



CONGRESS

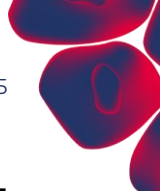
**SUBSPECIALTY AND
INTERNATIONAL SOCIETIES**

SESSION MANUAL



PARIS

17-20 SEPTEMBER 2025



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1. INTRODUCTION

This manual has been prepared to provide all relevant information to successfully organise a subspecialty or international society session. It includes information about the EADV official service provider contact details, rules, key dates, and room set-up for your session.

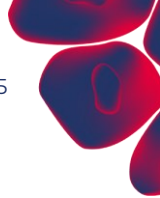
Please share this manual with anyone involved in the organisation of your session.

Additional questions can be addressed to:

E-Mail: Noemi.volpi@eadv.org

Corporate website: www.eadv.org

Congress website: <https://eadv.org/congress/>



2. KEY DATES AND DEADLINES

2.1 Deadlines

Call opening	12 February 2025
Application Deadline	28 February 2025 (may be extended)
Programme Submission	30 June 2025
Deadline for programme updates (inclusion in the programme)	30 August 2025

2.2 Deadlines for delivery and shipping guidelines

DHL Trade Fairs & Events UK Limited has been appointed as the sole official logistics supplier and, as such, is the only company providing handling, storage and customs clearance for the EADV Congress 2025.

Therefore, should you need to ship any material for your industry session, we invite you to read the delivery and shipping guidelines and share the document with all the stakeholders involved in the organisation of your session:

[Delivery and shipping guidelines](#)

2.3 Deadlines for additional orders

Application deadline for additional services	15 July 2025
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3. USEFUL CONTACTS

Below are useful contacts for order lead retrieval, polls, surveys or other services.

Please note that these services will be organised and charged separately.

SCIENTIFIC TEAM

EADV

Via S. Balestra 22B
6900 Lugano
Switzerland

Contact:

Noemi Volpi
E-Mail: noemi.volpi@eadv.org

For shipping information, please contact:

DHL Trade Fairs & Events (UK) Limited

Limited Unit 9 & 17 2nd Exhibition Avenue
NEC Birmingham B40 1 PJ
United Kingdom

Contact:

Simon Latchford
Tel.: +44 7966 623 777
E-Mail: simon@dhl-exh.com

For additional services (interactivities, recording, branding, etc.), please contact:

EADV

Via S. Balestra 22B
6900 Lugano
Switzerland

[Industry Online Portal](#)

Contact:

EADV Industry Services team
E-Mail: exhibition@eadvcongress.org
Tel: +41 91 973 45 27

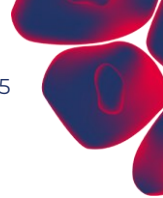
For photographic services, please contact:

Alexandre Alloul Photographie**Contact:**

Alexandre Alloul

E-Mail:

alexandrealloul.photographie@gmail.com
Website: www.pro.alexandrealloul.com



4. GENERAL REGULATIONS

Subspecialty Societies (SS) and International Societies (IS) active in Dermatology and/or Venereology are invited to organise a scientific session during the EADV Congress 2025.

4.1 Ancillary events

Online and non-online ancillary activities, including business meetings, social gatherings, receptions, workshops, committee meetings and media events should not compete with the Congress official meetings, industry sessions or any other official Congress events.

Wednesday	17.09.2025	08:00 – 19:15
Thursday	18.09.2025	07:00 – 19:15
Friday	19.09.2025	07:00 – 19:15
Saturday	20.09.2025	08:00 – 17:30

For more information, please refer to the [Ancillary Events Guidelines](#).

4.2 Use of the Congress banner and the EADV logo

On approval, the EADV logo or the EADV Congress banner may be used in conjunction with the sponsor logo for advertising purposes (see the [policy about the use of the EADV logo and congress banner](#)).

The EADV logo and Congress banner cannot be modified. All publications using the EADV logo must be sent for prior approval to exhibition@eadvcongress.org. Using the EADV logo in combination with a product name is strictly forbidden. Any improper use of the Congress banner or EADV logo will give the EADV the right to legally pursue the company as per the EADV logo form and use policy.

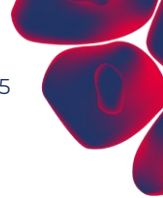
4.3 Official language

English is the official language of the conference.

4.4 Housekeeping

The room must be vacated entirely immediately after the session concludes. Installations or alterations to the room are permitted only with explicit approval from the EADV Scientific Team.

Organisers are responsible for removing all unused invitations, materials, or other items left in the room. Failure to comply will result in EADV arranging the cleaning of the room, with the associated costs charged to the organising society.



5. SESSION PROGRAMME

5.1 Days and Duration

The EADV reserves for SS and IS session slots on Wednesday, September 17 (morning) and Saturday, September 20 (afternoon).

The duration of each session is 90 minutes. A 180-minute session can be requested on Saturday.

5.2 Session format

- Presentations must be delivered onsite, live, and in person.
- The EADV will livestream the sessions on the EADV Congress platform.
- The sessions will also be available on demand after the live event days and will remain accessible until 31 December 2025.

5.3 Session Programme

- The session must be a scientific session.
- The programme must be related to the society's field of expertise
- The Society must organise the programme.
- The detailed programme must be submitted by 30 June 2025.
- Only molecule or active ingredient names can be included. **Commercial drug names are not allowed.**
- The organisation of CME credits is allowed if it is arranged solely by the SS or IS EADV will not assist in any way with the arrangements nor the promotion of these CME credits
- The SS sessions can have a maximum of **10 speakers** for a 90-minute slot. For a 180-minute slot, the speaker limit is 15 speakers.
- The session title and complete programme, including speakers and topics, will be mentioned in the final programme, provided updates have been made before the deadline (after which it will be too late for inclusion).
- AGMs, Board meetings and other events cannot be organised during the booked slot.
- The EADV is not responsible for any issues or problems that may arise with facilities, logistics or technological resources.
- No society may take payments from attending members before, during or after the session.

5.4 Allocation

Subspecialty/International Societies will be invited and/or accepted at the discretion of the EADV, and their presence at previous events may be used as a guide. They will be accommodated after careful selection by the EADV, considering their impact on the final programme.

5.5 Funding of sessions

While EADV recognises the importance of commercial sponsorship in supporting scientific and professional events, SS and IS sessions must remain independent of industry influence.

As such, any form of industry sponsorship recognition or promotional activities within these meetings is strictly prohibited. This includes, but is not limited to:

- Presentation slides
- Digital materials (e.g., digital roll-ups, in-room screens)
- Gadgets, giveaways, product samples, or other promotional items

Additionally:

- SSs and ISs cannot accept grants, sponsorship, or funding from industries or external entities for the organisation of these sessions.
- No promotional activities related to pharmaceutical companies or other sponsors are allowed, including posting, displaying, or distributing materials.
- Industry involvement, including catering sponsorship, program materials, advertisements, or related activities, is strictly prohibited.

EADV reserves the right to inspect all aspects of the sessions to ensure compliance. Any unauthorised materials or advertising will be confiscated or removed without prior notice, and EADV assumes no liability for any resulting costs, which will be the responsibility of the exhibitor or presenting agency.

5.6 Submission and Review

A copy of the session agenda must be submitted to the EADV Scientific Team for review. The session's allotted time must be respected.

The EADV Scientific Team will send you the form to be completed once the session has been allocated.

Important:

- **Commercial drug names are not allowed in any session and presentation titles.** Only molecule or active ingredient names can be included. Failure to follow this rule will automatically lead to the non-approval of the submitted session programme.
- All session rooms can accommodate four speakers at the chair tables and one at the lectern. If you have more than five speakers, these must be seated in the front rows.
- In case of a **speaker replacement, addition, or cancellation** up to 5 days before the event start date, the organising secretariat must inform the EADV Scientific Team. This declaration must confirm that no changes have been made to the scientific content of the program.

5.7 Presentation upload

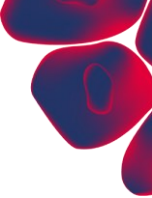
Pre-congress: All registered speakers will receive instructions and a link to upload their presentations online one month before the Congress. We strongly advise uploading all presentations in advance.

Onsite: All session speakers must review and upload their presentations at the speaker preview room, located in **Pavillion 7.1** (level 1) of the **Paris Expo Porte de Versailles**.

Speakers preview room opening hours:

Day	Time
Tuesday 16 September 2025	15:00-18:00
Wednesday, 17 September 2025	07:30-18:00
Thursday, 18 September 2025	07:30-17:00
Friday, 19 September 2025	07:30-17:00
Saturday, 20 September 2025	07:30-17:00

If preferred, you can upload it onsite at the *speaker preview room* at least **3 hours before the session starts**.



Important

- It is strictly forbidden to connect one's own hardware or other devices (USB sticks, cue-light systems, etc.).
- It is highly recommended that each speaker uploads a separate presentation. This will prevent individual speakers' names from being displayed on the digital lectern, session e-signage, live stream, and on-demand content.
- If interactive services such as live polls and evaluation are ordered, the EADV strongly recommends uploading your presentations to allow testing the functions before arriving onsite. If you plan to use interactive services (such as live polls, evaluations, or Q&A) during your session, a QR code linking to the session's interactivity page will be provided by 5 September. Please embed this QR code in your PowerPoint presentation so that delegates can easily access the interactive features during your session. If you choose not to include the QR code, delegates using the app can still engage through a designated access button. Online participants can access the interactive services directly via the platform.

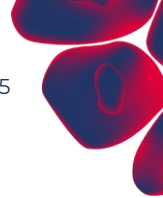
Presentation slides ratio format: Please prepare your session presentation slides based on the available aspect ratio format at **16:9**

5.8 General session description

The *general session description* is a synopsis of the whole presentation and can be included. **Although it is not mandatory, it is** still recommended.

The description should contain **no more than 1'000 characters**, with spaces included (excluding references).

Submission deadline: **31 July 2025** via the noemi.volpi@eadv.org



6. HOSTESS/STEWARD SERVICE

The EADV provides a given number of hostess(es)/steward(s) to scan the delegates at the entrance, depending on the room size. This is done to ensure that all attendees are registered for the Congress.

7. SESSIONS TICKETS

7.1 Registration

All delegates, technical teams and speakers must be registered to enter the congress centre.

7.2 Speaker tickets

The SS / IS programme speakers will receive a complimentary one-day registration ticket valid only on the day of their presentation.

1-Day ticket:

On the selected day, the 1-day Ticket includes:

- Admission to live Congress Scientific Sessions
- Admission to the Networking Symposium (No entertainment) **
- Access to Subspecialty sessions ***
- Access to ePoster area, MyEADV Booth and Patient Organisations Area
- Access to the Exhibition hall - only Healthcare professionals
- Access to Satellite Symposia and Industry Expert Hub sessions*
- Eligibility to claim ECMEC Credits for participating in the live Scientific Sessions
- The daily ticket can be purchased for 1 Congress Day only
- To attend the Congress for more than one day, a full ticket valid for the whole duration of the event needs to be purchased

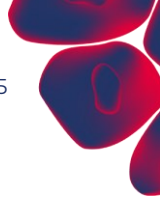
*Industry Session organisers can limit participation to certain representative groups independently from EADV recommendations if deemed imperative to achieving the intended purpose of the industry session. The organising company reserves the right to refuse single categories if not adequately related to the objective and purpose of the session.

** Only on Wednesday, 17 September

*** Only on Saturday, 20 September

7.3 Additional tickets

Additional tickets can be purchased at this link: <https://eadv.org/congress/registration/>



8. ADVERTISEMENT & ROOM BRANDING

Advertisement is allowed in digital format only. Printed material is strictly forbidden.

8.1 Outside the session room

Roll-up banners and other printed advertising materials are strictly banned for environmental reasons.

An additional e-signage screen (a 55" horizontal display on a stand) will be placed in front of the session room. The screen will automatically show the latest session programme and the current speaker. The screen can be branded with an individual session background or a banner. This service, together with the other additional services, can be ordered via the [Industry Online Portal](#).

8.2 Inside the session room

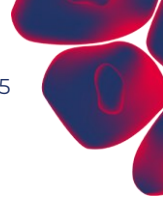
EADV is providing digital chair tables and lecterns in all session rooms as per the table below:

Room Location	Room Name	*Stage set-up
Pavillon 7	N04	Standard
	N02	Standard
	N03	Standard
	S01	Standard
Level 7.3	S02	Panel
	S03	Panel
	S04	Panel
Existing session rooms	S05	Standard
	S06	Standard
	W05-W06	Standard
	W03-W04	Standard

*Standard includes two chair tables for four speakers and one lectern. Panel includes a four digital cubes (armchair + comfort monitor) for four speakers and one lectern

These screens can be branded for an additional fee. Please book this service via the dedicated "Additional Services" tasks on the Industry Online Portal to purchase it. The EADV must approve the artwork.

Industry session organisers cannot stick any signage inside the rented room.



9. ADDITIONAL SERVICES

9.1 Important to know

- It is compulsory to use the provided onsite presentation management system and to upload all presentations in the speaker preview room (onsite or via the back-end) at least 3 hours before the session starts.
- For most of the additional services provided, onsite participants will need to access the Congress app, a browser-based platform compatible with the latest browsers, operating systems, and devices. The app will also be available as a native application in the App Store and Google Play Store. To participate and ask questions, attendees must click the interactive button on the app's homepage, select their room, and access all confirmed interactive features.
- The connection of own hardware or other devices (USB sticks, cue-light systems, etc.) is strictly forbidden.
- A separate presentation for each speaker is requested. Single presentations for the session will prevent individual speakers' names from being displayed on the digital lectern, session e-signage, live stream, and on-demand content.
- Additional and own AV/hardware requests will be assessed on a case-by-case basis, and, depending on the possibilities, EADV may provide special authorisation, which may incur additional costs.

All additional services must be booked via the [Industry Online Portal](#).

9.2 Metrics

9.2.1 Lead retrieval for an onsite session

Flexible and intuitive, the Lion Walk App, which is pre-installed and configured on the device, allows societies to scan visitor QR-code badges.

The metrics package for lion lead retrieval includes the following:

- One license per rented Lion scanner (already included by EADV)
- One iOS rental device (Already included by EADV)
- Data export



This platform does not require an internet connection for scanning; an internet connection is only temporarily needed to sync data through the app.

The lion lead retrieval platform offers an "endless scanning" mode, which is beneficial for sessions and enables quick scanning of each delegate's badge. All collected information is securely stored and accessible through the company's back-end account on the platform.

Price per metrics or additional devices	EUR 600 + VAT if applicable
Application deadline	15 July 2025
Technical specifications	Click here

9.3 Session interactivity

9.3.1 Session Evaluation

Available onsite and virtual

This evaluation service offers a detailed and customised digital assessment of your session. It incorporates interactive evaluation questions that can be accessed during the live on-site session, live streaming, or on-demand on the EADV Platform.

The evaluation process is anonymous and encrypted, ensuring privacy and security.

You can configure up to 10 questions per survey. Each question can have 5 different answer types:

- Multiple Choice (single select)
- Multiple Choice (multi-select)
- Dropdown
- Rating Scale
- Comment Box

How do attendees access the evaluation form?

- **Onsite:**

Participants can access the evaluation using their mobile devices in two different ways:

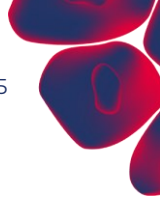
- via the Interactivity features of the EADV mobile app
- via a QR code that enables direct access to the session interactivity features. Companies must include the QR code in the session presentation for this option. This QR code will be shared in advance by our supplier

- **Live Streaming:**

Participants will find an evaluation button on the live-stream player. It will become active 45 minutes after the session begins.

- **On-demand:**

The evaluation will be available after the session on the session detail page on the EADV Platform.

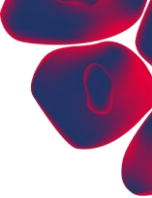
**Requirements:**

Evaluation form filled-in

Metrics

You will receive the evaluation results in an Excel file after Congress. One result export is included; additional exports must be ordered before the event.

Price per session evaluation	EUR 2'000 + VAT if applicable
Application deadline	15 July 2025
Instructions	Click here
Deadline for submitting the evaluation form	31 July 2025
Price per additional export	EUR 500 + VAT if applicable
Application deadline	15 July 2025



9.3.2 Session live polls

Available onsite and virtual

This service enables session organisers to assess the audience's knowledge and stimulate engagement and interaction.

The live poll is fully integrated with the onsite presentation management system.

Each session can include up to 10 questions, with up to 6 answer options (single correct answer or multiple-choice). Results are displayed immediately after voting ends, directly during the presentation.

How do attendees vote?

- **Onsite:**

Participants can vote using their mobile devices in two different ways:

- via the Interactivity features of the EADV mobile app
- via a QR code automatically displayed on the screen, enabling direct access to the session interactivity features.

- **Live Streaming:**

Participants will find the voting button on the live-stream player.

Requirements

The session presentation must include dedicated voting slides for your polling questions. Onsite, bring your presentation to the Speaker Preview Room, where technicians will integrate the voting elements.

Metrics

Post-Congress, you will receive the polling results in a PDF file.

Price per live polls	EUR 2'000 + VAT if applicable
Application deadline	15 July 2025
Instructions	Click here

9.4 Session branding and advertisement

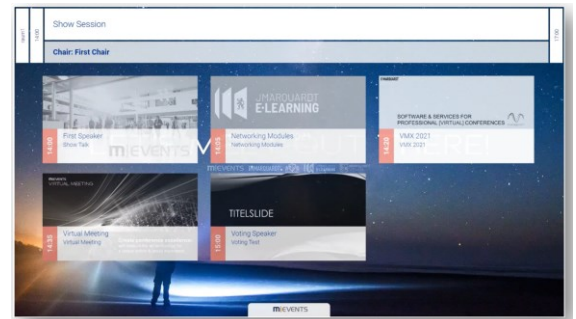
9.4.1 Session background branding

Available onsite and virtual

Individual branding of in-room background and pip-background during the presentation and all transmissions/recordings.



Session background branding
Pip background



Session background branding
main projection background

Requirements

- PNG or JPEG file. Resolution of image: 1920 px wide x 1080 px high, 96dpi

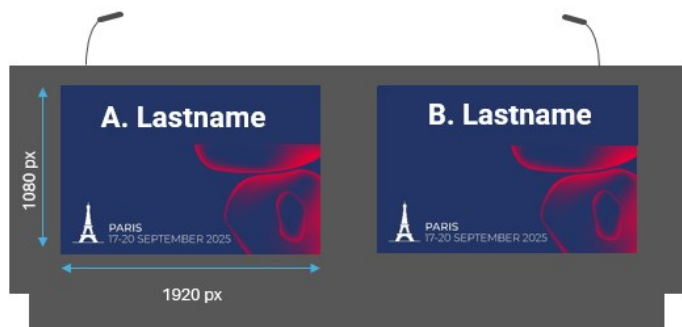
Price per session background branding	EUR 1'200 + VAT if applicable
Application deadline	15 July 2025
Technical specifications	Click here
Artwork submission deadline	31 July 2025

9.4.2 Personalized branding of digital chair table

Available onsite

The standard stage setup features two digital chair tables, each with two front displays. The speaker's name will automatically appear in the upper part of each screen (optional).

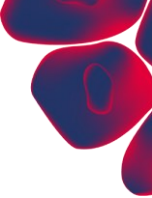
The chair tables on stage can be branded with your specific graphics, and the same image will be displayed on all four screens.



Requirements

- PNG or JPEG file. Resolution of image: 1920 px wide and 1080 px high, 72dpi

Price per personalised branding of digital chair table	EUR 500 + VAT if applicable
Application deadline	15 July 2025
Technical specifications	Click here
Artwork submission deadline	31 July 2025



9.4.3 Personalized branding of digital stage cubes

Available onsite

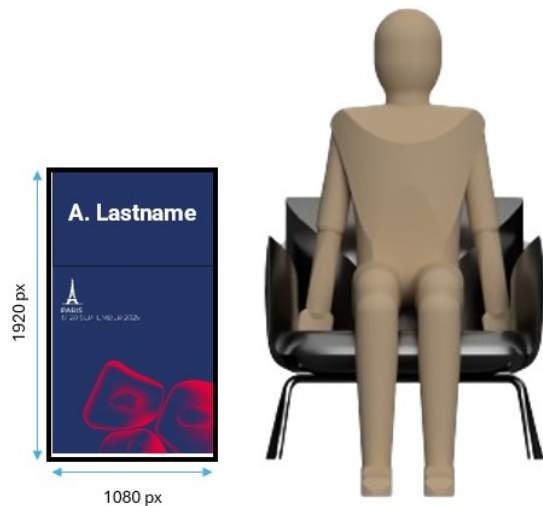
The panel stage setup features four digital stage cubes with one integrated 40" vertical front display each. The speaker names will automatically appear in the upper part of each screen (optional)

The digital stage cubes can be branded with your specific graphics, and the same image will be displayed on all four screens.

Please note the stage cubes are available only in rooms **S02, S03** and **S04**.

Requirements

- PNG or JPEG file. Resolution of image: 1080 px wide and 1920 px high, 72dpi



Price per personalised branding of digital stage cubes	EUR 500 + VAT if applicable
Application deadline	15 July 2025
Technical specifications	Click here
Artwork submission deadline	31 July 2025

9.4.4 Personalized branding of digital lectern

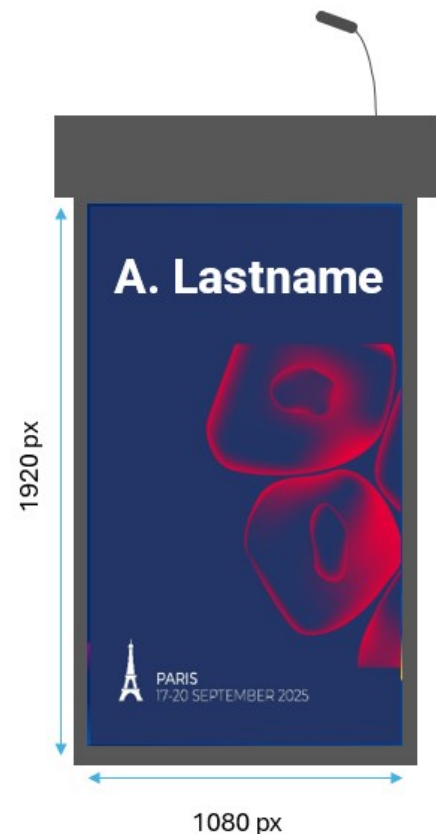
Available onsite

One digital lectern with one integrated 40" vertical front display will be placed on the session room stage. The speaker's name will automatically appear in the upper part of the screen (optional)

The Lectern can be branded with your specific graphics.

Requirements

- PNG or JPEG file. Resolution of image: with 1080 px wide and 1920 px high in 72dpi



Price per personalised branding of the digital lectern	EUR 500 + VAT if applicable
Application deadline	15 July 2025
Technical specifications	Click here
Artwork submission deadline	31 July 2025

9.4.5 Session e-signage branding

Available onsite

One 55" horizontal display will be placed in front of the session room. It will automatically show the latest session programme and the current speaker.

Requirements

- PNG or JPEG file. Image resolution: 1080 px wide and 1920 px high at 72 dpi.
- The artwork has to state clearly if the session is restricted to Healthcare Professionals only

Content restriction

HCP content is not allowed because the screen is placed outside the session room and, therefore, in an area open to all participants



Price per session e-signage branding	EUR 1'200 + VAT if applicable
Application deadline	15 July 2025
Technical specifications	Click here
Artwork Submission deadline	31 July 2025

9.4.6 Session branding all in one option

Available onsite and virtual

The Session branding all-in-one option includes the:

- Session background branding
- Personalized branding of digital chair tables or digital stage cubes (depending on the room stage set-up)
- Personalized branding of digital lectern
- Session e-signage branding

Price per all-in-one option	EUR 3'000 + VAT if applicable
Application deadline	15 July 2025
Technical specifications	Rooms with standard stage: Click here Rooms with panel stage: Click here
Artwork Submission deadline	31 July 2025

9.4.7 Advertising trailer in the session room

Available onsite

Your advertising trailer will be shown on a loop in the designated session room for 10 minutes before the beginning of your session.

The session organising society must record and produce the session trailer video.

Requirements

- mp4 file (1920 x 1080 px) of max 1 minute

Price per advertising trailer in the session room	EUR 1'500 + VAT if applicable
Application deadline	15 July 2025
Artwork submission deadline	31 July 2025

10. GENERAL TERMS AND CONDITIONS

Please note that all additional opportunities listed on the catalogues and Industry Online Portal are subject to confirmation by the EADV Industry Services Department and require acceptance of the binding EADV General Terms and Conditions. The EADV General Terms and Conditions can be downloaded [here](#) for further review.