ESMO ASIA VIRTUAL ONCOLOGY WEEK 2021

Satellite Symposium and Live Q&A Streaming 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

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

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m | industry
EVERYTHING CONNECTED

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1. SATELLITE SYMPOSIUM AND LIVE Q&A STREAMING

Each satellite symposium slot can include at the end a Live Q&A within the allocated 90 minutes slot, where speakers and/or chairs discuss the session content in a live stream and delegates can send in questions via the Q&A chat.

IMPORTANT INFORMATION:

- There is a timeframe (15 minutes) prior to the Satellite Symposium streaming start where speakers, chairs and moderators can access the live session interface and start getting comfortable with the platform/tool; no additional time will be provided
- Companies must respect the assigned timeslot
- The session will be available live only in the pre-scheduled timeframe
- The session can contain some slides or videos if required, followed by the discussion
- Q&A chat is optional and should be confirmed to M Events (industry@esmo.org) by 8 October 2021 via the dedicated Satellite Symposia Services Order Form
- The live stream will run through M Events platform: the live session interface. Faculty and company administrators, who will join the Satellite Symposium live stream (incl. Live Q&A), will access the platform with dedicated links (no need to be registered to the ESMO Asia Virtual Oncology Week 2021 to access the live session interface). Please find below all the technical requirements for accessing the live session interface. Please note that the access for company administrators is limited to a maximum of two people per symposium
- The M Events team will provide technical support during the satellite symposium and live Q&A streaming phase
- Companies may request the recording file of the Live Q&A to M Events. The result of the recording will be one .mp4 file. Upon request the webcast of the Live Q&A will be bolted on to the satellite symposium recording available in the dedicated virtual space within 48 hours (prior company's approval)
- Both services need to be confirmed to industry@esmo.org by 8 October 2021 by filling in the Satellite Symposia Services Order Form

1.1 What is included in the Live Q&A service

- Live session (duration depending on the approved satellite symposium programme)
- Live Q&A rehearsal (for company administrator and for Faculty)
- Technical support
- Q&A Chat function

OPTIONAL (NO EXTRA COST)	EXTRA (AT OWN EXPENSE)
▪ Different view setups, only one can be chosen: ○ Grid View ○ Presentation + Grid View* ○ Video + Grid View *A custom background design can be added (full HD picture – 16:9 – in picture background) ▪ Up to 1-hour Live Q&A rehearsal/briefing ▪ Recording of the Live Q&A (.mp4 file)	▪ Evaluation ▪ Lead retrieval ▪ Polling

Submit your Satellite Symposia Services Order Form to industry@esmo.org by 8 October 2021 to confirm your set-up preferences and any extra service you may require

1.2 Satellite Symposium and Live Q&A process

Please find below the procedure step by step for the Satellite Symposium and Live Q&A streaming process.

STEPS		DEADLINES	MORE INFO
1	Companies to book own **setup preferences** for the Live Q&A	8 October 2021	Live Q&A Set-up Preferences
2	Companies to book **extra services** for the Live Q&A		Satellite Symposia Services Order Form
3	Companies to book the **Live Q&A rehearsal**	29 October 2021	Live Q&A rehearsal
4	If the **Presentation + Grid View** or **Video + Grid View is required** (to be confirmed by 8 October 2021), companies need to **upload the related file in the Session Upload** section available in the backend	5 November 2021	Live Q&A Set-up Preferences
5	Companies using **the Q&A chat function** durig the Satellite Symposium and Live Q&A streaming will receive from M Events a **dedicated link for moderators to manage queries** during the Live Q&A	10 November 2021	Q&A Chat function
6	Companies will receive **access links for the rehearsal (to be shared with the Faculty)**		Attend the Satellite Symposium and the Live Q&A
7	Company administrators and the Faculty will **access the live session interface of the Satellite Symposium**	15 minutes before the Satellite Symposium streaming start	Attend the Satellite Symposium and the Live Q&A

2. LIVE Q&A SET UP PREFERENCES

2.1 Live Q&A view setup and required material

One of the following set-ups needs to be required:

- Grid View (discussion)
- Presentation + Grid View (discussion with a presentation slot)
- Video + Grid View (discussion with a video slot)

Please confirm the preferred Live Q&A view set-up by submitting the Satellite Symposia Services Order Form to industry@esmo.org by 8 October 2021

2.1.1 Grid View

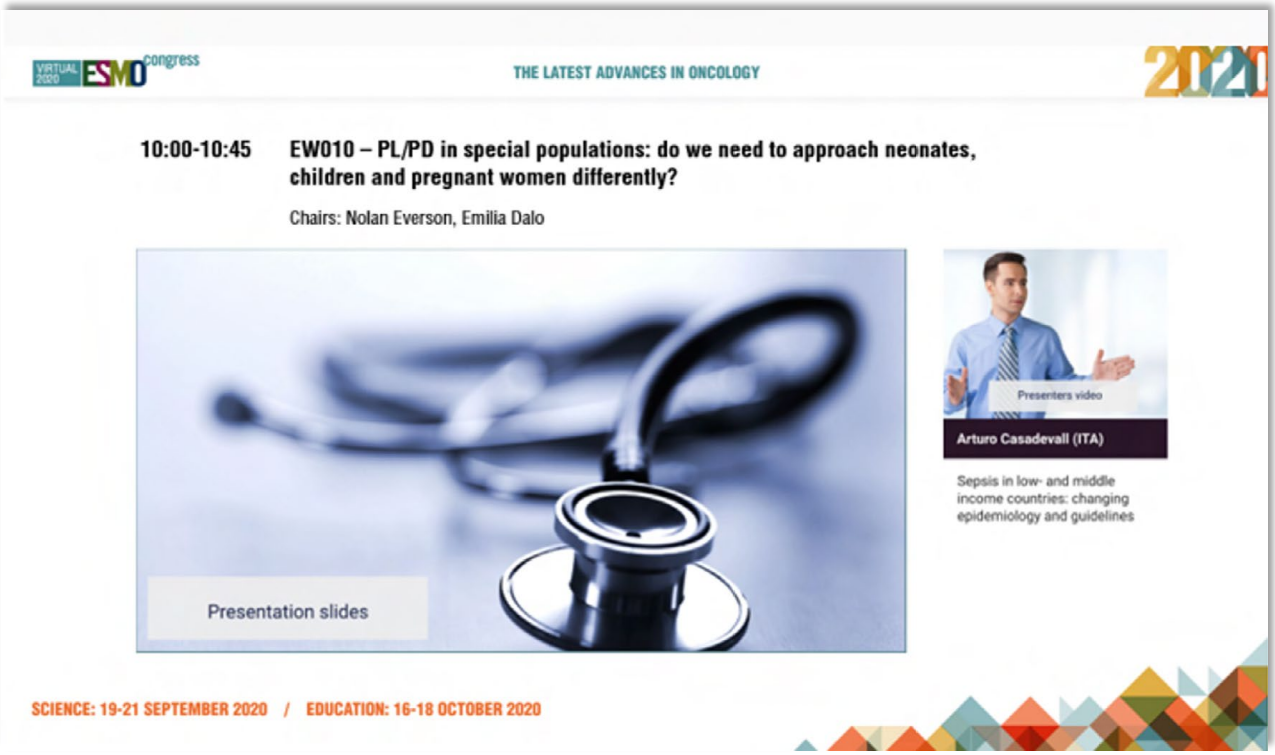
- The panel discussion will be shown in full screen
- While the panel discussion is running, the grid view will be displayed

2.1.2 Presentation + Grid View

- The presentation needs to be assigned to one speaker/chair only; his/her personal data will be shared under the video stream. The presenter data (title, first and last name) should be confirmed on the Satellite Symposia Services Order Form and submitted to M Events (industry@esmo.org) by **8 October 2021**
- Please provide M Events with your Live Q&A timeline by **8 October 2021**, so that the technician knows when the presentation should run. Kindly note that once the slides are running, the view cannot switch back and forth from one slide to the grid view and then back to the next slide. The presentation needs to be over and then the system can switch into the grid view
- The M Events technician will take care of the setup by switching into the agreed view
- While the presentation is running, the presentation view will be displayed

Required material

- The presentation file needs to be uploaded in the Session Upload section by **5 November 2021**; backend instructions will be available here soon
- File format required: Microsoft PowerPoint presentation in 16:9 format (.pptx extension)
- If desired, the custom background design needs to be sent by email to industry@esmo.org by **29 October 2021** as .jpg or .png file; if no background image is provided, a default design will be displayed



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

- 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
- If the presentation contains videos, companies can embed them into the PowerPoint presentation; no links should be included in the PowerPoint since they cannot be clicked during the live presentation. If companies are using PowerPoint 2007 or an older version, please send the videos separately to industry@esmo.org, as they cannot be embedded in the presentation
- PowerPoint animations and transition are only possible with the "Fade" function; presentations attached to emails cannot be processed

2.1.3 Video + Grid View

- While the video is running, the video view will be displayed full screen
- For the panel discussion, the technician will switch into the grid view (see above)
- Please provide M Events (industry@esmo.org) with your Live Q&A timeline **by 8 October 2021**, so that the technician knows when the video should run

Required material

- The video needs to be uploaded in the Session Upload section by **5 November 2021**; backend instructions will be available here soon
- File format required: 16:9, .mp4 format

2.2 Speaker video signal

If any speaker does not want to be video recorded during the discussion, companies can collect speakers' profile pictures and share them with M Events (industry@esmo.org) by **29 October 2021**.

3. LIVE Q&A REHEARSAL

Live Q&A rehearsals will take place from 15-16 November 2021 and can be booked through a dedicated link (available in the second week of October). It is highly recommended that both Faculty and company administrators join the rehearsal in order to get familiar with the tool. The rehearsal session will not be recorded, however company administrators may take some screenshots (if necessary).

3.1 Live Q&A rehearsal included services

- Up to 60 minutes rehearsal/preview with speakers and company representatives
- General instructions and technical check of speakers' hardware
- Show the live session interface backend view for Speakers, Chairs and company administrators
- Check the Q&A Chat function, if required
- Check polling feature (if purchased)

3.2 How to attend the Live Q&A rehearsal

On 10 November 2021, companies will receive an email with the access links to join live session interface of their Satellite Symposium and Live Q&A. The same links need to be used to access the rehearsal.

IMPORTANT
M Events will send the access links overview to the company administrators so that they have a full overview in case of need. However, in order to guarantee a smooth process, M Events will send the personal link to each speaker/chair directly too (if the company does not want M Events to contact its speakers directly, please notify industry@esmo.org by 29 October 2021).

4. SATELLITE SYMPOSIUM AND LIVE Q&A ATTENDANCE (LIVE SESSION INTERFACE)

IMPORTANT
Links to access the live session interface (backend) of the Satellite Symposium and Live Q&A are the same ones delivered for accessing the related rehearsal.

- All speakers and chairs should be present in front of their computers, incl. headset and/or microphone and join ideally also via video
- Two company administrators can have access to the live session interface of the Satellite Symposium

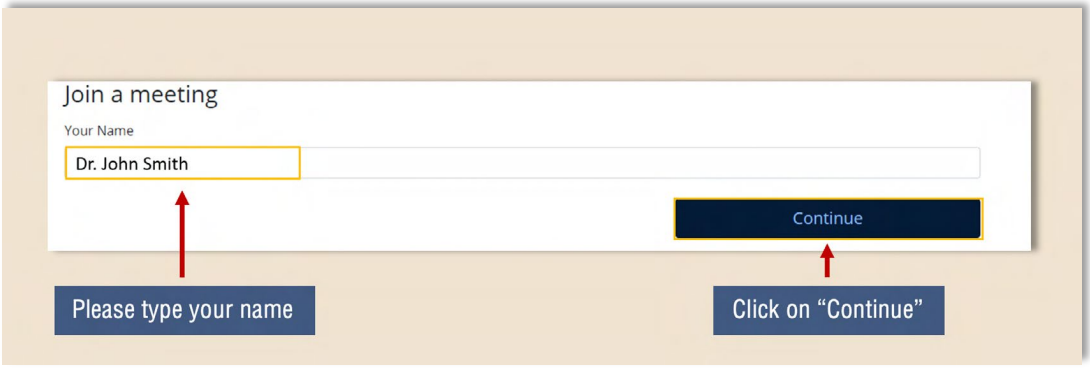
M Events will provide two types of links:

1) One link for each speaker, chair and company administrator
2) Link for the chat moderator page (to be used by the company administrator)

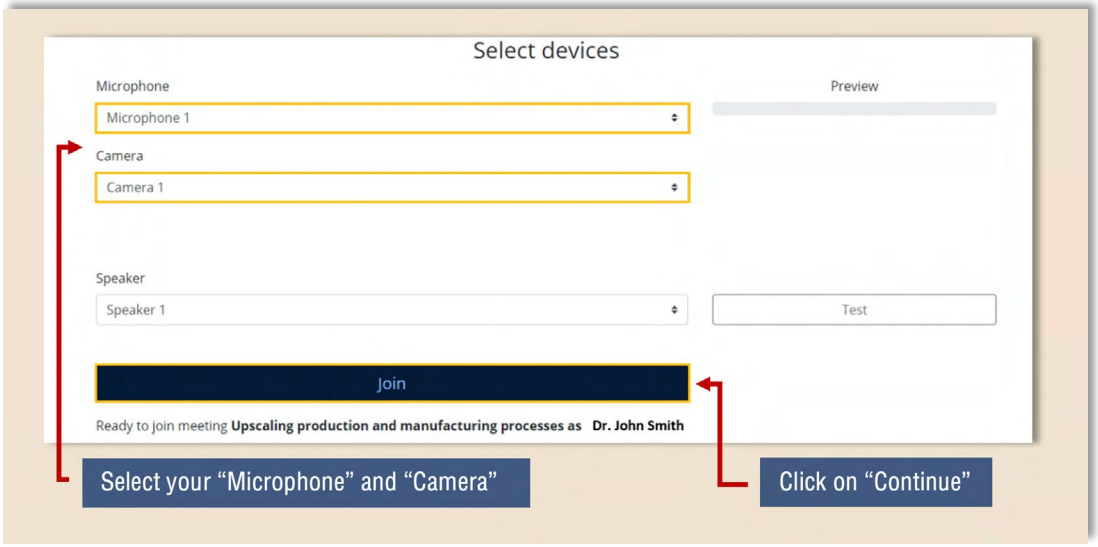
The live session interface will be accessible 15 minutes before the start of the Satellite Symposium, allowing guests (speakers and company administrators) some time to ask the technician questions about the process.

4.1 Live session interface access step by step

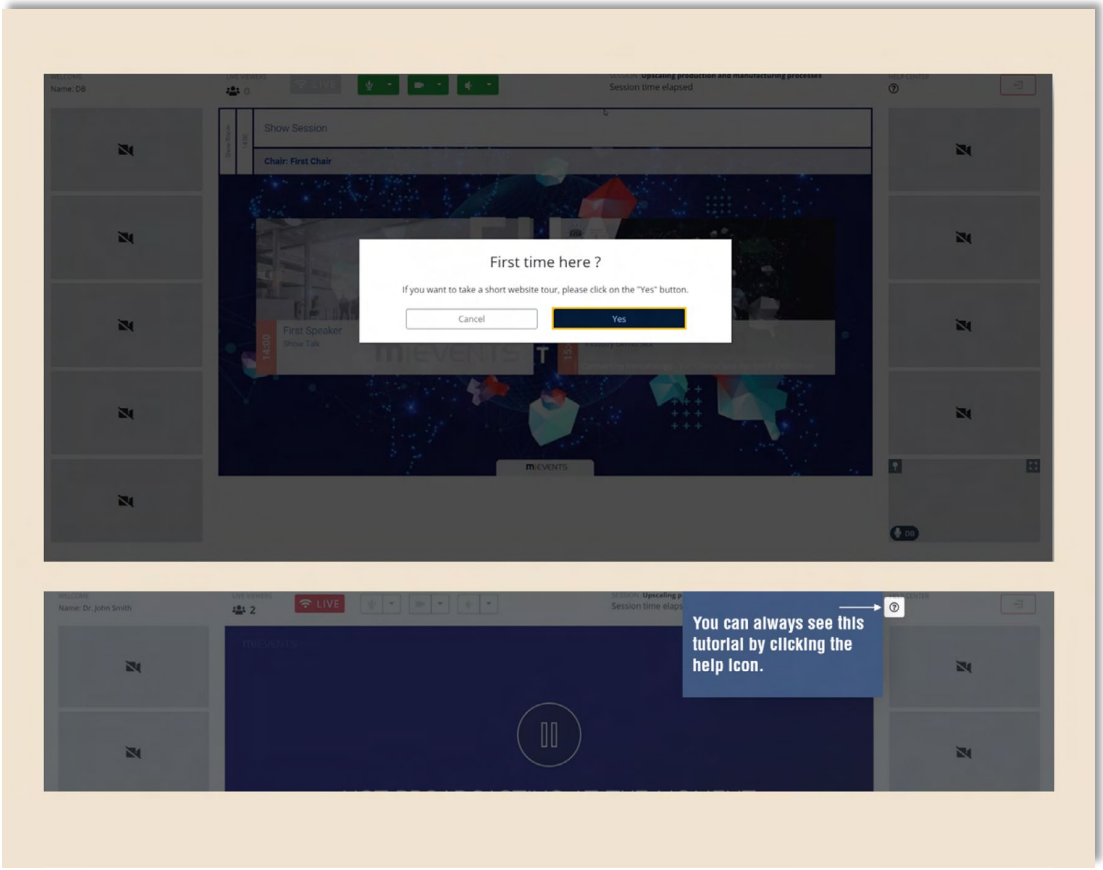
- **OPEN THE PROVIDED LINK**



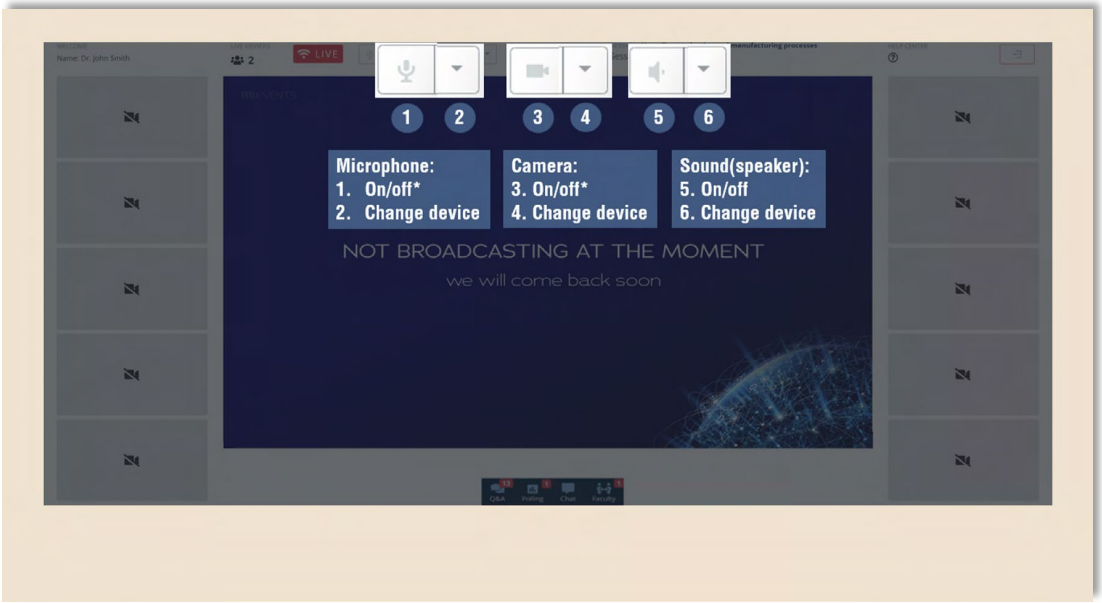
- **SELECT THE DEVICES AND JOIN THE MEETING**



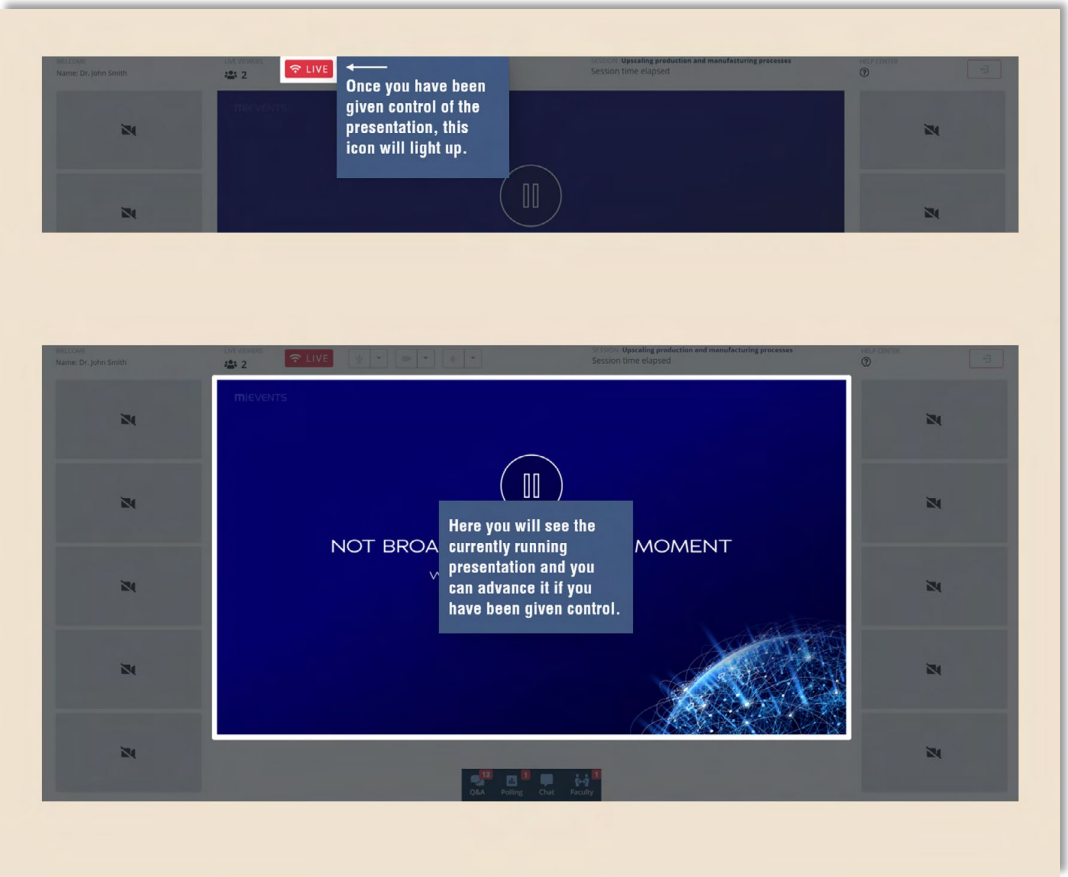
- ## FOLLOW THE GUIDED TOUR



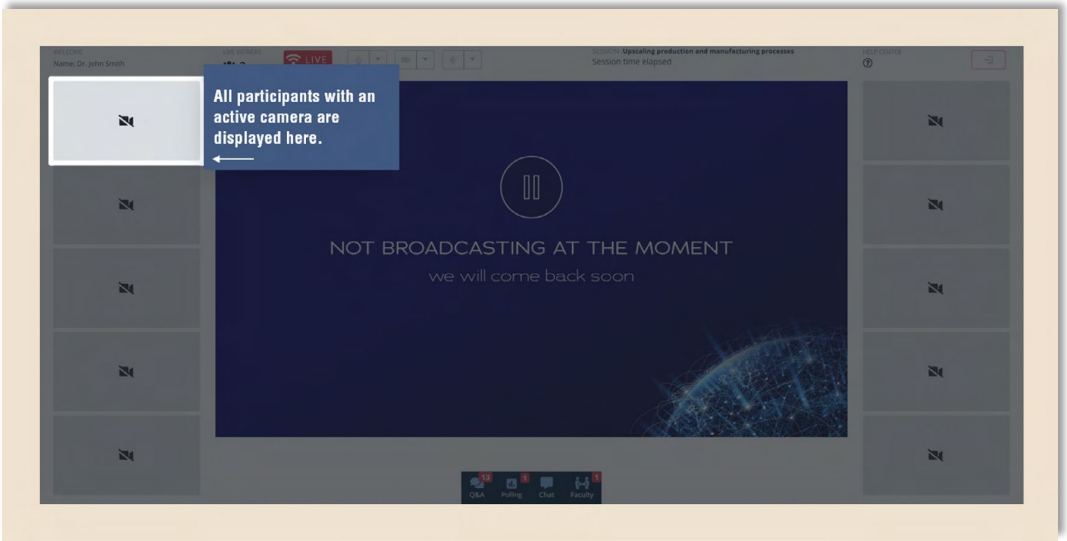
- ## SETTINGS OVERVIEW



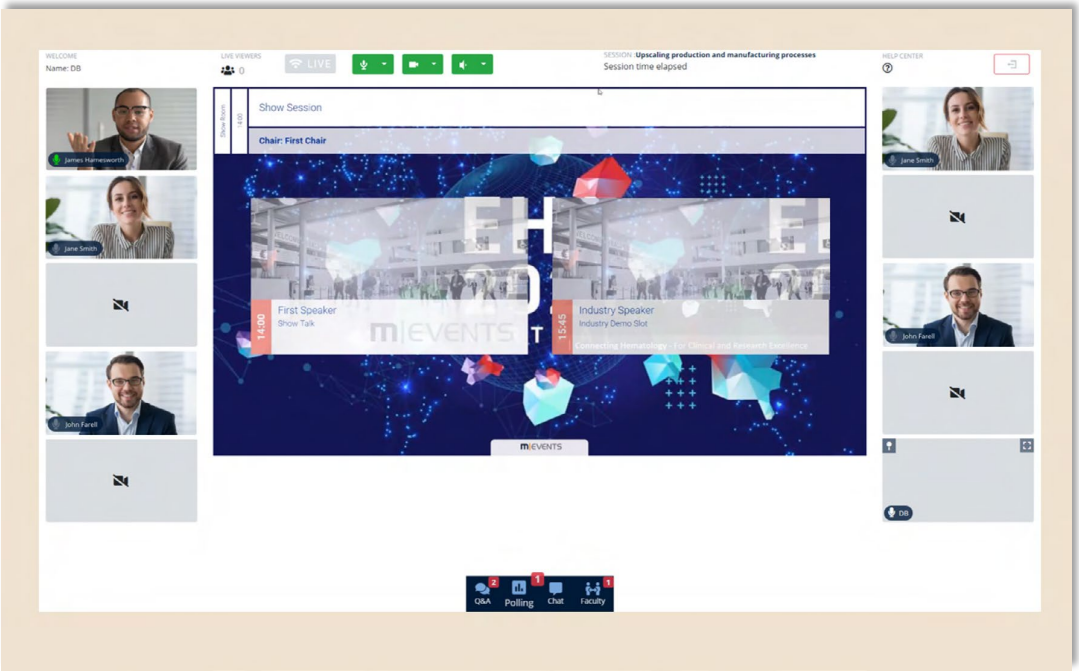
- **LIVE PRESENTATION (FOR PRESENTERS ONLY)**

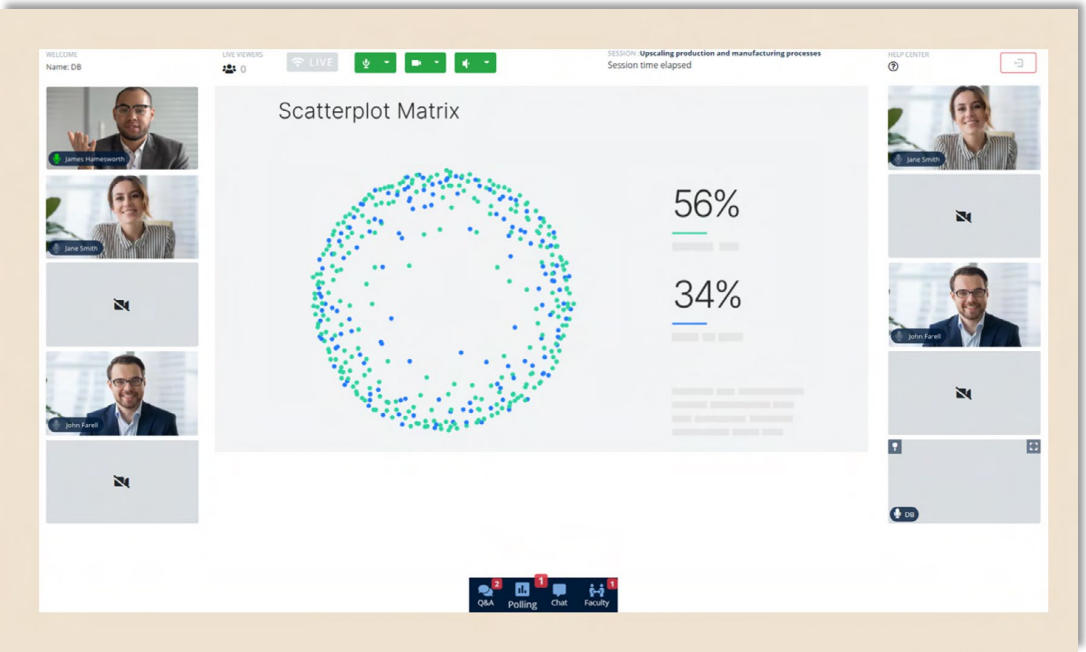


- **PARTICIPATING SPEAKERS/CHAIRS**

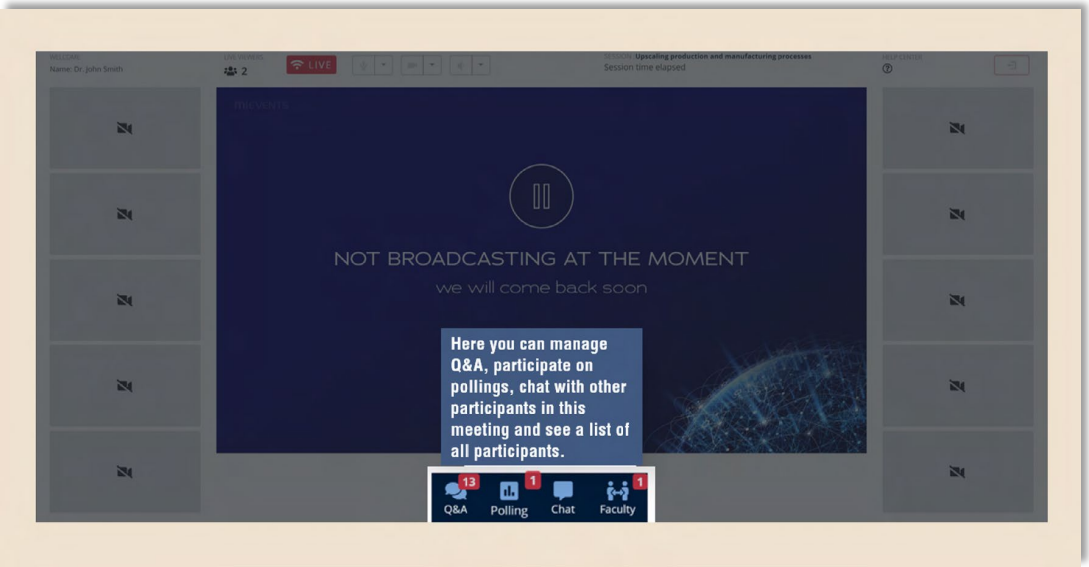


- **FULL SESSION BACKEND VIEW (VIRTUAL STAGE)**



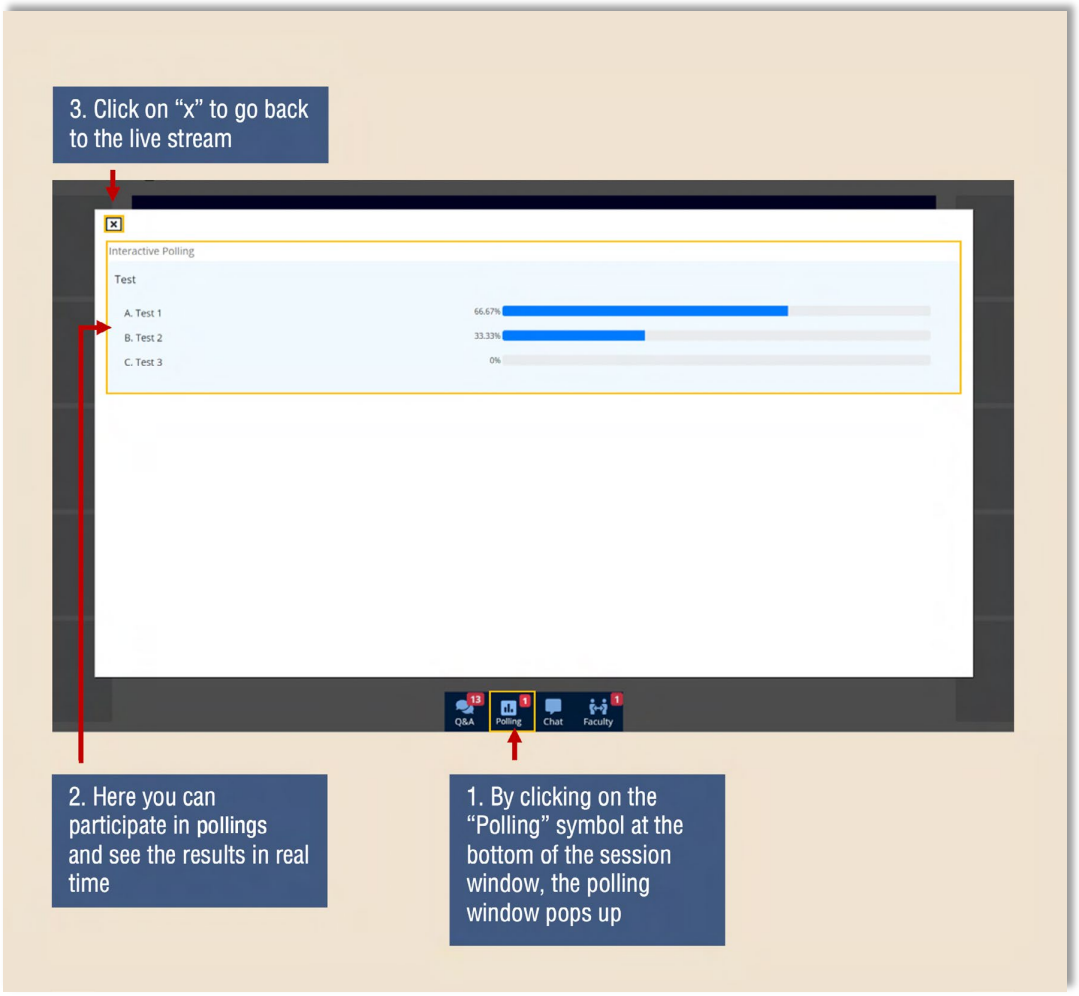


FEATURES OVERVIEW



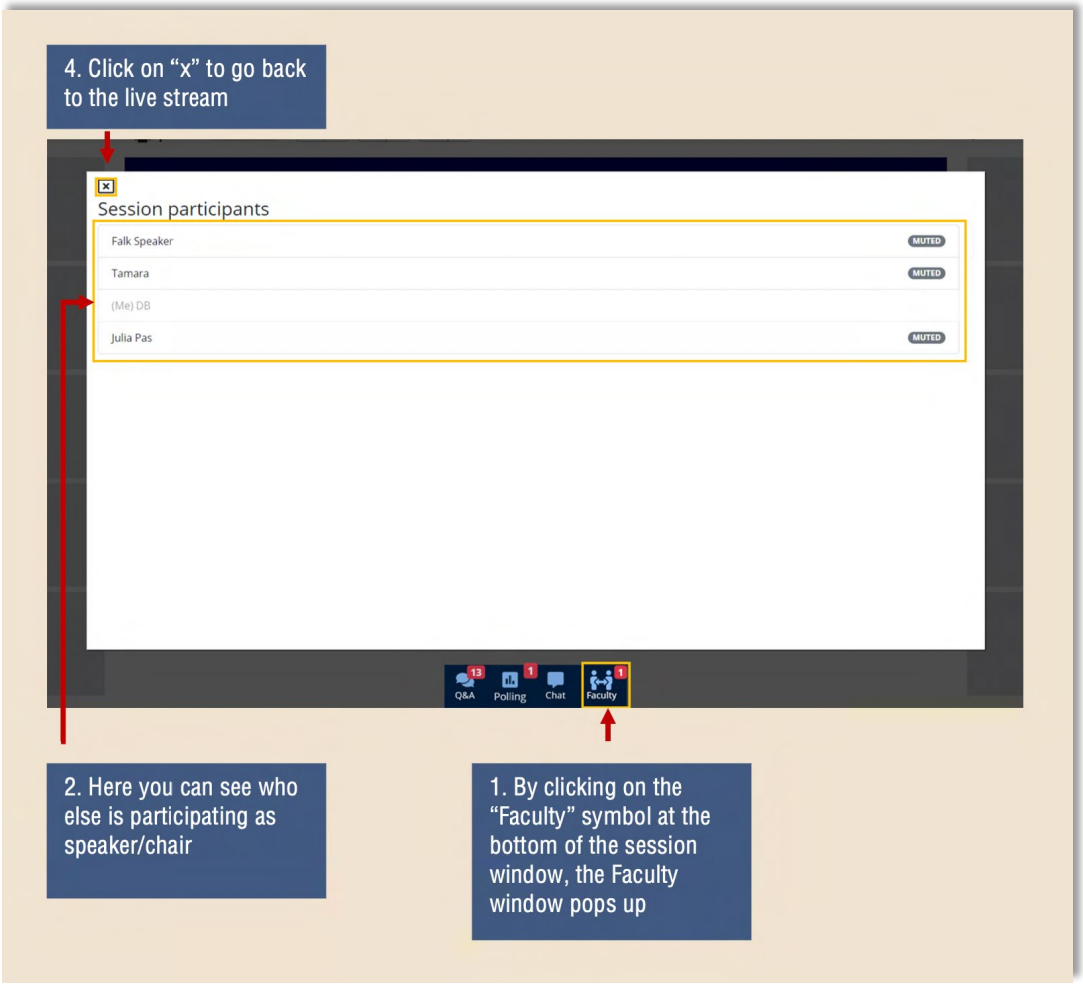
Q&A CHAT FUNCTION

- **POLLING**

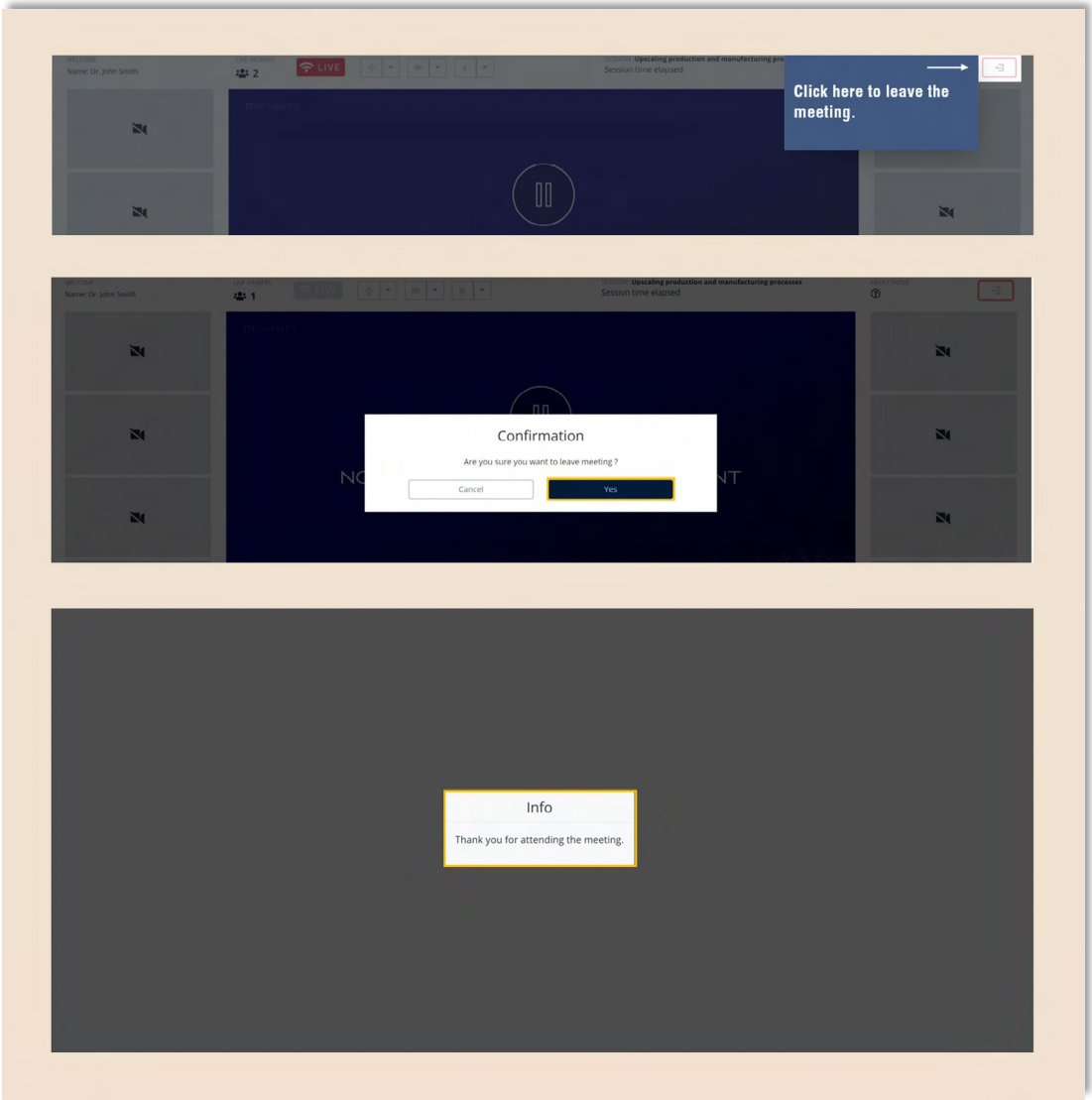

3. Click on “x” to go back to the live stream
Interactive Polling
Test
A. Test 1
B. Test 2
C. Test 3
66.67%
33.33%
0%
Q&A
Polling
Chat
Faculty
2. Here you can participate in pollings and see the results in real time
1. By clicking on the “Polling” symbol at the bottom of the session window, the polling window pops up

- **(INTERNAL) CHAT**

- **FACULTY**


4. Click on “x” to go back to the live stream
Session participants
Falk Speaker
MUTED
Tamara
MUTED
(Me) DB
Julia Pas
MUTED
Q&A
Polling
Chat
Faculty
2. Here you can see who else is participating as speaker/chair
1. By clicking on the “Faculty” symbol at the bottom of the session window, the Faculty window pops up

- ## LEAVE THE LIVE SESSION INTERFACE



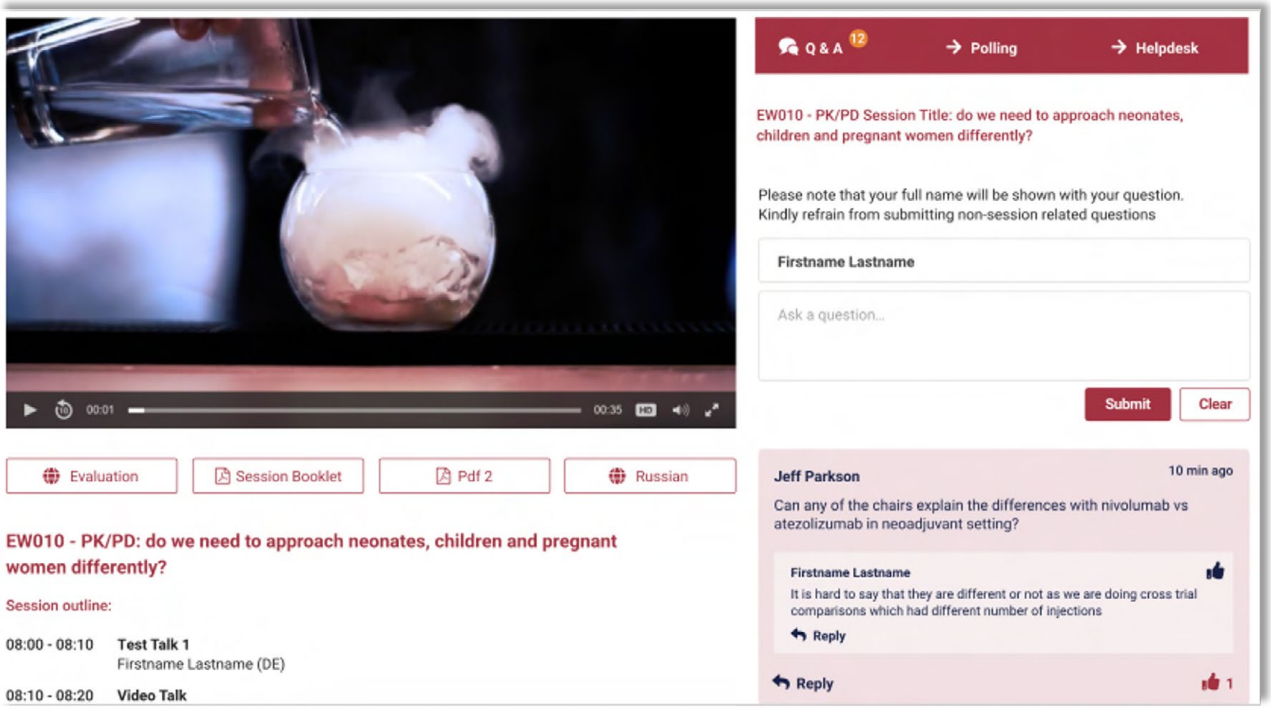
5. Q&A CHAT FUNCTION

The ESMO Asia Virtual Oncology Week 2021 attendees can send questions via the "Questions & Answers" chat function. Q&A chat is optional and should be confirmed to industry@esmo.org by **8 October 2021** via the dedicated Satellite Symposia Services Order Form.

- Available during the Satellite Symposium and Live Q&A streaming
- Comments can be managed (hide, answer) via the chat moderation page
- Speakers are free to discuss any topic or choose to discuss the topic raised by comments (please refer to the dedicated paragraph for the speakers' view)

5.1 Audience view

Participants will be able to ask questions (by typing in) using the chat box next to the streaming video.



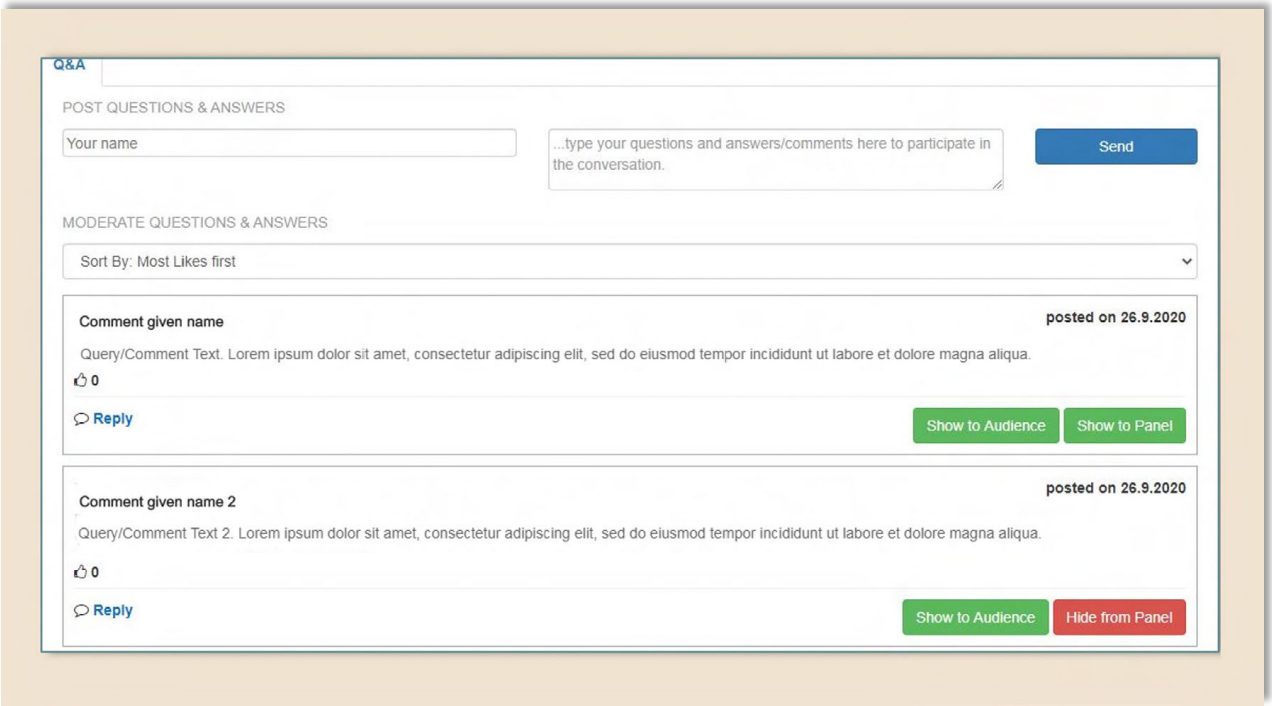
5.2 Moderation (company administrators)

> **IMPORTANT**
> Each company will receive a dedicated link to access the Q&A chat moderation page.
> It is highly recommended to have one dedicated user moderating the queries sent by the audience.

Although, companies can use the same link in multiple pages on the same or different browsers, it is recommended to have only one person actively managing the queries. In case of need, a second user connected with the same link who will not take any action (the second user should avoid refreshes of the page and actions on comments) but can still see the actions and have an overview. Simultaneous actions made by multiple users can be lost due to the same access. In case of simultaneous multiple active users, we cannot guarantee proper saving or any recovery of unsaved data.

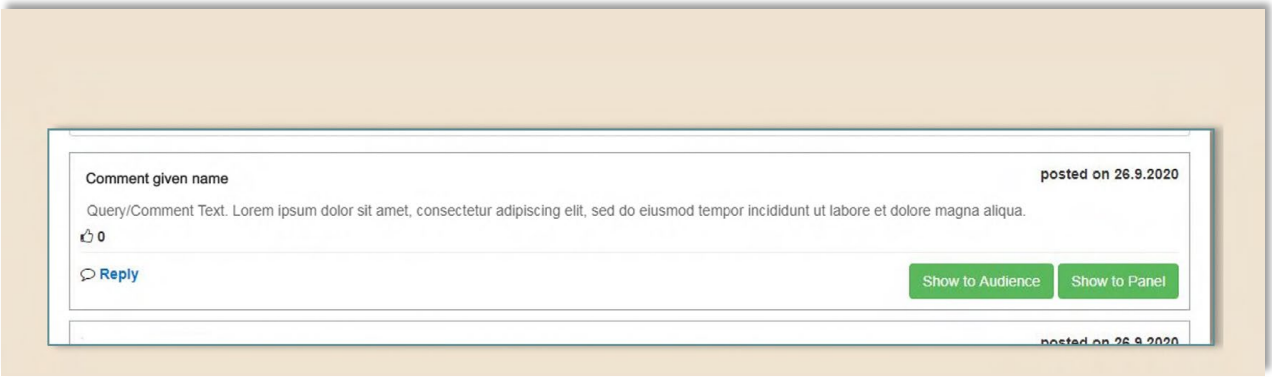
The Q&A chat moderation page (see images below) manages the queries visibility for the Audience and for the Faculty panel. By default, all comments/queries coming from the audience are hidden from the Audience and the Faculty Panel. Only the moderator can decide what to show and to whom.

- ## MODERATION PAGE OVERVIEW

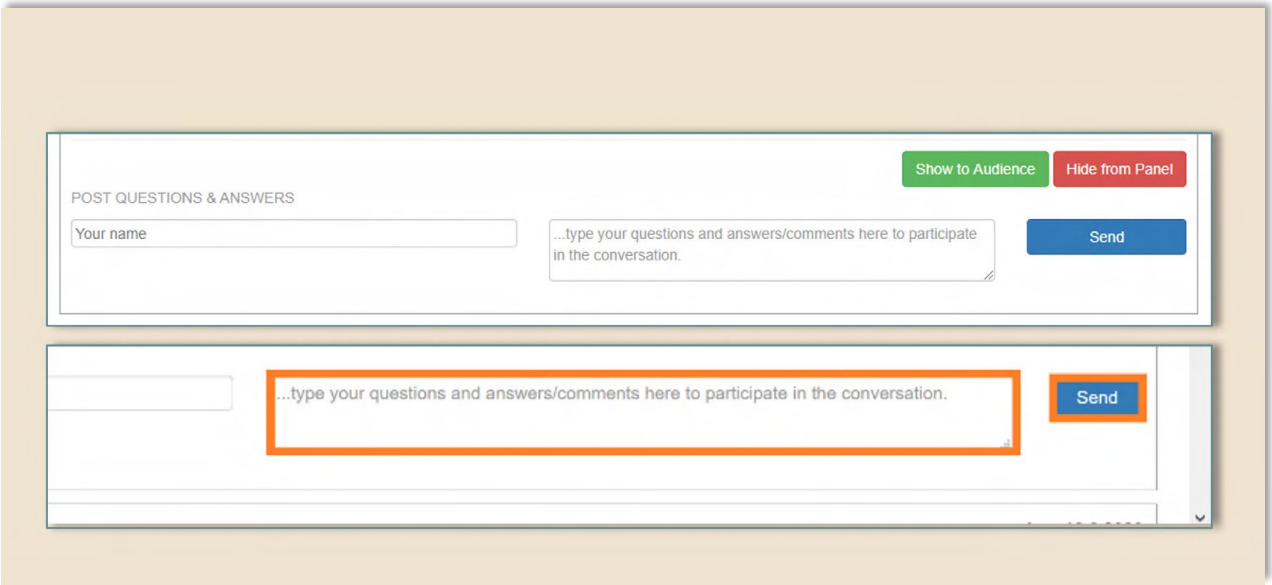


- ## SHOW TO AUDIENCE

- ## SHOW TO FACULTY



- ## REPLY



6. TECHNICAL REQUIREMENTS FOR LIVE Q&A

Before starting, it is highly recommended that speakers/chairs/moderators have the e-mail with the access link ready and follow the instructions below.

6.1 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

6.2 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)

6.3 Software

The live stream will run through M Events platform.

Recommendations:

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

6.4 Internet connections

A LAN (cable) internet connection with at least 5mbit is recommended.

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.

ESMO
GOOD SCIENCE
BETTER MEDICINE
BEST PRACTICE