

## ESMO 2022 INDUSTRY SATELLITE SYMPOSIA CHECKLIST

Item	Page	Deadline	Submission	Status
<b>PROGRAMME</b>				
<b>Proposed programme</b> Including the title of the satellite symposium, all presentation titles, the names of all proposed speakers and chairperson(s)	p.17	23/05/2022	Mandatory - via e-mail <a href="mailto:satellites@esmo.org">satellites@esmo.org</a> using the <a href="#">Programme template</a>	<input type="checkbox"/>
<b>Final programme</b>	p.17	20/06/2022	Mandatory - via e-mail <a href="mailto:satellites@esmo.org">satellites@esmo.org</a> using the <a href="#">Programme template</a>	<input type="checkbox"/>
<b>Programme poster submission</b> JPEG, 1080x1920 pixels, vertical	p.33	02/08/2022	Mandatory - via <a href="#">online form</a>	<input type="checkbox"/>
<b>GENERAL INFORMATION</b>				
<b>Responsible person for the satellite symposium organisation</b> Contact details to be confirmed	p.18	15/06/2022	Mandatory - via <a href="#">online form</a>	<input type="checkbox"/>
<b>ON-SITE SATELLITE SYMPOSIA WITH ONLINE LIVE STREAMING</b>				
<b>Rehearsals booking</b> Free of charge, max. 1 hour	p.26	27/06/2022	Optional - via online booking tool (sent in due time by <a href="mailto:satellites@esmo.org">satellites@esmo.org</a> )	<input type="checkbox"/>
<b>Auditorium capacity reduction</b>	p.24	27/06/2022	Optional - via email <a href="mailto:satellites@esmo.org">satellites@esmo.org</a>	<input type="checkbox"/>
<b>Satellite Symposia Services Order Form</b>	p.23	13/07/2022	Mandatory - via <a href="#">online form</a>	<input type="checkbox"/>
<b>IT extra requirements</b> Request for private hotspot and additional wired internet connection	p.25	13/07/2022	Optional - via e-mail <a href="mailto:satellites@esmo.org">satellites@esmo.org</a>	<input type="checkbox"/>
<b>Extra AV equipment</b>	p.25	13/07/2022	Optional - via e-mail <a href="mailto:esmosatellite@acsaudiovisual.com">esmosatellite@acsaudiovisual.com</a>	<input type="checkbox"/>
<b>Digital signage for lectern</b> JPEG only, 16:9, (fix image included; rotating image upon extra charge)	p.23	27/07/2022	Mandatory - via e-mail <a href="mailto:esmosatellite@acsaudiovisual.com">esmosatellite@acsaudiovisual.com</a>	<input type="checkbox"/>
<b>Badge scanners</b>	p.28	27/07/2022	Optional - via e-mail <a href="mailto:leadssystem@ctimeetingtech.com">leadssystem@ctimeetingtech.com</a> using the dedicated form	<input type="checkbox"/>
<b>Additional hostesses' hire</b>	p.24	27/07/2022	Optional - via e-mail <a href="mailto:esmo2022@mahola-hostesses.fr">esmo2022@mahola-hostesses.fr</a>	<input type="checkbox"/>
<b>Upload of recording and all company materials on to the Satellite Symposium Virtual Space</b> (final recording files, session description, additional material, speakers' bios and pictures)	p.34	24/08/2022	Mandatory - via Satellite Symposium Virtual Space backend (access credentials sent in due time by <a href="mailto:industry@m-events.com">industry@m-events.com</a> )	<input type="checkbox"/>
<b>F&amp;B</b>	p.25	Optional Order of catering services information will be available online in Spring 2022		

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<b>PRE-RECORDED ONLINE SATELLITE SYMPOSIA WITH LIVE PROJECTION ON-SITE</b>				
<b>Confirmation if pre-recording done by M Events or external agency</b>	p.29	15/06/2022	Mandatory - via-email <a href="#">online form</a>	<input type="checkbox"/>
<b>Booking of pre-recording slot with M Events</b>	p.29	13/07/2022	Mandatory (for companies doing pre-recording with M Events) - via online booking tool (sent in due time by <a href="mailto:industry@m-events.com">industry@m-events.com</a> )	<input type="checkbox"/>
<b>Satellite Symposia Services Order Form</b>	p.29	13/07/2022	Mandatory - via <a href="#">online form</a>	<input type="checkbox"/>
<b>Custom background for pre-recording with M Events</b>	p.29	02/08/2022	Optional - via e-mail <a href="mailto:industry@m-events.com">industry@m-events.com</a>	<input type="checkbox"/>
<b>Online rehearsal booking</b>	p.30	24/08/2022	Optional - via rehearsal booking tool (sent in due time by <a href="mailto:industry@m-events.com">industry@m-events.com</a> )	<input type="checkbox"/>
<b>Evaluation and/or Polling</b> If purchased, queries to be sent to M Events	p.38	24/08/2022	Mandatory (for companies that purchased such items) - via email <a href="mailto:industry@m-events.com">industry@m-events.com</a> using the dedicated templates: <a href="#">Evaluation template</a> / <a href="#">Polling template</a>	<input type="checkbox"/>
<b>Upload of recording and all company materials on to the Satellite Symposium Virtual Space</b> (final recording files, session description, additional material, speakers' bios and pictures)	p.34	24/08/2022	Mandatory - via Satellite Symposium Virtual Space backend (access credentials sent in due time by <a href="mailto:industry@m-events.com">industry@m-events.com</a> )	<input type="checkbox"/>
<b>Live Q&amp;A PPT or Video must be uploaded</b> If Presentation or Video + Grid View required for Live Q&A	p.27	24/08/2022	Mandatory - via Satellite Symposium Virtual Space backend (access credentials sent in due time by <a href="mailto:industry@m-events.com">industry@m-events.com</a> )	<input type="checkbox"/>
<b>Access links to rehearsal and live session interface</b> <ul style="list-style-type: none"> <li>Speakers, chair(s) and company admin access</li> <li>Q&amp;A moderator page</li> </ul>	p.31	01/09/2022	Links will be sent via email by M Events ( <a href="mailto:industry@m-events.com">industry@m-events.com</a> )	N/A
<b>OTHERS</b>				
<b>Private meeting rooms rental request</b>	p.44	10/08/2022	Optional - via online booking system (for further info, please contact <a href="mailto:congress@esmo.org">congress@esmo.org</a> )	<input type="checkbox"/>

For any queries related to the ESMO 2022 Industry Satellite Symposia Checklist please contact [satellites@esmo.org](mailto:satellites@esmo.org)