

**23-24 MAY 2020**

# **SATELLITE SYMPOSIA GUIDELINES**

## **IMPORTANT DEADLINES:**

<b>24 April 2020</b>	Recording method Main contact for CTI (method b only)
<b>30 April 2020</b>	Programme changes Chosen recording slot (method b only) Presentations delivery (method b only)
<b>4 May 2020</b>	Branding elements (method b only)
<b>11-13 May 2020</b>	Days of record (method b only)
<b>15 May 2020</b>	Satellite link delivery (method a only)

## 1. WELCOME

Dear Industry Partners,

We have the pleasure to invite you to ESMO Breast Cancer - Virtual Meeting 2020

Following the significant success of the first edition of ESMO Breast Cancer and in direct response to the ongoing Covid-19 restrictions we are working on an exciting 'Virtual' second edition where researchers will still be able to present practice-changing data and specialists from different disciplines in oncology will continue to benefit from a comprehensive educational online programme.

By supporting ESMO Breast Cancer – Virtual Meeting 2020 you can:

Gain insights into the latest drug development work

Present your latest research at a specialized ESMO virtual meeting: a guarantee for immediate global visibility

Connect online with a wide multidisciplinary audience of breast cancer specialists

In this industry prospectus, you will find a various option of corporate and promotional opportunities to enhance the value to the educational journey of our delegates.

We are counting on our Industry partners to support this virtual event and help us once again advance the science and clinical practice to improve the lives of our patients.

We look forward to discussing with you the opportunities you will have at ESMO Breast Cancer – Virtual Meeting 2020!



**Sibylle Loibl**  
Neu-Isenburg, Germany Co-Chair



**Giuseppe Curigliano**  
Milan, Italy Co-Chair



## 2. LEARNING OBJECTIVES

- To spread knowledge by interaction and networking across breast cancer specialists, worldwide and across disciplines
- To train breast cancer specialists by international breast cancer experts
- To integrate translational research into cancer care and career
- To improve precision medicine as part of breast cancer treatment
- To promote “omics” and “big data” integration in the field of breast cancer
- To improve immunotherapy approach in the breast cancer field
- To develop clinical trials of the next decade
- To demonstrate that less is more

## 3. TARGET AUDIENCE

The ESMO Breast Cancer – Virtual Meeting 2020 is designed for breast cancer researchers and clinicians who have a specific interest in innovation (including translational research, new agents, molecular and functional diagnostics, biomarkers and cutting-edge research applications in the clinical setting) and care. It will be a multidisciplinary European virtual meeting involving top scientists.

## 4. ESMO BREAST CANCER VIRTUAL MEETING 2020

The ESMO Breast Cancer - Virtual Meeting 2020 has been newly developed and scheduled to provide presenters a platform to share their research with real-time interchange between remote Speakers and remote Attendees. There will be a detailed programme which will include all the key sessions you would expect from a live event.

The ESMO Virtual Meeting will offer a vibrant web presence to virtual attendees\* with many features including:

- A web site with presentations organized in three parallel sessions presented live at scheduled times
- Live discussions and opportunity to ask questions
- A platform with all the Industry Satellite Symposia that can be viewed at all times on demand
- An e-Poster gallery with the opportunity to contact the presenters
- Online Exhibition area with advertising opportunities
- Virtual Webinars

**\* Viewers must be registered to log in**



## 5. CONTACTS

### Congress Management

#### ESMO Head Office

Via Ginevra 4  
6900 Lugano, Switzerland

Organisation	
Alessia Mora and Chiara Sommaruga	breast@esmo.org
Scientific Programme and abstracts	
Simona Tettamanti	programme@esmo.org
Registration Management	
Nicole Bullo	registration@esmo.org
Sponsorship opportunities for industry	
Jon Roberts	jon.roberts@esmo.org
Media Relations	
ESMO Press Office	media@esmo.org

## 6. TIME SCHEDULE

### Virtual Exhibition & Satellite Symposia

Satellite symposia on-demand	
Thursday, May 21	Opening at 12:00 PM CEST
Sunday, May 24	Closing at 08:00 PM CEST

Participants will have the possibility to explore and enjoy the Virtual Exhibition and Satellite Symposia as of Thursday, May 21 at 12:00 PM CET, two days before the ESMO Breast Cancer Virtual Meeting 2020 official opening.

### Official Programme

ESMO Breast Cancer Virtual Meeting Hours	
Saturday, May 23	Opening at 12:00 PM CEST
Sunday, May 24	Closing at 08:00 PM CEST



## 7. PROGRAMMES

The Satellite Symposia programmes have already been submitted and approved by the ESMO Breast Cancer Scientific Committee.

In case you need to request a change to the programme, including symposium title, presentation titles, speakers and chairpersons names, they must be submitted to the ESMO Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)) **by 30 April 2020**.

## 8. SATELLITE SYMPOSIA GUIDELINES

The 60-minutes virtual industry satellite symposia need to be prerecorded and will be available to the participants on-demand, two days before the official opening of the ESMO Breast Cancer Virtual Meeting 2020.

The sponsor can choose between two methods:

- a) Developed and recorded by the sponsor (at sponsor's expense) using own suppliers
- b) Developed by the sponsor and recorded through the ESMO official virtual supplier CTI Meeting Technology (included in sponsorship)

Deadline to choose between the two methods and inform [breast@esmo.org](mailto:breast@esmo.org): **24 April 2020**

### a) Guidelines: Satellite recorded by the sponsor

Files need to be provided in the following format:

1. Speaker Video:
  - Format: 720p
  - Container MP4
  - Codec: h.264
  - Audio AAC
2. Video of PPT projection:
  - Format: 720p (16:9)
  - Container MP4
  - Codec: h.264
  - Audio AAC

### b) Guidelines: Satellite recorded with CTI

The sponsor should identify one main contact person that will liaise with CTI and provide this name to [breast@esmo.org](mailto:breast@esmo.org) by **24 April 2020**.

#### Recording day/time slot

The sponsor is kindly asked to contact the speakers and chairs, in order to identify a 2-hours slot when they are all available to record the symposium from 11 to 13 May 2020.

Instructions, practical info and audio final check with the technicians will be done just before.

Deadline to inform Julia at [j.koeppen@ctimeetingtech.com](mailto:j.koeppen@ctimeetingtech.com) about the chosen slot: **30 April 2020**





#### Upload of files

1. The main contact will receive an invitation via email, to upload all files to cSLIDE (the CTI online system).
2. Format: Presentation files will be accepted in MS PowerPoint format only. Macintosh presentations (i.e. Keynote) cannot be accommodated.
3. Versions: the presentations must be prepared in MS PowerPoint 2010, 2013 or 2016. MS PowerPoint 2016 is used in the virtual "Session Room" onsite.
4. File size: The size of any given presentation should not exceed 500 MB, if uploaded online prior to the meeting.
6. Audio and movies: Place all audio and movie files linked with the presentation into a single file folder (e.g. when transferring the presentation from your hard disk to the USB flash drive or external hard disk or when uploading it to cSLIDE, the conference preview system).
7. Fonts: Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems when uploading your file.
8. Do not use passwords or encryption with your files.
9. Please note that macros should not be used and flash animations are not supported.
10. The aspect ratio of your presentation should be 16:9.

Deadline to upload all presentations using the link send by Julia in the invitation: **30 April 2020**

#### **Guidelines to be distributed to your speakers and chairs**

1. Before you start recording, please make sure there is no background noise.
2. Next, select a place or room where your background is structured, ideally with a white wall or a bookshelf.
3. Place your laptop in front of you.
4. Make sure you have a stable internet connection with a minimum of 1,5 MB upload/download.
5. Download the programme "Zoom".
6. Login to cSLIDE where you uploaded your files.
7. You will find the link to "Zoom" to enter the "Virtual Session Room".
8. The "Session Assistant" will guide you through the technical check-ups and help with your rehearsal.
9. Once you feel comfortable, the recording can start.
10. You can repeat your recording as many times as needed in the assigned window.

#### Branding

There is the possibility to brand the satellite symposium. Details will be provided by CTI.

Deadline to provide Julia at [j.koeppen@ctimeetingtech.com](mailto:j.koeppen@ctimeetingtech.com) with the branding elements: **4 May 2020**

#### Post-recording

The main contact will receive the link to view the recorded Satellite symposium by **15 May 2020**



## 9. WEBCAST

In this unprecedented situation all satellite symposia from this virtual meeting can be hosted free of charge on OncologyPRO as well as the ESMO Meetings Library (option b must be selected for this as the recording must be done by the official supplier CTI Meeting Technology)

The ESMO Breast Cancer – Virtual Meeting 2020 official programme webcast will be available within 48 hours on the respective Webcast Library and OncologyPRO. As noted above the industry satellite symposia recorded sessions can also be accessible on the same platforms as educational enduring material free of charge at the sponsor's request.

## 10. GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Breast Cancer Virtual Meeting 2020 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 Breast Cancer Virtual Meeting 2020 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**

Send sponsorship application form. The ESMO Strategic Partnerships Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

### **PAYMENT DEADLINES**

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

### **TERMS OF PAYMENT**

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

### **CANCELLATION POLICY**

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.



### **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 start of the ESMO Breast Cancer Virtual Meeting 2020 will be subject to a 10% penalty fee on the total sponsorship investment.

### **REFUNDS**

Any refunds of deposits paid will be made after ESMO Breast Cancer Virtual Meeting 2020 but not later than 31 December 2020. 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.

### **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.

### **ENFORCEMENT OF RULES**

Applies equally to all. All companies investing in sponsorship at ESMO Breast Cancer Virtual Meeting

2020 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 Breast Cancer Virtual Meeting 2020. 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 event.

### **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 Breast Cancer Virtual Meeting 2020.

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.

### **NON-SMOKING POLICY**

ESMO Breast Cancer Virtual Meeting 2020 is a non-smoking event.

### **FINAL CLAUSE**

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

