

ESMO 2021

Satellite Symposium backend & upload instructions



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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 programme 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

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

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1. INTRODUCTION

Each satellite symposium will have a dedicated virtual space to upload satellites-related materials, session information, share links and also interact with the delegates via the Questions & Comments function. Log-in details for accessing the virtual platform backend to upload satellites-related materials will be sent to each company on **2 August 2021**.

The deadline to upload all the content is **8 September 2021**.

2. SIGN IN

The person responsible for the organisation of the satellite symposium (named “convenor” in the backend) will receive the backend access link and should follow the next steps:

- Please click on the access link, that will be shared via email
- Enter your credentials*
- Click on “Sign in”

Sign In
Online. Onsite. Ongoing.

Use your account to sign in

E-Mail

Password

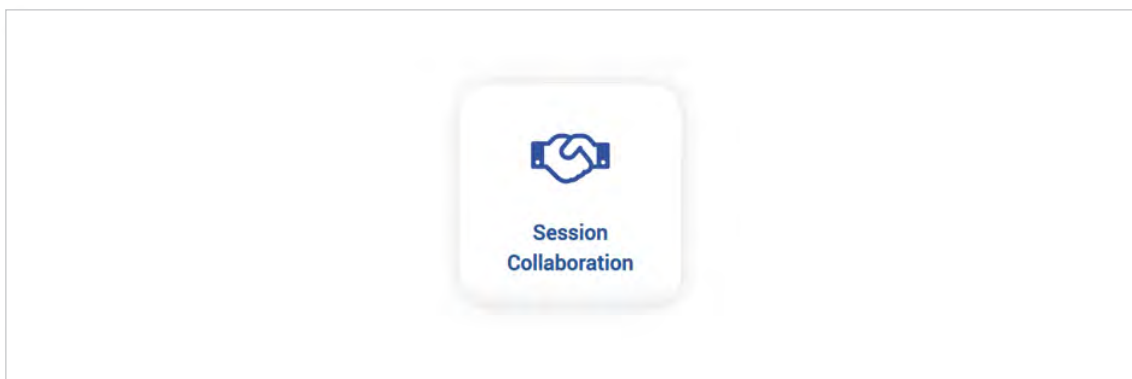
Remember me?

[Sign in](#) [Forgot password?](#)

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

*In case you forgot your password, click on Forgot Password in order to receive an email with a link to reset your password. Please make sure to check your junk/spam folder, if you don't find the email in your inbox.

2.1 Desktop view



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3. COLLABORATION MODULE/SESSION OVERVIEW

Sessions
A list of the sessions assigned to the convenor

Presentations
Presentation details pre-filled based on the programme submitted to satellites@esmo.org. Click on „Show detail“ to access the upload and preview

Edit session
Select „edit session“ to upload additional material and change the session description

The screenshot shows a 'COLLABORATION' window with a list of sessions. The first session is 'Poster Session 1' in Room 1, with two presentations: 'My poster 1' by Christian Walter and 'My poster 2' by Madine Schappane. The second session is 'Oral Session 1' on Sun 13 Sep, 01:00 PM - 03:00 PM in Room 1, with two presentations: 'My presentation' by Christian Walter and 'My Presentation' by Madine Schappane. Each presentation has a 'Show detail' link, and each session has an 'Edit session' link.

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3.1 Presentation details

Preview
Utilizing the player from the upload process, the convenor can see the preview here as well

Upload
After giving consent, the convenor can start the content upload process

The screenshot shows the 'MY PRESENTATION' interface. On the left, under 'Content details', the following information is displayed:
 - Presentation: My presentation
 - Title: [blank]
 - Presentation Type: Oral presentation
 - Speaker: Christian Walter
 - Session: Oral Session 1
 - Date: 13 September 2020, 01:00 PM
 - Time: 15 Minute(s)
 On the right, under 'Preview', it says 'No preview available'. Below this is the 'Upload' section, which contains instructions and a consent checkbox: 'I confirm to have the rights to upload the content files on behalf of...'. A blue button is visible at the bottom right of the upload section.

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4. PRESENTATION UPLOAD

4.1 Webcasting conditions

Webcasting conditions
Please read and accept the ESMO 2021 webcasting conditions displayed here to proceed with the upload of the content

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4.2 Upload/file transfer

File format upload
According to the pre-recording set-up previously confirmed to satellites@esmo.org, the convenor will be able to upload the related mandatory format
Pre-recording with M Events > .pptx
Pre-recording with external agency > .mp4 (max 5 GB, h.264 MPEG-4 AVC)

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Processing
 During the presentation upload process, you will be informed on the status of the upload.
 For any issue on this aspect, please contact industry@esmo.org

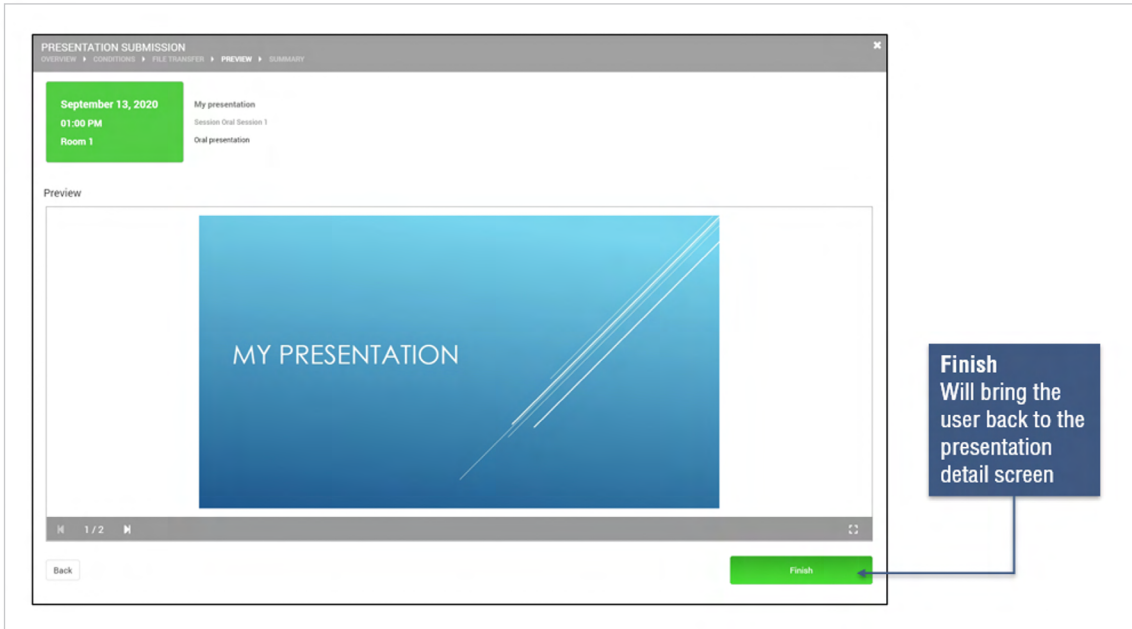
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Successfully uploaded
 Once the upload has been completed, the file will be listed here

Preview
 Click on „Preview“ to check your presentation

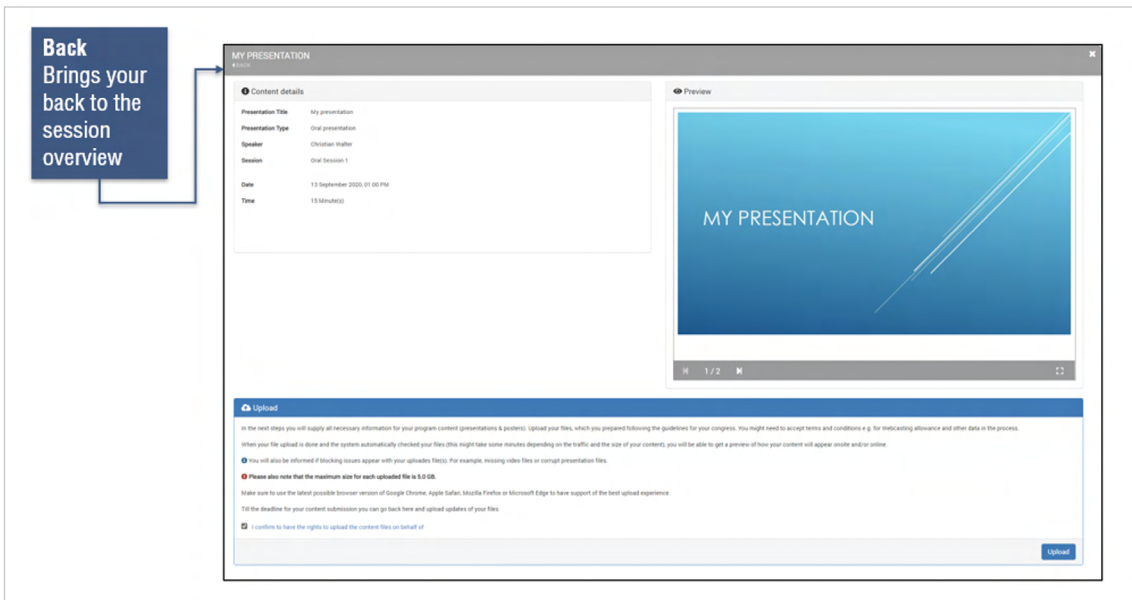
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4.3 Preview



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4.4 Presentation details with preview



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4.5 Session overview with uploaded files

The screenshot shows a 'COLLABORATION' window with the following content:

- Your sessions for collaboration and content review**
- Room 1**
- Poster Session 1** (with an 'Edit session' button)
- Two poster tiles:
 - My poster 1** (by Christian Walter) with a 'Show detail' button.
 - My poster 2** (by Madina Dzheppueva) with a 'Show detail' button.
- Sun 13 Sep**
- 01:00 PM - 03:00 PM - Room 1**
- Oral Session 1** (with an 'Edit session' button)
- Two oral presentation tiles:
 - My presentation** (by Christian Walter) at **1:00 PM** with a 'Show detail' button. A blue callout box points to this tile with the text: **Files uploaded**
If content is uploaded the user can see on the tile.
 - My Presentation** (by Madina Dzheppueva) at **1:15 PM** with a 'Show detail' button.

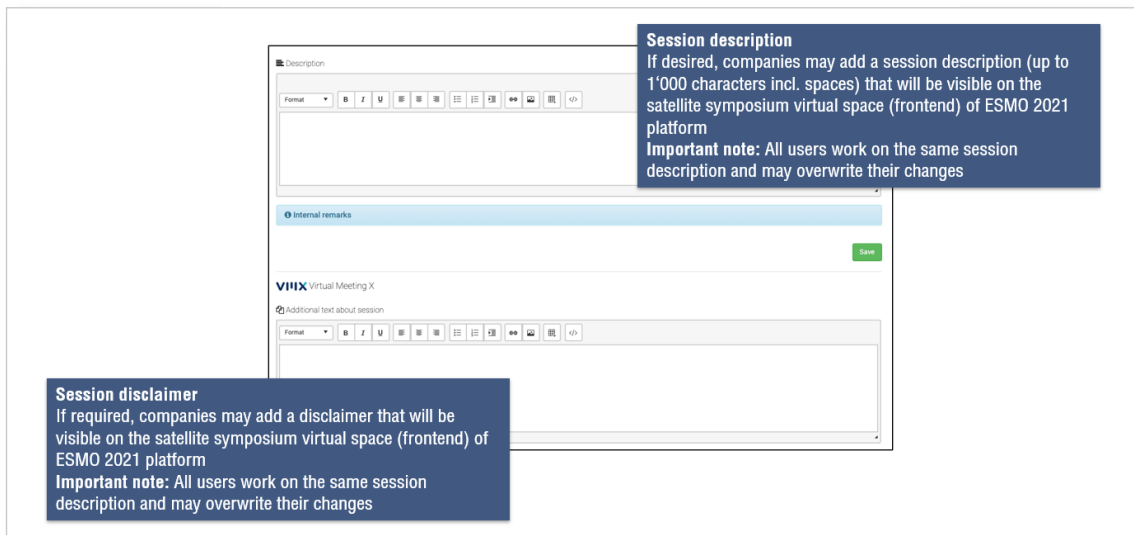
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5. EDIT SESSION



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5.1 Session description and disclaimer



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5.2 Features and additional material upload

Additional material - PDF
 Upload max 5 pdfs:

- Click on "Select"
- Choose the file from your server (important: **title should be max. 20 characters incl. spaces**)
- Once uploaded you can add the description sentence of the PDF and then click on "Save"

Enable/disable features
 Choose to enable or disable the following features available for on-demand content only:

- Rating
- Comment function

Click on "Save"

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Please be informed that the PDFs uploaded on to the Satellite Symposium dedicated virtual space will be automatically shown on the satellite live streaming too (please refer to the image below).

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5.2.1 Questions & Comments function

Delegates can write comments on the satellite symposium dedicated virtual space (both at session and presentation level). For further details on the frontend view, please refer to the [dedicated document](#).

IMPORTANT:

- The comments are not moderated by default
- Convenors can decide to enable/disable this function and if the comments shall be shown by default or be moderated
- The moderator confirmed to ESMO by 28 June will be added accordingly to the backend; should there be any change, please send an email to satellites@esmo.org

The screenshot shows the 'Comments Desk' interface. At the top, there is a 'Comments Desk' header with a speech bubble icon. Below the header, a dropdown menu is set to 'Industry Symposium'. A text input field contains 'Write a comment'. Below the input field, there are two comments from 'Mr. Christian Walter' dated '29-01-2021 17:13'. The first comment says 'This is a nice comment!' and has a 'Reply' button. The second comment says 'This is a rude comment!!' and has 'Reply', 'Delete', and 'Show' buttons. At the bottom of the comments list, there are pagination controls showing '10 items per page' and '2 items'.

Annotations on the screenshot include:

- The moderator (that could be the same person as the convenor) when signing into the backend, will need to click on "Comments Desk"** (pointing to the header)
- Select session to be moderated** (pointing to the dropdown menu)
- Write a comment as the user who is logged in (Convenor/moderator)** (pointing to the text input field)
- Reply to a comment as the user who is logged in (Convenor/moderator)** (pointing to the 'Reply' button)
- Hide or show comment** (pointing to the 'Show' button)
- Delete comment** (pointing to the 'Delete' button)

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6. SPEAKERS' BIOGRAPHIES AND PICTURES

The backend screenshots and instructions on how to upload the speakers' biographies and pictures will be available by mid-July on the [ESMO 2021 website](#).

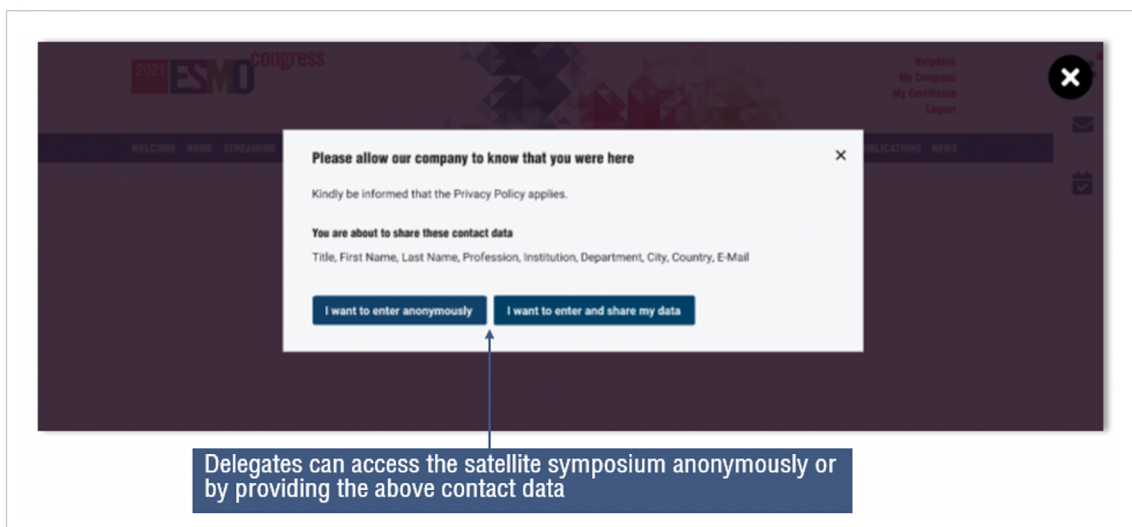
IMPORTANT:

Please upload unbranded speakers' pictures and be aware that ESMO and speakers have the right to change both the pictures and biographies whenever needed (as the speaker's profile applies to the whole platform).

7. LEAD RETRIEVAL (OPTIONAL AND AT OWN EXPENSE)

The lead retrieval feature can be ordered by submitting the Satellite Symposia Services Order Form to satellites@esmo.org by **19 July 2021**.

7.1 Frontend view

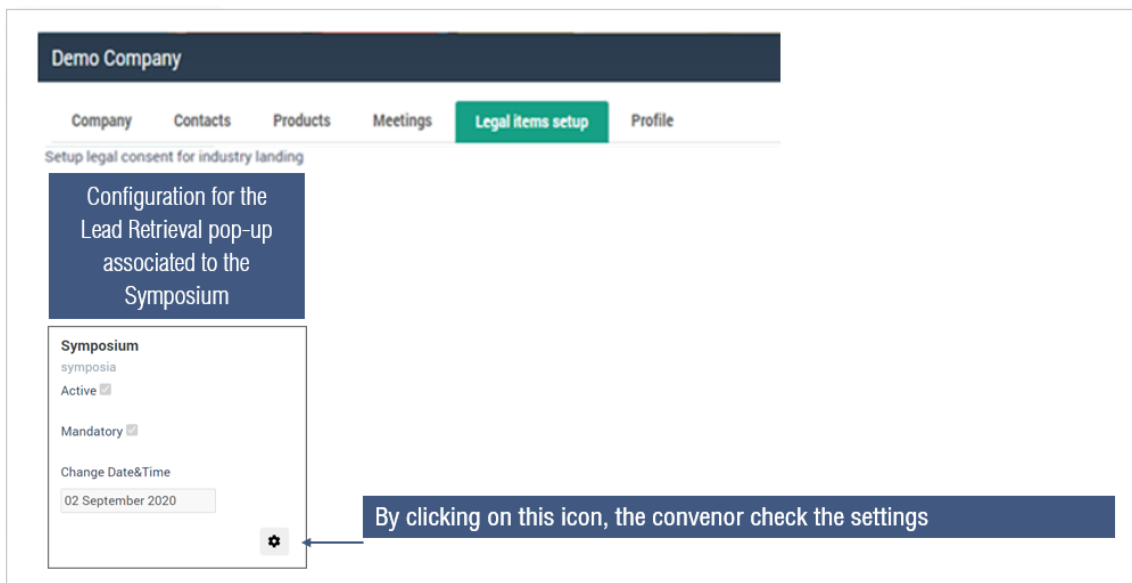
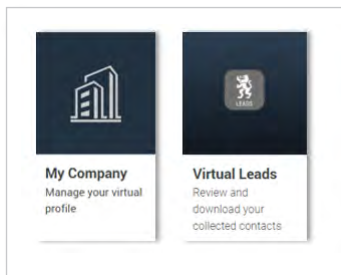


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7.2 Backend access

The backend access link to the lead retrieval data will be sent individually to the responsible person for the organisation of the symposium. Please note that such link is different from the one giving access to the backend of the satellite symposium dedicated virtual space.

Once you go on the provided link, please enter your credentials and you will see the items “My Company” and “Virtual Leads”. To check the settings, please go on “My Company” and then select the tab “Legal items setup”.



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7.3 Settings

IMPORTANT
No actions required on this page.

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7.4 Collected data

In order to check your data, go back and select the module “Virtual Leads”.

Firstname	Surname	City	Country	Profession	Question	CreateDateT	Source	TermsAccepted
Mathias	[REDACTED]	Berlin	Germany	Account Manager	This is my question number 1	2020-05-21 10:17:02	Contact form on profile	true
Mathias	[REDACTED]	Berlin	Germany	Account Manager		2020-05-20 23:11:48	Contact form on profile	true
calvin	[REDACTED]				123213	2020-05-20 23:11:08	Contact form on profile	true
Mathias	[REDACTED]	Berlin	Germany	Account Manager		2020-05-20 23:04:39	Contact form on profile	true
Mathias	[REDACTED]	Berlin	Germany	Account Manager	dhdsals	2020-05-20 23:04:22	Contact form on profile	true

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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.

