

ESMO 2018 INDUSTRY GUIDELINES ADDENDUM

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Session room capacities

Set-up is theatre style in all the session rooms, with a panel table for 4 persons.

ROOM NAME	CAPACITY
Room 17 Hall A1	2500 seats
Room 1 ICM	1430 seats
Room 14b ICM	1000 seats
Room 13 ICM	905 seats
Room 15 Hall A1	800 seats
Room 16 Hall A1	800 seats
Room 21 Hall B3	800 seats
Room 20 Hall B3	600 seats
Room 22 Hall B3	600 seats
Room 19 Hall B4	600 seats
Room 14a ICM	455 seats
Room 14c ICM	455 seats

Venue floorplans & technical room plans

Please download the ESMO 2018 floorplans here:

- [Venue 2D overview](#)
- [Venue 3D Overview](#)
- [Technical room plans](#)

Technical equipment

Location	LCD projector	Laptop	Screen	Laser pointer	Microphones		
					Lectern	Panel	Floor
Hall A1 – Room 17 2.500 seats	2 x 20'000 al HD, 3DLP 2 x 10'000 al HD, 3DLP	1	1 Main front screen: 20 x 6 m 2 delay projection screens: 6.8 x 3.8 m	1	2	4	8
ICM – Room 1 1.430 seats	1 x 20'000 al HD, 3DLP	1	1 Main front screen: 15 x 14 m. (projection size: 15 x 8.40 m)	1	2	4	8
ICM – Room 14b 1.000 seats	1 x 20'000 al HD, 3DLP	1	1 Main front screen: 16.3 x 6.45 m (projection size: 11.5 x 6.45 m)	1	2	4	6
ICM – Room 13 905 seats	1 x 12'000 al HD, 3DLP	1	1 Main front screen: 10.6 x 6.8 m (projection size: 10.6 x 6 m)	1	2	4	4
Hall A1 – Room 15 800 seats	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	6
Hall A1 – Room 16 800 seats	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	6
Hall B3 – Room 21 800 seats	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	6
Hall B3 – Room 22 600 seats	1 x 8'000 al HD, 3DLP	1	1 Main front screen: 6.8 x 3.8 m	1	2	4	4
Hall B3 – Room 20 600 seats	1 x 8'000 al HD, 3DLP	1	1 Main front screen: 6.8 x 3.8 m	1	2	4	4
Hall B4 – Room 19 600 seats	1 x 8'000 al HD, 3DLP	1	1 Main front screen: 6.8 x 3.8 m	1	2	4	4
ICM – Room 14a 455 seats	1 x 12'000 al HD, 3DLP	1	1 Main front screen: 6.8 x 7.5 m (projection size: 6.8 x 3.8 m)	1	2	4	4
ICM – Room 14c 455 seats	1 x 12'000 al HD, 3DLP	1	1 Main front screen: 6.8 x 7.5 m (projection size: 6.8 x 3.8 m)	1	2	4	4

One technical staff member is assigned to each room.

Session room lectern & panel tables

Lecterns and panel tables will have digital branding. Please send the digital signage in **JPG or PPT only** (16:9) by **14 September 2018** to esmosatellite@acsaudiovisual.com confirming the Satellite Symposium slot and the room number.

Please note that PDF files are NOT supported.

The panel table has 4 screens, however, there is only 1 switch, therefore, all screens will display the same image. (One unique file should be sent, it is not possible to have different files on the screens).

The digital file must follow the resolution instructions below:

	Screen	Resolution and orientation
Digital lectern	1 x 48"	1080 x 1920 pixels (portrait orientation), 16:9
Digital panel table	4 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 session rooms:

- The laptop cannot be removed from the lectern
- It is strictly forbidden to upload any presentation on the laptop using a USB key
- 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 arrange to have a second lectern. The extra laptop can be ordered through the official AV/IT company
- The back-up lectern (not digital) to be requested to esmosatellite@acsaudiovisual.com by **31 August 2018**

Invited speakers preview centre

For logistical reasons, companies organising a Satellite Symposium are **strongly recommended** to use the invited speakers preview centre to upload the Symposium slides and to follow the instructions that ESMO prepares for its own speakers. Instructions will be available in the "Information for presenters" section on the ESMO website in August.

Use of the speaker preview centre usage is **free of charge**.

By using the invited speakers preview centre companies will benefit from:

- Direct PPT upload from the invited speakers preview centre to the Satellite Symposium room
- Support for speakers/uploader in the speaker preview centre with regard to upload and manage PPT presentations
- Usage of the overflow area
- Stage assistant

If you wish to use the invited speakers preview centre, a confirmation must be provided to satellites@esmo.org by **14 September 2018**. If the confirmation is not received by the given deadline, the company will not be able to use the invited speakers preview centre. Onsite requests will not be accepted.

If a company does not wish to use the invited speakers preview centre they must advise the ESMO Congress Operations team, satellites@esmo.org. In this case please read carefully the paragraph: *Lectern laptop usage*.

Speaker centre opening hours:

Friday, 19 October 2018	09:00-18:00
Saturday, 20 October 2018	07:30-18:00
Sunday, 21 October 2018	07:30-18:00
Monday, 22 October 2018	07:30-18:00
Tuesday, 23 October 2018	08:30-12:00

Presentation material

Your presentation must be prepared in PowerPoint 2000, PowerPoint 2007, 2010, 2013 or 2016 (MS Windows) and provided on a USB-removable drive. Set the slide size on 16:9 format.

Rehearsal slots

Rehearsal slots can be requested to the ESMO Congress Operations, satellites@esmo.org. However, please note that:

- Rehearsal slots are not guaranteed
- Rehearsals will be assigned on first-come, first-served basis
- Rehearsals may be available upon request only and at an extra cost of 256 euro (excluding VAT) per slot.

Any request for rehearsals should be sent to satellites@esmo.org by **14 September 2018**.

Industry Satellite Symposium webcast

Industry satellite symposium webcast is possible. ESMO strongly recommends using the speaker preview centre from the official supplier, CTI, if you decide to have your satellite webcasted. ESMO 2018 cSlide System digitally records lectures/presentations in a session room with official lectern laptop and automatically creates several output formats to display the content online.

Further details are available in the [webcast brochure](#) and [order form](#).
Deadline to order the industry satellite symposium webcast: **21 September 2018**

Industry Satellite Symposium display area

The Industry Satellite symposium display area will be located in the registration area.

The Industry Satellite Symposium display area will comprise one 65" portrait (vertical format) screen and one A4 size holder for invitations per Satellite slot.

All Companies holding a Satellite Symposium during ESMO 2018 are kindly requested to upload the programme poster artwork in **JPEG format** only using this [online form](#)* by **Friday 20 August 2018**.

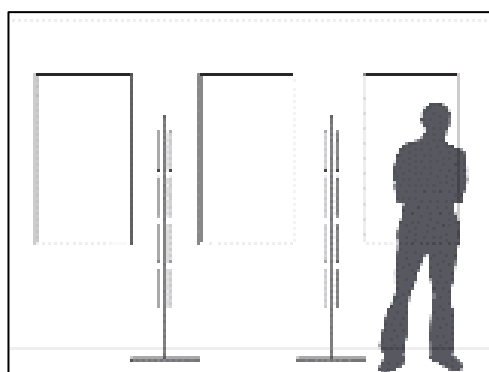
The digital programme poster artwork should respect the following format:

Screen	Resolution and orientation	File format
1 x 65"	1080 x 1920 pixels (portrait orientation), 16:9	JPEG format ONLY PDF files or other formats are NOT supported

- The graphic layout should follow the same branding guidelines as the other items (e.g. Congress Bag Insert, Satellite Invitation Weblink etc.) used to advertise your Satellite Symposium (that have already been approved by the ESMO Events Sponsorship Department)
- The wording “ESMO 2018 Industry Satellite Symposium” must be included at the top of each poster in order to avoid any confusion with the official scientific programme
- The deadline to upload your file is **Monday 20 August 2018**
- Before the 31 August you will receive an email from ESMO to notify you whether your poster artwork has been accepted or if amendments are needed

Furthermore:

- 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 operative from Friday 19 October to Monday 22 October 2018
 - 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



**Please note that this online form is confidential and accessible only to ESMO.*

Catering

Käfer has been appointed as the official caterer of ESMO 2018. Any F&B request should be addressed to: messe.catering@feinkost-kaefer.de

Please 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 2018 Congress.

Due to space limitations, only F&B bags will be possible for each Satellite F&B slot (30 minutes each). The bagged meals will be distributed outside the session rooms. Dedicated floorplans, including F&B points, will be made available online by end-May.

To order food and beverages for your Satellite please use the dedicated [order form](#).

Badge scan system (cLead system)

A badge scanning system can be ordered through the official supplier, CTI.

The ESMO 2018 cLead Retrieval System is a fast and easy way to record visitor contact information. By simply scanning a visitor's name badge with the supplied scanner, contact details are 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, 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](#).

Deadline to order the badge scan system: **21 September 2018**

The badge scanner can be collected at the CLead (badge scanners) desk in the registration area.

Registration hours:

Friday, 19 October 2018	09:00-18:00
Saturday, 20 October 2018	07:30-18:00
Sunday, 21 October 2018	07:30-18:00
Monday, 22 October 2018	07:45-18:00
Tuesday, 23 October 2018	08:45-12:00

Local staff

One hostess and one stage assistant are assigned to each room.

Please note that badge checkers are no longer provided for satellite slots. If you require this service, it will need to be booked separately. Also note that if you wish to have any badges scanned prior to the start of your satellite (at the entrance of your lecture room), you should order extra hostesses for this purpose.

Additional hostesses can be booked through the official agency, Interplan, esmo2018.staff@interplan.de

Coaches parking (drop-off & pick-up point)

Please find below the Munich Messe access plan indicating the coach access, the drop-off & pick-up point and related parking, see red circle:



Coaches/vans accessing the Munich Messe must be announced in advance and will have to pay a flat rate of 20.00 EUR per coach/van per day for either drop-off, pick-up or parking.

Procedure:

1. Each Company should contact the Munich Messe Traffic and Security Department via email, vs@messe-muenchen.de
2. The email reference must contain **“ESMO 2018”** to avoid any confusion with other events
3. In the email please include the company name, day and amount of coaches/vans requested
4. Price is 20.00 EUR per coach/van per day, payable only onsite with cash or credit card

For evening pick-ups pharma companies are recommended to hire additional staff to assist their guests.

Bag inserts

Once the ESMO Congress Operations team has sent you the shipment instructions please make sure you also respect the following key points:

- Every bag insert box must be labelled with the corresponding label and number (including the bag insert number you will receive from the ESMO Congress Operations team)
- In case you have more than one bag insert, ensure that each bag insert box is sent separately (each one needs its own distinct number)

ESMO takes no responsibility for bag insert/s delivered with the wrong bag insert number/s.

Meet the Investigator Studio

The Meet the Investigator Studio slots will take place in room 2 and room 3, both located in the ICM. Rooms set-up in theatre style for 100 seats, 1 panel table up to 4 people, 1 lectern. The meeting rooms will include basic AV/ IT equipment:

- 1 Screen
- 1 Laptop
- 1 LCD projector
- 1 microphone at the lectern
- Congress Wi-Fi

A hostess will also be available.

Meet the Investigator Studios technical room plans:

- [Room 2 – ICM](#)
- [Room 3 – ICM](#)

Due to the limited space outside the rooms, no registration tables will be available.

Any set-up and/dismantling time needs to be included in the reserved time slot – there will be NO extra set-up/dismantling time available.

Furthermore:

- Panel table and lectern are not digital. To produce panel table and lectern banners you can request the specifications and pictures to satellites@esmo.org
- A roll-up can be placed outside rooms for full day reservations only. For bookings for less than one day no signage is allowed. All the roll-ups should be removed at the end of the meeting.
- Limited catering service. Two tables will be placed in the back of each room for F&B needs
- Requests for F&B should be addressed to the ESMO Congress Operations team, satellites@esmo.org, indicating the requirements and number of guests.

ESMO 2018 accommodation & registration information

It has recently come to the attention of ESMO that there are various websites falsely claiming to represent ESMO with regards to registration and accommodation for the 2018 congress in Munich.

We are taking action to limit this; however, we would like to inform you and ask that you also distribute this information wider within your organisation.

Some of these sites are asking for member information in the form of member ID number and password.

Passwords are strictly confidential and ESMO would never ask for this information.

To reserve accommodation, we recommend using the official housing agency for the congress [K.I.T. Group GmbH](#) and please be aware that the **only** way to register for the ESMO 2018 congress is via the official [ESMO website](#), by contacting registration@esmo.org or on site in Munich from 19 October 2018.

Compliance

For ESMO 2018, different-coloured badge stripes will be used to identify delegates as Prescribers, Healthcare Professionals or Non-Healthcare Professionals. This decision has been taken to comply with German law (10HWG, 2HWG).

- (i) Delegates attending the Congress will be free to decide which areas of the event they access or visit, and
- (ii) Pharmaceutical companies will be responsible for deciding the level of interaction with individuals, based on the profiles indicated by the delegate badge stripe.