ESMO 2022

Speaker Centre Instructions

PARIS 2022 **ESMO** congress

PARIS FRANCE
9-13 SEPTEMBER 2022

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

ESMO GOOD SCIENCE BETTER MEDICINE BEST PRACTICE

ESMO SPEAKER CENTRE INFORMATION & PRESENTATION UPLOAD INSTRUCTIONS FOR INDUSTRY SATELLITES

ESMO thanks the Industry satellite companies and the designated representatives for their cooperation in following the guidelines below.

> **IMPORTANT NOTE:**
> For logistical reasons and to grant a smooth process, companies organising an on-site satellite symposium must upload the presentations via the **Congress backend** (link received on 26 July) or on-site at the **Speaker Centre** and need to follow the below instructions.
> If you have an on-site technical rehearsal please kindly be reminded that you will have to upload your presentations via the **Congress backend** before the rehearsal.

1. CONGRESS BACKEND & SPEAKER CENTRE

1.1 Presentation upload instructions via Congress backend

Companies will be able to upload the presentations of their speakers via the Congress backend (link sent to the main administrative person on 26 July):
- from 26 July till 24 August
- from 27 August till 12 September

> **Benefits**
> - **Flexibility** of uploading the presentations from any place and at any time via the Congress backend
> - Possibility to re-upload **new updated versions** of your presentation

Presentations must be uploaded **no later than 3 hours before** the start of the satellite symposium.
- Slots on **Friday, 9 September from 10:15-11:45**: presentations should be uploaded by 20:00 on Thursday, 8 September

For the other slots, the following timeline applies:
- **Lunch time satellites slots:** presentations should be uploaded by 10:00 of the same day or the preceding day
- **Evening time satellites slots:** presentations should be uploaded by 15:00 of the same day

The ESMO 2022 Satellite Symposium backend & upload instructions manual will be ready by 26 July on the ESMO Website.

1.2 Presentation upload instructions at the Speaker Centre

Only the company/agency designated representative (communicated to ESMO by 13 July 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 collect and check-in all satellite's final presentations on a USB-removable drive at the **Speaker Centre**, located in **Hall 7, Level 7.1, no later than 3 hours before** the start of the satellite symposium.

- Slots on **Friday, 9 September from 10:15-11:45:** presentations should be uploaded by 20:00 on Thursday, 8 September

For the other slots, the following timeline applies:
- **Lunch time satellites slots**: presentations should be uploaded by 10:00 of the same day or the preceding day
- **Evening time satellites slots**: presentations should be uploaded by 15:00 of the same day
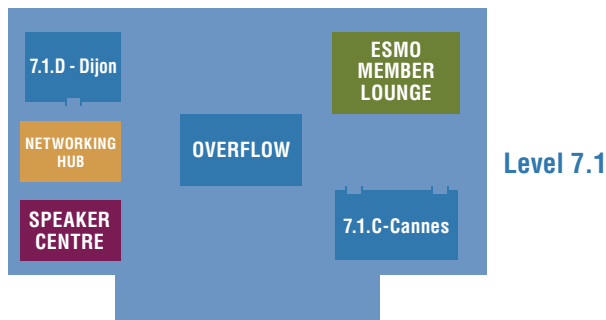
M Events staff will always be available to offer support and technical assistance during the upload of the presentations. Once the presentations have been checked, the congress technical staff will be responsible for delivering it to the auditorium in time for your satellite session.

IMPORTANT NOTE:
- Personal laptops cannot be used nor connected to the projectors in auditoria and presentations cannot be loaded directly onto the lectern laptop. Presentations must be uploaded at the speaker centre
- Technicians in the auditoria will NOT be able to receive presentations for upload directly from you
- If you have selected the option to run the ppt of your session from the back of the auditorium, please be informed of the following:
  - there will be an extra laptop located in the related auditorium from which only one person from your company, assisted from a technician, will be able to control the slides of your presentations. Kindly be reminded that it is mandatory to upload your presentations via backend or through the Speaker Centre in advance. From such extra laptop it is not allowed to process any changes on the ppt.
  - if you're having an interactive presentation, that includes a voting, it is not allowed to jump back and forth in your slides. The voting service is connected to the dedicated voting-slide within your presentation and would be restarted if you reenter the voting-slide.

1.3 Speaker Centre location and opening hours

The Speaker Centre is located in Hall 7, Level 7.1:

Level 7.1

The Speaker Centre opening hours:

Thursday, 8 September	**15:00 – 20:00**
Friday, 9 September	**09:00 – 18:00**
Saturday, 10 September	**07:00 – 18:00**
Sunday, 11 September	**07:00 – 18:00**
Monday, 12 September	**07:00 – 18:00**
Tuesday, 13 September	**08:00 – 13:00**

2. PRESENTATION FORMATS & CATEGORIES

2.1 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

2.2 Presentation Pre-Recording (MP4)

IMPORTANT NOTE:

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 Congress 2022 Secretariat (satellites@esmo.org) latest by **24 August 2022**.

For speakers not on-site, the pre-recording (video) of their lecture must be uploaded by the company administrator on the platform by **24 August 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.

2.3 Selection of the Presentation category

At the time of the presentation upload, the designated representative is requested to select at list one topic category for each presentation. You will find the list at the bottom of the instructions. This is a mandatory field. We, therefore, advise the designated representative to approach his/her speakers in advance in case of doubts.

CATEGORY	SUB-CATEGORY
Breast Cancer	
Carcinoma of Unknown Primary Site (CUP)	
Central Nervous System Malignancies	
Endocrine Tumours	Thyroid Cancer Neuroendocrine Tumours Adrenal Carcinoma
Gastrointestinal Cancers	Oesophageal Cancer Gastro-Oesophageal Junction Cancer Gastric Cancer Pancreatic Cancer Hepatobiliary Cancers Colon and Rectal Cancer Anal Cancer
Genitourinary Cancers	Renal Cell Cancer Urothelial Cancers Penile Cancer Prostate Cancer Germ Cell Tumours
Gynaecological Malignancies	Ovarian Cancer Endometrial Cancer Cervical Cancer Vulvar and Vaginal Cancers
Haematological Malignancies	Leukaemia Lymphomas Multiple Meyloma MDS/MPN/Others
Head and Neck Cancers	
Thoracic Malignancies	Small Cell Lung Cancer Non-Small Cell Lung Cancer Mesothelioma Thymoma and Thymic Cancer
Skin Cancers	Melanoma Non-Melanoma Skin Cancers

CATEGORY	SUB-CATEGORY
Sarcoma	Bone Sarcomas Soft Tissue Sarcomas GIST
Rare Cancers	
Basic Science	Cancer Biology Tumour Immunology Molecular oncology
Cancer Epidemiology	Global Cancer Statistics Cancer Registries
Cancer Prevention	Population Risk Factor Primary Prevention Secondary Prevention/Screening
Cancer Diagnostics	Laboratory Diagnostics Pathology/Molecular Biology Genetic and Genomic Testing, Counseling
Staging and Imaging	Radiological Imaging Nuclear Medicine Imaging (Molecular Imaging) Staging Procedures (not Imaging) Response Evaluation (RECIST Criteria)
Therapy	Cytotoxic Therapy Endocrine Therapy Targeted Therapy Cell-Based Therapy Immunotherapy Radiation Oncology Surgical Oncology Image-Guided Therapy
Supportive and Palliative Care	Supportive Care and Symptom Management Nutritional Support End-of-life Care Survivorship
Cancer in Special Situations	Cancer Treatment in Patients with Comorbidities Cancers in Adolescents and Young Adults (AYA) Cancer and Pregnancy Geriatric Oncology Cancer in LGBT Population AIDS-Associated Malignancies COVID-19 and Cancer

CATEGORY	SUB-CATEGORY
Cancer Control Principles	Fundamentals of Cancer Care Organisation Digital Health and Real World Data (eHealh, Telehealth, Big Data) Multi-Disciplinary and Multi-Professional Cancer Care Cancer Care Equity Principles and Health Economics Global Cancer Control
Cancer Research and Career Development	Clinical Research Translational Research Bioethical Principles and GCP Career Development (Including Statistics)
Psychosocial Aspects of Cancer	Patient Education and Advocacy Communication Skills

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