



**The latest insights and
future developments in
gynaecological cancers**

Exhibitor Manual

**2023 ESMO
GYNAECOLOGICAL
CANCERS**

Annual Congress

**BARCELONA SPAIN
23-24 FEBRUARY 2023**

The Congress will provide participants with updated knowledge and critical insights in both state-of-the-art practice and ongoing research in disease biology and management of patients with gynaecological cancers.

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CONTACTS

ESMO Gynaecological Cancers Congress 2023

ESMO Gynaecological Cancers Congress 2023

c/o ESMO Head Office
Via Ginevra 4
6900 Lugano, Switzerland

Web: www.esmo.org

E-mail: gynae@esmo.org

Sponsorship, industry satellite symposia and advertising

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Anna MacDougall	anna.macdougall@esmo.org	

Operations onsite and online management

Alessia Mora		
Chiara Sommaruga	gynae@esmo.org	+41 (0)91 973 19 62
Jessica Caverzasi		+41 (0)91 973 19 90

Virtual platform supplier

CTI Meetings Technology GmbH

Sonja Kreil	gynae@support.ctimeetingtech.com
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Onsite

Exhibition official stand builder

CCIB – (Centre de Convenciones International de Barcelona)

CCIB	stands@ccib.es	Tel: +34 93 230 10 00
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Forwarding agent / Storage

RESA Expo Logistics

Tanja Wilhelm	operations@resaexpo.com	Tel: 34 93 233 41 40
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Lead system / badge scanner

CTI Meeting Technology GmbH

Tamara Dworschak	leadsystem@ctimeetingtech.com	Tel: +43 1 319 69 99
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WELCOME

Dear Industry Partners,

We are thrilled to invite you to the third edition of the ESMO Gynaecological Cancers Congress 2023, taking place 23-24 February 2023 as an onsite congress in Barcelona, Spain and online, through a virtual platform.

This edition will feature the innovative LIVE Plus format, which will provide a wealth of opportunities for exchange of ideas among delegates.

Delegates will have the chance to learn firsthand about practice challenges and controversies, brainstorm with peers and explore further opportunities to advance their career. And if they are unable to attend, or would rather connect from a distance, we will continue to offer the convenience of an interactive virtual format.

The ESMO Gynaecological Cancers Congress was launched in 2021, with the first edition held as a fully virtual event focusing on ovarian cancer. In 2022, the meeting was held as a LIVE Plus meeting and the programme expanded to cover the broad spectrum of gynaecological cancers, providing a comprehensive update of practice-changes and progress in the treatment of gynaecological cancers, and insights into the diagnosis, biology and therapy of gynaecological malignancies.

ESMO Gynaecological Cancers has become an essential annual appointment for oncology professionals treating patients with such malignancies – the place to learn the latest promising news, acquire high quality education and exchange ideas.

We look forward to working with you towards this milestone event.

ESMO Gynaecological Cancers 2023 Scientific Co-Chairs:



Susana Banerjee
London, UK
Co-Chair



Domenica Lorusso
Rome, Italy
Co-Chair



Bradley J. Monk
Phoenix, AZ, USA
Co-Chair

CONGRESS OFFICERS

Scientific Co-Chairs

Susana Banerjee, London, UK

Domenica Lorusso, Rome, Italy

Bradley J. Monk, Phoenix, AZ, USA

Scientific Committee members

Robert Coleman, Houston, TX, USA

Nicole Concin, Innsbruck, Austria

Kosei Hasegawa, Saitama, Japan

Ana Oaknin, Barcelona, Spain

Isabelle Ray-Coquard, Lyon, France

PREFACE

Congress Dates

Official Programme, Industry Satellite Symposia & Onsite Exhibition
23 – 24 February 2023
Platform, Virtual Exhibition and e-Posters
22 – 27 February 2023

Important Note:

The Congress and all activities will close on the **24 February 2023**. However, the platform will remain available with the on-demand content and exhibition information until **27 February 2023**.

The ESMO Gynaecological Cancers Congress 2023 Exhibition is the leading platform to showcase the latest research in the field. This is an outstanding occasion to promote the value of your products and services both in an onsite and online setting. Be part of this unique event!

Well organised planning makes for successful execution and the ESMO Gynaecological Cancers Congress 2023 Organisers together with its partner suppliers will be glad to guide you towards a congress rich in discussion and exchange for your organisation.

This ESMO Gynaecological Cancers Congress 2023 Exhibitor Manual will guide you in the necessary steps to set up your onsite and/or virtual booth.

This document contains all technical details and backend instructions regarding the onsite and virtual exhibition features.

Your main contact for any additional queries on this aspect of the project will be the ESMO Gynaecological Cancers Congress 2023 Secretariat (gynae@esmo.org).

Please read this document carefully and share with the necessary colleagues and agencies involved in the organisation of your ESMO Gynaecological Cancers Congress 2023 activities.

Participation at the ESMO Gynaecological Cancers Congress 2023 implies an acceptance of the requirements contained within these Manual and also in any updates posted on the [ESMO website](#).

We look forward to working with you towards a rich and innovative ESMO Gynaecological Cancers Congress 2023!

DEADLINES

Deadlines onsite

25 November 2022	Company logo and description
27 January 2023	Submissions of the booth layout if constructed
27 January 2023	Inform about selected booth shell scheme option
1st February 2023	Orders of additional services
30 January 2023	Exhibitor registrations

Deadlines online

25 November 2022	Company logo and description
20 December 2022	Deadline to inform ESMO about the selected booth option
20 December 2022	Inform ESMO if you need assistance for uploading the material on your booth
20 January 2023	Deadline to finalise the upload of the content to your booth, OR to provide ESMO the content to be uploaded on the booth
20 January 2023	Exhibitors to provide contact details of the staff members manning the Integrated Chat to gynae@esmo.org
3 February 2023	Staff members manning the integrated chat will receive the backend access to the chat function from CTI

GENERAL INFORMATION

Exhibitors' badges

For the Onsite exhibition the sponsors can request a maximum number of **2 free badges** per booth. Exhibitor badges are available only for staff members, owners or representatives of exhibiting companies. To order your exhibitor badges and register your staff, please write to the ESMO Gynaecological Cancers Congress 2023 Secretariat at gynae@esmo.org by the **30 January 2023**.

The Onsite printed exhibitor badges will show the first name and last names, the company name and the country (obligatory requirements).

Exhibitor badges are distributed onsite only at the registration desk.

Please refer to the ESMO website to follow and implement the latest [COVID-19 regulations](#).

Company acknowledgement

ESMO will include short exhibitor's company/society profiles in the Congress website and Events App in the "Industry Participation" section.

All Exhibitors are kindly invited to send to gyane@esmo.org the company details by **25 November 2022**, as follows:

- company name to be listed online
- company description (max 60 words)
- company logo
- company website
- stand number (if applicable)

When sending the information, please make sure to clearly indicate the company name as it must appear on the ESMO website and in the Events App.

ONSITE EXHIBITION

1 CONGRESS VENUE

1.1 Venue address

CCIB – International Barcelona Convention Centre in Barcelona

Plaça de Willy Brandt 11-14
08019 Barcelona, Spain.

Contacts

CCIB	stands@ccib.es	Tel: +34 93 230 10 00
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1.2 Delivery address

RESA EXPO Logistics is the official forwarding agent. Please contact them at operations@resaexpo.com to get the exact instructions.

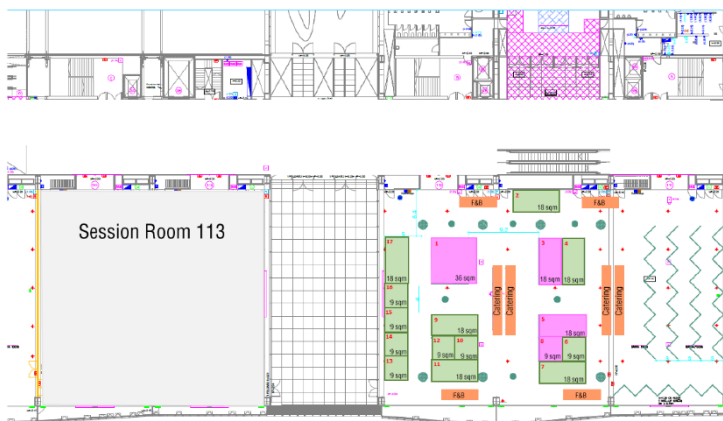
1.3 Parking

Please contact gynae@esmo.org

1.4 Catering

All catering must be organised through the official caterer. Please contact gynae@esmo.org well in advance to receive the caterer contacts.

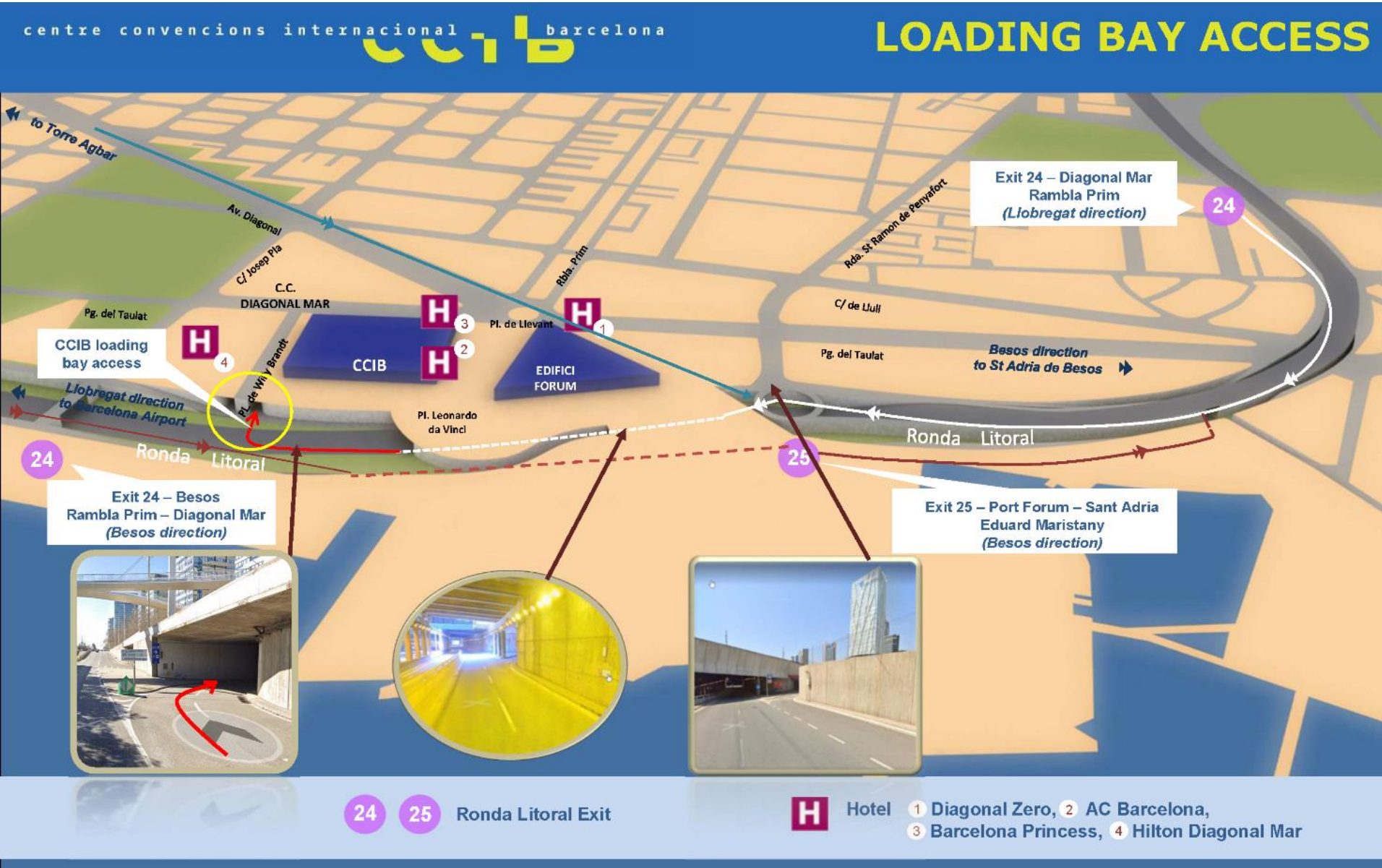
1.5 Venue overview



ESMO Gynaecological Cancers Congress 2023 areas:

- Registration area on the ground floor (main entrance)
- Session room on the 1st floor: Auditorium 113
- Exhibition, Catering and Poster area on the 1st floor
- Meeting rooms: available upon request

1.6 CCIB Loading Bay Access



2 ONSITE EXHIBITION AND CONGRESS SCHEDULE

Exhibition area setup hours

Wednesday, 22 February	08:00 – 16:00 (reserved for the official stand builder)
Wednesday, 22 February	16:00 – 18:00 (stand decoration and internal set-up)

Attention! Please note that all booths must be completed by **18:00**

Exhibition area hours

Thursday, 23 February	08:00 – 16:30
Friday, 24 February	08:00 – 16:30

Note: The Exhibition Area is in a public area of the venue. Therefore, do not leave any valuables unattended.

Times subject to changes

Dismantling hours

Friday, 24 February	17:30 – 20:00
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Registration desk hours (preliminary)

Wednesday, 22 February	16:00 – 18:00
Thursday, 23 February	07:00 – 18:00
Friday, 24 February	08:00 – 16:30

Coffee Breaks & Lunches

Thursday, 23 February	09:50-10:15, 12:45-13:45, 16:00-16:30
Friday, 24 February	09:50-10:15, 12:15-13:15, 15:50-16:15

Times subject to changes

3 ONSITE EXHIBITION SPECIFICATIONS

All exhibits must be confined to the spatial limits of their exhibition area, as indicated in the final floorplan. No part of any exhibit may be suspended from the ceiling or attached to any part of the building (walls included). Please contact directly “CCIB” at stands@ccib.es for shell scheme packages, graphic possibilities and furniture.

Exhibitors are welcome to decorate their stand walls and this together with any additional service e.g. electrical connection, internet connection, etc. will be at the exhibitor's expense.

Companies with an **Exhibitors sponsorship package** will receive a 9sqm shell scheme package including the following items:

- 9 sqm shell scheme booth (2.5m high) with fascia (company name in lettering only),
- LED strips light, electrical power (50w/sqm) and electrical switchboard including 1 socket (220V)
- Carpet (dark grey)
- 1 white counter with lockable doors
- 1 round high table with 3 stools
- 1 rack magazine
- Pre-inauguration cleaning

Those exhibitors are not allowed to build their own structure but can use their own furniture if preferred.

3.1 Catering for exhibition stands

Coffee breaks and lunches are provided by ESMO as part of the registration fee. However, the exhibitors can offer additional catering, but it must be organised through the CCIB (International Barcelona Convention Centre).

IMPORTANT:

Coffee Machines and Baristas must be approved by CCIB, so please contact them directly to get approval for your coffee machine and Barista via email to obtain approval.

Catering contact

Name: Claudia Saez

E-mail: csaez@ccib.es

Tel: +34 93 230 10 00

4 SHIPMENT

RESA Expo Logistics is the official shipping supplier of the ESMO Gynaecological Cancers Congress 2023. Please contact RESA Expo Logistics at operations@resaexpo.com to get more information.

Items shipped directly to the CCIB will be refused.

Shipping goods to your stand

Before shipping any items to your stand please make sure you get in touch with the official handling company, RESA Expo Logistics.

Please note that the venue does not receive, customs clear or store incoming shipments.

5 ORDER FORMS AND OTHERS

CCIB Regulations

- [CCIB Exhibition Area General Regulation 2023](#)

Onsite Booth

- [CCIB Exhibition Order Forms](#)
- [CCIB Furniture Catalogue](#)
- [Onsite Exhibitor Badges Registration](#)
- [Parking access template](#)
- [Service lift](#)
- [Doors measures](#)

Lead System / Badge Scanner

- [Lead System Brochure](#)
- [Lead System Order Form](#)

Shipment

- [RESA Expo Logistics Shipping Manual](#)

6 ESMO TRADE EXHIBITION AREA RULES

1. Unapproved therapies

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services. Nor are the organisers supporting those products or services for their sole promotion at the ESMO Gynaecological Cancers Congress 2023. However, the Congress Secretariat 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 and European laws and the Congress Secretariat bear no responsibility in case of a complaint based on such laws. The penalty that will be reflected in the company's sponsorship record for infractions to these laws will be assessed by the Congress Secretariat.

2. Duration of the Exhibition

The Exhibition will run from Thursday, 23 February to Friday, 24 February 2023.

3. Concomitant activities

Concomitant activities (internal meetings involving delegates, press conferences, educational or promotional activities) in the Congress venue or outside but concomitantly to or during breaks of the scientific programme of the Congress are subject to the Congress Secretariat approval. Clear identification of the organisers, the purpose, the targeted participants, and the full programme has to be submitted to the Congress Secretariat at least 6 weeks prior to the event for approval. Press conferences are subject to the specific Policy.

Blackout times:

23 February 2023 08:25 – 17:50

24 February 2023 08:30 – 17:40

4. Use of the Congress logo

The ESMO Gynaecological Cancers Congress 2023 names and/or logos may not be part of any exhibitor-distributed materials. The use of the ESMO Gynaecological Cancers Congress title and logo on distributed material is subject to approval by the ESMO Congress Secretariat.

5. Promotion of the exhibit

5.1 General note: The Congress Secretariat advises to avoid cultural or historical references on promotional material and bear no responsibilities in case this cause offence.

5.2 Display, projection or distribution of promotional materials on site:

All these activities must be confined in the company's assigned Exhibition space and are not allowed in any other area in, or leading to, the ESMO Gynaecological Cancers Congress venue.

5.3 Advertisements: Advertisement of the exhibit is possible in the programme book and depends on the chosen sponsorship package. All advertisements for the programme book are subject to approval by the ESMO Gynaecological Cancers Congress Secretariat. Promotion of a specific product does not mean acceptance or endorsement by the ESMO Gynaecological Cancers Congress Secretariat and it is under the responsibility of the sponsoring company, to comply with Swiss and European laws, where applicable.

5.4 Promotion at Congress hotels: The distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the Congress Secretariat. However, if produced, the content must follow the same rules defined by the Congress Secretariat in this policy.

5.5 Other promotional activities

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

6. Identification of the exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting unauthorised persons' access to the exhibit floor will be just cause for expelling the violator from the Exhibition or barring him from further entrance to the exhibit floor or removing his exhibit from the Exhibition floor without obligation on the part of the Congress Secretariat for refund of any fees.

7. Subletting of space

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the Congress facility is strictly prohibited.

8. Admission rights

Admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; The Congress Secretariat may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the event, or who refuses to comply with the local safety rules. Participants fully registered to the Congress and exhibitors wearing the exhibitors' badge may enter the Exhibition hall. Exhibitors must treat all participants/visitors in a courteous and fair manner.

Discrimination against participants/visitors according to their nationality, academic position, or any other factor is against these Industry Guidelines and will affect the future congress attendance of the company in question.

9. Surveys

Surveys are authorised only in the limits of the company's assigned booth. The appointed personnel must be identifiable at all times as member of a "marketing research team".

10. Media events - Temporary badges

Representatives of communication agencies that need a badge to assist in the preparation and development of third-party's media events, will be assigned a temporary badge at no charge. The temporary badge does not authorise any promotional or commercial activity, or any unsolicited contacts with any delegates. Unsolicited contacts will result in the cancellation of 5 to 10 ESMO sponsorship points from the company's records, based on the nature and damage of the infraction, as established by the ESMO Executive Committee. If no relationship can be made to any company, the communication agency will be banned from participating in the ESMO Gynaecological Cancers Congress for the next 4 years.

11. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in these Industry Guidelines. Any aspect that is not covered by these Industry Guidelines is subject to approval by the Congress Secretariat and by the Venue's Technical Service Department.

Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must at all times be kept clear and free for passage and all emergency exits and access to service areas are to be kept clear at all times and not restricted or rendered unrecognizable. Any exposed part of the display must be covered not to be objectionable to the other exhibitors, or in the best overall interest of the Exhibition. All business and selling demonstrations shall be confined to the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

12. Stand design

Exhibitors are welcome to bring an umbrella/pop up structure, roll up poster(s) and to rent additional furniture on condition it fits in the designed space. The rental furniture may be requested to CCIB (stands@ccib.es).

The drawings of the stand must be sent to the congress Secretariat by email to gynae@esmo.org before the 27 February 2023.

13. Management of the booth

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours.

14. Audio and visual activities

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors, and television screens is acceptable within the stand/Exhibition space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand. If the ESMO Gynaecological Cancers Congress Secretariat judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Congress Secretariat reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of these Industry Guidelines. Licensing for copyrighted work is the sole responsibility of the exhibitor.

15. Catering

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer namely: gynae@esmo.org

16. Social functions/activities

Social functions and other activities sponsored by exhibitors cannot be held during exhibit hours or in conflict with any scheduled meetings or activities conducted by the Congress Secretariat. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer assisted learning which the delegate can choose to start and end at his/her own wish are allowed.

17. Giveaways

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed.

18. Liability

Neither ESMO nor CCIB Barcelona, nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO nor CCIB Barcelona, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor CCIB Barcelona and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither ESMO nor CCIB Barcelona shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO nor CCIB Barcelona maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations. ESMO Gynaecological Cancers Congress 2023 will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders.

Advertising / promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the English and European law, where applicable

19. Force majeure

Should the event be cancelled, postponed or moved to a different venue due to force majeure, the invested costs will be refunded or reallocated to a postponed and/or different project, while the arising costs will be borne by the participating companies. Force majeure is defined as any event that the Congress Secretariat could not, even with due care and attention, foresee or avoid. These events include, but are not limited to acts of God, war, terrorist attacks that may hinder the organisation of the Congress and affect the security of participants, government regulation, disaster, strikes, civil disorder, or any other similar emergency making it illegal or impossible to hold the Congress.

20. Insurance

The Congress Secretariat disclaims any and all responsibilities for damages to persons or properties in relation with the activities organised by third parties who are directly liable for such damages.

It is therefore the responsibility of the third party to take out sufficient insurance coverage.

21. The ESMO Gynaecological Cancers Congress 2023 is a non-smoking event.

22. Final Clause

In cases not covered by the regulations in these Exhibitor manual, the Congress Secretariat's interpretation shall be final.

VIRTUAL EXHIBITION

7 SPONSORSHIP PACKAGE ENTITLEMENTS OVERVIEW

The ESMO Gynaecological Cancers Congress 2023 offers our industry partners a range of possibilities to showcase their products, present their company profile and interact with the participants.

The exhibition entitlements listed below are an extract of the original titled sponsorship packages:

Item	Platinum Sponsor		Gold Sponsor	Silver Sponsor	Bronze Sponsor
Virtual booth option*	3D	2D or basic	2D or basic	2D or basic	basic
Company logo on the Exhibitor Directory	Yes		Yes	Yes	Yes
Company profile banner (with link)	1		1	1	1
Company description	Yes	Yes	Yes	Yes	Yes
Stand integration (hosted on external website)	Yes		Yes	Yes	Yes
Social Media links	Yes		Yes	Yes	Yes
“Submit Inquiry” button	Yes		Yes	Yes	Yes
Integrated chat	2 staff members		2 staff members	2 staff members	2 staff members
Resources and Products (video or Link or PDF)	6		6	4	2
Linked to Satellite symposia page	Yes**	Yes	Yes	No	No
Disclaimer	Yes	Yes	Yes	Yes	Yes

Note: *Platinum Sponsors can choose between a 3D, 2D or basic Virtual Booth Option

**In the Resources Section

8 EXHIBITOR BOOTH OPTIONS

8.1 General information

According to the selected package, companies can present products in their booths, invite to video meetings, chat with participants and collect contact information.

Further information with the exact specification, dimension and data formats can be found in chapter 8 of this document.

ESMO will provide support for the configuration of the booths.

Companies have to provide all the content to upload on their booth to gynae@esmo.org by **20 January 2023**.

However, companies might request by **20 December 2022** a direct backend access which also includes the preview function through which the display of the various items and the overall booth can be checked directly, as viewed by the participants.

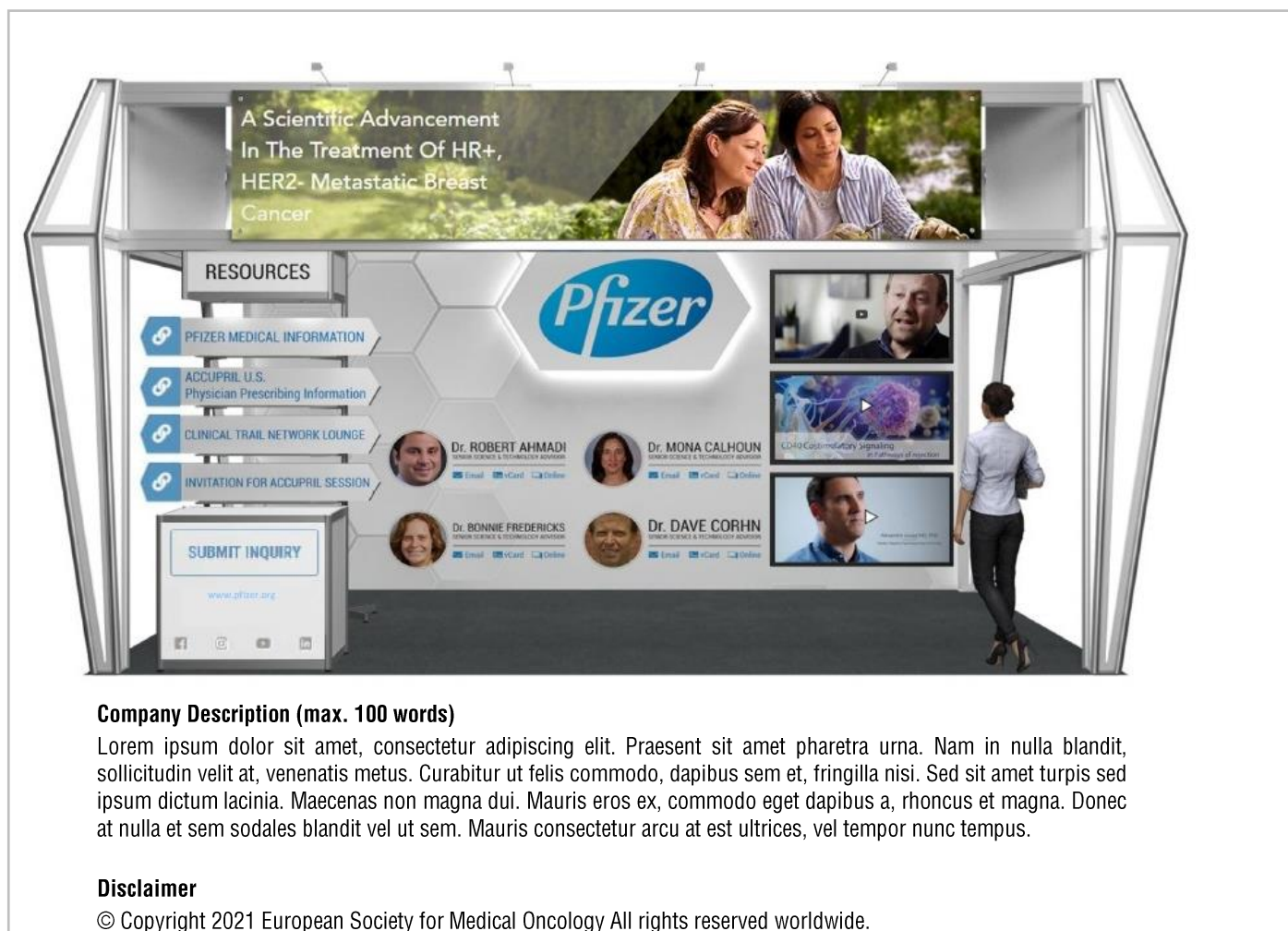
Companies can define their own categories, headings, displayed products, studies or other content. All content, such as videos, audio files and pdfs will be stored on the platform.

Links to external contents/websites can be integrated in designated positions.

For the Integrated chat, exhibitors will be provided with a separate backend login through which all incoming messages can be managed. Please provide the names of the staff members manning the chat to gynae@esmo.org by **20 January 2023**, according to your sponsor package and the entitled number of logins. Details to be provided: first and last name, email address.

8.2 Booth – mock-ups

3D Booth – Available only for Platinum Sponsors



* Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Gynaecological Cancers Congress 2023 design.

2D Booth – Available only for Platinum, Gold and Silver Sponsors

ESMO

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Francesca Iadicco
Marketing Department

[Email](#) [vCard](#)

Valentina Magini

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ESMO is the leading professional organization for medical oncology. With more than 25,000 members representing oncology professionals from over 160 countries worldwide, ESMO is the society of reference for oncology education and information. ESMO is committed to offer the best care to people with cancer, through fostering integrated cancer care, supporting oncologists in their professional development, and advocating for sustainable cancer care worldwide.

Satellite Symposium

[Watch our Satellite Symposium](#)
Download your copy of the invitation

Resources

[SCARVES Formstack](#)

[JOIN ESMO](#)

[ESMO Gynaecological Cancers Virtual Meeting 2021](#)

WHAT YOU CAN EXPECT FROM THE
ESMO GYNAECOLOGICAL CANCERS
VIRTUAL CONGRESS 2021

Watch on [YouTube](#)

Products

ESMO Virtual Plenaries

[Click here to discover the ESMO Virtual Plenaries](#)

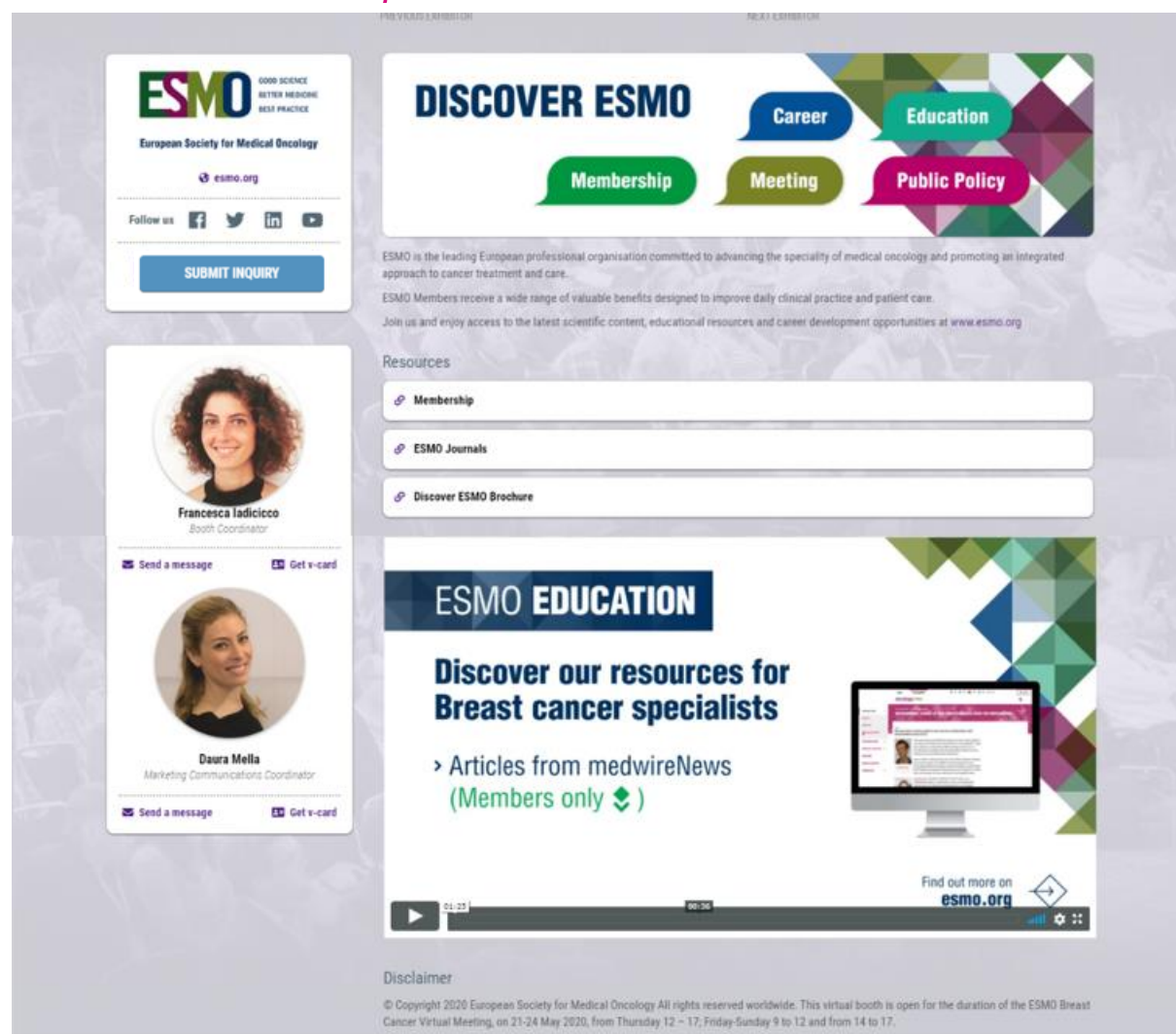
ESMO Career Development

Disclaimer

© Copyright 2020 European Society for Medical Oncology All rights reserved worldwide.

* Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Gynaecological Cancers Congress 2023 design.

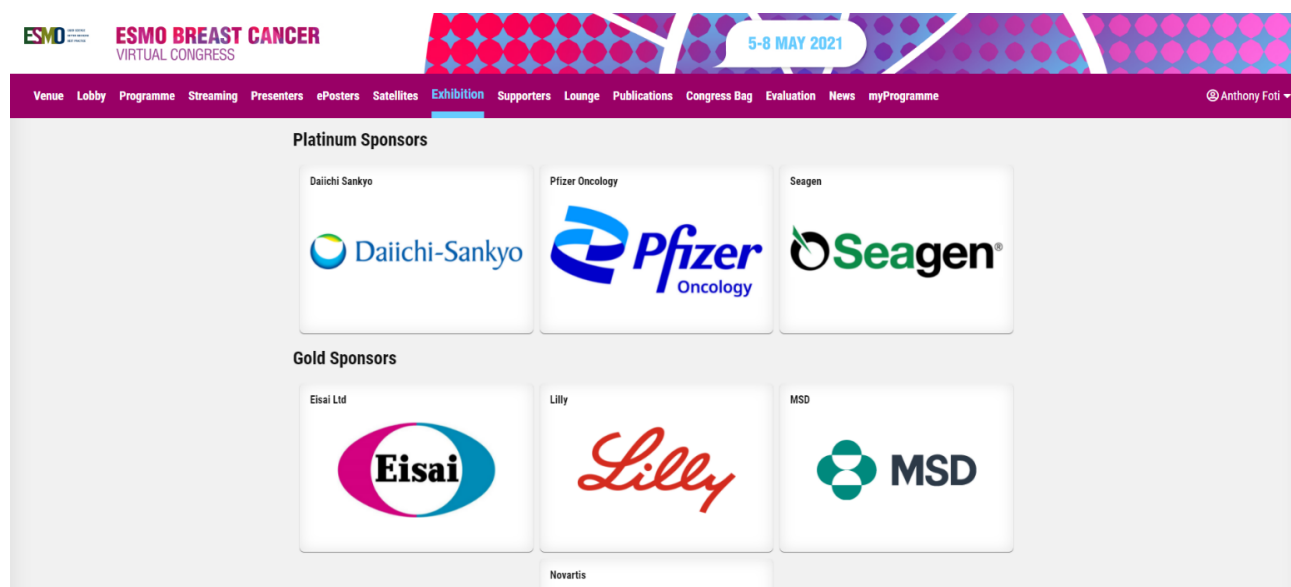
Basic Booth – Available for all sponsors



* Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Gynaecological Cancers Congress 2023 design.

8.3 Company logo in the Exhibitor Directory

- The company logo will be displayed in the Exhibitor Directory, size and position are determined according to the selected sponsorship package.
- Alphabetical order within the same sponsorship level



*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO Gynaecological Cancers Congress 2023 design.

8.4 Company profile banner

(number of banners depending on selected sponsorship package)

- Companies can upload a banner with external link
- When there is more than one banner, provide file in an animated GIF format



8.5 Company description & social media links

- General description of company and website
- Social media links

8.6 Adding image to 2D Booth

A full area dedicated to display the company profile, in which it is possible to include max 3 touchpoints elements:

1. Resource / Product: link to an external URL
2. Resource / Product: link to an external URL
3. Video: Link URL to an existing trusted source (e.g. YouTube, Vimeo)

If you decide to configure your booth, ESMO will provide you the empty 3D Booth rendering that you can personalize by adding graphic elements, logo and name.



8.7 External 3D / 2D booth integration

An alternative to the above proposed 3D-feeling profile, you can link to an existing company booth.

- Link your external booth (2D or 3D)
- External URL to be provided, booth web design to be handled by exhibitor

8.8 Resources / Products

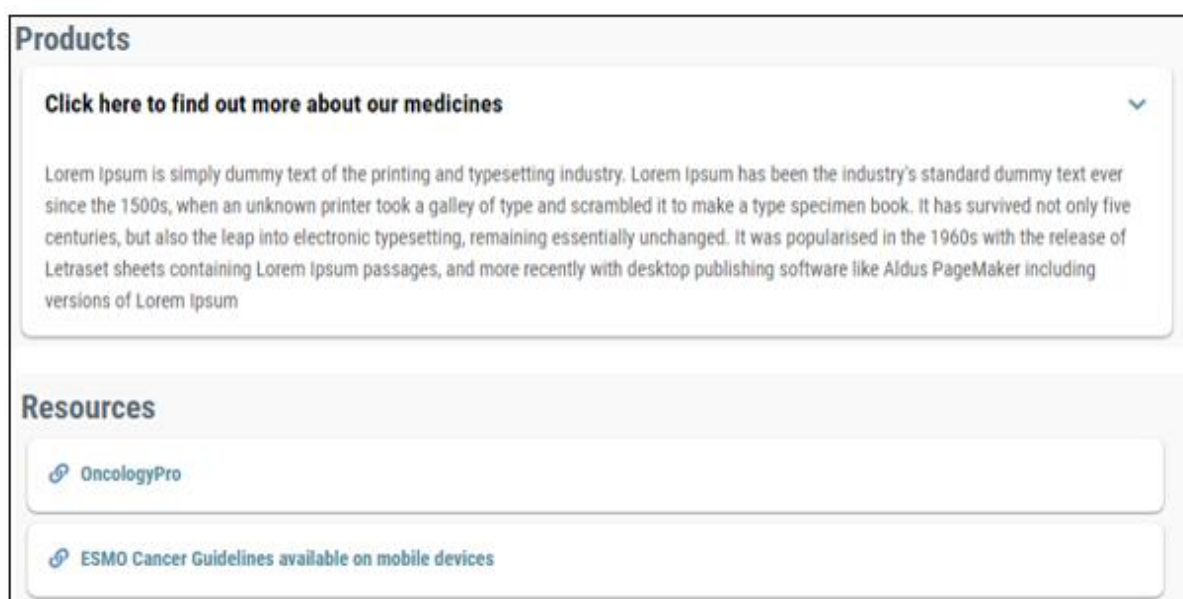
(number of up loadable products/resources depending on selected sponsor package)

Video & podcasts

- Present your newest products and highlight as videos or podcasts
- File formats: links to external website

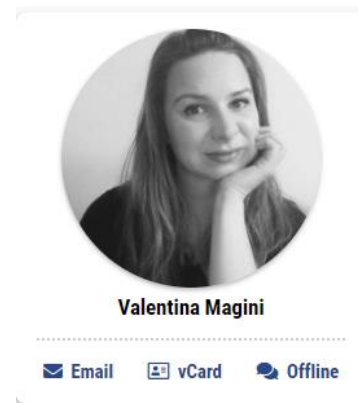
Documents PDF

- Present further products on your profile, shared through link
- File formats: links to external website



8.9 Integrated chat

- Integrated chat available for a specific number of staff members (depending on selected sponsor package)
- Delegates can contact staff members via the chat
- Companies to provide first name, last name and email address of the staff members manning the Integrated chat by **20 January 2023** to gynae@esmo.org



8.10 “Submit Inquiry” button

- Delegates can send in questions to the email address provided.



8.11 Industry Satellite Symposium

(for satellite symposia, as allocated in the sponsorship package)

- Satellite Symposium title will link to the dedicated Industry Satellite Symposium Virtual Space
- Upon request, please contact gynae@esmo.org

Satellite Symposium

[Watch our Satellite Symposium](#)

[Download your copy of the invitation](#)

8.12 Disclaimer

- At the bottom of the virtual booth, an area for a disclaimer can be added if required.

Disclaimer

© Copyright 2020 European Society for Medical Oncology All rights reserved worldwide.

8.13 Content not uploaded

- Sections with no uploaded content will remain hidden and the next listed item will display instead e.g. should the exhibitor not have a 2D/3D stand to link, the products and respective list of section will move up
- Exhibitors are asked to inform gynae@esmo.org should any section not be use, despite being entitled (according to sponsor package)

9 VIRTUAL BOOTHS SPECIFICATIONS

9.1 Specification overview by item for 2D booth and Basic

Company logo in the Exhibitor Directory	<ul style="list-style-type: none"> File type: .svg or .png with transparent background Dimensions: 250px width x 250px height
Company profile banner	<ul style="list-style-type: none"> File type: .png or .jpg Dimensions: single banner, width: 890px and height: min 230px
Company description	Plain text with max. 100 words
Contact details	<ul style="list-style-type: none"> Booth representative (up to 4 – depending on the booked package) <ul style="list-style-type: none"> Picture: <ul style="list-style-type: none"> File type: .svg or .png with transparent background Dimensions: 200px width x 200px height Provide email, full name and title Company name and URL to corporate website
Social media links	Up to 4 (Facebook, LinkedIn, Twitter, Instagram)
Lead retrieval “Contact us”	Provide email address
Integrated chat	Companies will get access to the chat backend and chat with delegates on their profile page
External 3D/2D booth	<p>Link to external virtual booth. URL to be provided.</p> <p>Design of the virtual booth to be handled by the exhibitor on an external platform.</p>
3D-image (only for 2D booth)	<p>Provide max 3 touchpoints elements:</p> <ul style="list-style-type: none"> Resource / Product: link to an external URL Resource / Product: link to an external URL Video: Link URL to an existing trusted source (e.g. YouTube, Vimeo)
Products Can be grouped by individual headings	<p>Each tile can include a link to one video or audio or a link to an external website</p> <p>For each tile provide a title of max 100 characters and:</p> <ul style="list-style-type: none"> Video: provide a link to external page Audio: provide a link to external page
Video Main video under the resources	Format: it is an embedded link to an existing trusted source (e.g. YouTube, Vimeo or Company URL)
Satellite Symposium	Satellite Symposium title will link to the Satellite Symposia page.

9.2 Specification overview by item for 3D booth

Company logo in the Exhibitor Directory	<ul style="list-style-type: none"> File type: .svg or .png with transparent background Dimensions: 250px height by 250px width
Company profile banner	<ul style="list-style-type: none"> File type: .jpg Dimensions: single banner, 1170px width x 230px height
Contact details	<ul style="list-style-type: none"> Booth representative (up to 4 – depending on the booked package) <ul style="list-style-type: none"> Picture: <ul style="list-style-type: none"> File type: .svg or .png with transparent background Dimensions: 200px width x 200px height Provide email, full name and title Company name and URL to corporate website
Social media links	Up to 4 (Facebook, LinkedIn, Twitter, Instagram)
Lead retrieval “Submit Inquiry”	Provide email address
Integrated chat	Companies will get access to the chat backend and chat with delegates on their profile page
External 3D/2D booth	<p>Link to external virtual booth. URL to be provided.</p> <p>Design of the virtual booth to be handled by the exhibitor on an external platform.</p>
Products / Resources Can be grouped by individual headings	<p>Up to 6, each tile can include a link to an external website.</p> <p>For each tile provide a title of max 40 characters and:</p> <ul style="list-style-type: none"> Link to an external website
Video	<p>Up to 3 videos.</p> <p>Format: it is an embedded link to an existing trusted source (e.g. YouTube, Vimeo or Company URL)</p>
Satellite Symposium	Satellite Symposium title will link to the Satellite Symposia page.

10 GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Gynaecological Cancers Congress 2023 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 Gynaecological Cancers Congress 2023 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. The ESMO Events Sponsorship Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

Assignment

- Will be done on a first come, first served basis (excluding the satellite symposia assignments).

To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, 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. In such cases the cancellation fee will be applicable following the cancellation policy.

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 has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

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 start of the ESMO Gynaecological Cancers Congress 2023 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after the ESMO Gynaecological Cancers Congress 2023 but not later than the **15 December 2023**. 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 Gynaecological Cancers Congress 2023.

Postponement or Abandonment

ESMO reserves the right to postpone the event including the exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the ESMO Gynaecological Cancers Congress 2023 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 the ESMO Gynaecological Cancers Congress 2023 in the event of force majeure cases (e.g. strikes, 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 the ESMO

Gynaecological Cancers Congress 2023 or any materials related thereto or offered at the ESMO Gynaecological Cancers Congress 2023 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. The ESMO Gynaecological Cancers Congress 2023 is provided on an “as-is” basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at the ESMO Gynaecological Cancers Congress 2023 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. The ESMO Gynaecological Cancers Congress 2023 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at the ESMO Gynaecological Cancers Congress 2023 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 Gynaecological Cancers Congress 2023 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 Gynaecological Cancers Congress 2023. ESMO will use its best efforts to provide access to the ESMO Gynaecological Cancers Congress 2023 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 contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any

exhibits or any other persons. 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 acquire 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 the ESMO Gynaecological Cancers Congress 2023 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 the ESMO Gynaecological Cancers Congress 2023. 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 event.

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 the ESMO Gynaecological Cancers Congress 2023.

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.

Non-smoking policy

The ESMO Gynaecological Cancers Congress 2023 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these General Terms and Conditions, ESMO interpretation shall be final.