

Item	Page	Deadline	Contact	Submission	Status
CONTACT DETAILS REQUIRED					
Responsible person for the satellite symposium organisation Contact details to be confirmed	p.15	28/06/2021	satellites@esmo.org	Mandatory, via online form	☐
Responsible person for the moderation of Questions & Comments function Contact details to be confirmed (if different from above)	p.18	28/06/2021	satellites@esmo.org	Via online form	☐
PROGRAMME SUBMISSION					
Proposed programme (including the title of the satellite symposium, all presentation titles, the names of all proposed speakers and chairperson(s)) to be submitted	p.12	28/05/2021	satellites@esmo.org	Mandatory, via e-mail using the official ESMO programme template	☐
Final programme	p.12	21/06/2021	satellites@esmo.org	Mandatory, via e-mail	☐
PRE-RECORDING					
Pre-recording with M Events or externally Confirmation if satellite pre-recording will be done by M Events or externally	p.19	28/06/2021	satellites@esmo.org	Mandatory, via online form	☐
Pre-recording with M Events Booking of the pre-recording slot and request of one unique video webcast only (upon charge)	p.19	19/07/2021	industry@esmo.org	Mandatory, via booking tool and via email	☐
Send the custom background (if required)	p.19	2/08/2021	industry@esmo.org	Via e-mail	☐
Upload of the pre-recording file Satellite final recording file (done by M Events or externally) MUST be uploaded	p.19	8/09/2021	industry@esmo.org	Mandatory, via Satellite Symposium Virtual Space backend	☐
INDUSTRY SATELLITE SYMPOSIA GALLERY & VIRTUAL SPACE					
Satellite Symposium programme digital poster	p.14	2/08/2021	satellites@esmo.org	Mandatory, via online form	☐
Submit speakers' biographies and pictures	p.16	1/09/2021	industry@esmo.org	Via e-mail using the official template	☐
Upload of all company materials on to the Satellite Symposium Virtual Space (Text, session description, additional material)	p.15	8/09/2021	industry@esmo.org	Mandatory, via Satellite Symposium Virtual Space backend	☐
SATELLITE SYMPOSIA AND LIVE Q&A					
Satellite Symposia Services Order Form - Set-up preferences for satellite symposia and Live Q&A - Extra services at own expense - Recording of Live Q&A and bolting on the satellite	p.41	19/07/2021	satellites@esmo.org	Mandatory, via e-mail using the official form	☐
Rehearsal booking	p.20	1/09/2021	industry@esmo.org	Via rehearsal booking tool	☐
PPT or Video must be uploaded If Presentation or Video + Grid View required for Live Q&A	p.41	8/09/2021	industry@esmo.org	Via Satellite Symposium Virtual Space backend	☐
If any speaker prefers NOT to be video recorded during the discussion, companies can collect speakers' request and profile picture and share them with M Events	-	1/09/2021	industry@esmo.org	Via e-mail	☐
If purchased, Evaluation queries to be sent to M Events	p.23	1/09/2021	industry@esmo.org	Via e-mail	☐
If purchased, Polling queries to be sent to M Events	p.25	1/09/2021	industry@esmo.org	Via e-mail using the polling queries template	☐