

# ESMO SARCOMA AND GIST SYMPOSIUM

## Industry Guidelines

## ESMO SARCOMA & GIST

Onsite and Online Symposium

### Scientific Co-Chairs

Judith Bovée  
Robin L. Jones

### Honorary Co-Chairs

Paolo G. Casali  
A. Paolo Dei Tos  
Jean-Yves Blay

## MILAN ITALY 31 JANUARY - 2 FEBRUARY 2022

The Symposium is known as the place of choice for international networking and collaboration, featuring discussions with the key opinion leaders in these rare sub-entities. The Symposium brings translational researchers and clinicians together and builds on an integrated approach for improved patient outcomes.

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## CONTACTS

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### *ESMO Sarcoma and GIST Symposium 2022 Secretariat*

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#### **Registration management**

Registration team  
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#### **Media Relations**

Press Office  
Media Activities Organised by Third Parties  
[media@esmo.org](mailto:media@esmo.org) +41 (0)91 973 55 71  
+41 (0)91 973 19 04

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## Venue

Rosa Grand Milano		
Giulia Venuto	<a href="mailto:meeting.rosa.mi@starhotels.it">meeting.rosa.mi@starhotels.it</a>	+39 02 8831

## AV

ITC Audio Video		
Service Tecnico ITC	<a href="mailto:itc@itcaudiovideo.it">itc@itcaudiovideo.it</a>	+39 02 69 002 851

## Accommodation

AIM Group International – AIM Congress has been appointed by ESMO as the official housing agency to manage the hotel accommodation in relation to the ESMO Sarcoma and GIST. AIM Group International – AIM Congress can also provide assistance with airport transfers.

AIM Group International – AIM Congress		
Flavia Fantoni	<a href="mailto:conference.hotel@aimgroup.eu">conference.hotel@aimgroup.eu</a>	+39 3425087189

## Industry Satellite Symposia Support, Webcast and badge scanner

CTI Meetings Technologies GmbH has been appointed as the onsite and the virtual platform supplier for ESMO Sarcoma and GIST 2022 and will be the official virtual pre-recorded satellite symposia webcast provider.

Industry Satellite Symposia Support & Webcast		
Eden Damti	<a href="mailto:sarcoma@support.ctimeetingtech.com">sarcoma@support.ctimeetingtech.com</a>	+43 1 319 69 99

Badge scanner/ Lead system		
Tamara Dworschak	<a href="mailto:leadsystem@ctimeetingtech.com">leadsystem@ctimeetingtech.com</a>	+43 1 319 69 99

## WELCOME

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Dear Industry Partners,

ESMO's Sarcoma and GIST Symposium is a highly specialised meeting bringing together the most brilliant medical minds working on these tumour types. It is known as the place of choice for international networking and collaboration, featuring discussions with the key opinion leaders in these rare sub-entities. The Symposium brings translational researchers and clinicians together and builds on an integrated approach for improved patient outcomes.

This year's Symposium will take place as an onsite event, from 31 January to 2 February 2022 in Milan, Italy, while also providing online access.

### **ESMO Preceptorship Course**

Prior to the Sarcoma and GIST Symposium, ESMO will run a half a day meeting, designed to provide young oncologists with a brief outline of both STS & GIST. The course aims to be the contact or re-introduction with these diseases for oncologists who are interested to know more about them and to have an introduction to the high-profile Symposium in the two days afterwards.

### **Advanced Course**

Also prior to the Sarcoma and GIST Symposium, ESMO will run an Advanced Course. This is a half a day meeting offering an intensive discussion of a set of clinical cases of paediatric, adolescent and young adult STS & GIST for professionals who are already familiar with these diseases. Attendees will benefit from discussions about challenging clinical cases with specialists from both the EU and USA, leveraging the different perspectives and expertise across continents.

### **Target Audience**

- Medical oncologists
- Surgical oncologists
- Radiotherapists
- Pathologists

### **Scientific Co-Chairs:**



**Judith Bovée,**  
Leiden, Netherlands



**Robin L. Jones,**  
London, UK

### **Honorary Co-Chairs**

**Paolo G. Casali,**  
Milan, Italy

**Jean-Yves Blay,**  
Lyon, France

**A. Paolo Dei Tos,**  
Padua, Italy

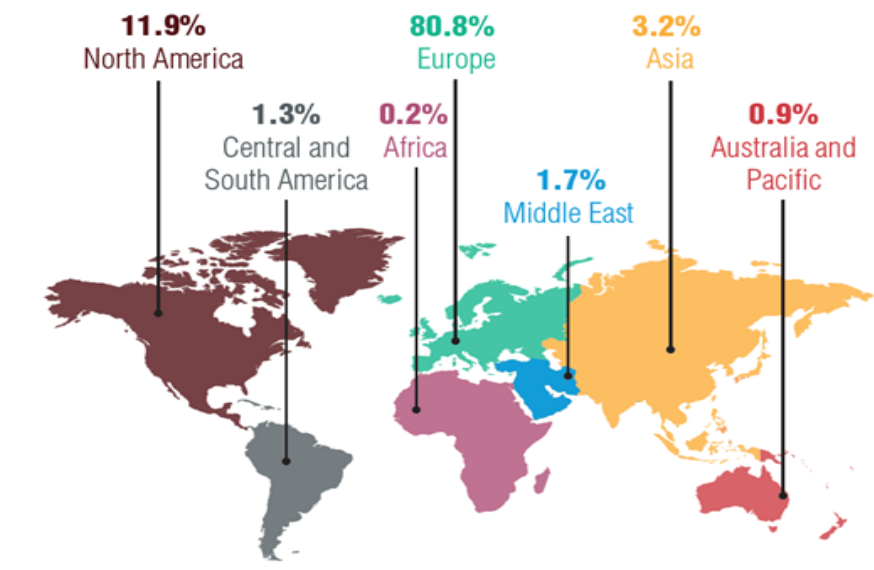
## CONGRESS STATISTICS

Over 500 delegates are expected to attend the ESMO Sarcoma and GIST Onsite and Online Symposium 2022. Please find below key statistics from the past editions which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this unique Symposium.

### Registration Data

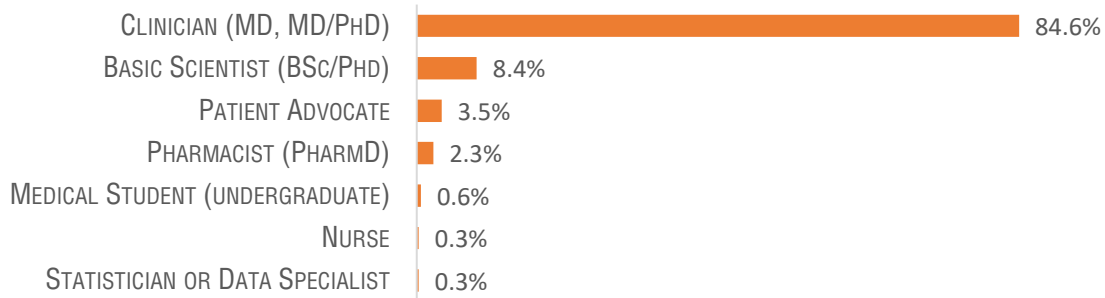
Year	2012		2014		2016		2018		2020	
Delegates	360		285		322		372		464	
Faculty	73		68		63		67		67	
<b>Total delegates</b>		<b>433</b>		<b>353</b>		<b>385</b>		<b>439</b>		<b>531</b>
Exhibitors	7		0		0		0		0	
Press	0		3		5		3		5	
<b>Total Participants</b>		<b>440</b>		<b>356</b>		<b>390</b>		<b>442</b>		<b>536</b>

### Regions in 2020

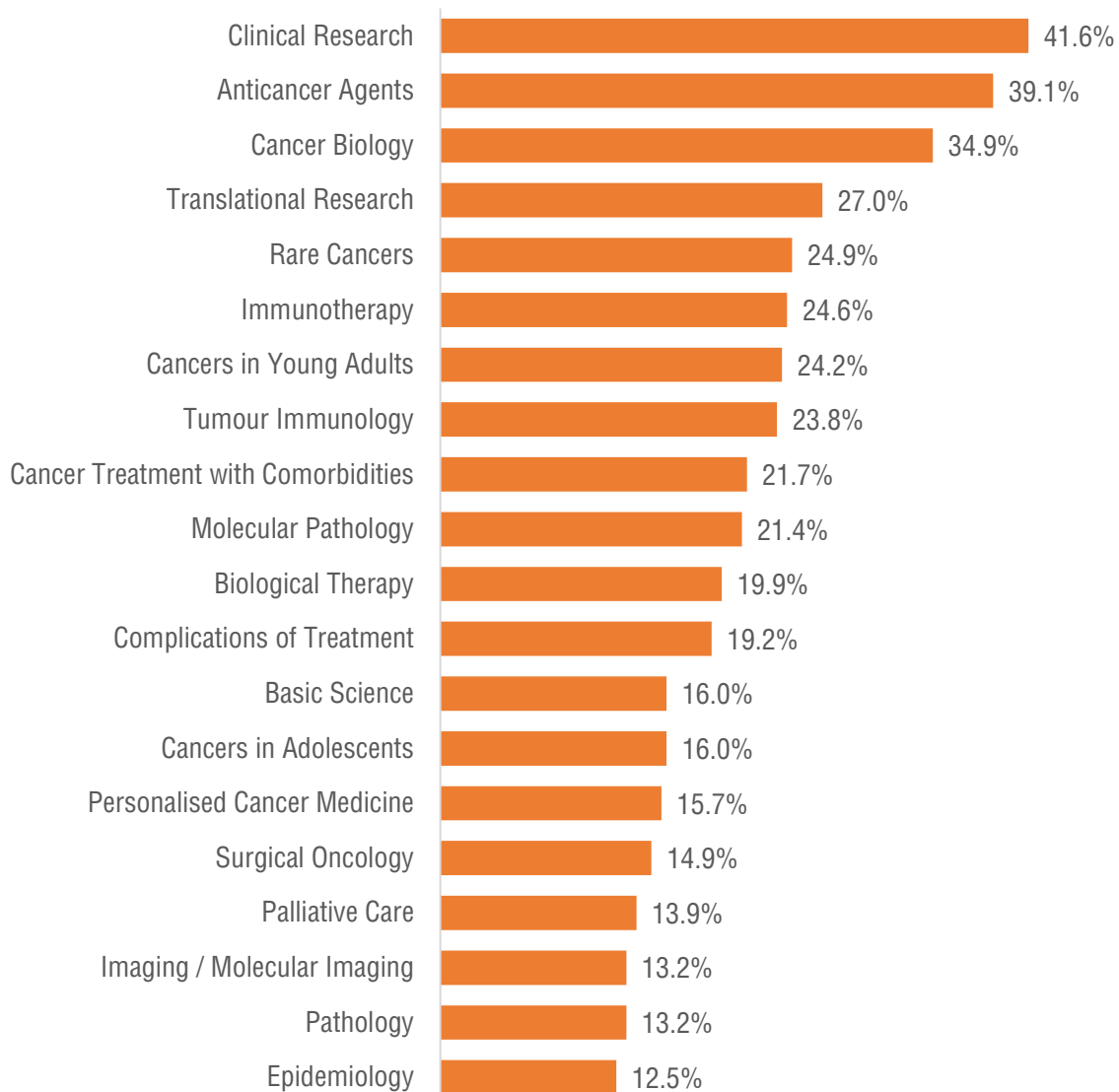


*\*Excludes Exhibitors, Industry and Press*

## Professions in 2020



## Top 20 topics of interest





## PREFACE

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### *Symposium Dates*

<b>Official programme &amp; Industry Satellite Symposia</b>
<b>31 January – 2 February 2022</b>
<b>Platform &amp; Virtual Exhibition</b>
<b>28 January – 4 February 2022</b>

#### **Important Note:**

The platform and all activities will close on the **2 February 2022**. However, the platform will remain available with the on-demand content and exhibition information until **4 February 2022**.

Well organised planning makes for successful execution and the ESMO Sarcoma and GIST Symposium 2022 Organisers together with its partner suppliers will be glad to guide you towards a congress rich in discussion and exchange for your organisation.

These ESMO Sarcoma and GIST Symposium 2022 Industry Guidelines will guide you in the necessary steps of your participation at our ESMO Sarcoma and GIST Symposium 2022 hybrid format.

The document is organised into distinct sections namely:

- Satellite symposia general information
- Onsite satellite symposia with online live streaming
- Online satellite symposia
- Satellite symposia on the virtual platform
- Promotion of the industry satellite symposia and other activities
- Industry meetings and activities

Please read this document carefully and share with the necessary colleagues and agencies involved in the organisation of your ESMO Sarcoma and GIST Symposium 2022 activities.

Participation at the ESMO Sarcoma and GIST Symposium 2022 implies an acceptance of the requirements contained within these Industry Guidelines and also in any updates posted on the [ESMO website](#). Details regarding the Virtual Exhibition will be included in the ESMO Sarcoma and GIST Symposium 2022 Exhibitor Manual.

A copy of this document will be available on our website and your main contact for any additional queries on this aspect of the project will be the ESMO Sarcoma and GIST Symposium 2022 Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)).

**We look forward to working with you towards a rich and innovative ESMO Sarcoma and GIST Symposium 2022!**

## GENERAL TECHNICAL INFORMATION

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### *General information*

The ESMO Sarcoma and GIST Symposium 2022 will be a vibrant fully hybrid congress taking place both in Milan and on the CTI Virtual Congress Platform (VCP).

### *Venue information*

#### **Rosa Grand Milan**

Piazza Fontana 3

20122 Milan - Italy

### **IMPORTANT**

#### ***COVID-19 regulations***

ESMO will apply COVID-19 regulations according to the latest local authority guidelines and requirements.

To enter the congress venue, faculty, delegates, sponsors and staff will be required to show:

- A certificate providing evidence of being fully vaccinated against COVID-19 with a vaccine approved by WHO, OR
- A certificate showing proof of recovery from COVID-19 in the last 6 months

Additionally, for all it is requested:

- Proof of negative PCR test or rapid antigen test not older than 48 hours.

The above-mentioned certificates will be checked at the entrance door.

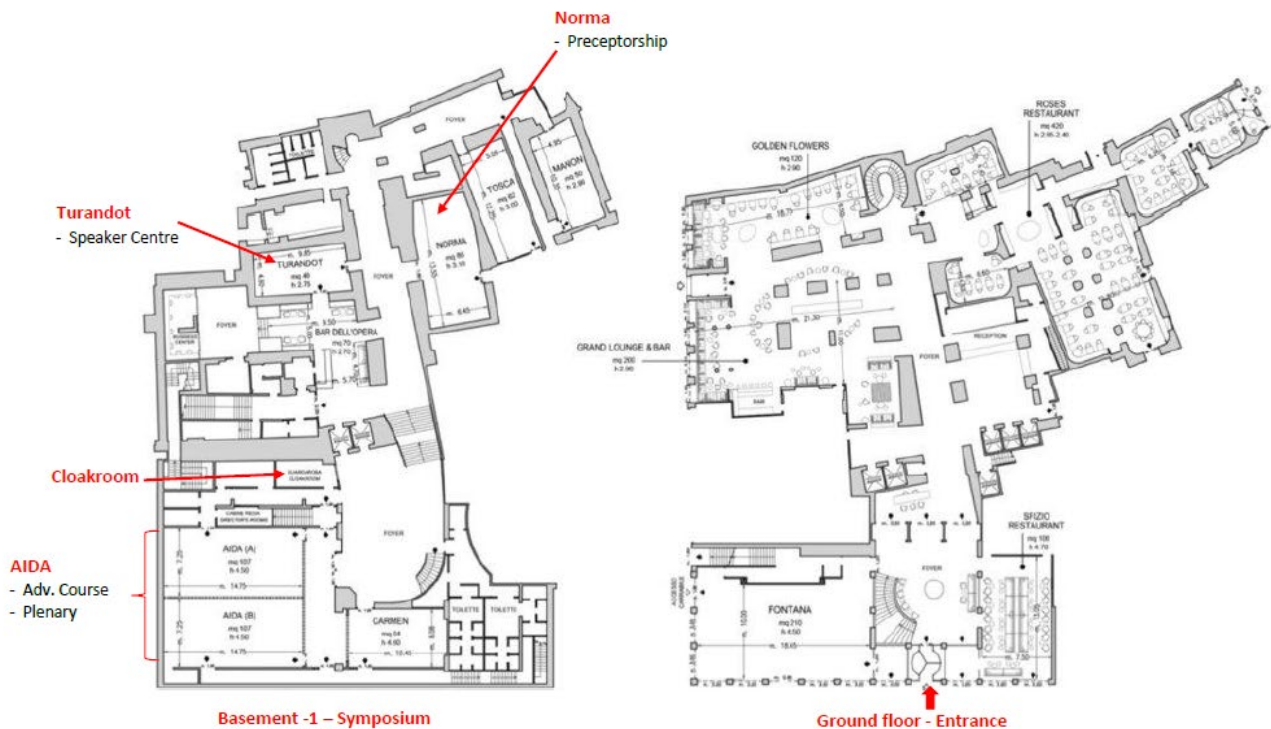
In addition, the following health and hygiene measures will be applied:

- Hydro-alcoholic gel will be made available at specific points
- Wearing face masks is compulsory inside the venue
- The seating capacity of the rooms is reduced to 75% of the full capacity and may be further reduced according to the Italian law in place at the time of the symposium

**\*Any supplementary change(s) to these points raised above will be communicated in the Preparatory for Industry Section of our website for this specific congress.**

## Venue overview

### Preliminary floorplan



## Virtual Congress Platform (VCP)

The VCP of the ESMO Sarcoma and GIST Symposium 2022 will again be created in collaboration with the ESMO trusted partner CTI Meeting Technology. Since our first virtual event in spring 2020, several remarkable functionalities have been developed and a modern cutting edge virtual congress platform will be offered with the following key features:

- Programme: all sessions will be available live and on-demand to meet the busy schedule of the Sarcoma and GIST experts
- Lounge: virtual networking areas where delegates can meet peers and experts outside official programme times and discuss important topics
- Publications: participants have access to key publications to support their daily clinical practice

The ESMO Sarcoma and GIST Symposium 2022 Secretariat will be working closely with the CTI Team to help you prepare your different virtual activities within the virtual congress platform but also be available for any technical questions/queries you may have.

To help you better understand the structure of the virtual platform take a look at our site map:



## DEADLINES

### *Satellite symposia programme deadlines*

<b>12 November 2021</b>	<p>Programme proposal submission deadline.</p> <p>Any change to the programme, including symposium title, presentation titles, speakers and chairpersons' names, must be submitted to the ESMO Scientific Programmes Department (<a href="mailto:programme@esmo.org">programme@esmo.org</a>)</p>
<b>23 November 2021</b>	<p>Notification by the Symposium Secretariat of the acceptance / rejection / request for modifications to the programme as decided by Scientific Committee.</p>
<b>End-November 2021</b>	<p>Deadline for minor changes to the approved programme</p>

### *Onsite (in person) Satellite Symposium, with online live streaming*

<b>26 November 2021</b>	<p>Deadline to confirm person responsible for the organisation of the satellite symposium (<a href="mailto:symposia@esmo.org">symposia@esmo.org</a>)</p>
<b>15 December 2021</b>	<p>Deadline to inform about any additional need in terms of AV and hostesses</p>
<b>15 December 2021</b>	<p>Deadline to inform if there is the intention to use the official speaker centre to upload the presentations</p>
<b>15 December 2021</b>	<p>Deadline to book the Satellite onsite rehearsal with the AV company</p>

### *Pre-recorded Online Satellite Symposium, with live projection onsite*

<b>15 December 2021</b>	<p>Deadline to confirm person responsible for the organisation of the satellite symposium (<a href="mailto:symposia@esmo.org">symposia@esmo.org</a>)</p>
<b>15 December 2021</b>	<p>Deadline to inform ESMO if the satellite pre-recording will be done by the official supplier CTI or by your own supplier (<a href="mailto:symposia@esmo.org">symposia@esmo.org</a>)</p>
<b>15 December 2021</b>	<p>For companies who have decided to have the pre-recording done by CTI. Deadline to book the Satellite pre-recording 2-hours slots with CTI (<a href="mailto:sarcoma@support.ctimeetingtech.com">sarcoma@support.ctimeetingtech.com</a>):</p> <p><b>Slots:</b> from 17 to 25 January 2022</p>
<b>12 January 2022</b>	<p>Deadline to book the Satellite Live Q&amp;A rehearsal with CTI (<a href="mailto:sarcoma@support.ctimeetingtech.com">sarcoma@support.ctimeetingtech.com</a>). Upon request, CTI will share the link to the online booth tool.</p>
<b>17 January 2022</b>	<p>For companies who have decided to have the pre-recording done by their own supplier. Deadline to provide CTI with the final video recording file (<a href="mailto:sarcoma@support.ctimeetingtech.com">sarcoma@support.ctimeetingtech.com</a>)</p>

## *Publication deadlines*

<b>15 November 2021</b>	Daily Reporter Banners
<b>29 November 2021</b>	Satellite Invitation Weblink and Virtual Congress Bag Insert
<b>6 December 2021</b>	Virtual Scientific Programme Banners and Virtual Congress Banners

# INDUSTRY SATELLITE SYMPOSIA

## 1. SATELLITE SYMPOSIA GENERAL INFORMATION

Satellite symposia will take place from **1-2 February 2022** both onsite and on the VCP. Details of available slots may be obtained by email from the ESMO Events Sponsorship Team ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)).

### 1.1 Satellite Symposia Programmes

All satellite symposia programmes must be approved by the ESMO Sarcoma and GIST Symposium 2022 Scientific Committee prior to any invitations with a view to ensuring the scientific quality and scope of such symposia within the framework of the Congress.

Companies are strongly encouraged to establish a programme in line with the general concept of the Symposium scientific programme. Current ESMO Sarcoma and GIST Symposium 2022 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ESMO Sarcoma and GIST Symposium 2022 Scientific Committee 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 Congress. 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.

The ESMO Sarcoma and GIST 2022 Scientific and Honorary Co-Chairs are also not allowed to participate in any industry sponsored satellite symposium.

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 Scientific Programmes Department ([programme@esmo.org](mailto:programme@esmo.org)) in time to submit the final version by **12 November** at the latest.

Each company is also responsible for the registration of any satellite symposium speakers who are not participating in the official ESMO Sarcoma and GIST Symposium 2022 programme. Registrations are not arranged by ESMO. Queries may be sent to the ESMO Registration Services Unit ([registration@esmo.org](mailto:registration@esmo.org)).

## 1.2 Programme submission deadlines

<b>12 November 2021</b>	<p>Programme proposal submission deadline.</p> <p>Any change to the programme, including symposium title, presentation titles, speakers and chairpersons' names, must be submitted to the ESMO Scientific Programmes Department (<a href="mailto:programme@esmo.org">programme@esmo.org</a>)</p>
<b>23 November 2021</b>	<p>Notification by the Symposium Secretariat of the acceptance / rejection / request for modifications to the programme as decided by Scientific Committee.</p>
<b>End-November 2021</b>	<p>Deadline for minor changes to the approved programme</p>

### Notes:

1. The above timeline has been established to give all sponsors equal opportunities to invite preferred Speakers and late submission of programme proposals cannot delay the overall approval process. Sponsors who do not adhere to the deadline risk not being able to invite preferred Speakers if they have already been confirmed for other satellites in accordance with this schedule.
2. It will be the responsibility of Speakers who have been nominated for more than two satellites to choose which to accept.

Please note that ESMO can act as a provider of sponsored educational satellite symposia, offering companies the benefit of the society's experience and knowhow to develop a truly independent symposium. If you are interested in receiving more information about ESMO Colloquia, please contact [programme@esmo.org](mailto:programme@esmo.org).

## 1.3 Applications

The ESMO Events Sponsorship Department will approach companies with a proposal to participate at the ESMO Sarcoma and GIST Symposium 2022. At the Symposium, Satellite Symposia slots are assigned by sponsorship level and on a first come, first served basis.



## 2. ONSITE SATELLITE SYMPOSIA WITH ONLINE LIVE STREAMING

### 2.1 Schedule, room set-up and features

Set-up in theatre style, stage with a panel table/ armchairs and 1 lectern. Each satellite symposium will be broadcast from the Aida to the VCP.

#### Tuesday, 1 February 2022

Symposium N°	Time	Location	Capacity*	Height to ceiling (m)	Stage/Podium
1	12:50-14:05	Aida	340 theatre	4.5	Yes

#### Wednesday, 2 February 2022

Symposium N°	Time	Location	Capacity*	Height to ceiling (m)	Stage/Podium
2	12:50-14:05	Aida	340 theatre	4.5	Yes

*\*The capacity may be reduced to 124 in case of social distance*

### 2.2 Technical equipment

Room	Projector	Laptop	Screen	Camera	Laser pointer	Microphones		
						Lectern	Panel	Floor
Aida	Yes	1	1	1	1	2	2	

### 2.3 Technical and monitoring staff

One technical staff member and one hostess are assigned to each room. Please note that badge checkers are not provided for satellite slots. If you require this service, it will need to be booked separately. Additional hostesses can be booked through AIM Group ([conference.hotel@aimgroup.eu](mailto:conference.hotel@aimgroup.eu)).

### 2.4 Alternative stage set-up, additional equipment and/or personnel

Owing to the limited set-up and dismantling time necessary between satellite symposia slots (15 minutes), change of setup is not allowed.

Additional audio-visual equipment should only be ordered through the official supplier.

Due to the hybrid nature of the congress, and the specific set up put in place for the online streaming, it is not permitted to use an external technical supplier.

## 2.5 Stage branding

Kindly be informed that both lectern and panel table cannot be branded. ESMO suggests you to create a roll-up banner to be positioned on the stage

## 2.6 Lectern laptop usage

Kindly be informed that the following regulations apply to the lectern laptop in the assigned room:

- The laptop **cannot** be removed or un-cabled from the lectern
- It is strictly forbidden to upload any presentation on the laptop using a USB key
- No laptop set-ups can be changed
- Companies organising a Satellite Symposium and NOT using the invited speakers preview centre will need to bring their own laptop and connect it directly with the projector which will be in the session room

## 2.7 Online streaming of the onsite satellite symposium

Organisers can choose to live-stream/broadcast their Satellite Symposium to the ESMO Sarcoma and GIST Symposium 2022 Platform. The live streaming will give online delegates the opportunity to follow the Satellite Symposia in real time and post questions through the dedicated Questions & Answers function. While onsite, Satellite Symposium Chairs/assigned moderator will be able to read questions on a specifically dedicated device (tablet) and decide to answer those of interest. If the faculty or any of the moderator(s) are not onsite the satellite symposium in question will just be broadcast live in the auditorium/ room within the designated time slot.

## 2.8 Lead System / Badge Scanner

The ESMO Sarcoma and GIST Symposium 2022 Lead Retrieval System is a fast and easy way to record visitors' contact information. By simply scanning a visitor's name badge with the supplied scanner, that contact is entered into your own visitor database, including all relevant product information or comments which have been added to these visitors' profiles beforehand. Following the event, approved visitors' address data can be provided in printed form or as a MS Excel file, or made available with proper access rights through an online platform. Further details are available in the Lead System brochure and order form on the ESMO website.

Badge scanners shall be ordered through the official supplier CTI Meeting Technology at [leadsystem@ctimeetingtech.com](mailto:leadsystem@ctimeetingtech.com).

## 2.9 Food & Beverage areas

Due to the pandemic situation, the organisation of private F&B functions are not allowed.

However, the Satellite organisers are welcome to support the official coffee breaks and lunches that are foreseen close to your selected timeslot. Any request should be addressed to the ESMO Sarcoma and GIST Symposium 2022 Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)).

No food or beverages are allowed inside any of the auditoria, without previous permission from the ESMO Sarcoma and GIST Symposium 2022 Secretariat. However, an exception is made for water. Each company may offer water in plastic bottles to their Satellite participants. Of course, it is the responsibility of the company to clean the room after the session. If the organiser needs to intervene for cleaning purposes the **extra costs will be charged to the company**.

Please also note that any food items served in the Congress centre must be purchased through the official catering service.

## 2.10 Duration of the satellite symposium

All companies are obliged to respect the start and closure times of the satellite symposia. Extensions beyond assigned time slots are not allowed under any circumstances. Infringement of this regulation will affect the sponsors priority list for future ESMO Congresses.

## 2.11 Installation, rehearsal and dismantling times

The set-up and dismantling times are extremely limited and must be respected in full. Please refer to the online programme to check the timing. For additional queries please contact the ESMO Sarcoma and GIST Symposium 2022 Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)).

Rehearsal slots are free of charge (max. 30-minutes slot per Satellite Symposium) and can be requested via the ESMO Sarcoma and GIST Symposium 2022 Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)).

However, please note that:

- Rehearsal slots are not guaranteed
- Rehearsals will be assigned on a first-come, first-served basis
- Rehearsals may only be booked upon request and availability

Any request for rehearsals should be sent to the ESMO Sarcoma and GIST Symposium 2022 Secretariat [symposia@esmo.org](mailto:symposia@esmo.org).

## 2.12 Invited speakers preview center

The companies organising a satellite symposium should use the invited speakers preview centre and follow the instructions that the ESMO Sarcoma and GIST Symposium 2022 prepares for its own speakers, unless they have decided to bring their own AV material/company.

By using the invited speakers preview centre companies will benefit from:

- Direct PPT upload from the invited speakers preview centre to the Satellite Symposium room
- Support for the speakers/uploader in the speaker preview centre regarding the upload and management of the PPT presentations
- Stage assistant

**IMPORTANT:** please inform the ESMO Sarcoma and GIST Symposium 2022 Secretariat at [symposia@esmo.org](mailto:symposia@esmo.org) whether you wish to use the official speaker preview centre or not.

If your intention is to benefit of this service, please write by **15 December 2021** the latest and communicate the name of the designated representative that will be allowed to access the speaker centre and will be assisted in the upload of presentation(s) by our technicians.

## 2.13 Presentation material

In order to use the invited speaker preview centre, your presentation must be prepared in **PowerPoint 2010, 2013 or 2016 (MS Windows)** and provided on an **USB-removable drive**. Set the slide size to **“Widescreen 16:9”** and **landscape orientation**.

## 2.14 Onsite faculty expenses

Travel:

It is the sponsor's responsibility to cover the travel expenses (flight/train/car) for all speakers and chairs participating in their satellite symposium, regardless of whether or not they are also invited to participate in the official ESMO Sarcoma and GIST Symposium 2022 programme.

Speakers will be instructed to claim flight/train/car reimbursement directly from the sponsor and will be notified that by participating in an industry satellite symposium, they are not eligible for any travel reimbursement from ESMO.

Accommodation:

Speakers in the official ESMO Sarcoma and GIST Symposium 2022 programme will be accommodated in the Faculty headquarters hotel. Depending on their speaker role(s) in the official programme, the remainder of their

stay will be covered on a private basis. Speakers who are not participating in the official ESMO Sarcoma and GIST Symposium 2022 programme must be accommodated by the sponsor.

## **2.15 Satellite symposia contacts/representatives**

Each company will provide the name of one person who will be responsible for the organisation of its satellite symposium and notify the ESMO Sarcoma and GIST Symposium 2022 Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)) as soon as possible about any changes.

If several people are responsible for various aspects (financial, organisational, etc.) of the symposium, the company must inform the ESMO Sarcoma and GIST Symposium 2022 secretariat accordingly. The ESMO Sarcoma and GIST Symposium 2022 secretariat strongly recommends, however, that only one (1) contact person is appointed.

If an agency is appointed to manage and organise the satellite symposium, the company must inform the ESMO Sarcoma and GIST Symposium 2022 Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the ESMO Sarcoma and GIST Symposium 2022 Secretariat.

## **2.16 Sarcoma and GIST website and Events App**

Approved satellite symposia programmes will be published online in the satellite symposia section of the Symposium programme and in the Events App.

## 3. ONLINE SATELLITE SYMPOSIA WITH PROJECTION ONSITE

### 3.1 Satellite symposia details

Slot N°	Duration	Day	Location	Satellite Time
1	1h15*	Tuesday, 1 February 2022	Aida	12:50-14:05
2	1h15*	Wednesday, 2 February 2022	Aida	12:50-14:05

\* Duration is limited as per the original slot and can be shortened if required

Satellite symposia slot prices include the following:

- Pre-recorded Webcast of Satellite Symposium (if done with the official supplier CTI) followed by Live Q&A Session OR live broadcast of Satellite Symposium including recording
- Dedicated satellite symposium virtual space to display additional session information and material
- General metrics
- Symposium session published in the Online Programme, Virtual Congress Platform and Congress App
- Symposium digital poster in the ESMO Sarcoma and GIST 2022 Industry Satellite Symposia Gallery in the Congress venue and on the VCP

### 3.2 Pre-recording

Companies can choose to do the pre-recording of their satellite either with the official supplier CTI or externally and this must be communicated to ESMO Sarcoma and GIST Symposium 2022 team ([symposia@esmo.org](mailto:symposia@esmo.org)) by **15 December 2021**. After this deadline CTI will **not** be able to accept any further pre-recording request.

#### 3.2.1 Recording via the official supplier CTI

The designated contact person of the satellite will be contacted by CTI for further details, schedules and booking options.

##### *Recording day/time slot*

The sponsor is kindly asked to contact the speakers and chairs, in order to identify a 2-hours slot when they are all available to record the symposium. Slots will be available within the following timeframe: **from 17 to 25 January 2021**.

This pre-recording time slot includes an introduction, practical info, audio final check 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/lecture.

To book a recording slot with CTI, please contact the CTI support at [sarcoma@support.ctimeetingtech.com](mailto:sarcoma@support.ctimeetingtech.com).

##### *Files*

1. The main contact has to send by [email](#) the following:
  - a. Presentation slides (PPT format)
  - b. Profile pictures & short CVs of speakers
  - c. Information, whether slides/ webcasts should be published on-demand on the platform post-livestream (within ca 2h)
2. Format: Presentation files will be accepted in MS PowerPoint format only. Macintosh presentations (i.e. Keynote) cannot be accommodated.
3. Versions: the presentations must be prepared in MS PowerPoint 2010, 2013 or 2016. MS PowerPoint 2016 is used in the virtual "Session Room" onsite.
4. File size: The size of any given presentation should not exceed 500 MB, if uploaded online prior to the meeting.

5. Audio and movies: Place all audio and movie files linked with the presentation into a single file folder (e.g. when transferring the presentation from your hard disk to the USB flash drive or external hard disk or when uploading it to The Presentation Management Portal (cOASIS), the conference preview system).
6. Fonts: Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems when uploading your file.
7. Do not use passwords or encryption with your files.
8. Please note that macros should not be used and flash animations are not supported.
9. The aspect ratio of your presentation should be 16:9.

Deadline to send presentations to CTI ([sarcoma@support.ctimeetingtech.com](mailto:sarcoma@support.ctimeetingtech.com)): **15 December 2021**.

### *Guidelines to be distributed to your speakers and chairs*

1. Before you start recording, please make sure there is no background noise.
2. Next, select a place or room where your background is structured, ideally with a white wall or a bookshelf.
3. Place your laptop in front of you.
4. Make sure you have a stable internet connection with a minimum of 1,5 MB upload/download.
5. Download the programme “Zoom”.
6. From the online booking tool you have received a confirmation email with a link to access a Zoom session. Open that link in order to access the “Virtual Session Room”.
7. The “Session Assistant” will guide you through the technical check-ups and help with your rehearsal.
8. Once you feel comfortable, the recording can start.
9. You can repeat your recording as many times as needed in the assigned window.

### *Branding*

There is the possibility to brand the satellite symposium with a banner (1920 x 150 px), a background picture (1920 x 1080 px), background color (specified with the color code - RGB) and the logo.

Deadline to provide CTI at [sarcoma@support.ctimeetingtech.com](mailto:sarcoma@support.ctimeetingtech.com) with the branding elements: **15 December 2021**.

### *Post-recording*

The main contact will receive the link to view the recorded Satellite symposium within approx. 48h after the recording.

### **3.2.2 Recording with external supplier**

If you are using an external supplier to record your satellite symposium, please notify the ESMO Sarcoma and GIST Symposium 2022 team ([symposia@esmo.org](mailto:symposia@esmo.org)) by **15 December 2021**. The appointed agency will need to deliver the complete video file(s) in the following format by **21 January 2021** to [sarcoma@support.ctimeetingtech.com](mailto:sarcoma@support.ctimeetingtech.com):

The Video of PPT projection including the speaker video (in a corner):

- Format: 720p
- Container MP4
- Codec: h.264
- Audio AAC

## 3.3 Additional services included

Once your session presentations have been uploaded to the system, you can benefit from the following services:

### 3.3.1 Session rehearsal for live Q&A

- Up to 60 minutes rehearsal/preview with speakers and company representatives
- General instructions and technical check of speaker's hardware

### 3.3.2 Satellite Symposium Live Q&A

Each satellite symposium slot can include at the end a Live Q&A within the allocated 75 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. The session can contain some slides or videos if required, followed by the discussion.

Companies may request the recording file of the Live Q&A to CTI. 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.

Both services need to be confirmed to CTI ([sarcoma@support.ctimeetingtech.com](mailto:sarcoma@support.ctimeetingtech.com)) by **15 December 2021**.

### 3.3.3 Live Q&A chat function (included)

The ESMO Sarcoma and GIST 2022 attendees can send questions via the Live Q&A chat function available for each Live Q&A

- Available during the Live Q&A
- Comments can be managed (approved, delete, answer) by the chat assistant, depending on the selected type of chat: moderated or unmoderated.
- Speakers are free to discuss any topic or choose to discuss the topic raised by comments

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

### 3.3.4 Onsite projection of the online satellite symposium

The organisation of an online Satellite symposium will include also the possibility to project the session in the Auditorium/ room, so that the onsite delegates can also benefit from the fresh presented data and Live Q&A



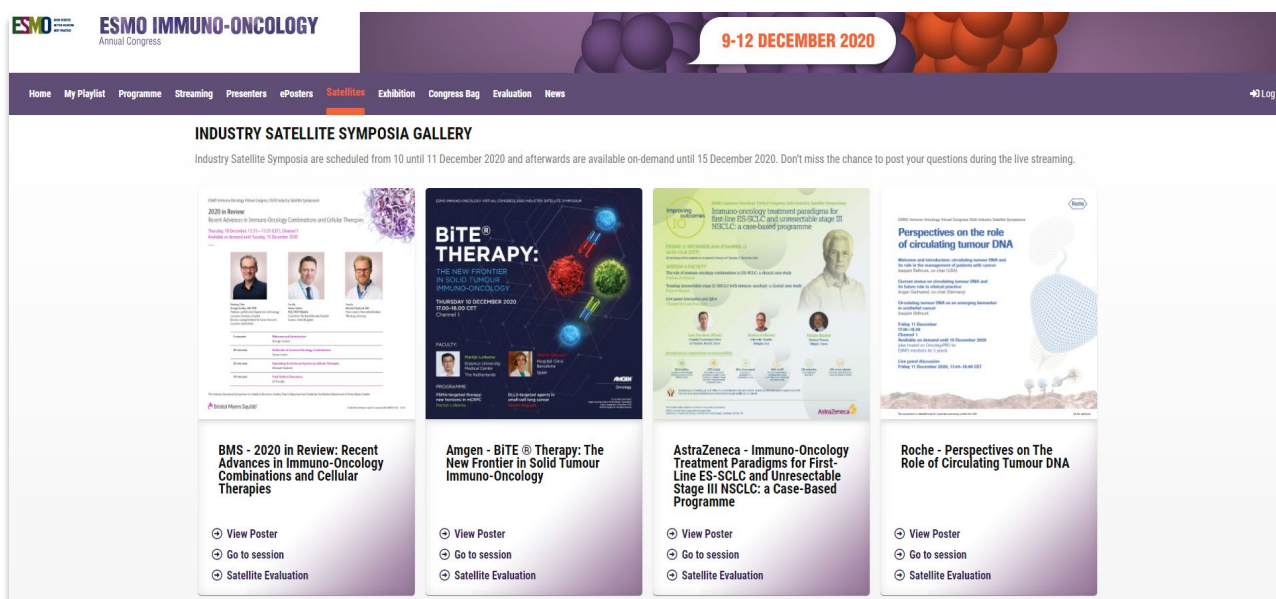
## 4. SATELLITE SYMPOSIA ON THE VIRTUAL PLATFORM

### 4.1 ESMO Sarcoma and GIST Symposium 2022 Industry Satellite Symposia Gallery

All satellite symposia will be allocated in the ESMO Sarcoma and GIST Symposium 2022 Industry Satellite Symposia Gallery.

Each digital programme poster artwork should respect the following format and deadline:

- The wording “ESMO Sarcoma and GIST Symposium 2022 Industry Satellite Symposium” must be included at the top of each poster in order to avoid any confusion with the official scientific programme.
- Format: 1235 x 1235 pixels (square), PNG or JPEG.
- Please submit your programme poster artwork to [symposia@esmo.org](mailto:symposia@esmo.org) by **6 December 2021**.



\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Sarcoma and GIST Symposium 2022 design.



## 4.2 Default display of the satellite symposium on-demand:

Presentation by presentation (one single presentation for each speaker/lecture) as highlighted below:

**Precision medicine**  
 Date: 24.05.2020  
 Time: 16:00 - 17:30  
 Chairs: Nicholas Turner (London, United Kingdom)

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**Q Educational session**  
**Introduction**  
 Lecture Time: 16:00 - 16:00

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**Q Educational session**  
**Selecting PI3 kinase pathway inhibitors for advanced breast cancer**  
 Lecture Time: 16:00 - 16:20  
 Presenter: Veronique C. Dieras (Rennes, France)  
 Authors: Veronique C. Dieras (Rennes, France)  
 Webcast

---

**Q Educational session**  
**Resistance to CDK4/6 inhibitors beyond progression**  
 Lecture Time: 16:20 - 16:40  
 Presenter: Luca Malorni (Prato, Italy)  
 Authors: Luca Malorni (Prato, Italy)  
 Webcast

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**Q Educational session**  
**Utility of liquid biopsies in clinical practice**  
 Lecture Time: 16:40 - 17:00  
 Presenter: Nicholas Turner (London, United Kingdom)  
 Authors: Nicholas Turner (London, United Kingdom)  
 Webcast

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**Q Educational session**  
**Personalising immunotherapy – beyond PDL1 expression**  
 Lecture Time: 17:00 - 17:20  
 Presenter: Marleen Kok (Amsterdam, Netherlands)  
 Authors: Marleen Kok (Amsterdam, Netherlands)  
 Webcast

\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Sarcoma and GIST Symposium 2022 design.

There is the possibility to add a disclaimer text on the top of the on-demand satellite:

**ESMO IMMUNO-ONCOLOGY**  
Annual Congress

9-12 DECEMBER 2020

Home Programme Streaming Presenters ePosters Satellites Exhibition Congress Bag Evaluation News My Playlist

**RESULTS** > Session Add to playlist

**9. Bristol Myers Squibb - 2020 in Review: Recent Advances in Immuno-Oncology Combinations and Cellular Therapies**

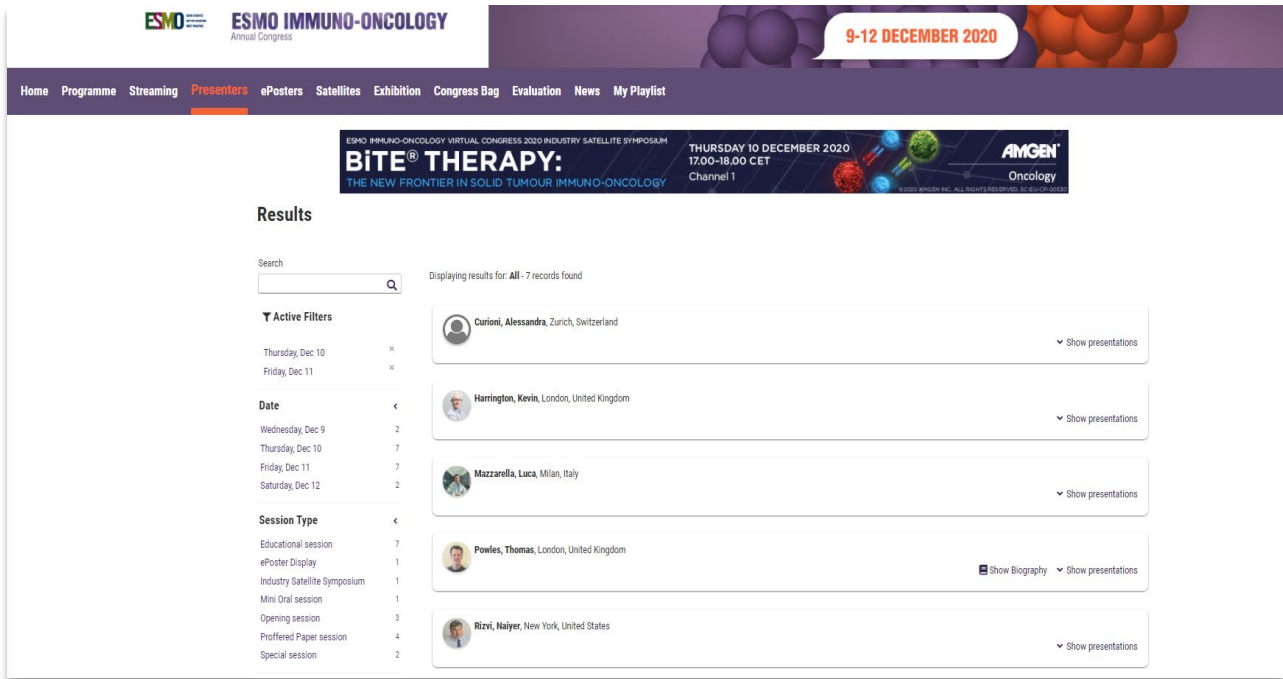
**DISCLAIMER**

- These slides are intended for educational use. The content within may refer to treatment, indications or uses not approved by your local regulatory agency in your home country. Please always refer to your local prescribing information
- Bristol Myers Squibb does not endorse the promotion of unapproved products or indications
- The views expressed in this presentation are those of the presenter
- This material is not to be distributed outside of this meeting

\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Sarcoma and GIST Symposium 2022 design

## 4.3 Chairs/Speakers

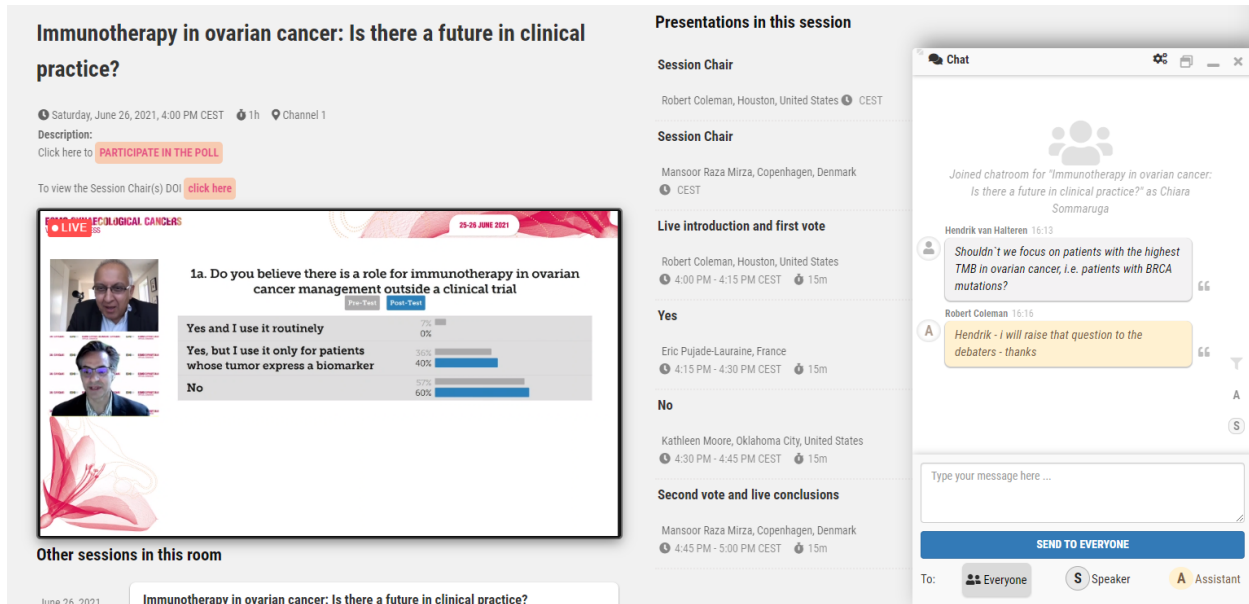
There will also be a dedicated section for the chairs/speakers' names, pictures and related biographies.



\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Sarcoma and GIST Symposium 2022 design.

## 4.4 Presentation View and Webcast with CTI

As a default, the presentation slides are shown on the right, and the presenter's video is displayed on the left. The chat is displayed on the right of the presentation. The programme of the day is visible under the streaming.



\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Sarcoma and GIST Symposium 2022 design.

## 4.5 Questions & Answers/Chat Function

Each satellite symposium will be given the possibility to have a dedicated Questions & Answers functionality allowing for a more engaging experience with participants. The Companies can choose the type of chat they prefer between:

### 1. Moderated Chat

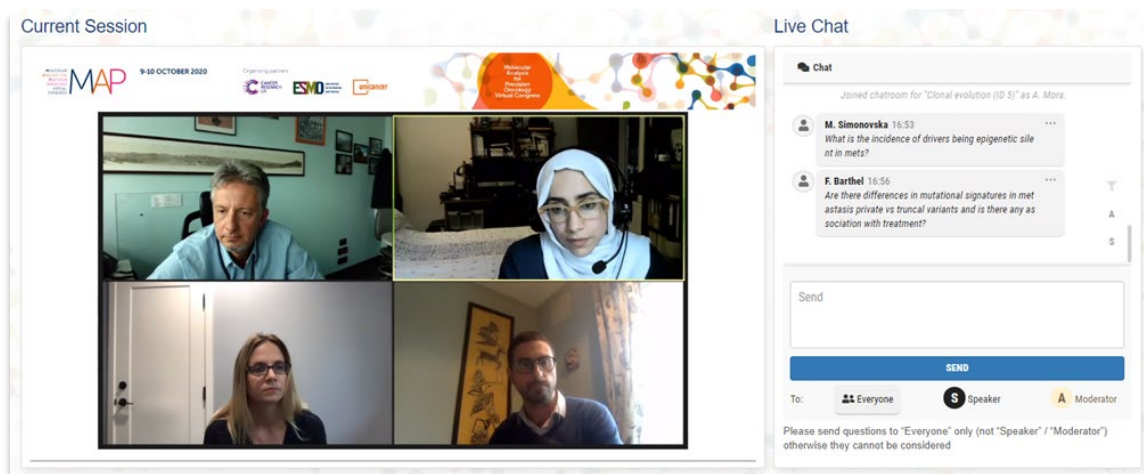
All submitted questions are first viewed by a chat assistant for approval. Once approved, the questions are then visible to presenters and other chat participants. After the question appears in the chat room, the chat assistant can still delete it by clicking "Remove".

### 2. Unmoderated Chat

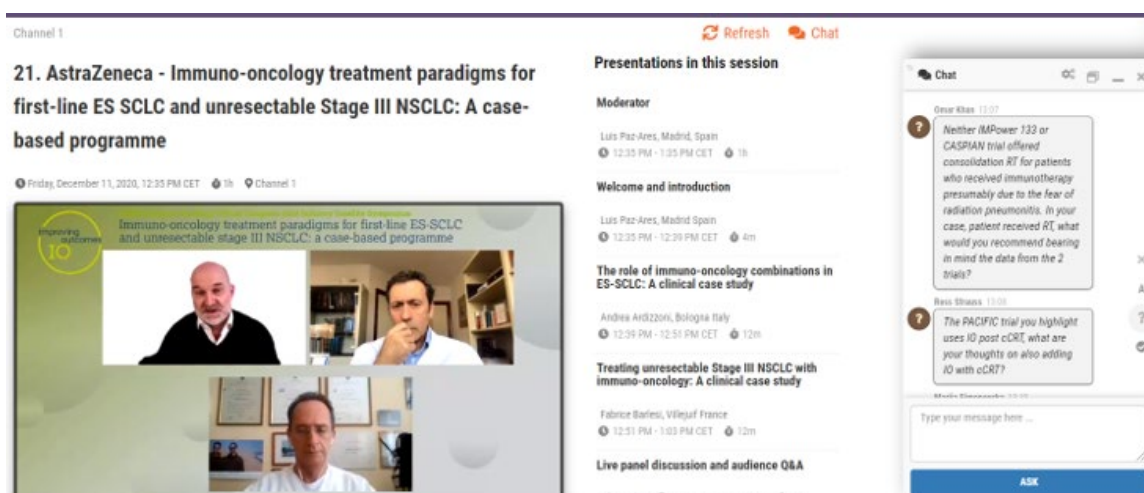
All submitted questions are visible to presenters and other chat participants. After the question appears in the chat room, the chat assistant can still delete it by clicking "Remove".

The Companies need to register their Chat Assistant profiles, in order for them to get the possibility to approve (for moderated chat only), reply and delete comments when necessary.

Companies MUST confirm the contact person by **15 December 2021** by informing the ESMO Sarcoma and GIST Symposium 2022 team ([symposia@esmo.org](mailto:symposia@esmo.org))



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## 4.6 Post-Congress hosting

All the official sessions and satellite symposia will be recorded and added on the **Virtual Platform** as on-demand session right after the end of the session, until Friday 4 February 2022 at 16:00 CET. All on-demand sessions will be prepared by our official supplier: CTI Meeting Technology.

From Friday 4 February 2022 at 16:00 CET, the official sessions, where permission is granted, will also be added to OncologyPRO.

This platform will provide a unique opportunity for all satellite organisers to host their on-demand satellite session(s) directly in our library and make the content easily accessible to all our attendees and members.

Post-congress, the hosting will be handled as follows:

- OncologyPRO Sponsors satellite symposia will be hosted on OncologyPRO for 2 years
- Non-OncologyPRO Sponsors satellite symposia will be hosted free of charge on the ESMO Meetings Library for 6 months

To find out more on how to become an OncologyPRO sponsor contact Jon Roberts ([jon.roberts@esmo.org](mailto:jon.roberts@esmo.org)) or Anna McDougall ([anna.mcdougall@esmo.org](mailto:anna.mcdougall@esmo.org)).

## 4.7 Evaluation of the symposium

From the Satellite Symposia Gallery, the Companies can decide to have a link to a satellite evaluation questionnaire placed on an external website. It is the responsibility of the Company to monitor and assess the result of the evaluation. Deadline to send the link to [symposia@esmo.org](mailto:symposia@esmo.org): **10 January 2022**.

## 4.8 General metrics

The following metrics will be available after the symposium:

- No. of visitors per session
- Average view duration
- No. of visitors per company profile
- No. of visitors per country
- Average number of visitors over the congress period

## 5. ADDITIONAL INFORMATION

### 5.1 Registration

A limited number of complimentary registrations will be assigned to each company, depending on the sponsorship level, granting access to the ESMO Sarcoma and GIST Symposium 2022.

Companies can decide to assign these complimentary registrations to:

- Satellite's symposium speakers
- Satellite's symposium staff
- Exhibition staff

For any additional registrations please contact the ESMO Registration Services Unit ([registration@esmo.org](mailto:registration@esmo.org)).

Please note that chairs/speakers will be given a dedicated link to access the pre-recording of the satellite and/or the Live Q&A. However, if chairs/speakers wish to have full access to the Congress content, the company needs to take care of their registration.

### 5.2 Access

Satellite symposia sessions will be accessible for all registered delegates.

### 5.3 Compliance

The ESMO Sarcoma and GIST Symposium 2022 is provided to international HCPs with a majority from Europe and is following the EFPIA guidance/code of virtual congresses.

### 5.4 ESMO Sarcoma and GIST Symposium 2022 Website and Congress App

Besides the satellite symposia appearing in the virtual platform, as mentioned above there will also be reference in our website and Congress App. Industry Satellite symposia published in any of the different platforms will follow the layout given by the Scientific Programme Department. The submission of the programme must follow the format of the ESMO Sarcoma and GIST 2022 template, which may be requested from [programme@esmo.org](mailto:programme@esmo.org)

The following details are necessary: session title, lecture, titles, allocated time for each presentation, full speaker names, affiliation, and contact details.

# PROMOTION

## 6. PROMOTION OF THE SATELLITE SYMPOSIUM AND OTHER ACTIVITIES

### 6.1 e-Publications and e-Advertising

Each company will ensure that all company publications referring to Satellite symposia mention: “ESMO Sarcoma and GIST Symposium 2022 Industry Satellite Symposium” in order to avoid any confusion with the official scientific programme. For this reason, all companies must submit a copy of the final publication to [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) and respect the following deadlines:

<b>15 November 2021</b>	Daily Reporter Banners
<b>29 November 2021</b>	Satellite Invitation Weblink and Virtual Congress Bag Insert
<b>6 December 2021</b>	Virtual Scientific Programme Banners and Virtual Congress Banners

ESMO Sarcoma and GIST Symposium 2022 secretariat suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, ESMO Sarcoma and GIST Symposium 2022 secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are ESMO supporting those products or services for their sole promotion at ESMO Sarcoma and GIST Symposium 2022.

However, ESMO Sarcoma and GIST Symposium 2022 secretariat reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and International laws and ESMO Sarcoma and GIST Symposium 2022 secretariat bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Switzerland and Italy.

### 6.2 Reproduction of logos

Each company is entitled to use the official logo of the ESMO Sarcoma and GIST Symposium 2022 on invitations and promotional documents related to the approved Satellite symposium.

Companies are not allowed to use the ESMO logo under any circumstances.

The ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)) will provide the ESMO Sarcoma and GIST Symposium 2022 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

### 6.3 Inviting participants – Satellite Invitation Weblink

Inviting participants to your satellites has never been this easy and effective!

Within each satellite package we allow our Industry Partners to showcase their satellite(s) via a digital satellite invitation weblink whereby we invite delegates to find out more about your session(s).

In the ESMO Sarcoma and GIST Symposium 2022 E-Newsletter there will be a dedicated Industry E-News section whereby all these digital invitations will be grouped. These invitations will also be included in our online programme to further increase awareness.

From the **1 December 2021** your satellite invitation weblink will go live (this will be subject to prior submission before the **29 November 2021** deadline and subsequent approval by the ESMO Events Sponsorship Department).



The ESMO Sarcoma and GIST Symposium 2022 E-Newsletter will be sent out to all registered delegates in **January 2022**.

### **Rules and Regulations:**

ESMO reserves the right to refuse requested Weblinks should any web page be deemed to conflict with ESMO ethics or interests.

- A weblink is a page or pdf, created by the sponsoring company, highlighting their satellite symposium.
- The content of the weblink message must not make any statements about the quality or virtues of a sponsoring company and/or any of the company's product(s) either via text or visuals.

With a satellite symposium, the content of the weblink must solely state the:

- Title of the session
- The names of the chairpersons and speakers
- Venue and timing of the approved scientific programme
- Remember that no product names or brand names are allowed in the title or in the scientific programme of the session
- The deadline to submit your weblink to [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) is the **29 November 2021**. Your weblink will undergo an internal approval procedure and Industry will be informed within 5 working days as to the status of approval
- This page must not include links, hyperlinks, hot-spots or any means through which the advert can be linked to another site. There will be no exceptions made to this rule
- The weblink may consist of more than 1 virtual page, due to its' online nature, however no more than 2 pages can be included per weblink
- Under no circumstances may "Flash files" be allowed
- Any requests for content or structure change/amendments after the weblink has been linked to the appropriate listing will not be actioned
- To ensure that the ESMO Sarcoma and GIST Symposium 2022 logo is properly protected, ESMO has defined guidelines for its use, which permit the use of the Congress logo under specific conditions
- Cancellation of the weblink should be sent in writing to the ESMO Events Sponsorship Department
- The web page will only be linked once ESMO approval is confirmed and the payment for the sponsorship package is received

## **6.4 Virtual Congress Bag**

Depending on the chosen sponsorship package there is a possibility for companies to have a Virtual Congress Bag Insert within the Virtual Congress Bag. Artwork should not be larger than A4 format and less than 5MB. Artwork should be submitted to [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) by the **29 November 2021** for evaluation.

## **6.5 Advertisements**

Advertisements are possible in the virtual Congress environment. Please contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) for further details.

## **6.6 Onsite satellite promotion and distribution**

For the display of programme posters, one designated poster board will be made available in a public area. The poster board will be portrait (vertical), for the exact size please contact [symposia@esmo.org](mailto:symposia@esmo.org). All companies must submit a copy of their final artwork before production gets underway. This must in turn be submitted for approval to the ESMO Sarcoma and GIST Symposium 2022 Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)) by the **6 December 2021**.

Companies are entitled to bring one roll-up poster for each entrance of the assigned room and place it only 30 minutes before the start of the satellite symposium. Roll-ups must be removed at the end of the session.

The display of posters is forbidden in other areas of the Congress centre other than on the designated poster boards, throughout the Congress period. Invitations and flyers may not be distributed to participants in any access to, or in public areas of, the Congress centre, including between the bus station and the main entrance of the Congress venue.

Flyers may, however, be distributed at the company booth from when the exhibition is open and in front of the door(s) of the assigned auditorium no earlier than one (1) hour before the start of the satellite symposium. One welcome desk will be available outside each session room.

The production, distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the ESMO Sarcoma and GIST Symposium 2022 Secretariat. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material. No assistance will be provided by the ESMO Sarcoma and GIST Symposium 2022 Secretariat for the distribution of material or for the list of official Congress hotels.

## **6.7 Other promotional activities**

Any other activity organised with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO Sarcoma and GIST Symposium 2022 secretariat approval.

## **6.8 Promotion related to product and services**

Companies holding satellite symposia are responsible for obtaining relevant information and for complying with all Swiss, Italian and international rules and regulations related to advertising and promotion of all products and services mentioned as part of the satellite symposium. Advertising of a specific product does not mean acceptance by ESMO, and the corporation is solely responsible for bringing its advertising into line with local and European laws, as applicable.



# INDUSTRY MEETINGS

## 7. INDUSTRY MEETINGS AND ACTIVITIES

### 7.1 Networking events

Companies may organise evening events, provided that these start after the conclusion of the official programme of the day. And are subject to the ESMO Sarcoma and GIST Symposium 2022 Secretariat approval. Please send your request to [symposia@esmo.org](mailto:symposia@esmo.org).

### 7.2 Unofficial satellite symposia or similar events

During the period beginning on **Monday, 31 January through to Wednesday 2 February 2022**, ESMO will not allow any corporate-organised satellite symposia or similar events during other days and in other places except the one planned in the official venue or virtual platform.

### 7.3 Concomitant activities

Concomitant activities such as internal meetings involving delegates, press conferences, educational or promotional activities taking place wither in or outside the congress centre but concomitant with or during breaks of the scientific programme of the ESMO Sarcoma and GIST Symposium 2022 are subject to the ESMO Sarcoma and GIST Symposium 2022 Secretariat approval.

Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to the ESMO Sarcoma and GIST Symposium 2022 Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)) at least 4 weeks prior to the event.

#### **Blackout times:**

31 January 2022	08:30 – 17:45
1 February 2022	08:30 – 17:45
2 February 2022	08:30 – 16:00

All media activities initiated by third parties are subject to a specific [Media Policy](#). For additional information please read the following paragraph or contact the Press Office at [media@esmo.org](mailto:media@esmo.org)

A limited number of meeting rooms will be available in the symposium venue to organise smaller closed industry meetings such as staff or client meetings (upon invitation only). Small meetings may take place in parallel with official Congress sessions provided they do not involve groups larger than 25 people and are limited in the duration. It is strictly forbidden to promote this sort of meeting in the convention centre or in any ESMO Sarcoma and GIST Symposium 2022 publication. Only after the approval of the ESMO Sarcoma and GIST Symposium 2022 Secretariat will the meeting room(s) be assigned.

### 7.4 Media activities

All media activities initiated by third parties are subject to a specific [Media Policy](#). Companies wishing to organise a media event during the ESMO Sarcoma and GIST Symposium 2022 should send a request to the ESMO Press Office using the appropriate form made available through the ESMO website or by contacting the ESMO Press Office ([media@esmo.org](mailto:media@esmo.org)).

### 7.5 Press badges

According to the ESMO Media Policy, press badges may only be assigned to journalists working for recognised media organisations. Should communication agency representatives require a badge for the purpose of preparing and/or developing third-party media events, please contact the ESMO Press Office to obtain a temporary dedicated badge. Full details are available in the [ESMO Policy on Media Activities organised by Third Parties](#) or can be requested through [media@esmo.org](mailto:media@esmo.org)

## **7.6 Filming, recording and photography**

Congress content is the copyright of ESMO. It is strictly forbidden to record or capture in any way the official programme, Satellite symposia sessions, Exhibition area and/or posters presented during the meeting.

## GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Sarcoma and GIST Symposium 2022 insofar as the contractual partners do not reach contrary agreements in writing.

### Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ESMO Sarcoma and GIST Symposium 2022 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by email. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

### Appointed Agencies

- Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

### Procedure

- Send sponsorship application form. The ESMO Events Sponsorship Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

### Assignment

- Will be done on a first come, first served basis (excluding the satellite symposia assignments). To ensure each sponsoring company has a chance to choose a suitable satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available. For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

### Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

### Terms of Payment

Payment is due within 30 days following the date of the invoice.

### Cancellation Policy

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

### Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (excluding VAT) will be charged to the company.

### Indebtedness

Payments not received by the first day of the start of the ESMO Sarcoma and GIST Symposium 2022 will be subject to a 10% penalty fee on the total sponsorship investment.

### Refunds

Any refunds of deposits paid will be made after the ESMO Sarcoma and GIST Symposium 2022 but not later than the **16 December 2022**. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

### Data Protection and Sharing of Contact Details

All data provided during the application process may be used (saved, stored, processed, transmitted, shared and deleted, but not modified) to allow the processing and execution of the Application(s). This data may be shared with our contractors to the extent necessary to ensure the organisation of the ESMO Sarcoma and GIST Symposium 2022.

## **Postponement or Abandonment**

ESMO reserves the right to postpone the event, including if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the ESMO Sarcoma and GIST Symposium 2022 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment.

Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation the ESMO Sarcoma and GIST Symposium 2022 in the event of force majeure cases (e.g. any acts of God, strikes, labour disputes, epidemics, pandemics, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

## **Limitation of Liability of ESMO and Warranties**

ESMO shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence of an employee, director, representative or contractor. Nor shall ESMO be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

ESMO gives no warranties in respect of any aspect of the ESMO Sarcoma and GIST Symposium 2022 or any materials related thereto or offered at the ESMO Sarcoma and GIST Symposium 2022 and, to the fullest extent possible disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. The ESMO Sarcoma and GIST Symposium 2022 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at the ESMO Sarcoma and GIST Symposium 2022 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. The ESMO Sarcoma and GIST Symposium 2022 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at the ESMO Sarcoma and GIST Symposium 2022 and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. ESMO does not endorse, and expressly disclaims all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.

## **Connectivity or Technical Issues**

ESMO specifically disclaims all responsibilities for the unavailability of the ESMO Sarcoma and GIST Symposium 2022 website due to unexpected condition and/or problems attributable to a third party's network operators or Force Majeure. The sponsoring company acknowledges that it is its responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that its web browser is up to date in order to avoid connectivity or other technical issues when participating at ESMO Sarcoma and GIST Symposium 2022. ESMO will use its best efforts to provide access to the ESMO Sarcoma and GIST Symposium 2022 through third party channels. In the event that the participant encounters connectivity issues due to a weak internet connection, incompatible operating system requirements or inappropriate web browser settings, the participant acknowledges that ESMO is not liable.

## **Bankruptcy or Liquidation**

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

## **Security and Insurance**

Neither ESMO nor its affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from the ESMO Sarcoma and GIST Symposium 2022 or other aspect related thereto.

The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

## **Enforcement of Rules**

Applies equally to all. All companies investing in sponsorship at the ESMO Sarcoma and GIST Symposium 2022 must comply with all rules and policies established by ESMO.

## **Violation Procedure**

The procedure for policing and enforcing the violation is as follows:

When noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, ESMO staff will report alleged violations to the Congress Committee. After

considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after the ESMO Sarcoma and GIST Symposium 2022. Appeals may be made to the ESMO Management.

### **Penalties**

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next ESMO event.

### **Claims Procedures, Place of Performance and Jurisdiction**

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing.

The maximum time lapse is 1 month from the closure of the ESMO Sarcoma and GIST Symposium 2022.

Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

### **Non-smoking policy**

The ESMO Sarcoma and GIST Symposium 2022 is a non-smoking event.

### **Final Clause**

In cases not covered by the regulations in these Industry Guidelines, ESMO interpretation shall be final.

## ESMO PRIORITY LIST

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The sponsorship point system has been designed to recognise sponsor investment in ESMO projects and sponsorship points are allocated in acknowledgement of each EUR 10,000 of sponsorship investment.

- a. Accrued sponsorship points define the position of each company in the ESMO sponsors priority list. The priority list identifies companies that will be offered visibility at, and privileged within, events such as the ESMO Congress and related activities, for example satellite symposia, Industry display area space, hotel accommodation, etc.
- b. When an equal number of points are held by 2 or more sponsoring companies, promotional opportunities will be assigned according to the monetary value of the requested opportunities.
- c. ESMO nevertheless retains the right to privilege smaller emerging companies when their products are innovative and the Society feels that their participation in the event would be of benefit to delegates. When satellite symposia are assigned in relation to this clause, the company guarantees that the programme will not be presented elsewhere before the ESMO Congress. Furthermore, all sponsorship items assigned in relation to this clause are subject to specific terms and conditions.
- d. Sponsorship points are cumulative but expire at the end of the 24<sup>th</sup> month after which they have been allocated.
- e. ESMO recognises the importance of long-term relationships. To this end, 2 points will be assigned to companies for their presence and loyalty on a yearly basis for a minimum of EUR 10,000 of support. The 2 points will not expire. However, for each calendar year during which a company has not been present (with any kind of support), the 2 points are deducted from the company's record.
- f. ESMO will also recognise the contribution to advancements in medicine and science at the ESMO annual Congress. ESMO will allocate one point for each abstract accepted for oral presentation with the mention "Study sponsored by..."