

Welcome to the 35<sup>th</sup> Nordic Congress  
of Dermatology & Venereology

**NDA** NORDIC  
DERMATOLOGY  
ASSOCIATION

April 19-22, 2022  
Copenhagen · Denmark

NCDV  
2022



## PRACTICAL INFORMATION FOR SPONSORS AND EXHIBITORS



[www.ncdv2022.org](http://www.ncdv2022.org)

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NCDPV  
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## TABLE OF CONTENTS

<b>GENERAL INFORMATION .....</b>	<b>3</b>
Organisations .....	3
Conference organiser .....	3
Dates .....	3
Official language.....	3
<b>COVID AND HYGIENE REGULATIONS .....</b>	<b>4</b>
<b>CONFERENCE VENUE .....</b>	<b>4</b>
How to get there .....	5
From airport by taxi .....	5
From airport with public transport .....	5
From Central Train Station .....	6
Parking .....	6
Access for deliveries and trucks .....	7
<b>EVENT SCHEDULE.....</b>	<b>8</b>
Social events .....	9
<b>PRELIMINARY PROGRAMME.....</b>	<b>9</b>
<b>EXHIBITOR REGISTRATION .....</b>	<b>9</b>
<b>EXHIBITION HALL DESCRIPTION AND GENERAL INFORMATION ON SETTING UP AND DISMANTLING .....</b>	<b>11</b>
Description of the area.....	11
<b>STAND BUILDING ORDERS AND DECORATION.....</b>	<b>11</b>
Electricity .....	13
Wi-fi .....	13
Catering.....	13
Booth cleaning .....	13
Lead retrieval .....	13
<b>SHIPPING AND DELIVERIES.....</b>	<b>14</b>
Storage .....	14
<b>BRANDING AT THE VENUE .....</b>	<b>14</b>
Promotional materials – help us tell your world about the congress.....	15
<b>IMPORTANT DATES.....</b>	<b>15</b>

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NCDPV  
2022



## GENERAL INFORMATION

### Organisations

[Nordic Dermatology Association](#)

### Conference Secretariat

CAP Partner

Nordre Fasanvej 113

2000 Frederiksberg, Denmark

Tel.: +45 7020 0305

[www.cap-partner.eu](http://www.cap-partner.eu)

E-mail: Sandy Ma at [sm@cap-partner.eu](mailto:sm@cap-partner.eu)

Direct: +45 3842 9563

### Dates

April 19 - 22, 2022

Exhibition set-up and pre-registration: April 19, 2022

### Official language

The official conference language is English.

### Programme

Link to [Scientific Programme](#)

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DERMATOLOGY  
ASSOCIATION

April 19-22, 2022  
Copenhagen · Denmark

NCDPV  
2022



### COVID AND HYGIENE REGULATIONS

The Organiser will ensure compliance with the COVID-19 restrictions valid at the time of the congress. We will keep you informed in the weeks leading up to the congress, especially on any restrictions affecting travel and congress activities.

### CONFERENCE VENUE

#### **Tivoli Congress Centre**

Arni Magnussons Gade 2  
1577 Copenhagen, Denmark  
[www.tivolihotel.dk](http://www.tivolihotel.dk)



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**NDA** NORDIC  
DERMATOLOGY  
ASSOCIATION

April 19-22, 2022  
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NCDPV  
2022



## How to get there

### From airport by taxi

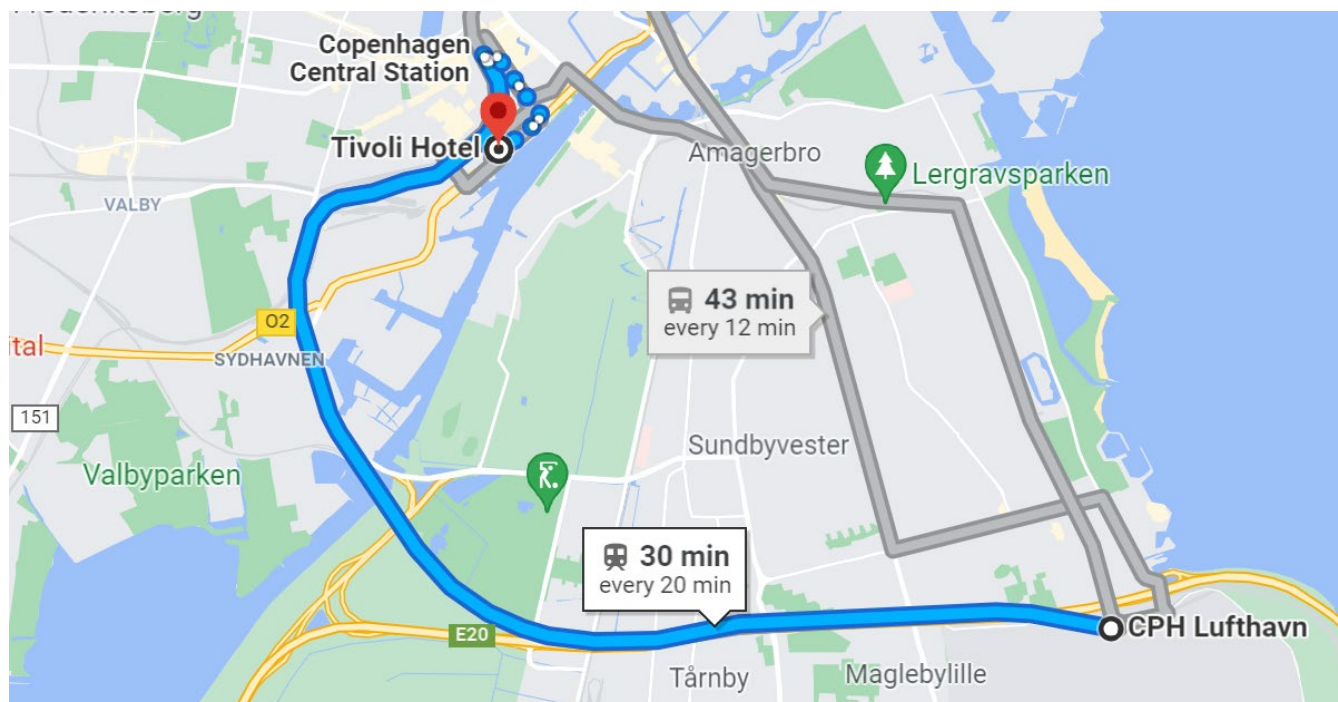
Tivoli Congress Center is located 13 km from the Copenhagen Airport. Take any of the taxis outside the Arrivals terminal – the ride will take around 20 minutes and costs around 350 DKK / 50 EUR.

### From airport with public transport

The easiest way is to take a train to the Copenhagen Central Station. When you walk out of Arrivals hall, walk straight ahead for about 50 meters. You will find the Ticket sales on your right, before you reach the elevators / stairs. Entrance to the train platform is on your right as well.

One way ticket costs around 36 DKK / 5 EUR. Buy the ticket at the Ticket sales – it is not possible to buy the ticket in the train or at the platform.

The trains depart every 10. Minute from the airport to Copenhagen Central Station during the day. In evening hours it will be every 20. Minute, and during the night just once an hour. To get to the central station by train will only take 15 minutes.



# Welcome to the 35<sup>th</sup> Nordic Congress of Dermatology & Venereology

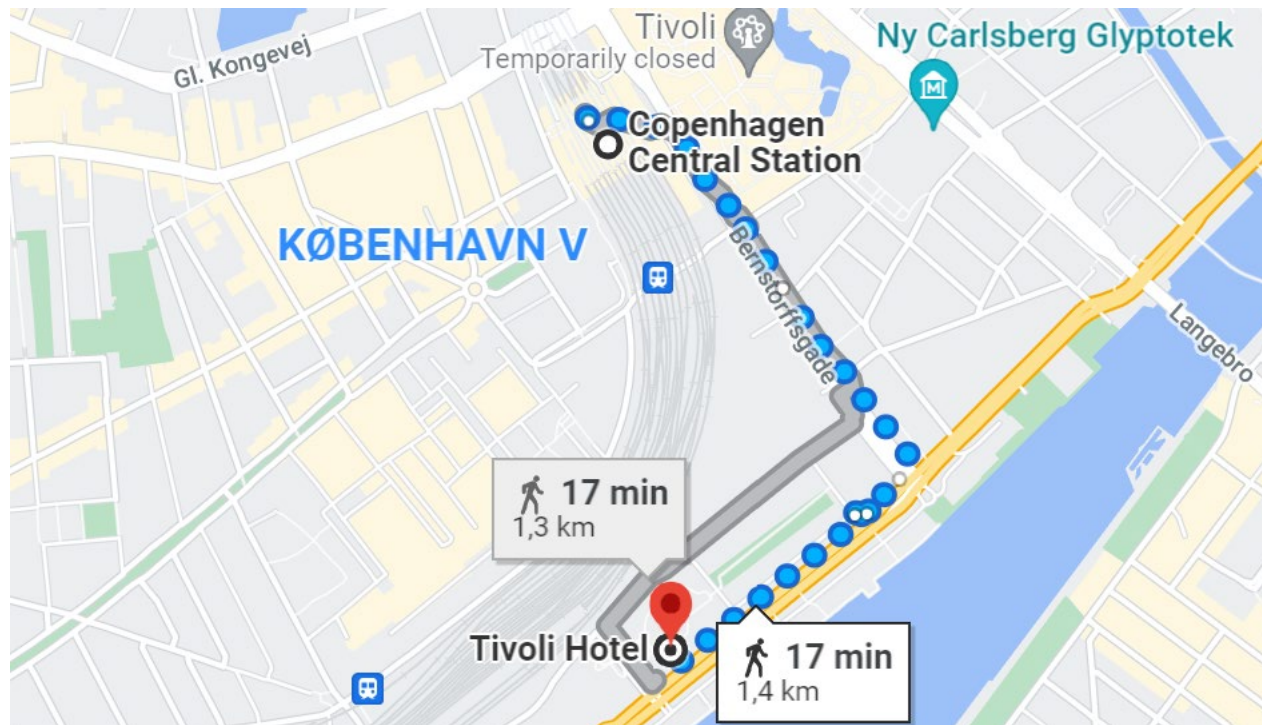
**NDA** NORDIC  
DERMATOLOGY  
ASSOCIATION

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Copenhagen · Denmark



## From Central Train Station

The venue is located 10-minutes' walk from Copenhagen Central Station.



## Parking

In collaboration with Wakeup Copenhagen, THCC offers a video-monitored car park for hotel guests. The car park is located between the two hotels on Kristian Erslevs Gade no. 1 and have direct access to THCC through the basements. The Parking facilities are administrated by an external collaborator, One Park. Please note that that THCC cannot guarantee availability. Furthermore, it is not possible to book parking space in advance.

Price pr hour: DKK 45

Price pr day: DKK 195 - more than 6 hours

You can find more information about parking on the website:

<https://www.tivolicongresscenter.com/about-us/parking,-a-,transportation>

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**NDA** NORDIC DERMATOLOGY ASSOCIATION

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NCDPV  
2022



## Access for deliveries and trucks

For deliveries made during the Setup period please note the following:

- Access to the loading bay is possible during 6 am to 4 pm from Monday to Friday and 8 am to 1 pm Saturday
- Drivers of delivery vehicles must access the loading bays via an ancillary access road behind THCC that leads directly to the loading/unloading area. The bays in turn lead directly to the back of the stages.
- The ancillary access road is for loading/unloading only. No parking is allowed on this road.
- THCC has a small pallet jack which can be borrowed upon request for transporting goods to your stand.
- The area for unloading is on ground level and accessible directly connected to the exhibition's corridors.
- Please ensure that deliveries are not packed onto anything larger than a European size pallet (80 cm x 120 cm) as the dimensions of the freight door is 80 cm WIDE and 210 cm in HEIGHT.

Please find enclosed a map showing vehicle access for THCC.



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**NDA** NORDIC  
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ASSOCIATION

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NCDPV  
2022



## EVENT SCHEDULE

	<b>Date</b>	<b>Time</b>
<b>Exhibition build-up</b>	April 19 (Tuesday)	13:00 – 21:00
	April 20 (Wednesday)	08:00 – 11:00

If you ordered stand build-up with Holmud, your stand will be ready April 19 around 15:00 at the latest.

<b>Registration opens</b>	April 19 (Tuesday)	15:00-17:00
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<b>Exhibition dismantling</b>	April 22 (Friday)	13:30 – 20:00
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Stands may not be dismantled until all delegates have left. Furthermore, exhibitors will be responsible for any charges incurred if the Exhibition Area is not cleared by the stated time for end of dismantling.

## Exhibition hours

	<b>Exhibition hours</b>	<b>Programme hours</b>
April 20 (Wednesday)	12:00 – 19:00	10:15 – 19:00
April 21 (Thursday)	10:00 – 15:30	08:30 – 17:30
April 22 (Friday)	10:30 – 15:00	08:00 – 15:00



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2022



## Social events

	<b>Date</b>	<b>Time</b>
<b>Welcome Reception in Exhibition area</b>	April 20 (Wednesday)	17:30 – 19:00

We hope you will be able to join us for the Welcome Reception – it is included in your registration.

<b>Congress Dinner at Langelinje Pavillon</b>	April 21 (Thursday)	19:00 – 23:55
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The Congress Dinner will be held at Langelinje Pavillon. Join us for a lovely conference dinner and get the chance to spend an evening with colleagues and new acquaintances in an informal atmosphere.

The congress dinner is not included in the registration fee, but you can purchase a dinner ticket through the online registration:

Ticket price: 500 DKK (incl. VAT)  
Purchase ticket here: <https://ncdv2022.org/registration>

## PROGRAMME

The programme can be found [here](#).

## EXHIBITOR REGISTRATION

The deadline for registration of all sponsors and exhibitors is **29 March 2022**.

Registrations must be made through the online registration system.

We recommend using Firefox or Google Chrome as the registration system works better in these browsers.

To start the registration process, you need to create an account. The system will automatically recognize your email address if an account already exists in the system. You can request a password reset if you have forgotten your password.

Please do not create a new account using a different email address.

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Registration is a 6-step process.

Make sure to follow through to the end (green buttons will bring you through the steps).

1. Log-in or create an account and go to individual registration to start your registration. Registrations can be made either for yourself or for someone else.
2. From the dropdown menu choose the participant type **“Exhibitor stand personnel”** or **“Corporate sponsor participant”** and enter the **sponsor/exhibitor code and company name** below.
3. Add relevant exhibitor badge(s), free or additional badge, social events and proceed to finalise your registration.
4. Hereafter you will be able to register further participants if needed or proceed to finalise your registration.
5. After you have completed the payment step (if any payment needed) you will see a summary of your registration. To finish the process and confirm the registration click the green Finish registration button.
6. Completion of the registration process will create an automated email confirmation. Please check your SPAM filter if you do not receive it in your regular inbox.

[Go to the Online Registration through this link](#)

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## EXHIBITION HALL DESCRIPTION AND GENERAL INFORMATION ON SETTING UP AND DISMANTLING

### Description of the area

Floor: nature stone

Walls: Painted dry wall

Floor load capacity: 500 kg/m<sup>2</sup>

Headroom: variable height due to ceiling design, from 4 meters to 5,60 meters.

Ceiling lights: halogen lamps

Banners should be delivered with "eyes" in the top of each corner of the banner and have extra weight at the bottom. There are 5,60 meters from the hooks in the ceiling in the foyer to the floor. If you wish to have a banner where the guests can walk underneath, the length should not exceed 3 meters, when hanging the banner directly on the hook. If wire is used – this should be deducted from the 3 meters.

Maximum height for building stands is **3 meters**.

Holes may not be made in the walls, ceiling or floor of the exhibition hall. Any alterations or damage to rooms, facilities or objects will be charged to the exhibitor responsible.

## STAND BUILDING ORDERS AND DECORATION

You can either build your own stand, or order a stand package from our partner, Holmud Expo.

We wish to create an open and attractive exhibition area and have therefore tasked Holmud Expo with creating a design that will work best in this particular exhibition area. The hallmark of the stand is the full-scale full colour digital print back wall, which will give your company excellent visibility and will attract participants to your stand.

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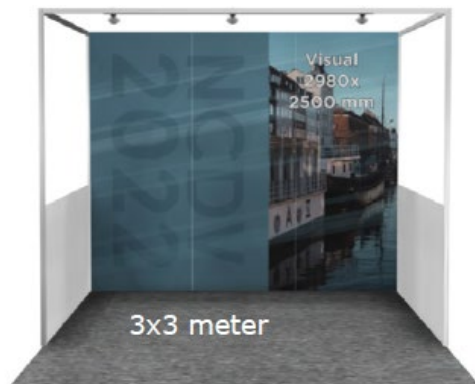
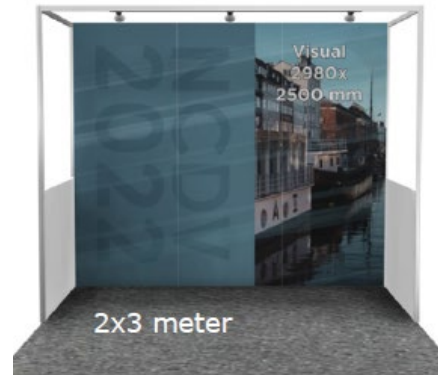
**NDA** NORDIC  
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2022



Holmud Expo Stand packages visualization and specifications:



Holmud Expo has set up a Webshop where you can easily order the above stand packages, equipment or services you might need for your stand. You will receive a personal login from Holmud Expo before March 15, 2022.

Link: <https://exposhop.holmud.dk/>

Username: You will receive your login credentials before March 15, 2022.

**The deadline for ordering equipment is March 29, 2022.** Orders after this date are subject to 25% late order surcharge.

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## Electricity

There will be one power plug (220 V) at each booth. In case you want to buy extra, please order this through Holmud Expo Webshop.

The deadline for ordering extra electricity is March 19, 2022. Hereafter additional 25% higher cost.

## Wi-fi

Free wi-fi is provided at the venue. The code is: tivolihotel

## Catering

It is allowed to serve small eatable items, cakes and beverages as coffee and tea on the booth. You are allowed to bring this from an external supplier.

## Booth cleaning

The public areas and aisles at the exhibition area will be cleaned every evening. If you want to book additional booth cleaning, please contact us.

## Lead retrieval

You will have the possibility to book a lead scanning app to capture contact details of the visitors at your stand. The App can be downloaded for iOS and Android phones and devices and works by scanning the QR-codes on delegates' badges. The App makes it faster and easier to follow up on potential clients during and after the congress and has a number of additional functionalities, allowing you to for example immediately send materials and clinical studies to the interested client etc.

To learn more about the App, please visit: <https://boabee.com/>

To book your license(s), please contact Sandy Ma ([sm@cap-partner.eu](mailto:sm@cap-partner.eu)). The prices are as follows:

1 license (1 device)	125 EUR
Additional licenses	75 EUR

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## SHIPPING AND DELIVERIES

Please state 'NCDV 2022', date, exhibitor's name, and booth number on all stand material.

NCDV 2022 co-operates with DSV who can deliver your items directly at the stand on-site.

Please contact DSV if you wish to deliver a package before the build-up date for the event. You can also arrange return shipping with DSV.

Shipping instructions, labels, and tariffs will be updated on congress website and sent out to all exhibitors in March 2022.

**The deadline of deliveries booked through DSV is April 12, 2022.** If you have staff on-site to receive your materials, packages can be delivered at the venue, **during build-up times on April 19, 2022.**

The venue cannot provide boxes, tape, or plastic to wrap. All exhibitors must provide this themselves or book through DSV in advance. All the paperwork must be done by the owner of the items or by DSV.

Neither the venue nor the organiser is responsible for loss of any item.

### Storage

In case you need to store materials during the event, please contact Sandy, [sm@cap-partner](mailto:sm@cap-partner) for further information.

## BRANDING AT THE VENUE

To get more visibility you can book further branding of your company, please contact Sandy Ma at [sm@cap-partner.eu](mailto:sm@cap-partner.eu) to get more information about the possibilities and cost.

Any company branding, roll-ups or fliers need to stay within the exhibition stand unless previously agreed with Organizer (Sandy Ma). Roll-ups will be removed and delivered back to the company stand.



Promotional materials – help us tell your world about the congress

To help promoting NCDV 2022 we encourage you to promote NCDV on your media.

You can find promotional materials (banner, flyer etc.) here:

<https://ncdv2022.org/conference-information/materials-for-download>

If you need any further materials, please contact Sandy, [sm@cap-partner.eu](mailto:sm@cap-partner.eu).

We are also happy to discuss cross-promotion ideas with you and your communication and marketing team.

Let us know if you would like to book a quick call to discuss.

## IMPORTANT DATES

Deadline	Applies to...
<b>7 March, 2022</b>	Print deadline – advertisements, logos, company description
<b>29 March, 2022</b>	Registration deadline
<b>29 March, 2022</b>	Holmud Expo shop order deadline
<b>12 April, 2022</b>	Deadline for deliveries to DSV