ESMO ASIA VIRTUAL ONCOLOGY WEEK 2021

Virtual Pre-recording Manual

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

ESMO
GOOD SCIENCE
BETTER MEDICINE
BEST PRACTICE

esmo.org

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**.

INDEX

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** m | industry EVERYTHING CONNECTED Robin Deschler Gaußstraße 3 12459 Berlin, Germany E-mail: industry@esmo.org

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
8 October 2021
Dates available for the pre-recording appointment
25 October to 5 November 2021

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) by **20 October 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/presentation), 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 by **15 October 2021**
- Up to 1 hour of preliminary consultation with M Events
- 2 hours cutting and post production 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 **5 November 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

Step 1: Book your pre-recording appointment

- On **11 October 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 **20 October 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 **5 November 2021**
- Further editing requests will be charged separately (€250/per hour) and have to fit into the general deadlines andtimeframe

3. TECHNICAL REQUIREMENTS

3.1 Room

The choice of the live stream room has a significant impact on the audio quality of your presence within the live Q&A. If possible, a small and quite room is recommended. Please also make sure that you are not disturbed by background oises 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

The live stream will run through M Events platform.

Recommendations:
- The current Google Chrome browser needs to be installed (Get it here).

3.4 Internet connections

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 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

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

3.7 Further information

Should you have any further questions, please contact:
- asiacongress@esmo.org for organisational questions
- 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 events and we look forward to bring the best of the science together with you in our new virtual environment.