



24TH WORLD CONGRESS
OF DERMATOLOGY
MILAN 2019

GROUPS REGISTRATION GUIDELINES

10-15 JUNE 2019 | MILAN, ITALY
MICO CONGRESS VENUE



International League
of Dermatological Societies
Skin Health for the World



Società Italiana di Dermatologia
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CREATE A NEW COMPANY PROFILE



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CREATE A NEW COMPANY PROFILE

In order to register a group you should, at a first stage, create your own profile.

Please note that a **group** consists of **5 or more participants**.

If you intend to register up to 5 participants, you have to register one delegate at a time, selecting “**Create a new individual user**”.

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Login

Welcome to our on-line registration portal.
To proceed with registration you must register on the site in order to receive login credentials.

Is it possible to create a free personal profile (or Company profile, if any) by clicking on the appropriate button:

- Private users: Create a new individual user

After completing the site registration form, click on the 'register' button in order to save the entered data and receive the login credentials via e-mail.

For this reason, it is important to use a valid e-mail address.

Technical note: if you do not receive an e-mail within a few minutes after registering, please check your spam messages in the event that filters have been activated for your e-mail inbox.

If you already have a username and password, you can proceed directly to register for the event.
To login, you will need:

- To enter your username and password
- Click on the 'Login' button, or press Enter on the keyboard

PLEASE TAKE NOTE THAT:

- The personal information is not for the use of the ILDS, but rather is required by Italian law.
- The personal information will be kept private and secure and used only by Triumph for the purposes of complying with the law.

Create a new individual user Create a new company profile

PRIVATE LOGIN GROUP LOGIN

Username
Password

Login
Back

Create a new company profile



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MASTER DATA COMPANY

To create your Company profile, you need to fill in all the required fields (*), including the Contact Person Details, and click “**Register**”.

You will receive an e-mail with your Company login details (to be used at a later stage).



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Group Registration

STEP 1 - Master Data Company

Please fill in all required fields identified by the asterisk character (*)

Corporate name *		VAT number/Tax Identification number (or other equivalent in your Country) For any enquiry, please contact: registration@thetriumph.com *
<input type="text"/>	<input type="text"/>	
Country *		
<input type="text" value="- (-)"/>		
Address *	Postal Code *	
<input type="text"/>	<input type="text"/>	
Phone	Fax	Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Person Details		
Name *	Surname *	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Email *	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Back"/>		<input type="button" value="Register"/>

(Your Username and Password will be sent to this e-mail address)



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GROUP REGISTRATION REQUEST

Start your group registration by naming your delegation.

Ticking the box “**Enable web access group/delegation**” the contact person will receive an e-mail with his/her personal login.

Select category and rate of the group (by opening the drop down menus) and specify the number of participants you wish to register for each category.

Then click “**Add to Group**”.

Repeat the same operation for other categories.

When you finish to select the desired contingent, click “**Continue**”.

STEP 2 - Request for the group registration.

Through this section you can detail any participation in courses or social events.

Group/Delegation name

*Write **HERE** the name of the **DELEGATION***

Enable web access group/delegation

Surname	Name	Email
Da Vinci	Leonardo	l.davinci@gmail.com

Category	Rate	Pax Number
-	-	

Add to Group

- ILDS Member* - T00 - ILDS Member - EUR 750 - 5 Pax **Delete**
- Fellow** - T00 - Fellow - EUR 450 - 2 Pax **Delete**

Continue>>



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ADDITIONAL SERVICES

In this section you can select the desired number of courses and/or social events for each group previously added.

We warmly recommend you to order such additional services at this stage: there is a limited number of tickets both for courses and for social events. (Please note that extra services can be distributed to single participants at a later stage.)

Once you select the desired items, click **“Submit Request”**.

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Request Summary

Registration fee:

- (x10) Resident** - Resident EUR 450,00
- (x10) ILDS Member* - ILDS Member EUR 750,00

STEP 3 - Courses and Social Events

Through this section you can detail any participation in courses or social events.

Customizing delegation 1 - (x10) Resident** - Resident

Select which Courses assign to delegation and with what rate

- + 11 JUNE
- + 12 JUNE
- + 13 JUNE
- + 14 JUNE
- + 15 JUNE

Select Social Events and rates

Title	Rate	Pax Number
<input checked="" type="checkbox"/> Welcome reception tickets	T02 - Welcome reception ticket - EUR 22,00	10
<input checked="" type="checkbox"/> Social Dinner	T00 - Social Dinner - EUR 150,00	10

Customizing delegation 2 - (x10) ILDS Member* - ILDS Member

Select which Courses assign to delegation and with what rate

+ 11 JUNE

Title	Rate	Pax Number
<input type="checkbox"/> 11/06/19 - h 08:00-16:15 - Basic Dermatopathology	-	0
<input type="checkbox"/> 11/06/19 - h 08:00-16:15 - Basic Dermoscopy	-	0
<input checked="" type="checkbox"/> 11/06/19 - h 08:00-10:45 - Laser I: Pigment and Hair	T0 - Laser I: Pigment and Hair - EUR 80,00	10
<input checked="" type="checkbox"/> 11/06/19 - h 14:15-16:15 - Laser II: Rejuvenation and Scars	T0 - Laser II: Rejuvenation and Scars - EUR 80,00	10

+ 12 JUNE

Title	Rate	Pax Number
<input type="checkbox"/> 12/06/19 - h 08:00-16:15 - Advanced Dermoscopy	-	0
<input type="checkbox"/> 12/06/19 - h 14:15-16:15 - Chemical Peels	-	0
<input checked="" type="checkbox"/> 12/06/19 - h 08:00-10:45 - Laser III: Vascular	T0 - Laser III: Vascular - EUR 80,00	10
<input type="checkbox"/> 12/06/19 - h 08:00-10:45 - Lipodistribution	-	0
<input type="checkbox"/> 12/06/19 - h 14:15-16:15 - Vitiligo Surgery	-	0

+ 13 JUNE

+ 14 JUNE

+ 15 JUNE

Select Social Events and rates

+ Social Events

Title	Rate	Pax Number
<input checked="" type="checkbox"/> Welcome reception tickets	T02 - Welcome reception ticket - EUR 22,00	10
<input checked="" type="checkbox"/> Social Dinner	T00 - Social Dinner - EUR 150,00	10

Submit Request >>



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SUMMARY AND PAYMENT

You will be redirected to a Summary page.

If you are an Italian Company, you will be requested to provide a C.U.D. and/or your P.E.C. (mandatory for the electronic invoice).

Tick your preference for:

1) send e-mail to... if you have ticked “Enable web access group/delegation” at the beginning of the registration

2) bill to...

3) send invoice to...

Select “credit card” as payment method and click “Complete your request”.

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MILAN, ITALY
Summary of your Company registration

Request Summary

Registration fee:

- **(10 pax) Resident**** - Resident EUR 450,00
 - Welcome reception tickets - T02 - Welcome reception ticket - EUR 22,00 - (10 pax)
 - Social Dinner - T00 - Social Dinner - EUR 150,00 - (10 pax)
- **(10 pax) ILDS Member*** - ILDS Member EUR 750,00
 - 11/06/19 - h 08:00-10:45 - Laser I: Pigment and Hair - T0 - Laser I: Pigment and Hair - EUR 80,00 - (10 pax)
 - 11/06/19 - h 14:15-16:15 - Laser II: Rejuvenation and Scars - T0 - Laser II: Rejuvenation and Scars - EUR 80,00 - (10 pax)
 - 12/06/19 - h 08:00-10:45 - Laser III: Vascular - T0 - Laser III: Vascular - EUR 80,00 - (10 pax)
 - Welcome reception tickets - T02 - Welcome reception ticket - EUR 22,00 - (10 pax)
 - Social Dinner - T00 - Social Dinner - EUR 150,00 - (10 pax)

Total amount EUR 17.840,00

Cancellation Policy

Notification of cancellation must be made in writing to the Triumph Italy srl - Sede di Roma.

The cancellation will be accepted within the 01/01/2019 up to this date the total amount will be refunded less 50% for the cancellation of the registration, there will be no refund for the bank charges.

No refund will be made for cancellations received after the 01/01/2019.

Invoice Details

Company data:

Triumph ECM Srl
Via Lucilio, 60
00136 Roma
ITALY

V.A.T. / P. IVA: 08301311000

Tipologia Azienda
Privati

C.U.D. ** E-mail PEC **

Send email to:

Company contact person
 Delegation/Group contact person

Bill to:

Use the same data as the company
 Please enter different data for billing

Send invoice to:

Use the same data as the company
 Enter data for the invoice shipping

Payment

Select the payment method

Credit Card

Total amount Total amount 17.840,00 EUR

Complete your request



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CREDIT CARD PAYMENT

You will be redirected on a secure payment page, where you may submit your credit card payment

Click on the button with the logos of the various credit cards.

Cards accepted are: VISA, MASTERCARD and AMERICAN EXPRESS.

Please, **do not consider “MyBank” button.**

Fill in “Card Holder”, “Card Number”, “Expiration Date”, “Security code” and “e-mail” fields.

Click “Continue”.

ORDER

Amount: €17840,00

Store: WCD

Order code: QyMyMA==

Reason for payment: 24° World Congress of Dermatology - WCD 2019 - TRM19010

> Payment method

Select preferred payment method

VISA MASTERCARD AMERICAN EXPRESS

~~MyBank~~

< BACK TO SHOP

ORDER

Amount: €17840,00

Store: WCD

Order code: QyMyMA==

Reason for payment: 24° World Congress of Dermatology - WCD 2019 - TRM19010

> Payment method > Enter data > Data summary > Receipt > Return to the store

Card holder: Mario Rossi

Card Number * 4444444444444448

Expiration Date * mm yy

Security code * (CVV2 o 4DBC) 123 [Where can I find the security code?](#)

Email: mario.rossi@example.com

*The fields with an asterisk are mandatory.

[Privacy disclosure](#)

< BACK CONTINUE >



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ATTENDANCE REGISTRATION

Now the registration of your contingent has been successfully processed.

As soon as we receive the payment electronic notification your registration request will be accepted.

You will receive an e-mail with your registration request recapitulation and the **invoice for the amount paid**.

Attendance Registration

Dear Triumph Italy Srl - Sede di Roma,
We are pleased to inform you that your request has been correctly registered for the following event:

"24° World Congress of Dermatology - WCD 2019"

Date and place: June 10 - 15, 2019, Milano, MiCo Milano Congressi

Services confirmation

TEST - TEST 5 pax EUR 0,08

Total amount - EUR 0,41

IVA 22% - EUR 0,09

Total amount EUR 0,50

You will receive the invoice for the amount paid EUR 0,50 at the e-mail address indicated in the registration form.

We look forward to meeting you and take this opportunity to extend our Best Regards,

The Organising Secretariat
24° World Congress of Dermatology - WCD 2019

wcd2019groupregistration@thetriumph.com



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GROUP ACCEPTANCE

You will also receive by e-mail an acceptance notification with a reminder of your login details to enter in your Company Area.

At this stage it will be possible to enter in your Area and to "populate" your delegation adding the personal data for each participant.

It will be also possible to match the extra services (courses and/or social events) previously purchased.

Acceptance Group

Dear Triumph Italy Srl

We are pleased to inform you that your request has been accepted:

**WEB Gruppo Triumph Italy Srl - Sede di Roma (ABC PHARMA) -
22/11/2018 17:50:00**

To fill out the participant's form you will have to enter in your Company Area with these credentials:

Username:

Password:

[Click here to continue](#)



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ADD PARTICIPANTS



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GROUP LOGIN

To personalize your contingent and add the delegates personal data, you should sign in with your credentials (previously received by e-mail) and enter in your Company Area.



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- To enter your username and password
- Click on the 'Login' button, or press Enter on the keyboard

PLEASE TAKE NOTE THAT:

- The personal information is not for the use of the ILDS, but rather is required by Italian law.
- The personal information will be kept private and secure and used only by Triumph for the purposes of complying with the law.

Create a new individual user	Create a new company profile
PRIVATE LOGIN	GROUP LOGIN
	Username <input type="text"/>
	Password <input type="password"/>
	Login
	Back

Insert your
login details



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ADD PARTICIPANTS

For each “**Not assigned**” participant, click on this icon:



and start to fill in all the personal data.

You can start to insert only a part of your contingent and insert the rest of the contingent at a later stage. You will be requested to insert all your delegates and their personal data within March 28th 2019.

From March 29th 2019 to May 20th 2019 you have the possibility to:

- 1) Edit existing delegate data,
- 2) “...” Change names free of charge.

From May 21st 2019 to June 10th 2019 every name change will be charged 50.00 euro each.



Welcome back user Triumph Italy Srl

Dashboard Your Registration summary	New Group Registration Apply for a new group registration	Modify Request
----------------------------------------	--------------------------------------------------------------	----------------

Participant				
-------------	--	--	--	--

Triumph Italy Srl - (ABC PHARMA)

Registration inquiry for groups of 5 Pax made on 17/01/2019 11:31:00 - Triumph Italy Srl - (ABC PHARMA)
Cat.:ILDS Member*

Dante Alighieri	<ul style="list-style-type: none">• Social Dinner• Welcome reception tickets	<input type="button" value="Edit"/> ...
Not assigned		
Not assigned		
Not assigned		



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ENROLLMENT DETAILS

Once you select the icon of a “Not Assigned” participant (), you will be redirected to the “enrollment details” page.

First of all it is mandatory to accept the first two privacy policies. The acceptance of the 3rd privacy policy is not mandatory, but you still have to click on one of the two buttons.

Now you can start to fill in all the participants personal data.

Enrollment details

Personal Details

Authorisation for Processing of Sensitive Data

Enrollment details

1 privacy policy

I have read and examined the information referred to the link https://www.wcd2019milan.org/privacy_policy.pdf

I accept I do not accept

2 privacy policy

I allow to Triumph Italy s.r.l the treatment of My sensitive data (i.e. handicap and/or allergies and more below) so as to assure the restaurant services and access to the spaces of the event in accordance with My personal needs

I accept I do not accept

3 privacy policy - Data treated

I allow to Triumph Italy s.r.l the treatment of My personal data for sending of its promotional and advertising material and/or on the organization of its specific events.

I accept I do not accept



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PERSONAL DATA AND NATIONALITY

Fill in all the mandatory fields (*).

IMPORTANT: you are required to insert the personal e-mail of the delegate.

The personal (working or private) e-mail is mandatory in order to avoid double registrations.

Personal details and nationality

Title

Name *

Surname *

Gender

Country of residence *

Province/State *

Municipality of Residence *

Address *

Postal Code *

Phone

Mobile phone

E-mail *



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ALLERGIES / INTOLERANCES / DISABILITIES

In this section you can specify possible food allergies/intolerances and/or disabilities.

Tick the corresponding box next to each item.

In case you need to add an item not mentioned in this page, you can add it on the “Note” box on the “Registration Details” section below.

Allergies/Intolerances/Disabilities

Food Allergies/Intolerances

- Almonds
- Apples
- Aubergines
- Beef
- Cheese
- Crustaceans
- Dairy products
- Fish
- Garlic
- Hazelnuts
- Lamb
- Mayonnaise
- Meat
- Mollusc
- Onions
- Peanuts
- Pork
- Raw Food
- Seafood
- Tomatoes
- Veal
- Walnuts

Disabilities

- Additional information can be included in the "notes" box on the next page

Food diseases

- Coeliac Disease

Food rules

- Halal
- Kosher
- Vegan
- Vegetarian



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REGISTRATION DETAILS

The category and the corresponding fee will be already visible once you enter this section so you do not have to fill in such fields.

Remember that **Proof of Status** (to be uploaded) is mandatory to finalize the registration for the following categories:

- 1) Resident & Fellow
- 2) Medical Student
- 3) Nurse & Physician's Assistant

Select the “ILDS Member List” and “Area of expertise” drop down menus (both data are mandatory).

To register, please fill in the blanks.

Category
Resident**

Fee
T00 - Resident

Attachment
Choose file |

ILDS Member List *
_NON ILDS MEMBER

Area of expertise *
_Unknown

Note

You can use this box to add whatever information (e.g. an item not mentioned in the previous section).



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EXTRA SERVICES

Courses / Social events

Select courses and/or social events (if previously purchased) to be assigned to the participant.

Click **“SAVE DETAILS”**.

Enrollment details

Personal Details

Allergies/Intolerances/Disabilities

Registration Details

Courses

Select courses to be assigned to the member

11/06/19 - h 08:00-16:15 - Basic Dermatopathology
from 11/06/2019 to 11/06/2019
Max no. Participants 229

E.C.M. Courses

Social events

SAVE DETAILS

Enrollment details

Personal Details

Allergies/Intolerances/Disabilities

Registration Details

Courses

E.C.M. Courses

Social events

Select the social events to be assigned to the member

Welcome reception tickets
 Gala Event tickets

SAVE DETAILS



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CONFIRMATION E-MAIL

Now you have added a participant to your contingent.

You will receive a confirmation e-mail with the name of the added delegate.

You should repeat the same operation for each participant.

Companies Area

For 24° World Congress of Dermatology - WCD 2019 our Client Triumph Italy Srl - Sede di Roma

Has added personal details for the following:

WEB Gruppo Triumph Italy Srl - Sede di Roma (ABC PHARMA) - 22/11/2018 17:50:00

The name added is: Dante Alighieri



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NEW GROUP REQUEST



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LOGIN

To increase your contingent with new registrations, you should, at a first stage, sign in with your login details, enter in your Company Area and click on “**New Group Registration**”.

The screenshot displays the 'COMPANY AREA' dashboard. At the top left, the 'COMPANY AREA' logo is visible. The main heading reads 'Welcome back user'. Below this, there are three primary navigation buttons: 'Dashboard' (with a computer icon and the text 'Your Registration summary'), 'New Group Registration' (with a document icon and the text 'Apply for a new group registration'), and 'Modify Request' (with a pencil icon). A red arrow points to the 'New Group Registration' button. Below the navigation buttons is a horizontal menu with icons for 'Participant', dining, and a bed. The main content area shows a table titled 'Registration inquiry for groups of 13 Pax made on 31/03/2018 11:43:00 - Cat.:ILDS Member*'. The table has four rows, each with the text 'Not assigned' and a person icon in the rightmost column.

Registration inquiry for groups of 13 Pax made on 31/03/2018 11:43:00 - Cat.:ILDS Member*			
Not assigned			



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NEW GROUP REGISTRATION

You can add participants to the already existing delegation or create a new delegation.

Choose the category and add the number of participants.

STEP 2 - Request for the group registration.

Through this section you can detail any participation in courses or social events.

Group/Delegation name

name of the DELEGATION

Enable web access group/delegation

Surname

Name

Email

Category

Rate

Pax

Number

-
-
- Companion****
- Fellow**
- ILDS Member*
- Medical Student***
- NON-ILDS Member
- Nurse***
- Physician's Assistant***
- Resident**

-

Add to Group

Continue>>



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PURCHASE EXTRA SERVICES



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LOGIN

To purchase extra services, enter in your Company Area and click on “**Modify Request**”.

Select the request to modify, click “**edit**” and add all the extra services you desire.

Click “**Submit request**”, and go on with the payment.

The screenshot displays the 'COMPANY AREA' dashboard. At the top left, the 'COMPANY AREA' logo is visible. The main heading reads 'Welcome back user'. Below this, there are three main navigation tiles: 'Dashboard' (with a sub-link 'Your Registration summary'), 'New Group Registration' (with a sub-link 'Apply for a new group registration'), and 'Modify Request' (highlighted with a red arrow). A horizontal menu below these tiles includes 'Participant' and icons for food and drink. The main content area shows a table titled 'Registration inquiry for groups of 13 Pax made on 31/03/2018 11:43:00 - Cat.:ILDS Member*'. The table has four rows, each with the text 'Not assigned' and a person icon in the rightmost column.

Registration inquiry for groups of 13 Pax made on 31/03/2018 11:43:00 - Cat.:ILDS Member*			
Not assigned			



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CONTACT US

Should you experience any problem, please contact us at:

wcd2019groupregistration@thetriumph.com

Groups (5 or more participants)

wcd2019registration@thetriumph.com

Individual / Third party registrations (up to 5 participants)



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