



# ESMO ASIA VIRTUAL ONCOLOGY WEEK 2021

## 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

<b>Virtual Exhibition</b>
16-23 November 2021
<b>Official programme &amp; Industry Satellite Symposia</b>
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

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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 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:

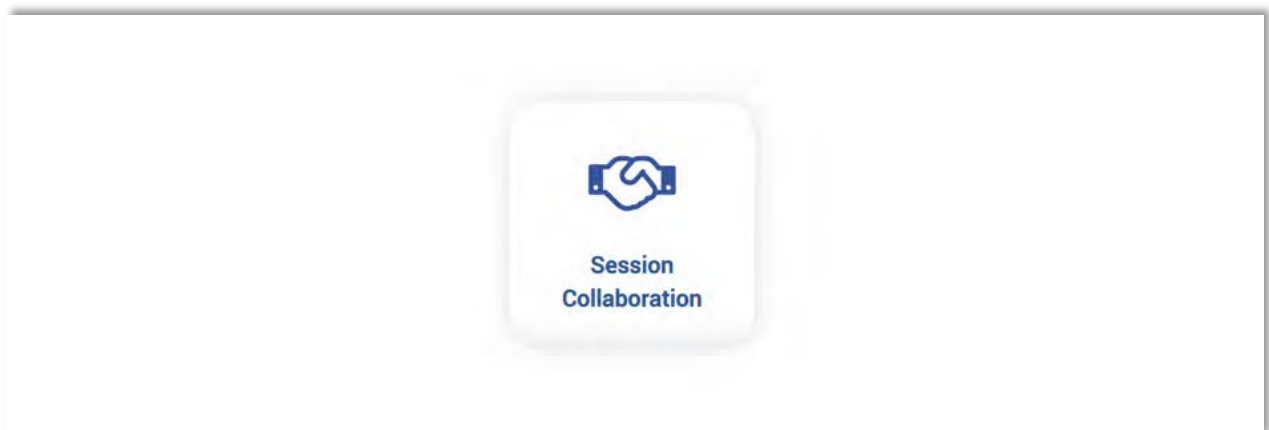
- Please click on the access link, that will be shared via email
- Enter your credentials\*
- Click on “Sign in”



\*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 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



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

### 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](mailto: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, scheduled for Sun 13 Sep. It lists 'My poster 1' and 'My poster 2' by Christian Walter and Madina Chapparna. The second session is 'Oral Session 1' in Room 1, from 01:00 PM to 03:00 PM, listing 'My Presentation' by Christian Walter and Madina Chapparna. 'Edit session' buttons are visible for both sessions.

\*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

**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, 'Content details' are listed: Presentation Title 'My presentation', Type 'Oral presentation', Speaker 'Christian Walter', Session 'Oral Session 1', Date '13 September 2020, 01:00 PM', and Time '15 Minute(s)'. Below this is an 'Upload' section with instructions and a checkbox for consent. On the right, a 'Preview' section shows 'No preview available'. Callout boxes point to the 'Preview' and 'Upload' sections.

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

## 4. PRESENTATION UPLOAD

### 4.1 Webcasting conditions

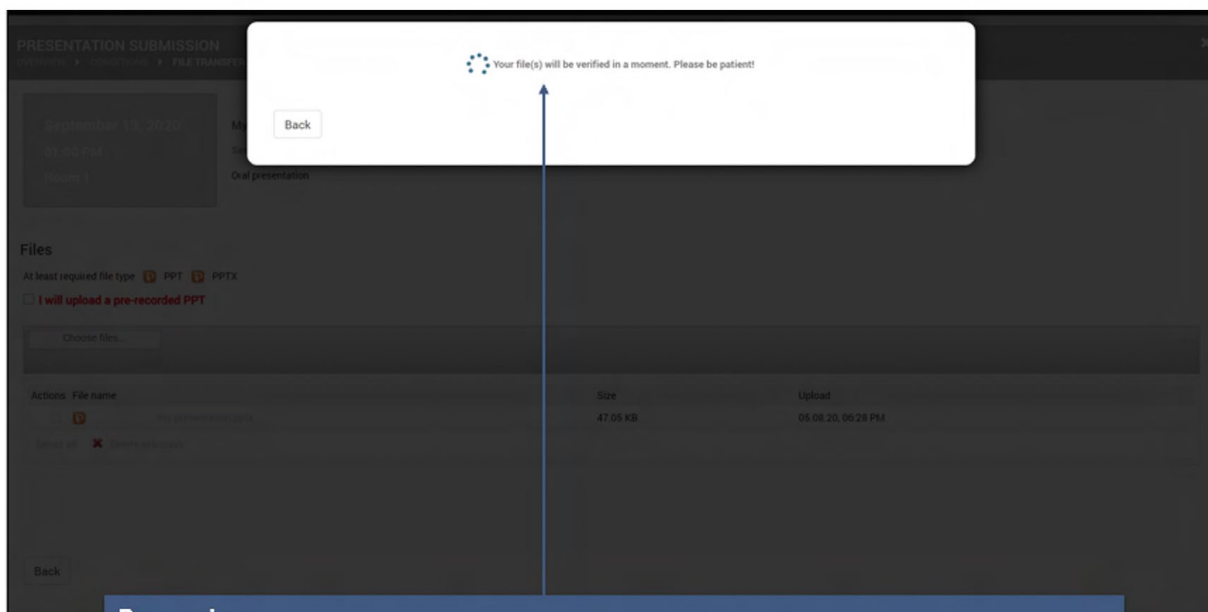
**Webcasting conditions**  
Please read and accept the ESMO 2021 webcasting conditions displayed here to proceed with the upload of the content

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

### 4.2 Upload/file transfer

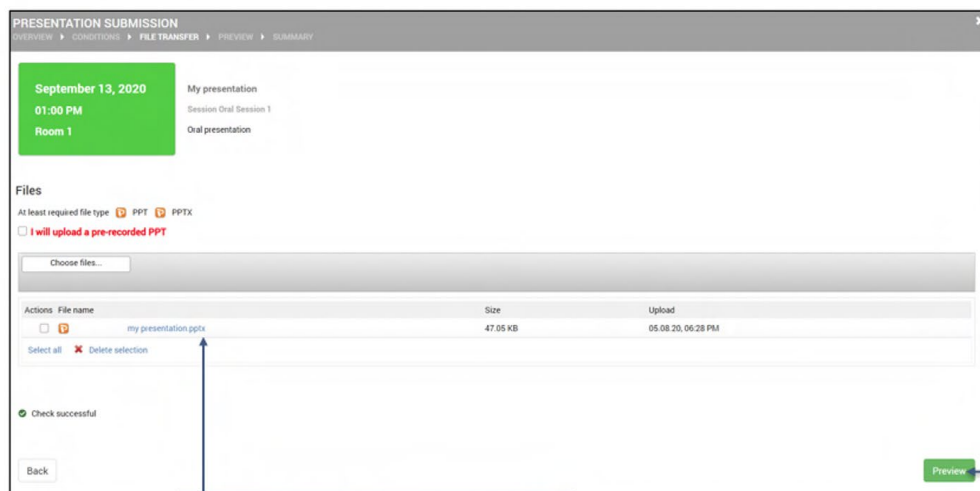
**File format upload**  
According to the pre-recording set-up previously confirmed to [satellites@esmo.org](mailto:satellites@esmo.org), the convenor will be able to upload the related mandatory format  
Pre-recording with M Events > .pptx  
Pre-recording with external agency > .mp4 (max 5 GB, h.264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

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



**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](mailto:industry@esmo.org)

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

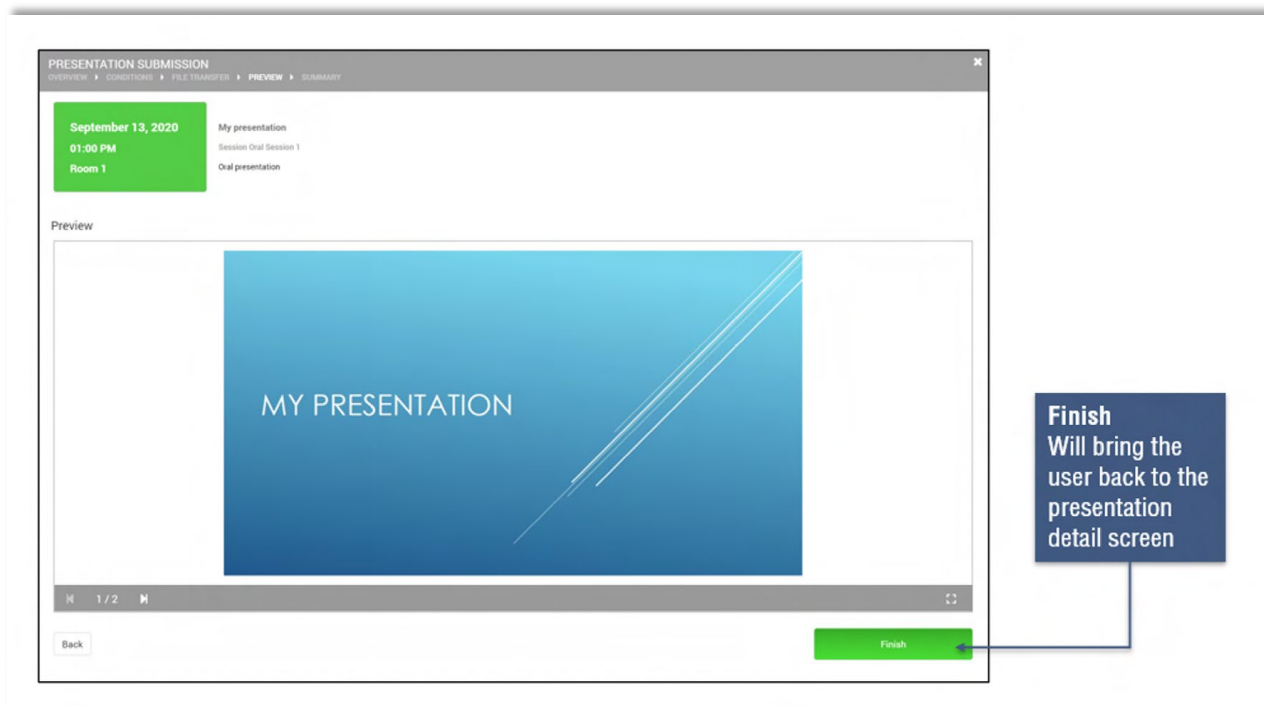


**Successfully uploaded**  
 Once the upload has been completed,  
 the file will be listed here

**Preview**  
 Click on „Preview“  
 to check your  
 presentation

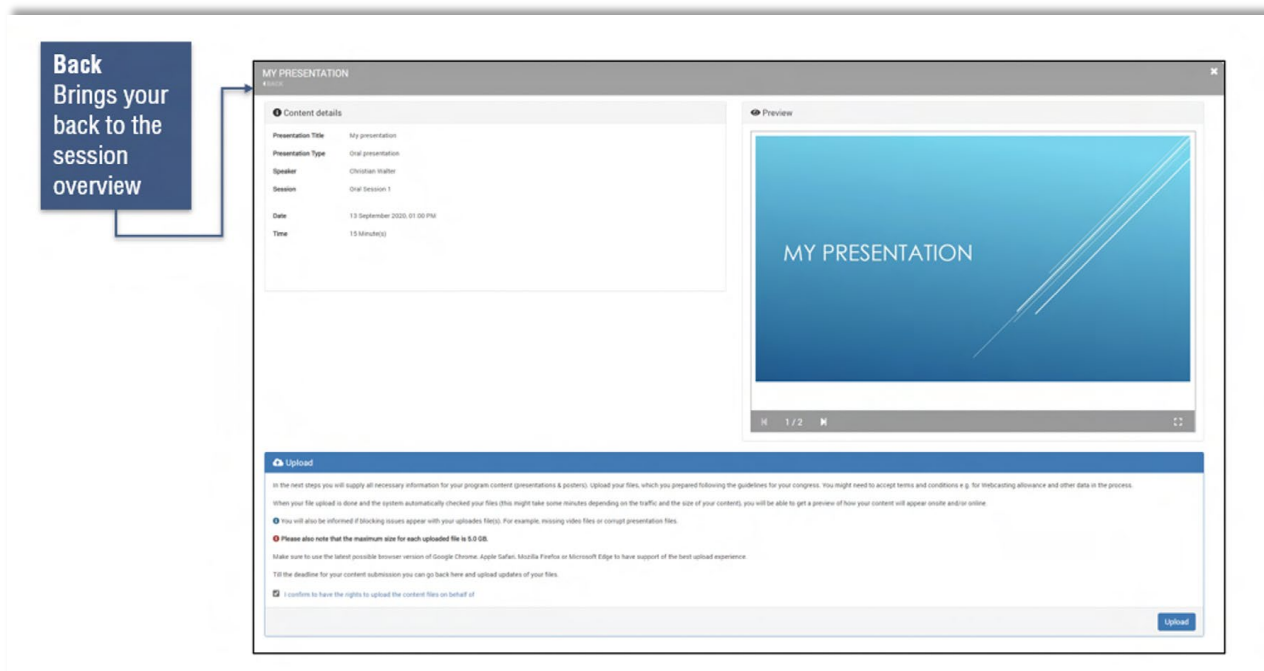
\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Asia Virtual Oncology Week 2021 design.

### 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 displays a 'COLLABORATION' window with the following content:

- Header:** COLLABORATION [Close icon]
- Section:** Your sessions for collaboration and content review
- Poster Session 1 (Room 1):** Includes 'My poster 1' and 'My poster 2' tiles, each with a 'Show detail' button and the name of the presenter (Christian Walter and Madina Dzheppurva).
- Oral Session 1 (Sun 13 Sep, Room 1, 01:00 PM - 03:00 PM):** Includes 'My presentation' and 'My Presentation' tiles. The 'My presentation' tile shows a time slot of 1:00 PM and the name Christian Walter. The 'My Presentation' tile shows a time slot of 1:15 PM and the name Madina Dzheppurva.

A callout box on the left side of the Oral Session 1 section contains the text: **Files uploaded**  
If content is uploaded the user can see on the tile

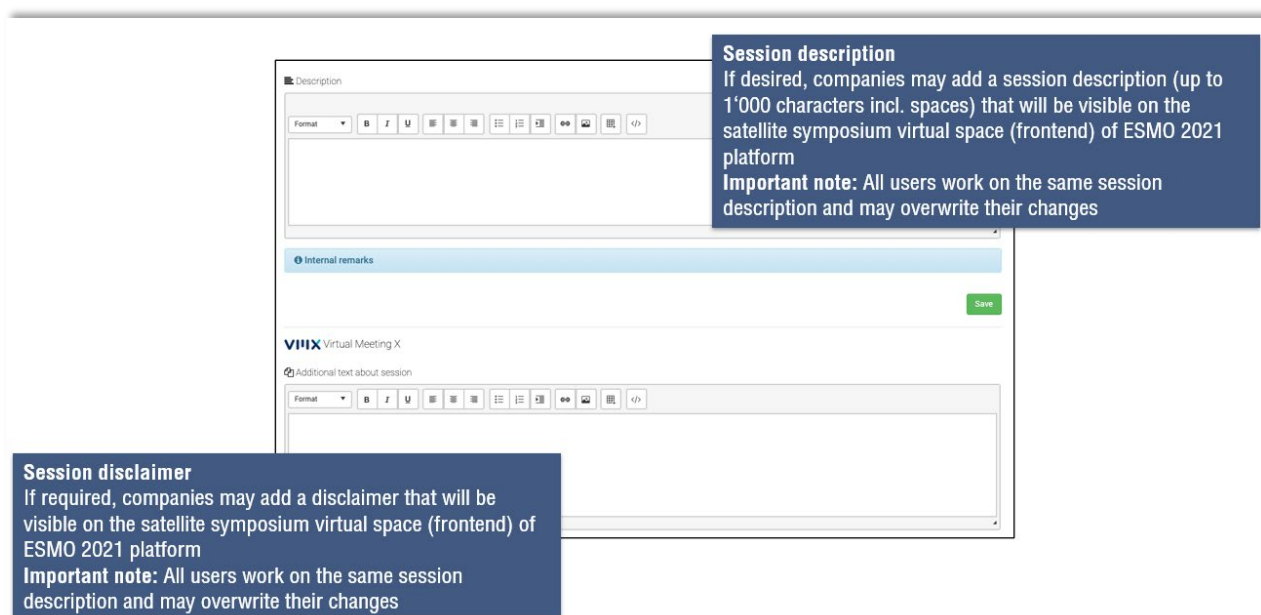
\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Asia Virtual Oncology Week 2021 design.

## 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"

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

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 10 September will be added accordingly to the backend; should there be any change, please send an email to [asiacongress@esmo.org](mailto:asiacongress@esmo.org)



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

## 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 biographies whenever needed (as the speaker's profile applies to the whole platform).

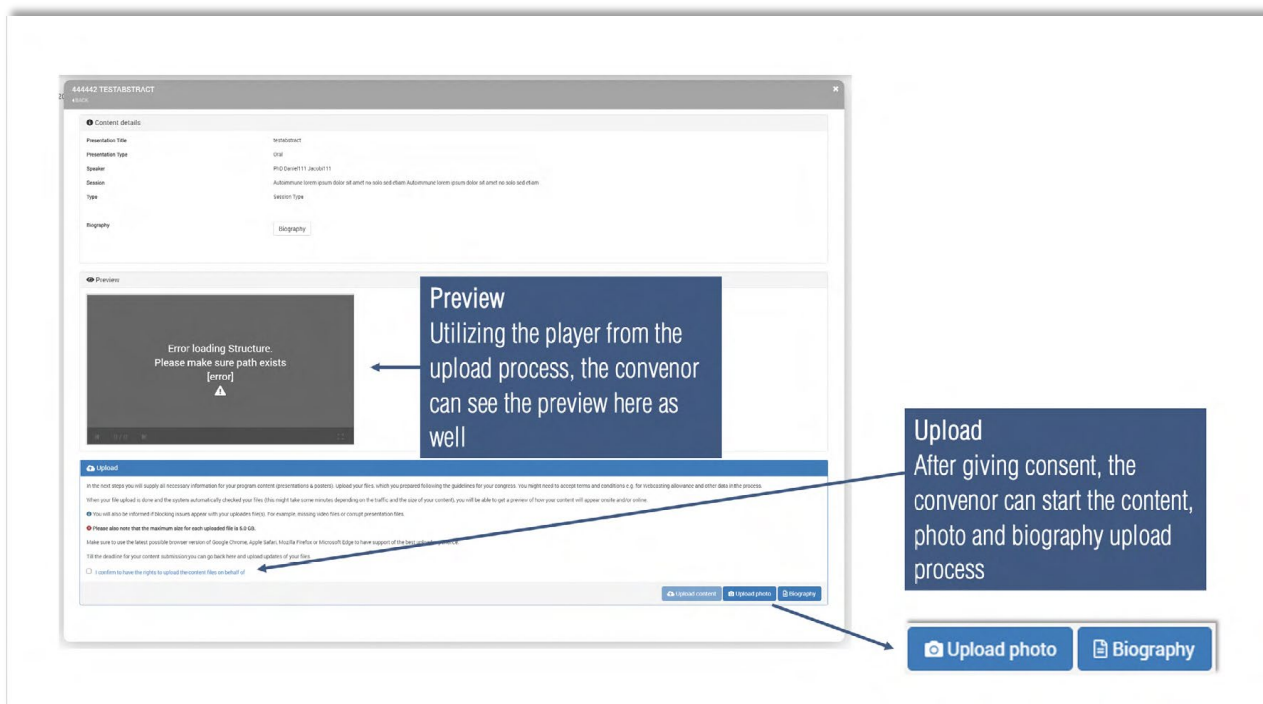
### 6.1 Upload of speakers' biographies and pictures

**Sessions**  
A list of the sessions assigned to the convenor

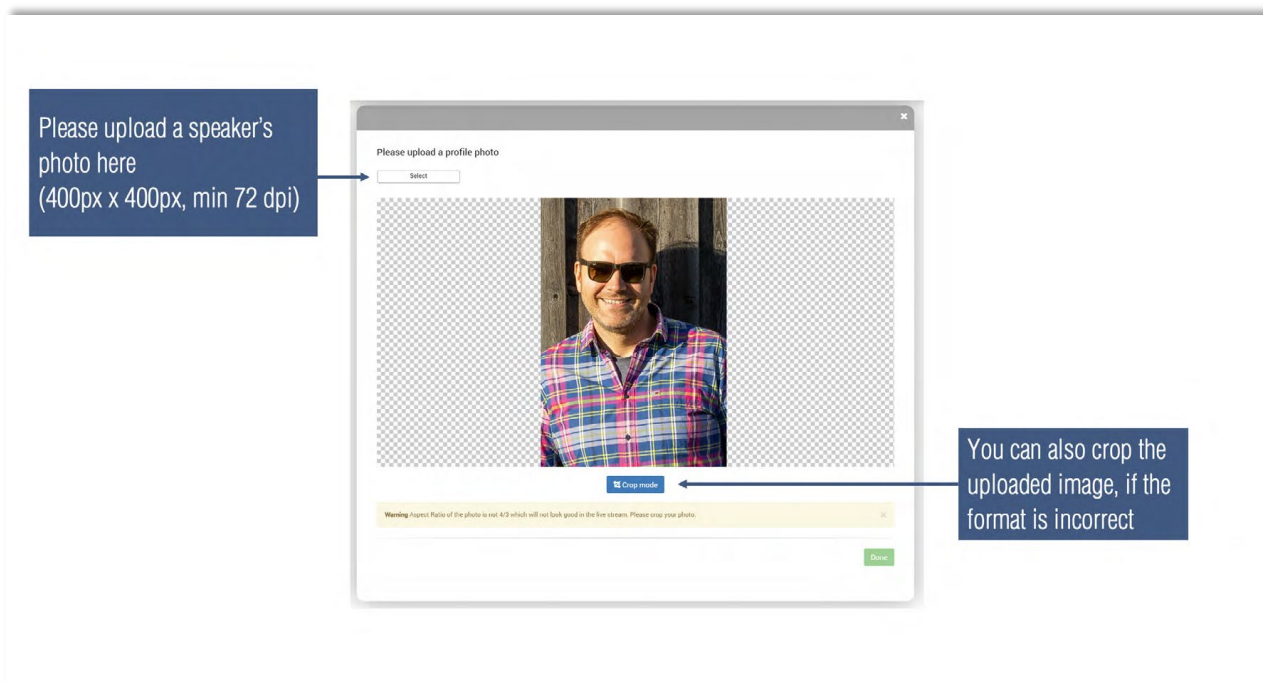
**Presentations**  
Presentation details pre-filled based on the programme submitted to [satellites@esmo.org](mailto:satellites@esmo.org). Click on "Details" to access the upload and preview

Session	Time	Title	Speaker	Action
Tue 5 Sep	06:00 AM - 09:00 AM	Booth O128 Polyneuropathien - - Neues zur Diagnostik und Therapie		Edit session, VMA-Talk Chair Access
	00:00	444440Presentation title		Detail
Wed 30 May	10:30 AM - 11:00 AM	Barcelona Test		Edit session, VMA-Talk Chair Access
	10:30	Green anaesthesia and green Intensive care: sono realisticamente possibili?		Detail
	10:45	TEST presentation	MD Federica Naro	Detail
Wed 11 Aug	10:00 AM - 11:00 AM	Garmischpartenkirchen Autoimmune lorem ipsum dolor sit amet no solo sed ...		Edit session, VMA-Talk Chair Access
	10:00	444440Lorem ipsum dolor sit amet	Christian Walter	Detail
	10:20	444440COHNTALTEIPLATETEST	Prof. Dr. dd ddd	Detail
	10:20	444441testtest	Dr. Dr. 343 234233423	Detail
	10:20	444442testabstract	PhD Daniel111 Jacobi111	Detail
	10:20	Abstract 1	Prof. Dr. Dr. testlogne testlogn	Detail
	10:20	testtest	Dr. Dr. 343 234233423	Detail
	10:20	numeuse	sdffsf sdfs	Detail

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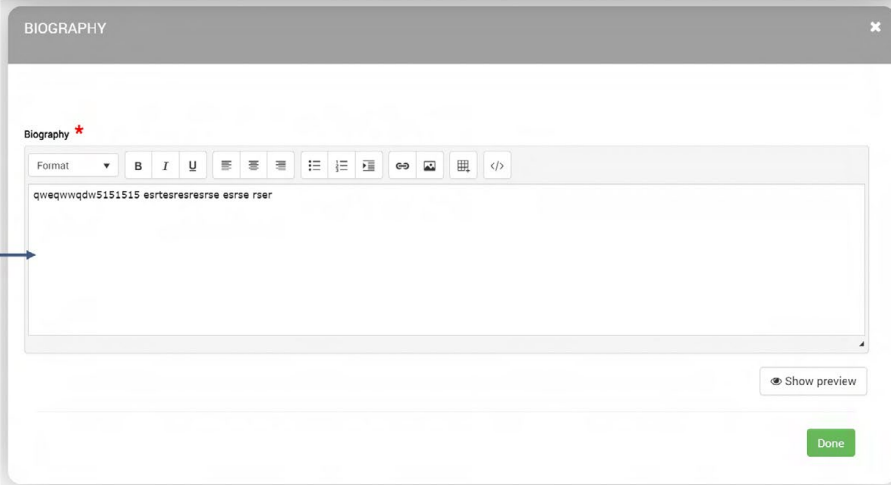


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\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Asia Virtual Oncology Week 2021 design.

Please add the  
biography of the  
speaker  
(max. 1000 characters,  
incl. spaces)



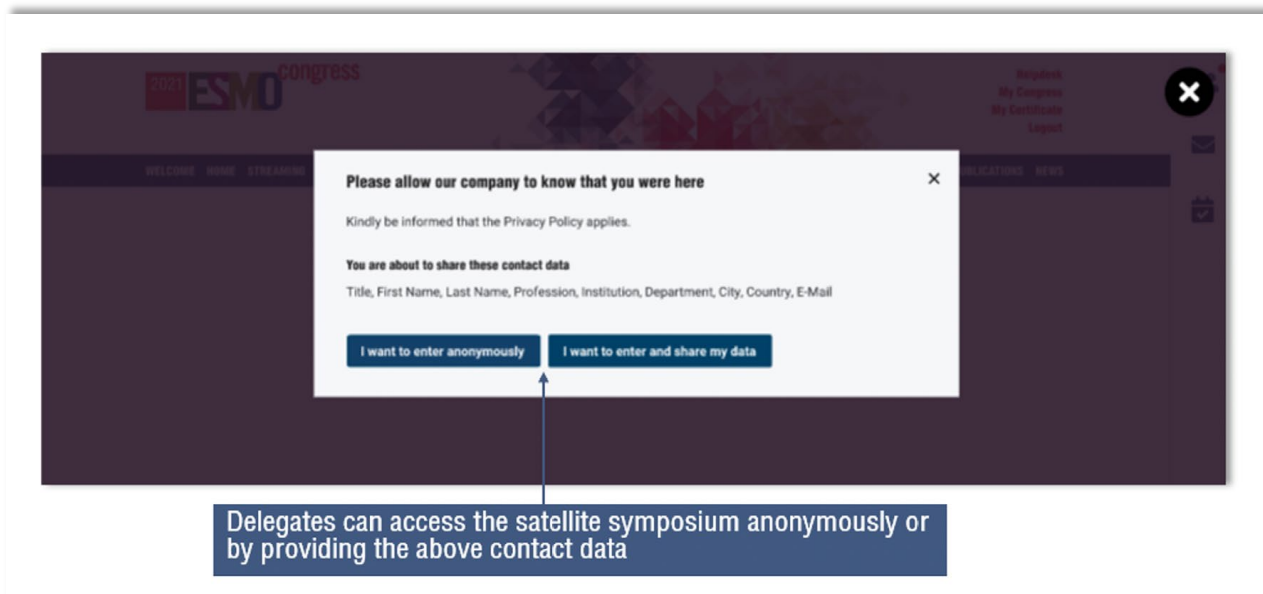
The screenshot shows a web form titled "BIOGRAPHY" with a close button (X) in the top right corner. Below the title, there is a label "Biography" followed by a red asterisk. A rich text editor toolbar is visible, containing options for Format, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, and Code. The text area contains the placeholder text "qwewwwqdww5151515 earttesresresre esrse rser". At the bottom right of the form, there is a "Show preview" button and a green "Done" button.

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

## 7. LEAD RETRIEVAL (OPTIONAL AND AT OWN EXPENSE)

The lead retrieval feature can be ordered by submitting the [Satellite Symposia Services Order Form](#) to [industry@esmo.org](mailto:industry@esmo.org) by **8 October 2021**.

### 7.1 Frontend view



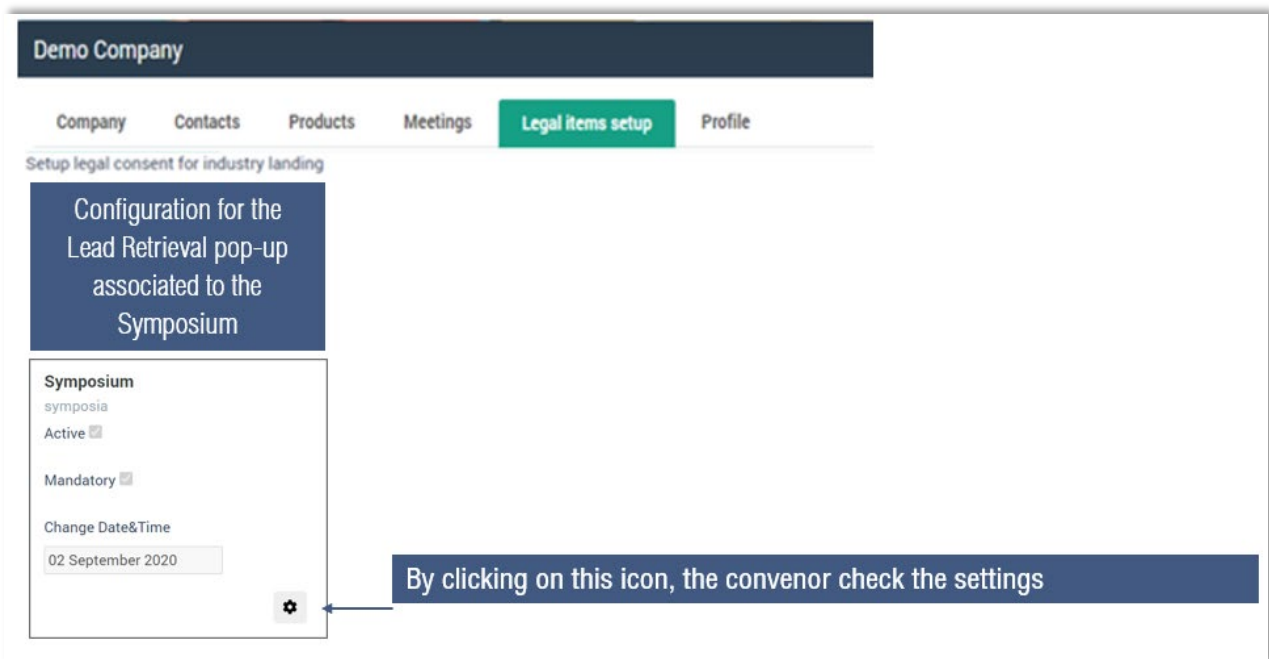
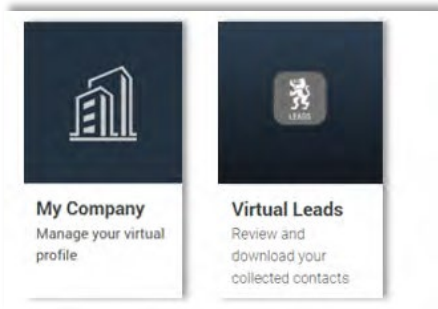
\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Asia Virtual Oncology Week 2021 design.



## 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.

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

### 7.4 Collected data

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

Firstname	Surname	City	Country	Profession	Question	CreateDateTl	Source	TermsAccepted
Mathias		Berlin	Germany	Account Manager	This is my question number 1	2020-05-21T09:17:02	Contact form on profile	true
Mathias		Berlin	Germany	Account Manager		2020-05-20T23:11:46	Contact form on profile	true
calvin					123213	2020-05-20T23:11:08	Contact form on profile	true
Mathias		Berlin	Germany	Account Manager		2020-05-20T23:04:39	Contact form on profile	true
Mathias		Berlin	Germany	Account Manager	hdhdhshg	2020-05-20T23:04:22	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 events and we look forward to bring the best of the science together with you in our new virtual environment.