**ESMO ASIA VIRTUAL ONCOLOGY WEEK 2021 - SATELLITE SYMPOSIUM SESSION**

**Submission to** [**programme@esmo.org**](mailto:programme@esmo.org) **by 16 September 2021**

Please make sure to read carefully the [**instructions and regulation**](#_INSTRUCTIONS_AND_REGULATIONS)**s** below, before filling in the required tables.

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| **SATELLITE INFORMATION** | |
| **Sponsor** | Name (as it should appear on the online programme) |
| **Allocated slot** | Slot n. |
| **Programme referent** | Name, Surname, email |

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| **AREA(S) OF INTEREST** | |
| **Please select one or more Area(s) of Interest** | |  |  | | --- | --- | | Basic science | Haematological malignancies | | Breast cancer, early stage | Head and neck cancers | | Breast cancer, metastatic | Investigational immunotherapy | | Cancer nursing | Melanoma and other skin tumours | | CNS tumours | NETS and endocrine tumours | | Developmental therapeutics | Non-metastatic NSCLC and other thoracic malignancies | | GI, colorectal | NSCLC, metastatic | | GI, non-colorectal | Public policy | | GU, prostate | Sarcoma | | GU, non-prostate | Supportive and palliative care | | Gynaecological cancers | Translational research | |

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| **SESSION PROPOSAL** | |
| **Satellite title** | **Title** |
| Co-Chair 1 | *Name Surname, City, Country* |
| Co-Chair 2 | *Name Surname, City, Country* |
| Introduction | Title |
| Speaker 1 | *Name Surname, City, Country* |
| Lecture time | 5’ |
| Presentation 2 | Title |
| Speaker 2 | *Name Surname, City, Country* |
| Lecture time | 20’ |
| Presentation 3 | Title |
| Speaker 3 | *Name Surname, City, Country* |
| Lecture time | 20’ |
| Presentation 4 | Title |
| Speaker 4 | *Name Surname, City, Country* |
| Lecture time | 20’ |
| Presentation 5 | Title |
| Speaker 5 | *Name Surname, City, Country* |
| Lecture time | 20’ |
| Conclusion | Title |
| Speaker 6 | *Name Surname, City, Country* |
| Lecture time | 5’ |

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| **SPEAKER DETAILS** | | | | | |
| **Last name** | **First name** | **Institute** | **City, Country** | **Email** | **Email cc** |
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**INSTRUCTIONS AND REGULATIONS**

**INSTRUCTIONS**

* Satellite information and session proposal

All fields in ***blue***must be replaced with the required information, following the suggested format.

* Sponsor name and programme referent

**The** **sponsor name** **provided in the *satellite information table* above** **will appear in the Online Programme.**

The programme referent will be considered the main contact for all future programme related communications.

* Session format

Presentation timings are important for the session to be loaded and displayed correctly. **This template is based on an a 90-min session example but talk timings may vary, therefore rows may be added or deleted as necessary**.

Make sure to indicate the correct time for each lecture and to respect the maximum overall confirmed time.

* Speaker details

Affiliation details must be provided in full: *first name, last name, institution, city, country, email, email cc.*

*Note: the email addresses are necessary for ESMO internal purposes (online programme) but will not be published anywhere nor used for any communication.*

* Satellite symposia policy (please see full extract below)

**Experts may not participate in more than two industry satellite symposia**. Should an expert be nominated more than two Satellites (either in the role of speaker or chair), he/she will be asked to select the two session invitations to accept.

**REGULATIONS**

**Satellite symposia programmes**

All satellite symposia programmes must be approved by ESMO prior to any invitations with a view to ensuring the scientific quality and scope of such symposia within the framework of the Event. Companies are strongly encouraged to establish a programme in line with the general concept of the Event scientific programme. Current ESMO policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what ESMO 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 Event. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not.

In accordance with the ESMO Organisational Regulations, the ESMO Educational Committee Chair, ESMO Guidelines Committee Chair, ESMO Cancer Medicines Committee Chair, ESMO Compliance Committee Chair, ESMO Editors-in-Chief and ESMO Deputy Editors-in-Chief of ESMO journals are not permitted to Chair or present at any industry sponsored satellite symposium.

Other members of the ESMO Executive Board and ESMO Council may participate in industry sponsored satellite symposia (see limits above), subject to the ESMO Executive Board being informed well in advance, with a possible veto if deemed appropriate. This restriction does not apply to ESMO Colloquia. Details of the ESMO Council may be found via: [www.esmo.org/About-Us/Who-We-Are/ESMO-Council](http://www.esmo.org/About-Us/Who-We-Are/ESMO-Council).

Any changes to the provisional or the final programme must be forwarded immediately for re-approval to the ESMO Asia Virtual Oncology Week 2021 Programme Department ([programme@esmo.org](mailto:programme@esmo.org)) in time to submit the final version by **1 October 2021** at the latest.

Submitting an abstract to ESMO and the official Event programme implies that the study reported therein will not be presented as such during the Event at any industry satellite symposium prior to its presentation in the official ESMO Asia Virtual Oncology Week 2021 programme, and that it has not been presented elsewhere.

**SATELLITE SYMPOSIA PROGRAMME DEADLINES**

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| **16 September 2021** | **Proposed programme submission**  Proposed programme – including title of the symposium, all presentation  titles, names of all proposed speakers and chairpersons – to be submitted to [programme@esmo.org](mailto:programme@esmo.org) using the official ESMO programme template |
| **24 September 2021** | **Notification**  Notification by ESMO of acceptance / rejection / request for modifications to the programme as decided by ESMO |
| **1 October 2021** | **Receipt of the final programme** |

Extract from the ESMO Asia Virtual Oncology Week 2021 Industry Guidelines.