Exhibitor Manual

31st WORLD CONGRESS ON PARKINSON'S DISEASE AND RELATED DISORDERS

MILAN ITALY • 11-14 November 2026

Exhibitor Guidelines & Information

Exhibitors must present a copy of the booth design, including measurements, to the IAPRD by email to info@iaprd2026.com by September 9, 2026, in order to obtain written approval and authorization.

Compliance

Please note: It is the exhibitor's responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceutical Industries and Associations [www.efpia.eu] and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations [www.ifpma.org]) Codes of Practice on the Promotion of Medicines.

Official Italian Agency for AIFA Procedure

Any Italian pharmaceutical company supporting or participating in a congress held in Italy or abroad is subject to authorization by AIFA (the Italian Drug Agency), according to an Italian Government Decree (Decreto Legislativo 219/06 – art. 124). The request for authorization must be submitted at least 60 days before the event's start date.

Non-Italian pharmaceutical companies are advised to contact the organizing secretariat or the Official Italian Agency appointed for the AIFA submission by

July 1, 2026.

Appointed agency to collect all applications from pharmaceutical companies and file them with AIFA:

AIM Group International – AIM
Education S.r.l. Viale Enrico Forlanini,
23 20134 Milan, Italy Tel. +39 02
56601.1

e-mail: aifa@aimgroup.eu / c.ghidoli@aimgroup.eu

AIFA Procedure (cont'd)

Key Deadlines and Required Documents

If a company requires AIFA authorization but is not registered with AIFA and does not have an Italian affiliate, it must register on the AIFA website and begin the process by July 1, 2026. This is a very long process, taking approximately 120 days.

Important Dates

- **1 July 2026**: Deadline for pharma companies without an AIFA SIS code to start the registration process with AIM.
- **20 July 2026**: (100 days prior): Deadline for all AIFA procedure documents to be submitted to AIM.
- **12 September 2026:** (60 days prior): Deadline for pharma companies with AIFA SIS code to apply for AIFA submission/validation.

***Please see the end of this manual for additional,* important AIFA Information.**

Preliminary Schedule of Events

Wednesday, 11 November 2026	
09:00–16:30	Exhibit and Poster Hall Setup
12:00–19:00	Registration Open
14:00–16:00	Skills Workshop Sessions
17:00–18:00	Congress Opening Ceremony and Invited Award Lectures
18:00–19:00	Welcome Reception and Networking • Exhibit and Poster Hall Open
Thursday, 12 November 2026	
07:30–08:30	Industry-Sponsored Breakfast Session
08:00–18:00	Registration/Information
07:45–08:45	Morning Coffee • Exhibit and Poster Hall Open
08:45–10:15	Plenary Session 1:
10:15–11:00	Coffee • Exhibit and Poster Hall Open
10:20–10:50	Industry Theatre
11:00–12:30	Parallel Session 1 • Parallel Session 2
12:30–14:00	Lunch • Exhibit and Poster Hall Open • Industry Lunchtime Session
14:30–16:00	Plenary Session 2:
15:30–16:30	Coffee • Exhibit and Poster Hall Open • Guided Poster Tours
15:45–16:15	Industry Theatre
16:30–18:00	Parallel Session 3 • Parallel Session 4
18:00-18:15	The New IAPRD High-Low Challenge: Round 1 (Test your knowledge of recently published articles in PRD and CPRD journals – Open to ALL attendees)
19:00–21:30	Faculty & IAPRD Fellows Dinner

Friday, 13 November 2026	
07:30–08:30	Industry-Sponsored Breakfast Session
07:45–08:45	Morning Coffee • Exhibit and Poster Hall Open
08:00–18:00	Registration/Information
08:45–10:15	Plenary Session 3:
10:15–11:00	Coffee • Exhibit and Poster Hall Open
10:20–10:50	Industry Theatre
11:00–12:30	Parallel Session 5 • Parallel Session 6
12:30–14:00	Lunch • Exhibit and Poster Hall Open • Industry Lunchtime Session
14:30–16:00	Plenary Session 4:
15:30–16:30	Coffee • Exhibit and Poster Hall Open • Guided Poster Tours
15:45–16:15	Industry Theatre
16:30–18:00	Parallel Session 7 • Parallel Session 8
18:00-18:15	The New IAPRD High-Low Challenge: Round 2 (Test your knowledge of recently published articles in PRD and CPRD journals – Open to ALL attendees)
18:15–19:15	IAPRD Annual General Meeting (business meeting; IAPRD full members only)
Saturday, 14 November 2026	
08:00–12:00	Information
08:00–09:00	Morning Coffee • Guided Poster Tours
09:15–11:15	Grand Video Challenge
11:15–11:45	Best Papers in Parkinsonism and Related Disorders and Clinical Parkinsonism and Related Disorders
11:45–12:30	IAPRD 2026 Congress Awards and Closing Ceremony
12:30–17:30	Exhibit Tear Down

Schedule - Important Dates & Information

Item	Information	Submit To:	Deadline Date
Company Logo	Located on IAPRD 2026 website pages and app	Info@IAPRD2026.com	**1 June**
Company Description	(50 words) Located on the IAPRD app	Info@IAPRD2026.com	**1 June**
Industry Sponsored Session	Session description/agenda and speakers for approval	Lisa.gottlieb@scientiae.com	**10 July**
Certificate of Insurance (COI)	For Exhibit Booth Builders	Info@IAPRD2026.com	**9 September**
Exhibit Booth Design	Design and measurements for approval and authorization	Ivan.Pimienta@scientiae.com Lisa.gottlieb@scientiae.com	**9 September**
Exhibit Booth	Description of exhibit booth activities and materials	Lisa.gottlieb@scientiae.com Rose.puleo@scientiae.com	**9 September**
Industry Sponsored Session Website Page	Logos, invitation (flyer or agenda), photos and/or videos	Lisa.gottlieb@scientiae.com Rose.puleo@scientiae.com	**15 September**
Advertisement on App	Ads, invitation, slides	Rose.puleo@scietiae.com Ray.gubuan@scientiae.com	**30 September**
Venue branding	Sponsor branding in authorized hotel space	Lisa.gottlieb@scientiae.com Rose.puleo@scientiae.com	**30 September**
Scanners for Booth	Handheld Scanners $400 for 2 scanners $250 for 1 scanner	info@IAPRD2026.com	**1 October**
*Congress Bag Inserts	Flyer, Invitation, Postcard for approval	Lisa.gottlieb@scientiae.com Rose.puleo@scientiae.com	**5 October**
Hotel Room Drop	Flyer, Invitation , Postcard for approval	Lisa.gottlieb@scientiae.com Rose.puleo@scientiae.com	**5 October**
**Industry Session Signage	Signage pull up (copy and design) for approval	Lisa.gottlieb@scientiae.com Rose.puleo@scientiae.com	**15 October**
Exhibit Booth Shipping and Materials	**Ship Materials no less than 7 days prior to event start date**	**See Information Listed Below**	**3 November**

Other Information & Production Specifications

Congress Bag Insert

Due for review: 5 October

You are responsible for the printing and shipping to the congress venue. Please send your bag insert 3 days prior to the congress (Quantity: 900).

Signage – Industry-Sponsored

Sessions Due for review: 5 October

Signage for industry sponsored session (Logo only). 2 pullups promoting your session. IAPRD staff will place the signage.

Push Notifications

Due Date: 2 October

- Industry Sponsored Sessions - Includes 2 app push notifications
- Exhibit Booth - Includes 2 app push notifications

Specs:

- Subject Line: 75 characters maximum (incl spaces)
- Body/text: 250 characters maximum (incl spaces)

App and Webpage Copy/Layout

Due Date: 30 September

App Advertisement Specs - 1 page four color ad

- 1500 X 2000 Pixels
- EPS or PDF formats - all images and fonts embedded
- TIFF or JPEG formats at 1200 ppi with no compression applied
- Slideshow of images (up to 8) 1280 x 480 px (300 DPI) (examples – booth information, product information, etc.)
- Resources: Please link to website, or a video (Vimeo or YouTube)

Industry-sponsored Session Webpage

Due Date: 15 September

Flyer/invitation to your industry session (videos accepted)

Specs for Webpage

- 8.5 x 11 single page
- EPS or PDF formats - all images and fonts embedded
- TIFF or JPEG formats at 1200 ppi with no compression applied

IAPRD 2026 Ancillary Events – submit your request to:
https://www.iaprd-world-congress.com/iaprd-2026/exhibition-and-sponsorship/ancillary-meeting-space-form/

Ancillary events are NOT permitted during congress hours.

Thursday, 12 November – No ancillary events

- 19:00 – 21:30 – Faculty & Fellow Dinner (No Faculty)

Friday, 13 November – No ancillary events

- 18:15 – 19:15 – IAPRD Business Meeting
- 18:45 - 20:45 – Evening Industry-Sponsored Session

Exhibit Hours – Setup and Breakdown

Below you will find exhibitor information and due dates

Exhibit Booth Schedule	Hours
Wednesday, 11 November	Set up 09:00 - 16:30
Thursday, 12 November	07:45 – 08:45 • 10:15 – 11:00 • 12:30 – 14:00 • 15:30 – 16:30
Friday, 13 November	07:45 – 08:45 • 10:15 – 11:00 • 12:30 – 14:00 • 15:30 – 16:30
Saturday, 14 November	Tear down - Begins at 12:30

Exhibitors are responsible for staffing their booth during the exhibition hours. Tabletop exhibitors are provided with one 6-foot table, skirting, 2 chairs and a garbage pail.

Setup

Exhibitors can start setting up Wednesday, 11 November, between the hours of 09:00 am – 16:30 (4:30 pm). The aisles must be cleared by 16:30 (4:30 pm) without exception.

Dismantling

On Saturday, 14 November starting at 12:30 pm all exhibit materials must be packed and ready for removal from the exhibit hall by 6:00 pm.

Giveaways, Prizes, and Drawings

All giveaways, prizes, sponsored contests, and drawings are permitted if permission is received in advance from the IAPRD. They may not exceed the EFPIA , AMA, PhRMA, and other local authority's regulations regarding gifts to physicians.

Security

Security services will be provided pre-/post- and during the congress. The IAPRD, the NH Milano Congress Center, and the official security company are not responsible for any loss or damage to exhibitor property.

Certificate of Insurance

The IAPRD does not provide liability or property damage insurance for exhibitor's property. Exhibitors will be responsible for adequately ensuring their indemnification liability and property damage risks and will be required to submit a certificate of insurance to the IAPRD. Externally appointed contractors will also be required to submit a certificate of insurance to the IAPRD.

Audiovisual Requirements

For any audiovisual needs that are not provided, please contact:
Gigi Attanasio at the NH Milano Congress Centre.
Email: gigi.attanasio@gmail.com

Electricity, Equipment, Furniture & Accessory Rentals

Below is a link to the website where rental furniture, table drapes, other fixtures/accessories, and various printed items for your exhibit booth may be ordered. In order to access this website, the person responsible for ordering these items must be pre-registered.

Therefore, please provide the following information for this person (or persons) in your organization/on your team as soon as possible and email it to ivan.pimienta@scientiae.com. It will take 24-48 hours for the website vendor to create the profile and unique login credentials for your contact person.

Link: **HTTP://front.eventpicks.es/event/iaprdexhibits-nanook/iaprd-exhibitis-26**

Contact information required for access to website to order exhibit booth fixtures and accessories.

Name:
Title:
Company:

Email Address:

Booth #:

For any questions regarding your exhibit booth, please contact:
Ivan.Pimienta@scientiae.com

Shipping to the NH Milano

The NH Milano Conference Center will accept shipments beginning 3 November

Congress Venue:

NH Milano Congress Centre – CENTRO CONGRESSI
(palazzo CC) C/O UFFICIO 3° PIANO
Strada 1 Milanofiori | 20057 Assago (MI) | ITALY
+39 349 24 29 203

Each package shipped must include the following data on the label:

Name of event: IAPRD 2026

Company Name: Sponsor's name etc
Destination: ES. STAND NR. / "AREA SEGRETERIA" etc
Content: ES. MATERIAL for STAND / MATERIALE for registration area

SHIPMENTS/PICK-UPS REGULATION

- All Shipment and Pick-ups are charged to exhibitor/company/agencies
- The venue is not authorized to clear any goods that are stuck in customs
- All shipments and pick-ups must be delivered to ground floor and NOT on the roadside (venue staff is not authorized to pick up shipping boxes on the street nor on the sidewalk, but only inside the congress venue)

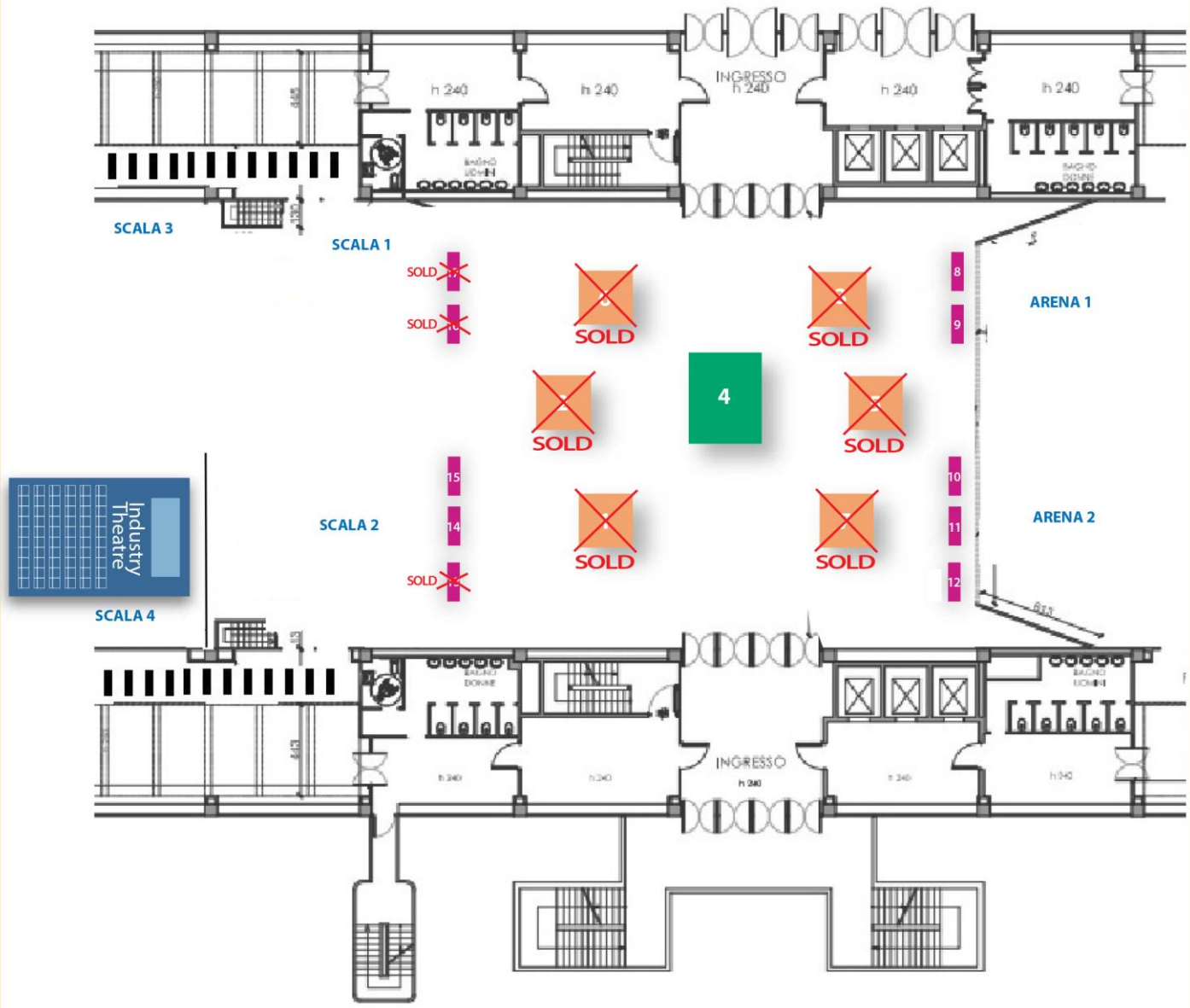
No responsibility will be assumed by the Venue either towards the Organizer, the Stand builder or third parties, including the carrier, or any damage that occurs to the goods or that derives from them to third parties.

SPACES RESERVED ON THE SECOND FLOOR – SCALA / LOBBY / ARENA Rooms

- From street level, access through the ramp to the second floor

- The ramp has a maximum capacity of 3.5 tons, therefore vehicles weighing more than this capacity cannot go up. It is not possible to stop on the ramp during the set-up, it is instead possible to stop only for the loading and unloading time
- To facilitate and speed up unloading operations at the various accesses, we recommend that you provide your employees with a trolley or pallet truck, bearing in mind that the NH Congress Center does not have any availability

Exhibit Hall Floor Plan



Booths (4 m X 5 m)	Booths (3 m X 3 m)	Tabletops (1 m X 3 m)	Industry Theatre

Important AIFA Information

Conventions or conferences concerned with medicinal products.

Art.124 D.L. 219/06

1. Any pharmaceutical company holding a license to sell medicinal products (referred to titolo Ill or titolo IV) which organizes or helps to organize, whether by direct or indirect funding, in Italy or abroad, a congress, convention or meeting on topics in any way related to the use of medicines, shall notify the competent Unit of the Italian Medicines Agency (AIFA) at least 60 days prior to the beginning of the congress or meeting.
The communication, which must bear an authenticated signature, containing the following information:

a. Name, postal address and corporate data of the pharmaceutical company
b. venue and starting day of the event
c. categories of participants addressed by the event
d. topic and scientific rational of the event and its correlation with the pharmaceutical company's medicinal products
e. professional qualifications and scientific title of the speakers
f. provisional analytical budget of the expenses

2. When more then one pharmaceutical company sponsor the same congress or meeting, the information mentioned above are to be jointly submitted by an organising secretariat. Communications not conforming to this rule shall be considered invalid.

3. Events referred to paragraphs 1 and 2 shall keep strictly to criteria of a technical nature and shall aim to further knowledge in the fields of chemistry, pharmaceutical technology, biochemistry, physiology, pathology and clinical medicine. Pharmaceutical companies may not take part in trade-union conventions or meetings.

4. In the context of events of the kind referred in paragraphs 1 and 2, free travel or hospitality shall be restricted to participants with specific qualifications and may not be extended to persons accompanying them. In addition, hospitality shall not be offered for more than 12 hours prior to the congress and 12 hours following its conclusion, nor shall it be such as to overshadow the technical and scientific purposes of the event.

5. Pharmaceutical Company may organize or help to organize a congress, convention or meeting if, within 45 days of the application referred in paragraph 1, the competent Unit of AIFA has not given back any notification of refusal accompanied by reasons. Pharmaceutical company shall notify the real expenditure at the end of the congress

6. In case of meetings held abroad or if the total amount of the provisional Budget is over€ 25.822,85, a fee of 1.859,24 € must be paid to Aita as stipulated in art.158, paragraph 8 - the competent Unit of AIFA express its own opinion within 45 days of receiving the communication referred to paragraph 1.

Important AIFA Information (cont'd)

7. Samples of medicinal products or illustrative material may not be distributed or exhibited in any form at congresses or conventions. Pharmaceutical Companies can disseminate information materials. By information material the following is meant:

- summary of Product Characteristics authorised.
- congressional records;
- scientific papers, provided they are complete and have been submitted to AIFA as stipulated in art.120, paragraph 1.

As international congresses are concerned, it is possible to deliver, in the original languages, informative material in accordance with the Marketing Authorisations, issued in other countries, on condition that doctors coming from those countries are present at the congress.

8. The provisions of the present article shall also apply to congresses, conventions and meetings of pharmacists on topics in any way concerned with medicinal products.

9. Pharmaceutical companies of the kind referred in paragraph 1 which organizes or helps to organize, whether by direct or indirect funding, in Italy or abroad, a congress, convention or meeting on topics not related to the use of medicines that are produced or sold by them, don't undergo the disposition of this article, it being understood that, is not allowed to promote in any form their medicinal products to the doctors at the congress.

10. Competent Unit of AIFA department won't give any authorization for congresses or meetings organized in a different way from what described above.

Information regarding conventions, conferences and meetings according to art.124 of **D.L 219/06.**

In the context of a convention, conference or a meeting relating to the use of medicinal products, the Pharmaceutical companies participating as sponsors, in the field of scientific information activity, can distribute or expose the following:

- . Gadgets of negligible value relating to the professional activity of doctors and pharmacists. On gadgets of medicines with a valid Marketing Authorisation in Countries of the European Union and in all other countries, the name of the medicinal product and/or the denomination of the active principle and/or the corporate name of the Pharmaceutical Company can be indicated. With respect to international conferences only can be distributed gadgets with the name of medicinal product and/or the denomination of the active principle and/or the corporate name of the pharmaceutical company about a medicinal product with a valid Marketing Authorisation in other countries.

- During congresses and meetings the Pharmaceutical Companies can use the panels and distribute visual inside their own stands to deliver information provided they abide to the following criteria:

  - ❖ All the information relating to the medicine must derive from the Summary of Product Characteristics and be therefore correct, updated, verifiable and sufficiently complete to deliver adequate information on the characteristics of the medicinal product in terms of effectiveness and safety.

  - ❖ The trade name of the medicine, specifying the common denomination of its active substance or substances can be indicated, together with the name of the Marketing Authorisation Holder or of the

company responsible for the actual marketing. The Summary of Product Characteristics must be available and accessible in the stand. The display of any form of illustrative materials relating to the medicinal product (images of the packaging) is not allowed.

- ❖ The quotation of sentences, tables and diagrams drawn from scientific articles can be included, as long as the corresponding references are integrally provided. These published scientific papers must be accessible in the stand. Therefore all reported information cannot be drawn from abstracts, articles in press and posters..

- ❖ All the informative material above mentioned must be previously submitted to AIFA and may be utilised only after a 1O day negative clearance system and available in the venue where the meeting is held. In particularly:
  a) Every time this material is update it must be submitted again to AIFA.
  b) The date of last submission must be reported on this material..

- With respect to international conferences only, Pharmaceutical Companies can disseminate information material in accordance with the Marketing Authorisation of the medicinal product as authorised in other countries and regularly submitted to AIFA.
  For the congresses and meetings above mentioned, the information material of medicinal products without or awaiting a Marketing Authorisation in Italy has to clearly and visibly contain a wording that the product (or the new therapeutic indication) is not authorised in Italy.

- Regarding molecules under investigation information referring exclusively to their mechanism of action without mentioning any therapeutic indications not yet authorised can be provided.