



**The best visibility within  
the Lung Cancer arena**

**Industry Guidelines**

**elcc**  European Lung  
Cancer Congress  
Onsite and Online Congress

**PRAGUE CZECH REPUBLIC  
30 MARCH-2 APRIL 2022**

The ELCC is a collaborative effort of the most important multidisciplinary societies representing thoracic oncology specialists, working together to advance science, disseminate education and improve the practice of lung cancer specialists worldwide.

Organisers



Partners

**ESTRO**



[esmo.org](http://esmo.org)

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# CONTACTS

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## *ELCC 2022 Secretariat*

<b>ELCC 2022 Secretariat</b> c/o ESMO Head Office Via Ginevra 4 6900 Lugano, Switzerland  Web: <a href="http://www.esmo.org">www.esmo.org</a> E-mail: <a href="mailto:elcc@esmo.org">elcc@esmo.org</a>	<b>CTI Meetings Technology GmbH</b> Nussdorfer Strasse 20/22 1090 Vienna, Austria  E-mail: <a href="mailto:elcc@support.ctimeetingtech.com">elcc@support.ctimeetingtech.com</a>
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### **Sponsorship, industry satellite symposia and advertising**

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### **Operations onsite and online management**

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### **Scientific Programme and abstracts**

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### **Registration management**

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Kristine Reguzzoni		

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### **Media Relations**

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Media Activities Organised by Third Parties		+41 (0)91 973 19 04

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### *Venue*

Praque Congress Centre, 5. května 1640/65, Nusle, 140 00 Praha 4, Czech Republic

#### **Prague Congress Center**

Petra Kmínková	<a href="mailto:petra.kminkova@praguecc.cz">petra.kminkova@praguecc.cz</a>	+420 261 172 247
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### *Accommodation*

Kuoni Global Travel Services AG has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to ELCC 2022.

#### **Kuoni Global Travel Services AG**

Kuoni Global Travel Services AG	<a href="mailto:esmo@kuoni-congress.com">esmo@kuoni-congress.com</a>	Tel: +420 234 747 431
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### *Industry Satellite Symposia Support, Webcast and badge scanner*

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

#### **Industry Satellite Symposia Support & Webcast**

Eden Damti	<a href="mailto:elcc@support.ctimeetingtech.com">elcc@support.ctimeetingtech.com</a>	+43 1 319 69 99
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#### **Badge scanner/ Lead system**

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# WELCOME

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Dear Industry Partners,

We invite you to save the date for the European Lung Cancer Congress (ELCC 2022), taking place as an onsite event in Prague, Czech Republic, from 30 March-2 April 2022, while also providing online access to the congress.

The European Lung Cancer Congress (ELCC 2022) is a collaborative effort of the most important multidisciplinary societies representing thoracic oncology specialists, working together to advance science, disseminate education and improve the practice of lung cancer specialists worldwide.

During this event, delegates will be able to:

- Update their knowledge in prevention, screening and early detection of thoracic malignancies
- Review the current state-of-the-art in perioperative management of localised lung cancer and in systemic therapy of advanced tumours
- Learn how to best sequence or combine therapies in advanced non-small cell lung cancer
- Review the current and emerging contribution of precision medicine, big data and artificial intelligence, biomarkers and liquid biopsies in the optimal management of patients with thoracic malignancies

Make sure you connect to this highly interactive meeting and share your expertise with lung cancer specialists from all over the world. Thanks to its innovative format, ELCC 2022 is easily accessible to a global audience.

As a valued industry partner, you can benefit from a variety of sponsorship and exhibition opportunities, designed to offer optimal visibility to your content and messaging.

We look forward to collaborating with you in the lead up to this important meeting and we thank you for your invaluable support.

Scientific Co-Chairs:



**Nicolas Girard**  
Paris, France  
(ESMO)



**Lizza Hendriks**  
Maastricht, Netherlands  
(IASLC)

# CONGRESS OFFICERS

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## *Scientific Steering Committee*

**George Pentheroudakis**, Lugano, Switzerland (ESMO)

**Solange Peters**, Lausanne, Switzerland (ESMO)

**Paul Van Schil**, Edegem, Belgium (IASLC)

**Heather Wakelee**, Stanford, CA, USA (IASLC)

## *Scientific Co-Chairs*

**Nicolas Girard**, Paris, France (ESMO)

**Lizza Hendriks**, Maastricht, Netherlands (IASLC)

## *Scientific Committee*

**Leah Backhus**, Stanford, CA, USA

**Alessandro Brunelli**, Leeds, UK

**Federico Cappuzzo**, Rome, Italy

**Rafal Dziadziuszko**, Gdansk, Poland

**Josephine Feliciano**, Baltimore, MD, USA

**Keith Kerr**, Aberdeen, UK

**Natasha Leighl**, Toronto, ON, Canada

**Helena Linardou**, Athens, Greece

**Christine Lovly**, Nashville, TN, USA

**Julien Mazières**, Toulouse, France

**Fiona McDonald**, London, UK

**Kersti Oselin**, Tallinn, Estonia

**Luis Paz-Ares**, Madrid, Spain

**Nir Peled**, Jerusalem, Israel

**Noemi Reguart**, Barcelona, Spain

**Umberto Ricardi**, Turin, Italy

**Enrico Ruffini**, Turin, Italy

**Ben Slotman**, Amsterdam, Netherlands

**Ross Soo**, Singapore

**Judith Van Loon**, Maastricht, Netherlands

**Yasushi Yatabe**, Tokyo, Japan

## CONGRESS STATISTICS

Over 3'000 Onsite and Online delegates from 100 countries are expected to attend ELCC 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 Congress.

### Registration Data

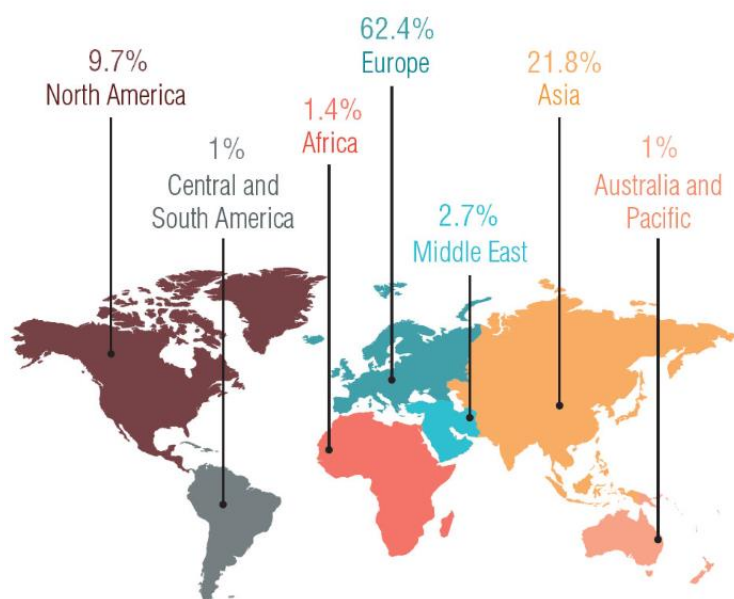
Year	ELCC 2015		ELCC 2016		ELCC 2017		ELCC 2018		ELCC 2019	
Delegates	1'352		1'823		1'612		1'755		1'546	
Faculty	109		103		104		103		117	
<b>Total delegates</b>		<b>1'461</b>		<b>1'926</b>		<b>1'716</b>		<b>1'858</b>		<b>1'663</b>
Exhibitors and Industry Satellites	173		281		226		239		159	
Press	42		40		22		38		38	
<b>Total Participants</b>		<b>1'676</b>		<b>2'247</b>		<b>1'964</b>		<b>2'135</b>		<b>1'860</b>

Year	ELCC 2021 Virtual	
Delegates	3'398	
Faculty	116	
<b>Total delegates</b>		<b>3'514</b>
Exhibitors	144	
Press	59	
<b>Total Participants</b>		<b>3'717</b>

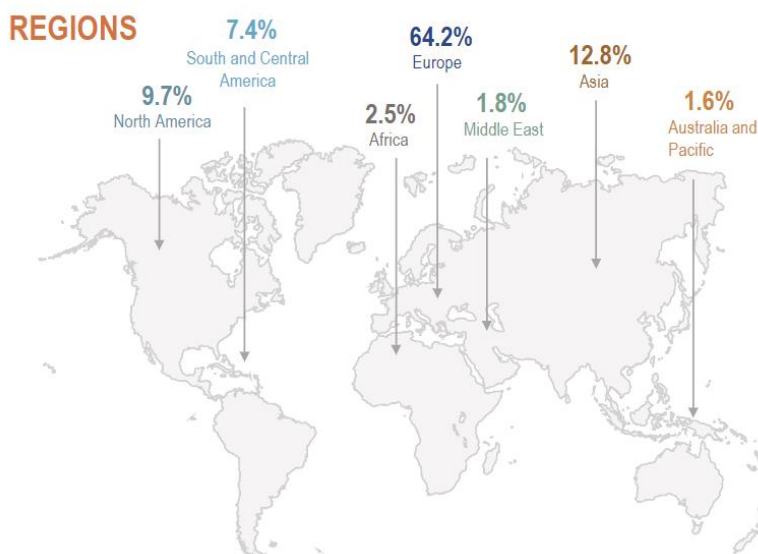
**A record-breaking Congress – AGAIN!**

**+99,8%** participants compared to 2019 edition

### Regions in 2019 (Live format)



### Regions in 2021 (Virtual format)

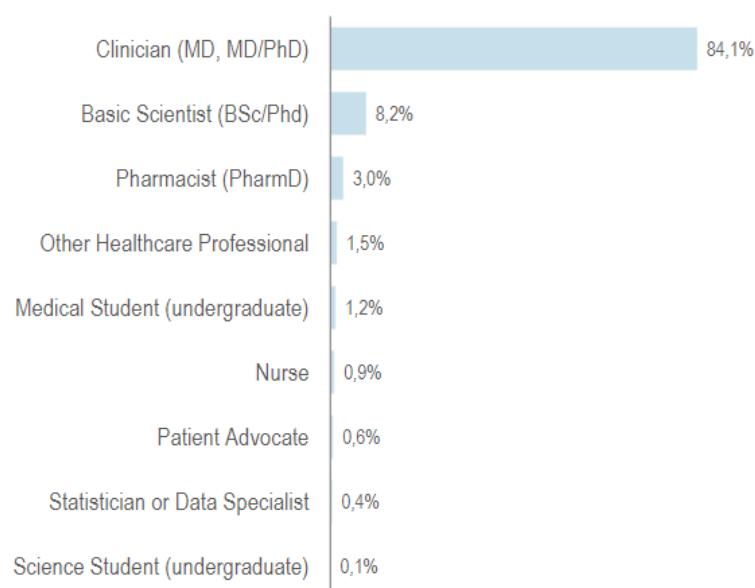


\*Excludes Exhibitors, Industry and Press



## Professions in 2021

**84.1% of participants were oncology clinicians**



## Abstract data

### Comparative data on abstract acceptance

	ELCC 2015	ELCC 2016	ELCC 2017	ELCC 2018	ELCC 2019	ELCC 2021 Virtual
Total submitted	190 (100%)	260 (100%)	226 (100%)	305 (100%)	311 (100%)	255 (100%)
Accepted	183 (96,5%)	215 (82,7%)	169 (74,8%)	224 (73,4%)	210 (67,5%)	218 (85,4%)
Rejected / withdrawn	7 (3,5%)	45 (17,3%)	57 (25,2%)	81 (26,6%)	101 (32,5%)	37 (14,6%)

### Of the accepted abstract (100%) accepted for:

Oral / Mini Oral presentation	16 (16.5%)	18 (15.5%)	18 (10,4%)	6 (6%)	40 (19%)	12 (5,5%)
Poster presentation	81 (83.5%)	98 (84.5%)	155 (89.6%)	92 (92%)	170 (81%)	202 (92,7%)
Proffered Papers	x	x	x	2 (2%)	x	4 (1,8%)

# PREFACE

## Congress Dates

Official programme, Industry Satellite Symposia & Onsite Exhibition
30 March – 2 April 2022
Platform, Virtual Exhibition and e-Posters
29 March – 4 April 2022

### Important Note:

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

Well organised planning makes for successful execution and the ELCC 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 ELCC 2022 Industry Guidelines will guide you in the necessary steps of your participation at ELCC 2022 in its 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 ELCC 2022 activities.

Participation at ELCC 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 European Lung Cancer Congress 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 ELCC 2022 Secretariat ([elcc@esmo.org](mailto:elcc@esmo.org)).

**We look forward to working with you towards a rich and innovative ELCC 2022!**

# GENERAL TECHNICAL INFORMATION

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## *General information*

“ELCC 2022 will be a vibrant fully hybrid congress taking place both at the Prague Congress Centre in Prague and on the CTI Virtual Congress Platform (VCP).”

## *Venue information*

Prague Congress Centre

5. května 1640/65, Nusle,

140 00 Praha 4,

Czech Republic

<https://www.praquecc.cz/en/homepage>

The Prague Congress Centre is adjacent to the Vyšehrad station on Line C of the Prague underground railway network, providing convenient access by public transport from the city's airport and all major rail and bus stations.

## **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 full vaccinated against COVID-19 with either the last dose of the primary vaccination having being administered in the last 6 months or with a booster dose having being administered at any timepoint, with a vaccine approved by WHO (the list can be found [here](#)), OR
- A certificate showing proof of recovery from COVID-19 in the last 3 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.

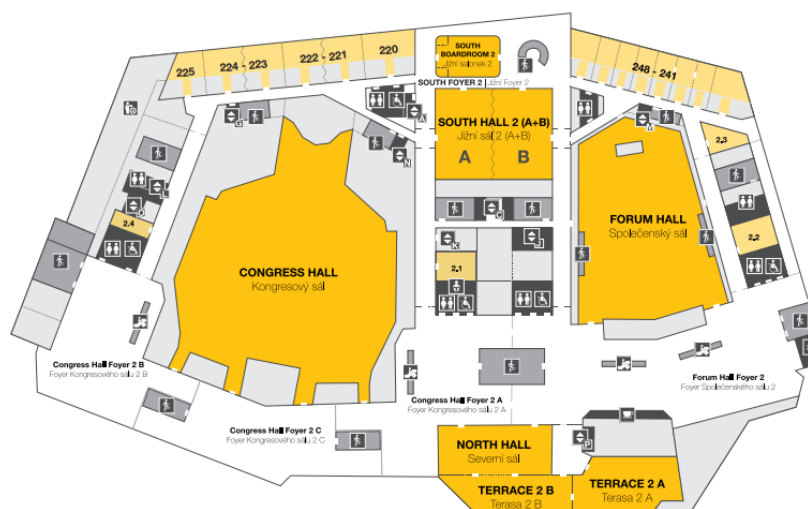
Please note that each faculty member, delegate, sponsor representative and staff, need to follow also the specific country COVID-19 regulations approved by the local authorities, if more restrictive than the ESMO regulations.

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%

**\*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



## ELCC 2022 areas:

Registration on the ground floor:

- To access the Congress centre

Session rooms on the 2<sup>nd</sup> floor:

- Congress Hall: reduced capacity 1'775 seats (2'766 full)
- Forum Hall: reduced capacity 525 seats (1'034 full)
- South Hall 2: reduced capacity 336 seats (448 full)

Exhibition, E-Posters and Catering area:

- Congress Hall & Forum Hall Foyer on the 2<sup>nd</sup> floor

Meeting rooms:

- Available upon request on the 2<sup>nd</sup> floor

## Virtual Congress Platform (VCP)

The VCP of ELCC 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:

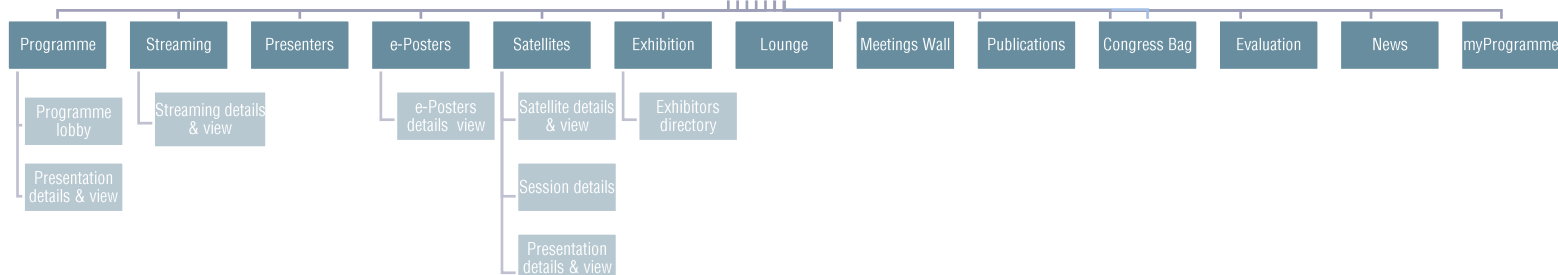
- Programme: all sessions will be available live and on-demand to meet the busy schedule of the Lung-Oncology experts
- Lounge: virtual networking areas where delegates can meet peers and experts outside official programme times and discuss important topics
- Publications: participants have access to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

The ELCC 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:

## Welcome / Venue

### Home / Lobby



# DEADLINES

## *Abstract submission deadlines*

<b>17 January 2022</b>	Abstract submission deadline
<b>1 March 2022</b>	Late-breaking abstract (LBA) submission deadline

## *Satellite symposia programme deadlines*

<b>29 November 2021</b>	<p>Deadline for receipt of the programme proposals.</p> <p>The proposed programme, including symposium title, presentation titles, names and full contact details of proposed speakers and chairpersons, must be submitted to the ELCC secretariat (<a href="mailto:programme@esmo.org">programme@esmo.org</a>) using the official template.</p>
<b>10 December 2021</b>	<p>Notification of acceptance / rejection / request for modifications to the programme as decided by the Scientific Committee. After that only minor changes will be taken into consideration.</p>

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

<b>21 February 2022</b>	Deadline to confirm person responsible for the organisation of the satellite symposium ( <a href="mailto:elcc@esmo.org">elcc@esmo.org</a> )
<b>28 February 2022</b>	Deadline to inform about any additional need in terms of AV and hostesses
<b>14 March 2022</b>	Deadline to book the Satellite onsite rehearsal with the AV company

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

<b>18 February 2022</b>	Deadline to confirm person responsible for the organisation of the satellite symposium ( <a href="mailto:elcc@esmo.org">elcc@esmo.org</a> )
<b>18 February 2022</b>	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:elcc@esmo.org">elcc@esmo.org</a> )
<b>3 March 2022</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:elcc@support.ctimeetingtech.com">elcc@support.ctimeetingtech.com</a>):</p> <p>Slots: from 7 March to 18 March 2022</p>
<b>18 March 2022</b>	<p>Deadline to book the Satellite Live Q&amp;A rehearsal with CTI (<a href="mailto:elcc@support.ctimeetingtech.com">elcc@support.ctimeetingtech.com</a>). Upon request, CTI will share the link to the online booking tool.</p>

<b>24 March 2022</b>	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:elcc@support.ctimeetingtech.com">elcc@support.ctimeetingtech.com</a> )
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***Publication deadlines***

<b>3 December 2021</b>	Daily Reporter Banners
<b>17 January 2022</b>	Satellite Invitation Weblink and Virtual Congress Bag Insert
<b>31 January 2022</b>	Virtual Scientific Programme Banners and Virtual Congress Banners

# INDUSTRY SATELLITE SYMPOSIA

## 1. SATELLITE SYMPOSIA GENERAL INFORMATION

Satellite symposia will take place from 30 March to 1 April 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 ELCC 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 Congress scientific programme. Current ELCC 2022 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ELCC 2022 Scientific Committee considers to be a proper, scientifically well-founded point of view.

The ELCC secretariat reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the Scientific Committee strongly 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. Any changes in the provisional or in the final programme must be forwarded immediately to the Scientific Committee ([programme@esmo.org](mailto:programme@esmo.org)).

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 ELCC 2022 Scientific Committee Co-Chairs are also not allowed to participate in any industry sponsored satellite symposium. This restriction does not apply to ESMO Colloquia.

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 ELCC secretariat ([programme@esmo.org](mailto:programme@esmo.org)). After the outcome notification, only minor changes will be taken into consideration.

Submitting an abstract to the ELCC 2022 Scientific Committee and the official Congress programme implies that the study reported therein will not be presented as such during the Congress at any Industry Satellite symposium and that it has not been presented elsewhere. Therefore, presenting an abstract certifies that it is not connected to any Industry Satellite Symposia.

Each company is also responsible for the registration of any satellite symposium speakers who are not participating in the official ELCC 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

On application	Each company should inform the ELCC secretariat about the type of product(s) and the treatment area on which the satellite symposium programme will be based.
29 November 2021	<p>Deadline for receipt of the programme proposals.</p> <p>The proposed programme, including symposium title, presentation titles, names and full contact details of proposed speakers and chairpersons, must be submitted to the ELCC secretariat (<a href="mailto:programme@esmo.org">programme@esmo.org</a>) using the official Congress programme template.</p>
10 December 2021	Notification of acceptance / rejection / request for modifications to the programme as decided by the Scientific Committee. After that only minor changes will be taken into consideration.

### 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 ELCC 2022. At the Congress, 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 with a panel table for 4 people and 1 lectern. Due to the pandemic situation, the capacity of the session halls might be reduced to 50%, instead of the actual 75%. A decision will be made at the beginning of March. Each satellite symposium will be broadcast from Forum Hall and South Hall.

#### Wednesday, 30 March 2022

Symposium N°	Time	Location	Capacity 75%	Capacity 50%	Height to ceiling (m)	Stage/Podium
1	11:30-13:00	Forum Hall	525	350	19,5	Yes
2	11:30-13:00	South Hall 2	336	224	3,1	Yes
3	18:15-19:45	Forum Hall	525	350	19,5	Yes
4	18:15-19:45	South Hall 2	336	224	3,1	Yes

#### Thursday, 31 March 2022

Symposium N°	Time	Location	Capacity 75%	Capacity 50%	Height to ceiling (m)	Stage/Podium
5*	09:15-10:45	Congress Hall	1'775	1'200	19,5	Yes
6	13:30-15:00	Forum Hall	525	350	19,5	Yes
7	13:30-15:00	South Hall 2	336	224	3,1	Yes
8	18:15-19:45	Forum Hall	525	350	19,5	Yes
9	18:15-19:45	South Hall 2	336	224	3,1	Yes

#### Friday, 1 April 2022

Symposium N°	Time	Location	Capacity 75%	Capacity 50%	Height to ceiling (m)	Stage/Podium
10	12:45-14:15	Forum Hall	525	350	19,5	Yes
11	12:45-14:15	South Hall 2	336	224	3,1	Yes
12	18:45-20:15	Forum Hall	525	350	19,5	Yes
13	18:45-20:15	South Hall 2	336	224	3,1	Yes

\*Slot reserved only for ESMO Colloquium

### 2.2 Technical equipment

Room	LCD proj.	Laptop	Screen	Camera	Laser pointer	Microphones		
						Lectern	Headset	Floor
Forum Hall	n.a.	1	LED wall 3,9mm – 14x4,5m	3	1	2	6	4
South Hall 2	n.a.	1	LED wall 3,9mm – 15x3m	2	1	2	6	4

#### Note: Voting system

Companies interested in using a voting system can contact the ELCC 2022 Secretariat ([elcc@esmo.org](mailto:elcc@esmo.org)) in order to share costs, if feasible.

### 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. Please contact the ELCC 2022 Secretariat ([elcc@esmo.org](mailto:elcc@esmo.org)).

### 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. Please contact the ELCC Secretariat ([elcc@esmo.org](mailto:elcc@esmo.org)) for more information.

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 Session rooms lectern and panel table

Kindly be informed that both lectern and panel table can be branded. It is very important that the ELCC 2022 graphic will not be ruined, therefore, considering also the limited set-up and dismantling times, ESMO suggests you create a graphic which can easily be removed (e.g. forex panel to be placed against the panel table). The company is responsible for printing and hanging the graphic.

The size of the signage covering the furniture is the following:

	Dimensions
Lectern	50 x 80 cm (lightboard 5 mm)

### 2.6 Lectern laptop usage

Due to the hybrid format of this congress, the following regulations will apply to the onsite laptop at the lectern 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

### 2.7 Online streaming of the onsite satellite symposium

Organisers can choose to live-stream/broadcast their Satellite Symposium to the ELCC 2022 Virtual 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 Room C within the designated time slot.

## 2.8 Lead System / Badge Scanner

The ELCC 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 in the foyers outside the session rooms are not allowed.

However, the Satellite organisers are welcome to offer lunch or snack boxes/bags to their satellite participants, to be consumed during the session inside the satellite session hall. 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**.

Any request should be addressed to the ELCC 2022 Secretariat ([elcc@esmo.org](mailto:elcc@esmo.org)).

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 ELCC 2022 Secretariat ([elcc@esmo.org](mailto:elcc@esmo.org)).

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

## 2.12 Speakers preview centre

The companies organising a satellite symposium must use the invited speakers preview centre and follow the instructions that the ELCC 2022 Secretariat prepares for its own speakers.

The usage of the speakers preview centre includes:

- Direct PPT upload from the 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

Please inform by **14 March 2022** the latest 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

Please note that the presentations 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 ELCC 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 ELCC 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 ELCC 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 ELCC 2022 Secretariat ([elcc@esmo.org](mailto:elcc@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 ELCC 2022 Secretariat accordingly. The ELCC 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 ELCC 2022 Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the ELCC 2022 Secretariat.

### 3. ONLINE SATELLITE SYMPOSIA

#### 3.1 Satellite symposia details

Slot N°	Duration	Day	Location	Satellite Time
1	1h30**	Wednesday, 30 March	Forum Hall	11:30-13:00
2	1h30**	Wednesday, 30 March	South Hall 2	11:30-13:00
3	1h30**	Wednesday, 30 March	Forum Hall	18:15-19:45
4	1h30**	Wednesday, 30 March	South Hall 2	18:15-19:45
5*	1h30**	Thursday, 31 March	Congress Hall	09:15-10:45
6	1h30**	Thursday, 31 March	Forum Hall	13:30-15:00
7	1h30**	Thursday, 31 March	South Hall 2	13:30-15:00
8	1h30**	Thursday, 31 March	Forum Hall	18:15-19:45
9	1h30**	Thursday, 31 March	South Hall 2	18:15-19:45
10	1h30**	Friday, 1 April	Forum Hall	12:45-14:15
11	1h30**	Friday, 1 April	South Hall 2	12:45-14:15
12	1h30**	Friday, 1 April	Forum Hall	18:45-20:15
13	1h30**	Friday, 1 April	South Hall 2	18:45-20:15

\* Slot reserved only for ESMO Colloquium

\*\* 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 ELCC 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 ELCC 2022 team ([elcc@esmo.org](mailto:elcc@esmo.org)) by **3 March 2022**. 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 7 March to 18 March 2022**.

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 ([elcc@support.ctimeetingtech.com](mailto:elcc@support.ctimeetingtech.com)). Upon request, CTI will share the link to an online booking tool.

#### *Upload of files*

1. CTI will ask the main contact to send the slides/files via email. CTI will take care of upload them on the system.
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 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 the slides/files to CTI: **18 March 2022.**

#### *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 [elcc@support.ctimeetingtech.com](mailto:elcc@support.ctimeetingtech.com) with the branding elements: **18 March 2022.**

#### *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 ELCC 2022 team ([elcc@esmo.org](mailto:elcc@esmo.org)) by **18 February 2022**. The appointed agency will need to deliver the complete video file(s) in the following format by **24 March 2022** to [elcc@support.ctimeetingtech.com](mailto:elcc@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 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. 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 ([elcc@support.ctimeetingtech.com](mailto:elcc@support.ctimeetingtech.com)) by **24 March 2022**.

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

The ELCC 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 Forum Hall or South Hall 2, 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 ELCC 2022 Industry Satellite Symposia Gallery

All satellite symposia will be allocated in the ELCC 2022 Industry Satellite Symposia Gallery.

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

- The wording “ELCC 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 [elcc@esmo.org](mailto:elcc@esmo.org) by **7 February 2022**.

**INDUSTRY SATELLITE SYMPOSIA GALLERY**

Industry Satellite Symposia are scheduled from 25 until 26 March 2021 and are available on-demand until 30 March 2021. Don't miss the chance to post your questions during the live streaming.

Company	Date
All	8
Amgen	1
AstraZeneca	2
Bristol Myers Squibb	1
Janssen	1
MSD	1
Novartis	1
Takeda	1

**Spotlight on Emerging Therapies for Patients with EGFR-Positive NSCLC**

**Advances in Oncogene-Driven Metastatic NSCLC**

**Immuno-Oncology Treatment Paradigms for First-Line ES-SCLC and Unresectable Stage III NSCLC**

\*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 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:


Mar 25 2021 10:00AM

**Novel therapeutic approaches: Exciting times in lung cancer**

Channel 2


Watch session Add to playlist Hide presentations

**Antibody drug conjugates**

 David Planchard, Villejuif, France 10:00 AM-10:15 AM [View biography](#)


Add to playlist Presentation details

**Bi-specific and tri-specific Ab**

 Chul Byoung Cho, Seoul, Korea, Republic of 10:15 AM-10:30 AM [View biography](#)


Add to playlist Presentation details

**Engineered for success: Immunocytokines and radioimmunotherapy**

 Edward Garon, Santa Monica, United States 10:30 AM-10:45 AM [View biography](#)

Add to playlist Presentation details

**New approaches in supportive care**

 Karin Jordan, Heidelberg, Germany 10:45 AM-11:00 AM [View biography](#)

Add to playlist Presentation details

\*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2022 design.

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

ESMO 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 ELCC 2022 design

## 4.3 Chairs/Speakers

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

The screenshot shows the ESMO Immuno-Oncology Virtual Congress 2020 website. The top navigation bar includes links for Home, Programme, Streaming, Presenters, ePosters, Satellites, Exhibition, Congress Bag, Evaluation, News, and My Playlist. The main header features the ESMO logo and the text "ESMO IMMUNO-ONCOLOGY Annual Congress" with the dates "9-12 DECEMBER 2020". Below the header, a banner for the "BITE THERAPY: THE NEW FRONTIER IN SOLID TUMOUR IMMUNO-ONCOLOGY" session is displayed, dated Thursday 10 December 2020, 17:00-18:00 CET, Channel 1, with the AMGEN Oncology logo.

The "Results" section is active, showing a search bar and a list of results. The "Active Filters" section on the left shows the following filters:

- Date: Thursday, Dec 10 (2), Friday, Dec 11 (7), Saturday, Dec 12 (2)
- Session Type: Educational session (7), ePoster Display (1), Industry Satellite Symposium (1), Mini Oral session (1), Opening session (3), Proffered Paper session (4), Special session (2)

The results list shows the following speakers and their presentations:

- Curioni, Alessandra, Zurich, Switzerland (Show presentations)
- Harrington, Kevin, London, United Kingdom (Show presentations)
- Mazzarella, Luca, Milan, Italy (Show presentations)
- Powles, Thomas, London, United Kingdom (Show Biography, Show presentations)
- Rizvi, Nasser, New York, United States (Show presentations)

\*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 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.

The screenshot shows the presentation view and webcast interface for the session "Immunotherapy in ovarian cancer: Is there a future in clinical practice?". The main content area displays a poll question: "1a. Do you believe there is a role for immunotherapy in ovarian cancer management outside a clinical trial?". The poll results are shown as a horizontal bar chart:

Response	Percentage
Yes and I use it routinely	0%
Yes, but I use it only for patients whose tumor express a biomarker	36%
No	60%

The "Presentations in this session" section on the right lists the session chair, Robert Coleman, Houston, United States, and the session chair, Mansoor Raza Mirza, Copenhagen, Denmark. It also lists the live introduction and first vote, and the second vote and live conclusions.

The chat window on the right shows the following messages:

- Joined chatroom for "Immunotherapy in ovarian cancer: Is there a future in clinical practice?" as Chiara Sommaruga
- Hendrik van Halteren 16:13: "Shouldn't we focus on patients with the highest TMB in ovarian cancer, i.e. patients with BRCA mutations?"
- Robert Coleman 16:16: "Hendrik - I will raise that question to the debaters - thanks"

\*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 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

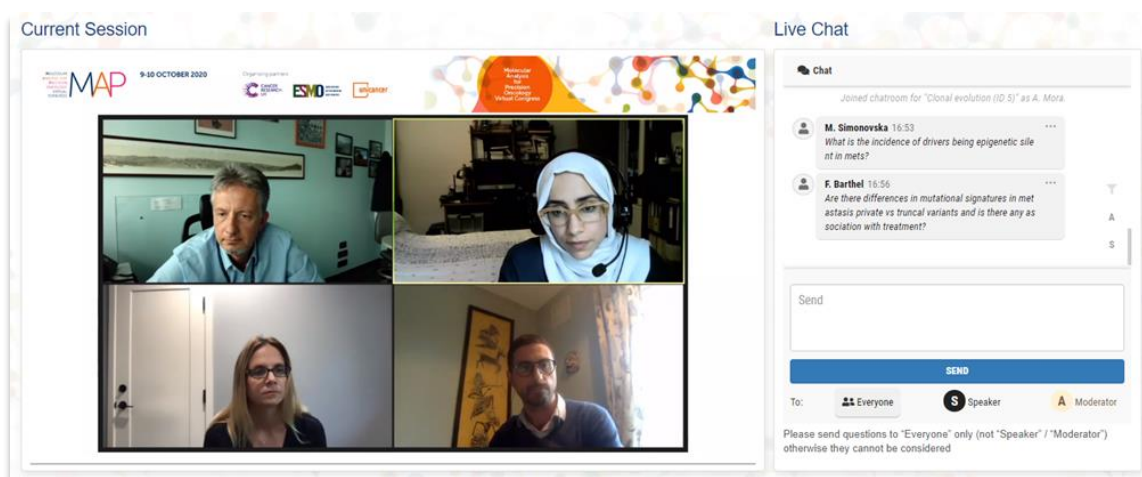
All submitted questions are first viewed by a chat assistant for approval. Once approved, the questions are then visible to presenters and other chat participants. After the question appears in the chat room, the chat assistant can still delete it by clicking "Remove".

### 2. Unmoderated Chat

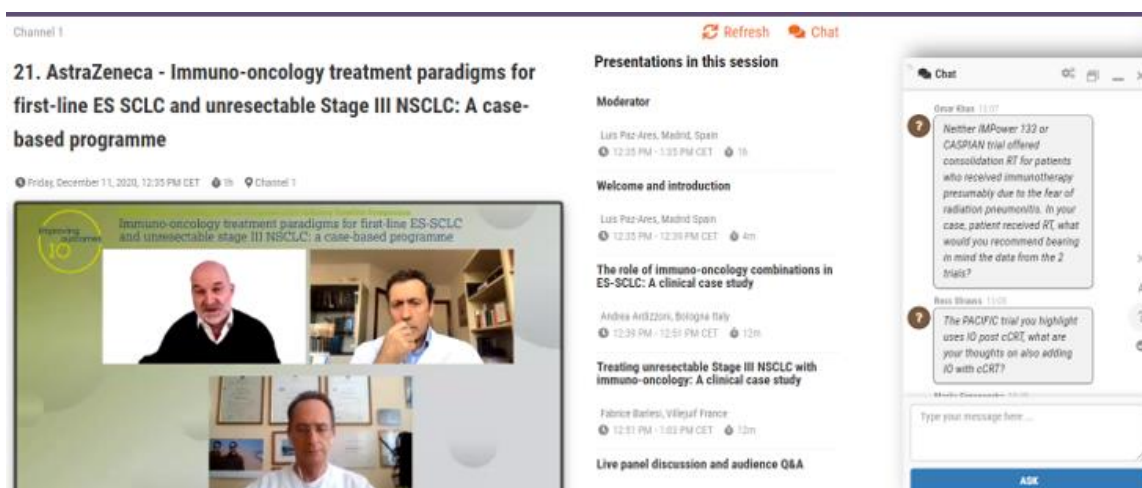
All submitted questions are visible to presenters and other chat participants. After the question appears in the chat room, the chat assistant can still delete it by clicking "Remove".

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 **11 March 2022** by informing the ELCC 2022 Secretariat ([elcc@esmo.org](mailto:elcc@esmo.org))



\*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2022 design.



\*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2022 design.

#### 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 Monday 4 April 2022 at 16:00 CET. All on-demand sessions will be prepared by our official supplier: CTI Meeting Technology.

From Monday 4 April 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 [elcc@esmo.org](mailto:elcc@esmo.org): **18 February 2021**.

#### 4.8 General metrics

The following metrics will be available after the congress:

- 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 ELCC 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 ELCC 2022 is provided to international HCPs with a majority from Europe and is following the EFPIA guidance/code of congresses.

### 5.4 ELCC 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 ELCC 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.

### 5.5 Abstract presentation during the Congress

Each company must guarantee that data from studies reported in accepted abstracts will not be presented as such during the Congress at any industry satellite symposium prior to presentation in the official ELCC 2022 programme.

### 5.6 ELCC 2022 Abstract Book

Abstracts related to industry satellite symposia are not published in ELCC 2022 Abstract Book.

# 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: “ELCC 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>3 December 2021</b>	Daily Reporter Banners
<b>17 January 2022</b>	Satellite Invitation Weblink and Virtual Congress Bag Insert
<b>31 January 2022</b>	Virtual Scientific Programme Banners and Virtual Congress Banners

ELCC 2022 Secretariat suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, ELCC 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 ELCC 2022.

However, ELCC 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 ELCC 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.

### 6.2 Reproduction of logos

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

Companies are not allowed to use the ELCC 2022 logo under any circumstances.

The ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)) will provide the ELCC 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 ELCC 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 **19 January 2022** your satellite invitation weblink will go live (this will be subject to prior submission before the **17 January 2022** deadline and subsequent approval by the ESMO Events Sponsorship Department). The ELCC 2022 E-Newsletter will be sent out to all registered delegates in **February 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
- Location 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 **17 January 2022**. 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 ELCC 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 **17 January 2022** 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 [elcc@esmo.org](mailto:elcc@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 ELCC 2022 Secretariat ([elcc@esmo.org](mailto:elcc@esmo.org)) by the **7 February 2022**.

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 ELCC 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 ELCC 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 the ELCC 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 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 ELCC 2022 Secretariat approval. Please send your request to [elcc@esmo.org](mailto:elcc@esmo.org)

### 7.2 Unofficial satellite symposia or similar events

During the period beginning on Wednesday, 30 March through to Saturday, 2 April 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 within in or outside the congress centre but concomitant with or during breaks of the scientific programme of the ELCC 2022 are subject to the ELCC 2022 Secretariat approval.

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

#### *Blackout times:*

Wednesday, 30 March 2022	13:30 – 18:00
Thursday, 31 March 2022	08:00 – 18:00
Friday, 1 April 2022	08:15 – 18:30
Saturday, 2 April 2022	08:30 – 12:00

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

### 7.4 Closed Industry meetings

ESMO allows industries to organise staff meetings, briefings, advisory boards, client meetings or other type of closed meetings within the congress centre. Meetings can be organised from Wednesday to Saturday from 07:00 to 19:00. The following requirements must be respected:

- Meeting “is closed” and by invitation only
- Maximum attendance is 35 guests
- Meeting is not promoted in the congress centre or in any ELCC 2022 publications
- Small meetings may take place in parallel with the official ELCC 2022 educational and scientific programme provided they do not involve groups larger than 35 people
- If you plan to have an ELCC 2022 Speaker at your session make sure your chosen meeting slot does not conflict with his/her session(s)
- Media should not be invited and are not permitted to attend the meeting

#### *Meeting room booking procedure*

Please contact the ELCC 2022 Secretariat ([elcc@esmo.org](mailto:elcc@esmo.org)) in order to book a meeting room. Please note that meeting rooms will be assigned on a first-come, first-served basis.

## 7.5 Meet the Investigator Studio Time Slots

Meet the Investigator Studio Time Slots are specially dedicated meetings for lectures, Advisory Board Meetings, Q&A, and scientific dissemination about investigator activities in non-marketed active agents. These are closed meetings and upon invitation only.

The meetings will take place either onsite or online:

### Onsite

The Meet the Investigator Studio slots will take place in room Club A located on the first floor of the Prague Congress Centre.



A schedule with the sponsoring company and slot times will be published in the Club A Foyer.

### Logistical information & items available in room Club A:

- ✓ Individual Slots are 2 hours each. Access to these slots will be managed by the company sponsoring the slot(s) / the presentation(s) and must respect the designated time limit. Set up, presentation (including question/discussion time) and dismantling must be included in those 2 hours
- ✓ Presentations one after the other, strict enforcing of time slot allocation
- ✓ Daily schedule with company names will be listed on a board / screen
- ✓ Capacity for 100 delegates in theatre style
- ✓ Access completely controlled by the company organiser. These are private meetings upon invitation only
- ✓ 1 fixed hostess (to be instructed by the company directly)
- ✓ 1 fixed technician
- ✓ 1 screen
- ✓ 1 laptop (PPT to be uploaded by the company through USB stick)
- ✓ 1 projector
- ✓ 1 lectern microphone, 1 panel table microphone and 1 audience microphone
- ✓ 1 lectern and 1 panel table up to 2 people
- ✓ Limited possibilities for catering (beverages only). Please contact: [elcc@esmo.org](mailto:elcc@esmo.org)

Depending on your needs a smaller meeting room can also be offered. The setup of the room will differ from the above but the same regulations will apply.

The Meet the Investigator Studio meeting slots can be booked on Wednesday (30 March 2022) from 08:00 to 11:30.

### Online

The meetings will take place in virtual format (via Teams / Zoom / Webex / other) and will grant:

- Access (via access code) limited to 100 delegates
- Presentations of 1 hour in live webcast format. Presentations one after the other, strict enforcing of timeslot allocation
- Companies have the possibility to book single slots of 1 hour.

The company administrator will need to check, manage and disseminate the access codes to their attendees. If requested the Companies can ask technical support to CTI for the organisation of the Meet the Investigator Studio Time Slots via Zoom Room. In the platform the Meet the Investigator Studio Time Slots will be accessible from the Meetings Hub.

### Other information

If you plan to use any speaker(s) that are already involved in the ELCC 2022 scientific programme, your Meet the Investigator Studio Time Slot(s) must not be in conflict with the official ELCC 2022 scientific and educational sessions they have committed to.

The ELCC 2022 organisers reserve 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) Meet the Investigator Studio Time Slots. However, if unavoidable, a speaker may be involved in a second Meet the Investigator Studio Time Slots for a maximum of two (2) Meet the Investigator Studio Time Slots during the Congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not.

Additionally, the following ELCC 2022 Officers are not allowed to participate (in either a Chair or Presenter role) in any Meet the Investigator Studio Time sessions: ESMO President, President-Elect, Past-President, Director of Education, Director of Public Policy, Director of Membership, Congress Scientific Chair(s), Educational Committee Chair(s), Guidelines Committee Chair, Cancer Medicines Committee Chair, Compliance Committee Chair, Editors-in-Chief and Deputy Editors-in-Chief of ESMO journals.

All other ESMO Council members may participate in a maximum of two Meet the Investigator Studio sessions subject to approval by the ESMO Executive Board. This restriction does not apply to ESMO Colloquia. 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)

For more information and to book your slot, please contact the ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)). Meet the Investigator Studio Time Slots will be assigned on a first-come, first-served basis.

## 7.6 Media activities

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

## 7.7 Press badges

According to the ESMO Media Policy, press badges may only be assigned to journalists working for recognised media organisations. Should communication agency representative 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 “ELCC 2022 Third-party Media Activities Policy” to be requested through [media@esmo.org](mailto:media@esmo.org)

## 7.8 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's 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 ELCC 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 ELCC 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 stand and 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 ELCC 2022 will be subject to a 10% penalty fee on the total sponsorship investment.

## Refunds

Any refunds of deposits paid will be made after ELCC 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 ELCC 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 ELCC 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 ELCC 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 ELCC 2022 or any materials related thereto or offered at ELCC 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. ELCC 2022 is provided on an “as-is” basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ELCC 2022 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ELCC 2022 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ELCC 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 ELCC 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 ELCC 2022. ESMO will use its best efforts to provide access to ELCC 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 ELCC 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 ELCC 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 ELCC 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 ELCC 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**

ELCC 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..."