



# ESMO ASIA 2022

## Industry Guidelines

SINGAPORE  
2022



**ESMO** ASIA

**SINGAPORE**  
**2-4 DECEMBER 2022**

The ESMO Asia Congress is the annual event where global and Asian cancer professionals come together, to present and discuss the latest scientific and clinical advances across the entire field of oncology, of relevance at a global level, and for the Asia-Pacific region.

 GOOD SCIENCE  
BETTER MEDICINE  
BEST PRACTICE

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



# European Society for

## Meeting

### Lines & Patient Guides

ESMO Asia 2019 resources poster. Text includes: 'Direct access to ESMO Asia 2019 resources', 'For ESMO Members', and 'Make the most of your membership'. The poster features a circular graphic with arrows pointing to various resource categories.

Journals

elcc

# INDEX

■	CONTACTS .....	5
■	WELCOME TO THE ESMO ASIA CONGRESS 2022 .....	6
■	CONGRESS OFFICERS .....	7
■	PREFACE .....	8
■	GENERAL INFORMATION .....	9
■	DEADLINES .....	12
■	INDUSTRY SATELLITE SYMPOSIA .....	14
	1 Satellite symposia general information .....	15
	1.1 Structure .....	15
	1.2 Satellite symposia programmes .....	15
	1.3 Applications .....	15
	1.4 Programme timeline and deadlines .....	16
	1.5 Duration of the satellite symposia .....	16
	1.6 Satellite symposia contact/representatives .....	16
	1.7 ESMO Congress website and Congress App .....	17
	1.8 Abstract presentation during the Congress .....	17
	1.9 ESMO Congress Abstract Book .....	17
	1.10 Registration .....	17
	1.11 Preparatory registration .....	17
	1.12 Group voucher registration .....	17
	1.13 Post-Congress hosting .....	18
	1.14 Compliance .....	18
	2 Satellite symposia details .....	19
	2.1 Schedule .....	19
	3 On-site satellite symposia with live streaming (Live broadcast with recording) .....	20
	3.1 Auditoria set-up and technical equipment .....	20
	3.2 Auditoria lectern .....	20
	3.3 Technical and monitoring staff .....	21
	3.4 Alternative stage set-up, additional equipment and/or personnel .....	22
	3.5 Food & beverage areas .....	22
	3.6 Installation, rehearsal and dismantling times .....	23
	3.7 Speaker centre .....	23
	3.8 Live streaming of on-site satellite symposia .....	24
	3.9 On-site badge scan system (Lead system) .....	25
	3.10 GDPR .....	25
	3.11 Faculty expenses for on-site satellite symposia .....	25
	3.12 Storage possibilities .....	25
	4 Pre-recorded online satellite symposia with on-site projection (Pre-recording with Live Q&A) .....	26
	4.1 Pre-recording .....	26
	4.2 Additional pre-recorded online satellite symposia services included .....	27
	4.3 On-site projection of pre-recorded online satellite symposia .....	29
	5 Virtual congress platform services included .....	30
	5.1 ESMO Asia 2022 Industry Satellite Symposia Gallery (online) .....	30
	5.2 Dedicated Satellite Symposium Virtual Space .....	31
	5.3 General metrics .....	34
	6 Virtual Congress Platform services at own expense .....	35
	6.1 Evaluation .....	35
	6.2 Lead retrieval .....	37
	6.3 Polling .....	37



# INDEX

■	INDUSTRY MEETINGS.....	39
	7 Industry meetings and activities.....	40
	7.1 Networking events.....	40
	7.2 Unofficial satellite symposia or similar events.....	40
	7.3 Concomitant activities.....	40
	7.4 Media activities (Press).....	40
	7.5 Private Industry meetings.....	41
■	PROMOTION.....	42
	8 Promotion of the Industry Satellite Symposia and other activities.....	43
	8.1 Publications and on-site Advertising.....	43
	8.2 Reproduction of logos.....	43
	8.3 Inviting participants.....	43
	8.4 Virtual Congress Bag Inserts.....	44
	8.5 Advertisements.....	44
	8.6 Signage, display and distribution on-site.....	44
	8.7 Promotion at congress hotels.....	46
	8.8 Other promotional activities.....	46
	8.9 Promotion related to products and services.....	46
■	GENERAL TERMS AND CONDITIONS.....	47
■	ESMO PRIORITY LIST.....	49
■	ESMO ASIA 2022 INDUSTRY SATELLITE SYMPOSIA CHECKLIST.....	51





# CONTACTS

## ESMO Asia Congress 2022 Industry Satellite Symposia Support

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

### ESMO Asia Congress 2022 Secretariat

ESMO Head Office  
Via Ginevra 4  
6900 Lugano, Switzerland  
E-mail: [asiacongress@esmo.org](mailto:asiacongress@esmo.org)

### M Events Cross Media GmbH

Gaußstraße 3  
12459 Berlin, Germany  
E-mail: [industry@esmo.org](mailto:industry@esmo.org)



## Sponsorship, industry satellite symposia, advertising and exhibition

Zarina Othman [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) +41 (0)79 895 82 58

## Operations management

Janice Neo [asiacongress@esmo.org](mailto:asiacongress@esmo.org) +65 8282 3743

## Satellite symposia programme management

Kate Kronig [programme@esmo.org](mailto:programme@esmo.org) +41 (0)91 973 19 19  
Simona Tettamanti +41 (0)91 973 19 60

## Satellite symposia logistics

Zhixin Teo [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) +65 8820 1789

## Exhibition support

Janice Neo [asiacongress@esmo.org](mailto:asiacongress@esmo.org) +65 8282 3743

## Registration management

Kristine Reguzzoni [registration@esmo.org](mailto:registration@esmo.org) +41 (0)91 973 19 13

## Media relations

ESMO Press Office [media@esmo.org](mailto:media@esmo.org) +41 (0)91 973 19 04

## Housing

Information will be available on the [ESMO Asia 2022 website](#).

### IMPORTANT NOTE:

ESMO is aware that there might be various websites falsely claiming to represent ESMO with regards to registration and accommodation for ESMO Asia 2022 in Singapore. We will be taking action to limit this; however, we would like to inform you and ask that you also distribute this information wider within your organisation. Some of these sites are asking for member information in the form of member ID number and password. Passwords are strictly confidential and ESMO would never ask for this information. To reserve accommodation, we recommend using the official housing agency for the congress and please be aware that the only way to register for the ESMO Asia Congress 2022 will be via the official ESMO website, by contacting [registration@esmo.org](mailto:registration@esmo.org) or on-site in Singapore from 2 December 2022.

# WELCOME TO THE ESMO ASIA CONGRESS 2022

## Dear Industry Partners,

We are looking forward to welcoming you again to Singapore, on 2 – 4 December 2022, for ESMO Asia 2022, the annual event where Asian and global cancer professionals come together, to present and discuss the latest scientific and clinical advances across the entire field of oncology, of relevance at a global level, and specifically for the Asia-Pacific region.

ESMO Asia 2022 will offer an outstanding scientific programme, covering breakthroughs in the most prevalent cancer types in the region, and offering high quality multidisciplinary educational sessions, including the Pan Asian Adapted Guidelines Lectures, conceived to share best practice standards of care for cancer patients.

Furthermore, the innovative LIVE Plus Congress format will offer participants the option to attend in person, in Singapore, or online, through our Virtual Congress Platform (VCP), so that the latest scientific data and the highest quality education will be available to all professionals working in oncology, wherever they are based.

ESMO Asia 2022 is endorsed by the most influential Asia-Pacific oncology associations, which recognise it as the leading platform in the region for the presentation of the latest practice-changing studies in cancer care and state-of-the-art education.

We invite you to join us on this extraordinary journey and we look forward to working with you towards ESMO Asia 2022!

On behalf of the ESMO Asia 2022 Officers,



Solange Peters, Lausanne, Switzerland  
ESMO President



Isabelle Ray-Coquard, Lyon, France  
ESMO Asia 2022 Scientific Chair



Takashi Seto, Fukuoka, Japan  
ESMO Asia 2022 Scientific Co-Chair



Karin Jordan, Potsdam, Germany  
ESMO Asia 2022 Educational Chair



Ben Solomon, Melbourne, Australia  
ESMO Asia 2022 Educational Co-Chair



# CONGRESS OFFICERS

## 2022 ESMO and Congress President

Solange Peters, Lausanne, Switzerland

## Scientific Chair

Isabelle Ray-Coquard, Lyon, France

## Scientific Co-Chair

Takashi Seto, Fukuoka, Japan

## Educational Chair

Karin Jordan, Potsdam, Germany

## Educational Co-Chair

Ben Solomon, Melbourne, Australia

## Scientific Committee Track Co-Chairs

Breast cancer:	Sung Bae Kim, Seoul, Korea, Suzette Delaloge, Villejuif, France
CNS:	Giuseppe Minniti, Siena, Italy
Developmental and precision medicine:	James CH Yang, Taipei, Taiwan Elena Garralda, Barcelona, Spain
Gastrointestinal tumours:	Jeanne Tie, Melbourne, Australia Eric Van Cutsem, Leuven, Belgium
Genitourinary tumours:	Masatoshi Eto, Fukuoka, Japan Lisa Pickering, London, UK
Gynaecological cancers:	Mchael Friedlander, Randwick, Australia Ana Oaknin, Barcelona, Spain
Haematological malignancies:	Won Seog Kim, Seoul, Republic of Korea Carol Moreno, Barcelona, Spain
Head and neck cancer:	Sheng-Po Hao, Taipei, Taiwan Ana Castro, Lisbon, Portugal
Investigational immunotherapy:	James Larkin, London, UK
Melanoma:	Christian Blank, Amsterdam, Netherlands
Public policy:	To be announced
Sarcoma and rare tumours:	Silvia Stacchiotti, Milan, Italy
Supportive and palliative care:	Yoshiyuki Kizawa, Hyogo, Japan Florian Scotté, Villejuif, France
Thoracic cancers:	Tetsuya Mitsudomi, Osaka, Japan Fion Blackhall, Manchester, UK

# PREFACE

## Welcome

You have decided to partner ESMO Asia 2022, the largest, most comprehensive gathering of oncology professionals in Asia.

## Congress Dates

### Official Programme

2-4 December 2022

### ESMO Colloquia & Industry Satellite Symposia

2-4 December 2022

### Exhibition

2-4 December 2022

### Virtual Congress Platform (VCP)

1-7 December 2022

Content available on OncologyPRO from 8 December 2022

#### IMPORTANT NOTE:

The Congress programme and all activities will start on **2 December 2022** and close on **4 December 2022**. However, the Virtual Congress Platform (VCP) with the on-demand content and the virtual exhibition information will be available from **1-7 December 2022**.

Well organised planning makes for successful execution and the European Society for Medical Oncology (ESMO) together with its partner suppliers will be glad to guide you over the coming months towards a congress rich in discussion and exchange for your organisation.

These ESMO Asia 2022 Industry Guidelines will guide you in the necessary steps of your participation at ESMO Asia 2022. The document is organised into seven distinct sections namely:

- General Information
- Deadlines
- Industry Satellite Symposia
- Industry Meetings
- Promotion
- General Terms and Conditions
- ESMO Priority List

All the regulations concerning the ESMO Asia 2022 Exhibition will be included in the ESMO Asia 2022 Exhibition Manual.

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

Also note that a successful application for participation at ESMO Asia 2022 implies an acceptance of the requirements contained within these Industry Guidelines and also in any update posted on [esmo.org](https://www.esmo.org)

We look forward to working with you over the coming months towards a rich and innovative ESMO Asia 2022!



# GENERAL INFORMATION

ESMO Asia 2022 will be an innovative, LIVE Plus, Congress that will offer participants the option to attend in person, in Singapore or online, through the Virtual Congress Platform (VCP), from 2-4 December 2022.

## VENUE

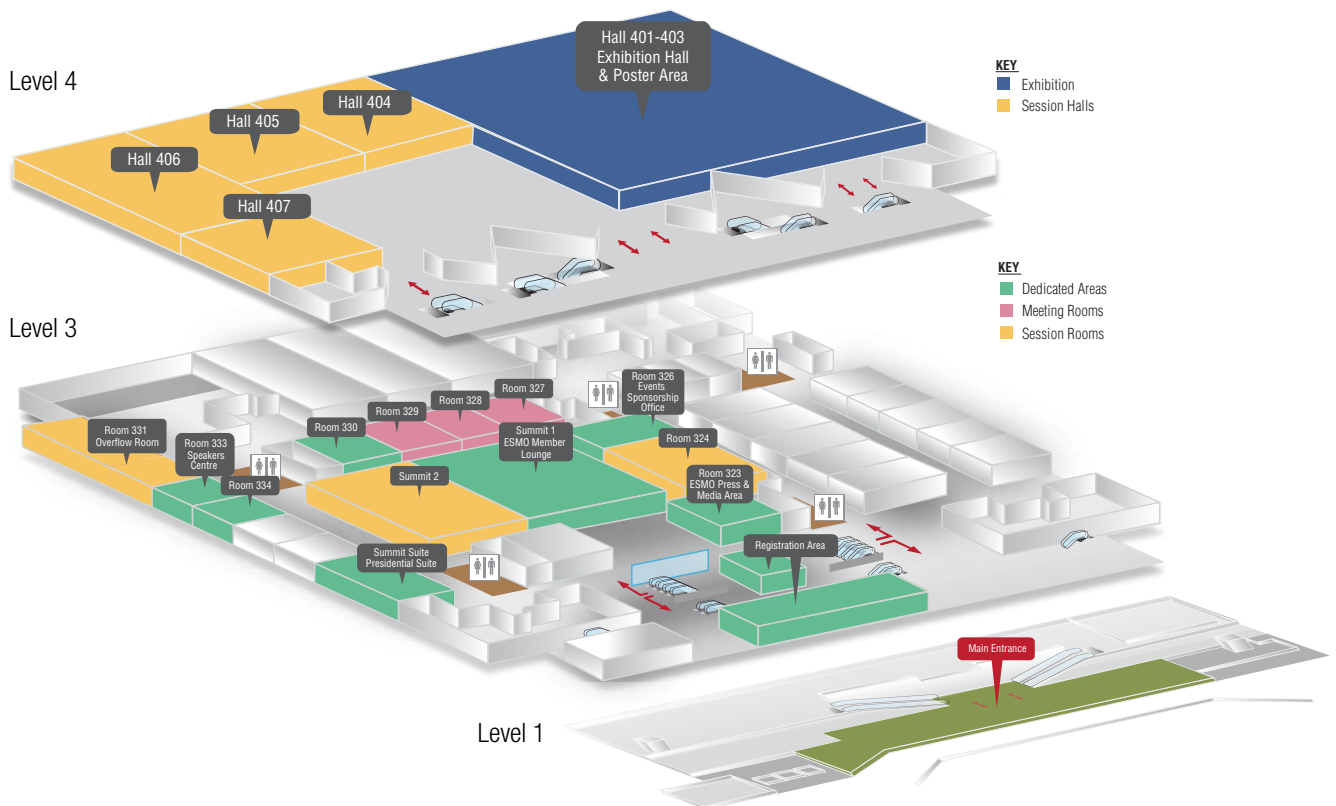
### Venue information

Suntec Singapore Convention & Exhibition Centre, 1 Raffles Boulevard, Suntec City, Singapore 039593  
[www.suntecsingapore.com](http://www.suntecsingapore.com)

Suntec Singapore Convention & Exhibition Centre is a self-contained “city-within-a-city”. One of the largest multi-purpose convention and exhibition facilities in the centre of the city and a 20-minute drive to the airport, Suntec Singapore Convention & Exhibition Centre has hosted some of the world’s biggest meetings, exhibitions and conventions. The centre is located in the central business district of Singapore.



ESMO Asia 2022, Venue Overview



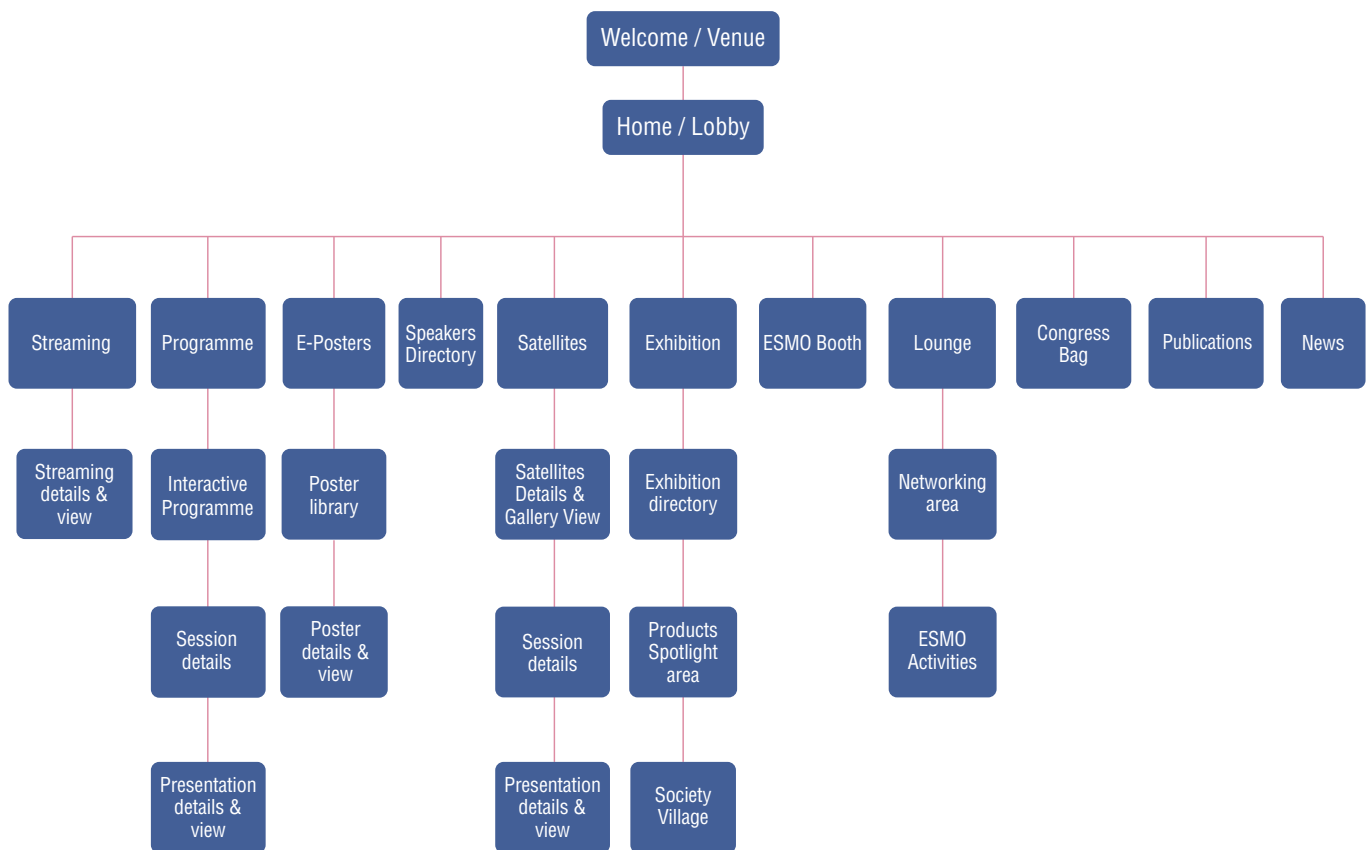
Venue Overview as of June 2022, subject to changes.

## Virtual Congress Platform

After a very successful set of virtual congresses over the past two years, M Events has again been appointed as our official virtual congress platform supplier for ESMO Asia 2022.

The ESMO Asia Congress 2022 Secretariat will be working closely with the M Events 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 below:



Site Map as of June 2022, subject to changes



---

## IMPORTANT: COVID-19 regulations

ESMO will apply Health and Safety protocols according to the latest local authority guidelines and regulations, with the aim to ensure the highest Health and Safety standards.

### On-site Congress participation/entry requirements:

On top of the regulations applied by local authorities to access Singapore, all participants will be asked to adhere to the entry requirements in place to attend the Congress on-site.

Information regarding the Health and Safety protocols in place at the ESMO Asia Congress 2022 will be available on the [ESMO Asia 2022 website](#) – **it is extremely important to consult the Health and Safety dedicated page regularly to verify any update according to the current regulations.**

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

- A certificate showing evidence of full vaccination against COVID-19 with or without a third booster, 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 6 months with at least one dose of a WHO-approved vaccine administered at any timepoint
- Wearing a face mask in closed spaces is mandatory, except while eating or drinking.

Additionally, for all it is strongly recommended:

- Testing for SARS COV2 within 48 hours prior to the inbound trip with a molecular, rapid antigen or self test. The result will not be checked by ESMO

#### PLEASE NOTE:

Each participant needs to follow the specific country COVID-19 regulations approved by the local authorities, if more restrictive than the ESMO regulations.

The above is subject to change according to the evolution of the pandemic. ESMO will make sure to apply the highest required standards and is entitled to ask for additional documentation if necessary moving forward.

# DEADLINES

## Abstract submission deadlines

- 12 July 2022 Abstract submission deadline

---

- 11 October 2022 Late-breaking abstract submission deadline

## Satellite Symposia programme deadlines

- 2 August 2022 **Proposed programme submission** - including title of the symposium, all presentation titles, names of all proposed speakers and chairpersons – to be submitted to [programme@esmo.org](mailto:programme@esmo.org) using the official [ESMO programme template](#)

---

- 16 August 2022 **Notification by ESMO** of acceptance / rejection / request for modifications to the programme as decided by the ESMO Asia 2022 Scientific Committee

---

- 29 August 2022 **Receipt of the final programme**

---

- 31 October 2022 **Programme poster submission** ([online form](#))

## Registration deadlines

- 7 September 2022 Early registration

---

- 19 September 2022 Name lists for group registrations

---

- 2 November 2022 Late registration

---

- 16 November 2022 Group registration closure

## General information

- 25 July 2022 Contact details of the responsible person for the satellite symposium organisation ([online form](#))

## On-site (in person) satellite symposium with online live streaming (Live broadcast with recording)

- 3 October 2022 **Booking of the on-site rehearsal** ([booking tool sent in due time](#))

---

- 17 October 2022 **Submission of the [Satellite Symposia Services Order Form](#)**  
Extra AV requirements ([av@liveproductions.com.sg](mailto:av@liveproductions.com.sg))  
IT Extra requirements ([asiacongress@esmo.org](mailto:asiacongress@esmo.org))

---

- 31 October 2022 **Badge Scanner order** ([esmo@ctimeetingtech.com](mailto:esmo@ctimeetingtech.com))  
Extra hostesses' hire ([asiacongress@esmo.org](mailto:asiacongress@esmo.org))

# DEADLINES

## Pre-recorded online satellite symposium with live projection on-site (Pre-recording with Live Q&A)

- 3 October 2022**      **Confirmation if the pre-recording will be done by M Events (official supplier) or externally** ([asiacongress@esmo.org](mailto:asiacongress@esmo.org))

---

- 17 October 2022**      **Booking of the satellite pre-recording slot** (for companies having the pre-recording done by M Events - booking tool sent by email in due time)  
**Submission of the [Satellite Symposia Services Order Form](#)**

---

- 14 November 2022**      **Booking of the online rehearsal** (booking tool sent in due time)  
**Upload of the final satellite symposium video on the Virtual Congress Platform**

---

- 24 November 2022**      **Access links for company administrators and speakers to the satellite symposium rehearsal and live streaming session interface** (backend)

## Virtual Congress Platform

- 25 October 2022**      **Backend access link for company administrators to the Satellite Symposium Virtual Space**

---

- 14 November 2022**      **Backend upload of all company materials in the Satellite Symposium Virtual Space**  
 (text, speakers' biographies and pictures, etc.)

## Publication deadlines

- 5 September 2022**      **Daily Reporter Banners**

---

- 19 September 2022**      **Virtual Congress Bag Inserts**

---

- 3 October 2022**      **Satellite Invitation Weblink**

---

- 17 October 2022**      **Virtual Scientific Programme Banners and Virtual Congress Banners**

---

- 28 October 2022**      **Artwork for on-site advertising** (for sponsors that have purchased these sponsorship items)



## INDUSTRY SATELLITE SYMPOSIA





## 1 SATELLITE SYMPOSIA GENERAL INFORMATION

### 1.1 Structure

Satellite symposia will take place from 2-4 December 2022 both on-site and on the Virtual Congress Platform. Details of available timeslots may be obtained by email from the ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)).

### 1.2 Satellite symposia programmes

All satellite symposia programmes must be approved by the ESMO Asia 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 ESMO policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ESMO Asia 2022 Scientific Committee considers to be a proper, scientifically well-founded point of view.

ESMO reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the ESMO Executive Board recommends that a speaker presents at no more than one (1) satellite symposium. However, if unavoidable, a speaker may be involved in a second satellite for a maximum of two (2) symposia during the Congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not.

Additionally, and in accordance with ESMO Organisational Regulations, the following ESMO Officers are not allowed to participate (in either a Chair or Presenter role) in any satellite symposium: Congress Scientific Chair(s), Congress Educational Chair(s) (incl. Educational Committee Chair), Cancer Medicines Committee Chair, Compliance Committee Chair, Guidelines Committee Chair, Editors-in-Chief of ESMO Journals, Deputy Editors-in-Chief of ESMO journals, ESMO-Magnitude of Clinical Benefit Scale Working Group Chair.

All other ESMO Executive Board and Council members may participate in a maximum of two industry satellite symposia 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-esmo/organisational-structure/esmo-council](http://www.esmo.org/about-esmo/organisational-structure/esmo-council)

Any changes to the provisional or the final programme **must be forwarded immediately for re-approval to the ESMO Asia Congress 2022 Secretariat** ([programme@esmo.org](mailto:programme@esmo.org)) in time to submit the final version by **29 August** at the latest.

Submitting an abstract to the ESMO Asia 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 prior to its presentation in the official ESMO Asia Congress 2022 programme, and that it has not been presented elsewhere.

### 1.3 Applications

Requests for satellite symposia will be processed in accordance with the company ranking in the ESMO sponsors priority list and, subsequently, on a first-come, first-served basis.

Companies not included in the ESMO priority list that would like to have a satellite symposium or companies in the priority list that would like to have an additional symposium time slot will be given an opportunity after the requests of all the companies in the priority list have been accommodated, subject to availability and on a first come, first served basis.

## 1.4 Programme timeline and deadlines

<b>On Application</b>	Each company should inform ESMO about the type of product(s) and the treatment area on which the programme of the satellite symposium will be based.
<b>2 August 2022</b>	Proposed programme - including title of the symposium, all presentation titles, names of all proposed speakers and chairpersons – to be submitted to <a href="mailto:programme@esmo.org">programme@esmo.org</a> using the official <a href="#">ESMO programme template</a> .
<b>16 August 2022</b>	Notification by ESMO of acceptance / rejection / request for modifications to the programme as decided by the ESMO Asia 2022 Scientific Committee Chair.
<b>29 August 2022</b>	Receipt of the final programme.

### Notes:

- 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. In addition, any delay of programme submission will cause a delay of the confirmation of the programme, and consequently, less time to prepare all publication materials on time.
- Speakers nominated in more than two satellites will be responsible to choose which satellites they want to be involved in.

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)

## 1.5 Duration of the satellite symposia

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

## 1.6 Satellite symposia contact/representatives

Each company must provide the name of the person responsible for the organisation (logistics) of its satellite symposium to the ESMO Asia Congress 2022 Secretariat via the dedicated [online form](#) by **25 July 2022** and also notify in advance of any change on these contact details.

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

### IMPORTANT:

ESMO will send any information related to the satellite(s) only to the designated persons which have been communicated prior to the above-mentioned deadline.

---

## 1.7 ESMO Congress 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 ESMO Asia Congress 2022 Secretariat. The submission of the programme must follow the format of the [ESMO template](#).

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

## 1.8 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 ESMO Asia Congress 2022 programme.

## 1.9 ESMO Congress Abstract Book

Abstracts related to industry satellite symposia are not published in the ESMO Asia Congress 2022 Abstract Book.

## 1.10 Registration

Registrations to ESMO Asia 2022 must be made by the individuals themselves or by a group leader following the process outlined on the congress webpages. Contact [registration@esmo.org](mailto:registration@esmo.org) for more information.

## 1.11 Preparatory registration

In order to prepare the Satellite Symposium Virtual Space on the Virtual Congress Platform, company administrators will have access to its backend. Please also note that chairs/speakers connecting remotely and company administrators will be given a dedicated link to access the live streaming.

## 1.12 Group voucher registration

ESMO offers the possibility to register big groups with a voucher code.

### How it works

- Group leaders contact [groups@esmo.org](mailto:groups@esmo.org) to request group registration using a voucher code
- Group leaders send the invitations directly to delegates, including the voucher code and instructions on how delegates can register themselves individually
- Registration confirmations and relative information on how to access the congress will be sent directly to the delegates a few weeks before the Congress. Group leaders can request confirmation of voucher use

### What to consider

- Voucher registration is GDPR compliant
- Name changes are not possible
- No closure of group registration using the voucher code. Vouchers can be ordered after the standard group registration closure allowing more time to invite delegates

### 1.13 Post-Congress hosting

All satellite symposia will be recorded and added on the Virtual Congress Platform within 12 hours after the end of the session until 7 December 2022 unless the sponsoring company specifies anything differently on the [Satellite Symposia Services Order form](#).

From 8 December 2022, the official sessions, where permission is granted, will also be added to OncologyPRO.

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

The post-congress 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)).

### 1.14 Compliance

ESMO Asia 2022 is organised by the European Society for Medical Oncology (based in Lugano, Switzerland). The congress is provided to international HCPs with a majority from Asia, in accordance with the international Industry Code of Practices and/or local approval in each country.

#### On-site

Participants fully registered to the congress, visitors wearing the visitors' badge, exhibitors wearing the exhibitor badge and agencies wearing the Industry Satellite badge will have access to the satellite symposia sessions, at the discretion of the sponsoring company.

For ESMO Asia 2022, different badge coloured stripes will be used in order to allow identification of delegates as prescribers or non-prescribers. This decision has been taken to comply with prescription-only medicines promotional legislation, as far as applicable. (i) Delegates attending the Congress will be responsible when deciding which parts or areas of the congress they access, and (ii) By previously identifying their profile, pharmaceutical companies will be responsible when deciding how they engage or interact with participants, according to applicable laws and Codes of Practice.

#### Online

Satellite symposia sessions will be accessible for all registered delegates, however companies may add a disclaimer on top of their Satellite Symposium Virtual Space (see paragraph 5.2).

**Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on pages 47-48**



## 2 SATELLITE SYMPOSIA DETAILS

### 2.1 Schedule

No.	Time	Duration	Location	On-site Capacity
<b>Friday, 2 December 2022</b>				
1	12:45-14:15	1 h 30*	Hall 405	300
2	12:45-14:15	1 h 30*	Hall 404	300
3	12:45-14:15	1 h 30*	Hall 407	200
4	12:45-14:15	1 h 30*	Summit 2	200
5	12:45-14:15	1 h 30*	Room 324	200
6	18:00-19:30	1 h 30*	Hall 405	300
7	18:00-19:30	1 h 30*	Hall 404	300
8	18:00-19:30	1 h 30*	Hall 407	200
9	18:00-19:30	1 h 30*	Summit 2	200
10	18:00-19:30	1 h 30*	Room 324	200
<b>Saturday, 3 December 2022</b>				
11	12:45-14:15	1 h 30*	Hall 405	300
12	12:45-14:15	1 h 30*	Hall 404	300
13	12:45-14:15	1 h 30*	Hall 407	200
14	12:45-14:15	1 h 30*	Summit 2	200
15	12:45-14:15	1 h 30*	Room 324	200
<b>Sunday, 4 December 2022</b>				
16	11:00-12:30	1 h 30*	Hall 405	300
17	11:00-12:30	1 h 30*	Hall 404	300
18	11:00-12:30	1 h 30*	Hall 407	200
19	11:00-12:30	1 h 30*	Summit 2	200
20	11:00-12:30	1 h 30*	Room 324	200

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

#### IMPORTANT:

The satellite symposia slot prices quoted in the ESMO Asia 2022 Industry Prospectus include:

- On-site (in person) satellite symposium with online live streaming (Live broadcast with recording)  
OR  
Pre-recorded online satellite symposium with live projection on-site (Pre-recording with Live Q&A)
- Satellite symposium published in the online programme, VCP and Congress App
- Dedicated Satellite Symposium Virtual Space in the VCP to display additional session information and material
- Satellite symposium digital poster in the ESMO Asia 2022 Industry Satellite Symposia Gallery\* at the Congress Venue and on the VCP
- General metrics related to the VCP

\*For more details, consult section 5.1 on page 30

#### NOTE:

You will be contacted by ESMO Asia Congress 2022 Secretariat to indicate your preferred format of transmission for your satellite symposium in mid-June 2022. Any other related/complimentary information concerning the form of transmission must be communicated to [asiacongress@esmo.org](mailto:asiacongress@esmo.org) by **25 July 2022**.

### 3 ON-SITE SATELLITE SYMPOSIA WITH LIVE STREAMING (LIVE BROADCAST WITH RECORDING)



Submit your **Satellite Symposia Services Order Form** by **17 October 2022** to confirm the preferred options for your on-site satellite symposium.

#### 3.1 Auditoria set-up and technical equipment

The on-site satellite symposium auditoria include:

- The auditorium construction, rental and basic set-up
- AV basic equipment (see details in the table below - preliminary information subject to changes)
- AV support staff
- 1 satellite assistant, 1 stage assistant and door checkers

Set-up in classroom style in all the auditoria, with 5 armchairs on stage. Additional armchairs (subject to capacity), can be requested to [asiacongress@esmo.org](mailto:asiacongress@esmo.org) upon extra charge by **31 October 2022**.

The satellite symposia technical floorplans will be made available online by the end of July 2022 in the “Industry Participation/ Preparatory Information” section of [our website](#).

Hall/Room	Capacity	Projector	Laptop	Screens	Microphones		
					Lectern	Stage*	Floor*
Hall 405	300	10,000 Ansi Lumens Full HD Projector	1	2 - 16ft x 9ft 1 - 13ft x 7.5ft	2	3	4
Hall 404	300	10,000 Ansi Lumens Full HD Projector	1	2 - 16ft x 9ft 1 - 13ft x 7.5ft	2	3	4
Hall 407	200	10,000 Ansi Lumens Full HD Projector	1	2 - 16ft x 9ft 1 - 13ft x 7.5ft	2	3	4
Summit 2	200	7,000 Ansi Lumens Full HD Projector	1	2 x 11ft x 6.7ft	2	2	2
Room 324	200	7,000 Ansi Lumens Full HD Projector	1	2 x 11ft x 6.7ft	2	2	2

\*Wireless microphones

#### NOTE:

Subject to changes, and any additional restrictions or safety measures as per the evolution of the COVID-19 pandemic.

## 3.2 Auditoria Lectern

### Lectern laptop usage

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

- The laptop cannot be removed 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

### Auditoria capacity reduction

The capacity of the auditoria can be reduced, provided that the request is sent to the ESMO Asia Congress 2022 Secretariat ([asiacongress@esmo.org](mailto:asiacongress@esmo.org)) by **3 October 2022**.

Provided the reduction is feasible, also according to the COVID-19 restrictions at the time of the Congress, only barrier bands will be used (i.e. no curtains nor partitioning walls). Reductions not agreed during the selling process will be subject to extra costs, which will include barrier bands and local staff.

### Overflow area usage

If no more seats are available in the auditorium the satellite symposium will be broadcasted in the assigned overflow area. The overflow area can be used even if an auditorium reduction has been requested.

## 3.3 Technical and monitoring staff

The following staff is assigned to each auditorium:

- One technical staff member
- One stage assistant
- One satellite assistant (available 30 minutes prior to the satellite symposium until 30 minutes after the session)
- Door checkers

Also note that if you wish to have any badges scanned prior to the start of your satellite (at the entrance of your lecture auditorium), you should order extra assistants for this purpose, unless you order badge scanners through the official supplier CTI, where satellite scanner assistants are included with the rental.

Additional assistants can be hired through [asiacongress@esmo.org](mailto:asiacongress@esmo.org) by **25 November 2022**

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

Owing to the limited set-up and dismantling time necessary between satellite symposia slots and the ESMO scientific sessions (between 15 minutes and 30 minutes), change of setup is not allowed.

Additional audio-visual equipment should only be ordered through the official supplier, Uearthed Productions, to [av@liveproductions.com.sg](mailto:av@liveproductions.com.sg). 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**.

Deadline to place your order is **17 October 2022**. After this deadline orders will not be accepted.

#### 3.4.1 Private Wi-Fi hotspot and additional wired Internet connection

If you need additional IT resources such as internet drop, private hotspot, additional wired internet connections or any extra IT support, your request needs to be submitted by **17 October 2022** to [asiacongress@esmo.org](mailto:asiacongress@esmo.org).

#### 3.4.2 Voting system

Companies sponsoring an on-site satellite symposium can only use the live polling system available on the ESMO Asia 2022 Virtual Congress Platform (please refer to paragraph 6.3 on page 37 for further information). On-site delegates will be able to connect to the live polling system by scanning with their own device the QR code available in the assigned auditorium. Before the voting starts, a slide with the related instructions will appear. The results will be displayed on the projection screen.

Companies using voting system/live-polling feature **MUST** inform ESMO via the [Satellite Symposium Services Order Form](#) by **17 October 2022**. After this deadline, no requests will be accepted.

### 3.5 Food & beverage areas

Catering is not included in the satellite slot. All catering costs will be borne by the sponsor and is to be ordered through Suntec Singapore, the exclusive F&B provider. No food & beverage supplier or caterer will be allowed to supply or cater food & beverage in the Centre. Due to space limitations and safety and security reasons, bag/box meal options will be made available for each satellite F&B slot. The exact serving location will be defined at a later stage.

The bag/box meals will be served for a maximum of 15 minutes before the satellite symposium. Trash bins will be made available for cleaning the auditoria plus the caterer will have additional staff to clean the auditoria after the sessions.

Requests for F&B functions should be addressed to the ESMO Asia Congress 2022 Secretariat ([asiacongress@esmo.org](mailto:asiacongress@esmo.org)). The official caterer contact details and order form will be available online in September 2022.

**Please also note that any food items served in the congress centre must be purchased through the official catering service. Food and beverages purchased through external suppliers are not allowed nor the distribution of food and beverages in public areas of the congress venue. No alcohol will be served during the ESMO Asia Congress 2022.**

#### NOTE:

All rules, regulations and or limitations which apply with regards to COVID-19 at the time of the congress must be respected and fulfilled (please check the rules and regulations with the authorised caterer in time).



### 3.6 Installation, rehearsal and dismantling times

The auditoria will be available 15 minutes before the scheduled start of the satellite symposium for setting up and rehearsal purposes and will be cleared by the company and ready for the next event within 15 minutes after the scheduled end of the satellite symposium. Please note that auditoria's cleaning is not foreseen before the satellite session.

Please note that for each satellite slot we can assign 1 rehearsal slot only and upon availability. Additionally:

- Rehearsal slots are not guaranteed and are subject to availability
- Rehearsals will be assigned on first-come, first-served basis
- Rehearsals slots have maximum duration of 1 hour



The on-site rehearsal booking tool will be sent in due time. Rehearsals need to be booked by 3 October 2022. After this date rehearsals will not be granted.

### 3.7 Speaker centre

#### IMPORTANT:

For logistical reasons and to grant a smooth process, companies organising an on-site satellite symposium must use the **speaker centre** to upload the symposium slides and need to follow the below instructions.



Designated representative for presentation upload at the speaker centre to be communicated by 17 October 2022 via the [Satellite Symposia Order Form](#)

#### 3.7.1 Speaker centre usage & benefits

Usage of the speaker centre is free of charge and companies will benefit from:

- Direct PPT upload (MTalk system) from speaker centre to the session auditorium
- Support from experienced staff to upload/manage the PPT presentations
- Usage of related Overflow Area
- Smooth process for satellite symposium live streaming and on-demand availability on the VCP

#### 3.7.2 Presentation (PPT) format

- Please note that only Microsoft PowerPoint presentations in 16:9 format and landscape orientation (.pptx extension only) can be submitted
- If your presentation contains videos, you can either embed them into the PowerPoint presentation or link them; if you are using PowerPoint 2007 or an older version, please upload your videos separately, as they cannot be embedded into the presentation
- PowerPoint animations and transitions are only possible with the "Fade" function
- The usage of photos, gifs, animations and slide-show is supported by the system. If your presentation consists of such, it is highly recommended that the person assigned to upload the presentations in the speaker centre asks the staff for assistance to make sure all gifs, animations etc. show up properly
- Please be aware that you cannot add any links to the slides

### 3.7.3 Presentation Pre-Recording (MP4)

For speakers not on-site, the pre-recording (video) of their lecture must be uploaded by the company administrator on the platform by **14 November 2022**.

The video file must be a full HD MP4 (h.264 MPEG-4 AVC); the background layout and presentation view are entirely up to the company.

### 3.7.4 Presentation upload instructions

**Only** the company/agency **designated representative** (communicated to ESMO by **17 October 2022** via the [online form](#)) will be granted access to the speaker centre for upload of all satellite's presentations. This person must be duly registered on the list and will need to identify with first name and last name upon arrival at the speaker centre.

The designated representative is requested to check-in all satellite's final presentations on a USB-removable drive at the speaker centre **no later than 3 hours before** the start of the satellite symposium.

- **Slots on Sunday, 4 December from 11:00-12:30:** presentations should be uploaded by 18:00 on Saturday, 3 December

For the other slots, the following timeline applies:

- **Lunch time satellites slots:** presentations should be uploaded by 09:45 of the same day or the preceding day
- **Evening time satellites slots:** presentations should be uploaded by 15:00 of the same day

M Events Staff will always be available to offer support and technical assistance during the upload of the presentations. Once the presentations have been checked, the congress technical staff will be responsible for delivering it to the auditorium in time for your satellite session.

#### Restrictions

Personal laptops cannot be connected to the projectors in auditoria and presentations cannot be loaded directly onto the lectern laptop. Presentations must be uploaded at the speaker centre.

### 3.8 Live streaming of on-site satellite symposia

On-site satellite symposia will be live streamed to the ESMO Asia 2022 Virtual Congress 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 (please refer to paragraph 4.2.1 on page 27 for further details). While on-site, satellite symposium chairs/assigned moderator will be able to read questions on a specifically dedicated device (e.g. tablet) and decide to answer those of interest.

**If part of the faculty or any of the chair(s) are not on-site for the related satellite symposium, companies must inform immediately the ESMO Asia Congress 2022 Secretariat ([asiacongress@esmo.org](mailto:asiacongress@esmo.org)) latest by 14 November 2022.**

In such case, the satellite symposium will still take place live in the assigned auditorium; however, remote speakers/chairs will have to **pre-record their lectures**. The pre-recording of such lectures will need to be organised by the sponsoring company with an external agency and make sure to follow the technical requirements mentioned in paragraph 4.1.2 (Recording with external supplier). It will be the company's responsibility to upload the pre-recording .mp4 files on the platform by **14 November 2022** (paragraph 3.7.3).

The remote speakers/chairs will still have the chance to join (via the live session interface) the discussion (if applicable) at the end of the satellite symposium and interact with the on-site speakers. For further information regarding the live session interface, please refer to the ESMO Asia 2022 Live Q&A Streaming Manual (available soon on the [ESMO website](#)).

### 3.9 On-site badge scan system (Lead system)

Badge scan system can be ordered through the official supplier, CTI ([leadsystem@ctimeetingtech.com](mailto:leadsystem@ctimeetingtech.com)).

The ESMO Asia 2022 cLead Retrieval System is a fast and easy way to record visitor contact information. By simply scanning a visitor's name badge with the supplied scanner, contact details are 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, 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 will be available in the cLead brochure and cLead order form online from July 2022. Deadline to order the badge scan system: **31 October 2022**. Badge scanners packages already include hostess' hire!

GDPR: Using this service will imply processing of personal data, e.g. when scanning the visitor badges. Kindly be informed that any processing of personal data must be in line with GDPR and other applicable data protection laws. By using this service you acknowledge your role as data controller. You are therefore responsible for, and must be able to demonstrate compliance with, the principles relating to processing of personal data (which includes having a legal ground for processing). Please note that visitors can object being scanned without negative consequence. They must still be granted access to the conference. For more information about this, please visit the [ESMO Terms and Conditions page](#). The badge scanner can be collected at the cLead (badge scanners) desk in the registration area.

### 3.10 GDPR

For more information about GDPR, please visit the [ESMO Terms and Conditions page](#).

### 3.11 Faculty expenses for on-site satellite symposia

**Travel and accommodation:** ESMO will subsidise travel expenses and cover hotel accommodation for a maximum of 2 (two) nights for any expert already speaking in the official ESMO Asia 2022 programme at an ESMO Faculty hotel and in accordance with the ESMO Asia 2022 invited speaker reimbursement policy. Speakers who are NOT participating in the official ESMO Asia 2022 programme must have their travel and accommodation expenses covered in full by the sponsor.

### 3.12 Storage possibilities

For more details, please contact EXPOTRANS PTE. LTD. ([alice.lum@expotrans.net](mailto:alice.lum@expotrans.net)). Please note that fees will apply according to the storage volume.

**Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on [pages 47-48](#)**

## 4 PRE-RECORDED ONLINE SATELLITE SYMPOSIA WITH ON-SITE PROJECTION (PRE-RECORDING WITH LIVE Q&A)



Submit your **Satellite Symposia Services Order Form** by **17 October 2022** to confirm the preferred options for your pre-recorded online satellite symposium

### 4.1 Pre-recording

Companies can choose to do the pre-recording of their online satellite either with the official supplier M Events or externally and this must be communicated to ESMO [asiacongress@esmo.org](mailto:asiacongress@esmo.org) before **3 October 2022**. After this deadline M Events will not be able to accept any further pre-recording request.



Notify ESMO ([asiacongress@esmo.org](mailto:asiacongress@esmo.org)) by **3 October 2022** if the pre-recording of the satellite will be done by M Events or externally

#### 4.1.1 Pre-recording via M Events Virtual Congress System

Companies that have chosen to do the pre-recording with M Events will have to book via an online booking tool (sent in due time) one dedicated 3-hour time slot for the recording of the complete satellite. This pre-recording time slot includes an introduction and the recording of all presentations within one session; therefore, all speakers need to be available in this timeslot. The pre-recording outcome is one video webcast per presentation/lecture. This format (single lectures) will apply to ALL satellite symposia (online and on-site) to improve the user experience in terms of on-demand availability (during and post-congress).

#### Services included in the recording via M Events

- One 3-hour online appointment for the recording of all presentations (up to 6 speakers/presentations), incl. 30 minutes general instructions and technical check of speaker's hardware (minimum requirements for speakers: computer, webcam, headphone or speaker, 5mbit internet connection)
- Access links for speakers and chairs to the pre-recording system
- Recording of presentation and speaker audio & video via system
- Result of recording will be one MP4-file for each single lecture
- Custom recording background design (full HD picture (16:9) in picture background) to be provided to [industry@esmo.org](mailto:industry@esmo.org) by **28 October 2022**
- Up to 1 hour of preliminary consultation with M Events
- 2 hours cutting and postproduction before first review – further edits upon request and at an additional charge (EUR 125/hour, min. 3 hours)
- The final recording file will be shared by M Events at no extra costs within 24-48 hours
- Companies may also review and edit the videos, however the final content needs to be uploaded in the backend of the dedicated satellite symposium virtual space by **14 November 2022**

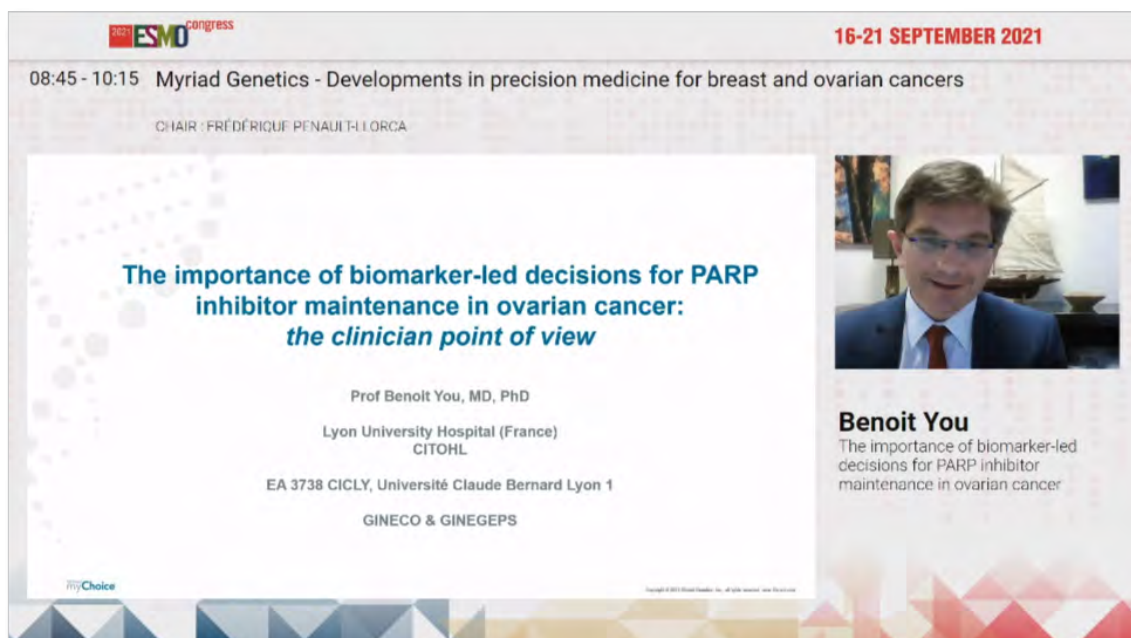
The designated contact person of the satellite symposium organisation will be contacted by M Events for further details, schedules and booking options. **All presentations for the recording need to be uploaded on the platform at least 48 hours before the booked recording slot.**



The full technical instructions for the recording via M Events will be available [here](#) soon

## Presentation view

As a default, the presentation slides are shown on the left, and the presenter's video (or photo) is displayed on the right. The title of the session and the chairs (if any) are shown on the top of the view, the title of the lecture is shown underneath the speaker picture.



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

### 4.1.2 Pre-recording with external supplier

The appointed agency will need to deliver the complete video file(s) as full HD MP4 (h.264 MPEG-4 AVC) and to upload it on the platform by **14 November 2022**. The background layout and presentation view are entirely up to the company.

Upon request, M Events will provide technical support (up to 1 hour) for the following items:

- Uploading of the video into the system by appointment
- Upload of speakers' pictures and biographies

### 4.2 Additional pre-recorded online satellite symposia services included

Once your session presentations have been uploaded to the system, you can benefit from the services mentioned in the following paragraphs.



Submit your [Satellite Symposia Services Order Form](#) by **17 October 2022** to confirm your set-up preferences and any extra services you may require

#### 4.2.1 Online rehearsal for Live Q&A

- Up to 60 minutes rehearsal/preview with speakers and company representatives (incl. Q&A function and polling if purchased)
- General instructions and technical check of speaker's hardware
- Online rehearsals will take place from 28 to 29 November 2022

The booking tool for your online rehearsal will be sent in due time by M Events ([industry@esmo.org](mailto:industry@esmo.org)).

Rehearsal booking deadline is **14 November 2022**.



## 4.2.2 Live Q&A

Each satellite symposium slot can include at the end (no live parts in-between allowed) 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. 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.

Via the dedicated **Satellite Symposia Services Order Form – to be submitted by 17 October 2022**, companies may request to:

- Receive the recording file (.mp4) of the Live Q&A – M Events will provide such recording **within 24 hours**
- 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)



All the information and technical instructions for the live streaming backend will be available [here](#) soon

## 4.2.3 Q&A function

The ESMO Asia 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.

Q&A is **optional** and should be confirmed to ESMO by **17 October 2022** via the dedicated [Satellite Symposia Services Order Form](#).

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

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

Further instructions regarding the **Q&A function moderation** are available in the ESMO Asia 2022 Live Q&A Streaming Manual (available soon on the [ESMO website](#)). The export of the Q&A may be requested to M Events ([industry@esmo.org](mailto:industry@esmo.org)) and will be sent 3 weeks after the platform closure.

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

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

---

### 4.3 On-site projection of pre-recorded online satellite symposia

Pre-recorded online satellite symposia will be projected on-site in the assigned auditorium.

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

In this way, the speakers and chairs (who are all joining remotely) will have the chance to see and discuss during the Live Q&A the questions sent by both on-site and online delegates.

**Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on [pages 47-48](#)**

## 5 VIRTUAL CONGRESS PLATFORM SERVICES INCLUDED

### 5.1 ESMO Asia 2022 Industry Satellite Symposia Gallery (online)

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

Satellite symposia can be filtered by area of interest and by company. The areas of interest are predefined by the ESMO Asia 2022 Scientific Committee. There will also be a search engine to easily access the desired satellite session(s).

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

- The wording “ESMO Asia 2022 Industry Satellite Symposium” must be included at the top of each poster to avoid any confusion with the official scientific programme
- The content must reflect the final programme submitted by 29 August 2022; **no changes are allowed**
- Format: **1080 x 1920 pixels (vertical format), JPEG**

 **Submit [here](#) your programme poster artwork by 31 October 2022. The submitted artwork will be used for both the online and on-site ESMO Asia 2022 Industry Satellite Symposia Gallery**

### INDUSTRY SATELLITE SYMPOSIA GALLERY

Industry Satellite Symposia are scheduled from 17 until 22 September 2021 and afterwards are available on-demand until 28 September. Don't miss the chance to ask your questions during the live streaming.

All Satellites

ESMO Colloquia

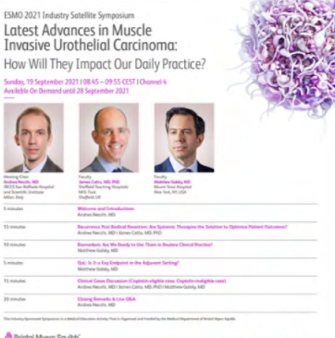
Area of Interest Select

Company Select

Search for symposia

Sort by: -


**ESMO 2021 Industry Satellite Symposium**  
**Latest Advances in Muscle Invasive Urothelial Carcinoma: How Will They Impact Our Daily Practice?**  
 Sunday, 19 September 2021 08:45 – 09:55 (CST) Channel 4  
 Available On Demand until 28 September 2021



**Bristol Myers Squibb - Latest advances in Muscle Invasive Urothelial Carcinoma: How Will They Impact Our Daily Practice?**  
 Sunday, 19 September, 08:45 - 09:55

Genitourinary tumours, non-prostate


**ESMO 2021 Industry Satellite Symposium**  
**Transforming the Adjuvant Treatment Paradigm in Melanoma**  
 Saturday, 18 September 2021  
 08:45 – 10:15 (CST) Channel 4



**MSD - Transforming the Adjuvant Treatment Paradigm in Melanoma**  
 Saturday, 18 September, 08:45 - 10:15

Melanoma and other skin tumours

**ESMO 2021 Industry Satellite Symposium**  
**From Breast Cancer Biology to Therapy**  
 Friday, 17 September 2021, 08:45 – 10:15, CST, Channel 4



**AstraZeneca - From Breast Cancer Biology to Therapy**  
 Friday, 17 September, 08:45 - 10:15

Breast cancer, metastatic

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

Published in August 2022

30

## 5.2 Dedicated Satellite Symposium Virtual Space

Each satellite symposium will have a dedicated virtual space to upload satellites-related materials, session information, share links and also interact with the delegates via the Questions & Comments function. Log-in details for accessing the virtual platform backend to upload satellites-related materials will be sent to each company separately. All the content needs to be uploaded by **14 November 2022**.

Satellite symposia sessions will be accessible for all virtual registered delegates; however companies may add a disclaimer on top of their Satellite Symposium Virtual Space.

**DISCLAIMER**


This symposium is sponsored and organised by Gilead and Gilead's medicines will be discussed at this meeting. It is intended for healthcare professionals only.

The marketing authorisation status of TRODELVY® ▼ (sacituzumab govitecan) differs in countries attending ESMO 2021. This presentation can be classified as promotional depending on the local country regulations.

**Prescribing information for HCPs in Great Britain can be accessed in the symposium chat box.**



Indication  
[Show more](#)

---



This session is sponsored by: Gilead Sciences Europe Ltd

[Visit company profile](#)

---

**Gilead Sciences Europe Ltd. - Triple Negative Breast Cancer – See Beyond the Negatives**

[Breast cancer, metastatic](#) [Breast cancer, early stage](#)

**INDUSTRY SATELLITE SYMPOSIUM**

**Channel 6** Monday, 20 September, 18:45–20:15

☆☆☆☆☆ Comment (0) Menu  
 My Rating      Comment      Evaluation

---

**Live** Join the session on  
Monday, 20 September  
18:45–20:15

**On-Demand**

Available from  
Monday, 20 September  
20:15

---

**SESSION DESCRIPTION**

Please join us for an expert-led virtual symposium where we will explore and discuss ways in which new treatments, including antibody–drug conjugates, are accelerating a treatment evolution in triple-negative breast cancer (TNBC). We will begin with a snapshot of the molecular heterogeneity of TNBC, then develop our understanding of its evolving treatment landscape by zooming in on existing treatments and exposing the unmet needs and revealing the improvements expected with new molecules.

We are honoured to introduce an expert panel of speakers including:

- **Peter Schmid (Chair)**, *Professor of Cancer Medicine and Lead, Centre for Experimental Cancer Medicine, Barts Cancer Institute, London, United Kingdom*
- **Kevin Punie**, *Medical Oncologist, University Hospitals Leuven – Gasthuisberg, Leuven, Belgium*
- **Javier Cortés**, *Head of Breast Cancer Program, International Breast Cancer Center, Barcelona, Spain*
- **Sara Tolaney**, *Associate Director of Clinical Research in Breast Oncology; the Dana-Farber Cancer Institute, Boston, MA, USA*

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

The additional material section is limited to 5 PDF files per session and should be related to the satellite itself. PDF files can be named. Please note that the PDF files will also appear in the live streaming view (please refer to the sample picture available on p. 28).






#### ADDITIONAL MATERIAL

- TRODELVY GB Prescribing information
- Trodelvy GB SmPC
- Speaker Biographies

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

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

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


SESSION OUTLINE		
	<p><b>Welcome and Introductions</b></p> <p>Hossein Borghaei, Philadelphia, United States of America</p>	<p>10:30–10:35 Tuesday, 21 September</p> <p><a href="#">Save to calendar</a> <a href="#">Add to My Programme</a></p>
	<p><b>Recent Advances and Current Approaches to Address Unmet Needs in Advanced NSCLC</b></p> <p>Luis Paz-Ares, Madrid, Spain</p>	<p>10:35–10:55 Tuesday, 21 September</p> <p><a href="#">Save to calendar</a> <a href="#">Add to My Programme</a></p>
	<p><b>Targeting Checkpoint Inhibitor Resistance in NSCLC</b></p> <p>Hossein Borghaei, Philadelphia, United States of America</p>	<p>10:55–11:15 Tuesday, 21 September</p> <p><a href="#">Save to calendar</a> <a href="#">Add to My Programme</a></p>
	<p><b>Advances in NSCLC: Targeted Therapies, Including Targeting KRAS-driven NSCLC</b></p> <p>Nicolas Girard, Paris, France</p>	<p>11:15–11:35 Tuesday, 21 September</p> <p><a href="#">Save to calendar</a> <a href="#">Add to My Programme</a></p>
	<p><b>Live Q&amp;A</b></p> <p>All Speakers, Singapore, Singapore</p>	<p>11:35–12:00 Tuesday, 21 September</p> <p><a href="#">Save to calendar</a> <a href="#">Add to My Programme</a></p>

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


## 5.2.1 Chairs/Speakers

There will also be dedicated sections of the page for the chairs/speakers' pictures, names and related biographies.

**CHAIRS**



Co-Chair  
**Bertrand Tombal**  
Woluwe-Saint-Lambert, Belgium



Co-Chair  
**Alicia Morgans**  
Boston, United States of America

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

## 5.2.2 Questions & Comments function

Each satellite symposium will be given the possibility to have on their virtual space a dedicated questions & comments functionality allowing for a more engaging experience with participants, who can post and reply comments of other attendees. Via the backend, sponsors can activate/deactivate this function for their satellite, reply and delete comments when necessary. Log-in details will be sent to each company separately.



**Confirm via the [Satellite Symposia Services Order Form](#) the contact person for the comment moderation by 17 October 2022**

**QUESTIONS & COMMENTS**

Views expressed by individuals do not necessarily represent the opinions of ESMO. ESMO denies any liability.

Insert your question or comment here ...

Valentina Gala  
05-11-2021 16:22 👍 1

Wonderful session!

[Reply](#)

John Doe  
05-11-2021 16:26 👍 0

I need further information on the second lecture.

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

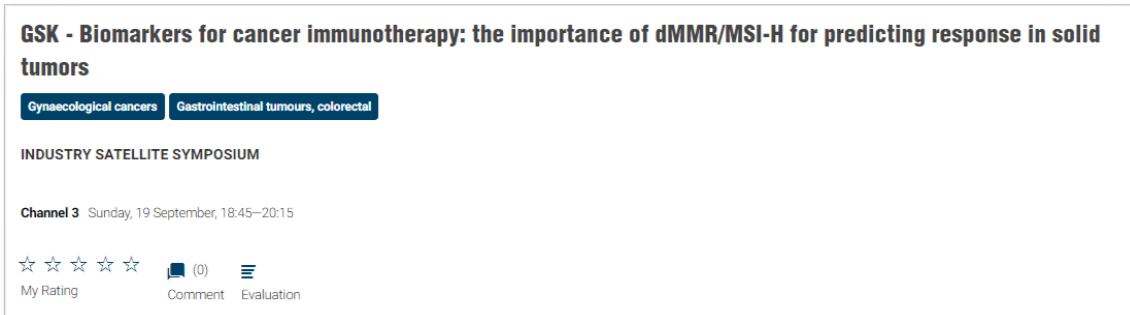
The questions & comments function is available throughout the whole period the platform is open and includes admin access for sponsors to the moderation dashboard.

The export of the questions & comments may be requested to M Events ([industry@esmo.org](mailto:industry@esmo.org)) and will be sent 3 weeks after the platform closure.



### 5.2.3 Rating

Each satellite symposium will be given the possibility to have a rating feature on their Satellite Symposium Virtual Space. Delegates will be able to rate (1-5 stars) satellite symposia, by session and by individual presentation. Sponsors can activate/deactivate this function from the backend.



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

The export of the rating may be requested to M Events ([industry@esmo.org](mailto:industry@esmo.org)) and will be sent 3 weeks after the platform closure.

### 5.3 General metrics

The following satellite symposia metrics related to the VCP will be available after the congress:

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

## 6 VIRTUAL CONGRESS PLATFORM SERVICES AT OWN EXPENSE



Submit your **Satellite Symposia Services Order Form** by 17 October 2022 to confirm your set-up preferences and any extra services you may require

### Extra features overview

Feature	Satellite symposium on-demand	Satellite live streaming
Evaluation	Available	Available
Lead retrieval	Available	Available
Polling	Not available	Available

For any query on these services please contact [industry@esmo.org](mailto:industry@esmo.org)

### 6.1 Evaluation

- On-site delegates will be able to participate to the evaluation form by scanning with their own device the QR code available in the assigned auditorium
- Online delegates will access the evaluation form via the Virtual Congress Platform
- The evaluation form feature is available for both the satellite symposium on-demand and the live streaming

#### Evaluation form by M Events

- Get a detailed and customised digital evaluation of your session in your corporate branding; it is anonymous, encrypted and helps to get feedback from your attendees
- The evaluation form can be used for elaborating on the following: satisfaction with content, speakers and real-life impact, exchange of experiences, discussion, session atmosphere, and opt in option to get informed via email about future events
- A maximum of 8 session evaluation questions can be displayed
- Multiple choice, single select, open text boxes and ratings are possible; please hand in an evaluation form as a word document following the questions types shown in the picture below
- The evaluation submissions will be sent to the companies 3 weeks after the platform closure
- Price: €1,500 per form (if the evaluation form is the same for both the satellite symposium on-demand and live streaming, the form will be charged only once)

Question Type	Example
Multiple Choice	<p>Which was the key fact from speaker 1?</p> <p><input type="checkbox"/> A</p> <p><input type="checkbox"/> B</p> <p><input type="checkbox"/> C</p> <p><input type="checkbox"/> D</p> <p><input type="checkbox"/> E</p>
Single Select	<p>Can the research result be applied to all cases?</p> <p><input type="checkbox"/> (correct answer) Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Maybe</p> <p><input type="checkbox"/> Somehow</p> <p><input type="checkbox"/> Not at all</p>
Full-text entry	<p>Please comment and leave your contact:</p> <p><i>Hello my name is Tony Test and I liked this session very much. Please sent me more details to test@test.com</i></p>
Rating	<p>What was your overall impression of the session?</p> <ul style="list-style-type: none"> <li>• Very good</li> <li>• Good</li> <li>• Ok</li> <li>• Improvements needed</li> </ul>

### Evaluation form made externally

- Companies may also decide to create their own evaluation form and provide the link to M Events in order to have it added on the satellite symposium live streaming and/or on-demand page
- In such case, companies may also integrate a QR linking to their form on the presentation slides
- Price: €500 per link (if the link to your evaluation form is the same for both the satellite symposium on-demand and the live streaming, this service will be charged only once)

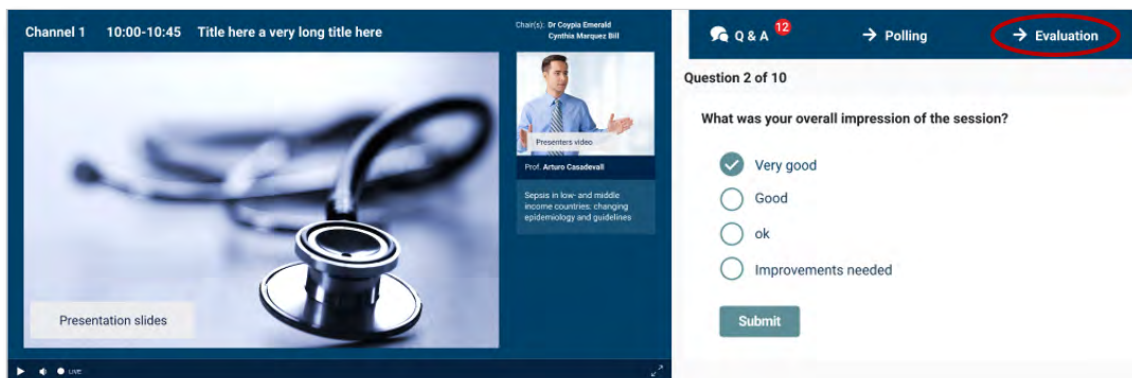
### 6.1.1 Requirements

- For evaluation forms created by M Events, please send the evaluation queries using the [dedicated template](#) to [industry@esmo.org](mailto:industry@esmo.org) by **14 November 2022**
- For external evaluation forms, please send the link to [industry@esmo.org](mailto:industry@esmo.org) by **14 November 2022**

### 6.1.2 Visibility

Satellite symposium live streaming:

- The evaluation feature will be displayed on the right side of the streaming view
- By clicking on it, the audience will be led to a form: questions will be shown one by one in different steps, as shown below
- The evaluation form will be available from the beginning of the satellite symposium



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

### Satellite symposium on-demand

- The evaluation form will be displayed on the Satellite Symposium Virtual Space and will be available until the congress platform closure



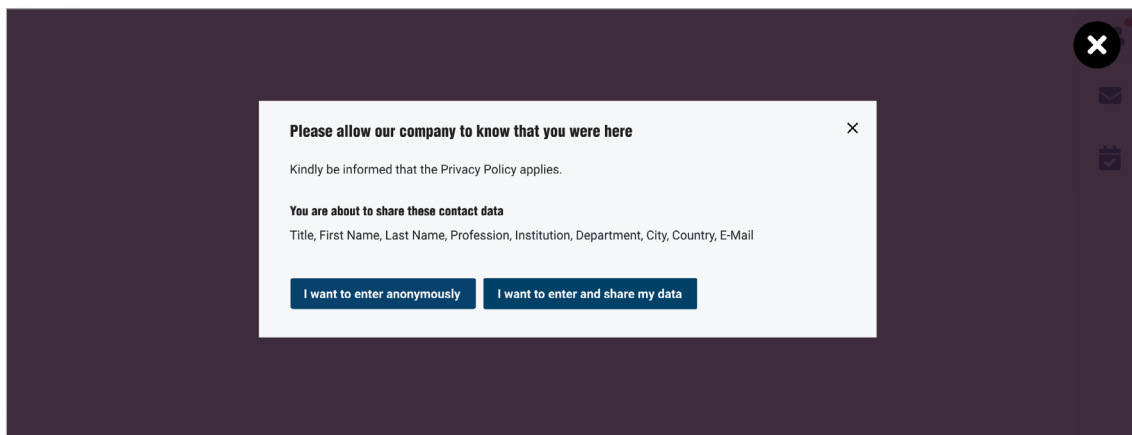
\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Asia 2022 design.

## 6.2 Lead retrieval

- The lead retrieval feature will be active for both the satellite symposium on-demand and live streaming
- Pop-up for data share that can be activated per session
- It will “pop” once a delegate enters a session
- The following fields will be collected: First Name, Last Name, Institute, City, Country, Email Address, Title\*, Department\* and Profession\*
- Companies will be able to access and export the collected data in real-time from the backend
- Price: €250 per session

\*These fields might not be available, as these are not mandatory in ESMO’s registration procedure

Once a visitor accesses a session with this feature (both on-demand or streaming) the pop-up will appear and will ask the following to the delegate:



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

## 6.3 Polling

- The polling feature is available during the live streaming only
- This feature can be used to access the knowledge of the on-site and online audience and to stimulate engagement and interaction
  - On-site delegates will be able to participate to the polling by scanning with their own device the QR code available in the assigned auditorium
  - Online delegates will access the polling via the Virtual Congress Platform
- The polling system will be activated by the M Events technician
- Price: €1,500 EUR (per session)

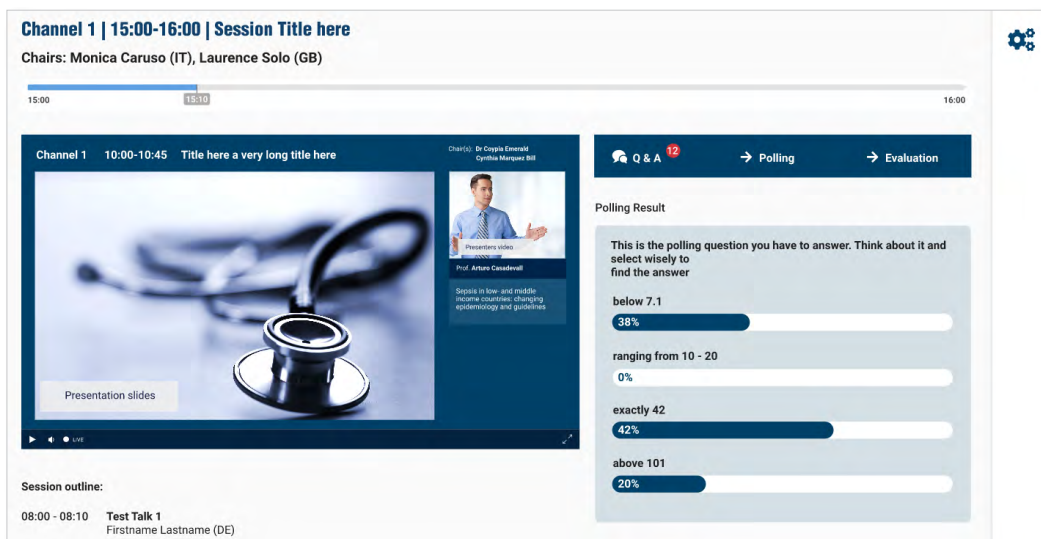
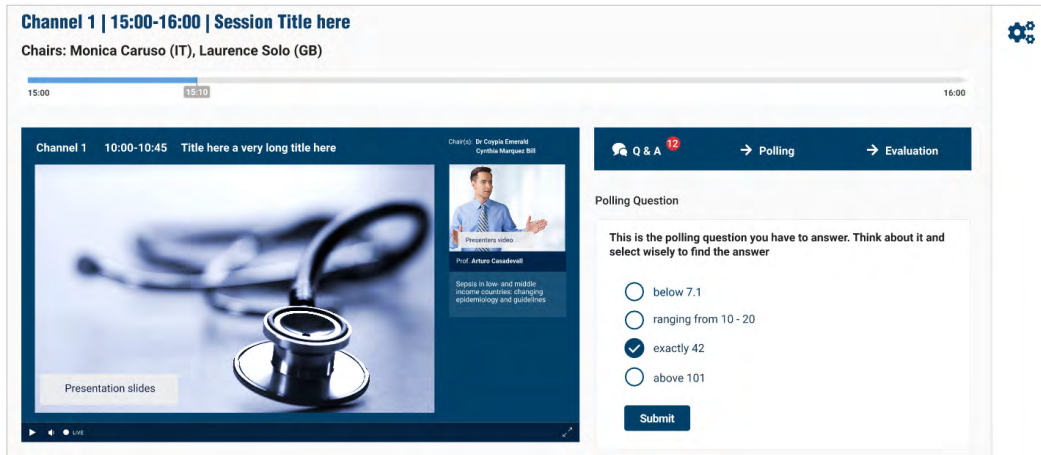
### 6.3.1 Requirements

The final polling questions must be submitted to [industry@esmo.org](mailto:industry@esmo.org) by **14 November 2022** (no edits possible after this date) by using the [Polling Template](#).

- Maximum of 8 questions
- Available answers types:
  - Multiple-choice
  - Single select
- Multiple choice questions with max. 5 answer possibilities
- Highlight correct answer, if the single choice answer type has been chosen

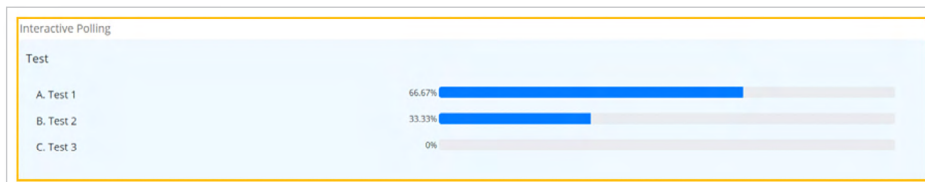
### 6.3.2 Visibility

The questions of the polling will be embedded and visible on the right side of the streaming view for the audience, as well as the results (either they are displayed automatically or after release):



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

The speakers' view will be available in the live streaming backend:



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



# 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 ESMO approval, please send your request to [asiacongress@esmo.org](mailto:asiacongress@esmo.org).

The Opening session will take place in the congress venue on Friday, 2 December 2022 from 09:45 to 11:30 hours. ESMO does not authorise that Congress participants are offered any corporate-organised event before the end of the Opening session (11:30 hours). Times subject to changes.

The ESMO Presidential Dinner is foreseen on Saturday, 3 December 2022. The ESMO Board of Directors and the Congress Faculty will be invited to the Presidential Dinner.

### 7.2 Unofficial satellite symposia or similar events

During the period beginning Thursday, 1 December 2022 through to Sunday, 4 December 2022, ESMO does not allow any corporate-organised satellite symposia or similar events to take place on other days and in other places except on Friday 2, Saturday 3 and Sunday 4 December 2022 in the official venue or virtual platform.

#### Blackout times:

Friday, 2 December 2022	09:00-19:30
Saturday, 3 December 2022	09:00-18:00
Sunday, 4 December 2022	09:00-16:30

#### Online satellite symposia

ESMO discourages all Industry Partners from hosting their official ESMO Asia 2022 Industry Satellite Symposia webcasts on their respective corporate/educational/medical websites during the period 2-4 December as this could affect the attendance of the satellite symposium/symposia within the ESMO Asia 2022 platform.

If companies intend on promoting their satellite symposium/symposia from their corporate/educational/medical website(s), we advise using the distinct link to the respective satellite symposium (hosted on the ESMO Asia 2022 platform).

We thank you in advance for following these recommendations which will help optimise the collective gathering of the global oncology community throughout the event.

### 7.3 Concomitant activities

Concomitant activities such as internal meetings involving delegates, press conferences, educational or promotional activities taking place within or outside the congress centre and on the virtual congress platform are allowed but concomitant with or during breaks in the official ESMO Congress educational and scientific programme are subject to ESMO approval.

**Clear identification of meeting organiser, meeting purpose, number of participants, date and time must be submitted for approval to ESMO ([asiacongress@esmo.org](mailto:asiacongress@esmo.org)) at least 6 weeks prior to the event.**

### 7.4 Media activities (Press)

All media activities initiated by third parties are subject to a specific [Media Policy](#). Companies wishing to organise a media event during the Congress should send a request using the appropriate form made available through the ESMO website or by contacting ESMO Communications. For any additional information about Media issues, please contact ESMO Communications, [media@esmo.org](mailto:media@esmo.org).

#### Press badges

According to the [ESMO Media Policy](#), press badges may only be assigned to journalists working for recognised media organisations. Should communication agency representatives require a badge for the purpose of preparing and/or developing third-party media events, please contact ESMO Communications to obtain a temporary dedicated badge. Full details are available in the [ESMO Third-party Media Activities Policy](#).



## 7.5 Private 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 Thursday to Sunday from 08:00-18:00 and the following requirements must be respected:

- Meeting “is closed” and by invitation only
- Each company is responsible for the meeting content. ESMO is not endorsing any private meeting
- Meeting is not promoted in the congress centre or in any ESMO Asia 2022 publications
- Small meetings may take place in parallel with the official ESMO Congress educational and scientific programme provided they do not involve groups larger than 35 people
- If you plan to have an ESMO Asia 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

Meeting rooms can be requested via [asiacongress@esmo.org](mailto:asiacongress@esmo.org). Booking requests can be submitted as of **10 May 2022** until **4 November 2022**. Meeting rooms can be rented from Thursday, 1 December 2022 to Sunday, 4 December 2022 from 08:00-18:00.

#### IMPORTANT NOTES:

- Assignment: The spaces will be assigned on a first-come, first-served basis
- Layout: the meeting spaces will be given in a specific layout. Any set-up and dismantling time needed for the Private Industry Meeting must be included in the reserved slot of time
- AV/IT: the rental of the rooms will include basic AV/IT equipment (screen, projector, Wi-Fi). Further information regarding additional technical equipment orders will be available in July 2022
- Signage: a roll-up can be placed outside the rooms for full day reservations only. For bookings for less than one day no signage is allowed. All the roll-ups should be removed at the end of the meeting. No other type of signage is allowed. Registration table outside the rooms will be subject to the venue’s approval
- F&B: no F&B will be included in the rental. Further information regarding F&B orders will be available in September 2022

### Access to meeting rooms

Meeting’s attendees not registered to the Congress can access private meeting spaces with a daily ticket, which can be purchased online from 3 November 2022 and if you need support please contact [registration@esmo.org](mailto:registration@esmo.org).

Please note that attendees without a badge will not be able to access the venue for security reasons. If your meeting is scheduled very early in the morning, please make sure that badges are collected in advance.

### Method of payment

All the invoices will be processed in EURO. Payments can be finalised by credit card or by bank transfer. The company applying for meeting spaces will be responsible for its meeting related expenses.

### Cancellation policy

No refunds will be issued. 100% of the total fee will be retained for cancellation received. All cancellation must be made to ESMO in writing.

**Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on [pages 47-48](#)**



# PROMOTION



## 8 PROMOTION OF THE INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES

### 8.1 Publications and on-site Advertising

Each company will ensure that all company publications referring to satellite symposia mention: “ESMO Asia 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>5 September 2022</b>	Daily Reporter Banners
<b>19 September 2022</b>	Virtual Congress Bag Inserts
<b>3 October 2022</b>	Satellite Invitation Weblink
<b>17 October 2022</b>	Virtual Scientific Programme Banners and Virtual Congress Banners
<b>28 October 2022</b>	Artwork for on-site advertising (for sponsors that have purchased these sponsorship items)

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

Furthermore, ESMO bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither is ESMO supporting those products or services for their sole promotion at ESMO Asia 2022.

However, ESMO 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 laws and ESMO 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 the display or transmission of information, advertising, promotion and actions during the congress comply to the Code of Practice and applicable regulation of governing bodies in Singapore.

### 8.2 Reproduction of logos

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

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

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

### 8.3 Inviting participants

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

A month prior to ESMO Asia 2022, satellite symposium organisers will have the possibility to showcase their satellite(s) via a digital satellite invitation/weblink(s) in our Online Scientific Programme and invite delegates to find out more about their session(s).

Furthermore, in the ESMO Asia 2022 E-Newsletter there will be a dedicated Industry Satellite Symposia section whereby all these digital invitations will be grouped.

From the 3 October 2022 your satellite invitation weblink will go live (this will be subject to prior submission before the **3 October 2022** deadline and subsequent approval by the ESMO Events Sponsorship Department).

The ESMO Asia 2022 E-Newsletter will be sent out to all registered delegates in November 2022.

To take full advantage of this unique opportunity and book this sponsorship product contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) today!

## Rules and Regulations:

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

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

With a satellite symposia, the content of the Weblink must solely state the:

- Title of the session
- The names of the chairpersons and speakers
- Venue and timing of the ESMO 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 **3 October 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 ESMO Asia Congress 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

## 8.4 Virtual Congress Bag Inserts

Artwork should be not larger than A4 format and less than 5 MB.

Promotion is restricted to one satellite symposium per Virtual Congress Bag Insert purchased.

Artwork should be submitted to [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) by **19 September 2022** for evaluation.

## 8.5 Advertisements

Advertisements are possible both on-site at the venue as well as in the virtual congress environment.

Please contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) for further details.

## 8.6 Signage, display and distribution on-site

For the display of programme posters, one designated support will be made available in the ESMO Asia 2022 Industry Satellite Symposia Gallery. Companies are entitled to bring one roll-up poster for each entrance of the assigned auditorium. Roll-ups should be removed at the end of the session.

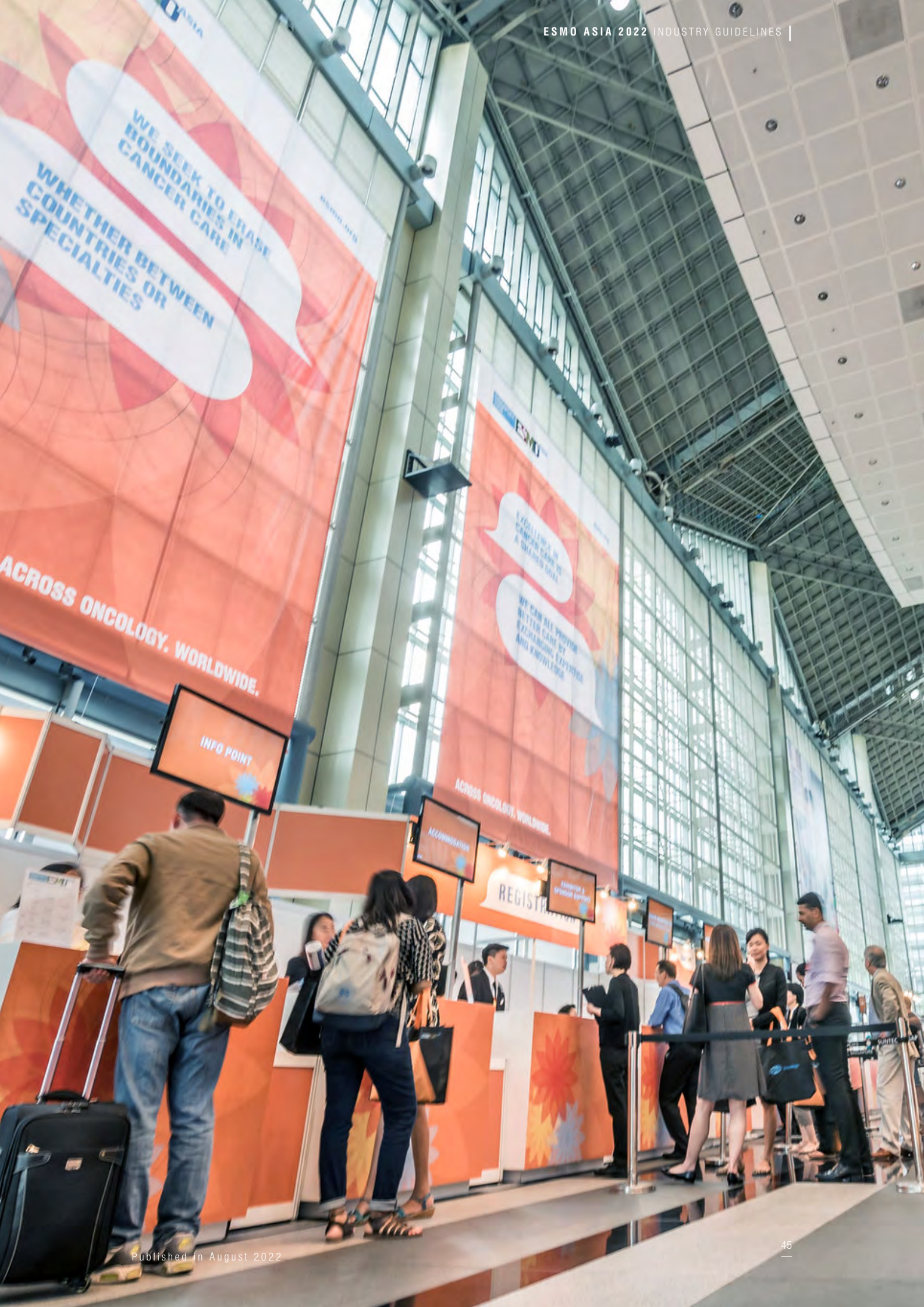
The display of posters is forbidden in other areas of the congress centre other than on the designated poster boards, throughout the congress period. Invitations\* and flyers may not be distributed to participants in any access to, or in public areas of, the congress centre, including between the metro 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 auditorium.

Additionally, the venue strictly forbids sticking signage or other elements to any walls, doors or windows of the premises.

\*Artwork production and delivery of invitations is at the sponsoring company's expense





### 8.6.1 ESMO Asia 2022 Industry Satellite Symposia Gallery (on-site)

The ESMO Asia 2022 Industry Satellite Symposia Gallery will be located in the Registration Area and will comprise one designated poster board. On each day, the posters of the corresponding satellite symposia will be displayed daily from 08:00 (SGT). For Friday, 2 November 2022, the posters of the evening satellite symposia will be displayed from 14:15 (SGT).

Each digital programme poster artwork should respect the requirements mentioned in paragraph 5.1 on page 30 and in the online submission form. The submitted artwork will be reviewed by ESMO and a notification will be sent within 10 working days to inform if it is accepted or if any changes are required.

The artwork will be used for both the online and on-site versions of the ESMO Asia 2022 Industry Satellite Symposia Gallery.



Submit [here](#) your programme poster artwork by 31 October 2022

### 8.7 Promotion at congress hotels

The production, distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by ESMO. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material (see 4.1). No assistance will be provided by ESMO or by the official housing service for the distribution of material or for the list of official Congress hotels.

### 8.8 Other promotional activities

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

### 8.9 Promotion related to products and services

Companies holding satellite symposia are responsible for obtaining relevant information and for complying with all Singaporean 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 international laws, as applicable.

**Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on pages [pages 47-48](#)**



# GENERAL TERMS AND CONDITIONS

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

## Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ESMO Asia 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 registered mail. 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. For companies in the priority points ranking, applications for promotional opportunities must be received by 27 April in order to be included in the first round of assignments.
- Priority points ranking status. Between 1 August 2020 and 31 August 2021, ESMO will review all investments and compile the priority points ranking list. This ranking list will define the order in which requests of companies are processed. 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.

## Assignment

At each sponsoring company's turn for assignment, every effort will be made to:

- Offer the first, second and third choice made on the sponsorship application form subject to availability.
- Offer a real time selection of what is available if the 3 choices on the sponsorship application cannot be honoured. To ensure each sponsoring company has a chance to choose a suitable opportunity, 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.

## 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 form has been accepted will be liable to pay the following fees (if the sponsorship product(s)/ service(s) cannot be reallocated to another company):

- 25% of the total rate, if the cancellation request is received in writing by 28 April 2022.
- 50% of the total rate, if the cancellation request is received in writing between 28 April 2022 and 25 May 2022.
- 100% of the total rate, if the cancellation request is received in writing after 25 May 2022.

Once the sponsorship item(s) are officially assigned the cancellation fee is 100% of the total rate.

If the item(s) can be reallocated to another sponsoring company, the former sponsoring company will receive a full refund of deposit(s) paid and less the administrative fees of 10% on the total sponsorship investment.

## 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 Congress (Friday 2 December 2022) will be subject to a 10% penalty fee on the total sponsorship investment.

## Refunds

Any refunds of deposits paid will be made after ESMO Asia 2022 but not later than 19 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 ESMO Asia 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 ESMO Asia 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 ESMO Asia 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 ESMO Asia 2022 or any materials related thereto or offered at ESMO Asia 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. ESMO Asia 2022 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ESMO Asia 2022 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ESMO Asia 2022 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ESMO Asia 2022 and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. ESMO does not endorse, and expressly disclaims all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.

### Connectivity or Technical Issues

ESMO specifically disclaims all responsibilities for the unavailability of the ESMO Asia 2022 website due to unexpected condition and/or problems attributable to a third party's network operators or Force Majeure. The sponsoring company acknowledges that it is its responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that its web browser is up to date in order to avoid connectivity or other technical issues when participating at ESMO Asia 2022. ESMO will use its best efforts to provide access to ESMO Asia 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 ESMO Asia 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 ESMO Asia 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 ESMO Asia 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 Congress.

### 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 ESMO Asia 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.

### Final Clause

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



## ESMO PRIORITY LIST

1	AstraZeneca	51	Springer
2	MSD	52	Angelini
3	Novartis	53	ESO
4	Pfizer	54	Accord Healthcare
5	Daiichi Sankyo	55	Natera
6	Roche	56	Myriad
7	Eli Lilly	57	Precision
8	Janssen	58	Boston Scientific
9	Amgen	59	Innovent Biologics
10	Servier	60	NeoGenomics Laboratories
11	GSK	61	Congress Consultants B.V.
12	Bristol Myers Squibb	62	Zai Lab
13	Sanofi	63	Mundipharma
14	Merck	64	Orion Pharma
15	Ipsen	65	Helsinn Healthcare
16	Eisai	66	Medac
17	Takeda	67	Guardant Health
18	Astellas	68	QED Therapeutics
19	Gilead Sciences Europe Ltd	69	Menarini Group
20	Seattle Genetics	70	Abbvie
21	Incyte	71	Biocartis
22	Elsevier	72	Debiopharm International
23	Pierre Fabre	73	Molecular Health
24	Beigene	74	I Path Media
25	Thermo Fisher	75	Caris Life Science
26	Bayer	76	Jiangsu Hengrui Medicine Co. Ltd, China.
27	Genmab	77	10X Genomics
28	Boehringer Ingelheim	78	Clinigen Group
29	Illumina	79	Sotio
30	BMJ	80	Fresenius Kabi
31	Exelixis	81	Regeneron Pharmaceuticals
32	Deciphera Pharmaceuticals	82	Russco
33	EUSA Pharma (UK) Ltd	83	Beacon Pharmaceuticals
34	Agendia	84	Biocad
35	Taiho	85	CStone Pharmaceuticals
36	Viatrix	86	Cognite
37	Itm Solucin	87	SSCG Media
38	Art Temp Communications	88	Odonate Therapeutics
39	PharmaMar	89	Invitae
40	Samsung Bioepis	90	Elekta
41	Syneos Health	91	Publicis Health Media
42	Axiom - Healthcare Strategies	92	Abdi Ibrahim Remede Pharma
43	Cor2Ed	93	Laboratorio Raffo
44	Ono Pharmaceutical	94	Four MSA
45	Alkermes	95	King Campbell And Friends
46	Exact Sciences International Sarl	96	Shenyang Sunshine Pharmaceutical
47	Blueprint Medicines	97	Mistral Capital Management Limited
48	Jazz Pharmaceuticals	98	G1 Therapeutics
49	Veracyte	99	Chia Tai Tianquing Pharm. Group
50	Siemens Healthineer	100	Conveners

# ESMO ASIA 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	02/08/2022	Mandatory - via -email <a href="mailto:programme@esmo.org">programme@esmo.org</a> using the <a href="#">Programme template</a>	<input type="checkbox"/>
<b>Final programme</b>	p.17	29/08/2022	Mandatory - via e-mail <a href="mailto:programme@esmo.org">programme@esmo.org</a> using the <a href="#">Programme template</a>	<input type="checkbox"/>
<b>Programme poster submission</b> JPEG, 1080x1920 pixels, vertical	p.33	31/10/2022	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	25/07/2022	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	03/10/2022	Optional - via online booking tool (sent in due time by <a href="mailto:asiacongress@esmo.org">asiacongress@esmo.org</a> )	<input type="checkbox"/>
<b>Auditorium capacity reduction</b>	p.24	03/10/2022	Optional - via email <a href="mailto:asiacongress@esmo.org">asiacongress@esmo.org</a>	<input type="checkbox"/>
<b>Satellite Symposia Services Order Form</b>	p.23	17/10/2022	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	17/10/2022	Optional - via e-mail <a href="mailto:asiacongress@esmo.org">asiacongress@esmo.org</a>	<input type="checkbox"/>
<b>Extra AV equipment</b>	p.25	17/10/2022	Optional - via e-mail <a href="mailto:av@liveproductions.com.sg">av@liveproductions.com.sg</a>	<input type="checkbox"/>
<b>Badge scanners</b>	p.28	31/10/2022	Optional - via e-mail <a href="mailto:leadssystem@ctimeetingtech.com">leadssystem@ctimeetingtech.com</a> using the dedicated form	<input type="checkbox"/>
<b>Additional assistants' hire</b>	p.24	31/10/2022	Optional - via e-mail <a href="mailto:asiacongress@esmo.org">asiacongress@esmo.org</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	14/11/2022	Mandatory - via Satellite Symposium Virtual Space backend (access credentials sent in due time by <a href="mailto:industry@esmo.org">industry@esmo.org</a> )	
<b>F&amp;B</b>	p.25	Optional Order of catering services information will be available online in September 2022		

# ESMO ASIA 2022 INDUSTRY SATELLITE SYMPOSIA CHECKLIST

Item	Page	Deadline	Submission	Status
<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	03/10/2022	Mandatory - via-email <a href="mailto:asiacongress@esmo.org">asiacongress@esmo.org</a>	<input type="checkbox"/>
<b>Booking of pre-recording slot with M Events</b>	p.29	17/10/2022	Mandatory (for companies doing pre-recording with M Events) - via online booking tool (sent in due time by <a href="mailto:industry@esmo.org">industry@esmo.org</a> )	<input type="checkbox"/>
<b>Satellite Symposia Services Order Form</b>	p.29	17/10/2022	Mandatory - via <a href="#">online form</a>	<input type="checkbox"/>
<b>Custom background for pre-recording with M Events</b>	p.29	28/10/2022	Optional - via e-mail <a href="mailto:industry@esmo.org">industry@esmo.org</a>	<input type="checkbox"/>
<b>Online rehearsal booking</b>	p.30	14/11/2022	Optional - via rehearsal booking tool (sent in due time by <a href="mailto:industry@esmo.org">industry@esmo.org</a> )	<input type="checkbox"/>
<b>Evaluation and/or Polling</b> If purchased, queries to be sent to M Events	p.38	14/11/2022	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	14/11/2022	Mandatory - via Satellite Symposium Virtual Space backend (access credentials sent in due time by <a href="mailto:industry@esmo.org">industry@esmo.org</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	14/11/2022	Mandatory - via Satellite Symposium Virtual Space backend (access credentials sent in due time by <a href="mailto:industry@esmo.org">industry@esmo.org</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	24/11/2022	Links will be sent via email by M Events ( <a href="mailto:industry@esmo.org">industry@esmo.org</a> )	N/A
<b>OTHERS</b>				
<b>Private meeting rooms rental request</b>	p.44	04/11/2022	Optional - via email <a href="mailto:asiacongress@esmo.org">asiacongress@esmo.org</a>	<input type="checkbox"/>

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

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 Singapore.

