

**EA** CONGRESS  
**DV**



**VIENNA**

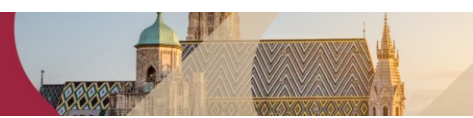
30 SEP - 3 OCT 2026

TOGETHER FOR BETTER

SUBSPECIALTY AND  
INTERNATIONAL SOCIETIES  
SESSION MANUAL

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## 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](mailto:noemi.volpi@eadv.org)

**Corporate website:** [www.eadv.org](http://www.eadv.org)

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

## GENERAL TERMS AND CONDITIONS

Please note that all opportunities listed on the catalogues and 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.



## APPLICATION

Subspecialties, national and international societies are invited to apply for one of the complimentary slots available during the EADV Congress in Vienna. The programmes **must be scientific and educational**, fully organised by the societies and focused on their area of interest.

Applications must be submitted by using the official application form and sent via email to [noemi.volpi@eadv.org](mailto:noemi.volpi@eadv.org). Any other form of application will not be accepted.

- All applications will be processed in accordance with the first-come, first-served principle.
- Subspecialty societies and Congress Partners will be granted a priority over other applications.
- The EADV reserves the right to select the applications to be accepted, with the aim of ensuring scientific relevance and balance.

Call opening	13 May 2026
Application Deadline	03 June 2026
Programme Submission	15 July 2026
Deadline for programme content updates	31 August 2026

Subspecialty meetings will be held on:

- the first Congress Day, **Wednesday 30<sup>th</sup> September (morning slots, each of 90 minutes, from 8:30 to 11:45 CET)**
- the last Congress Day, **Saturday 3<sup>rd</sup> October (afternoon slots, lasting 90 or 180 minutes, from 14:15 to 17:30 CET)**

## SHIPPING GUIDELINES AND DEADLINES

### 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 2026.

Therefore, should you need to ship any material for your 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](#)

### Deadlines for additional orders

Application deadline for additional services	15 June 2026
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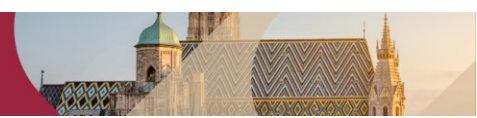


## USEFUL CONTACTS

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	For shipping information, please contact:
<p><b>EADV</b> Via S. Balestra 22B 6900 Lugano Switzerland</p> <p><b>Contact:</b> Noemi Volpi E-Mail: <a href="mailto:noemi.volpi@eadv.org">noemi.volpi@eadv.org</a></p>	<p><b>DHL Trade Fairs &amp; Events (UK) Limited</b> Limited Unit 9 &amp; 17 2nd Exhibition Avenue NEC Birmingham B40 1 PJ United Kingdom</p> <p><b>Contact:</b> Simon Latchford Tel.: +44 7966 623 777 E-Mail: <a href="mailto:simon@dhl-exh.com">simon@dhl-exh.com</a></p>

For additional services (interactivities, recording, branding, etc.), please contact:	For photographic services, please contact:
<p><b>EADV</b> Via S. Balestra 22B 6900 Lugano Switzerland</p> <p><a href="#">Industry Online Portal</a></p> <p><b>Contact:</b> EADV Industry Services team E-Mail: <a href="mailto:exhibition@eadvcongress.org">exhibition@eadvcongress.org</a> Tel: +41 91 973 45 27</p>	<p><b>Philipp Lipiarski – Good Life Photography</b></p> <p>E-Mail: <a href="mailto:office@lipiarski.com">office@lipiarski.com</a> Website: <a href="http://www.lipiarski.com">www.lipiarski.com</a></p>



## GENERAL REGULATIONS

Subspecialty Societies active in Dermatology and/or Venereology are invited to organise a scientific session during the EADV Congress 2026.

### 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.

During the EADV Congress, the following **blackout hours** apply:

Wednesday	30.09.2026	08:00 – 19:30
Thursday	01.10.2026	07:00 – 19:30
Friday	02.10.2026	07:00 – 19:30
Saturday	03.10.2026	08:00 – 17:30

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

### 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](mailto: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.

### Official language

English is the official language of the conference.

### Housekeeping

The room must be vacated immediately after the session concludes. Any 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 room cleaning, with the associated costs charged to the organising society.



# SESSION PROGRAMME

## Days and Duration

EADV will host Subspecialty session slots on Wednesday, 30 September (morning) and Saturday, 3 October (afternoon).

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

## 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 2026.

## 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.
- Only molecule or active ingredient names can be included. **Commercial drug names are not allowed.**
- The organisation of ECMEC® credits is allowed if it is arranged solely by the Subspecialty society. EADV will not assist in any way with the arrangements nor the promotion of these ECMEC® credits
- The Subspecialty 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 that 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.

## Allocation

Subspecialty 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, scientific relevance and balance on the final Congress programme.



## Funding of sessions

While EADV recognises the importance of commercial sponsorship in supporting scientific and professional events, Subspecialty 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:

- Subspecialty societies 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.

## 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.



## 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 **Room 0.12** (level 0) of the **Austria Center Vienna**.

### Speaker Preview room opening hours:

Day	Time	
Tuesday, 29 September 2026	15:00-18:00	If preferred, you can upload it onsite at the <i>speaker preview room</i> at least <b>3 hours before the session starts</b> .
Wednesday, 30 September 2026	07:30-18:00	
Thursday, 1 October 2026	07:30-17:00	
Friday, 2 October 2026	07:30-17:00	
Saturday, 3 October 2026	07:30-17:00	

## Important information

- 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 evaluations are ordered, the EADV strongly recommends uploading your presentations to test the functions before arriving on-site. 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 **9 September 2026**. 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**

## 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: **12 August 2026** via [noemi.volpi@eadv.org](mailto:noemi.volpi@eadv.org)



## HOSTESS/STEWARD SERVICE

The EADV provides a given number of hostesses/stewards 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.

## SESSIONS TICKETS

### Registration

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

### Speaker tickets

The Speakers of the Subspecialty session programme 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:

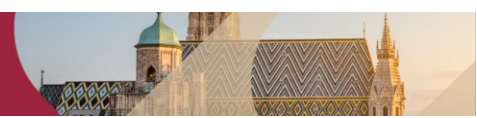
- Admission to live Congress Scientific Sessions
- Admission to the Networking Symposium (No entertainment) \*\*
- Access to Subspecialty sessions \*\*\*
- Access to the ePoster area, MyEADV Booth and Patient Organisations Area
- Access to the Exhibition hall - only Healthcare professionals
- Access 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, 30 September      \*\*\* Only on Saturday, 3 October

### Additional tickets

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



## ADVERTISEMENTS & ROOM BRANDING

Advertisements are allowed in digital format only. Printed material is strictly forbidden.

### Outside the session room

Any printed material (flyers, roll-up banners, etc.) will not be accepted for environmental reasons, and it is not allowed to stick any type of signage inside the rented room.

All additional services can be ordered via the [Industry Online Portal](#).

### Inside the session room

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

Room Name	Level	Stage set-up *
Hall D	-2	Standard ***
Hall B	2	Standard ***
Hall C	2	Standard ***
Hall F1	0	Standard
Hall F2	0	Standard
Hall E1	0	Standard
Hall E2	0	Standard
Hall G **	-2	Panel ****
Hall K	-2	Standard ***
Hall M	1	Standard
Hall N	1	Standard

\* **Standard Setup:** Includes two digital chair tables for four speakers and one digital lectern.

**Panel Setup:** Includes four digital cubes (armchair with comfort monitor) for four speakers and one digital lectern.

\*\* Not available on Friday, 2 October (lunch)

\*\*\* If needed, at an additional fee it is possible to add a third digital chair table with two chairs.

\*\*\*\* If needed, at an additional fee it is possible to add a fifth digital stage cube + white armchair at

Session organisers cannot stick any signage inside the rented room.



## ADDITIONAL SERVICES

### Important to know

- It is mandatory 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.

The connection of own hardware or other devices (USB sticks, cue-light systems, etc.) is strictly forbidden.

- For most of the additional services provided, onsite participants will need to access the EADV 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.
- 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.
- All requested changes, including editing of recordings and different delivery formats, must be requested in advance. Any onsite request will be treated upon availability. Onsite editing is available at an additional fee. Please refer to the service [On-demand review & publishing post-production service](#)
- Industry Sessions will be automatically published on-demand unless you book one of the following additional services:
  - [Onsite post-production service by M-Events](#)
  - [Session recording](#)
- All on-demand content should be reviewed and published by Friday, 16 October 2026. After this date, no further updates to the on-demand session content will be allowed.
- 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](#).



## Metrics

### Lead retrieval for onsite industry session

Flexible and intuitive, the Lion Walk App, pre-installed and configured on rented devices, enables companies to scan visitor QR-code badges.

The rental package for Lion lead retrieval includes the following:

- One license per rented Lion scanner
- One iOS rental device (app installed and configured)
- Data export via company-specific back-end account



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

The Lion lead retrieval platform also offers an "endless scanning" mode, which is beneficial for industry 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.

<b>Price per scanner</b>	<b>EUR 650 + VAT if applicable</b>
<b>Application deadline</b>	Monday, 15 June 2026
<b>Technical specifications</b>	<a href="#">Click here</a>

### Virtual lead retrieval for virtual industry session page

The virtual lead retrieval service simplifies the collection of virtual participant details. When delegates enter your industry session page for the first time each day, a pop-up will prompt them to share their data or to proceed anonymously. This choice is left entirely to the attendees.

Once a participant consents to the terms and conditions, the service captures a range of information, including session name, time/date stamp, title, name, email, city, country, department, clinic or company name, area of interest, and HCP (Health Care Professional) status.

Key features:

- Upon accessing the symposium virtual room, a lead retrieval pop-up message linked to the registration data is activated.
- The ability for companies to include their own terms and conditions in the data submission process.
- All collected data is securely stored in the company's account and can be accessed and exported anytime.

<b>Price per lead retrieval for a virtual session</b>	<b>EUR 500 + VAT if applicable</b>
<b>Application deadline</b>	Monday, 15 June 2026
<b>Technical specifications</b>	<a href="#">Click here</a>



## Session interactivity

### 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

Demo version: <https://www.research.net/r/DEMONEVENTI>

#### How do attendees access the evaluation form?

- **Onsite:** The evaluation form can be accessed using a mobile device in one of the following ways:
  - Via the interactive features available in the EADV mobile app
  - By scanning a QR code that provides direct access to the session's interactivity features. *Note: Companies must include this QR code in their session presentation. The QR code will be provided by EADV in advance.*
- **Live Streaming:** An evaluation button will be available on the live-stream player. The session evaluations is set to become available 15 minutes prior to the scheduled session end time
- **On-demand:** The evaluation form will be accessible on the session detail page on the EADV Platform once the session has concluded.

### Requirements

Evaluation form filled in

### Metrics

Evaluation results will be provided in a PDF file after the Congress.

Price per session evaluation	EUR 1'000 + VAT if applicable
Application deadline	Monday, 15 June 2026
Instructions	<a href="#">Click here</a>
Deadline for submitting the evaluation form	Tuesday, 30 June 2026

One export is included; additional exports must be requested and will be billed.

Price per additional export	EUR 500 + VAT if applicable
Application deadline	Monday, 15 June 2026



## **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 M-Events 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 the voting ends, directly during the presentation.

#### How do attendees vote?

- **Onsite:**

Voting can be done using a mobile device in one of the following ways:

- Through the interactive features available in the EADV mobile app
- By scanning the automatically generated QR code displayed on the session screen, which provides direct access to the live polls and the other interactive features.

- **Live Streaming:**

A voting button is available directly on the live-stream player interface.

## **Requirements**

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

## **Metrics**

After the Congress, you will receive the polling results in an excel file.

<b>Price per live</b>	<b>EUR 1'500 + VAT if applicable</b>
<b>Application deadline</b>	Monday, 15 June 2026
<b>Instructions</b>	<a href="#">Click here</a>

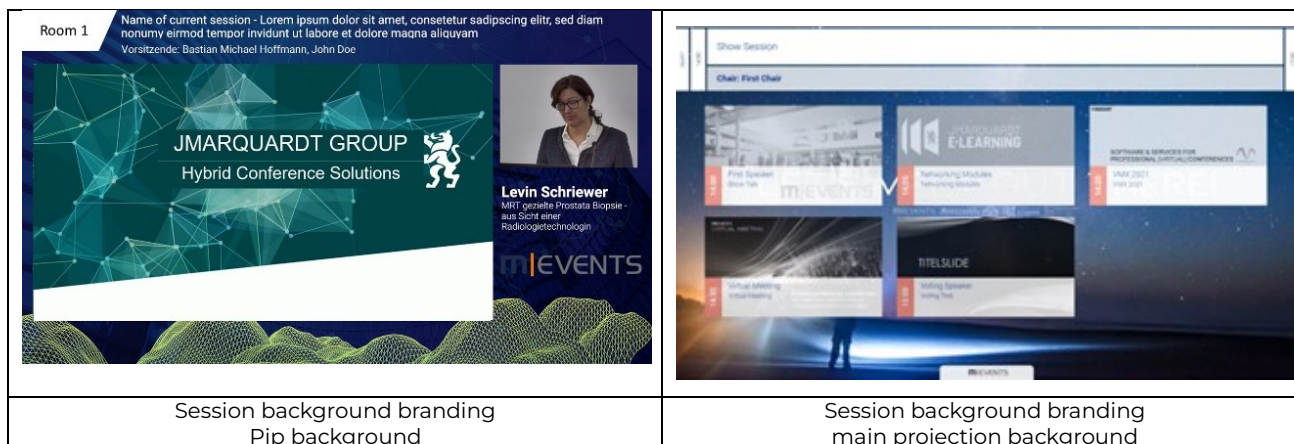


## Session branding and advertisement

### Session background branding

Available onsite and virtual

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



### Requirements:

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

<b>Price per session background branding</b>	<b>EUR 1'200 + VAT if applicable</b>
<b>Application deadline</b>	Monday, 15 June 2026
<b>Technical specifications</b>	<a href="#" style="color: white; text-decoration: underline;">Click here</a>
<b>Artwork submission deadline</b>	Tuesday, 30 June 2026



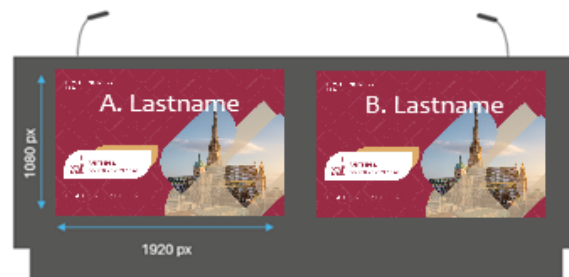
**Personalised branding of digital chair table**

Available onsite and virtual

The standard stage set-up 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.

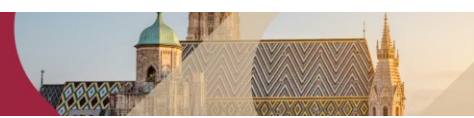
Please note that the chair tables are available in the industry expert hubs and all satellite symposia rooms except **Hall G**.



**Requirements:**

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

<b>Price per personalised branding of digital chair table</b>	<b>EUR 800 + VAT if applicable</b>
<b>Application deadline</b>	Monday, 15 June 2026
<b>Technical specifications</b>	<a href="#">Click here</a>
<b>Artwork submission deadline</b>	Tuesday, 30 June 2026



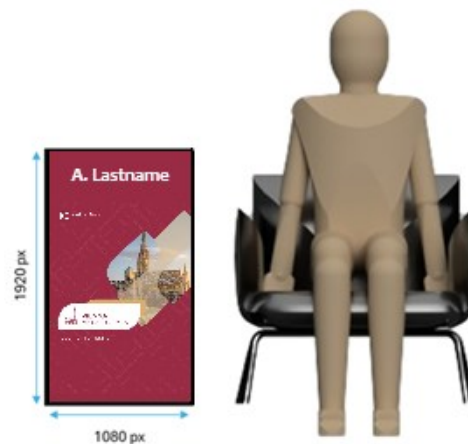
**Personalised branding of digital stage cubes**

Available onsite

The panel stage set-up 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 that the stage cubes are available only in **Hall G**.



**Requirements**

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

<b>Price per personalised branding of digital stage cubes</b>	<b>EUR 800 + VAT if applicable</b>
<b>Application deadline</b>	Monday, 15 June 2026
<b>Technical specifications</b>	<a href="#">Click here</a>
<b>Artwork submission deadline</b>	Tuesday, 30 June 2026



**Personalised branding of the 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)

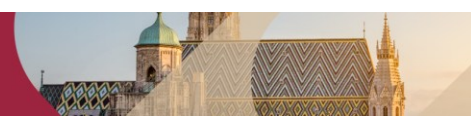
The lectern can be branded with your specific graphics.

**Requirements**

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



<b>Price per personalised branding of the digital lectern</b>	<b>EUR 600 + VAT if applicable</b>
<b>Application deadline</b>	Monday, 15 June 2026
<b>Technical specifications</b>	<a href="#">Click here</a>
<b>Artwork submission deadline</b>	Tuesday, 30 June 2026



**Session e-signage branding**

Available onsite

One 55" portrait mode 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



<b>Price per session e-signage branding</b>	<b>EUR 1'200 + VAT if applicable</b>
<b>Application deadline</b>	Monday, 15 June 2026
<b>Technical specifications</b>	<a href="#">Click here</a>
<b>Artwork Submission deadline</b>	Tuesday, 30 June 2026



**Session branding “all-in-one” option**

Available onsite and virtual

The session branding “all-in-one” option includes the:

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

Price per all-in-one option	EUR 3'000 + VAT if applicable
Application deadline	Monday, 15 June 2026
Technical specifications	Rooms with standard stage: <a href="#">Click here</a> Room with panel stage: <a href="#">Click here</a>
Artwork Submission deadline	Tuesday, 30 June 2026

**Advertising trailer on industry session details page**

Available virtual

The advertising trailer on the Industry Session details page is hosted from the first day of the congress until the platform closes on 31 December 2026.

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

**Requirements:** .mp4 file (1920 x 1080 px) of max 1 minute

Price per trailer on the industry session details page	EUR 1'000 + VAT if applicable
Application deadline	Monday, 15 June 2026
Artwork submission deadline	Tuesday, 30 June 2026

**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 company 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	Monday, 15 June 2026
Artwork submission deadline	Tuesday, 30 June 2026

