ESMO 2024 - SATELLITE SYMPOSIA

# PROGRAMME TEMPLATE

**IMPORTANT NOTES:**

* Submission to [**satellites@esmo.org**](mailto:satellites@esmo.org) by **14 May 2024**
* Please make sure to read carefully the [**regulations**](#_REGULATIONS) below, before filling in the required tables

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| SATELLITE INFORMATION | |
| **Sponsor** | Company Name (this will be published in the ESMO 2024 programme) |
| **Allocated slot** | Slot n. |
| **Day and time** | dd/mm/yyyy, hh:mm-hh:mm |
| **Programme referent** | Name, Surname, Email (main contact for all future programme-related communications) |
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| AREA(S) OF INTEREST | |
| **Please select the appropriate Area(s) of Interest (maximum 5 AoI)** | |  |  | | --- | --- | | Basic science and translational research | Haematological malignancies | | Breast cancer, early stage | Head and neck cancers, excl. thyroid | | Breast cancer, metastatic | Investigational immunotherapy | | Cancer nursing | Melanoma and other skin tumours | | CNS tumours | NETs and endocrine tumours | | Developmental therapeutics | Non-metastatic NSCLC and other thoracic malignancies | | Gastrointestinal tumours, upper digestive | NSCLC, metastatic | | Gastrointestinal tumours, lower digestive | Policy and preventive strategies | | Genitourinary tumours, prostate | Sarcoma | | Genitourinary tumours, non-prostate | Supportive and palliative care | | Gynaecological cancers |  | |
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| SESSION PROPOSAL | |
| **Title** | **Title of the session** |
| Co-Chair 1 | Name Surname, City, Country |
| Co-Chair 2 | Name Surname, City, Country |
| Introduction | **Title** |
| Speaker 1 | Name Surname, City, Country |
| Lecture time | 5’ |
| Presentation 2 | **Title** |
| Speaker 2 | Name Surname, City, Country |
| Lecture time | 20’ |
| Presentation 3 | **Title** |
| Speaker 3 | Name Surname, City, Country |
| Lecture time | 20’ |
| Presentation 4 | **Title** |
| Speaker 4 | Name Surname, City, Country |
| Lecture time | 20’ |
| Presentation 5 | **Title** |
| Speaker 5 | Name Surname, City, Country |
| Lecture time | 20’ |
| Conclusion | **Title** |
| Speaker 6 | Name Surname, City, Country |
| Lecture time | 5’ |

Note: The overall session timing programme cannot exceed 90 minutes. The above template is based on a 90-minute session example but lecture timings may vary, therefore rows may be adjusted as necessary. Make sure to indicate the correct time for each lecture and to respect the maximum overall confirmed time.

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| SPEAKER DETAILS\*  *Affiliation details must be provided in full: first name, last name, institution, city, country, email\*\** | | | | | | |
| **First name** | **Last name** | **Institute** | **City** | **Country** | **Email** | **Email cc** |
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Notes:

* Affiliation details must be provided in full: *first name, last name, institution, city, country, email* (email addresses are necessary for ESMO internal purposes but will not be published anywhere nor used for any communication)
* Should you have more than one speaker involved in one lecture (e.g., during the discussion), please note that the speakers will be published as “All speakers” on the online livestreaming, due to the fact that the system only allows one name per each lecture

# REGULATIONS

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| **14 May 2024** | Proposed programme - including title of the symposium, slot number, all presentation titles and timings, names  of all proposed speakers and chairpersons, area(s) of interest – to be submitted to satellites@esmo.org  using the official [ESMO programme template](#_PROGRAMME_TEMPLATE) |
| **5 June 2024** | Notification by ESMO of acceptance / rejection / request for modifications to the  programme as decided by the ESMO 2024 Scientific Committee Chair |
| **24 June 2024** | Receipt of the final programme |

**Instructions and regulations related to the ESMO 2024 Satellite Symposia programme submission are available in the ESMO 2024 Industry Guidelines (pages 16-18). Please make sure to read them carefully and respect them.**

**IMPORTANT NOTES:**

* Unless required by ESMO in the outcome notification (5 June 2024), no major changes in terms of content, slot number and/or area(s) of interest can be applied to the approved proposed programme. Any change to the provisional or the final programme **must be forwarded immediately for approval to the ESMO Congress 2024 Secretariat** (satellites@esmo.org) in time to submit the final version by **24 June 2024** at the latest
* Since there will be several industry satellite symposia sessions being hosted in parallel, ESMO cannot guarantee that clashes will not occur on certain topics covered in the respective satellite programmes
* Companies can approach the speakers in advance to check their availability to participate in their satellite symposium. However, speakers can be officially invited only once the programme has been approved by the ESMO 2024 Scientific Committee

All satellite symposia programmes must be approved by the ESMO 2024 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 2024 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: ESMO President, President-Elect, Past-President, Director of Education, Director of Membership, Director of Public Policy, Congress Scientific Chair(s), Cancer Medicines Committee Chair, Compliance Committee Chair, Compliance Committee Deputy Chair, Congress Educational Chair, Guidelines Committee Chair, Editors-in-Chief and Deputy Editors-in-Chief of ESMO Journals, and the ESMO-Magnitude of Clinical Benefit Scale Working Group Chair.

All other ESMO 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)

Submitting an abstract to the ESMO 2024 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 Congress 2024 programme, and that it has not been presented elsewhere.

\*ESMO policy may be subject to change