



# 25<sup>th</sup> World Congress of Dermatology

SINGAPORE 2023



## GROUP REGISTRATION GUIDELINES

DERMATOLOGY BEYOND BORDERS  
SCIENCE · CARE · COMMUNITIES

**3<sup>rd</sup> to 8<sup>th</sup> JULY**

Suntec Convention & Exhibition Centre

President **Roy Chan**

Secretary-General **Yen Loo Lim**

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[www.wcd2023singapore.org](http://www.wcd2023singapore.org)





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# CREATE A NEW COMPANY PROFILE

## CREATE NEW GROUP ACCOUNT

In order to create a group registration, first **create your own profile**.

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

*If you intend to register **less than 5 participants**, you will have to register one delegate at a time, by selecting “Create new individual account”.*

Welcome to our on-line registration portal.

To proceed with registration, you must first create an account on the website.

You can create an individual or a group account by clicking on the appropriate button.

After completing the registration form, click on the 'continue' button to save your entries and you will receive your login credentials via e-mail.

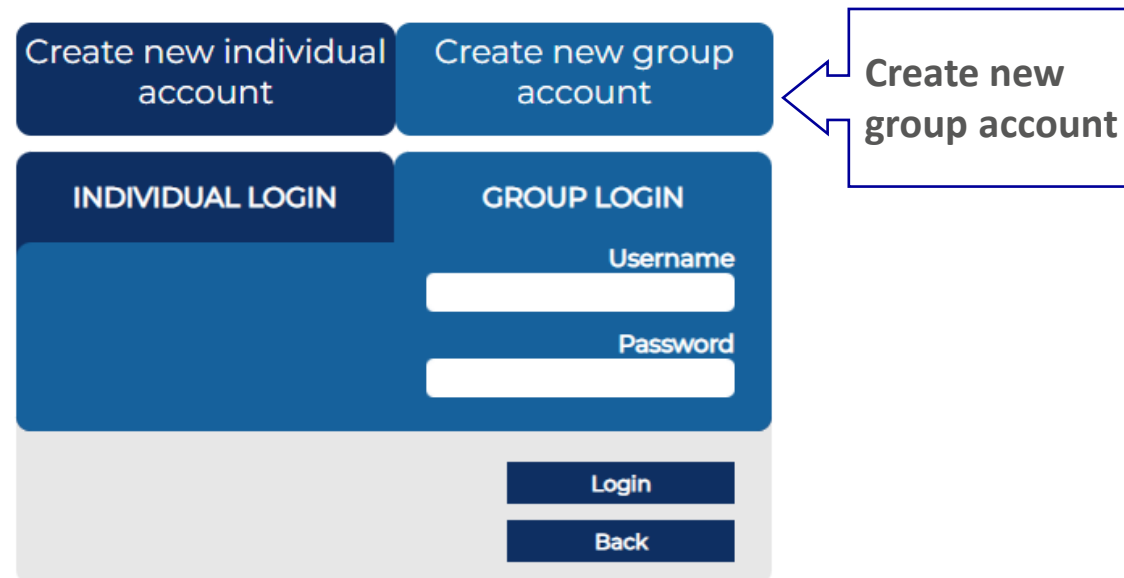
**It is important to use a valid e-mail address.**

**Note:** if you do not receive an e-mail within a few minutes after registering, please check in your spam folder.

If you already have a username and password, you may 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



The registration portal interface consists of a grid of buttons. The top row contains 'Create new individual account' and 'Create new group account'. The bottom row contains 'INDIVIDUAL LOGIN' and 'GROUP LOGIN'. Below the login buttons are input fields for 'Username' and 'Password', followed by 'Login' and 'Back' buttons. A callout box with an arrow points to the 'Create new group account' button, containing the text 'Create new group account'.

## 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"/>	
<b>Contact Person Details</b>			
Name *	Surname *	Department	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	Email *		
<input type="text"/>	<input type="text"/>		

## MASTER DATA COMPANY

To create your Company profile, please 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).*

## STEP 2 - Request for the group registration.

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

Group/Delegation name

Company TEST

☒ Enable web access group/delegation

Surname

Smith

Name

John

Email

j.smith@gmail.com

Category

Rate

Pax

Number

Add to Group

Delete

• ILDS Member - T00 - Singaporean - SGD 1010 - 5 Pax

## REQUEST FOR GROUP REGISTRATION

Start your group registration by **naming your delegation**.

Tick “**enable web access group/delegation**” and complete by inserting the data of the group referent.

Select category and rate of the group (by opening the drop down menus) specifying the number of participants of the selected category.  
Finally click “**Add to Group**”.

Repeat the same operation for **other categories**.

When you have finished selecting the contingent, click “**Continue**”.



## STEP 3 - Courses and Social Events

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

### Customizing delegation 1 - (x5) Non-ILDS Member - Foreigner

#### Select Social Events and rates

Title	Rate	Pax Number
<input checked="" type="checkbox"/> Welcome reception ticket - Supported by L'Oreal Please let us know if you have any food allergies or restrictions (e.g. Halal, Kosher, Vegan, Vegetarian) in the notes.	T0 - Welcome Reception - SGD 60,00	5
<input checked="" type="checkbox"/> Social Event Please let us know if you have any food allergies or restrictions (e.g. Halal, Kosher, Vegan, Vegetarian) in the notes.	T0 - Social Event - SGD 220,00	5

Submit Request >>

## COURSES AND SOCIAL EVENTS

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

We highly recommend you select 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 have selected the desired items, click “Submit Request”.

## Request Summary

Registration fee:

- **(5 pax)** Non-ILDS Member - Singaporean SGD 1.310,00  
----- Welcome reception ticket - Supported by L'Oreal - T0 - Welcome Reception - SGD 60,00 - (5 pax) - Including service charge 10%  
----- Social Event - T0 - Social Event - SGD 220,00 - (5 pax) - Including service charge 10%

## Invoice Details

Please carefully check the invoicing data provided, the invoice will be sent to the e-mail address indicated

Company data:

Triumph Italy Srl - Sede di Roma

Via Lucilio, 60  
00136 Roma  
ITALY

V.A.T. / P. IVA: 10198371006

### Group Cancellation Policy

All cancellations must be notified in writing (by email) to the Registration Department (wcd2023registration@thetriumph.com; wcd2023groupregistration@thetriumph.com). The following rules will apply:

- Cancellations received in writing by **10th December 2022** are entitled to **100% refund**.
- Cancellations received in writing **between 11th December 2022 and 4th March, 2023** are entitled to **50% refund**.

## SUMMARY

You will be redirected to a [Summary page](#).

Tick your preference for billing and invoice shipping.

Select the payment method (bank transfer) and click on [“Complete your request”](#).

Enter the Purchase Order in the corresponding field, if necessary. It cannot be added later.

Purchase Order:

## Payment

### Select the payment method

☐ Bank transfer

### Total amount

Total amount 11.600,00 SGD

Complete your request

Enter the Purchase Order in the corresponding field, if necessary. It cannot be added later.

Purchase Order:

## PAYMENT METHOD

Select the payment method (bank transfer) and click on “[Complete your request](#)”.

If you have to specify a [Purchase Order](#) number on the invoice, please insert it in the corresponding field



## Payment

### Select the payment method

☐ Bank transfer

### Total amount

Total amount 11.600,00 SGD

Complete your request

## Confirmation

Thank you! Your registration has been successfully processed.

Further information will follow by email.

Back

## PAYMENT BY WIRE TRANSFER

Selecting **bank transfer**, you will receive by e-mail «The Attendance Registration» with the services you have reserved and the bank details to carry out the wire transfer.

Once we have received the payment, we will send you a confirmation e-mail with the credentials to enter in your Company Area.

From this point on, you will be able to insert your participants' data.

*See the example on the following slide.*

## Confirmation

Thank you! Your registration has been successfully processed.

Further information will follow by email.

Back

### Attendance Registration

Dear Company Name,  
We are pleased to inform you that your request has been correctly registered for the following event:

"25th World Congress of Dermatology 2023"

Date and place: 03rd to 08th July 2023, Singapore, Suntec Singapore Convention & Exhibition Centre

#### Services confirmation

Medical Student – Singaporean	5 pax	SGD 560,00
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Welcome reception ticket	5 pax	SGD 60,00
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Supported by L'Oreal - T0

Welcome Reception  
(including service charge 10%)

ILDS Member - Singaporean	5 pax	SGD 1.010,00
---------------------------	-------	--------------

Welcome reception ticket	5 pax	SGD 60,00
--------------------------	-------	-----------

Supported by L'Oreal - T0

Welcome Reception  
(including service charge 10%)

**Total amount SGD 8.510,00**

You have selected the following payment method:

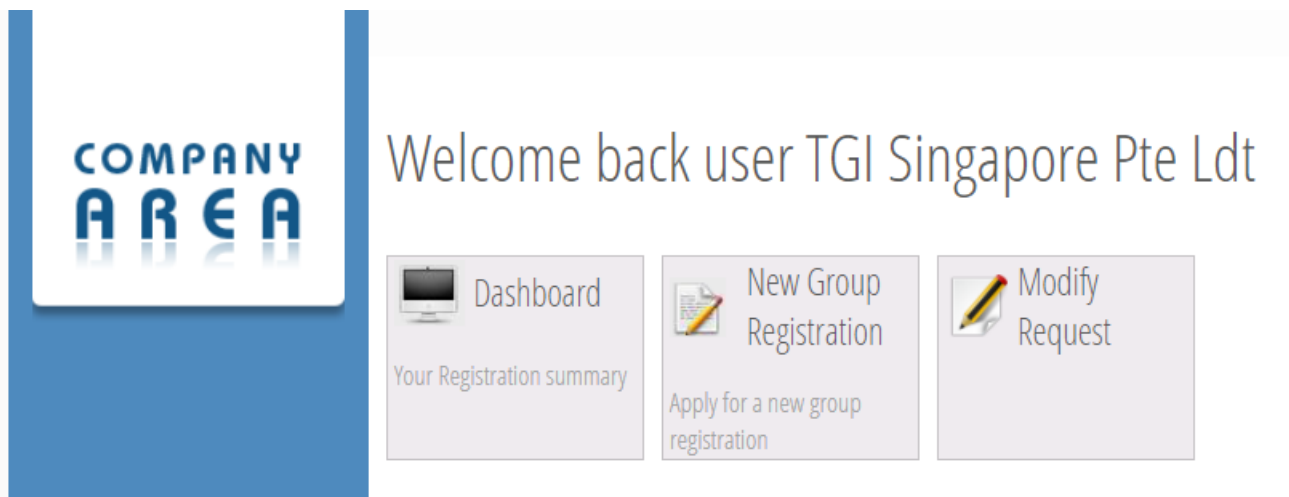
#### Bank transfer

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

The Organising Secretariat  
25th World Congress of Dermatology 2023

wcd2023registration@thetriumph.com

## ADD / MODIFY GROUP REGISTRATION



If you want to add a new registration, click on “[New Group Registration](#)”

If you want to add services to an existing group click on “[Modify request](#)”



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# ADD PARTICIPANTS

## GROUP LOGIN

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

Welcome to our on-line registration portal.

To proceed with registration, you must first create an account on the website.

You can create an individual or a group account by clicking on the appropriate button.

After completing the registration form, click on the 'continue' button to save your entries and you will receive your login credentials via e-mail.

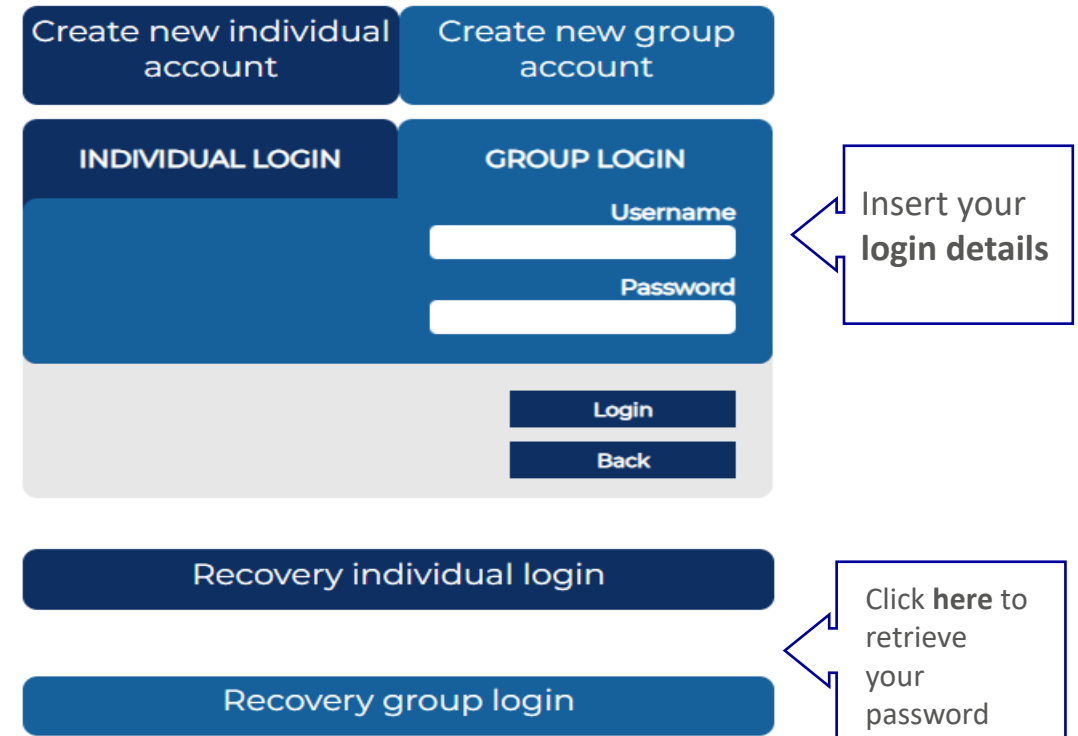
**It is important to use a valid e-mail address.**

**Note:** If you do not receive an e-mail within a few minutes after registering, please check in your spam folder.

If you already have a username and password, you may 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





The screenshot shows the login interface with the following elements:


- Buttons: "Create new individual account", "Create new group account", "INDIVIDUAL LOGIN", "GROUP LOGIN", "Login", "Back", "Recovery individual login", "Recovery group login".
- Input fields: "Username" and "Password" under the "GROUP LOGIN" header.
- Annotations: A callout box points to the login fields with the text "Insert your login details". Another callout box points to the "Recovery individual login" and "Recovery group login" buttons with the text "Click here to retrieve your password".






## COMPANY AREA

Welcome back user TGI Singapore Pte Ltd


 Dashboard  
Your Registration summary

 New Group Registration  
Apply for a new group registration

 Modify Request

Participant	
WEB Gruppo TGI Singapore Pte Ltd (Company TEST) 13/01/2022 10:56:00 - WEB Gruppo TGI Singapore Pte Ltd (Company TEST) Registration inquiry for groups of 5 Pax - Cat.:ILDS Member	
Not assigned	
Not assigned	
Not assigned	
Not assigned	
Not assigned	

## ADD PARTICIPANTS

Click on this icon:  for each “Not assigned” participant and start to fill in all personal data.

It is not mandatory to insert all the participants at the same time.

We will unblock your Company Area and you will be able to insert your participants data only after having received the payment

From the 19<sup>th</sup> of April 2023 to 10<sup>th</sup> June 2023 you have the possibility to:

- 1) [edit](#) an existing delegate or
- 2) Make a [change of name](#) free of charge.

From the 10<sup>th</sup> of June 2023 to the 23<sup>rd</sup> of June 2023 every change of name will be charged at SGD 80.00.

**Note that “NOT ASSIGNED” registrations are not allowed.**



## Enrollment details

### Personal Details

#### Authorisation for Processing of Sensitive Data

##### Enrollment details

##### Informative Note

I confirm to have read the Privacy Statement and to have been informed that in case of freely given personal data the Data Controller will process these data with the only purpose to manage all the specific needs related to the organization of WCD 2023 Singapore in compliance with the regulations and for the purposes specified in the privacy statement. I am also informed that my personal data will be transferred to TGI Singapore Pte Ltd (Data Processor) and to the companies appointed to organize WCD2023 Singapore for communications related to the event.


☐ I accept ☐ I do not accept

##### **Additional privacy**

Do you consent to the transfer of your personal data for further purposes such as the sending of promotional material for marketing purposes?

☐ I accept ☐ I do not accept

## ENROLLMENT DETAILS

Selecting the icon (  ) of one of the “not assigned” attendees, you will be redirected to the “enrollment details” page.

It is mandatory to accept at least the first clause of the **privacy policy**. The acceptance of the 2<sup>nd</sup> clause of the privacy policy is not mandatory, but a selection must be done.

Now you can start to fill in all the attendee data.

### Personal details and nationality

Title

First Name \*

Surname \*

Country of residence \*

Province/State \*

Municipality/City of residence \*

Preferred address \*

Postal Code \*

Phone (please specify your Country and City code)

Mobile phone (please specify your Country and City code)

Preferred e-mail \*

Where do you work (e.g. government healthcare, private healthcare, university, company)

What is your position there (e.g. director, manager, consultant, trainee)

## PERSONAL DETAILS

Fill in all the **mandatory** fields (\*).

**IMPORTANT:** it is mandatory to insert the **e-mail of the delegate** to avoid double registrations.

If you are member of international or national dermatologic societies that belong to the ILDS qualify for discounted registration rates. You can check the list of these societies on our official website, on "Registration" section.

### Disabilities

#### Disabilities

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

## DISABILITIES

In this section you can specify if the attendee has any disabilities.

Any additional information regarding the disability can be added in the “note” box which opens up in the following page.

## Registration Details

To register, please fill in the blanks.

Category

ILDS Member

Fee

T01 - Foreigner

Members of international or national dermatologic societies that belong to the ILDS qualify for discounted registration rates. For a complete list of these societies, please check the ILDS website here (<https://ilds.org/our-members/>).

ILDS Member List \*

From which city will you be travelling to Singapore? Please let us know if you live in Singapore \*

If you are coming from overseas, how will you be travelling to Singapore? \*

During the WCD, how are you planning to commute to and from the Congress venue? \*

How many days are you planning to stay in Singapore? \*

Will there be anyone else accompanying you (not including your work colleagues)? \*

## REGISTRATION DETAILS

The category and the corresponding fee have already been selected.

Select the requested mandatory fields (with the corresponding drop down menus).

## Enrollment details

Personal Details

Disabilities

Registration Details

Courses

CME Courses

Social events

Select the social events to be assigned to the member

- ☐ **Welcome reception ticket - Supported by L'Oreal**  
Please let us know if you have any food allergies or restrictions (e.g. Halal, Kosher, Vegan, Vegetarian) in the notes.

No.

- ☐ **Social Event**  
Please let us know if you have any food allergies or restrictions (e.g. Halal, Kosher, Vegan, Vegetarian) in the notes.

No.

SAVE DETAILS

## REGISTRATION DETAILS

If you have previously purchased Social Events, you can select them at this stage.

Please remember to add in the note box any food allergies or restrictions (e.g. Halal, Kosher, Vegan, Vegetarian).

Then click on «save details».

**NOTE:** Course fees are NOT included in the registration fee. More information on schedules and course fees will be posted on the website once confirmed.

## Companies Area

For 25th World Congress of Dermatology our Client TGI Singapore Pte Ltd

Has added personal details for the following:

**WEB Gruppo TGI Singapore Pte Ltd (Company TEST) - 13/01/2022  
10:56:00**

The name added is: Brad Pitt

ID: 41

## CONFIRMATION E-MAIL

The personal data of a new delegate has been added to your contingent.

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



**SHOULD YOU EXPERIENCE ANY PROBLEM WITH THE ONLINE REGISTRATION,  
PLEASE CONTACT US AT:**

**[WCD2023GROUPREGISTRATION@THETRIUMPH.COM](mailto:WCD2023GROUPREGISTRATION@THETRIUMPH.COM)**  
**GROUPS (5 OR MORE PARTICIPANTS)**



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SEE YOU IN SINGAPORE

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3<sup>rd</sup> to 8<sup>th</sup> JULY Suntec Convention & Exhibition Centre

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The Organising Secretariat

# .TriumphGroup

experience.emotion.events

is at your disposal



wcd2023singapore@thetriumph.com