

Technical Manual 2025

Diabetic Foot Study Group

20th Anniversary Meeting

2025



Prague - Czech
Republic

12-14 September 2025

Table of contents

Acknowledgements	<u>03</u>
General Information	<u>04</u>
Compliance	<u>05</u>
Congress Venue	<u>05</u>
Registration	<u>06</u>
Accommodation	<u>06</u>
Parking	<u>07</u>
Exhibition Space details	<u>07</u>
Stand Builder Partner	<u>08</u>
Shipping and Deliveries	<u>09</u>
Sponsors & Exhibitors Directory Information	<u>09</u>
Symposium Information	<u>10</u>
Timetable	<u>11</u>
Promotional Materials	<u>12</u>
Congress dinner	<u>13</u>
Lead retrieval	<u>13</u>
Deadlines overview	<u>14</u>



ACKNOWLEDGEMENTS

Dear Valued Sponsors and Exhibitors,

We are pleased to share the DFSG Technical Manual 2025, which contains essential information for exhibiting at the Don Giovanni Hotel in Prague during the DFSG meeting, held from 12–14 September 2025.

This year is particularly special as we celebrate DFSG's 20th anniversary meeting with a promising lineup of exciting activities. We aim to make this edition especially engaging and memorable.

This guide provides all the details needed to ensure a smooth and successful exhibition experience. Should you choose not to follow our recommendations, we kindly ask that you share this manual with anyone involved in your exhibition setup for DFSG 2025, including booth contractors.

We look forward to welcoming you to Prague for this special milestone and wish you a successful and rewarding meeting.

Warm regards,

Elis Xavier

On behalf of the DFSG 2025 Executive Committee

Executive & Scientific Committee

Anna Trocha, Germany
Chairperson

José Luis Lázaro Martínez, Spain
Vice Chairperson

Frances Game, United Kingdom
Scientific Secretary

Roberto Anichini, Italy
Treasurer

Committee members

Elisabetta Iacopi, Italy

Marco Meloni, Italy

Mateo López-Moral, Spain

Vladimíra Fejfarová, Czech Republic

Prash Vas, United Kingdom

General Information

Organisation

Diabetic Foot Study Group - **DSFG**

Congress Organiser

CAP Partner

Nordre Fasanvej 113,
2000 Frederiksberg, Denmark

Tel.: +45 7020 0305

www.cap-partner.eu

Contact person

Elis Xavier - Exhibition Manager

E-mail: ex@cap-partner.eu

Direct: +45 3842 9577

Elias Kristensen - Exhibition Assistant

E-mail: ek@cap-partner.eu

Direct: +45 3842 9591

General Information

Dates: 12 – 14 September 2025

Exhibition set-up: 12 September 2025

The official congress language is English.

[Click here to view the Preliminary Scientific Programme](#)

Compliance

The DFSG 2025 Meeting has received CVS-ethical approval from MedTech Europe, confirming its compliance with the ethical standards and transparency requirements set for industry-supported medical education events.



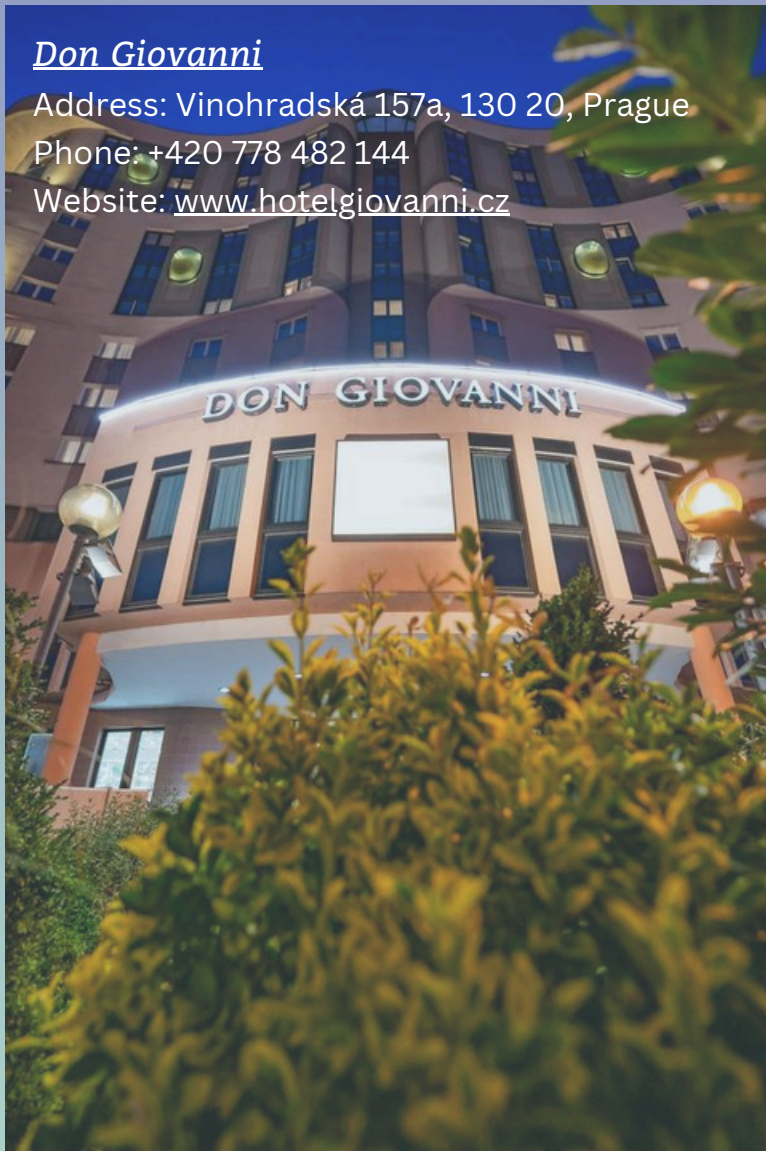
Congress Venue

Don Giovanni

Address: Vinohradská 157a, 130 20, Prague

Phone: +420 778 482 144

Website: www.hotelgiovanni.cz



The Don Giovanni Hotel – A Prague Landmark

Inspired by Mozart's masterpiece, the Don Giovanni Hotel is a renowned Prague institution. Designed by architect Ivo Nahálka, it blends music and theatre influences into its stunning architecture, featuring the unique "Acoustic Point" element.

Prime Location & Easy Access

Located next to a subway station and bus stops, the hotel offers quick access to Prague's main attractions. Reach the city center in just 15 minutes by subway.

Exclusive Guest Perks

As part of CZECH INN HOTELS, guests can enjoy a bonus PRAGUE PASS CARD with exclusive benefits. Check it out here: [Prague Pass](#).

Distances

100 meters from bus, taxi, metro and tram stops

20 minutes by bus from the Old Town

30 minutes by taxi from Prague International Airport



Registration

Complimentary Sponsor Registrations (access to scientific sessions and exhibition)

The deadline to register for complimentary passes is **12 August, 2025**.

Complimentary registrations based on sponsorship level:

Sponsorship type	Number of full registrations**
Gold Sponsor	5
Silver Sponsor	4
Bronze Sponsor	3

**Each sponsor is entitled to a number of complimentary registrations based on their sponsorship level.

If you intend to assign a complimentary registration to either a presenting author or a non-presenting member, please note the following:

- These categories are specifically reserved for DFSG members who independently cover their travel and accommodation, without industry support. Therefore, hotel accommodation cannot be covered under the complimentary registration.

Complimentary Exhibition Registration (no access to scientific sessions)

Each exhibitor stand includes **two (2)** complimentary exhibitor passes. The deadline to register these passes is **21 August, 2025**.

How to Register

Please complete the Excel form provided with this document.

It is important that you enter full and accurate details for all registrations, using the format specified in the form.

If you need the form to be resent, please contact **Susan Svenningsen** at **ss@cap-partner.eu**.

Hotel Accommodation

A limited number of rooms are available at the event venue, Don Giovanni Hotel, allocated on a first-come, first-served basis.

If you wish to book accommodation, we strongly urge you to contact **Susan Svenningsen** as soon as possible. The rate for a single room is **3,460.05 CZK** per room per night (including breakfast and local VAT).

A city tax of CZK 50 per person per night is mandatory for all guests staying in hotels. The city tax will be charged at check-out.

Any questions related to registration and/or hotel accommodation?

Please contact **Susan Svenningsen** at **ss@cap-partner.eu**.

Parking

Parking spaces

Ample parking is available at the Don Giovanni Hotel.

Parking rates: 390 CZK per 24 hours per car or 50 CZK per hour.

Access for deliveries by truck

If you require truck access, please notify us in advance by emailing **ek@cap-partner.eu**.

Exhibition space details

Exhibition room

Floor: Carpeted floor

Walls: It is forbidden to attach or stick anything to the walls.

Maximum build height: 2.8 m

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

Included for all Sponsors and Exhibitors

- 1 table - 1.40m long, 0.70m wide.
- 2 chairs - provided per stand
- Electricity - 1 power plug per booth

You may build your own stand or order a stand package from our local partner Zápůjčka. More information is available on the next page.

In case you decide to build your own stand or have your own provider please let us know in advance by writing to Elias at **ek@cap-partner.eu**.

Stand Builder Partner

Stand builder Zápůjčka.cz

ZÁPŮJČKA.CZ is our designated stand builder partner and can assist with stand design and related services.

You can also order additional or customized furniture, high-quality graphic prints, audiovisual equipment, counters with built-in storage, and more. Reach out to Zápůjčka for a tailor-made proposal.

Visit their website [here](#) to view available equipment and services, as well as the estimated cost of production.

You can contact the Zápůjčka team via email or phone

Email: obchod@zapujcka.cz, phone: **+420 734 579 395**

Please place your equipment order as soon as possible, and no later than **August 22, 2025**.

Electricity

Each booth will have one power plug (220 V). The hotel will not provide extension cords, so please bring your own or order them from our partner Zápůjčka.

Wi-Fi

Free wi-fi is provided at the venue. The password will be provided on-site for assistance.

Cleaning

Daily aisle cleaning is scheduled to take place outside of exhibition hours.

To dispose of oversized waste, please contact **Katerina Vicen** on-site for assistance.

Exhibitors and contractors are responsible for disposing of their waste during both the build-up and dismantling phases. Non-compliance may result in additional charges.

Shipping & Deliveries



Advance shipping with DSV

DSV Solutions A/S has been appointed the official logistics partner for DFSG 2025. We recommend you use their service to avoid delayed or misplaced shipments.

Shipping instructions, labels, and tariffs will be available on the congress website (dfsg.org) and emailed to all exhibitors no later than **August 1, 2025**.

If you have questions on how to ship your parcel, please contact Henrik Glendorf at: expo@dk.dsv.com

Storage

You can ship your items to the venue using the following address:

Vinohradská 157a, 130 20 Prague

Please ensure your items are correctly labeled with the conference name and contact details, for example: **'DFSG Meeting 2025 cc/Katerina Vicen/Tereza Trampotová.'**

Note that the venue does not supply boxes, tape, or plastic wrap. Exhibitors must provide these materials themselves or arrange them in advance through DSV. All paperwork must be completed by the item's owner or by DSV.

If your shipment is too large or heavy to carry yourself, you must coordinate with our official shipping partner, DSV. In such cases, do not send your items directly to the venue. Instead, coordinate with DSV for proper handling, delivery timing, and storage arrangements.

Please be aware that neither the venue nor the organisers are responsible for the loss of any items.

Sponsors & Exhibitors directory Information

To be included in the Sponsors and Exhibitors Directory in the printed programme, please provide the following:

- Your high-definition logo, for example **.eps** or **.ai** (if not submitted already)
- Contact information and website link
- Brief text (around 100 words)

9 Submit the necessary information via email to ek@cap-partner.eu by **July 14, 2025**.

Symposium Information

****Only for companies presenting an Industry symposium****

We want to highlight some essential details regarding your satellite or mini-symposium at DFSG 2025.

Symposium Information Submission

To include your symposium in the printed and online program, please provide the following details:

- Title of the presentation
- Presenter's name and affiliation
- Brief abstract (around 150-250 words)

Kindly send this information to ek@cap-partner.eu by **August 4, 2025**.

Presentation Upload

Speakers should bring their presentations to the session room before their session begins. It is advisable to upload presentations at least 2 hours before the session starts. A technician or assistant will be available to help with the upload if needed.

Presentations must be brought on a USB drive. Personal laptops are not permitted. Ensure slides are in a 16:9 format.

Branding

You are welcome to brand the plenary room with roll-ups, flyers, and similar materials.

Ensure the room is promptly cleared and cleaned after your session to allow for a timely transition to the next event.

Timing

Please conclude on time to ensure the next session starts promptly.

Access

You can access the plenary room during the break/poster session slot before your session. You are welcome to enter and begin preparing as soon as the session before yours concludes.

Timetable

Move-in / Build-up	Date	Time		
Friday	12 September 2025	7h00 - 13h00		
Registration				
Friday	12 September 2025	11h30 - 18h30		
Saturday	13 September 2025	8h30 - 18h00		
Sunday	14 September 2025	8h30 - 14h30		
Events				
Welcome networking	12 September 2025	18h30 - 19h30	Exhibition area	
Conference dinner	13 September 2025	19h30 - 00h30		
Farewell networking	14 September 2025	15h45 - 16h30	Hotel Lobby	
Exhibition			Last break ends at	Scientific sessions
Friday	12 September 2025	14h30 - 19h30	16h35	12h30 - 18h30
Saturday	13 September 2025	9h45 - 17h30	16h00	9h00 - 17h50
Sunday	14 September 2025	10h00 - 14h30	14h20	9h00 - 15h45
Move-out / Dismantling			Heavy dismantling	
Sunday	14 September 2025	14h00 - 15h30	From 15h30	

Please note the following:

- All empties must be removed from the exhibition area before exhibition time, and afterwards, all aisles must be kept free.
- To ensure a good participant experience and safety, dismantling of the stand before the official dismantling hours is not permitted.
- All sponsors and exhibitors are welcome to join all three events. The welcome and farewell receptions are included in your registration and take place at the Congress Venue (Don Giovanni Hotel).
- The Conference Dinner is a ticketed event, and you can buy your ticket during registration. Each ticket costs **1,794 CZK** (approx. **72 EUR**) including VAT.

Promotional Materials & Opportunities

Advert (500 Euros)

You may now book an advert to be featured in the printed programme.

A full-page colour advert costs 500 Euros. Format requirements are listed below.

Format: A5 (148 x 210 mm) with 3 mm bleed

Accepted file type: PDF or PNG

For orders, please write to **ex@cap-partner.eu**.

The deadline for submitting your advert file is **August 11, 2025**.

Congress Bags (Consult availability)

The Congress bags must be shipped using the label marked 'Congress Bags'. Ensure the label includes 'DFSG 2025 Congress Bags + (Company Name)'.

Inserts in Congress Bag (250 Euros)

You may reserve an insert to be included in the congress bags for a fee of 250 Euros.

Please label the boxes as follows: 'DFSG 2025 Congress Bag Inserts + [Company Name]'.

Lanyards (Consult availability)

The lanyards must be dispatched using the shipping label that will soon be available on our website under 'Shipping Labels'. Don't forget to mention 'DFSG 2025 Congress Lanyards + [Company Name]'.

Both congress bags, Inserts and Lanyards must be delivered no later than **September 5, 2025**

All shipping labels will soon be available on our website under 'Shipping Labels.'

Tell the world about the meeting.

Social media banners are available on our website [here](#). These can be used in your event calendar or shared with your clients and network.

Please follow **DFSG 2025** on [LinkedIn](#):

We are 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.

Congress Dinner

Join us for an unforgettable evening at the Conference Dinner!

Date: Saturday, 13 September 2025

Time: 19:30-00:30

Venue: Art Restaurant Mánes
Masarykovo nábreží Str. 250/1
110 00 Prague 1, Czech Republic

Experience a night of great food, music, and networking. Enjoy opportunities to connect with future partners and collaborators—be sure to secure your spot today.

Tickets may be purchased through the online registration system.

The ticket includes a welcome drink, a three-course dinner with your choice of wine or soft drinks, followed by coffee, tea, and live music from a DJ.



Please note that participants are responsible for their own transport to Art Restaurant Mánes. However, departure groups will be organised from the Don Giovanni Hotel via the nearby subway station.

Lead Retrieval

Field Drive lead retrieval

The Field Drive lead retrieval app is an easy-to-use solution with an integrated registration system.

The Field Drive app makes it easy to collect essential participant information. Simply scan their badges using your smartphone to access daily reports and more, all in one place. It eliminates the need for manual data entry and additional equipment. Learn more about the lead retrieval system by watching [this video](#). The price per license/device is €250.

To request a license, please send the following information to ek@cap-partner.eu no later than **August 20, 2025**:

- Company name
- Contact full name
- Number of licenses desired
- Contact email address

You will receive login credentials and a download link at least one week before the congress, once we've received your information.

The same applies to companies for which the licences are complimentary.

Deadlines overview

<i>Key deadlines</i>	<i>Day</i>	<i>Month</i>
<i>Directory Information</i>	14	July
<i>Shipping Information</i>	1	August
<i>Symposium Information</i>	4	August
<i>Advert file</i>	11	August
<i>Complimentary Registration</i>	12	August
<i>Lead retrieval</i>	20	August
<i>Complimentary Exhibition passes</i>	21	August
<i>Stand building orders (furniture, prints & more)</i>	22	August
<i>Promotional Materials (Lanyards, inserts, and congress bags)</i>	5	September

Contact Sponsorship & Exhibition only

For questions, please contact:

Elis Xavier

Exhibition Manager

E-mail: ex@cap-partner.eu

Tel.: +45 3842 9577 / +45 8147 6275

Elias Kristensen

Exhibition Assistant

E-mail: ek@cap-partner.eu

Tel.: +45 3842 9591



Please use the hashtag #DFSG25 when posting about the congress on social media platforms



General Contact Information

For any further questions about the congress, please contact: **Congress organiser**

CAP Partner

Nordre Fasanvej 113

2000 Frederiksberg,
Denmark

Email: dsfg@dfsg.com

Tel.: +45 7020 0305

www.cap-partner.eu