



ESMO ASIA 2023

Industry Guidelines

SINGAPORE
2023

ESMO^{ASIA}

SINGAPORE
1-3 DECEMBER 2023

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.



European Society for Medical Oncology

MEMBERSHIP SERVICES

T GUIDELINES



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PATIENT GUIDES



PUBLICATIONS

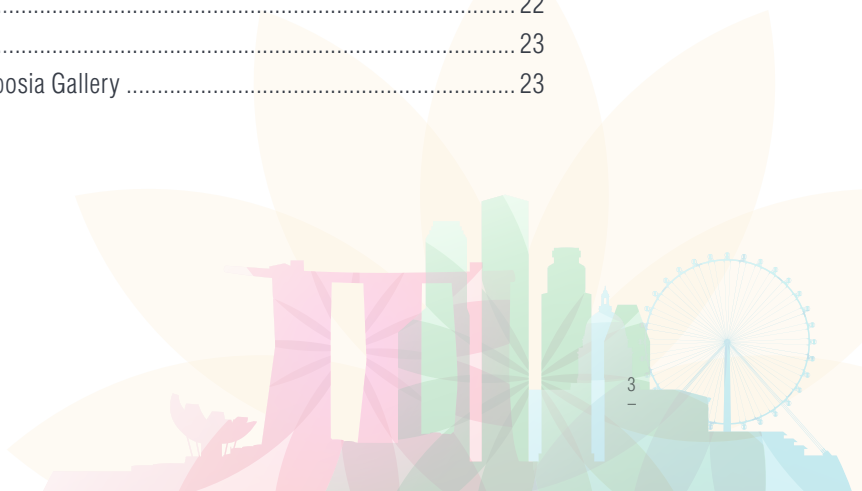


PUBLIC



INDEX

■ CONTACTS.....	5
■ WELCOME TO THE ESMO ASIA CONGRESS 2023.....	6
■ CONGRESS OFFICERS.....	7
■ PREFACE.....	8
■ GENERAL INFORMATION.....	9
■ DEADLINES.....	11
■ INDUSTRY SATELLITE SYMPOSIA.....	12
1 Satellite symposia general information.....	13
1.1 Structure.....	13
1.2 Satellite symposia programmes.....	13
1.3 Applications.....	13
1.4 Programme timeline and deadlines.....	14
1.5 Duration of the satellite symposia.....	14
1.6 Satellite symposia contact/representatives.....	14
1.7 ESMO Congress website and Congress App.....	15
1.8 Abstract presentation during the Congress.....	15
1.9 ESMO Congress Abstract Book.....	15
1.10 Registration.....	15
1.11 Preparatory registration.....	15
1.12 Group voucher registration.....	15
1.13 Post-Congress hosting.....	16
1.14 Compliance.....	16
2 Satellite symposia details.....	17
2.1 Schedule.....	17
3 On-site satellite symposia.....	18
3.1 Auditoria set-up and technical equipment.....	18
3.2 Auditoria lectern.....	19
3.3 Technical and monitoring staff.....	19
3.4 Alternative stage set-up, additional equipment and/or personnel.....	19
3.5 Food & beverage areas.....	20
3.6 Installation, rehearsal and dismantling times.....	20
3.7 Speaker centre.....	21
3.8 On-site badge scan system (Lead system).....	22
3.9 GDPR.....	22
3.10 Faculty expenses for on-site satellite symposia.....	22
3.11 Storage possibilities.....	22
4 Services included.....	23
4.1 ESMO Asia 2023 Industry Satellite Symposia Gallery.....	23



INDEX

■	INDUSTRY MEETINGS	24
	5 Industry meetings and activities	25
	5.1 Networking events	25
	5.2 Unofficial satellite symposia or similar events	25
	5.3 Concomitant activities	25
	5.4 Media activities (Press)	25
	5.5 Private Industry meetings	26
■	PROMOTION	28
	6 Promotion of the Industry Satellite Symposia and other activities	29
	6.1 Publications and on-site Advertising	29
	6.2 Reproduction of logos.....	29
	6.3 Inviting participants	29
	6.4 Advertisements.....	30
	6.5 Signage, display and distribution on-site.....	30
	6.6 Promotion at congress hotels	32
	6.7 Other promotional activities.....	32
	6.8 Promotion related to products and services.....	32
■	GENERAL TERMS AND CONDITIONS.....	33
■	ESMO PRIORITY LIST.....	35
■	ESMO ASIA 2023 INDUSTRY SATELLITE SYMPOSIA CHECKLIST	37



CONTACTS

ESMO Asia Congress 2023 Industry Satellite Symposia Support

ESMO Asia Congress 2023 Secretariat

ESMO Head Office
Via Ginevra 4
6900 Lugano, Switzerland
E-mail: asiacongress@esmo.org

Sponsorship, industry satellite symposia, advertising and exhibition

Zarina Othman sponsorsupport@esmo.org +41 (0)79 895 82 58

Operations management

Janice Neo asiacongress@esmo.org +65 8282 3743

Satellite symposia programme management

Simona Tettamanti programme@esmo.org +41 91 973 55 93
Daiana Betti

Satellite symposia logistics

Zhixin Teo sponsorsupport@esmo.org +65 8820 1789

Exhibition support

Aries Low asiacongress@esmo.org +65 8715 8795

Registration management

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

Media relations

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

Housing

Safe2Travel
10 Toh Guan Road #08-01
Singapore 608838

Suzi Buang
Tel: +65 6823 1605
Email: esmoasia@safe2travel.com

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 2023 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 2023 will be via the official ESMO website, by contacting registration@esmo.org or on-site in Singapore from 30 November 2023.

WELCOME TO THE ESMO ASIA CONGRESS 2023

Dear Industry Partners,

We are looking forward to welcoming you to the ESMO Asia Congress 2023 in Singapore, from 1 to 3 December, 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.

The outstanding scientific programme will cover the latest advances in treating the most prevalent cancer types in the region, offering high quality multidisciplinary educational sessions and special sessions in collaboration with illustrious international and Asia-Pacific oncology associations.

As usual, there will be a special focus on the Pan-Asian Guidelines Adaptation (PAGA) Lecture, conceived to share best practice standards of care for cancer patients and providing a framework for the structured interaction of key opinion leaders in oncology from Asia and Europe.

We hope you will join us on that journey by taking part in ESMO Asia 2023, where we will unite the Asian and global oncology community and share unforgettable moments!

The ESMO Asia 2023 Congress Officers



Andrés Cervantes, Valencia, Spain
ESMO and ESMO Asia 2023 Congress President



Brigette Ma, Hong Kong, China
ESMO Asia 2023 Scientific Co-Chair



Sanjay Popat, London, UK
ESMO Asia 2023 Scientific Co-Chair



Laurence Albiges, Villejuif, France
ESMO Asia 2023 Educational Co-Chair



Yoon-Koo Kang, Seoul, Republic of Korea
ESMO Asia 2023 Educational Co-Chair

CONGRESS OFFICERS

2023 ESMO and Congress President

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Scientific Co-Chair

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Scientific Co-Chair

Sanjay Popat, London, UK

Educational Co-Chair

Laurence Albiges, Villejuif, France

Educational Co-Chair

Yoon-Koo Kang, Seoul, Korea

Scientific Committee Track Co-Chairs

Breast cancer:	Soo-Chin Lee, Singapore Barbara Pistilli, Villejuif, France
Developmental and precision medicine:	Jayesh Desai, Melbourne, Australia Matthew Krebs, Manchester, UK
Gastrointestinal tumours:	Tae Won Kim, Seoul, Korea Hanneke van Laarhoven, Amsterdam, Netherlands
Genitourinary tumours:	Ravindran Kanesvaran, Singapore Deborah Mukherji, Dubai, UAE
Gynaecological cancers:	Smruti Koppikar, Mumbai, India Alexandra Leary, Villejuif, France
Haematological malignancies:	Jason Yong Sheng Chang, Singapore Christian Buske, Ulm, Germany
Head and neck cancer:	Anthony T. C. Chan, Hong Kong, China Lisa Licitra, Milan, Italy
Supportive & palliative care:	Grace Meijuan Yang, Singapore Jayne Wood, London, UK
Thoracic cancers:	Ben Solomon, Melbourne, Australia Lizza Hendricks, Maastricht, Netherlands
Public policy:	Jean-Yves Blay, Lyon, France
CNS:	Giuseppe Minniti, Rome, Italy
Investigational immunotherapy:	James Larkin, London, UK
Melanoma:	Karijn Suijkerbuijk, Utrecht, Netherlands
Sarcoma and rare tumours:	Silvia Stacchiotti, Milan, Italy

PREFACE

Welcome

You have decided to partner ESMO Asia 2023, the largest, most comprehensive gathering of oncology professionals in Asia.

Congress Dates

Official Programme

1-3 December 2023

ESMO Colloquia & Industry Satellite Symposia

1-3 December 2023

Exhibition

1-3 December 2023

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 2023 Industry Guidelines will guide you in the necessary steps of your participation at ESMO Asia 2023. 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 2023 Exhibition will be included in the ESMO Asia 2023 Exhibitor Manual.

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

Also note that a successful application for participation at ESMO Asia 2023 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 2023!

GENERAL INFORMATION

ESMO Asia 2023 will be a comprehensive congress taking place at Suntec Singapore Convention & Exhibition Centre in Singapore, from 1-3 December 2023.

VENUE

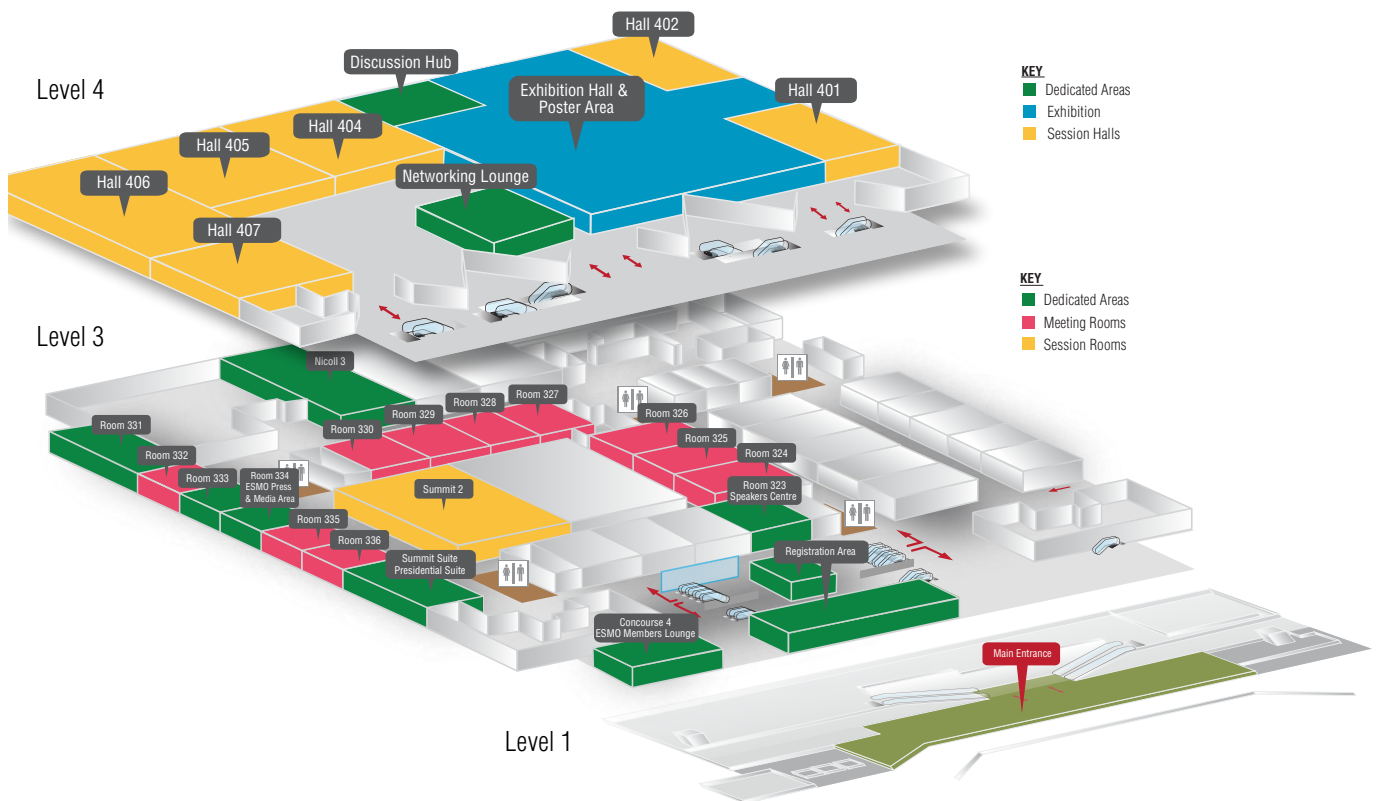
Venue information

Suntec Singapore Convention & Exhibition Centre, 1 Raffles Boulevard, Suntec City, Singapore 039593
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 2023, Venue Overview



Venue Overview as of May 2023, 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 2023 will be available on the [ESMO Asia 2023 website](#) – **it is extremely important to consult the Health and Safety dedicated page regularly to verify any update according to the current regulations.**

ESMO strongly recommends:

- Full vaccination against COVID-19 or recovery in the last 6 months with at least one dose of a vaccine by the time of the Congress. Vaccination proof will not be checked by ESMO
- Testing for COVID-19 within 48 hours prior to the inbound trip with a molecular, rapid antigen or self-test. The result will not be checked by ESMO
- Wearing a face mask in closed spaces
- Avoid shaking hands
- Washing your hands regularly and using hand sanitiser

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.



INDUSTRY SATELLITE SYMPOSIA



1 SATELLITE SYMPOSIA GENERAL INFORMATION

1.1 Structure

Satellite symposia will take place from 1-3 December 2023. Details of available timeslots may be obtained by email from the ESMO Events Sponsorship Department (sponsorevents@esmo.org).

1.2 Satellite symposia programmes

All satellite symposia programmes must be approved by the ESMO Asia 2023 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 2023 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 (either as a Chair or Presenter) 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

Any changes to the provisional or the final programme **must be forwarded immediately for re-approval to the ESMO Asia Congress 2023 Secretariat** (programme@esmo.org) in time to submit the final version by **29 August** at the latest.

Submitting an abstract to the ESMO Asia 2023 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 2023 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

On Application	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.
2 August 2023	Proposed programme - including title of the symposium, all presentation titles, names of all proposed speakers and chairpersons – to be submitted to programme@esmo.org using the official ESMO programme template.
17 August 2023	Notification by ESMO of acceptance / rejection / request for modifications to the programme as decided by the ESMO Asia 2023 Scientific Committee Chairs.
29 August 2023	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 colloquia@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 2023 Secretariat via the dedicated [online form](#) by **30 June 2023** 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 Asia Congress website and Congress App

The satellite symposia 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 2023 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 2023 programme.

1.9 ESMO Asia Congress Abstract Book

Abstracts related to industry satellite symposia are not published in the ESMO Asia Congress 2023 Abstract Book.

1.10 Registration

Registrations to ESMO Asia 2023 must be made by the individuals themselves or by a group leader following the process outlined on the congress webpages. Contact registration@esmo.org for more information.

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 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
- Group badges pick up on-site is not available

1.13 Post-Congress hosting

All satellite symposia will be recorded unless the sponsoring company specifies anything differently on the [Satellite Symposia Services Order form](#).

Post-congress, the official sessions, where permission is granted, will 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) or Anna McDougall (anna.mcdougall@esmo.org).

1.14 Compliance

ESMO Asia 2023 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.

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 2023, 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.

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on [pages 33-34](#)

2 SATELLITE SYMPOSIA DETAILS

2.1 Schedule

No.	Time	Duration	Location	On-site Capacity
Friday, 1 December 2023				
1	12:30- 14:00	1 h 30*	Hall 405	300
2	12:30- 14:00	1 h 30*	Hall 404	300
3	12:30- 14:00	1 h 30*	Hall 401	300
4	12:30- 14:00	1 h 30*	Hall 402	300
5	12:30- 14:00	1 h 30*	Hall 407	200
6	16:00-17:00	1 h*	Hall 405	300
7	16:00-17:00	1 h*	Hall 404	300
8	16:00-17:00	1 h*	Hall 401	300
9	16:00-17:00	1 h*	Hall 402	300
10	16:00-17:00	1 h*	Hall 407	200
Saturday, 2 December 2023				
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 401	300
14	12:45-14:15	1 h 30*	Hall 402	300
15	12:45-14:15	1 h 30*	Hall 407	200
Sunday, 3 December 2023				
16	12:30- 14:00	1 h 30*	Hall 405	300
17	12:30- 14:00	1 h 30*	Hall 404	300
18	12:30- 14:00	1 h 30*	Hall 401	300
19	12:30- 14:00	1 h 30*	Hall 402	300
20	12:30- 14:00	1 h 30*	Hall 407	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 2023 Industry Prospectus include:

- On-site (in person) satellite symposium
- Satellite symposium published in the online programme and Congress App
- Satellite symposium digital poster in the ESMO Asia 2023 Industry Satellite Symposia Gallery* at the Congress Venue

3 SATELLITE SYMPOSIA



Submit your **Satellite Symposia Services Order Form** by **27 October 2023** to confirm the preferred options for your on-site satellite symposium.

3.1 Auditoria set-up and technical equipment

The 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 upon extra charge by **2 October 2023**.

The satellite symposia technical floorplans will be made available online by the end of August 2023 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 401	300	10,000 Ansi Lumens Full HD Projector	1	2 - 16ft x 9ft 1 - 13ft x 7.5ft	2	3	4
Hall 402	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

*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 2023 Secretariat (asiacongress@esmo.org) by **2 October 2023**.

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 by **31 October 2023**.

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, Unearthed Productions (engage@unearthedproductions.com.sg), via the [online form](#). Due to the specific set-up put in place, it is **not permitted to use an external technical supplier**.

Deadline to place your order is **27 October 2023**. 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 **27 October 2023** to asiacongress@esmo.org.

3.4.2 Voting system

Companies sponsoring a on-site satellite symposium that requires a polling system may enquire with our official supplier, CTI (esmo@ctimeetingtech.com), or submit your completed order form.

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 2023 Secretariat (asiacongress@esmo.org). The official caterer contact details and order form will be available online in July 2023.

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 2023.

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



An email regarding the on-site rehearsal booking will be sent to you in due time. Rehearsals need to be booked by 2 October 2023. After this date rehearsals will not be granted.

3.7 Speaker centre

IMPORTANT:

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



One designated representative for presentation upload at the speaker centre to be communicated by 27 October 2023 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 from speaker centre to the session auditorium
- Support from experienced staff to upload/manage the PPT presentations
- Usage of related Overflow Area

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

3.7.4 Presentation upload instructions

Only the company/agency **designated representative** (communicated to ESMO by **27 October 2023** 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.

CTI 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 On-site badge scan system (Lead system)

Badge scan system can be ordered through the official supplier, CTI (leadssystem@ctimeetingtech.com).

The ESMO Asia 2023 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 are available in the cLead brochure and cLead order form. Deadline to order the badge scan system: **31 October 2023**. 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.

3.9 GDPR

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

3.10 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 2023 programme at an ESMO Faculty hotel and in accordance with the ESMO Asia 2023 invited speaker reimbursement policy. Speakers who are NOT participating in the official ESMO Asia 2023 programme must have their travel and accommodation expenses covered in full by the sponsor.

3.11 Storage possibilities

For more details, please contact EXPOTRANS PTE. LTD. (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 33-34

4 SERVICES INCLUDED

4.1 ESMO Asia 2023 Industry Satellite Symposia Gallery

All satellite symposia will be allocated in the ESMO Asia 2023 Industry Satellite Symposia Gallery.

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

- The wording “ESMO Asia 2023 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 2023; **no changes are allowed**
- Format: **1080 x 1920 pixels (vertical format), JPEG**

 **Submit [here](#) your programme poster artwork by 27 October 2023. The submitted artwork will be used for the on-site ESMO Asia 2023 Industry Satellite Symposia Gallery**





INDUSTRY MEETINGS

5 INDUSTRY MEETINGS AND ACTIVITIES

5.1 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.

The Opening session will take place in the congress venue on 1 December 2023 from 09:30 to 10:30 hours. ESMO does not authorise that Congress participants are offered any corporate-organised event before the end of the Opening session (10:30 hours). Times subject to changes.

The ESMO Presidential Dinner is foreseen on Saturday, 2 December 2023. The ESMO Board of Directors and the Congress Faculty will be invited to the Presidential Dinner.

5.2 Unofficial satellite symposia or similar events

During the period beginning Thursday, 30 November 2023 through to Sunday, 3 December 2023, 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 1, Saturday 2 and Sunday 3 December 2023 in the official venue.

Blackout times:

Friday, 1 December 2023	09:30-18:30
Saturday, 2 December 2023	09:00-18:00
Sunday, 3 December 2023	09:00-16:00

5.3 Concomitant activities

Concomitant activities such as internal meetings involving delegates, press conferences, educational or promotional activities taking place within or outside the congress centre 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) at least 6 weeks prior to the event.

5.4 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.

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 and email to both ESMO Registration (registration@esmo.org) and ESMO Communications (media@esmo.org) to request a temporary dedicated badge. Full details are available in the [ESMO Third-party Media Activities Policy](#).

5.5 Private Industry meetings

ESMO permits industry partners to organise staff meetings, briefings, advisory boards, client meetings or other type of closed meetings at the congress centre and/or outside the congress centre.

Meetings may be organised from Thursday to Sunday from 08:00 to 22:00 and the following requirements must be respected:

- Small meetings may be held in parallel to the official ESMO Congress educational and scientific programme provided they do not exceed 35 participants (including any who may be connecting remotely)
- Larger meetings exceeding 35 participants (up to a maximum of 100 participants) are permitted, but may only take place outside of the blackout times. Such meetings are intended for company staff events only, if the meeting takes place outside of the venue an additional 30 minutes must be added to the blackout times
- Simultaneous meetings on the same topic, organised by the same company, are not allowed
- Meetings are “closed” and by invitation only
- Each company is responsible for the meeting content. ESMO does not endorse any private meeting
- Meetings are not to be promoted in the congress centre or in any ESMO Asia 2023 publication or to be promoted online e.g. via social media
- ESMO Asia 2023 Faculty and Speakers, ESMO Executive Board and Council Members are not to be invited to participate in any private industry meetings to be held during the official programme
- No hybrid meetings are to be scheduled during the official ESMO Asia Congress educational and scientific programme
- Media should not be invited and are not permitted to attend the meetings

IMPORTANT NOTE:

No meetings are permitted during the Opening Session (Friday, 1 December from 09:30 to 10:30). Times subject to change.

Meeting room booking procedure

Meeting rooms can be requested via asiacongress@esmo.org. Booking requests can be submitted as of **1 June 2023** until **3 November 2023**. Meeting rooms can be rented from Thursday, 30 November 2023 to Sunday, 3 December 2023 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. Changes of set-up are not included in rental fee
- 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 2023
- 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 July 2023

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 November 2023 and if you need support please contact 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.

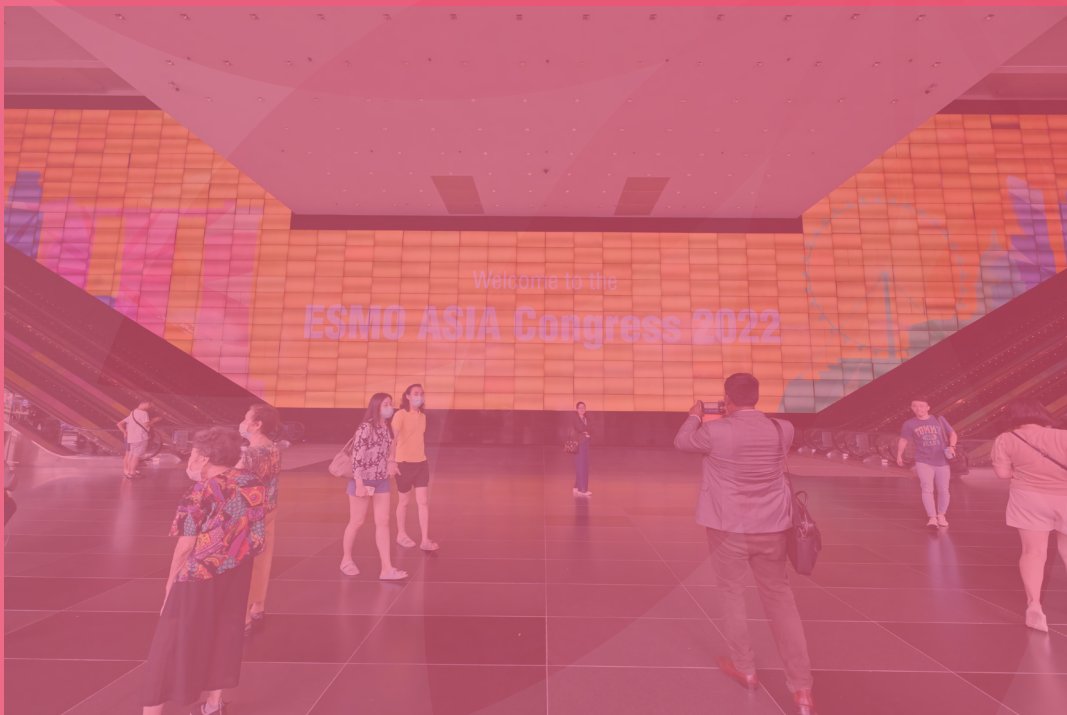
Cancellation policy

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 33-34



PROMOTION



6 PROMOTION OF THE INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES

6.1 Publications and on-site Advertising

Each company will ensure that all company publications referring to satellite symposia mention: “ESMO Asia 2023 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 and respect the following deadlines:

11 September 2023	Daily Reporter Banners
25 September 2023	Satellite Invitation Weblink
16 October 2023	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 2023.

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.

6.2 Reproduction of logos

Each company is entitled to use the official logo of ESMO Asia 2023 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) will provide the ESMO Asia Congress 2023 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

6.3 Inviting participants

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

A month prior to ESMO Asia 2023, 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 2023 E-Newsletter there will be a dedicated Industry Satellite Symposia section whereby all these digital invitations will be grouped.

From the 25 September 2023 your satellite invitation weblink will go live (this will be subject to prior submission before the **25 September 2023** deadline and subsequent approval by the ESMO Events Sponsorship Department).

The ESMO Asia 2023 E-Newsletter will be sent out to all registered delegates in November 2023.

To take full advantage of this unique opportunity and book this sponsorship product contact 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 is the **25 September 2023**. 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 2023 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

6.4 Advertisements

Advertisements are possible on-site at the venue.

Please contact sponsorevents@esmo.org for further details.

6.5 Signage, display and distribution on-site

For the display of programme posters, one designated support will be made available in the ESMO Asia 2023 Industry Satellite Symposia Gallery. Please refer to Section 4.1. 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

ance oncology congress
ia-Pacific region



ESMO ASIA

The place to learn about the
latest standards of care across
all major tumour types



SINGAPORE 2022 ESMO ASIA

ISTRATION

SINGAPORE 2022 ESMO ASIA

REGISTRATION



6.5.1 ESMO Asia 2023 Industry Satellite Symposia Gallery

The ESMO Asia 2023 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, 1 December 2023, the posters of the afternoon satellite symposia will be displayed from 14:00 (SGT).

Each digital programme poster artwork should respect the requirements mentioned in paragraph 4.1 on page 23 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 the ESMO Asia 2023 Industry Satellite Symposia Gallery.



Submit [here](#) your programme poster artwork by 27 October 2023

6.6 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.

6.7 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.

6.8 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 33-34](#)

GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ESMO Asia 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 Asia 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 e-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 10 May in order to be included in the first round of assignments.
- Priority points ranking status. Between 1 August 2021 and 31 August 2022, 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 10 May 2023.
- 50% of the total rate, if the cancellation request is received in writing between 10 May 2023 and 7 June 2023.
- 100% of the total rate, if the cancellation request is received in writing after 7 June 2023.

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 1 December 2023) 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 2023 but not later than 18 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 Asia 2023.

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 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 ESMO Asia 2023 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 2023 or any materials related thereto or offered at ESMO Asia 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. ESMO Asia 2023 is provided on an “as-is” basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ESMO Asia 2023 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ESMO Asia 2023 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ESMO Asia 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.

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 2023 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 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 ESMO Asia 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 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 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.

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	Novartis	52	Natera
3	MSD	53	Celltrion
4	Bristol Myers Squibb	54	Alkermes
5	Eli Lilly	55	BMJ
6	Pfizer	56	EQRx
7	Janssen	57	Arcus
8	Daiichi Sankyo	58	Guardant Health
9	Servier	59	Intervid Media Partners
10	Roche	60	Syneos Health
11	Amgen	61	Compas Inc.
12	Sanofi	62	Moderna
13	Merck	63	AcademicCME
14	Astellas	64	Jiangsu Hengrui
15	Gilead Sciences Europe Ltd	65	Itm Solucin
16	GSK	66	Labcorp
17	Bayer	67	Convener
18	Ipsen	68	Clovis Oncology
19	Boehringer Ingelheim	69	Angelini
20	Eisai	70	Iqvia
21	Seagen	71	SEFRI
22	Takeda	72	Innovent Biologics
23	Novocure GmbH	73	Total Health Information Services
24	Thermo Fisher	74	Jazz Pharmaceuticals
25	Incyte	75	Accord Healthcare
26	Genmab	76	Four MSA
27	Pierre Fabre	77	Continuum Clinical
28	BeiGene	78	Agilent Technologies
29	Menarini Group	79	Russco
30	Illumina	80	Beacon Medicare
31	PharmaMar	81	Orion Pharma
32	I Path Media	82	Teva Pharmaceutical
33	Mirati Therapeutics	83	Cor2Ed
34	Exelixis	84	Mundipharma
35	ACE Oncology	85	Shenyang Sunshine Pharmaceutical
36	Agendia	86	Sophia Genetics
37	Myriad	87	PlayToKnow AG
38	Deciphera Pharmaceuticals	88	SpringWorks Therapeutics
39	Helsinn Healthcare	89	Systemx
40	SSCG Media	90	Caris Life Science
41	Regeneron Pharmaceuticals	91	C2i Genomics
42	Taiho	92	MMS Ltd
43	Abbvie	93	Blueprint Medicines
44	Art Temp Communications	94	Cerba Research
45	Exact Sciences International Sarl	95	Asofarma
46	Immunocore	96	Adaptimmune
47	Medscape	97	GRAIL
48	Boston Scientific	98	Genentech
49	Cognite	99	Predicine
50	Axiom - Healthcare Strategies	100	Sun Pharma

ESMO ASIA 2023 INDUSTRY SATELLITE SYMPOSIA CHECKLIST

Item	Page	Deadline	Submission	Status
PROGRAMME				
Proposed programme Including the title of the satellite symposium, all presentation titles, the names of all proposed speakers and chairperson(s)	p.17	02/08/2023	Mandatory - via e-mail programme@esmo.org using the Programme template	<input type="checkbox"/>
Final programme	p.17	29/08/2023	Mandatory - via e-mail programme@esmo.org using the Programme template	<input type="checkbox"/>
Programme poster submission JPEG, 1080x1920 pixels, vertical	p.33	27/10/2023	Mandatory - via online form	<input type="checkbox"/>
GENERAL INFORMATION				
Responsible person for the satellite symposium organisation Contact details to be confirmed	p.18	25/07/2023	Mandatory - via online form	<input type="checkbox"/>
ON-SITE SATELLITE SYMPOSIA				
Rehearsals booking Free of charge, max. 1 hour	p.26	02/10/2023	Optional - email to be sent in due time by asiacongress@esmo.org	<input type="checkbox"/>
Auditorium capacity reduction	p.24	02/10/2023	Optional - via email asiacongress@esmo.org	<input type="checkbox"/>
Satellite Symposia Services Order Form	p.23	27/10/2023	Mandatory - via online form	<input type="checkbox"/>
IT extra requirements Request for private hotspot and additional wired internet connection	p.25	27/10/2023	Optional - via e-mail asiacongress@esmo.org	<input type="checkbox"/>
Extra AV equipment	p.25	27/10/2023	Optional - via e-mail engage@unearthedproductions.com.sg	<input type="checkbox"/>
Badge scanners	p.28	31/10/2023	Optional - via e-mail leadssystem@ctimeetingtech.com using the dedicated form	<input type="checkbox"/>
Additional assistants' hire	p.24	31/10/2023	Optional - via e-mail asiacongress@esmo.org	<input type="checkbox"/>
F&B	p.25	Optional Order of catering services information will be available online in July 2023		
OTHERS				
Private meeting rooms rental request	p.44	03/11/2023	Optional - via email asiacongress@esmo.org	<input type="checkbox"/>

For any queries related to the ESMO Asia 2023 Industry Satellite Symposia Checklist please contact 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 bringing the best of the science together with you in Singapore.

