

# ESMO 2021

## Pre-Recording Manual



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Solange Peters, Lausanne, Switzerland

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### Educational Chair

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## 16-21 SEPTEMBER 2021

The ESMO Congress is the most influential oncology platform designed in Europe for clinicians, researchers, patient advocates, journalists and healthcare industry representatives from all over the world.

# CONGRESS DATES

## Official Programme

16 September 2021

17-21 September 2021

Educational sessions and e-Posters

Scientific programme and other sessions

## ESMO Colloquia & Industry Satellite Symposia

17-21 September 2021

## Virtual Exhibition

16-21 September 2021

## EONS14

22 September 2021

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# CONTACTS

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M Events Cross Media GmbH has been appointed as the virtual platform supplier for the ESMO Congress 2021 and will be the official virtual pre-recorded satellite symposia webcast provider.

## ESMO Congress 2021 Industry Satellite Symposia Support

### ESMO Congress 2021 Secretariat

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# 1 GENERAL INFORMATION

This manual is intended for the companies that have decided to have the pre-recording of their Satellite Symposium done by the **official supplier M Events**.

## Deadline to book an appointment for pre-recording slot

19 July 2021

## Dates available for the pre-recording appointment

9 August - 3 September 2021

### Important - 48 hours before your pre-recording:

- All presentations **MUST** be uploaded onto the satellite backend (link sent in due time)

Companies will book **one** dedicated 3-hour time slot for the recording of the **complete** satellite. The time slot includes a technical introduction and the recording of all presentations within one session; therefore, **all speakers need to be available in this timeslot**. The default pre-recording outcome is one video webcast per presentation. Complete session webcast is possible only at extra charge and on specific request done to M Events ([industry@esmo.org](mailto:industry@esmo.org)) by **19 July 2021**.

Each pre-recorded Satellite Symposium will include the following items/technical characteristics:

- Satellite Symposium title and speakers' names
- Webcasts: one video per presentation showing the slides with video and audio signal of a speaker
- Each satellite will appear on the dedicated on-demand satellites section of the congress Platform

The M Events team will provide full AV and technical support during the pre-recording.

## 1.1 Included pre-recording services

- One 3-hour online appointment for the recording of all presentations (up to 6 speakers/presentations), incl. 30 minutes general instructions and technical check of speaker's hardware (minimum requirements for speakers: computer, webcam, headphone or speaker, 5mbit internet connection)
- Access links for speakers and chairs to the pre-recording system
- Recording of presentation and speaker audio & video via system
- Result of recording will be one MP4-file per presentation
- Custom recording background design (full HD picture (16:9) in picture background) to be provided to [industry@esmo.org](mailto:industry@esmo.org) by **2 August 2021** (see paragraph 3.6 for the requirements)
- Up to 1 hour of preliminary consultation with M Events
- 2 hours cutting and postproduction before first review – further edits upon request and at an additional charge (250€ per hour)
- The final recording file may be requested to M Events at no extra costs; companies may also review and edit the videos, however the final content needs to be uploaded in the backend of the dedicated satellite symposium virtual space by **8 September 2021**

## 1.2 Data Protection

Please make sure that your presentations content can be shown online during and after the event for the on-demand service. If your presentation contains sensitive data, please remove it from the presentation before uploading it to the presentation system.

## 2 PRE-RECORDING INSTRUCTIONS

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### Step 1: Book your pre-recording appointment

- On 1 July 2021 the company representative will receive a link for the pre-recording slot booking tool
- The deadline to book the preferred 3-hour pre-recording slot is **19 July 2021**; please be aware that the slot is dedicated to all speakers of the same session

### Step 2: Prepare the presentation slides for the upload

48 hours prior the pre-recording slot the company representative needs to:

- Upload (via the dedicated link sent by email) the speakers' presentation slides. The instructions for the upload will be provided together with the upload link
- Upload the speakers' profile pictures (squared images at least 150dpi, only .png and .jpeg formats) and biographies (1500 characters limit - including spaces per speakers' bio in a text document, any format)
- Last changes to the (optional) custom recording background may be sent until 48 hours before the pre-recording slot; no edits can be accepted after this deadline
- Presentations attached to emails cannot be processed

### Step 3: Join the pre-recording

- The company representative will receive an email with the individual speakers' and chairs' links to access the recording system; the company is responsible to share them within the Faculty
- Company representatives can join the pre-recording by using the chairs' link
- Please make sure that all the speakers and chairpersons sit in front of their computers at the given pre-recording time
- To enter the recording platform, speakers and chairs need to click on their personal link and follow the instructions on the screen. We recommend the use of Google Chrome, so that the link can be copied and pasted into the URL bar on Google Chrome
- The technician will be present in the meeting room during the entire time
- Speakers will control the uploaded slides via the recording system interface

### Step 4: Review your recording

- The company representative will receive a link to the edited recording within 48 hours for review
- The company has 48 hours for internal review and the final file has to be uploaded onto the satellite backend by **8 September 2021**
- Further editing requests will be charged separately (€250/per hour) and have to fit into the general deadlines and timeframe

## 3 TECHNICAL REQUIREMENTS

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### 3.1 Room

The choice of the recording room has a significant impact on the audio quality of your presentation. If possible, a small and quite room is recommended. Please also make sure that you are not disturbed by background noises such as birds singing, etc.

- Choose a room with enough daylight, but make sure that you do not have direct sunlight in your back; it is best to position yourself with your face towards the window
- Position yourself against a neutral background
- It is best to position your laptop/webcam so that you are at eye level with the camera and can sit upright

### 3.2 Hardware

Use high-quality equipment wherever it is possible:

- A desktop computer or laptop
- A headset (a microphone can also be used)
- An integrated or external webcam (required for video recordings)

### 3.3 Software

Recommendations:

- The current Google Chrome browser needs to be installed ([Get it here](#)).

### 3.4 Internet connection

A LAN (cable) internet connection with at least 5mbit is recommended.

### 3.5 Presentation format and upload

- Please note that only Microsoft PowerPoint presentations in 16:9 format (only with the .pptx extension) can be submitted
- If your presentation contains videos, you can either embed them into the PowerPoint presentation or link them; if you are using PowerPoint 2007 or an older version, please upload your videos separately, as they cannot be embedded into the presentation
- PowerPoint animations and transitions are only possible with the “Fade” function
- Please be aware that you cannot add any links to the slides

### 3.6 Video background

If desired, the optional custom recording background image must be sent via email to [industry@esmo.org](mailto:industry@esmo.org) within 48 hours before the pre-recording slot. If no background image is provided, a default design will be displayed.

Custom background requirements:

- Full HD, 1920x1080 px (16:9)
- Do not use the fixed content areas
  - Where slides and speakers' video are
  - Where title, presentation data, chair data are shown
  - Where the “sepsis in low...” text is shown, since there the name of the speaker will be shown

**10:00-10:45** EW010 – PL/PD in special populations: do we need to approach neonates, children and pregnant women differently?  
Chairs: Nolan Everson, Emilia Dalo

Presentation slides

Presenters video  
Arturo Casadevall (ITA)  
Sepsis in low- and middle income countries: changing epidemiology and guidelines

SCIENCE: 19-21 SEPTEMBER 2020 / EDUCATION: 16-18 OCTOBER 2020

\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2021 design.

### 3.7 Further information

Should you have any further questions, please contact:

- [satellites@esmo.org](mailto:satellites@esmo.org) for organisational questions
- [industry@esmo.org](mailto:industry@esmo.org) (M Events) for questions regarding technical implementation



**ESMO - European Society for Medical Oncology** 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.

