

ESMO 2017 INDUSTRY GUIDELINES ADDENDUM

Session auditoria capacities

Room set-up

Set up in Theatre style in all the session auditoria, with a panel table for 4 persons.

AUDITORIUM NAME	CAPACITY
Barcelona	2500 seats
Sevilla	1500 seats
Pamplona	1000 seats
Cordoba	1000 seats
Granada	800 seats
Valencia	800 seats
Tarragona	600 seats
Bilbao	600 seats
Alicante	600 seats
Cartagena	600 seats
Salamanca	400 seats
Jerez	300 seats

Auditoria's technical equipment for Satellite Symposia

Auditorium	LCD proj.	Laptop	Screen	Laser pointer	Microphones		
					Lectern	Panel	Floor
Barcelona	2 x 18'000 al HD, 3DLP 2 x 8'000 al HD, 3DLP	1	1 Main front screen: 16 x 4.80 m 2 delay projection screens: 6.8 x 3.8 m	1	2	4	8
Sevilla	1 x 20'000 al HD, 3DLP 2 x 6'000 al HD, 3DLP	1	1 Main front screen: 12 x 6.75 m. 2 delay projection screens: 4.88 x 2.74 m	1	2	4	6
Pamplona	1 x 20'000 al HD, 3DLP	1	1 Main front screen: 12 x 6.75 m	1	2	4	6
Cordoba	1 x 20'000 al HD, 3DLP	1	1 Main front screen: 12 x 6.75 m	1	2	4	4
Granada	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 11 x 6.20 m	1	2	4	6
Valencia	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	6
Tarragona	1 x 12'000 al HD, 3DLP	1	1 Main front screen: 8 x 4.57 m	1	2	4	4
Bilbao	1 x 12'000 al HD, 3DLP	1	1 Main front screen: 8 x 4.57 m	1	2	4	4



Auditorium	LCD proj.	Laptop	Screen	Laser pointer	Microphones		
					Lectern	Panel	Floor
Alicante	1 x 12'000 al HD, 3DLP	1	1 Main front screen: 8 x 4.57 m	1	2	4	4
Cartagena	1 x 12'000 al HD, 3DLP	1	1 Main front screen: 8 x 4.57 m	1	2	4	4
Salamanca	1 x 8'000 al HD, 3DLP	1	1 Main front screen: 6.8 x 3.8 m	1	2	4	4
Jerez	1 x 8'000 al HD, 3DLP	1	1 Main front screen: 6.8 x 3.8 m	1	2	4	4

One technical staff member is assigned to each room.

Technical floorplans

Please download [here](#) the Industry Satellite Symposia Auditoria technical plans.

Session auditoria lectern & panel table

Lecterns and panel tables will be with digital branding.
Please send the digital signage by **14 August 2017** to esmosatellite@acsaudiovisual.com confirming the Satellite Symposium slot and auditorium.

The digital file must follow the resolution instructions here below:

	Screen	Resolution and orientation
Digital lectern	1 x 48"	1080 x 1920 pixels (portrait orientation), 16:9
Digital panel table	2 x 32"	1920 x 1080 pixels (landscape orientation), 16:9



Lectern laptop usage

Kindly be informed that the following regulations apply to the lectern laptop in the assigned auditorium:

- The laptop cannot be removed from the lectern
- It is not allowed to upload presentations on the laptop with USB keys
- No laptop set-ups can be changed
- Companies organising a Satellite Symposium and **NOT** using the invited speakers preview centre will need to have an extra laptop in the back of the room or with a separate lectern. The extra laptop can be ordered through the official AV/IT company
 - back-up lectern (not digital) to be requested to esmosatellite@acsaudiovisual.com by 31st July 2017

Invited speakers preview centre

For logistical reasons, companies organising a Satellite Symposium are **strongly recommended** to use the invited speakers preview centre and follow the instructions that ESMO prepares for its own speakers.

Benefits in using the invited speakers preview centre:

- stage assistant included
- overflow room usage

Confirmation to be provided to congress@esmo.org by mid-August 2017 together with the name of the person that will be in charge of the presentations uploading.

If a company does not wish to use the invited speakers preview centre they must advise the ESMO Congress Department (congress@esmo.org). In this case please read carefully the paragraph on "Lectern laptop usage".

No onsite requests will be accepted.

Presentation material

Your presentation must be prepared in PowerPoint 2000, PowerPoint 2007, 2010 or 2013 (MS Windows) and provided on an USB-removable drive. Set the slide size on 16:9 format.

Rehearsal

Rehearsal time on the day before may be available but is not guaranteed. Please contact the ESMO Congress Department (congress@esmo.org). Please note that additionally ordered equipment may not be available during the rehearsal slot.

Industry Satellite Symposium webcast (cSlide system)

The ESMO 2017 cSlide System digitally records lectures/presentations in a session room with the presenters' laptop and automatically creates several output formats to display the content online.

Further details are available in the [webcast brochure](#) and [order form](#).

Industry Satellite Symposium Display Area

The Industry Satellite symposium display area will be located in the nucleus between Hall 2 and Hall 4.

The Industry Satellite Symposium Display Area will be composed by as 55" portrait screens and one A4 size holder for invitations per each Satellite slot.

- Please send your file with the satellite programme to the ESMO Congress Department (congress@esmo.org) **by 2 August 2017 in the format 1080 x 1920 pixels, PowerPoint.**
- Session organisers are responsible for storing the invitations and ensuring the racks are filled
- Each company is responsible for printing sufficient invitations
- The display area will be available from Friday 8 September to Monday 11 September 2017
 - Friday satellite programmes will be displayed from 14.00 to 19.00
 - Saturday lunch slot satellite programmes will be displayed from 9.00 to 14.30
 - Saturday evening slot satellite programmes will be displayed from 14.30 to 20.00
 - Sunday lunch slot satellite programmes will be displayed from 9.00 to 14.30
 - Sunday evening slot satellite programmes will be displayed from 14.30 to 20.00
 - Monday lunch slot satellite programmes will be displayed from 9.00 to 14.30
 - Monday evening slot satellite programmes will be displayed from 14.30 to 20.00





Food & Beverage caterers and areas

Please note that 2 official caterers have been selected to serve the needs during the ESMO 2017 Congress.

The services for **Satellite Symposia** and **Private Meetings** will be handled by the catering company **Mallorca**, E-mail: Sonia@mallorca-catering.com

While for services related to the **Exhibitions** and **Business Rooms** it will be handled by the catering company **Eurest**, E-mail: pedidostand@eurest.es

IMPORTANT NOTES FOR SATELLITE SYMPOSIA F&B:

Due to space limitations and the strong recommendation from the official caterer, bag meals options will be made available for each Satellite F&B slots.

The bag meals will still be served outside the auditoria for maximum 30' minutes before or after the satellite symposium.

Trash bins will be made available for cleaning the room plus the caterer will have additional staff to clean the room after the session.

Requests for F&B functions should be addressed to the ESMO Congress Department (congress@esmo.org), indicating the type of function and number of guests in order to have the full overview.

Please also note that any food items served in the congress centre must be purchased through the official catering service.

No alcohol will be served during the ESMO 2017 Congress.

Badge scan system (cLead system)

The ESMO 2017 cLead Retrieval System is a fast and easy way to record visitors' contact information. By simply scanning a visitor's name badge with the supplied scanner, that contact is entered into your own visitor database, including all relevant product information or comments which have been added to these visitors' profiles beforehand. Following the event, approved visitors' address data can be provided in printed form or as a MS Excel file, or made available with proper access rights through an online platform. Further details are available in the [cLead brochure](#) and [cLead order form](#).

Local staff

One hostess is assigned to each room. Additional hostesses can be booked through esmo2017@barcelocongresos.com.

Drop off

Please find below the IFEMA access plan indicating: Coaches access, Drop off points and Parkings



- Drop off points and Parking points

For evening transfers pharma companies are recommended to hire local staff to assist their guests.

Important note for Compliance

For ESMO 2017, different badge colored stripes will be used in order to be able identifying delegates as prescribers or non-prescribers.

This decision has been taken to comply with prescription-only medicines promotional legislation, both European and national.

- (i) Delegates attending the Congress will be responsible when deciding which parts or areas of the congress they access to or visit, and
- (ii) By previously identifying their profile, pharmaceutical companies will be responsible when deciding how they engage or interact with participants, according to European legislation and any applicable code of practice.



Important note for Meet the Investigator Studio slots

If you plan to use any speaker(s) that are already involved in the ESMO scientific programme your Meet the Investigator Studio slot(s) must not be in conflict with the official ESMO scientific and educational sessions they have committed to.

ESMO reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the ESMO Executive Board recommends that a speaker presents at no more than one (1) Meet the Investigator Studio slot. However, if unavoidable, a speaker may be involved in a second Meet the Investigator Studio Slot for a maximum of two (2) Meet the Investigator Studio Slots during the Congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not.

Additionally, the following ESMO Officers are not allowed to participate in any Meet the Investigator Studio Slots: ESMO President, President-elect, Past President, Congress Scientific Chair, Congress Educational Chair, Guidelines Committee Chair, Editors-in-Chief of Annals and ESMO Open. All other Board members may participate in 1 Meet the Investigator Studio Slot, maximum two under exceptional circumstances.

Do not forget to send your speaker list for approval to congress@esmo.org before the 24 July.