ESMO 2022

Live Q&A Streaming Manual

PARIS 2022 **ESMO**congress

PARIS FRANCE
9-13 SEPTEMBER 2022

The ESMO Congress is the most influential
oncology platform designed in Europe
for clinicians, researchers, patient advocates,
journalists and healthcare industry representatives
from all over the world.

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BETTER MEDICINE
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CONGRESS DATES

Official Programme

9-13 September 2022

ESMO Colloquia & Industry Satellite Symposia

9-12 September 2022

Exhibition

9-12 September 2022

EONS Programme (including EONS Satellite Symposia)

10-12 September 2022

Virtual Congress Platform (VCP)

9-20 September 2022
Content available on OncologyPRO from 21 September 2022

CONTACTS

M Events Cross Media GmbH has been appointed as the virtual platform supplier for ESMO Congress 2022 and will be the official virtual pre-recorded satellite symposia webcast provider.

ESMO Congress 2022 Industry Satellite Symposia Support

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12459 Berlin, Germany
E-mail: industry@m-events.com

ESMO Congress 2022 Secretariat
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E-mail: satellites@esmo.org

1 LIVE Q&A STREAMING

Each pre-recorded online satellite symposium slot can include at the end (no live parts are allowed in-between the session) 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 function.

IMPORTANT INFORMATION:

- There is a timeframe (15 minutes) prior to the satellite symposium streaming start where remote speakers, chairs and moderators can access the live session interface and start getting comfortable with the platform/tool; no additional time will be provided
- Companies must respect the assigned timeslot
- The session will be available live only in the pre-scheduled timeframe
- The session can contain some slides or videos if required, followed by the discussion
- In case of a presentation, this can be assigned to one presenter only
- Q&A function is optional and should be confirmed to ESMO (satellites@esmo.org) by **13 July 2022** via the dedicated Satellite Symposia Services Order Form
- The live stream will run through M Events platform: the live session interface. Faculty and company administrators, who will join the satellite symposium live stream (incl. Live Q&A), will access the platform with dedicated links (no need to be registered to the ESMO Congress 2022 to access the live session interface). Please find below all the technical requirements for accessing the live session interface. Please note that the access for company administrators is limited to a **maximum of two** people per symposium
- The M Events team will provide technical support during the satellite symposium and live Q&A streaming phase
- Via the dedicated Satellite Symposia Services Order Form – **to be submitted by 13 July 2022**, companies may request to:
  o Receive the recording file (.mp4) of the Live Q&A – M Events will provide such recording within 24 hours
  o Add the Live Q&A as a separate file onto the satellite symposium recording available on the dedicated virtual space within 12 hours from the live streaming (provided that no editing is needed – should editing/review be required, it will take up to 24 hours to upload the edited version once returned to M Events)

1.1 What is included in the Live Q&A service

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

OPTIONAL (NO EXTRA COST)	EXTRA (AT OWN EXPENSE)
• Different view set-ups, **only one** can be chosen: o Grid View o Presentation + Grid View* o Video + Grid View *A custom background design can be added (full HD picture – 16:9 – in picture background)	• Evaluation (p.38 - ESMO 2022 Industry Guidelines)
• Up to 1-hour Live Q&A rehearsal/briefing	• Lead retrieval (p.40 - ESMO 2022 Industry Guidelines)
• Recording of the Live Q&A (.mp4 file)	• Polling (p.40 - ESMO 2022 Industry Guidelines)

Submit your Satellite Symposia Services Order Form to satellites@esmo.org by 13 July 2022 to confirm your set-up preferences and any extra service you may require

1.2 Pre-recorded online satellite symposium and Live Q&A streaming process

Please find below the procedure step by step for the pre-recorded online satellite symposium and Live Q&A streaming process:

	STEPS	DEADLINES	MORE INFO
1	Companies to book own **set-up preferences** for the Live Q&A	13 July 2022	Live Q&A Set-up Preferences
2	Companies to book **extra services** for the Live Q&A		Satellite Symposia Services Order Form
3	Companies to book the **Live Q&A rehearsal**	24 August 2022	Live Q&A rehearsal
4	If the **Presentation + Grid View or Video + Grid View is required** (to be confirmed by **13 July 2022**), companies need to **upload the related file in the Session Upload** section available in the backend		Live Q&A Set-up Preferences
5	Companies using the **Q&A function** during the Satellite Symposium and Live Q&A streaming will receive from M Events a **dedicated link for moderators to manage queries** during the Live Q&A	1 September 2022	Q&A function
6	Companies will receive **access links for the rehearsal (to be shared with the Faculty)**		Attend the Satellite Symposium and the Live Q&A
7	Company administrators and the Faculty will **access the live session interface of the Satellite Symposium**	**15 minutes before the satellite symposium streaming start**	Attend the Satellite Symposium and the Live Q&A

2 LIVE Q&A SET-UP PREFERENCES

2.1 Live Q&A view set-up and required material

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

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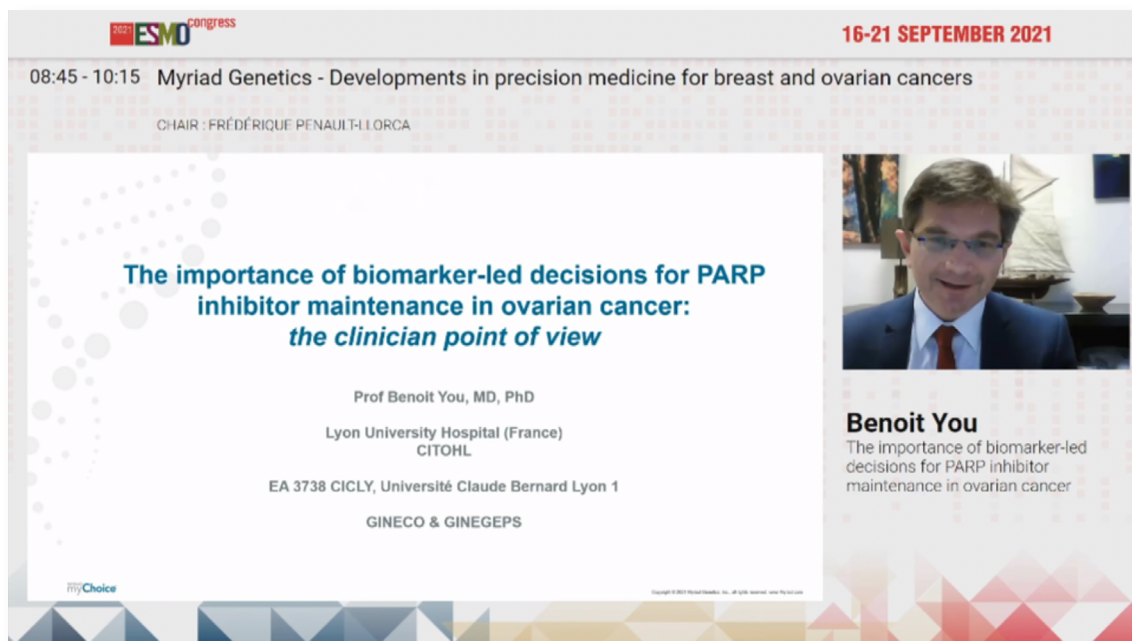- **Video + Grid View** *(discussion with a video slot)*

> **Please confirm the preferred Live Q&A view set-up by submitting the Satellite Symposia Services Order Form to satellites@esmo.org by 13 July 2022**

Grid View

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

Presentation + Grid view

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

- The presentation needs to be assigned to **one speaker/chair only**; his/her personal data will be shared under the video stream. The presenter data (title, first and last name) should be confirmed on the Satellite Symposia Services Order Form and submitted to satellites@esmo.org by **13 July 2022**

Please upload your Live Q&A timeline by **13 July 2022** via the Satellite Services Order Form, so that the technician knows when the presentation should run. Kindly note that once the slides are running, the view cannot switch back and forth from one slide to the grid view and then back to the next slide. The presentation needs to be over and then the system can switch into the grid view.

The M Events technician will take care of the set-up by switching into the agreed view.
While the presentation is running, the presentation view will be displayed.

Required material
- The presentation file needs to be uploaded in the Session Upload section by **24 August 2022**; backend instructions will be available here soon
- **File format required:** Microsoft PowerPoint presentation in 16:9 format (.pptx extension)
- If desired, the custom background design needs to be sent by email to industry@m-events.com by **17 August 2022** as .jpg or .png file; if no background image is provided, a default design will be displayed Pre-recorded online satellite symposium and Live Q&A streaming process
- **Custom background requirements:**
  o Full HD, 1920x1080 px (16:9)
  o Do not use the fixed content areas:
     - Where slides and speakers' video are
     - Where title, presentation data, chair data are shown
     - Where the "sepsis in low…" text is shown, since there the name of the speaker will be shown
- If the presentation contains videos, companies can embed them into the PowerPoint presentation; no links should be included in the PowerPoint since they cannot be clicked during the live presentation. If companies are using PowerPoint 2007 or an older version, please send the videos separately to industry@m-events.com, as they cannot be embedded in the presentation
- PowerPoint animations and transition are only possible with the "Fade" function; presentations attached to emails cannot be processed

Video + Grid view

- While the video is running, the video view will be displayed full screen
- For the panel discussion, the technician will switch into the grid view (see above)
- Please upload your Live Q&A timeline by **13 July 2022** via the Satellite Services Order Form, so that the technician knows when the video should run

Required material
- The video needs to be uploaded in the Session Upload section by **24 August 2022**; backend instructions will be available here soon
- File format required: 16:9, .mp4 format

3 LIVE Q&A REHEARSAL

Live Q&A rehearsals will take place from **5-8 September 2022** and can be booked through a dedicated booking tool (available in July). It is highly recommended that both Faculty and company administrators join the rehearsal in order to get familiar with the tool. The rehearsal session will not be recorded; however company administrators may take some screenshots (if necessary). The deadline to book the Live Q&A rehearsal is **24 August 2022**.

> **NOTE:**
> If required, it is also possible to book a rehearsal for satellites with no Live Q&A (i.e., fully pre-recorded); it allows companies to check with M Events that the pre-recorded lectures are all uploaded correctly and working properly.

3.1 Live Q&A rehearsal included services

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

3.2 How to attend the Live Q&A rehearsal

On **1 September 2022**, companies will receive an email with the access links to join live session interface of their satellite symposium and Live Q&A. The same links need to be used to access the rehearsal.

> **IMPORTANT**
> M Events will send the access links overview to the company administrators so that they have a full overview in case of need. However, in order to guarantee a smooth process, M Events will send the personal link to each speaker/chair directly too (if the company does not want M Events to contact its speakers directly, please notify industry@m-events.com by 24 August 2022).

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

IMPORTANT

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

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

M Events will provide two types of links:

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

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

4.1 Live session interface access step by step

• OPEN THE PROVIDED LINK

• SELECT THE DEVICES AND JOIN THE MEETING

• FOLLOW THE GUIDED TOUR

• SETTINGS OVERVIEW

Microphone:
1. On/off*
2. Change device

Camera:
3. On/off*
4. Change device

Sound(speaker):
5. On/off
6. Change device

NOT BROADCASTING AT THE MOMENT
we will come back soon
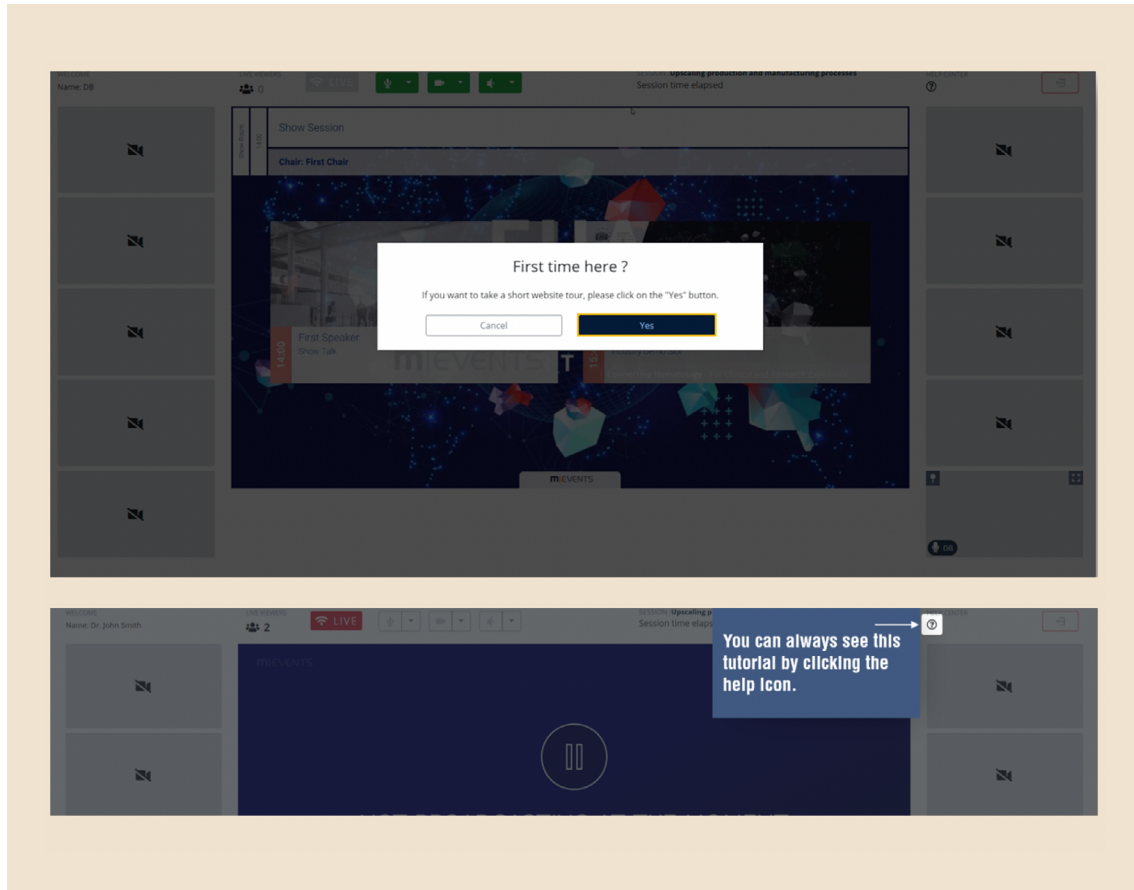
*Important:** microphones shall be turned off when not speaking. Company administrators shall keep their camera switched off.

• LIVE PRESENTATION (FOR PRESENTERS ONLY)

Once you have been given control of the presentation, this icon will light up.
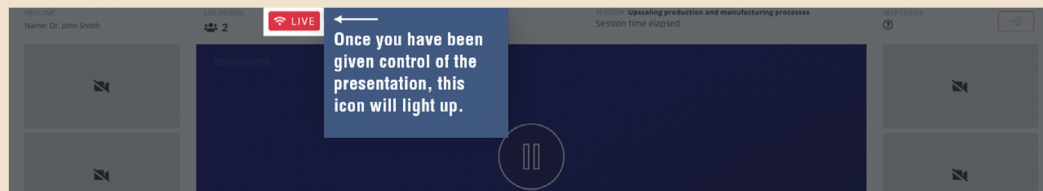
This applies only to presenters during Live Q&A. Companies need to confirm such presenters by **13 July 2022** via the Satellite Symposium Services Order Form (only for presentation + grid view set-up).

Here you will see the currently running presentation and you can advance it if you have been given control.
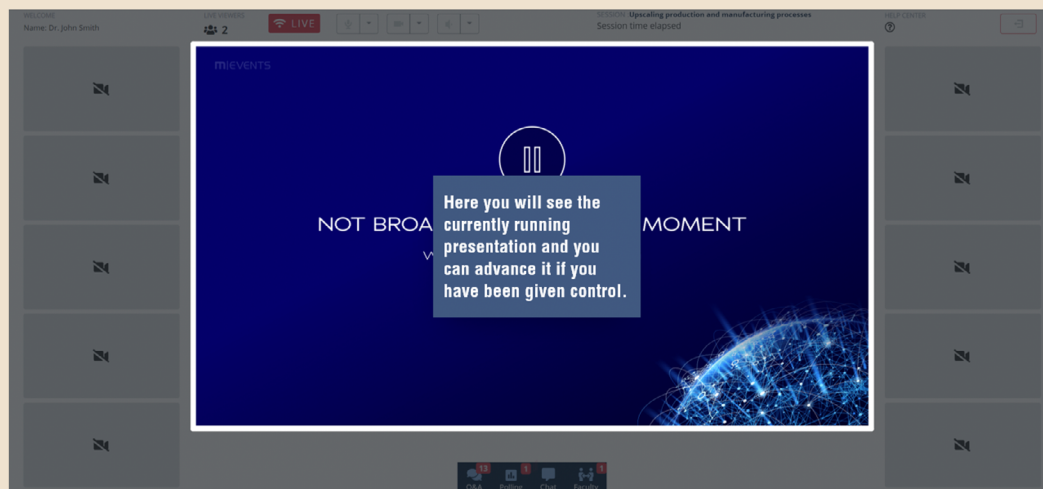
● PARTICIPATING SPEAKERS/CHAIRS
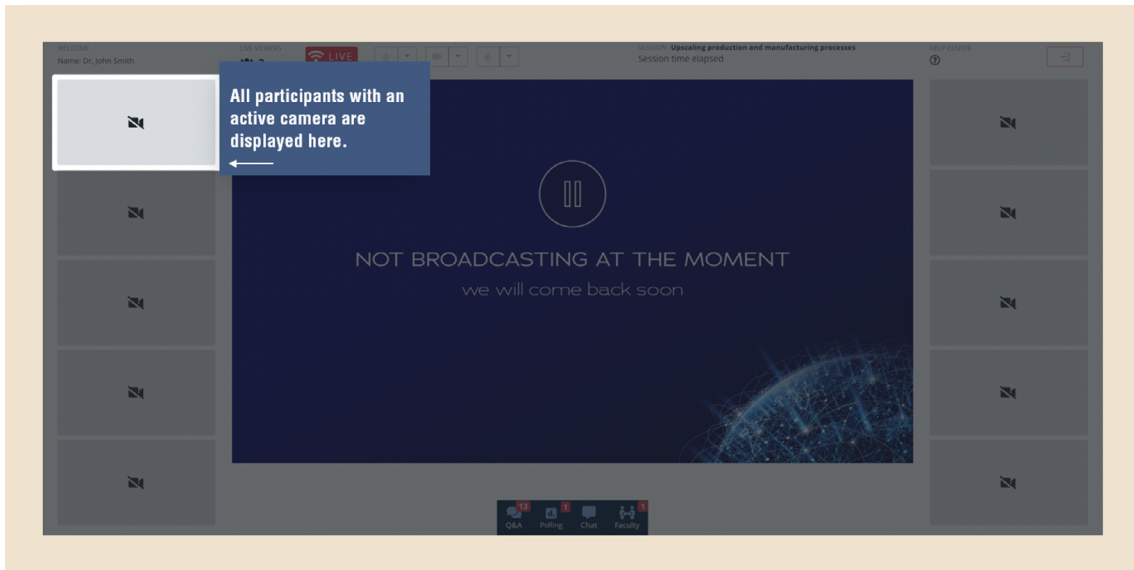
● FULL SESSION BACKEND VIEW (VIRTUAL STAGE)
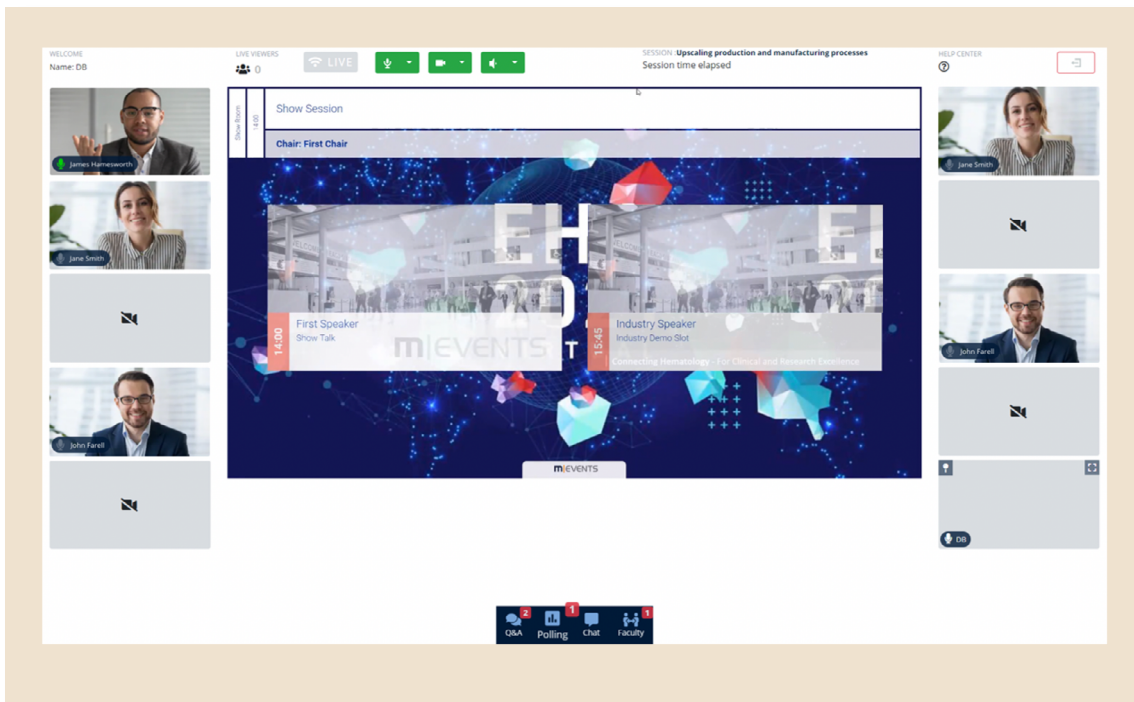
Ongoing presentation (or video) backend view
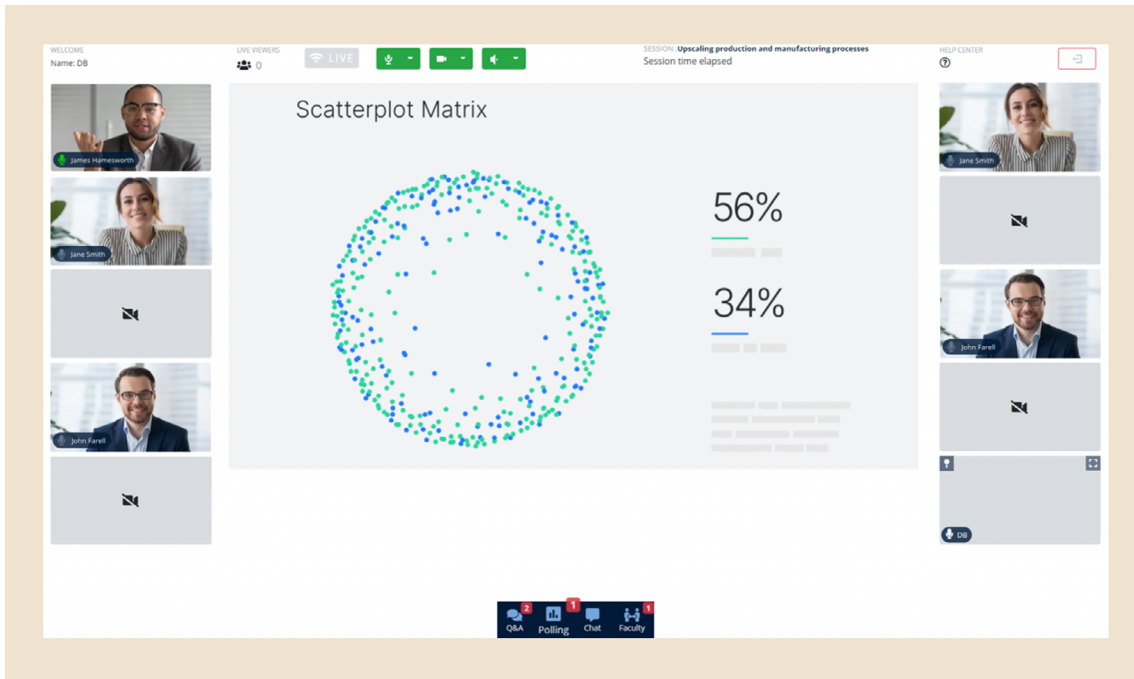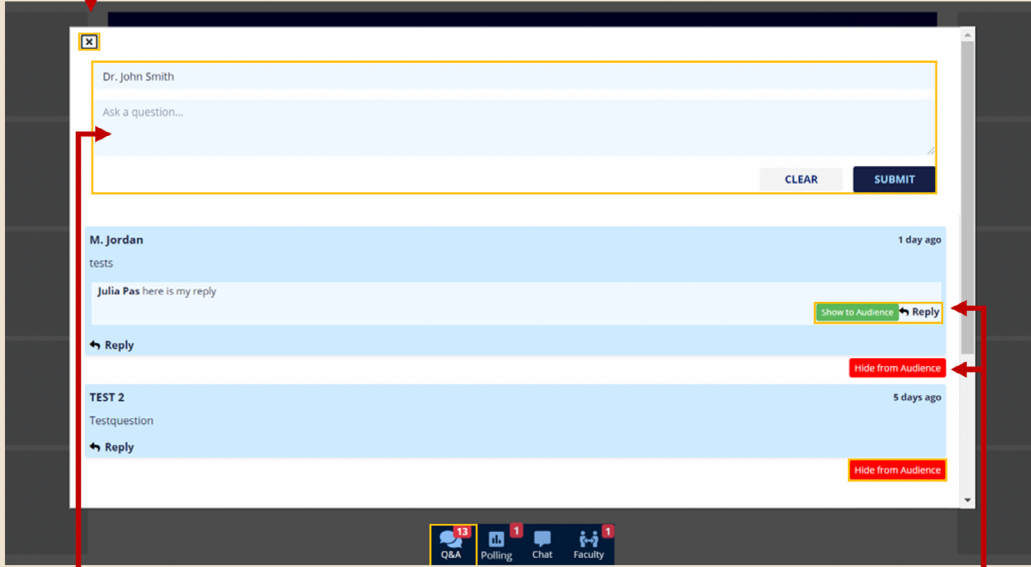
• **FEATURES OVERVIEW**
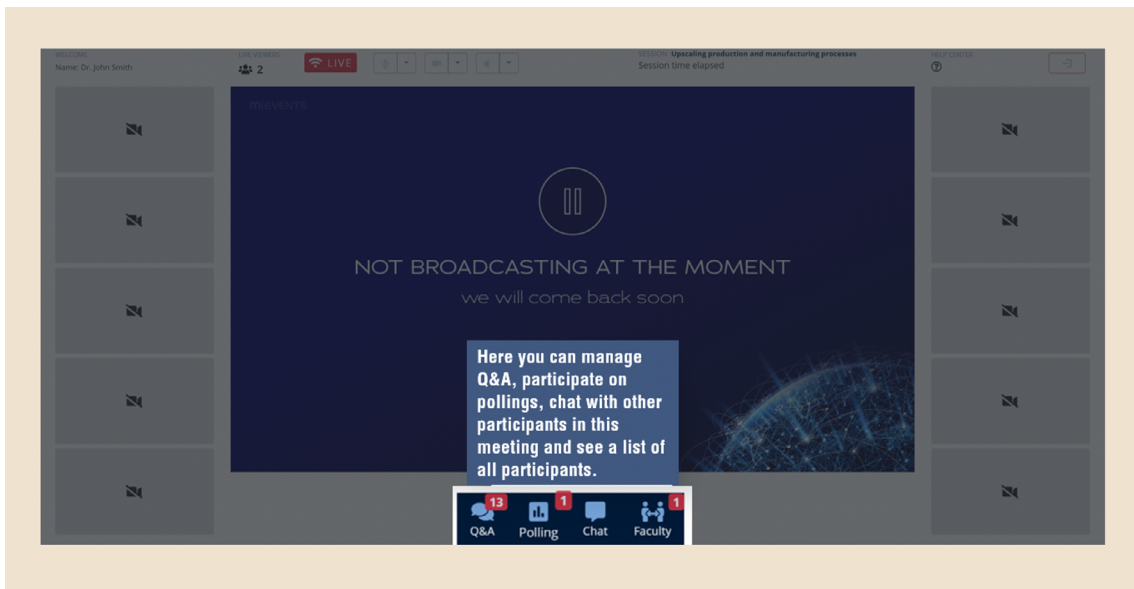
• Q&A FUNCTION

Speakers and Chairs may use this Q&A function to interact with the delegates. Company administrators may moderate the Q&A function via the moderator page (please refer to paragraph 5.2 for complete instructions).

4. Click on "x" to go back to the live stream

2. Here you can reply or ask a question and send it to the audience by clicking on "Submit"

1. By clicking on the "Q&A" symbol at the bottom of the session window, the Q&A window pops up

3. "Show to audience" and "Hide from audience" options

• POLLING

This feature is available only if the company purchased it. Complete instructions are available in the ESMO 2022 Industry Guidelines (paragraph 6.3, pag. 40).

3. Click on "x" to go back to the live stream
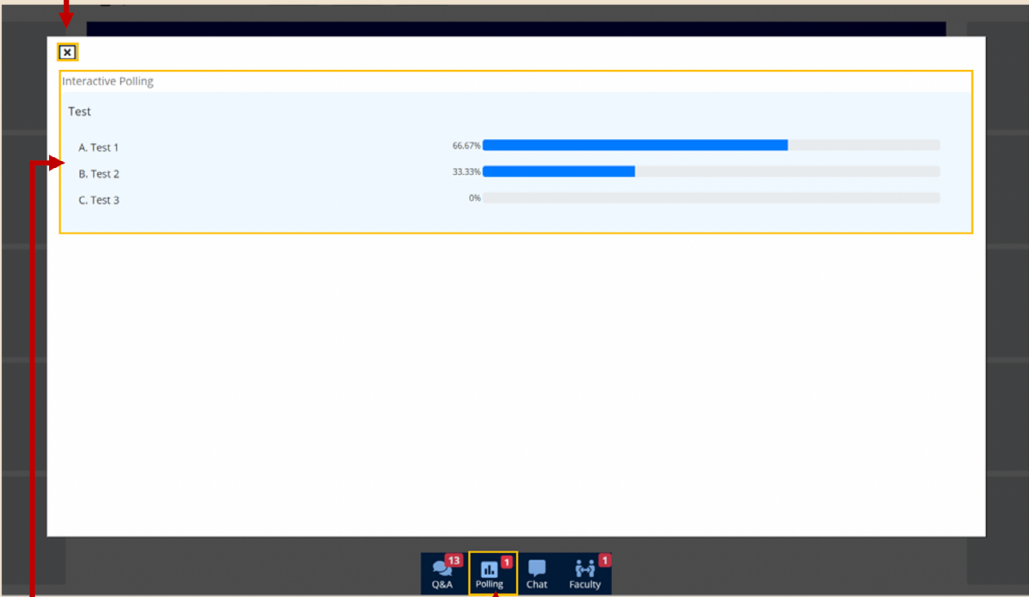
2. Here you can participate in pollings and see the results in real time

1. By clicking on the "Polling" symbol at the bottom of the session window, the polling window pops up

• (INTERNAL) CHAT

While the live session is running, speakers, chairs and company administrators can use an internal chat to communicate with each other and with the M Events technician.

3. Click on "x" to go back to the live stream

Chatbot

This is the "backstage" chat - messages here will only be seen by other faculty collegues, technicians and assistants of this session...

Type a message (markdown supported)

Q&A   Polling   Chat   Faculty
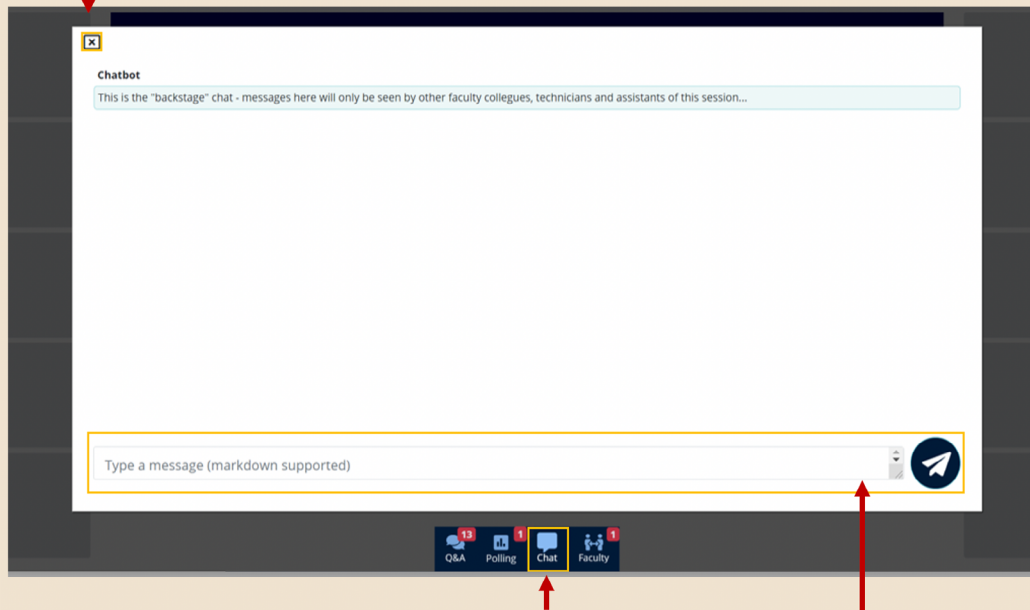
1. By clicking on the "Chat" symbol at the bottom of the session window, the chat box window pops up

2. Here you can chat with the other speakers/chairs, the company administrator and the technician involved in the current session; the chat is hidden from the audience

• FACULTY

4. Click on "x" to go back to the live stream

Session participants

Falk Speaker	MUTED
Tamara	MUTED
(Me) DB	
Julia Pas	MUTED

Q&A 13   Polling 1   Chat   Faculty 1

2. Here you can see who else is participating as speaker/chair

1. By clicking on the "Faculty" symbol at the bottom of the session window, the Faculty window pops up

• LEAVE THE LIVE SESSION INTERFACE

Click here to leave the meeting

Confirmation

Are you sure you want to leave meeting ?

Cancel   Yes

Info

Thank you for attending the meeting.
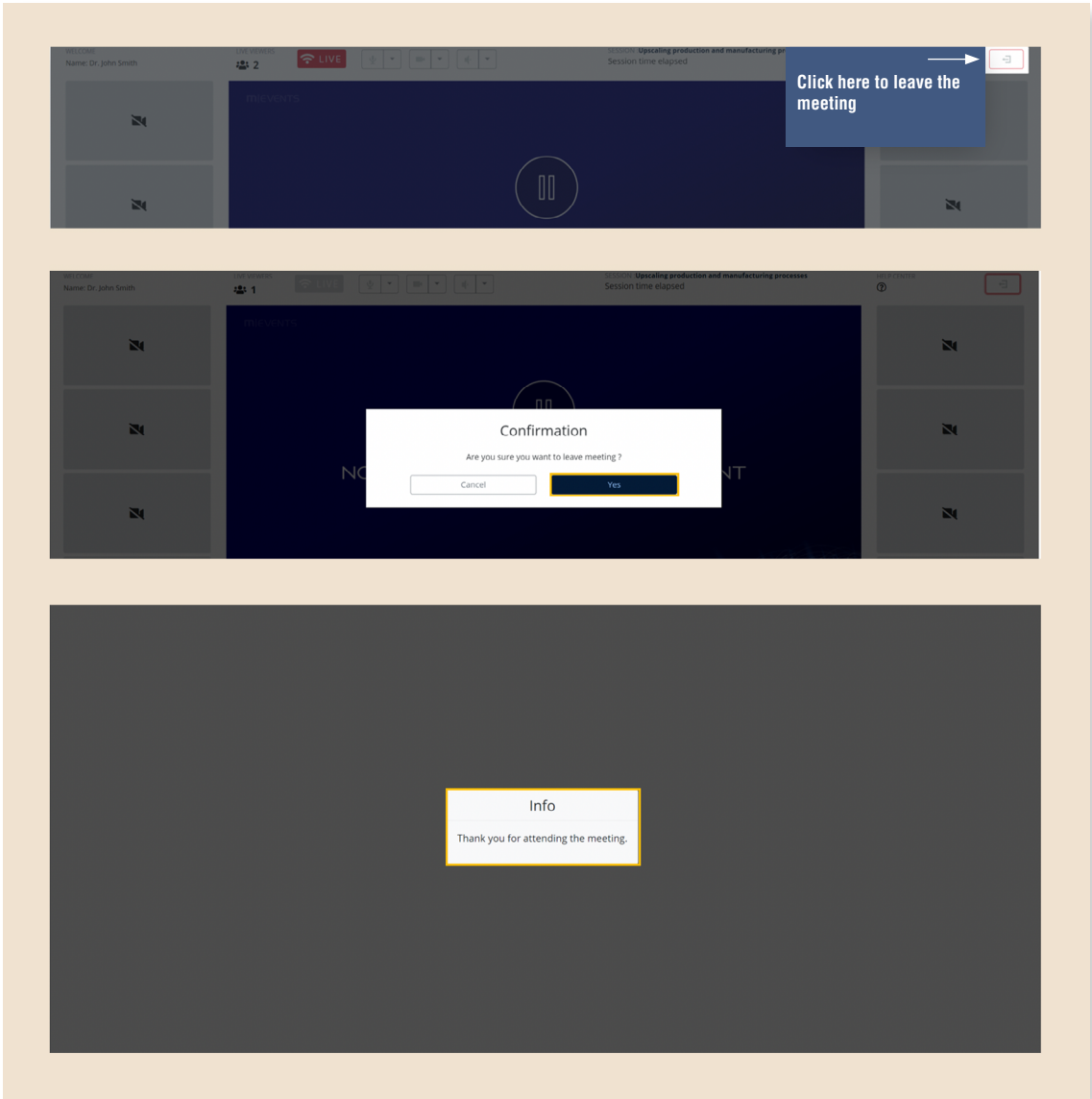
5 Q&A FUNCTION

The ESMO Congress 2022 attendees can send questions via the" Questions & Answers" function, which is included (no extra costs) in the satellite symposium and is available during the live streaming only.

Companies that have confirmed the Q&A function will receive a dedicated link to access the chat moderation page.

a) Available during the satellite symposium live streaming
b) Two levels of visibility of the questions: audience view and faculty view (applicable to remote speakers only)
c) Questions can be managed (hide, delete, answer) via the Q&A moderation page
d) Speakers are free to discuss any topic or choose to discuss the topic raised by comments

On-site delegates will still be able to ask questions by simply scanning with their own device the QR code available in the assigned auditorium and follow the related instructions.

5.1 Audience view

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

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

5.2 Moderation (company administrators)

IMPORTANT

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

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

The Q&A moderation page (see images below) manages the queries visibility for the Audience and for the Faculty panel.

By default, all comments/queries coming from the audience are hidden from the Audience and the Faculty Panel.
Only the moderator can decide what to show and to whom.

• MODERATION PAGE OVERVIEW

• SHOW TO AUDIENCE

When clicked, the question will be shown to the Audience and to the Faculty Panel.
This action can be reverted by clicking on *Hide from Audience*.

• SHOW TO FACULTY

When clicked, the question will be displayed only in the Faculty Panel (i.e. still hidden from the Audience).
This action can be reverted by clicking on *Hide from Panel*.

• REPLY

If needed, the chat moderator can enter his/her name and type the answer or post a new question to the Audience.

6 TECHNICAL REQUIREMENTS FOR LIVE Q&A

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

6.1 Room

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

- Choose a room with enough daylight, but make sure that you do not have direct sunlight in your back; it is best to position yourself with your face towards the window
- Position yourself against a neutral background
- It is best to position your laptop/webcam so that you are at eye level with the camera and can sit upright

6.2 Hardware

Use high-quality equipment wherever it is possible:
- A desktop computer or laptop
- A headset (a microphone can also be used)
- An integrated or external webcam (required for video recordings)

6.3 Software

The live stream will run through M Events platform.

Recommendations:

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

6.4 Internet connection

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

ESMO - European Society for Medical Oncology would like to thank all of our industry partners for their continued support at our congresses and we look forward to bring the best of the science together with you in Paris.

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