

# ESMO ASIA 2017

## INDUSTRY GUIDELINES

### SINGAPORE

ESMO Asia is a unique oncology congress aimed at facilitating the international exchange of professional expertise.

### 17-19 NOVEMBER 2017

#### IMPORTANT DEADLINES

12 July 2017	Abstract submission
23 August 2017	Early registration
11 October 2017	Late-breaking abstracts
11 October 2017	Late registration

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## CONTACTS

### ESMO Asia 2017 - ESMO

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### ESMO Asia 2017 Congress secretariat

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20 Bendemeer Road, #04-02 BS Bendemeer Centre, Singapore  
Web: [www.esmoasia.org](http://www.esmoasia.org)

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#### Audio-visual equipment

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### Badge scan system (Lead retrieval system)

#### CTI Meeting Technology GmbH

Nussdorferstrasse 20/22. 1090 Vienna, Austria  
Fax +43 1 319 69 99 33  
E-Mail: [t.dworschak@ctimeetingtech.com](mailto:t.dworschak@ctimeetingtech.com) / [leadsystem@ctimeetingtech.com](mailto:leadsystem@ctimeetingtech.com)

## **PREFACE**

### **Welcome and congratulations!**

You have decided to partner ESMO Asia 2017, the third congress following the success of ESMO Asia 2015 and 2016.

ESMO Asia 2017 will take place in Singapore from 17 to 19 November 2017.

Over these three days, you will have a unique opportunity to exchange with leading oncologists from the Asia Pacific region and the rest of the world.

Well organised planning makes for successful execution and the European Society for Medical Oncology (ESMO) together with its partner suppliers will be glad to guide you throughout the coming months towards a congress rich in discussion and exchange for your organisation.

These ESMO Asia 2017 Industry Guidelines will guide you in the necessary steps of your participation at ESMO Asia 2017.

The document is organised into six distinct sections namely:

1. General information (including congress overview plan)
2. Key dates (concerning the scientific programme, satellite symposia, registration and publications)
3. Industry satellite symposia rules
4. Industry meetings on-site
5. Promotion
6. General terms and conditions

All the regulations concerning the ESMO Asia 2017 exhibition will be included in the ESMO Asia 2017 exhibitor manual.

A copy of this document will be available on our website and your main contact for any additional queries will be our official **events management agency (MCI Group Asia Pacific Pte Ltd)**.

Please read this document carefully and share with the necessary colleagues and agencies involved in the organisation of your ESMO Asia 2017 activities.

Also note that a successful application for participation at ESMO Asia 2017 implies an acceptance of the requirements contained within these Industry Guidelines and also in any updates posted on [www.esmoasia.org](http://www.esmoasia.org)

**We look forward to working with you over the coming months towards a rich and innovative ESMO Asia 2017!**

## CONGRESS OFFICERS

### SCIENTIFIC COMMITTEE

- **Chair:** Emile Voest, Amsterdam, Netherlands
- **Co-Chair:** Keunchil Park, Seoul, Korea

### EDUCATIONAL COMMITTEE

- **Chair:** Andrés Cervantes, Valencia, Spain
- **Co-Chair:** Takayuki Yoshino, Chiba, Japan

### PRESS OFFICER

- Solange Peters, Lausanne, Switzerland

### LOCAL OFFICER

- Rebecca Dent, Singapore

## SCIENTIFIC COMMITTEE TRACK CO-CHAIRS

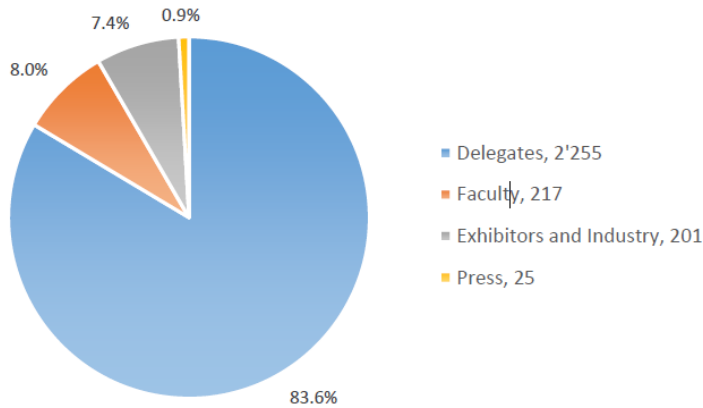
Frédéric Amant, Amsterdam, Netherlands  
Anton Berns, Amsterdam, Netherlands  
Christian Blank, Amsterdam, Netherlands  
Fatima Cardoso, Lisbon, Portugal  
Paolo G. Casali, Milan, Italy  
Alexandre Chan, Singapore  
Ian Chau, Sutton, United Kingdom  
Irene Higginson, London, United Kingdom  
Seock-Ah Im, Seoul, Korea  
Rakesh Jalali, Mumbai, India  
Ravindran Kanesvaran, Singapore  
Christophe Le Tourneau, Paris, France  
Georgina Long, Sydney, Australia  
Aurélien Marabelle, Villejuif, France  
Alexander Menzies, Sydney, Australia

Tony S.K. Mok, Hong Kong, China  
Atsushi Ohtsu, Kashiwa, Japan  
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Eva Segelov, Sydney, Australia  
Lena Specht, Copenhagen, Denmark  
Rolf A. Stahel, Zurich, Switzerland  
Josep Taberner, Barcelona, Spain  
Makoto Tahara, Kashiwa, Japan  
David SP Tan, Singapore  
David Thomas, Darlinghurst, Australia  
Janice Tsang, Hong Kong, China  
Katsuya Tsuchihara, Kashiwa, Japan  
Kunihiro Tsukasaki, Kashiwa, Japan

## GENERAL INFORMATION

### CONGRESS STATISTICS – ESMO Asia 2016

We will be expecting about 3,000 delegates to attend the third edition of the congress. Please find below key statistics from the past editions which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this congress.



### Attendance by Region (Delegates only)

Year	2016	
Represented countries	64	
Asia	2,119	89%
Europe	180	7.3%
Australia and Pacific	81	3.3%
North America	71	2.9%
Africa	19	0.8%
Central and South America	2	0.1%

### Top 10 countries (delegates only)

Country	Participants	%
Singapore	365	13.5%
Japan	305	11.3%
Taiwan	214	7.9%
China	203	7.5%
India	189	7.0%
Korea, Republic of	165	6.1%
Indonesia	133	4.9%
Thailand	130	4.8%
Philippines	127	4.7%
Vietnam	103	3.8%



## Abstract submission

	2016
Total Accepted	606 (86.2%)
<ul style="list-style-type: none"> <li>• Poster Presentations</li> <li>• Poster Discussions</li> <li>• Oral Presentations</li> <li>• YO</li> </ul>	475 57 53 21
Rejected / withdrawn	97 (13.8%)
<b>Total Submitted</b>	<b>703 (100%)</b>

## Submitted abstracts by topic

Topic	2016
Gastrointestinal tumours, non-colorectal	80
Gastrointestinal tumours, colorectal	71
NSCLC, metastatic	50
Breast cancer, early	41
Gynaecological cancer	41
Head and neck cancer	40
Biomarkers	35
Basic science	32
Breast cancer, metastatic	32
Haematological malignancies	29
Supportive care	26
Miscellaneous	26
Breast cancer, locally advanced	23
Sarcoma	22
Developmental therapeutics	21
Palliative care	19
Genitourinary tumours, non-prostate	15
Immunotherapy of cancer	14
Melanoma and other skin tumours	14
CNS tumours	13
Genitourinary tumours, prostate	12
Tumour biology and pathology	9
Neuroendocrine tumours	8
Translational research	8
NSCLC, locally advanced	7
Thoracic malignancies, other	7
NSCLC, early	5
Psycho-oncology	5
New diagnostics	4
Endocrine tumours	3
SCLC	3



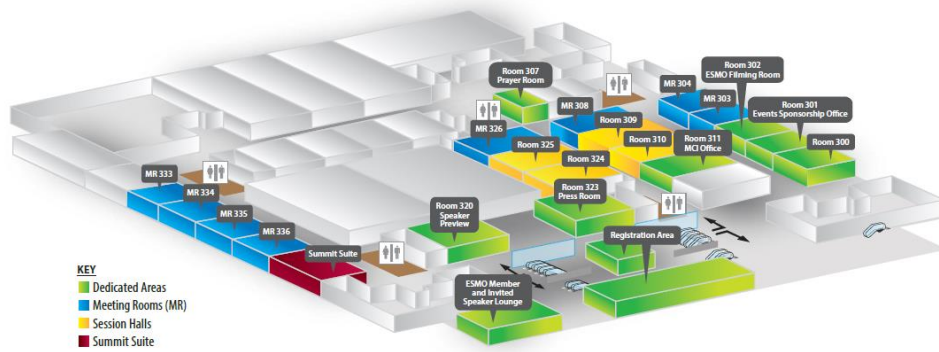
**VENUE**

ESMO Asia 2017 will be held at the Suntec Singapore Convention & Exhibition Centre, Singapore.

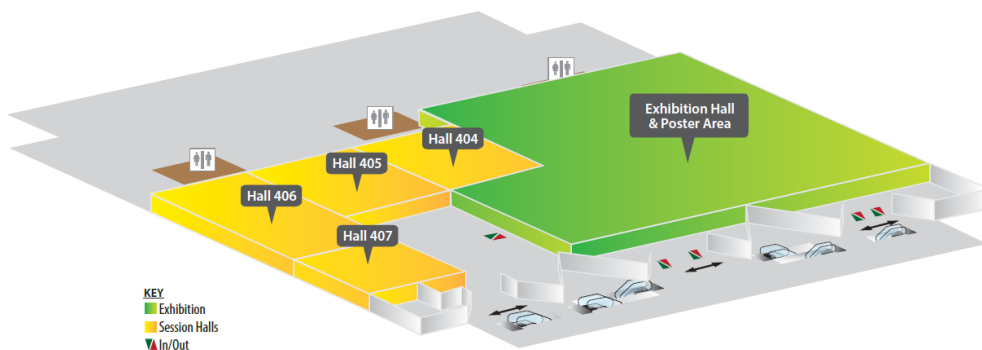
Suntec Singapore Convention & Exhibition Centre  
 1 Raffles Boulevard  
 Suntec City  
 Singapore 039593  
 Tel: +65 6337 2888  
[www.suntecsingapore.com](http://www.suntecsingapore.com)

Suntec Singapore International Convention and Exhibition Centre is a self-contained “city-within-a-city”. One of the largest multi-purpose convention and exhibition facilities in the centre of the city and a 20 minute drive to the airport, Suntec Singapore International Convention and Exhibition Centre has hosted some of the world’s biggest meetings, exhibitions and conventions. The centre is located in the central business district of Singapore.

ESMO Asia 2017, Venue Overview  
 3rd Floor



ESMO Asia 2017, Venue Overview  
 4th Floor





## KEY DATES

<b>Congress dates</b>	
17 – 19 November 2017	ESMO Asia 2017 Congress
<b>Abstract dates</b>	
12 July 2017	Abstract submission deadline
11 October 2017	Late breaking abstracts deadline
<b>Company details</b>	
31 July 2017	Company logo, company description, company biography
<b>Registration</b>	
23 August 2017	Early registration deadline
20 September 2017	Submission of exhibitor badges and full congress badge form
11 October 2017	Late registration deadline
<b>Communications and artwork designs*</b>	
7 August 2017	Send Programme Book advertisement
21 August 2017	Send congress bulletin advertisement
28 August 2017	Send on-site advertising
22 September 2017	Submission of: <ul style="list-style-type: none"> <li>• Satellite symposium poster</li> <li>• Weblink invitation</li> <li>• A5 flyer</li> <li>• Roll-up banner</li> <li>• Bag insert</li> </ul>
<b>Industry satellite symposia – programme</b>	
21 July 2017	Submission for proposed programme, including the title of the satellite symposium and all presentations, the full names, affiliations and contact details of both proposed chairperson(s)
Beginning August 2017	Notification of acceptance or rejection
18 August 2017	Receipt of the final programme for inclusion in the Programme Book

## INDUSTRY SATELLITE SYMPOSIA RULES

### 1.0 Structure

Satellite symposia will take place on Friday 17, Saturday 18 and Sunday 19 November 2017. Details of available time-slots may be obtained by email from MCI Asia Pacific Pte Ltd ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)).

### 1.1 Satellite symposia programmes

All Satellite symposia programmes must be approved by the ESMO Asia 2017 scientific committee with a view to ensuring the scientific quality and scope of such symposia within the framework of the congress.

Companies are strongly encouraged to establish a programme in line with the general concept of the congress scientific programme. Current ESMO policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ESMO Asia 2017 scientific committee considers to be a proper, scientifically well-founded point of view.

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) satellite symposium. However, if unavoidable, a speaker may be involved in a second satellite for **a maximum of two (2) symposia 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 Satellite Symposium: 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 satellite symposia, maximum two under exceptional circumstances.

Any changes in the programme approved on 21 July 2017 must be forwarded immediately for re-approval to the ESMO Asia 2017 Programme Department ([programme@esmo.org](mailto:programme@esmo.org)) in time to submit the final version by 18 August 2017 at the latest.

Submitting an abstract to the ESMO Asia 2017 scientific committee and the official congress programme implies that the study reported therein will not be presented as such during the congress at any industry satellite symposium prior to its presentation during the official ESMO Asia 2017 programme. Therefore, presenting an abstract certifies that it is not connected to any industry satellite symposia.

### 1.2 Faculty expenses

It is the sponsor's responsibility to cover the travel and limited accommodation (T&A) expenses for all speakers and chairs participating in their symposium, regardless of whether or not they are also invited to participate in the official ESMO Asia 2017 programme.

Travel: Industry satellite symposia speakers should claim flight reimbursement from the sponsor.

Accommodation: To avoid double hotel bookings, official programme speakers will be accommodated in the faculty HQ hotel and the sponsor will be invoiced for two nights. The remainder will be covered by ESMO, according to the invited speaker reimbursement policy depending on the speaker role in the official congress programme, or on a private basis.

Each company is also responsible for the registration of any satellite symposium speakers who are not participating in the official congress programme. Registrations are not arranged by ESMO.

Speakers invited for the official ESMO Asia 2017 programme will be notified that by participating in an industry satellite symposium, they are not eligible for any travel reimbursement from ESMO.

### 1.3 Applications

Requests for satellite symposia will be processed in accordance to the level of sponsorship and on a first-come/ first-served basis.

### 1.4 Programme timeline and deadlines

<b>On application</b>	Each company should inform ESMO about the type of product(s) and the treatment area on which the programme of the satellite symposium will be based.
<b>21 July 2017</b>	The proposed programme, including the title of the satellite symposium and all presentations, the full names, affiliations and contact details of both proposed speakers and chairperson(s), must be submitted using the official ESMO programme template to the ESMO Asia 2017 Programme Department ( <a href="mailto:programme@esmo.org">programme@esmo.org</a> ).
<b>Beginning of August 2017</b>	Notification by ESMO of the acceptance / rejection / request for modifications to the programme as decided by the ESMO Asia 2017 scientific committee.
<b>18 August 2017</b>	Receipt of the final programme for inclusion in the Congress Programme Book. Minor changes notified after this deadline may be made to the Online Programme but cannot be guaranteed inclusion in the published Programme Book.

Please note that you could select ESMO as a provider of sponsored educational satellite symposia, and benefit from the society knowledge to develop and independent symposium. If you are interested in receiving more information please refer to [programme@esmo.org](mailto:programme@esmo.org)

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms and Conditions on [page 23](#)

## 2.0 Satellite symposia details

Schedule, room set-up and features are listed below. Please note that room setup is in theatre style for all sessions. The Panel table is up to four people.

No.	SLOT*	DAY	DATE	TIME	ROOM	HEIGHT TO CEILING	CAPACITY
1	BREAKFAST – Industry Satellite Symposium 1	Friday	17-Nov-17	08.45 – 10.15	HALL 406	8.5m	200
2	BREAKFAST – Industry Satellite Symposium 2	Friday	17-Nov-17	08.45 – 10.15	HALL 405	8.5m	300
3	BREAKFAST – Industry Satellite Symposium 3	Friday	17-Nov-17	08.45 – 10.15	HALL 404	8.5m	200
4	LUNCH – Industry Satellite Symposium 4	Friday	17-Nov-17	12.45 – 14.15	HALL 405	8.5m	300
5	LUNCH – Industry Satellite Symposium 5	Friday	17-Nov-17	12.45 – 14.15	HALL 404	8.5m	200
6	LUNCH – Industry Satellite Symposium 6	Friday	17-Nov-17	12.45 – 14.15	ROOM 324	3.3m	100
7	LUNCH – Industry Satellite Symposium 7	Friday	17-Nov-17	12.45 – 14.15	ROOM 325	3.3m	100
8	LUNCH – Industry Satellite Symposium 8	Friday	17-Nov-17	12.45 – 14.15	ROOM 326	3.3m	100
9	LUNCH – Industry Satellite Symposium 9	Friday	17-Nov-17	12.45 – 14.15	ROOM 309	3.3m	100
10	EVENING – Industry Satellite Symposium 10	Friday	17-Nov-17	18.30 – 20.00	HALL 406	8.5m	250
11	EVENING – Industry Satellite Symposium 11	Friday	17-Nov-17	18.30 – 20.00	HALL 404	8.5m	200
12	LUNCH – Industry Satellite Symposium 12	Saturday	18-Nov-17	12.45 – 14.15	HALL 405	8.5m	300
13	LUNCH - Industry Satellite Symposium 13	Saturday	18-Nov-17	12.45 – 14.15	HALL 404	8.5m	200
14	LUNCH - Industry Satellite Symposium 14	Saturday	18-Nov-17	12.45 - 14.15	ROOM 324	3.3m	100
15	LUNCH - Industry Satellite Symposium 15	Saturday	18-Nov-17	12.45 - 14.15	ROOM 325	3.3m	100
16	LUNCH - Industry Satellite Symposium 16	Saturday	18-Nov-17	12.45 - 14.15	ROOM 326	3.3m	100
17	EVENING - Industry Satellite Symposium 17	Saturday	18-Nov-17	18.30 - 20.00	HALL 406	8.5m	250
18	EVENING - Industry Satellite Symposium 18	Saturday	18-Nov-17	18.30 - 20.00	HALL 404	8.5m	200
19	LUNCH – Industry Satellite Symposium 19	Sunday	19-Nov-17	12.45 – 14.15	HALL 405	8.5m	300
20	LUNCH – Industry Satellite Symposium 20	Sunday	19-Nov-17	12.45 – 14.15	HALL 404	8.5m	200
21	LUNCH – Industry Satellite Symposium 21	Sunday	19-Nov-17	12.45 – 14.15	ROOM 324	3.3m	100
22	LUNCH – Industry Satellite Symposium 22	Sunday	19-Nov-17	12.45 – 14.15	ROOM 325	3.3m	100
23	LUNCH – Industry Satellite Symposium 23	Sunday	19-Nov-17	12.45 – 14.15	ROOM 326	3.3m	100

\*Catering is not included in the sponsorship package. All catering costs will be borne by the sponsor, and is to be ordered through the official caterer. The quantity to be ordered is at the discretion of the sponsor alone. (Please refer to chapter 2.2)

## Technical equipment

Hall	LCD Projector units	Screen	Laptop	Laser Pointer	Microphones		
					Lectern	Panel	Floor
Hall 406	2	5m x 3.75m	1	1	2	2	4
Hall 405	1	3.8m x 2.14m 16:9					
Hall 404							
Hall 407							
Room 324	4	2.75m x 2.06m	1	1	2	2	4
Room 325							
Room 309							

## Satellite symposium entitlement

- Room rental
- Standard technical equipment and room setup
- AV support staff
- **One** satellite hostess to assist with each satellite symposium
- Option to promote your satellite from your exhibition stand
- Satellite session published in the Programme Book and Online Programme
- Option to display up to two satellite roll-up banners\* 15 minutes before the start of your satellite symposium and distribute A5 invitations\* outside your satellite symposium room and your exhibition stand
- Display your symposium poster\*\* and A5 invitations\* at the ESMO Asia 2017 industry satellite symposium display area, located on level 3 of the congress venue

\*The production, delivery and installation of the roll-up banners and A5 invitations will be at the **sponsor's expense**.

\*\*The installation of the symposium poster will be done by the official contractor.

The graphics of the roll-up banners, symposium poster and A5 invitations (including those of the bag inserts and adverts) will need to be **approved** by **MCI Group Asia Pacific** before proceeding with production.

## Sponsorship package exclusions

- Speaker's expenses, including their registration fees, accommodation and travel expenses. This also applies in the case where the symposium speakers have already been invited by the congress
- All catering costs related to the industry satellite symposium. This will be borne by the sponsor, and have to be ordered through the official caterer

### 2.1 Technical and monitoring staff

One technical staff member and one hostess are assigned to each room. Additional hostesses can be booked through MCI Group Asia Pacific Pte Ltd ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)) at an additional cost.

The hostess assigned to each auditorium will manage the presentation system on stage (if the sponsor is not using the Speaker Centre, the hostess will have to follow the sponsor instructions)

### **2.1.1 Alternative stage set-up, additional equipment and/or personnel**

The details of a contact person for an alternative stage set-up, additional equipment and/or personnel will be provided in the confirmations. Owing to the limited set-up and dismantling time necessary between satellite symposia slots (15 minutes), additional audio-visual equipment should only be ordered through the official supplier. However, should a company wish to use its own technical supplier, the company must check in advance with Suntec Singapore Convention & Exhibition Centre and the official AV supplier that the proposed “technical requirements” of the symposium are feasible and compatible with the existing equipment.

Changes to the official congress graphic on the lectern are not allowed.

These requests must be communicated no later than **18 October 2017**. Extra equipment requests to be sent to Dorier Asia ([lester.chin@dorier-group.com](mailto:lester.chin@dorier-group.com))

### **2.1.2 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 have to order an extra laptop through the official AV/IT company
  - Back-up lectern can be provided upon request no later than **18 October 2017** to Dorier Asia ([lester.chin@dorier-group.com](mailto:lester.chin@dorier-group.com))

### **2.2 Food and beverage**

All catering must be organised through Suntec Singapore, the exclusive F&B provider. This also includes barista, coffee machines and related services. Specific requests for external catering suppliers will need to be addressed on a case by case basis and corkage fees will apply. Please contact ESMO Asia Congress secretariat ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)), indicating the type of function (cocktail or dinner), items required and number of guests.

A selection of box meals (“bento box sets”) will be made available by the ESMO Asia Congress secretariat to all lunch satellite symposia organisers.

All catering costs will be borne by the sponsor and have to be ordered through the official caterer. All payments for the F&B orders will have to be made directly to Suntec Convention & Exhibition Centre, by 20 October 2017. The F&B orders will not be provided if the payment is not received by the stated deadline.

### **2.3 Duration of the satellite symposium**

All companies are obliged to respect the start and closure times of the satellite symposia. Extensions beyond assigned time-slots are not allowed under any circumstances. Infringement of this regulation will affect the sponsors' priority list for future ESMO congresses.

### **2.4 Installation, rehearsal and dismantling times**

The organisers will endeavour to ensure that the halls will be available 15 minutes before the scheduled start of the satellite symposium for setting-up and rehearsal purposes. The company will need to ensure that the room is cleared by the company and ready for the next event within 15 minutes after the scheduled end of the satellite symposium.

Rehearsal time may be available but is not guaranteed. Please contact the ESMO Asia Congress secretariat ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)).

### **2.5 Invited speakers preview centre**

For logistical reasons, companies organising a satellite symposium are required to use the invited speakers preview centre and follow the instructions that ESMO prepares for its own speakers. If a company does not wish to use the invited speakers preview centre they must advise CTI Meeting Technology ([cslideesmo@support.ctimeetingtech.com](mailto:cslideesmo@support.ctimeetingtech.com)) by the **31<sup>st</sup> October 2017**.

### **2.6 Industry satellite symposium webcast**

All the educational sessions that take place at the ESMO Asia 2017 Congress will be added to the respective webcast library. Once the congress is over, all the attendees will be able to review all the sessions of the event. This platform will also provide a unique opportunity for all satellite organisers to host their satellite webcast(s) directly in our library and make the content easily accessible to all our attendees and members.

If you are already an OncologyPRO (our official educational portal dedicated to oncologists) Sponsor, the hosting rights are free both inside OncologyPRO as well as in the symposium webcast library provided the filming/recording of your webcast was done by our official supplier (for a small technical fee). To find out more on how to become an OncologyPRO sponsor or get advice on where to host it on this unique platform (if you already a sponsor) contact ESMO.

However, for companies that are not OncologyPRO sponsors a yearly hosting fee applies. This will of course not include recording/filming and any other editing – this will be at your own expense depending on the supplier used. To receive more details on this hosting opportunity, please contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)

Changes to the audio-visual equipment included in the rental package are not allowed. Additional information can be requested to Dorier Asia ([lester.chin@dorier-group.com](mailto:lester.chin@dorier-group.com)).

## **2.7 Satellite symposia contact/representatives**

Each company will provide the name of one person who will be responsible for the organisation of its Satellite symposium and notify the ESMO Asia Congress secretariat ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)) as soon as possible about any changes.

If several people are responsible for various aspects (financial, organisational, etc.) of the symposium, the company must inform ESMO Asia Congress secretariat accordingly. ESMO strongly recommends, however, that only one (1) contact person is appointed.

If an agency is appointed to manage and organise the satellite symposium, the company must inform ESMO Asia Congress secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from ESMO.

## **2.8 ESMO Congress website and Programme Book**

Approved satellite symposia programmes will be published online in the satellite symposia section of the ESMO Asia 2017 Congress programme and in the Congress Programme Book if they are received no later than 28 September 2017.

Satellite symposia programmes published in the ESMO Asia 2017 Congress Programme Book will follow the layout determined by ESMO. The submission of the programme must follow the format of the ESMO template (**Appendix A**), which may be requested from ESMO Asia Programme Department ([programme@esmo.org](mailto:programme@esmo.org))

The following details are necessary for inclusion in both programmes (online and book): session title, lecture titles plus allocated time for each presentation, full speaker names, affiliation and contact details.

## **2.9 Abstract presentation during the congress**

Each company must guarantee that studies reported in accepted abstracts will not be presented as such during the congress at any industry-related satellite symposia prior to its presentation during the official congress programme.

## **2.10 ESMO Congress abstract book**

Abstracts related to satellite symposia are not published in the ESMO Asia Congress abstract book.

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms and Conditions on [page 23](#)



## **INDUSTRY MEETING ACTIVITIES ON-SITE**

### **3.0 Industry meeting activities**

#### **3.1 Networking events**

Companies may organise evening events, provided that these start after the conclusion of the official programme of the day.

The opening session will take place in the congress venue on Friday, 17 November 2017 from 10:45 to 12:30 hours. ESMO does not authorise that congress participants are offered any corporate-organised event before the end of the opening session (12:30 hours).

The ESMO presidential dinner is foreseen on Friday, 17 November 2017 (19:30-23:00). The ESMO board of directors and the congress faculty will be invited to the presidential dinner.

#### **3.2 Unofficial satellite symposia or similar events**

During the period beginning Thursday, 16 November 2017 through to Sunday, 19 November 2017, ESMO does not allow any corporate-organised satellite symposia or similar events to take place on other days and in other places except on Friday, 17, on Saturday, 18, and on Sunday, 19 November 2017 in the official venue.

#### **3.3 Participation in industry satellite symposia**

Participants fully registered to the congress, visitors wearing the visitors' badge, exhibitors wearing the exhibitors badge and agencies wearing the industry satellite badge have the right to attend the industry satellite symposia.

#### **Blackout times:**

Friday, 17 November 2017	08:30-18:00
Saturday, 18 November 2017	09:00-18:00
Sunday, 19 November 2017	09:00-18:00

### **3.4 Media activities**

All media activities initiated by third parties are subject to a specific media policy. Companies wishing to organise a media event during the congress should send a request to the ESMO press office using the appropriate form made available through the ESMO website or contacting [media@esmo.org](mailto:media@esmo.org). For any additional information about media issues, please contact [media@esmo.org](mailto:media@esmo.org).

#### *Press badges*

According to the ESMO media policy, press badges may only be assigned to journalists working for recognised media organisations. Should communication agency representatives require a badge for the purpose of preparing and/or developing third-party media events, please contact the ESMO Press Office ([media@esmo.org](mailto:media@esmo.org)) to obtain a temporary badge. Full details are available in the ESMO third-party media activities policy.

### **3.5 Types of meetings**

Activities such as internal meetings involving congress delegates, press conferences, educational or promotional activities taking place either in or outside the congress centre but concomitant with or during breaks in the official ESMO congress educational and scientific programme are subject to ESMO approval.

Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to ESMO Asia Congress secretariat ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)) at least six weeks before the event.

#### **Closed industry meetings**

ESMO allow sponsoring companies to organise different meeting formats within the congress centre during the congress hours. Sponsoring companies may organise staff meetings, briefings, advisory boards, client meetings or other type of closed meetings at the hired specified rooms allocated by ESMO for such purposes within the congress centre with the following requirements:

- A meeting “is closed door” and by invitation only
- The meeting will not be promoted in the convention centre or on any ESMO Asia 2017 publications
- Small meetings may take place in parallel with the official ESMO congress educational and scientific programme provided they adhere to the maximum capacity of **35** guests, and are limited in duration
- Meetings which bear similarities to a satellite symposium are strictly not allowed. The meeting room cannot be used to conduct a satellite symposium
- If the sponsoring company plans to have an ESMO Asia 2017 Speaker present at the hired meeting room, the sponsoring company will be solely responsible to ensure that the timings do not clash with the speaker’s official schedule at ESMO Asia Congress
- Media should not be invited and are not permitted to attend the meeting except for press conferences

Meeting rooms are subjected to availability and will be allocated based on a first-come-first-served basis, upon submission of the meeting room request form.

For more information and to book your slot/suite for a fee, please contact MCI Group Asia Pacific Pte Ltd ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)).

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms and Conditions on [page 23](#)

## PROMOTION OF THE SATELLITE SYMPOSIUM AND OTHER ACTIVITIES

### 4.1 Publications and on-site advertising

Each company will ensure that all company publications referring to satellite symposia mention: “**ESMO Asia 2017 industry satellite symposium**” to avoid any confusion with the official scientific programme. For this reason, all companies must submit a copy of the following final design publication to [esmoasia@mci-group.com](mailto:esmoasia@mci-group.com) within the stipulated deadlines:

31 July 2017	Submit company logo
7 August 2017	Send Programme Book advertisement
21 August 2017	Send congress bulletin advertisement
28 August 2017	Submit artwork for on-site advertising
22 September 2017	Submit artwork for: satellite symposium poster, weblink invitation, A5 flyer, roll-up banner and bag insert

ESMO suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, ESMO bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are ESMO supporting those products or services for their sole promotion at ESMO Asia 2017. However, ESMO reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and International laws and ESMO bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the codes of practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Singapore.

### 4.2 Reproduction of logos

Each company is entitled to use the official logo of ESMO Asia 2017 on invitations and promotional documents related to the approved Satellite symposium.

Companies are not allowed to use the ESMO corporate logo under any other circumstances.

MCI Group Asia Pacific Pte Ltd ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)) will provide the ESMO Asia 2017 Congress logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

### 4.3 Inviting participants

Inviting participants to your satellites has never been this easy and effective.

A month prior to ESMO Asia 2017 satellite symposium organisers will have the opportunity to showcase their satellites via a digital satellite invitation/weblink in our online scientific programme and invite delegates to find out more about their session(s).

Furthermore, in the ESMO Asia 2017 e-newsletter there will be a dedicated industry satellite symposia section whereby all these digital invitations will be grouped.

From 29 September 2017, your satellite invitation weblink will go live (this will be subject to prior submission before the 22 September 2017 deadline and subsequent approval by MCI Group Asia Pacific Pte Ltd). The ESMO Asia 2017 e-newsletter will be sent out to all registered delegates in October 2017. To take full advantage of this unique opportunity and book this sponsorship product, please contact MCI Group Asia Pacific Pte Ltd ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)) today!

#### Rules and regulations:

ESMO reserves the right to refuse requested weblinks should any web page be deemed to conflict with ESMO's ethics or interests.

- A weblink is a page or pdf, created by the sponsoring Industry, highlighting their satellite.
- The content of the weblink message must not make any statements about the quality or virtues of a sponsoring Industry and/or any of the industry's product(s) either via text or visuals. With a satellite symposia: the content of the weblink must solely state the:
  - Title of the session.
  - The names of the chairpersons and speakers.
  - Venue and timing of the ESMO approved scientific programme.
- Note that that no product names or brand names are allowed in the title or in the scientific programme of the session.
- The deadline to submit your weblink to [esmoasia@mci-group.com](mailto:esmoasia@mci-group.com) is 22 September 2017. Your weblink will undergo an internal approval procedure and Industry will be informed within five working days as to the status of approval.
- This page must not include links, hyperlinks, hot-spots or any means through which the advert can be linked to another site. There will be no exceptions made to this rule.
- The weblink may consist of more than one virtual page, due to its online nature, however no more than two pages can be included per weblink.
- Under no circumstances may "flash files" be allowed.
- Any requests for content or structure change/ amendments after the weblink has been linked to the appropriate listing will not be actioned.
- To ensure that the ESMO Asia 2017 Congress logo is properly protected, ESMO has defined guidelines for its use, which permit the use of the congress logo under specific conditions.

- Cancellation of the weblink should be sent in writing to MCI Group Asia Pacific Pte Ltd.

The web page will only be linked once MCI Group Asia Pacific Pte Ltd approval is confirmed and the payment for the sponsorship package is received.

#### **4.4 Inserts in the delegate bags**

All satellite symposia invitations must not be larger than A4 format and not heavier than 30 grams. Shipment and delivery instructions provided by the congress secretariat must be respected. The handling fee, production and shipping costs for the bag inserts will not be covered by ESMO and is to be borne by the sponsor.

Bag inserts must be submitted for approval to MCI Group Asia Pacific Pte Ltd ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)) by the 22 September 2017.

Shipment instructions for “bag inserts” will be given upon approval. ESMO bears no responsibility for the non-inclusion of leaflets in the delegate bags if the shipping instructions and deadline are not respected. ESMO accepts no responsibility for programmes which are submitted late.

#### **4.5 Advertisements**

Advertisements are possible in the congress venue and congress-related publications. Please contact MCI Group Asia Pacific Pte Ltd ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)) for further details.

- a. On-site advertising

Please request the on-site advertising catalogue from [esmoasia@mci-group.com](mailto:esmoasia@mci-group.com).

- b. Other advertising opportunities

#### **4.6 Signage, display and distribution on site**

For the display of programme posters, one designated poster board will be made available in the ESMO Asia 2017 industry satellite symposium display area. The poster board will include a rack for A5 invitations. Display racks will be available from Friday 17 November to Sunday 19 November 2017. The poster boards will be portrait (vertical). Please contact [esmoasia@mci-group.com](mailto:esmoasia@mci-group.com) for the poster board sizes.

Companies are responsible for:

- Storing the invitations and ensuring the racks are filled, by 8pm preceding the day of the satellite symposium.
- Printing sufficient invitations.

Instructions regarding signage, including set-up and dismantling times, auditorium decoration etc., will be provided by the ESMO Asia Congress secretariat and must be fully respected at all times.

The display of posters is forbidden in other areas of the congress centre other than on the designated poster boards, throughout the congress period. Invitations and flyers may not be distributed to participants in any access to, or in public areas of, the congress centre, including between the metro station and the main entrance of the congress venue.

Flyers may, however, be distributed in front of the door(s) of the assigned auditorium no earlier than one hour before the start of the satellite symposium. One welcome desk will be available outside each session room.

Additionally, the venue strictly forbids sticking signage or other elements to any walls, doors or windows of the premises.

#### **4.7 Promotion at congress hotels**

The production, distribution or display of promotional materials at the hotels where participants are staying during the congress is discouraged by ESMO. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material. No assistance will be provided by ESMO or by the official housing service for the distribution of material or for the list of official congress hotels.

#### **4.8 Other promotional activities**

Any other activity organised with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO approval.

#### **4.9 Promotion related to products and services**

Companies holding satellite symposia are responsible for obtaining relevant information and for complying with all Singaporean and international rules and regulations related to advertising and promotion of all products and services mentioned as part of the satellite symposium.

Advertising of a specific product or service does not mean acceptance by ESMO, and the sponsoring company is solely responsible for bringing its advertising into line with local and international laws, as applicable.

## **EXHIBITION**

### **5. Exhibition guidelines**

Additional information concerning the commercial exhibition will be available in the ESMO Asia 2017 Exhibitor Manual. To request a copy and for more information, please contact MCI Group Asia Pacific Pte Ltd ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com)).

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms and Conditions on [page 23](#)

## **GENERAL TERMS AND CONDITIONS**

### **1. General terms and conditions**

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ESMO Asia 2017 insofar as the contractual partners do not reach contrary agreements in writing. MCI Asia Pacific Pte Ltd acts as an agent on behalf of ESMO and cannot be held liable for any changes, modifications or directions in the ESMO Asia 2017 Congress.

### **2. Establishment of contract**

- a) Application for a sponsorship product(s)/service(s) is made by filling in and returning the completed sponsorship application form to MCI.
- b) Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ESMO Asia 2017 Industry Guidelines and any supplementary provisions.
- c) Confirmation of the allocation of any sponsorship product(s)/service(s) by MCI in writing constitutes establishment of contract between the sponsoring company and MCI.
- d) An invoice will then be sent by registered mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by MCI unless the company objects in writing within two weeks after the date the assignment was sent.

### **3. Appointed agencies**

- a) Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and MCI.
- b) Sponsoring companies should inform MCI in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- c) It is not the role of any given agency to make initial enquiries or reservations with MCI independently of the sponsoring company.
- d) The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- e) This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

### **4. Procedure**

Send signed sponsorship application form by email or fax. MCI will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.



## **5. Assignment**

- a) Will be done by sponsorship level and on a first come, first served basis upon submission of the completed application form.
- b) To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, offers are valid for 48 hours (two working days) unless the offer makes it clear that the opportunity is freely available.
- c) For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.
- d) The sponsoring company shall be solely responsible at its own cost for transporting, storing, installing, removing and securing/keeping safe its exhibits at the congress. All exhibits are subject to approval of MCI, and are exhibited at the sponsoring company's own risk.
- e) MCI reserves the right to make any change to the floor plan and will communicate change(s) to the exhibitors immediately.

## **6. Payment deadlines**

Assignments will be cancelled automatically if the related cost has not been paid within the given time period.

## **7. Terms of payment**

- a) A first deposit of 50% of the total rate will be sent within 2 weeks following the confirmation. Payment is due within 30 days following the date of the invoice. The balance (50%) is due not later than six months before ESMO Asia 2017. Corresponding invoices will be sent out by MCI in due time before the deadline for receipt of payment. If charges are not paid within the prescribed time, the item will be released and any loss incurred by MCI by such non-payment shall be made good by the defaulting sponsoring company.
- b) All bank charges and/or transaction fees will have to be borne by the sponsoring company.

## **8. Cancellation policy**

The company cancelling its support after the official application form has been accepted will be liable to pay the following fees:

- a) If the sponsorship product(s)/service(s) cannot be reallocated to another company.
- b) 50% of the total rate, if the cancellation request is received in writing before 31 March 2017.
- c) 100 % of the total rate, if the cancellation request is received in writing after 31 March 2017.

Once the sponsorship item(s) are officially assigned the cancellation fee is 100% of the total rate. If the item(s) can be reallocated to another sponsoring company, the former sponsoring company will receive a full refund of deposit(s) paid and less the administrative fees of 10% on the total sponsorship investment.

### **9. Administration fees/invoicing changes**

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 100 USD (Excluding VAT) will be charged to the company.

### **10. Indebtedness**

Payments not received by the first day of the congress (Friday, 17 November 2017) will be subject to a 10% penalty fee on the total sponsorship investment.

### **11. Refunds**

Any refunds of deposits paid will be made after ESMO Asia 2017 but not later than the 11 December 2017. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

### **12. Postponement or abandonment**

- a) ESMO reserves the right to postpone the congress including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the congress or any of its parts, ESMO and MCI cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment.
- b) Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO Asia 2017 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO and MCI are not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

### **13. Limitation of Liability of ESMO and MCI**

- a) ESMO and MCI shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence or default of an employee, director, representative or contractor. Nor shall ESMO and MCI be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this.
- b) Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

#### **14. Bankruptcy or liquidation**

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO and MCI shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

#### **15. Security and insurance**

- a) Neither ESMO and/MCI nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO and/MCI nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The sponsoring company/exhibitor shall indemnify ESMO and/MCI and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.
- b) As ESMO and/MCI and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO and/MCI for any previously listed risks.

#### **16. Enforcement of rules**

Applies equally to all. All companies investing in sponsorship at ESMO Asia 2017 must comply with all rules and policies established by ESMO and MCI.

#### **17. Violation procedure**

The procedure for policing and enforcing the violation is as follows: when noticing a violation, MCI and/or ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, MCI and/ESMO staff will report alleged violations to the Congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after ESMO Asia 2017. Appeals may be made to the ESMO Management.

## **18. Penalties**

- a) First violation: no accrual of points for the year.
- b) Second violation: no accrual of points plus the loss of all accrued points to date.
- c) Third violation: no right to participate at the next ESMO congress.

## **19. Claims procedures, place of performance and jurisdiction**

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing. The maximum time lapse is one month from the closure of ESMO Asia 2017. Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

## **20. Laws, rules and regulations**

- a) The sponsoring company shall abide by all laws, fire safety and environmental laws, local authorities' laws or regulations and the rules and regulations of the congress venue which have been provided to the sponsoring company and which may be added to from time to time by the venue owner. Failure to do so will constitute grounds for breach of this Agreement.
- b) The sponsoring company shall take all necessary precautions to prevent any harm done to the congress venue and venue property. The sponsoring company is liable to compensate ESMO and/or MCI for all losses, costs and expenses suffered by ESMO and/or MCI arising from any damage done to the congress venue or venue property or any breach of this clause by or caused by the sponsoring company.

## **21. Non-smoking policy**

The ESMO Asia 2017 Congress is a non-smoking congress.

## **22. Final clause**

In cases not covered by the regulations in this Industry Guidelines, ESMO interpretation shall be final.

## APPENDIX A – SATELLITE PROGRAMME SUBMISSION TEMPLATE

### Satellite symposium session template

Sponsor name	
Contact details for programme	
Allocated slot (day and time)	

90 mins (1h30mins)

Title satellite symposium	Title
Date	<i>dd.mm.yyyy</i>
Time slot	<i>Eg. 13:00- 14:30</i>
Co-Chair	<i>Co-Chair 1</i>
Co-Chair	<i>Co-Chair 2</i>
5'	<i>Introduction</i>
	<i>Speaker 1</i>
20'	<i>Lecture title</i>
	<i>Speaker 2</i>
20'	<i>Lecture title</i>
	<i>Speaker 3</i>
20'	<i>Lecture title</i>
	<i>Speaker 4</i>
20'	<i>Lecture title</i>
	<i>Speaker 5</i>
5'	<i>Conclusions</i>
	<i>Speaker 6</i>

**Note 1:**

Presentation timings are important for the session to be loaded and displayed correctly in the programme. Example is set out based on a session of 90' but satellite slot timings may vary. Rows may be added or deleted as necessary.


**Note 2:**

Please provide full details of the Satellite symposia speaker affiliation in the table below:

Speaker last name	Speaker first name	Institute	City	country	Email Email cc
<i>Co-chair 1</i>					
<i>Co-chair 2</i>					
<i>Speaker 1</i>					
<i>Speaker 2</i>					
<i>Speaker 3</i>					
<i>Speaker 4</i>					
<i>Speaker 5</i>					
<i>Speaker 6</i>					

**Note 3:** As per the industry satellite symposia policy (please see full extract below), experts may not participate in more than two industry satellite symposia. Should an expert be nominated more than twice, he/she will be asked to select the two session invitations to accept.

## APPENDIX B – MEETING ROOM REQUEST FORM



# ESMO ASIA 2017

## SINGAPORE 17-19 NOVEMBER

**MEETING ROOM REQUEST FORM**

Please scan and email the signed meeting room request form to: [shalini.padman@mci-group.com](mailto:shalini.padman@mci-group.com) or [lionel.choo@mci-group.com](mailto:lionel.choo@mci-group.com)

Company Name: \_\_\_\_\_  
 Corporate Address: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Direct Tel: \_\_\_\_\_ Email: \_\_\_\_\_  
 On-site Contact Person: \_\_\_\_\_

**FUNCTION SPECIFICATIONS**

Function Name: \_\_\_\_\_  
 Purpose of the Meeting: \_\_\_\_\_  
 Rental Start Date: \_\_\_\_\_ Rental End Date: \_\_\_\_\_  
 Capacity: \_\_\_\_\_

**ROOM SET-UP**

U-Shape     Classroom     Theatre     Boardroom  
 Cocktail     Lounge     Other: \_\_\_\_\_

Please note that there will be an additional charge for any changes made to the room layout.

**PREFERRED TIME SLOT**

Morning: 08.00 – 12.30    3,000 USD  
 Afternoon: 14.30 – 18.30    3,000 USD  
 Evening: 20.30 – 22.00    3,000 USD  
 Full Day: 08.00 – 18.30    3,300 USD

Room	Capacity

All the meeting rooms will include the following technical equipment:

AV Equipment included in the Meeting Rooms		
Equipment	Unit	Comments
Beamer	1	3KP1 Projector - 3000 ANSI Lumen
Screen	1	-
In-built speakers	-	-
Wireless mics	2	-
Podium mic	1	-
Speaker podium	1	-
Wireless clicker	1	-

All requests for additional AV equipment should be sent to [esmoasia@mci-group.com](mailto:esmoasia@mci-group.com).

**FOOD AND BEVERAGE**

Please indicate if you would like to cater any of the following meals and send your orders to [esmoasia@mci-group.com](mailto:esmoasia@mci-group.com). Do note that there will be an extra charge for the meals catered.

Breakfast     Lunch     Dinner     Coffee/Tea

**CONFIRMATION**

I understand and agree to all the terms and conditions set forth in this Agreement and will respect that the meeting room(s) will be strictly used for a closed door meeting only.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**MEETING ROOM RENTAL PERIOD**

The meeting room rental period will start on 16<sup>th</sup> November 2017. Meeting rooms will be assigned on a first come, first served basis.

**METHOD OF PAYMENT**

All the invoices will be processed in USD. The company on this application is responsible for its meeting related expenses. MCI will send the invoice to the company on this application.

**TERMS AND CONDITIONS**

Meetings which bear similarities to a satellite symposium are strictly not allowed. The meeting room cannot be used to conduct a satellite symposium.

Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to MCI at least 6 weeks prior to the Congress.

Any bookings or changes made after Sunday 15, October 2017 onwards will be charged a late administrative fee of 300 USD per request.

During the period beginning Thursday, 16 November 2017 through to Sunday, 19 November 2017, ESMO does not allow any corporate-organised satellite symposia or similar events to take place during the 4 days and in other places. Companies may conduct such events by utilising the official opportunities provided by ESMO.

**BLACKOUTTIMES**

Friday, 17 November 2017 11.00 – 18.00  
 Saturday, 18 November 2017 08.00 – 18.00  
 Sunday, 19 November 2017 08.00 – 18.00

**CANCELLATION POLICY**

No refunds will be issued. 100% of the total fee will be retained for cancellation received. All cancellation must be made to MCI in writing.

COMPLETE ONE APPLICATION FORM FOR EACH FUNCTION AND RETURN TO MCI ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com))

**QUESTIONS**

For more information or questions, please contact MCI ([esmoasia@mci-group.com](mailto:esmoasia@mci-group.com))

## APPENDIX C – LEAD RETRIVAL SYSTEM



### EXHIBITOR LEAD RETRIEVAL SYSTEM

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for exhibitors to record contact information. The Lead technology runs with an app and uses a high quality bar code scanner attached to an iOS mobile device (iPod touch).

#### Exhibition Lead Retrieval System

Rent pre-installed iPod touch devices equipped with the barcode scanner. The exhibitors configuration and product information is preloaded upon collection onsite

By simply scanning a visitor's badge with the iOS device, the contact is entered into the exhibitor's visitor database, including relevant product information and added comments. The data is synchronized with the server and can be exported as an excel file through an online platform.

#### New Lead Retrieval Features

- Configure products and services before the congress through an online portal.
- Connect the barcode scanners via the dock connector to an iOS device and take advantage of the fast and advanced scanning experience.
- Immediate access to visitors contact information (name, address and profile information) by scanning their badge with an iPod touch.
- See visitors contact information on the device right after scanning the badge.
- Complete missing contact information on the spot, take notes and automate follow-up activities.
- Quick scan mode for scanning delegates at industry and satellite symposia.
- No Wifi needed for the actual scanning process onsite.
- If Wifi is available, data is synchronized continuously.
- Download all data into an Excel file.



CTI MEETING TECHNOLOGY GmbH

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www.ctimeetingtech.com



### Benefits for the exhibitor or industry symposia

- User-friendly, light and easy.
- The scanners connected to an iOS device allow exhibitors to be mobile within their reception areas.
- Web-based interface to set up products and services with control panel to access visitors data.
- On- or off-line scanning is possible, fast scan for symposia.
- Scanned data is synced to the server on scheduled intervals.
- Data is available as soon as the synchronization is finished.

### Scan Options

1. **Scan and add details (Booth system)**  
the visitor is effortlessly saved into your individual database. Additionally, data, comments, products and interests can be added.
2. **Symposia scan (Symposium system)**  
the visitor is effortlessly saved into your individual database, but the rental period is limited. Used for special occasions like company satellite or raffle.



### Costs to the exhibitor

- The following standard prices are available for exhibitors:
  - € 475,00 net per iPod touch including scanner
  - € 399,00 net per iPod touch including scanner for symposia scans (maximum rental period of 3 hours, including staff)
- These costs are per rented device including the required software systems, staff (symposium scanning only) and an unlimited number of scans / amount of prepared individual data.

CTI MEETING TECHNOLOGY GmbH  
 Nussdorferstr. 20/22, 1090 Vienna, Austria FN 249 975k HG Wien UID ATU58040266 t +43 1 319 69 99-0 email vienna@ctimeetingtech.com  
 www.ctimeetingtech.com





- Post-deadline (usually 4 weeks before event) orders are charged an extra € 100 net.
- All billing is carried out in advance by CTI Meeting Technology. Payment can be made with Visa, MasterCard & Amex credit cards, or by bank wire transfer.
- Lead systems are rented according to CTI Meeting Technology General Terms & Conditions.
- The cost of lost, damaged or not completely returned hardware will be charged with € 550,00 per scanner, € 550,00 per iPod, € 50,00 per charging cable and € 50,00 per plug.

#### Additional Information

ESMO ASIA badges will be equipped with a bar code (contains the ID only) to collect data. This will allow ESMO ASIA exhibitors to bring and use their own devices.

- **Cost/ Webservice (external devices)**

The following standard prices are available:

- € 750,00 net for Webservice Set Up + € 1,25 per set of data before October 20th, 2017
- € 950,00 net for Webservice Set Up + € 1,55 per set of data after October 20th, 2017

#### Administrative Procedure

1. **Order**  
Please order the required number of iPods as soon as possible, in order to guarantee the availability as well as the early-bird rate prior to the deadline (October 20, 2017).
2. **Order confirmation**  
After receipt of your order, we will confirm the receipt, invoice and charge the amount due.
3. **Configuration of products and services**  
Set up of products and services before the exhibition through an online portal. Log In details will be sent two weeks prior to the conference.
4. **Lead capture**  
Pick up your iPod including scanner onsite at the lead service desk. Our staff will be available to answer your questions during the opening hours of the event. Scanned data is synchronized to the server automatically on scheduled intervals.
5. **Data provision**  
After synchronization with the database you can access, check, print or download your

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collected data from the online database. You may add relevant information during sales conversations, since not all delegates will provide their complete contact information during the registration process.

### Terms and Conditions

- **Data:** Download of the data via the online database (print out of the list or download of an MS-Excel file). Since not all delegates will provide the registration department with the complete contact information, we cannot guarantee the accuracy of the data.
- **Services included:** Quotes are per scanning device, software and an unlimited number of scans.
- **Scanning:** Scanning is only allowed on the booth unless agreed by the organizer.
- **Invoicing:** Invoices for the total purchase amount are sent out after receipt of order. Payment can be made via Visa, MasterCard and Amex credit cards or via bank transfer.
- **VAT:** Quotations excl. 20% Austrian VAT
- **Payment term:** Invoices must be settled within two weeks after receipt, net without any obligations to CTI Meeting Technology. Devices cannot be handed out onsite unless CTI Meeting Technology received full payment.
- **Order deadline:** After the ordering deadline, CTI Meeting Technology does not accept orders automatically but will confirm acceptance separately. For orders after the deadline, a surcharge is applicable.
- **Cancellation:** All orders cancelled prior to 30 days of the conference will incur a € 100,00 cancellation fee. Orders cancelled within 30 days of the conference will not be refunded.
- **General Terms and Conditions:** This business is covered by the General Terms and Conditions of the CTI Meeting Technology GmbH.



## EXHIBITOR LEAD RETRIEVAL SYSTEMS

### ORDER FORM

Company / Booth	<input type="text"/>
Contact person	<input type="text"/>
Email	<input type="text"/>
Bill To-Address	<input type="text"/>
Mobile (Onsite Contact)	<input type="text"/>
VAT (UID) Number	<input type="text"/>

### SCANNERS

	Orders before October 20 <sup>th</sup>	Orders after October 20 <sup>th</sup>	Units total	€ Total
iOS booth system	€ 475,00 net	€ 620,00 net		
iOS symposium system incl. staff *	€ 399,00 net	€ 499,00 net		
Special Offer **	€ 1.099,00 net	€ 1.350,00 net		

\* iOS symposium system incl. staff (max. 3 hours rental period)

\*\* Special offer: 1 iOS booth system + 2 symposia systems incl. scan staff

### WEBSERVICE

	Orders before October 20 <sup>th</sup>	Orders after October 20 <sup>th</sup>	Units total	€ Total
Webservice (with your own device)	€ 750,00/ € 1,25 net*	€ 950,00/ € 1,55 net*		

\* per scanned lead



**SCAN OPTION**

**Symposia system:** Please inform us about the session number(s) of your symposium and units per symposium.

Date	Time	Session n°	Room	Units/ symposium

**PAYMENT**

Credit Card:     VISA     MASTER CARD     AMEX

Number	<input type="text"/>	Exp. Date	<input type="text"/>
Name	<input type="text"/>	Code*	<input type="text"/>

\*For Visa, MasterCard the card code is the last 3 digit number located on the back of your card on or above your signature line. For an American Express card, it is the 4 digits on the FRONT above the end of your card number.

Bank Transfer:

IBAN: AT 4432 000 000 08111304 / Swift: RLNWATWW

Herewith, I confirm the order of the mentioned number of scanners and accept the General Terms and Conditions incl. cancellation regulations:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Signature

Please return the signed form to: +43 1 319 69 99 33 or [leadsystem@ctimeetingtech.com](mailto:leadsystem@ctimeetingtech.com)