



ESMO ASIA 2022

Pre-recording Manual

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.

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

CONTACTS

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

ESMO Asia Congress 2022 Industry Satellite Symposia Support

M Events Cross Media GmbH

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12459 Berlin, Germany

E-mail: industry@m-events.com



ESMO Asia Congress 2022 Secretariat

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6900 Lugano, Switzerland

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1 GENERAL INFORMATION

This manual is intended for the companies that have decided to have the pre-recording of their online satellite symposium done by the official supplier M Events.

Pre-recording slot booking tool sent to the company administrators

5 October 2022

Deadline to book an appointment for pre-recording slot

17 October 2022

Dates available for the pre-recording appointment

7-18 November 2022

IMPORTANT – 48 hours before your pre-recording:

All presentations **MUST be uploaded** onto the satellite backend (link sent in due time)

Companies will book one dedicated 3-hour time slot for the recording of the **complete** satellite.

The time slot includes a technical 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).

Each pre-recorded online satellite symposium will include the following items/technical characteristics:

- Satellite symposium title and speakers' names
- Webcasts: one video per presentation showing the slides with video and audio signal of a speaker
- Each satellite will appear on the dedicated on-demand satellites section of the congress Platform

The M Events team will provide full AV and technical support during the pre-recording.

1.1 Included pre-recording services

- 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@m-events.com by **28 October 2022** (see paragraph 3.6 for the requirements)
- 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**

1.2 Data Protection

Please make sure that your presentations content can be shown on-site and online during and after the event for the on-demand service. If your presentation contains sensitive data, please remove it from the presentation before uploading it to the presentation system.

2 PRE-RECORDING INSTRUCTIONS

Step 1: Book your pre-recording appointment

- On **5 October 2022** the company representative will receive a link for the pre-recording slot booking tool
- The deadline to book the preferred 3-hour pre-recording slot is **17 October 2022**; please be aware that the slot is dedicated to all speakers of the same session

Step 2: Prepare the presentation slides for the upload

48 hours prior the pre-recording slot the company representative needs to:

- Upload (via the dedicated link sent by email in due time) the speakers' presentation slides. The instructions for the upload will be provided together with the upload link
- Last changes to the (optional) custom recording background may be sent until 48 hours before the pre-recording slot to industry@m-events.com; no edits can be accepted after this deadline
- Presentations attached to emails cannot be processed

Step 3: Join the pre-recording

- The company representative will receive an email with the individual speakers' and chairs' links to access the recording system latest 48 hours before the pre-recording slot; the company is responsible to share them within the Faculty
- Company representatives can join the pre-recording by using the chairs' link
- Please make sure that all the speakers and chairpersons sit in front of their computers at the given pre-recording time
- To enter the recording platform, speakers and chairs need to click on their personal link and follow the instructions on the screen. We recommend the use of Google Chrome, so that the link can be copied and pasted into the URL bar on Google Chrome
- The technician will be present in the meeting room during the entire time
- Speakers will control the uploaded slides via the recording system interface

Step 4: Review your recording

- The company representative will receive a link to the edited recording within 48 hours for review
- The company has 48 hours for internal review and the final file has to be uploaded onto the satellite backend by **14 November 2022**
- Further editing requests will be charged separately (EUR 125/hour, min. 3 hours) and have to fit into the general deadlines and timeframe

3 TECHNICAL REQUIREMENTS

3.1 Room

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

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

3.2 Hardware

Use high-quality equipment wherever it is possible:

- A desktop computer or laptop
- A headset (a microphone can also be used)
- An integrated or external webcam (required for video recordings)

3.3 Software

Recommendations:

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

3.4 Internet connection

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

3.5 Presentation format and upload


- 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

3.6 Video background

If desired, the optional custom recording background image must be sent via email to industry@m-events.com within 48 hours before the pre-recording slot. If no background image is provided, a default design will be displayed.

Custom background requirements:

- Full HD, 1920x1080 px (16:9)
- Do not use the fixed content areas:
 - Where slides and speakers' video are
 - Where title, presentation data, chair data are shown
 - Where the "sepsis in low..." text is shown, since the name of the speaker will be shown there



ESMO Congress


16-21 SEPTEMBER 2021

08:45 - 10:15 Myriad Genetics - Developments in precision medicine for breast and ovarian cancers

CHAIR : FRÉDÉRIQUE PENAULT-LORCA

The importance of biomarker-led decisions for PARP inhibitor maintenance in ovarian cancer: *the clinician point of view*

Prof Benoit You, MD, PhD
Lyon University Hospital (France)
CITOHL
EA 3738 CICLY, Université Claude Bernard Lyon 1
GINECO & GINEGEPS



Benoit You
The importance of biomarker-led decisions for PARP inhibitor maintenance in ovarian cancer

myChoice

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

3.7 Further information

Should you have any further questions, please contact:

- ESMO, asiacongress@esmo.org, for organisational questions
- M Events, industry@m-events.com, for questions regarding technical implementation

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.

