

ESMO 2019

INDUSTRY GUIDELINES

BARCELONA, SPAIN
27 SEPT – 1 OCT 2019

The ESMO 2019 Congress, in partnership with the European Association for Cancer Research (EACR), will bring cancer researchers and clinicians together to enable collaboration and the exchange of ideas, from the laboratory to the bedside and back.

This exciting partnership creates a unique cancer congress in Europe with huge scientific reach and the true potential to improve the lives of cancer patients.

Organised by:



In partnership with:





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BETTER MEDICINE
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EDUCATION

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on Survivorship

MEETINGS

Register now
for ESMO 2019
and save!



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Housing

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Barcelona, Spain
Tel. +34 93 882 38 78
Email: esmo2019@bcocongresos.com

WELCOME TO THE ESMO 2019 CONGRESS

Translating science into better cancer patient care

Dear Industry Partners,

We are pleased to invite you to work together with us towards the ESMO 2019 Congress, in partnership with the European Association for Cancer Research (EACR), which will take place in Barcelona, Spain, 27 September – 1 October 2019.

The Congress will build on the success of the previous edition held in partnership with the EACR: the ESMO 2017 Congress in Madrid where almost 24,000 participants attended.

With a record number of abstracts submitted, of which 1,736 were selected for presentation, ESMO 2017 was truly an exceptional, practice-changing event guaranteed to improve patient outcomes. Research from the event was simultaneously published in leading scientific journals including the New England Journal of Medicine (NEJM), Lancet Oncology, Annals of Oncology and ESMO Open.

The ESMO 2019 Congress will once again be the most prestigious annual meeting in Europe where clinicians, researchers, patient advocates, journalists and the healthcare industry from all over the world will get together to learn about the latest advances in oncology and translate science into better cancer patient care.

The ESMO 2019 Congress will be the global stage for the exchange and debate of translational cancer science of excellence, first announcements of practice-changing data, and multidisciplinary must-have conversations set to spur transformative therapies against cancer.

Your continued support and active participation will help us ensure that the ESMO 2019 Congress strengthens even further the connection between research and clinical practice so that together we bring about tangible progress for cancer patients.

We look forward to embarking with you on our journey towards the ESMO 2019 Congress with all its exciting possibilities for scientific collaboration, global visibility and outstanding networking.

On behalf of the ESMO 2019 Officers,



Josep Taberero, Barcelona, Spain
ESMO President 2018-2019 and
Congress President



Jean-Yves Blay, Lyon, France
Scientific Co-Chair (ESMO)



Andrés Cervantes, Valencia, Spain
ESMO 2019 Educational Chair



Anton Berns, Amsterdam, Netherlands
Scientific Co-Chair (EACR)

CONGRESS OFFICERS

2019 ESMO and Congress President

Josep Tabernero, Barcelona, Spain

Scientific Co-Chair (ESMO)

Jean-Yves Blay, Lyon, France

Scientific Co-Chair (EACR)

Anton Berns, Amsterdam, Netherlands

Educational Chair

Andrés Cervantes, Valencia, Spain

Press Officer

Pilar Garrido, Madrid, Spain

Scientific Sub-Committee (Track) Chairs

Basic science: Caroline Dive, Manchester, UK

Breast cancer, early stage: Angelo Di Leo, Prato, Italy

Breast cancer, metastatic: Rebecca Dent, Singapore

CNS tumours: Martin van den Bent, Rotterdam, Netherlands

Developmental therapeutics: Emiliano Calvo, Madrid, Spain

Gastrointestinal tumours, colorectal: Claus-Henning Koehne, Oldenburg, Germany

Gastrointestinal tumours, non-colorectal: Ian Chau, Sutton, UK

Genitourinary tumours, prostate: Johann de Bono, Sutton, UK

Genitourinary tumours, non-prostate: Laurence Albiges, Villejuif, France

Gynaecological cancers: Ana Oaknin, Barcelona, Spain

Haematological malignancies: Michele Ghilmini, Bellinzona, Switzerland

Head and neck cancer: Lisa Licitra, Milan, Italy

Immunotherapy of cancer: Aurélien Marabelle, Villejuif, France

Melanoma and other skin tumours: Piotr Rutkowski, Warsaw, Poland

NETs and endocrine tumours: George Pentheroudakis, Ioannina, Greece

Non-metastatic NSCLC and other thoracic malignancies: Paul Van Schil, Edegem, Belgium

NSCLC, metastatic: Tony SK Mok, Hong Kong, China

Public policy: Elisabeth de Vries, Groningen, Netherlands

Sarcoma: Sebastian Bauer, Essen, Germany

Supportive and palliative care: Florian Scotté, Paris, France

Translational Research: Sabine Linn, Amsterdam, Netherlands (ESMO) and Alberto Bardelli, Turin, Italy (EACR)

ESMO Patient Advocacy Working Group

Vlad Voiculescu, Bucharest, Romania (Chair)

Bettina Ryll, Uppsala, Sweden (Co-Chair)

ESMO Young Oncologists Committee Chair

Guillem Argilés, Barcelona, Spain



BOOTHS
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PREFACE

Welcome and congratulations!

You have decided to partner with ESMO 2019, the world's premier congress in medical oncology.

ESMO 2019 will take place in the city of Barcelona from 27 September to 1 October 2019.

Over these 5 days, you will have a unique opportunity to interact or exchange ideas with leading oncologists from all over 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 over the coming months towards a congress rich in discussion and exchange for your organisation.

These ESMO 2019 Industry Guidelines will guide you in the necessary steps of your participation at ESMO 2019.

The document is organised into seven 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

4. Industry Meetings On-site

5. Promotion

6. General Terms and Conditions

7. ESMO Priority List

All regulations concerning the ESMO 2019 Exhibition will be included in the ESMO 2019 Exhibitor Prospectus.

A copy of this document will be available on our website and your main contact for any additional queries will be our official Exhibition Management Company (MAW - Medizinische Ausstellungs- und Werbegesellschaft).

Please read this document carefully and share with the necessary colleagues and agencies involved in the organisation of your ESMO 2019 activities.

Also note that a successful application for participation at ESMO 2019 implies an acceptance of the requirements contained within these Industry Guidelines and also in any updates posted on esmo.org

Kindly note that in April 2019 an Addendum to these Industry Guidelines will be published on the ESMO Website and sent to all companies that have confirmed a satellite symposium at ESMO 2019. The Addendum will cover additional logistical information relevant for the organisation of your session.

We look forward to working with you over the coming months towards a rich and innovative ESMO 2019!

GENERAL INFORMATION

VENUE

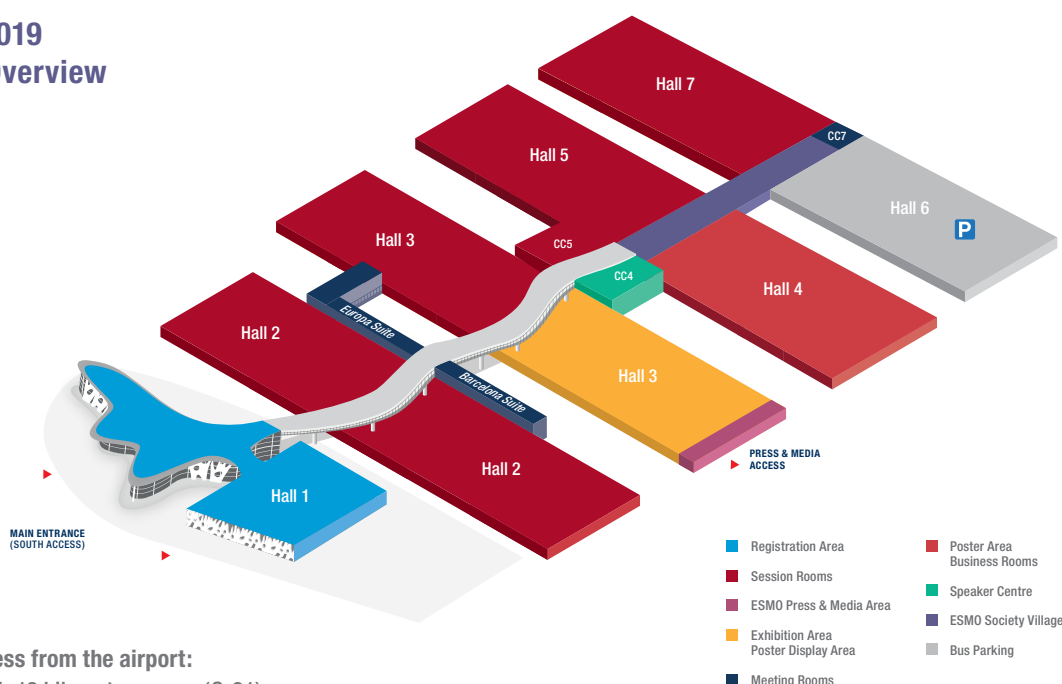
Venue information

The ESMO 2019 Congress will be held at the:

Fira, Barcelona, Gran Via venue, Av. Joan Carles I, 64, 08908 L'Hospitalet de Llobregat
Tel. +34 932 33 20 00 Website: www.firabarcelona.com Email: info@firabarcelona.com

The Fira, Gran Via venue is located in a new business development area and offers exceptional transportation links by road, rail and underground. The venue can be reached in approximately 15 minutes by car from Barcelona international airport El Prat.

ESMO 2019 Venue Overview



Direct access from the airport:

- By road: 12 kilometres away (C-31)
- Metro: Line L9 Sud ("Fira" and "Europa/Fira" stations)
- Bus: TMB Line 46 ("Pl. Europa" stop)
- Taxi

Aerobus is the official shuttle bus service that connects the airport BCN-El Prat with Plaza España and the centre of Barcelona, running every 5 minutes. Single ticket is €5,90€ and return ticket €10,20€ (current prices).

Transportation from city center:

- Bus: TMB Lines H12, L94, L95

Transportation from Plaza España:

- Bus: TMB Lines H12, 79, L94, L95, L70, L72, L81, L80, 46, 65
- Trains: Ferrocarrils Generalitat de Catalunya (FGC) Lines S8, S33, R6, R5, S4 ("Europa/Fira" station)

There is no fixed price for taxi rides from/to the Fira, Gran Via; the cost from the airport to the venue is around 30 EUR. A transportation pass will be given to all registered delegates together with the Congress bag. This will enable unlimited free journeys on the city transportation network from 27 September to 1 October 2019 inclusive. Please notice that the shuttle service to/from the airport is not included in the transportation pass.

Private shuttle bus services may be organised through BCO Congressos esmo2019@bcocongresos.com

KEY DATES

■ Congress dates

8 May 2019	Abstract submission deadline
21 August 2019	Late-breaking abstract deadline
27 September - 1 October 2019	44 th ESMO congress

■ Satellite symposia deadlines

2 May 2019	Proposed programme - including title of the symposium, all presentation titles, names of all proposed speakers and chairpersons – to be submitted to the ESMO Scientific Programmes Department (programme@esmo.org) using the official ESMO programme template.
By end May 2019	Notification by ESMO of acceptance / rejection / request for modifications to the programme as decided by the ESMO 2019 Scientific Committee.
10 June 2019	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 printed Programme Book.

■ Registration deadlines

26 June 2019	Early registration
31 July 2019	Name lists for group registrations
21 August 2019	Late registration

■ Publication deadlines

13 May 2019	Company logo (for satellite sponsors)
17 June 2019	Advertisements for Programme Book
24 June 2019	Advertisements for Congress Newspaper
1 July 2019	Bag inserts for evaluation
15 July 2019	Satellite invitation weblink
29 July 2019	Artwork for on-site advertising (for sponsors that have purchased these sponsorship items)

INDUSTRY SATELLITE SYMPOSIA

1.0 Structure

Satellite symposia will take place on Friday 27 September, Saturday 28 September, Sunday 29 September and Monday 30 September 2019. Details of available time-slots may be obtained by email from the ESMO Events Sponsorship Department (sponsorevents@esmo.org).

1.1 Satellite symposia programmes

All satellite symposia programmes must be approved by the ESMO 2019 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 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 and Editors-in-Chief of ESMO journals.

All other ESMO Board members may participate in one industry satellite symposium, however, this may be extended to a maximum of two industry satellite symposia in exceptional circumstances.

Details of the ESMO Board may be found via:

www.esmo.org/About-Us/Who-We-Are

Any changes to the provisional or the final programme must be forwarded immediately to the ESMO Scientific Programmes Department (programme@esmo.org). See section 1.4 Programme timeline and deadlines for details.

Submitting an abstract to the ESMO 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 and that it has not been presented elsewhere. Therefore, presenting an abstract certifies that it is not connected to any industry satellite symposia.

1.2 Faculty expenses

Travel:

It is the sponsor's responsibility to cover the travel expenses (flight/train/car) for all speakers and chairs participating in their satellite symposium, regardless of whether or not they are also invited to participate in the official ESMO 2019 programme.

Speakers will be instructed to claim flight/train/car reimbursement directly from the sponsor and will be notified that by participating in an industry satellite symposium, they are not eligible for any travel reimbursement from ESMO.

Accommodation:

ESMO will cover hotel accommodation for a maximum of 4 (four) nights for any expert already speaking in the official ESMO 2019 programme at an ESMO Faculty hotel and in accordance with the ESMO 2019 invited speaker reimbursement policy.

Speakers who are NOT participating in the official ESMO 2019 programme must be accommodated by the sponsor.

Each company is also responsible for the registration of any satellite symposium speakers who are not participating in the official ESMO 2019 programme. Registrations are not arranged by the ESMO 2019 organisers. Queries may be sent to the ESMO Registration Services Unit (registration@esmo.org).



1.3 Applications

Requests for Satellite symposia will be processed in accordance with the company ranking in the ESMO sponsors priority list and, subsequently, on a first-come, first-served basis.

Companies not included in the ESMO priority list that would like to have a Satellite symposium or companies in the priority list that would like to have an additional symposium time slot will be given an opportunity after the requests of all the companies in the priority list have been accommodated, subject to availability and on a first come, first served basis.

1.4 Programme timeline and deadlines

On application	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.
2 May 2019	Proposed programme - including title of the symposium, all presentation titles, names of all proposed speakers and chairpersons – to be submitted to the ESMO Scientific Programmes Department (programme@esmo.org). using the official ESMO programme template.
By end May 2019	Notification by ESMO of acceptance / rejection / request for modifications to the programme as decided by the ESMO 2019 Scientific Committee.
10 June 2019	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 printed Programme Book.

Please note that ESMO can act as a provider of sponsored educational satellite symposia, offering companies the benefit of the society's experience and knowhow to develop a truly independent symposium. If you are interested in receiving more information about ESMO Colloquia, please contact programme@esmo.org



Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms and Conditions on pages 25-26

2.0 Satellite symposia details

Schedule, room set-up and features

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

No.	Time	Duration	Day	Date	Location	Room Name	Capacity
1	18:00-20:00	2 h	Fri	27-Sep	Hall 2	Pamplona	1.000
2	18:00-20:00	2 h	Fri	27-Sep	Hall 7	Cordoba	1.000
3	18:00-20:00	2 h	Fri	27-Sep	Hall 5	Malaga	800
4	18:00-20:00	2 h	Fri	27-Sep	Hall 5	Bilbao	800
5	18:00-20:00	2 h	Fri	27-Sep	Hall 7	Tarragona	800
6	18:00-20:00	2 h	Fri	27-Sep	Hall 3	Alicante	600
7	18:00-20:00	2 h	Fri	27-Sep	Hall 3	Cartagena	600
8	18:00-20:00	2 h	Fri	27-Sep	Hall 3	Salamanca	600
9	18:00-20:00	2 h	Fri	27-Sep	Hall 5	Toledo	600
10	18:00-20:00	2 h	Fri	27-Sep	CC5	Oviedo	500
11	18:00-20:00	2 h	Fri	27-Sep	Hall 3	Leon	400
12	18:00-20:00	2 h	Fri	27-Sep	Hall 3	Santander	400
13	13:00-14:30	1 h 30	Sat	28-Sep	Hall 2	Pamplona	1.000
14	13:00-14:30	1 h 30	Sat	28-Sep	Hall 7	Cordoba	1.000
15	13:00-14:30	1 h 30	Sat	28-Sep	Hall 5	Bilbao	800
16	13:00-14:30	1 h 30	Sat	28-Sep	Hall 7	Tarragona	800
17	13:00-14:30	1 h 30	Sat	28-Sep	Hall 3	Alicante	600
18	13:00-14:30	1 h 30	Sat	28-Sep	Hall 3	Cartagena	600
19	13:00-14:30	1 h 30	Sat	28-Sep	Hall 3	Salamanca	600
20	13:00-14:30	1 h 30	Sat	28-Sep	Hall 5	Toledo	600
21	18:30-20:00	1 h 30	Sat	28-Sep	Hall 7	Cordoba	1.000
22	18:30-20:00	1 h 30	Sat	28-Sep	Hall 5	Bilbao	800
23	18:30-20:00	1 h 30	Sat	28-Sep	Hall 7	Tarragona	800
24	18:30-20:00	1 h 30	Sat	28-Sep	Hall 3	Alicante	600
25	18:30-20:00	1 h 30	Sat	28-Sep	Hall 3	Cartagena	600
26	18:30-20:00	1 h 30	Sat	28-Sep	Hall 3	Salamanca	600
27	18:30-20:00	1 h 30	Sat	28-Sep	Hall 5	Toledo	600
28	13:00-14:30	1 h 30	Sun	29-Sep	Hall 2	Pamplona	1.000
29	13:00-14:30	1 h 30	Sun	29-Sep	Hall 7	Cordoba	1.000
30	13:00-14:30	1 h 30	Sun	29-Sep	Hall 5	Bilbao	800
31	13:00-14:30	1 h 30	Sun	29-Sep	Hall 7	Tarragona	800
32	13:00-14:30	1 h 30	Sun	29-Sep	Hall 3	Alicante	600
33	13:00-14:30	1 h 30	Sun	29-Sep	Hall 3	Cartagena	600
34	13:00-14:30	1 h 30	Sun	29-Sep	Hall 3	Salamanca	600
35	18:30-20:00	1 h 30	Sun	29-Sep	Hall 2	Pamplona	1.000
36	18:30-20:00	1 h 30	Sun	29-Sep	Hall 7	Cordoba	1.000
37	18:30-20:00	1 h 30	Sun	29-Sep	Hall 5	Bilbao	800
38	18:30-20:00	1 h 30	Sun	29-Sep	Hall 7	Tarragona	800
39	18:30-20:00	1 h 30	Sun	29-Sep	Hall 3	Alicante	600
40	18:30-20:00	1 h 30	Sun	29-Sep	Hall 3	Cartagena	600
41	18:30-20:00	1 h 30	Sun	29-Sep	Hall 3	Salamanca	600
42	13:00-14:30	1 h 30	Mon	30-Sep	Hall 2	Pamplona	1.000
43	13:00-14:30	1 h 30	Mon	30-Sep	Hall 7	Cordoba	1.000
44	13:00-14:30	1 h 30	Mon	30-Sep	Hall 5	Bilbao	800
45	13:00-14:30	1 h 30	Mon	30-Sep	Hall 7	Tarragona	800
46	13:00-14:30	1 h 30	Mon	30-Sep	Hall 3	Alicante	600
47	13:00-14:30	1 h 30	Mon	30-Sep	Hall 3	Cartagena	600
48	13:00-14:30	1 h 30	Mon	30-Sep	Hall 3	Salamanca	600
49	13:00-14:30	1 h 30	Mon	30-Sep	Hall 5	Toledo	600
50	18:30-20:00	1 h 30	Mon	30-Sep	Hall 7	Cordoba	1.000
51	18:30-20:00	1 h 30	Mon	30-Sep	Hall 5	Bilbao	800
52	18:30-20:00	1 h 30	Mon	30-Sep	Hall 7	Tarragona	800
53	18:30-20:00	1 h 30	Mon	30-Sep	Hall 3	Alicante	600
54	18:30-20:00	1 h 30	Mon	30-Sep	Hall 3	Cartagena	600
55	18:30-20:00	1 h 30	Mon	30-Sep	Hall 3	Salamanca	600
56	18:30-20:00	1 h 30	Mon	30-Sep	Hall 5	Toledo	600

Satellite symposia slots reserved for EACR Sustaining Members

No.	Time	Duration	Day	Date	Location	Room Name	Capacity
57	18:30-20:00	1 h 30	Sat	28-Sep	Hall 3	Santander	400
58	18:30-20:00	1 h 30	Sun	29-Sep	Hall 3	Santander	400
59	13:00-14:30	1 h 30	Mon	30-Sep	Hall 3	Santander	400

IMPORTANT: The satellite symposia slot prices quoted in the ESMO 2019 Industry Prospectus include:

- The room rental and construction fees
- Basic equipment and room setup (see details in the table below)
- AV support staff
- Symposium session published in the Programme Book as well as in the On-line Programme (in a separate section as per UEMS regulations)
- Symposium poster and invitations holder in the ESMO 2019 Industry Satellite Symposium Display Area*

Catering is not included in the satellite slot. 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.

*Note: For more details, consult section 4.6 on page 23.

The satellite symposia rooms' technical plans will be made available on the Congress website and in the Addendum in April 2019.

Rooms' technical equipment for satellite symposia

Location	Room Name	LCD projector	Laptop	Screen	Laser pointer	Microphones		
						Lectern	Panel	Floor
Hall 2	Pamplona 1000 seats	1 x 20'000 al HD, 3DLP	1	1 Main front screen: 12 x 6.75 m	1	2	4	6
Hall 7	Cordoba 1000 seats	1 x 20'000 al HD, 3DLP	1	1 Main front screen: 12 x 6.75 m	1	2	4	6
Hall 5	Malaga 800 seats	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	6
Hall 5	Bilbao 800 seats	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	6
Hall 7	Tarragona 800 seats	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	6
Hall 3	Alicante 600 seats	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	4
Hall 3	Cartagena 600 seats	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	4
Hall 3	Salamanca 600 seats	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	4
Hall 5	Toledo 600 seats	1 x 14'000 al HD, 3DLP	1	1 Main front screen: 9 x 5.10 m	1	2	4	4
CC5	Oviedo 500 seats	1 x 10'000 al HD, 3DLP	1	1 Main front screen: 7.8 x 4.40 m	1	2	4	4
Hall 3	Leon 400 seats	1 x 10'000 al HD, 3DLP	1	1 Main front screen: 7.8 x 4.40 m	1	2	4	4
Hall 3	Santander 400 seats	1 x 10'000 al HD, 3DLP	1	1 Main front screen: 7.8 x 4.40 m	1	2	4	4

One technical staff member is assigned to each room.

*Preliminary information subject to changes. Changes will be included in the April 2019 Addendum.

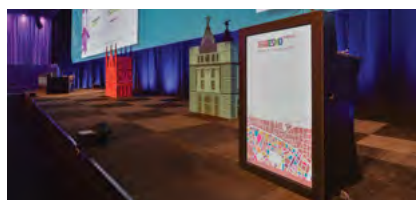
Session rooms lectern and panel table

Lecterns and panel tables will be with digital branding.

Please send the digital signage by 19 August 2019 to esmosatellite@acsaudiovisual.com confirming the Satellite Symposium slot and room.

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	4 x 32"	1920 x 1080 pixels (landscape orientation), 16:9



Please make sure you send your documents in JPG format only!

Lectern laptop usage

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

- **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 with a separate 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 30 August 2019

Room capacity reduction

The capacity of some of the rooms can be reduced. The request is subject to the Congress Secretariat approval (satellites@esmo.org). Provided the reduction is feasible, only barrier bands will be used (i.e. no curtains nor partitioning walls).

Reductions not agreed during the selling process will be subject to extra costs. A fee of 25 euro (excluding VAT) per meter will be applied.

Room reduction requests must be submitted before 19 August 2019.

Overflow rooms usage

If no more seats are available in the room the satellite symposium will be broadcasted in the assigned overflow area, provided the company has used the invited speakers preview centre.

2.1 Technical and monitoring staff

One technical staff member, one stage assistant and one hostess 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 local staff agency BCO esmo2019@bcocongresos.com

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

Owing to the limited set-up and dismantling time necessary between satellite symposia slots (between 15 minutes and 30 minutes), change of setup is not

allowed. Any requested change will be subject to evaluation and approval from the Congress Secretariat. Please send your request to satellites@esmo.org

Additional audio-visual equipment should only be ordered through the official supplier, ACS, to esmosatellite@acsaudiovisual.com

However, should a company wish to use its own technical supplier, the company must check in advance with ACS, esmosatellite@acsaudiovisual.com, that the proposed "Technical Requirements" of the Symposium are feasible and compatible with the existing equipment.

2.2 Food & Beverage areas

Due to space limitations, bag meal options will be made available for each Satellite F&B slot.

The bag meals will still be served outside the rooms for a maximum of 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 sessions.

Requests for F&B functions should be addressed to the ESMO Congress Department (satellites@esmo.org). The official caterer contact details will be available as of April 2019.

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 2019 Congress.

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 rooms will be available 30 minutes before the scheduled start of the Satellite symposium for setting up and rehearsal purposes and will be cleared by the company and ready for the next event within 15 or 30 minutes after the scheduled end of the Satellite symposium.

Rehearsal slots are free of charge (max 1-hour slot per Satellite Symposium) and can be requested via the ESMO Congress Department (satellites@esmo.org).

However, please note that:

- Rehearsal slots are not guaranteed
- Rehearsals will be assigned on first-come, first-served basis
- Rehearsals may only be booked upon request and availability

Any request for rehearsals should be sent to satellites@esmo.org by 19 August 2019.

2.5 Invited speakers preview centre

Companies organising a Satellite Symposium are invited to use the official invited speakers preview centre to upload the Symposium slides.

The speaker preview centre usage is available 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 management of the PPT presentations
- Usage of the related overflow area
- Stage assistant

IMPORTANT: By using the Speaker preview centre, the Company/Agency in charge of the Satellite symposium agrees to appoint 1 designated representative only for the upload of the presentations. Contact name and

contact email address must be provided to satellites@esmo.org by 6 September 2019 at the latest.

Only the designated representative will be allowed to access the speaker centre and will be assisted in the upload of presentation(s) by our technicians.

If you wish to use the invited speakers preview centre, a confirmation must be provided to satellites@esmo.org by 19 August 2019. If the confirmation is not received by the given deadline, the company will not be able to use the invited speakers preview centre.

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

No on-site request will be accepted.

2.6 Presentation material

In order to use the invited speakers preview centre, your presentation must be prepared in PowerPoint 2010, 2013 or 2016 (MS Windows) and provided on an USB-removable drive. Set the slide size to “Widescreen 16:9” and landscape orientation.

2.7 Industry satellite symposium webcast

All educational sessions that take place during ESMO 2019 will be added to the respective ESMO Meeting Library.

Once the congress is over, all attendees will be able to catch-up on all the sessions of the event.



This platform will 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 ESMO Meeting Library.

Conditions:

- The filming/recording of your webcast MUST be done through the official supplier: CTI Meeting Technology (hyperlink to the brochure)
- No editing is possible. CTI Meeting Technology will release the link within 48 hours for upload on the ESMO Meeting Library and OncologyPRO
- Cost for the recording/filming is not included. A quotation must be requested to [CTI Meeting Technology](mailto:CTI_Meeting_Technology)

The aim of those conditions is to speed up the process of the online publishing.

If you are not an OncologyPro sponsor a yearly hosting fee applies.

To receive more details on this hosting opportunity, contact sponsorevents@esmo.org

To find out more on how to become an OncologyPRO sponsor or for further advice on this unique platform (if you are already a sponsor) contact Jon Roberts (jon.roberts@esmo.org)

2.7.1 Industry satellite symposium webcast

Industry satellites symposium webcast is possible. We strongly recommend that you use the service of the official supplier, CTI. Further details are available in the webcast brochure and order form available on the [ESMO Website](#).

IMPORTANT: If your webcast is to be hosted on the ESMO Meeting Library and/or OncologyPRO, you MUST go through our official supplier, CTI.

2.8 Badge scan system (Lead system)

Badge scan system can be ordered through the official supplier, CTI. Further details are available in the Lead brochure and Lead order form available on the [ESMO Website](#).

2.9 Satellite symposium 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 Congress Department (satellites@esmo.org) 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 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 and provide the agency name and contact person details. Only official agency representatives will receive information material from ESMO.

2.10 ESMO Congress website and programme book

Approved industry satellite symposia programmes will be published online in the satellite symposia section of the ESMO Congress programme and in the Congress programme book if they are received no later than 10 June 2019.

Industry satellite symposia programmes published in the ESMO Congress programme book will follow the layout determined by the ESMO Scientific Programmes Department. The submission of the programme must follow the format of the ESMO template, which may be requested from programme@esmo.org

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

2.11 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 satellite symposia prior to its presentation in the official ESMO 2019 Congress programme.

2.12 ESMO Congress Abstract book

Abstracts related to industry satellite symposia are not published in the ESMO 2019 Congress Abstract book.

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms and Conditions on pages 25-26

INDUSTRY MEETINGS ON-SITE



3.0 Industry Meetings and activities

3.1 Networking events

Companies may organise evening events, provided that these start after the conclusion of the official programme of the day. And are subject to ESMO approval. Send your request to congress@esmo.org

The Opening session will take place in the congress venue on Friday, 27 September 2019 from 12:00 to 13:30 hours. ESMO does not authorise that Congress participants are offered any corporate-organised event before the end of the Opening session (13:30 hours).

Please note that the Opening session will be followed by a Welcome Reception.

The ESMO Presidential Dinner is foreseen on Sunday, 29 September 2019 (20:00-23:00). 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, 26 September 2019 through to Tuesday, 1 October 2019, 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, 27, Saturday, 28, Sunday, 29 and Monday, 30 September 2019 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, 27 September 2019	10:15-18:30
Saturday, 28 September 2019	08:00-18:30
Sunday, 29 September 2019	08:00-18:30
Monday, 30 September 2019	08:00-18:30
Tuesday, 1 October 2019	09:00-12:30

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 [ESMO Press Office](#). For any additional information about Media issues, please contact [ESMO Press Office](#).

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](#) to obtain a temporary dedicated 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 (congress@esmo.org) at least 6 weeks prior to the event.

ESMO has two meeting room categories namely: **Closed Industry Meetings** and **Meet the Investigator Studio Time Slots**, to allow sponsoring companies to organise different meeting formats within the congress centre during the congress hours.

Closed Industry Meeting

ESMO allows industries to organise staff meetings, briefings, advisory boards, client meetings or other type of closed meetings within the congress centre. Meetings can be organised from Friday to Tuesday from 07.00 to 20.00. The following requirements must be respected:

- Meeting “is closed” and by invitation only
- Maximum attendance is 35 guests
- Meeting is not promoted in the congress centre or in any ESMO 2019 publications
- Small meetings may take place in parallel with the official ESMO Congress educational and scientific programme provided they do not involve groups larger than 35 people and are limited in duration
- If you plan to have an ESMO 2019 Speaker at your session make sure your chosen meeting slot does not conflict with his/her session(s)
- Media should not be invited and are not permitted to attend the meeting

Meeting rooms can be rented by filling in the appropriate form (form on page 30). Meetings rooms will be assigned on a first-come, first-served basis.

The rental of a meeting room at the Fira Barcelona Gran Via will include basic AV/ IT equipment (Screen, LCD Projector, general Congress Wi-Fi).

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.

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

Any set-up and dismantling time needed for the Closed Industry Meeting must be included in the reserved slot of time.

Meet the Investigator Studio Time Slots

Meet the Investigator Studio slots are specially dedicated rooms available for lectures, Q&A, and scientific dissemination about investigator activities in non-marketed active agents. Those are closed meetings and upon invitation only (not to be considered as Satellite Symposium slot), therefore, limited AV and F&B is allowed during those time slots.

The rental of a meeting room at the Fira Barcelona Gran Via will include basic AV/ IT equipment (Screen, LCD Projector, Wi-Fi).

Due to the limited space outside the rooms, no registration tables and no roll-up banners will be possible.

Any set-up and dismantling time needed must be included in the reserved slot of time.

- One room with capacity for 100 delegates, with access completely controlled by the sponsoring company
- Logistics: screen, laptop, projector, panel table, lectern, 1 microphone, 1 hostess
- Limited catering service is allowed during the assigned slot(s)
- Presentations of 30', all included, set up and dismantling of possible posters too
- Presentations one after the other, strict enforcing of timeslot allocation
- A schedule with the sponsoring company and slot times will be published in the ESMO 2019 Programme Book and in the Meet the Investigator Area
- Companies can book single slots of 30 minutes
- Time slots must not be in conflict with satellite symposia
- If you plan to have an ESMO 2019 Speaker at your session make sure your chosen slot does not conflict with his/her session(s)
- Set-up changes are allowed within the assigned slot(s), i.e. no extra set-up/dismantling times

Technical and logistical queries can be sent to satellites@esmo.org

If you plan to use any speaker(s) that are already involved in the ESMO scientific programme, your Meet the Investigator Studio Time 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 Time Slot. However, if unavoidable, a speaker may be involved in a second Meet the Investigator Studio Time Slot for a maximum of two (2) Meet the

Investigator Studio Time 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 Time Slots: ESMO President, President-Elect, Past-President, Congress Scientific Chair, Congress Educational Chair, Guidelines Committee Chair, Editors-in-Chief of ESMO Journals. All other Board members may participate in 1 Meet the Investigator Studio Time Slot, maximum two under exceptional circumstances.

MEET THE INVESTIGATOR STUDIO TIME SLOTS

For more information and to book your slot, please contact the ESMO Events Sponsorship Department (sponsorevents@esmo.org).

Meet the Investigator Studio Time Slots will be assigned on a first-come, first-served basis.

Saturday, 28 September 2019		Sunday, 29 September 2019		Monday, 30 September 2019	
Time Slot		Time Slot		Time Slot	
09:00-09:30		09:00-09:30		09:00-09:30	
09:30-10:00		09:30-10:00		09:30-10:00	
10:00-10:30		10:00-10:30		10:00-10:30	
10:30-11:00		10:30-11:00		10:30-11:00	
11:00-11:30		11:00-11:30		11:00-11:30	
11:30-12:00		11:30-12:00		11:30-12:00	
15:00-15:30		15:00-15:30		15:00-15:30	
15:30-16:00		15:30-16:00		15:30-16:00	
16:00-16:30		16:00-16:30		16:00-16:30	
16:30-17:00		16:30-17:00		16:30-17:00	

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms and Conditions on page 25-26



4.0 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 2019 Industry Satellite Symposium” in order to avoid any confusion with the official scientific programme. For this reason, all companies must submit a copy of the final publication to sponsorevents@esmo.org and respect the following deadlines:

13 May 2019	Submit Company logo (for satellite sponsors)
17 June 2019	Send advertisements for Programme Book
24 June 2019	Send advertisements for Congress Newspaper
1 July 2019	Send bag inserts for evaluation
15 July 2019	Send satellite invitation weblink
29 July 2019	Submit artwork for on-site advertising (for sponsors that have purchased these sponsorship items)

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 2019. 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 European 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 Spain.

4.2 Reproduction of logos

Each company is entitled to use the official logo of ESMO 2019 on invitations and promotional documents related to the approved Satellite symposium.

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

The ESMO Events Sponsorship Department (sponsorevents@esmo.org) will provide the ESMO 2019 Congress logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.



Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms and Conditions on pages 25-26

4.3 Inviting participants

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

A month prior to ESMO 2019, satellite symposium organisers will have the possibility to showcase their satellite(s) via a digital satellite invitation/weblink(s) in our Online Scientific Programme and invite delegates to find out more about their session(s).

Furthermore, in the ESMO 2019 E-Newsletter there will be a dedicated Industry Satellite Symposia section whereby all these digital invitations will be grouped.

From the 15 July 2019 your satellite invitation weblink will go live (this will be subject to prior submission before the 15 July 2019 deadline and subsequent approval by the ESMO Events Sponsorship Department).

The ESMO 2019 E-Newsletter will be sent out to all registered delegates in August 2019.

To take full advantage of this unique opportunity and book this sponsorship product contact:

sponsorevents@esmo.org 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.
 - Remember 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 sponsorevents@esmo.org is the 15 July 2019. Your weblink will undergo an internal approval procedure and Industry will be informed within 5 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 1 virtual page, due to its' online nature, however no more than 2 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 2019 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 the ESMO Events Sponsorship Department.
- The web page will only be linked once ESMO 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 Department must be respected. Shipment handling fees are not covered by ESMO.

Bag inserts must be submitted for approval to ESMO (sponsorevents@esmo.org) by the 1 July 2019.

Shipment instructions for "bag inserts" will be given upon approval. ESMO accepts no responsibility for programmes which are submitted late.

ESMO bears no responsibility for the non-inclusion of leaflets in the delegate bags if the shipping instructions and deadline are not respected.

4.5 Advertisements

Advertisements are possible in Congress-related publications. Please contact sponsorevents@esmo.org for further details.

4.6 Signage, display and distribution on site

For the display of programme posters, one designated support will be made available in the ESMO 2019

Industry Satellite Symposium Display Area. Companies are entitled to bring one roll-up poster for each entrance of the assigned room. Roll-ups should be removed at the end of the session. In the ESMO 2019 Industry Satellite Symposium Display Area there will be a rack with:

- One A4 size plexi holder per session.
- Session organisers are responsible for storing the invitations* and ensuring the racks are filled.
- Each company is responsible for printing sufficient invitations*.

The poster boards will be digital and portrait (vertical). Further details will be provided on a later stage by the organiser.

Further instructions regarding signage and logistic will be provided in the Addendum that will be available online in April 2019 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 at the company booth from when the exhibition is open and in front of the door(s) of the assigned room no earlier than one (1) 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 (see 4.1). No assistance will be provided by ESMO

**Production artwork and delivery of invitations is at the sponsoring company's expense*



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 Spanish 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 does not mean acceptance by ESMO, and the corporation is solely responsible for bringing its advertising into line with local and European laws, as applicable.

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms and Conditions on pages 25-26

GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ESMO 2019 insofar as the contractual partners do not reach contrary agreements in writing.

Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- 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 2019 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- 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 ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

Appointed Agencies

- 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 ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- 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.

Procedure

- Application. For companies in the priority points ranking, applications for promotional opportunities must be received by the 24 September 2018 in order to be included in the first round of assignments.
- Priority points ranking status. Between 1 August 2017 and 31 August 2018, ESMO will review all investments and compile the priority points ranking list. This ranking list will define the order in which requests of companies are processed. When an equal number of points are held by 2 or more sponsoring companies, promotional opportunities will be assigned according to the monetary value of the requested opportunities.

Assignment

At each sponsoring company's turn for assignment, every effort will be made to:

- Offer the first, second and third choice made on the sponsorship application form subject to availability.
- Offer a real time selection of what is available if the 3 choices on the sponsorship application cannot be honoured. To ensure each sponsoring company has a chance to choose a suitable opportunity, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available. For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

Payment deadlines

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

Terms of Payment

Payment is due within 30 days following the date of the invoice.

Exclusivity

Sponsoring companies that invest in the Posters on USB have an exclusivity period from the start of ESMO 2019 and for the 3 months after the congress. If a sponsor wishes to extend its exclusivity period a formal request needs to be received before the 2 December 2019.

Cancellation Policy

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

- If the sponsorship product(s)/service(s) cannot be reallocated to another company.
- 25 % of the total rate, if the cancellation request is received in writing by 28 December 2018.
- 50 % of the total rate, if the cancellation request is received in writing between 28 December 2018 and 29 March 2019.
- 100 % of the total rate, if the cancellation request is received in writing after 29 March 2019.

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.

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 70 EUR (Excluding VAT) will be charged to the company.

Indebtedness

Payments not received by the first day of the Congress (Friday 27 September 2019) will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after ESMO 2019 but not later than the 27 December 2019. 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.

Postponement or Abandonment

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 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.

Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO 2019 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 is 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.

Limitation of Liability of ESMO

ESMO 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 be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

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 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.

Security and Insurance

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any

person. Furthermore, ESMO 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 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.

As ESMO 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 for any previously listed risks.

Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at ESMO 2019 must comply with all rules and policies established by ESMO.

Violation Procedure

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

If the company refuses to comply, 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 2019. Appeals may be made to the ESMO Management.

Penalties

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next ESMO Congress.

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 1 month from the closure of ESMO 2019. 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.

Final Clause

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



The sponsorship point system has been designed to recognise sponsor investment in ESMO projects and sponsorship points are allocated in acknowledgement of each EUR 10,000 of sponsorship investment.

- a. Accrued sponsorship points define the position of each company in the ESMO sponsors priority list. The priority list identifies companies that will be offered visibility at, and privileged within, events such as the ESMO Congress and related activities, for example satellite symposia, exhibition space, hotel accommodation, etc.
- b. When an equal number of points are held by 2 or more sponsoring companies, promotional opportunities will be assigned according to the monetary value of the requested opportunities.
- c. ESMO nevertheless retains the right to privilege smaller emerging companies when their products are innovative and the Society feels that their participation in the event would be of benefit to delegates. When satellite symposia are assigned in relation to this clause, the company guarantees that the programme will not be presented elsewhere before the ESMO Congress. Furthermore, all sponsorship items assigned in relation to this clause are subject to specific terms and conditions.
- d. Sponsorship points are cumulative, but expire at the end of the 24th month after which they have been allocated.
- e. ESMO recognises the importance of long-term relationships. To this end, 2 points will be assigned to companies for their presence and loyalty on a yearly basis for a minimum of EUR 10,000 of support. The 2 points will not expire. However, for each calendar year during which a company has not been present (with any kind of support), the 2 points are deducted from the company's record.
- f. Furthermore, ESMO will also recognise your contribution to advancements in medicine and science at the ESMO annual congress. ESMO will allocate one point for each abstract accepted for oral presentation with the mention "Study sponsored by..."



ESMO PRIORITY LIST

- | | | | |
|----|------------------------|-----|-----------------------------|
| 1 | AstraZeneca | 54 | Personal Genome Diagnostics |
| 2 | F. Hoffmann - La Roche | 55 | Sirtex Medical Europe |
| 3 | MSD | 56 | Medac |
| 4 | Bristol-Myers Squibb | 57 | Precision Oncology |
| 5 | Pfizer | 58 | ecancer |
| 6 | Eli Lilly | 59 | Exelixis |
| 7 | Ipsen | 60 | Parexel |
| 8 | Bayer | 61 | Sysmex Inostics |
| 9 | Novartis | 62 | ECS Screening |
| 10 | Astellas | 63 | Immunomedics |
| 11 | Merck | 64 | Genentech |
| 12 | Amgen | 65 | Envision Pharma |
| 13 | Daiichi Sankyo | 66 | Nestle Health Science |
| 14 | Eisai | 67 | Amoy Diagnostics |
| 15 | Tesaro | 68 | Catalysis |
| 16 | Boehringer Ingelheim | 69 | Springer |
| 17 | Servier | 70 | Accord |
| 18 | Celgene | 71 | Iovance Biotherapeutics |
| 19 | Sanofi | 72 | Life Technologies |
| 20 | Takeda | 73 | STADapharm |
| 21 | Medscape | 74 | Blueprint Medicines |
| 22 | Pierre Fabre | 75 | ProEd Communications |
| 23 | Clovis Oncology | 76 | Angelini Pharmaceuticals |
| 24 | Abbvie | 77 | Chugai |
| 25 | Incyte Biosciences | 78 | IBM Watson Health |
| 26 | Janssen | 79 | Orion Pharma |
| 27 | Celltrion Healthcare | 80 | Chiltern |
| 28 | Samsung Bioepis | 81 | Philips |
| 29 | PharmaMar | 82 | Iqvia |
| 30 | PRIME Oncology | 83 | Ignyta |
| 31 | Helsinn Healthcare | 84 | Caris Life Science |
| 32 | Genomic Health | 85 | Odonate Therapeutics |
| 33 | Nutricia | 86 | Unicancer |
| 34 | SeaGen International | 87 | Syneos Health |
| 35 | GlaxoSmithKline | 88 | Definiens |
| 36 | EUSA Pharma | 89 | HaloDX |
| 37 | Medicine for Europe | 90 | Promega |
| 38 | ThermoFisher | 91 | Biocytogen |
| 39 | Noona | 92 | Kyowa Hakko |
| 40 | Mylan | 93 | Burson Marsteller |
| 41 | Fresenius Kabi | 94 | VARIAN Medical |
| 42 | Biocartis | 95 | PeerVoice |
| 43 | Nanostring | 96 | Mologen |
| 44 | Beigene | 97 | ITM Isotopen Technologien |
| 45 | Puma Biotechnology | 98 | Synthon Biopharm. |
| 46 | Seattle Genetics | 99 | Epigenomics |
| 47 | Teva | 100 | OncoDNA |
| 48 | Loxo Oncology | 101 | Prime Medica |
| 49 | Array Biopharma | 102 | Sotio |
| 50 | MacroGenics | 103 | Mirati Therapeutics |
| 51 | Beacon Pharmaceuticals | 104 | Deciphera Pharmaceuticals |
| 52 | Genmab | 105 | Ono Pharmaceutical |
| 53 | Illumina | | |

MEETING ROOM REQUEST FORM

Kindly indicate if you are applying for the meeting approval only or if you also need a meeting space

- Approval only
 Approval & meeting space

CONTACT INFORMATION *(Required)*

Association/Company

Client Name (if outsourced company)

Contact person

Address

City

Country

Phone

E-mail

On-site contact person

FUNCTION SPECIFICATIONS *(Required)*

Function name

Purpose of the Meeting

Rental Start Date

Rental End Date

Rental Start Time

Rental End Time

N. of people

Is this a closed meeting? Yes / No

ROOM SET-UP *(Required)*

- U-Shape Classroom Other
 Board Theatre Banquet

For rental less than 4 hours, the room set-up might be different from your choice. Set-up changes may be requested and available upon an extra charge. All the meeting rooms at the Fira Barcelona include the following technical equipment: Screen, LCD Projector, congress WiFi

For extra equipment please contact: congress@esmo.org

FOOD AND BEVERAGE *(Required)*

Please select the meals that you plan to serve during this meeting

- Breakfast Break
 Lunch Reception

AGREEMENT

I understand and agree to all the terms and conditions set forth in this Agreement. I agree that the e-mail/address and fax number provided on this application will be shared with organisation assisting in the production of the conference.

Signature

Date

Print name

MEETING ROOM RENTAL PERIOD

The meeting room rental period will start on 1 March 2019. Meeting rooms can be rented from Friday to Tuesday from 07.00 to 20.00.

METHOD OF PAYMENT

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

TERMS AND CONDITIONS

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 meeting organizer, meeting purpose, number of participants, date and time must be submitted for approval to ESMO (congress@esmo.org) at least 6 weeks prior to the event.

During the period beginning Thursday, 26 September 2019 through Tuesday, 01 October 2019, 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, 27, Saturday, 28, Sunday, 29 and Monday, 30 September 2019 in the official venue.

Blackout times:

Friday, 27 September 2019	10:15-18:30
Saturday, 28 September 2019	08:00-18:30
Sunday, 29 September 2019	08:00-18:30
Monday, 30 September 2019	08:00-18:30
Tuesday, 01 October 2019	09:00-12:30

CANCELLATION POLICY

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

COMPLETE ONE APPLICATION FORM FOR EACH FUNCTION AND RETURN TO

 congress@esmo.org

QUESTIONS

For more information or questions, please contact

 congress@esmo.org

ESMO would like to thank all of our industry partners for their continued support at our congresses and we look forward to bring the best of the science together with you in Barcelona.

