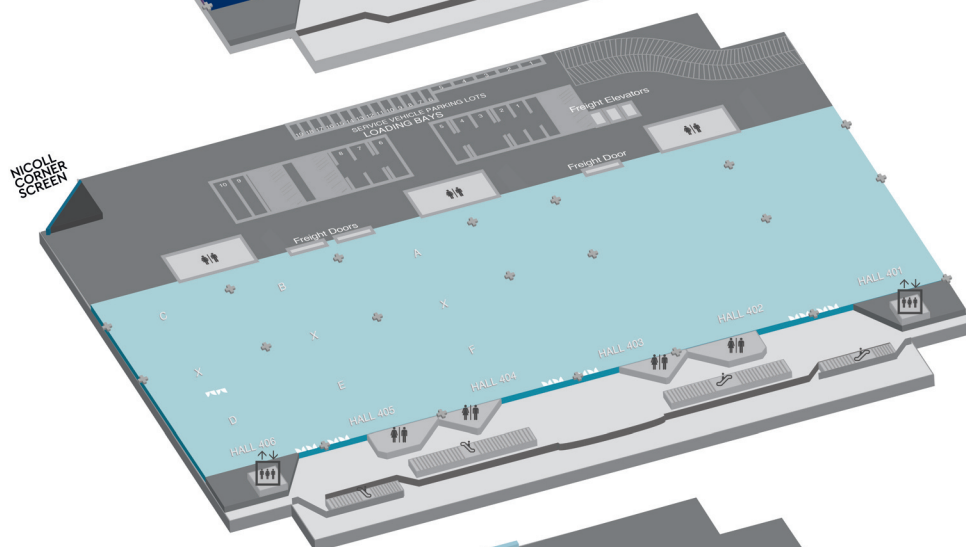
Congress venues

SUNTEC FLOOR PLAN



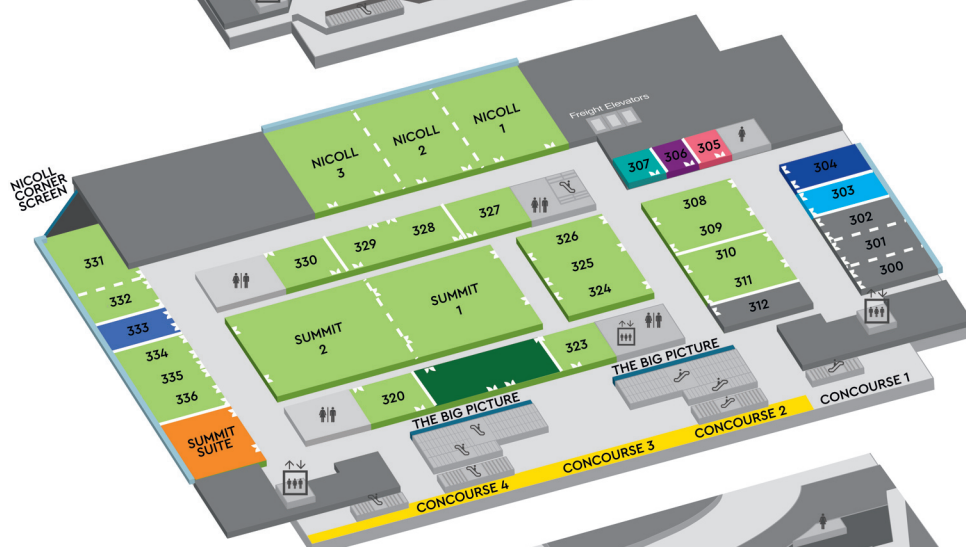
LEVEL 6

- Hall 601
 - Sponsors Hospitality Suites
- Hall 602
 - e-Poster Area
 - Common Area
 - Patient Organisations & Dermatology Community Village
- Hall 603-604
 - Plenary Room
- Hall 605
 - Networking area
- Hall 606
 - Breakout room



LEVEL 4

- Exhibition Area



LEVEL 3

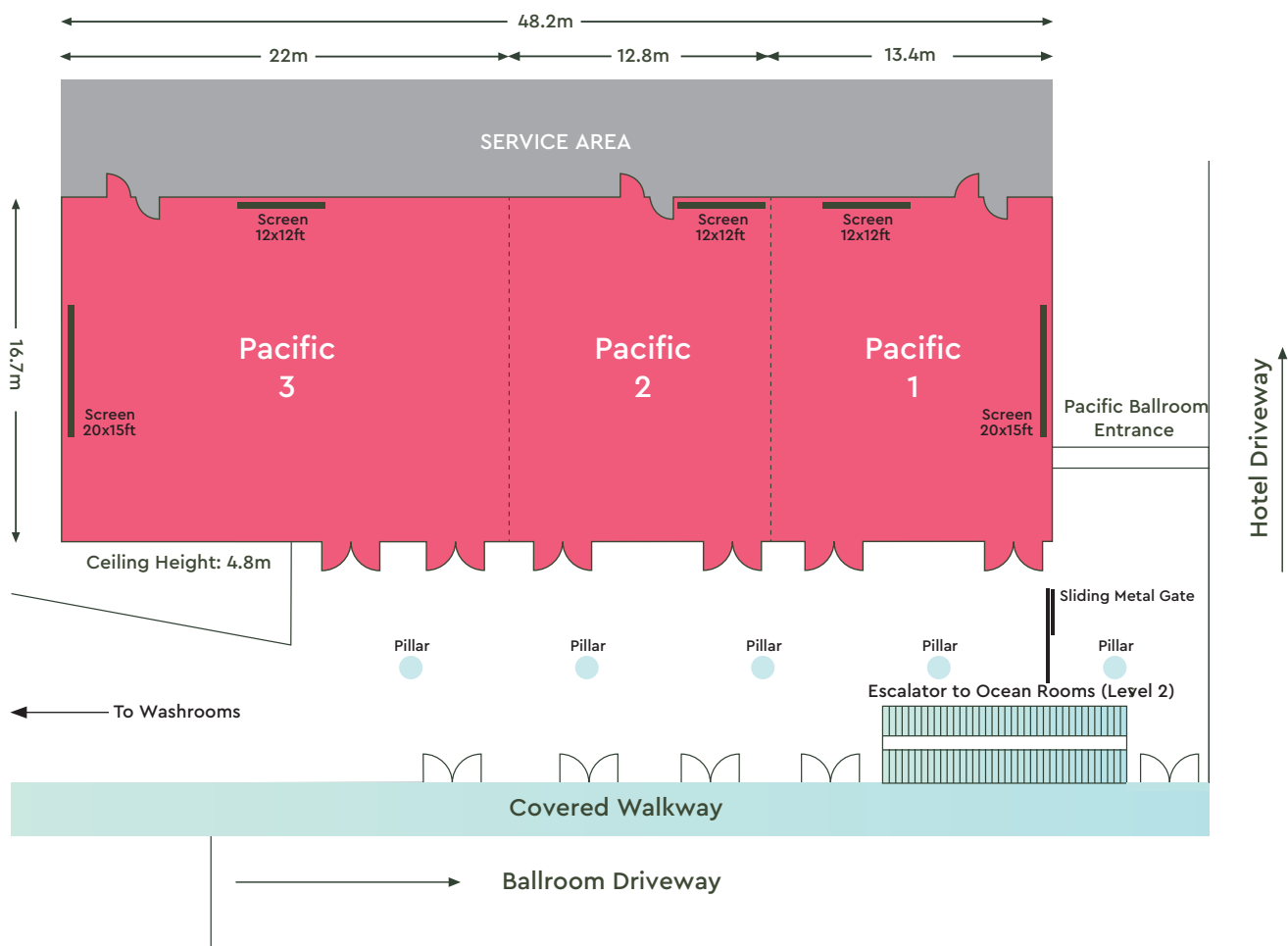
- Breakout Rooms
- Registration area
- Speakers' Preview Room
- Summit Suite ILDS office
- PCO office
- PRESS office
- Interview Room
- Press Conference Room
- Media Centre
- WCD2023 Photocall - ILDS booth - Lounge Area

LEVEL 1

- Entrance

Pan Pacific

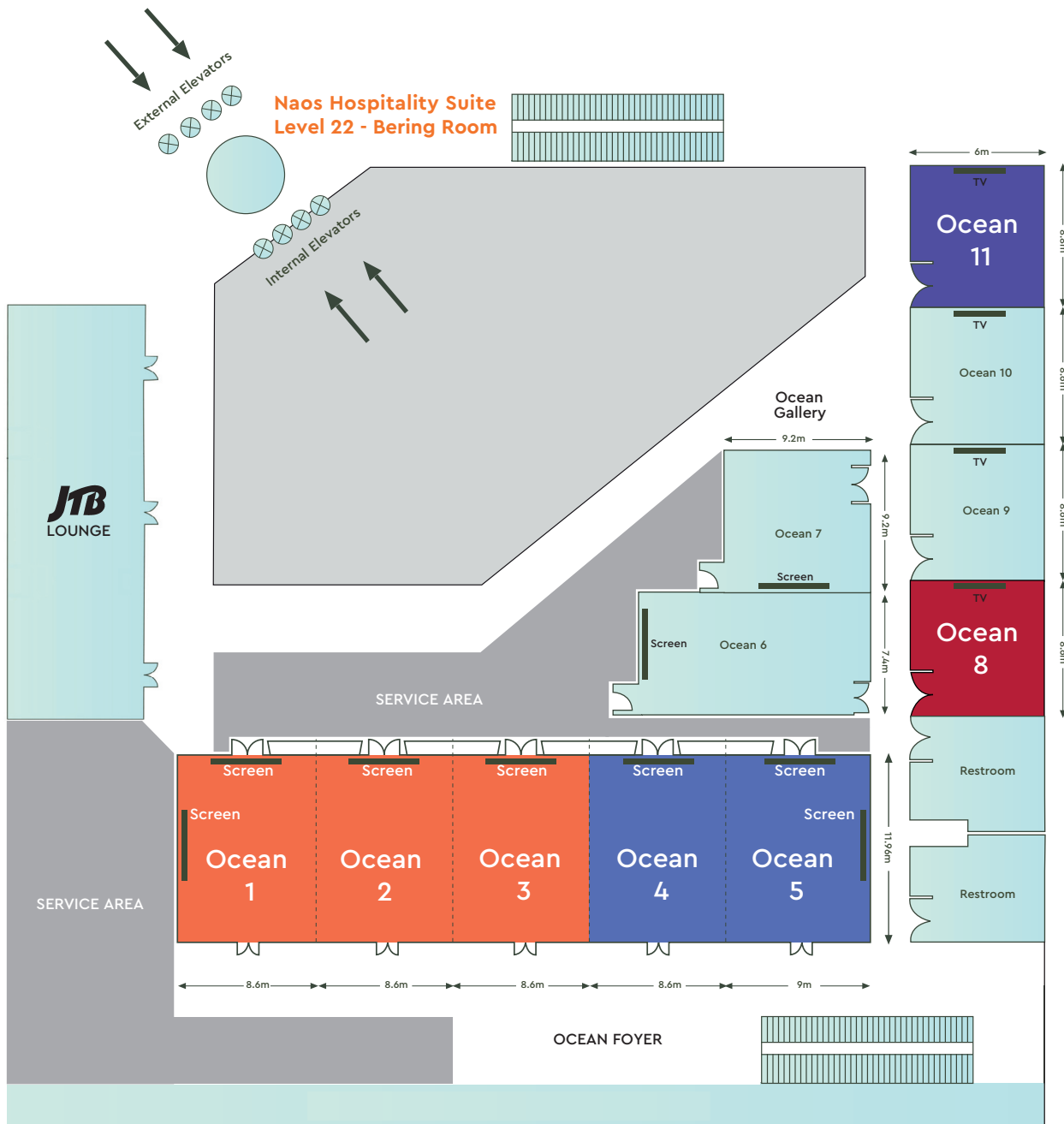
PACIFIC BALLROOMS (LEVEL 1)



■ Breakout Rooms

Pan Pacific

OCEAN ROOMS (LEVEL 2)



- Speakers' preview room
- Breakout Rooms
- P&G Hospitality Suite

Registration Fees

All Member Organisations must register for the 25th WCD all Chairs, Co-chairs and Invited Speakers involved in Member Organisation meetings.

Attendance to Sister Societies Sessions will be granted only to WCD2023 Congress registered delegates.

Official fees are inclusive of any applicable tax and are quoted in SGD. For further details, click on the following link: <https://www.wcd2023singapore.org/registration/>

Onsite desks will open starting from **12:00 pm on 2nd July for registrations and badge collection.**

Please note that timings may be subject to change.

Deadlines

SISTER SOCIETIES SESSIONS

Complete programme submission	9 th February 2023
Lead retrieval system	31 st March 2023
Pop-up banners request	31 st March 2023
Catering Services (via Organising Secretariat)	31 st March 2023
Pop-up graphic design submission	21 st April 2023

Meeting Hours

Full day from 8.30 am to 5.30 pm

Half day am from 8.30 am to 12.30 pm

Half day pm from 1.30 pm to 5.30 pm

Technical Rehearsal

Each ILDS Member Organisation 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

ILDS Member Organisations will be entitled to advertise their session with pop-up banners which can be positioned inside and just outside their booked room.

The Organising Secretariat, upon request, can assist Member Organisations with printing, handling and setting of any kind of advertisements (i.e. banners, signages, flyers).

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

Final layouts of the advertisements and company logo must be sent **within 15th May 2023**, via email to **wcd2023singapore@thetriumph.com**.

Please note that after this deadline, no advertisement requests will be accepted.

Filming and Recording of Sessions

The Organising 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 Organising 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, Organising 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 organise a catering service during or after the meeting, please contact the Organising Secretariat by email: **wcd2023singapore@thetriumph.com**

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.

Extra Services

The rental cost of meeting spaces for Sister Societies on 3rd July includes standard basic AV equipment (projector, screen, lectern, laptop computer, microphone, speakers table for 2 people with 1 courtesy monitor and 1 microphone).

Please note that the speakers table and the podium will be already branded WCD, 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 Organising Secretariat and will be newly quoted in another budget.

Please refer to **wcd2023singapore@thetriumph.com**

Patient Organisations & Dermatology Community Village

All Societies that are interested in booking an exhibition booth for the whole duration of the Congress, must directly contact:

wcd2023singapore@thetriumph.com

Tips for a Sustainable Experience

A sustainable congress experience 



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www.wcd2023singapore.org

TGI SINGAPORE
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