Satellite Symposium Backend Upload Instructions

ESMO ASIA VIRTUAL ONCOLOGY WEEK

17-23 NOVEMBER 2021

During the ESMO Asia Virtual Oncology Week 2021, we will host a number of virtual events including:

- ESMO Asia Highlights of the Year Meeting
- ESMO Virtual Plenary (VP) Sessions
- ESMO Preceptorship Courses
- ESMO Policy Sessions
- Pan Asian Adapted Guidelines Lectures
- Pan Asian Guidelines Adaption Expert Meeting (by invitation)
- Interactive Mentorship Sessions held by the ESMO Young Oncologists Committee



CONGRESS DATES

Virtual Exhibition

16-23 November 2021

Official programme & Industry Satellite Symposia

17-23 November 2021

IMPORTANT NOTE:

The platform and all activities will close on **23 November 2021**. However, the platform will remain available with on-demand content and exhibition content until **26 November 2021**.

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CONTACTS

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

ESMO Asia Virtual Oncology Week 2021 Industry Satellite Symposia Support

ESMO Asia Virtual Oncology Week 2021 Secretariat ESMO Head Office Zhixin Teo Via Ginevra 4 6900 Lugano, Switzerland

E-mail: asiacongress@esmo.org

M Events Cross Media GmbH



Madina Dzhappueva Gaußstraße 3 12459 Berlin, Germany

E-mail: industry@esmo.org

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 15 October 2021.

The deadline to upload all the content is 5 November 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:

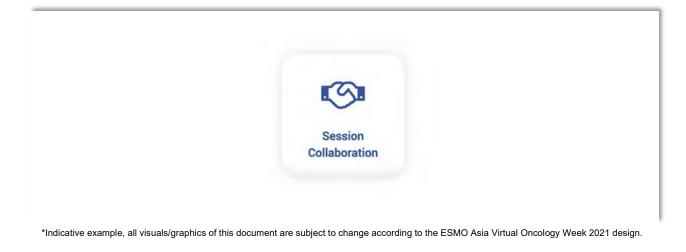
- Please click on the access link, that will be shared via email
- Enter your credentials*
- Click on "Sign in"

Sign In Online. Onsite. Ongoing.	
Use your account to sign in	
E-Mail	
E-Mail	
Password	
Ø	
Remember me?	
Sign in Forgot password?	

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

*In case you forgor 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



3. COLLABORATION MODULE/SESSION OVERVIEW

Sessions	COLLABORATION	Edit session Select "edit session"
A list of the sessions assigned to the	C Your sessions for collaboration and content review	to upload additional material and change
convenor	Poster Session 1	the session description
Presentations	My poster 1 My poster 2	
Presentation details pre-filled based on the programme	Ontsider Water Madina Ethiopores Stun 13 Stop 01:00 PM - 03:00 PM - Room 1 Oral Session 1	(if Edit session
submitted to satellites@esmo.org.	My presentation My Presentation	
Click on "Show detail" to access the	Show detail 1:00 PM 1:15 PM Christian Water Madria Drappores	
upload and preview		

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

3.1 Presentation details

Y PRESENT/	ATION		Preview Utilizing the player from the upload process, the
O Content de	etails	Preview	convenor can see
Presentation Title	My presentation	O No preview available	the preview here as
Presentation Type	Oral presentation		well
Speaker	Christian Walter		
Session	Oral Session 1		
Date	13 September 2020, 01:00 PM		
Time	15 Minute(s)		
🔂 Upload			
		ers). Upload your files, which you prepared following the guidelines for your congress. You mig	ht need to accept terms and conditions e.g. for
	rance and other data in the process.		Upload
	load is done and the system automatically checked your files (this might take some min e informed if blocking issues appear with your uploades file(s). For example, missing vid	ites depending on the traffic and the size of your content), you will be able to get a preview of I	After giving
	e incomes in blocking issues appear with your uploades me(s). For example, missing vio ite that the maximum size for each uploaded file is 5.0 GB.	or mean or country preservitation mean	consent, the
	the latest possible browser version of Google Chrome, Apple Safari, Mozilla Firefox or M	crosoft Edge to have support of the best upload experience.	convenor can start
With the description of	or your content submission you can go back here and upload updates of your files.		
The deadline h	ave the rights to upload the content files on behalf of		the content upload

4. PRESENTATION UPLOAD

4.1 Webcasting conditions

	My presentation Session Oral Session 1 Oral presentation		
	le during our virtual congress to all participants to the virt slides, images, voice etc. (hereinafter the "Content").	tual congress and thereafter to those who were not able to	follow it during the vistual conference. To be able to do this, SOCIETY is asking you to grant SOCIETY a Acceptance is mandatory I accept the condition "Webcasting" Ves
Back		Î	Nez

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4.2 Upload/file transfer

viously confirmed to <u>satellites@esn</u> I mandatory format	
	mandatory format 4 (max 5 GB, h.264 MPEG-4 AVC

September 13, 2020 N Back	Your file(s) will be verified in a moment. Please be	paurent	
t least required file type 🔯 PPT 🔯 PPTX			
Actions File name			
Processing			

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

September 13, 2020 My presentation 01:00 PM Session Trail Session 1 Room 1 Oral presentation			
iles			
Lleast required file type 👩 PPT 👩 PPTX			
Actions File name Image: my presentation pptx	Size 47.05 KB	Upload 05.08.20, 06.28 PM	Preview Click on "Preview"
Select all X Delete selection			to check your presentation
Check successful			Preview
Back	ploaded		Preview

4.3 Preview

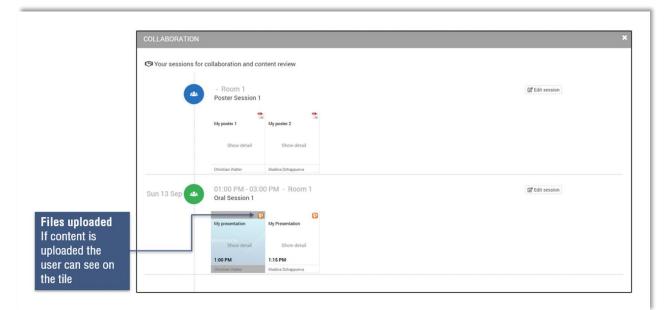
01:00 PM Room 1	Session Chal Session 1 Oral presentation	
review	MY PRESENTATION	Finish Will bring the user back to the presentation detail screen

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

4.4 Presentation details with preview

ngs your	Content details	Preview
k to the	Presentation Title My presentation	
sion	Presentation Type Oral presentation	
	Speaker Christian Walter	
rview	Session Oral Session 1	
	Gatie 13 September 2020, 01 50 PM	
	Time 15 Minute(x)	
		MY PRESENTATION
		//
		H 1/2 H
	In the next steps you will supply all necessary information for your program context (presentations & posters). Upload	our files, which you prepared following the guidelines for your congress. You might need to accept terms and conditions e.g. for Inelicating allowance and other data in the process.
	When your file upload is done and the system automatically checked your files (this might take some minutes depende	ig on the traffic and the size of your content), you will be able to get a preview of how your content will appear onsite and/or online.
	O You will also be informed if blocking issues appear with your uploades file(s). For example, missing video files or con	rupt presentation files.
	O Please also note that the maximum size for each uploaded file is 5.0 08.	
	Make sure to use the latest possible browser version of Google Chrome. Apple Safari. Mozilla Firefox or Microsoft Edge	to have support of the best upload experience.
	Till the deadline for your content submission you can go back here and upload updates of your files.	
	I confirm to have the rights to upload the content files on behalf of	

4.5 Session overview with uploaded files



5. EDIT SESSION

COLLABORATION	Edit session Select "edit sessio
Your sessions for collaboration and content review Room 1 Poster Session 1 	to upload addition material and chang the session description
My poster 1 My poster 2	
Show detail Show detail Crivitan Weller Madra Othapoure	

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5.1 Session description and disclaimer

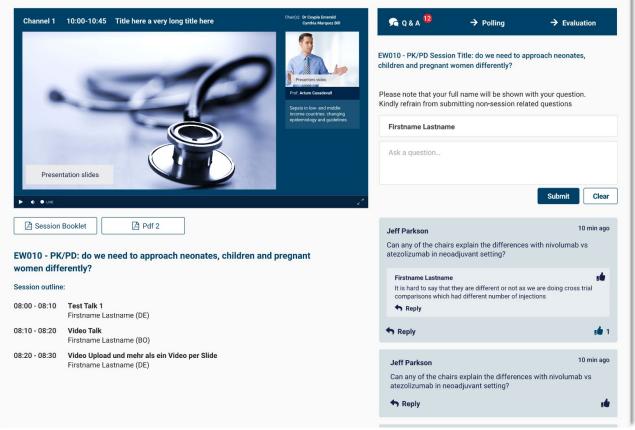
	Cescription Format B I U E E Constraint D E E E E E E E E E E E E	Session description If desired, companies may add a session description (up to 1'000 characters incl. spaces) that will be visible on the satellite symposium virtual space (frontend) of ESMO 2021 platform Important note: All users work on the same session description and may overwrite their changes
	Internal remarks	San
	VILX Virtual Meeting X	
Session disclaimer If required, companies may a visible on the satellite sympo ESMO 2021 platform Important note: All users wo description and may overwri	osium virtual space (frontend) of	

5.2 Features and additional material upload

🛯 Interactivity				
Rating Comments		Participants can rate the session with 1-5 stars Participants can comment the session	Show by default	
				Save
PDF				
Additional downloadable file	s for the session			Enable/disable features Choose to enable or
Additional mate				disable the following features available for
	ect ile from you	r server (important: <u>title should be r</u> dd the description sentence of the P		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).



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
- Convernors 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 10 September will be added accordingly to the backend; should there be any change, please send an email to <u>asiacongress@esmo.org</u>

	Comments D	esk	
	The moderator (that could be convenor) when signing into t click on "Comments Desk "	the same person as the he backend, will need to	
elect session to e moderated	i an I the i	Write a comment as the user w in (Convenor/moderator)	vho is logged
COMMENTS DESK		*	
Industry Symposium		Write a comment	
Mr. Christian Walter This is a nice comment!		29-01-2021 17:13	
• Reply		Delete Hide	
Mr. Christian Walter			Hide or show
This is a rude comment!!		Delete Show	comment
H + H 10 + Hems per	age	17 x 12 items	
			Delete

6. SPEAKERS' BIOGRAPHIES AND PICTURES

In the satellite symposium dedicated virtual space backend, companies may upload their speakers' biographies and pictures (prior collection of their consent).

IMPORTANT

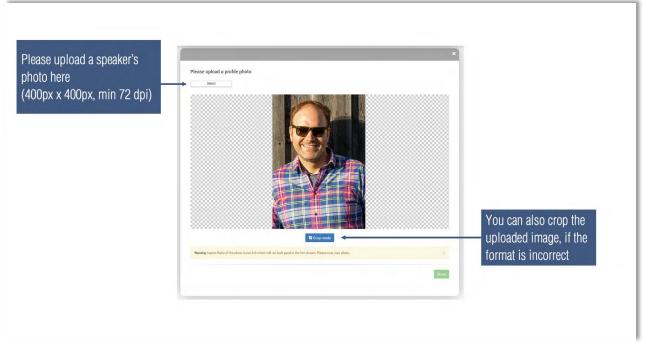
Please upload unbranded speakers' pictures and be aware that ESMO and speakers have the right to change both the pictures and biogrpahies whenever needed (as the speaker's profile applies to the whole platform).

6.1 Upload of speakers' biographies and pictures

Sessions	(3) Your sessions for co	laboration and conte	nt review					
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		10:20	Abstract 1	Prof. Dr. Dr. testlogin testlogin		Detail		satellites@esmo.org
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In the next steps you will supply all necessary inform When your file spload is draw and the system autom IP You will also be informed if blocking issues appen Preser also nere that the maximum size for each of	and to put payor some generation Lysins, generative for. Unit you possed blow for a publice to your agress in subground as not train and publices it is in the payor agress in subground as not train and publices it is in the payor. And chief and the first information for the most formation of the subground as called by you the data per space of the pay called all payors of the data per space of the pay called all payors.	After giving consent, the convenor can start the content,
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. spaces/		Show preview
		Show preview
		Done
		Done

7. LEAD RETRIEVAL (OPTIONAL AND AT OWN EXPENSE)

The lead retrieval feature can be ordered by submitting the <u>Satellite Symposia Services Order Form</u> to <u>industry@esmo.org</u> by **8 October 2021**.

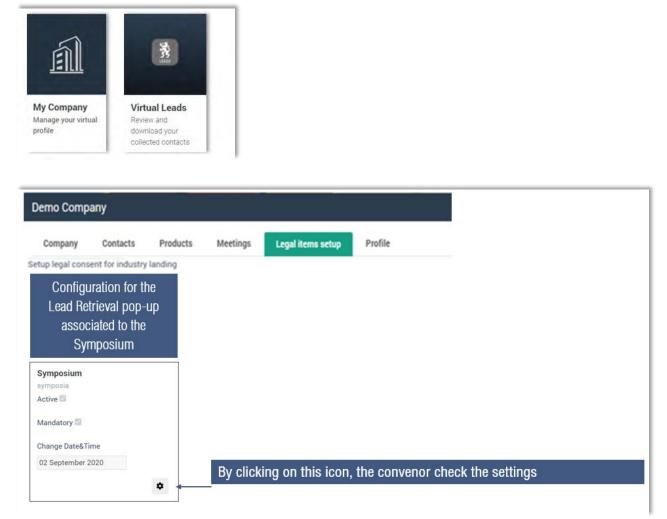
7.1 Frontend view

2021 ESV O ^{congr}	ess		Reliptionk My Congress My Contribute Logent	×
WELCOME NOME STREAMSHO	Please allow our company to know that you were here	×	DELICATIONS NEWS	
	Kindly be informed that the Privacy Policy applies.			
	You are about to share these contact data Title, First Name, Last Name, Profession, Institution, Department, City, Country, E-Mail			
	I want to enter anonymously I want to enter and share my data			
Delegates by provid	can access the satellite symposium anonymo ing the above contact data	ously or		

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".



7.3 Settings

IMPORTANT

No actions required on this page.

Company Contacts Products	Meetings Legal Item	s setup Profile	
up legal consent for industry landing			If purchased, the lead retrieval function will be marked as
est ctive 🗊	Active	s <	"Active" and therefore a pop-up message will appear on your dedicated satellite symposium virtual space and/or satellite
Nandatory 🖾 Change Date&Time	Mandatory Name	Test	symposium live streaming
02 September 2020	Description Enable direct	Terms & Conditions	
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7.4 Collected data

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

Please find your dat Please note: you ne corresponding peop	ed the company		LionLeads" to view ar	nd download the data. Pie	ase go to "contac	t" in your profile and a	ssign role to yoursel	If or the	
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									If a delegate agrees to enter the satellite symposium by sharing his/her data (attendees can choose to enter anonymously), this will be listed and provide
irstname	Surname	City	Country	Profession	Question	CreateDateTi	Source	TermsAccept	with a time stamp
fathias		Berlin	Germany	Account Manager	This is my question nummer 1	2020-05- 21T09:17:02	Contact form on profile	true	
fathias		Berlin	Germany	Account Manager		2020-05- 20T23:11:46	Contact form on profile	true	The shared contact details (defined by ESMO) are: First Name, Last Name, Institute, City, Country, Email Address, Title*, Department* and Profession*
alvin					123213	2020-05- 20T23:11:08	Contact form on profile	true	montato, org, obuntry, Eman Address, mile, Department and Profession
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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 events and we look forward

to bring the best of the science together with you in our new virtual environment.

