



NCDV
2025



**36th Nordic Congress of
Dermatology and Venereology**

6 - 9 May, 2025

Scandic Marina Congress Center · Helsinki · Finland

**PRACTICAL INFORMATION FOR
SPONSORS AND EXHIBITORS**

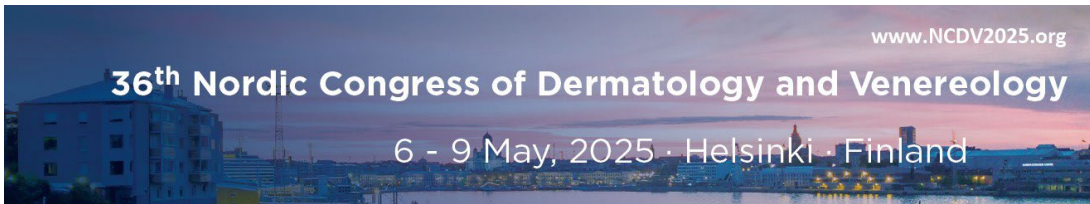
The congress is organised
in collaboration with

NDA NORDIC
DERMATOLOGY
ASSOCIATION



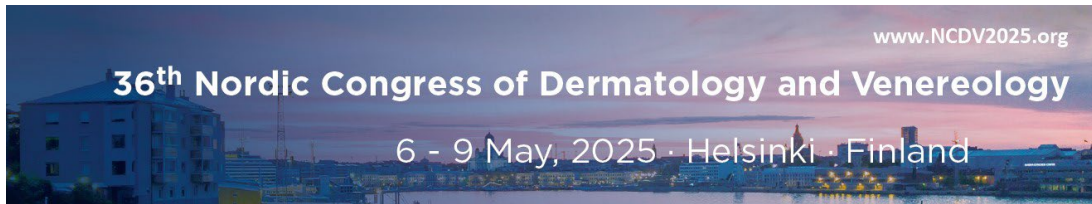
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August 2024



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NCDV 2025 Welcomes You!

Dear Sponsors and Exhibitors,

We are thrilled to present the Technical Manual for NCDV 2025, where you can find general and practical information for exhibiting at Scandic Marina Congress Center, Helsinki, Finland, 6-9 May 2025.

This manual includes all relevant information about the exhibition and is designed to assist you in planning for your participation.

Please forward this manual to anyone involved in the congress, including any contractors, and stand builder.

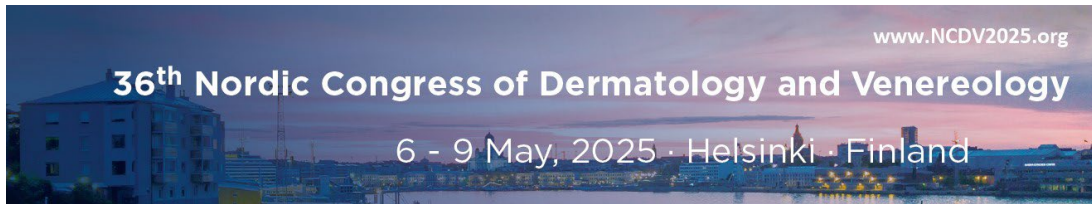
We look forward to welcoming you to Helsinki and wish you all a successful congress.

Best regards,

On behalf of the NCDV 2025 Local Organising Committee

Rikke Hellung

Sponsor & Exhibition Manager



GENERAL INFORMATION

Local Organising Committee

- Prof. Veli-Matti Kähäri. Congress President
- Prof. Kaisa Tasanen. Congress Co-President
- Prof. Teea Salmi. Chair Scientific Programme

Website: NCDV2025.org

Organisation:

[Nordic Dermatology Association](#)

Congress Organiser

NCDV 2025 Congress Secretariat:

c/o CAP Partner

Nordre Fasanvej 113

2000 Frederiksberg, Denmark

Sponsorship & Exhibition contact person:

Rikke Hellung

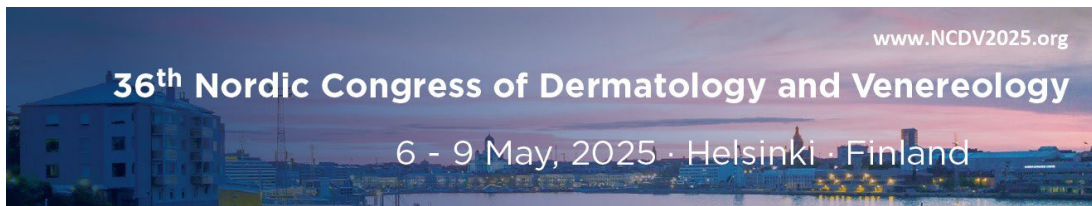
E-mail: rh@cap-partner.eu

Direct: +45 3842 9564

General

The official congress language is English.

Link to [Programme](#) – preliminary programme is published mid-2024.



CONFERENCE VENUE

The conference will be held at:

Scandic Marina Congress Center (MCC)

Short **MCC**

Katajanokanlaituri 6,
00160 Helsinki Finland

[Hotel Website](#)

Please contact: phone +358 9 4272 2521

E-mail: sales.marinacongress@scandichotels.com

Close to Helsinki city Centre, the hotel is located by the sea in the idyllic Katajanokka district next to the SkyWheel Helsinki, Allas Sea Pool, Uspenski Cathedral, and the Market Square. The hotel is in a quiet, convenient location and the easiest way to explore the city is on foot or by tram, with a tram stop right next to the hotel.



Accommodation

We have reserved rooms at the conference venue Scandic Marina Hotel. You can book your room directly at the venue [SCANDIC GRAND MARINA](#) or via our webpage [NCDV2025](#).

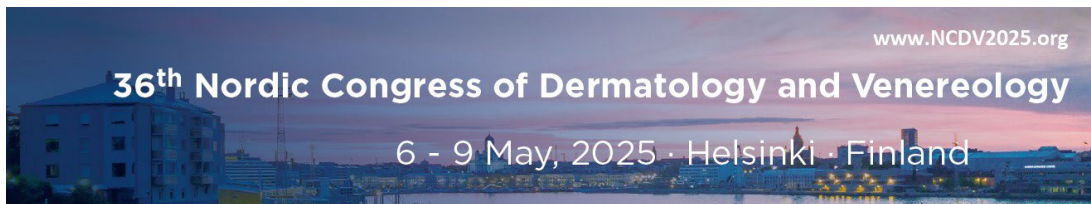
The code is BCA070525 and it is valid until 22.4.25 and subject to availability of rooms.

Bookings can be made from 6th May until 9th May.

Price: 149 € single room per night
 €169 twin/double room per night

Parking at the Venue

The onsite carpark has 70 outdoor spaces, payments should be made at the payment machine or using



Easypark or Parkman app. Parking garage payments should be made directly to reception. Prices and information can be found on the [webpage](#).

Travelling to Helsinki

Currency: Euro (EUR)

Credit cards: All major credit cards are accepted; however, some places will prefer cash payment, especially for small amounts.

Helsinki airport is easily accessible from many major European cities. Helsinki Airport is located 20 kilometers from Helsinki City Centre, from where it takes around 30 minutes by car/taxi or the train to reach the city center.

How to get from the airport to the city center

By train:

Commuter trains I and P are a fast and convenient way of travelling between the city center and the airport. Helsinki Airport's train station is located under the terminal. The journey takes approximately 30 minutes. To get to or from the airport, you will need an ABC ticket. Single tickets and day tickets can be purchased using the HSL mobile app or from HSL ticket machines (at train platform), or R-kiosks. Tickets cannot be purchased onboard commuter trains. Timetables, tickets, and fares for local trains can be found on [HSL website](#).

By bus:

Buses 415N, 431N, 562, 570 and 600 also operate between the airport and city center. To get to or from the airport, you will need an ABC ticket, which you can purchase from HSL ticket machines, HSL mobile app or sales points like R-kiosk. A bus ride from the airport takes approx. 40–50 minutes.

By taxi:

The journey between Helsinki Airport and the city center by taxi takes approximately 30 minutes and costs around €40-45.

By car

If you are traveling by car you can plan your [route](#) via online planning.

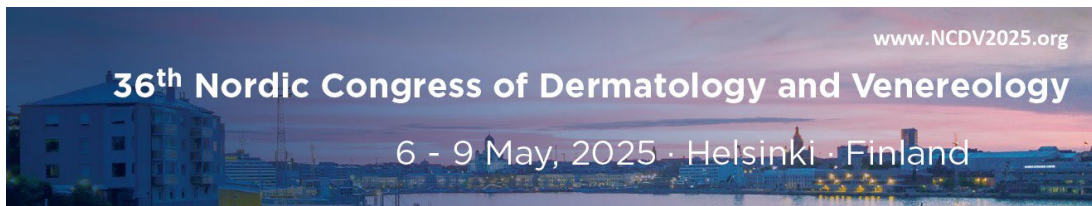
Public transport in Helsinki

Read more about all Public transport in Helsinki at [Welcome Helsinki – Public transport](#)

- Helsinki Region Transport (HSL)
- HSL app and card
- Buses, trams, metro, commuter trains, city bikes and ferries

Helsinki By tram

Trams are a convenient way of getting around the city center, and it is possible to use an [Helsinki card](#) when traveling during NCDV 2025.



EXHIBITION

Buildup & Dismantling

Build up for **WS-EXPO (loading area)**: Tuesday 6th of May 2025 at 09.00 – 11.00: [Exclusively WS-EXPO](#)

Build up **exhibitors**: Tuesday 6th of May 2025 at 11.00 – 17.00: **All companies – note loading area restrictions**

Build-up Wednesday 7th May 2025, 08.00 - 11.00 (WS-Expogroup staff on site).

Dismantling WS-EXPO: Friday 9th of May 2025, 13:30 – 18:00

Dismantling: Friday 9th of May 2025 at 15.30 – 19.00.

Unloading area at Venue, time slot

Tuesday 6th of May 2025

- 9.00-11.00: **WS-EXPO Exclusively**
- 11.00-13.00: **DSV Exclusively – transport supplier**
- 13.00-17.00: **Exhibitors**

Stand information & construction

The exhibitor will be responsible for the building, fitting, and dismantling of his stand. The exhibition takes place on the 1st floor (equal to ground floor) and the 2nd floor at MCC.

Your stand will be marked beforehand, no equipment is to be placed outside of the marked stand. No roll-ups or other marketing material is allowed outside of the stand area.

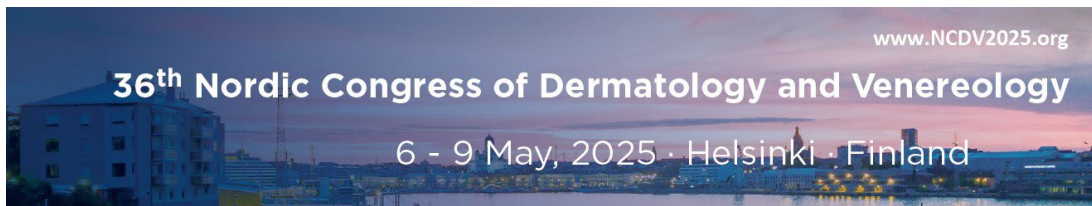
No exhibits or publicity products may be mounted on the floor, walls, ceiling, or columns. The exhibitor will be liable for any damage caused by him to the building or the exhibition area.

Raised floors, special structures and overhead decks, and the use of carpet-tape must be negotiated with MCC. Carpets, stickers and wall tape must be removed after the event.

Painting is prohibited on the exhibition stand!

Dismantling of stands is allowed after closing the exhibition. No garbage and material are allowed to be left at the stands. The goods and material deliveries afterwards must always be agreed with the Conference host/-ess or Floor Assistant. Garbage must be removed by the exhibitor to the point shown for this purpose. Exhibitors must ensure that exhibition carpets are carried out. The carpets are hazardous waste and Marina Congress Center MCC will charge starting from 100 € / carpet if the carpet is left at the Marina Congress Center for further treatment.

It is not allowed to use nails/screws or anything similar that possibly could damage the walls/ floors or interior of the congress center.



The following is included in your stand booking:

- 1 power outlet
- *Conference table (60x120cm) no tablecloth
- *Chair
- Wi-Fi

*Depending on your package.

Maximum height for building stands is 2,5 meters.

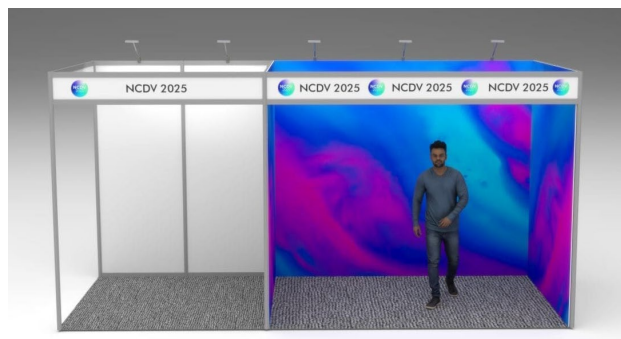
EXHIBITION STAND BUILDER WS-EXPO

You can use WS-EXPO to help you with stand equipment, they can design and build stands, modular stands and customised special stands. They have standard walls, furniture, and graphic printing options. A well decorated stand gives your company better visibility. You can order stand packages, carpets, lights, full prints, additional furniture, and tv-screens through the exhibition shop. EXPO web shop will open in the autumn.

Link: [NCDV 2025 – Expo-Shop](#)



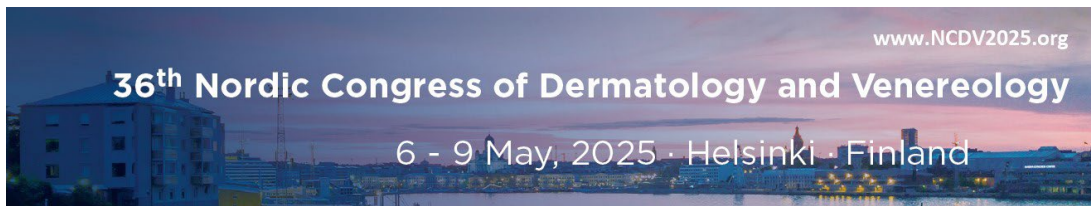
or:



The deadline for ordering stand equipment at WS-EXPO is 4th April 2025. Orders after this date are subject to late order surcharge.

Electrical installations

Electric is included in the stand. The main electricity supply is alternating current at 220/380 V, 50 Hz. The exhibitor must order any extra electrical installations required through SMCC. SMCC will not be responsible for any damage caused by a power failure. The exhibitor, in their capacity as owner, will be responsible for any electric appliances he has brought to the stand.



Catering at the exhibition stands

Please note that SMCC have exclusivity rights for catering and alcohol, all catering served in the venue must be ordered via Scandic. Exhibitors may not serve any products brought to the stand themselves apart from the company's own sweets with the company's own logo.

A separate order form for catering will be sent to the client. All orders are to be made at the latest 2 weeks before the event. If exhibitors have made a separate order for stand catering the products need to be paid to our meeting host at the information desk. The credit card number asked when booking the products is only to guarantee the order.

The catering services must be ordered in advance from MCC Sales Department.

Please contact: +358 9 4272 2521

E-mail: sales.marinacongress@scandichotels.com

Garbage handling & cleaning

Before the exhibition area opens, all empty boxes and waste must be removed from the area. It is not allowed to keep empty boxes etc. visible at the stand for safety reasons.

MCC is responsible for the general cleaning of the exhibition areas. Cleaning includes vacuuming/cleaning the floor and emptying litter basket. Special cleaning of exhibition stands, and post-cleaning is the responsibility of the exhibitor. However, exhibitors can arrange a special cleaning with Marina Congress Center for an extra charge based on a separate offer. E-mail: sales.marinacongress@scandichotels.com.

Insurance

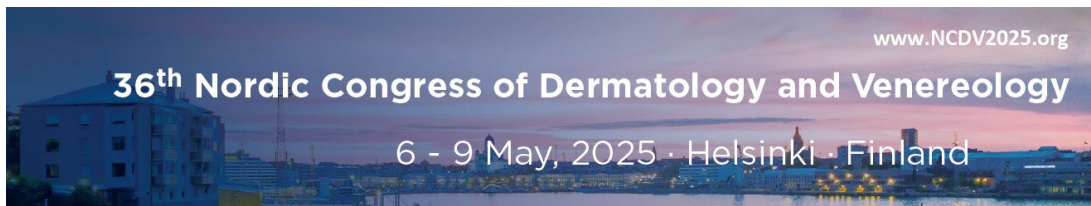
The exhibitor must take out any liability and goods insurance he deems necessary at his own expense. MCC will not assume any responsibility for property stored or left on the premises unless a separate security agreement has been made with MCC. The insurance policies held by MCC cover any damage caused to a third party by the actions of MCC's own employees or by any MCC devices or buildings.

Fire precautions and other safety measures

MCC is equipped with an automatic alarm and sprinkler system. Written permission must be obtained in advance for any work with a naked flame. The person conducting any unauthorized work will be liable for any damage caused. The current fire safety regulations and legislation must be observed at all times. Permission must be sought in advance from the fire authorities for the use of any equipment carrying a fire risk. The legislation and regulations on fire safety must be observed at all times.

The exhibitor must pay special attention to the following safety aspects:

- emergency exits
- fire safe building materials: carpets, textiles, etc.



- inflammable liquids or combustible gas, which may not as a rule be stored or used in the building
- the location of smoke and heat detectors and sprinkler nozzles
- safe storage of material

LEAD RETRIEVAL

You will have the possibility to book a lead retrieval scanning app to collect 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 book your license(s), please contact Rikke Hellung (rh@cap-partner.eu). The prices are as follows:

1 license (1 device)	150 EUR
Additional licenses	100 EUR

REGISTRATION

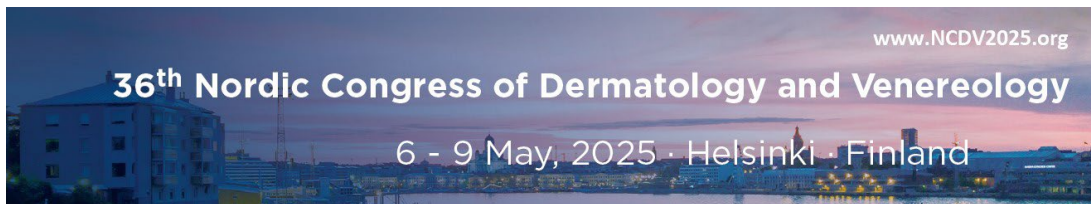
Deadline for registration for sponsors and exhibitors' participants is 01 April 2025 and must be made through the online registration system. Please go to the link [Registration](#) to register all participants. Go to "Create a new user account" and follow the guide. Complimentary registrations: You are entitled to the following number of registrations:

Sponsor & exhibitor type	Number of registrations
Diamond Sponsorship	3
Gold Sponsorship	3
Silver Sponsorship	2
Exhibitor 6 sqm	1
Exhibitor 4 sqm	1

Kindly note:

- Exhibitors must always wear their badged, also during build up and dismantling days
- Each registration requires a name, e-mail address, institution, and country
- Each stand personnel can register themselves and It's possible to register others
- A company's own badge or business card will not be accepted instead of the official congress badge
- Individuals who do not have badges will not be admitted into the congress area

You get your badges at the congress when arriving at the congress desk. A complementary badge has full access to the exhibition and sessions.



Additional Exhibition Badge

It is possible to buy additional badges for the exhibition ONLY, without access to the session rooms. An exhibition badge can be purchased online through the registration system. Each company can buy a maximum of 3 additional badges.

SHIPPING AND DELIVERIES

NCDV2025 co-operates with the global transport supplier DSV, who can deliver your items directly to the stand on-site and store them before (advance warehouse), so that you do not have to ship just-in-time. **The venue cannot receive any packages before the congress.**

DSV will contact you directly latest 01st March 2025 and we will also send you additional information closer to this date.

Please use the shipping labels provided online (end 2025) by DSV and include date, exhibitor's name, and stand number on all stand material.

Shipping instructions, labels, and tariffs will be updated on the congress website and sent out to all exhibitors no later than 15th March 2025.

The delivery deadline for shipments booked through DSV is 7th April 2025.

If you have staff on-site to receive your materials, packages can be delivered to the venue during the build-up hours on 6th May 2025. It is not possible to send materials to the venue prior to this date as the venue does not have the capacity or manpower to store them. If prior shipping and storage are required, please contact DSV.

Venue cannot provide boxes, tape, or plastic to wrap. All exhibitors must provide these themselves or book through DSV in advance. All paperwork must be completed by the owner of the items or by DSV.

Neither the venue nor the organizers are responsible for loss of any item.

Storage and deliveries

We recommend using Shipping partner DSV.

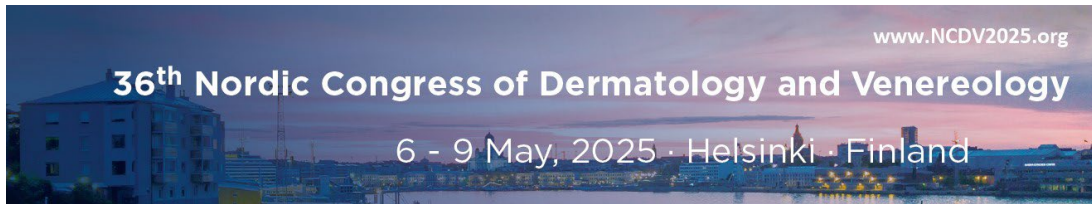
All material sent in advance can ONLY reach the venue on the first set-up day 6th of May 2025.

Scandic Marina Congress Center does not take care of any customs. Therefore, the sender and the receiver must be the same company (the exhibitor).

Access for Deliveries and Trucks

For deliveries made during the build-up period MCC has a loading dock and platform adjoining the goods lift. The internal dimensions of this service lift are as follows:

- Door width 2500 mm



- Door height 2250 mm
- Lift depth 3600 mm
- The carrying capacity of the lift is 5000 kg.

As a rule, MCC has no storage facilities for incoming exhibition goods or other materials.

The exhibitor will be responsible for the reception, unpacking and storing of his goods and for their removal after the exhibition.


The shipment must include following information:

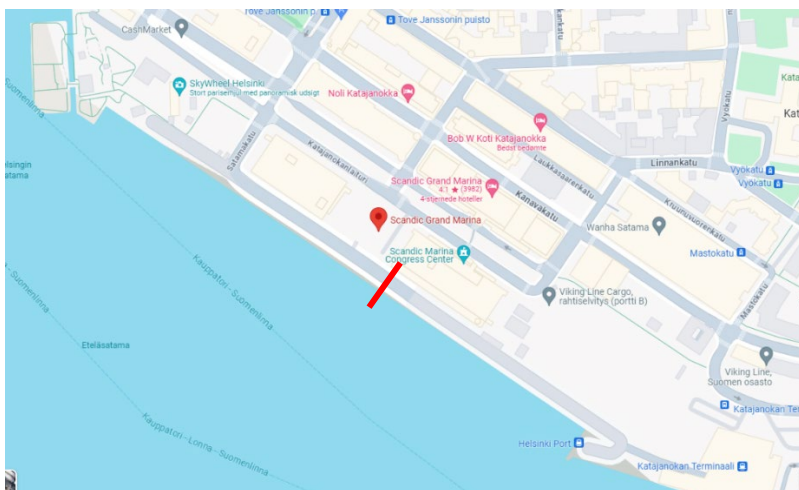
Marina Congress Center
Name and date of event
Receiver/contact person of exhibitor and mobile number
Katajanokanlaituri 6
FIN-00160 HELSINKI

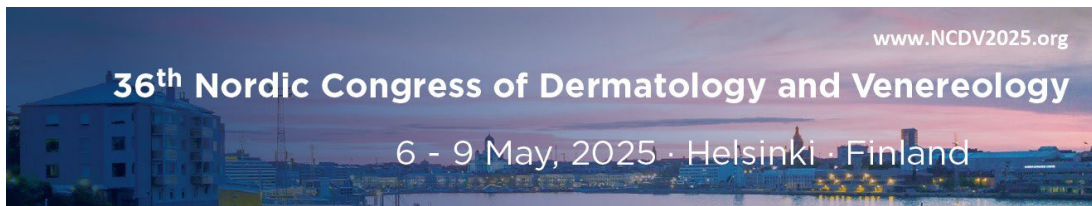
Please note the following:

- Access to the loading dock is possible Tuesday 6th May at 9 - 17 and Friday 9th at 13.30 – 17
- Please see timeslots at page 7 (Buildup & Dismantling)
- Delivery vehicles must access the loading dock via Katajanokanlaituri 6, 00160 Helsinki, Finland
- No parking is allowed in the loading area
- The area for unloading is on ground level and is directly accessible from the exhibition's corridors.
- Please ensure that deliveries are within internal dimensions (please see above dimensions)

Please find a map showing vehicle access for MCC.

Loading area is marked with the red line 





Customs

Arrival and exit declarations: Read more on Tulli.fi/en/businesses/arrival-and-exit-declarations or the new website Tulli.fi/en/frontpage. The exhibitor is responsible for all customs, unless using DSV shipping as they will be responsible then.

EVENT SCHEDULE

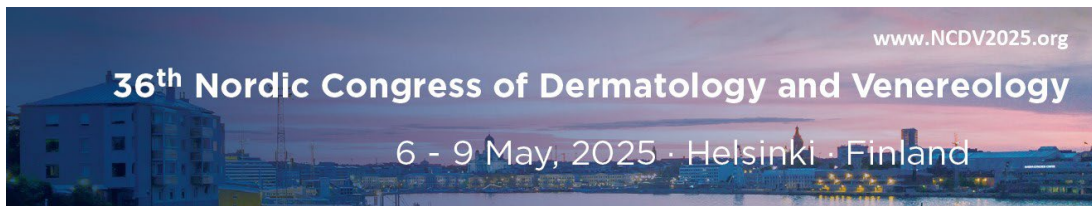
Tuesday 6th May	Time
WS-EXPO build-up	9.00 – 11.00
Exhibition build-up	11.00 - 17.00
Congress pre-registration	15.00 - 17.00
Wednesday 7th May	Exhibition Day 1
Registration from	8.00
Exhibition build-up	08.00 - 10.00
Daily programme & exhibition hours	10.00 - 17.30
Welcome reception (City Hall)	18.30 - 20.00
Thursday 8th May	Exhibition Day 2
Registration from	08.00
Daily programme & exhibition hours	08.30 - 17.00
Congress Dinner	19.00 - 24.00
Friday 9th May	Exhibition Day 3
Daily programme & exhibition hours	9:00 - 14.00
Exhibition dismantling	14:00 - 18:00

Please note that this is a preliminary schedule, and times may change. Always refer to the online programme.

Social events

	Date	Time
Welcome Reception – City Hall	7 th May	18.30 - 20.00
Congress Dinner	8 th May	19.00 - 24.00

Welcome reception is held at Helsinki City Hall.



INDUSTRY SYMPOSIUM

Please send the symposium description, title and speakers in the provided document regarding the industry symposium and send to rh@cap-partner.eu by **06th September 2024**. If you are presenting an industry symposium, this text will also serve as your proposal to be reviewed by the Programme Committee.

ADVERTS

Separate information will be sent if you have an advert included in your sponsorship or have a digital advert. Please contact Rikke Hellung for questions.

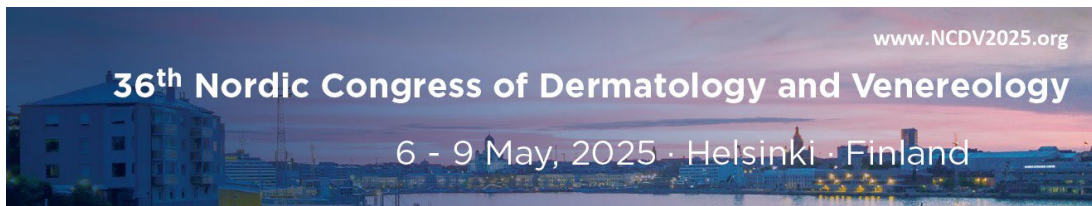
BRANDING

To get more visibility you can book further branding of your company. See our branding catalogue for further information.

Promotional materials

Tell your world about the congress. You are free to use the below banners for your event calendar and to share with your network and customers.





IMPORTANT DATES

Deadline	Applies to...
06 September 2024	Send Industry symposium description (page 14)
04 April 2025	WS-Expo Shop order deadline (page 8)
01 April 2025	Print deadline – advert, logos, company description
01 April 2025	Exhibitor & Sponsor registration (page 11)
06 May 2025	Shipment first receiving date at venue