

**MOLECULAR
ANALYSIS
FOR PRECISION
ONCOLOGY
CONGRESS**

**Industry
Guidelines**

MOLECULAR
ANALYSIS FOR
PRECISION
ONCOLOGY
CONGRESS 2023



**PARIS FRANCE
4-6 OCTOBER 2023**

MAP 2023 Molecular Analysis for Precision Oncology is a unique meeting established by global opinion leaders. The congress aims to integrate insights from tumour sample analysis into daily practice.

Organising partners



esmo.org

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Media Activities Organised by Third Parties

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Filming Activities

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Venue

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Industry Satellite Symposia Support, Webcast / Badge scanner / Polling system

Industry Satellite Symposia Support & Webcast

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INTRODUCTION

The **Molecular Analysis for Precision Oncology Congress (MAP) 2023** will take place on **4 and 5 October 2023** in Paris, France.

MAP is the leading congress in precision oncology, designed to provide the latest ground-breaking data in the field of molecular profiling and personalised medicine.

The focus of the event is to create a bridge between basic scientists, or people working on new technologies, and medical doctors and healthcare providers.

Our globally recognised experts in clinical and precision oncology will welcome delegates for three days of discussions on the latest discoveries in precision medicine, cancer-stromal interactions, clonal evolution, metastatic dissemination and drug response and resistance.

The MAP Congress is the result of a solid partnership among Cancer Research UK (CRUK), the European Society for Medical Oncology (ESMO) and Unicancer, all committed to offering the best care to people with cancer worldwide, through oncology education and research.

The partner societies have the pleasure of introducing an additional special day at the conclusion of MAP 2023, on **6 October 2023**: ***“RoadMAP to the Clinic 2023: From organ specific to biomarker driven drug development and approval”***.

Society experts and stakeholders from the scientific community, regulatory and HTA authorities, patient advocates, methodological experts and pharmaceutical industry representatives will participate in sessions comprising lectures and brainstorming discussion on this year’s theme “How to transform development and registration of precision therapeutics in oncology from organ-specific to histology-agnostic and biomarker driven approvals”, in order to achieve molecularly informed, resource-rational and timely enrichment of the therapeutic armamentarium for our patients.

We invite you to take an active part in this exciting meeting and to connect to a community working at the forefront of precision oncology.

We look forward to seeing you at MAP 2023 in Paris!

The MAP 2023 Scientific Committee Co-Chairs,



Fabrice André
Paris, France
(Unicancer)

John Haanen
Amsterdam, Netherlands
(ESMO)

Charles Swanton
London, United Kingdom
(CRUK)

ORGANISING PARTNERS

The MAP Congress is the result of a close partnership between Cancer Research UK (CRUK), the European Society for Medical Oncology (ESMO) and Unicancer, which are all committed to offering the best care to people with cancer, nationally and globally, through oncology education and research.

CONGRESS OFFICERS

Scientific Committee Co-Chairs:

- ❖ **Fabrice André**, Villejuif, France (Unicancer)
- ❖ **John Haanen**, Amsterdam, Netherlands (ESMO)
- ❖ **Charles Swanton**, London, United Kingdom (CRUK)

Scientific Committee

- ❖ **Samuel Bakhoun**, New York, NY, USA
- ❖ **Camille Bigenwald**, Villejuif, France
- ❖ **Lisa Derosa**, Villejuif, France
- ❖ **Antoine Italiano**, Bordeaux, France
- ❖ **Mariam Jamal-Hanjani**, London, UK
- ❖ **Marleen Kok**, Amsterdam, Netherlands
- ❖ **Sherene Loi**, Melbourne, VIC, Australia
- ❖ **Joaquin Mateo**, Barcelona, Spain
- ❖ **Daniela Quail**, Montreal, QC, Canada
- ❖ **Erik Sahai**, London, UK
- ❖ **Daniel Tan**, Singapore
- ❖ **Clare Turnbull**, London, UK
- ❖ **Céline Vallot**, Paris, France
- ❖ **Timothy Yap**, Houston, TX, USA

CONGRESS STATISTICS

Over 400 delegates are expected to attend MAP 2023 in Paris. Please find below key statistics from the last editions which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this congress. Please consider that 2020 and 2021 were online and registration was free to all.

Registration Data

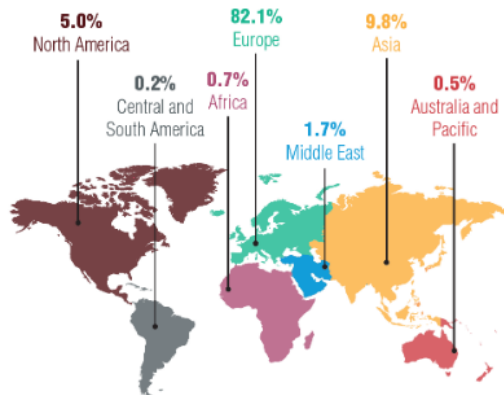
MAP recent editions

Participant Attendance

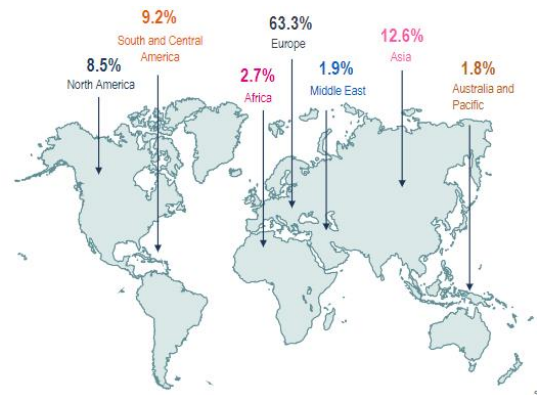
Year	MAP 2019	MAP Virtual 2020	MAP Virtual 2021	MAP Hybrid 2022
Delegates	381	2'347	2'431	776
Faculty	37	34	52	36
Total Delegates	417	2'381	2'483	812
Exhibitors / Sponsors	23	0	0	1
Press	0	9	0	0
Media	5	0	5	9
Total Participants	446	2'390	2'488	822

Regions

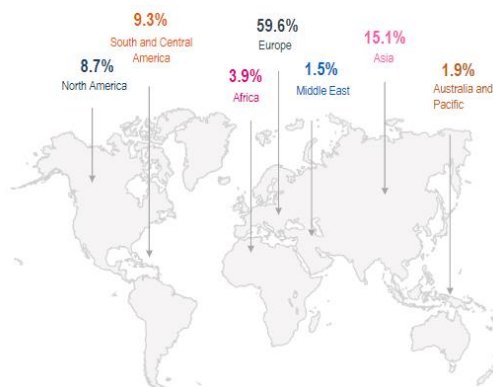
MAP 2019



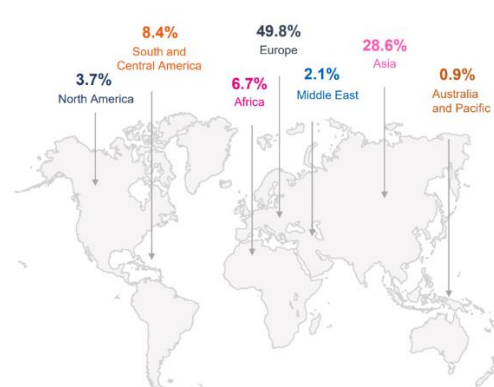
MAP Virtual 2020



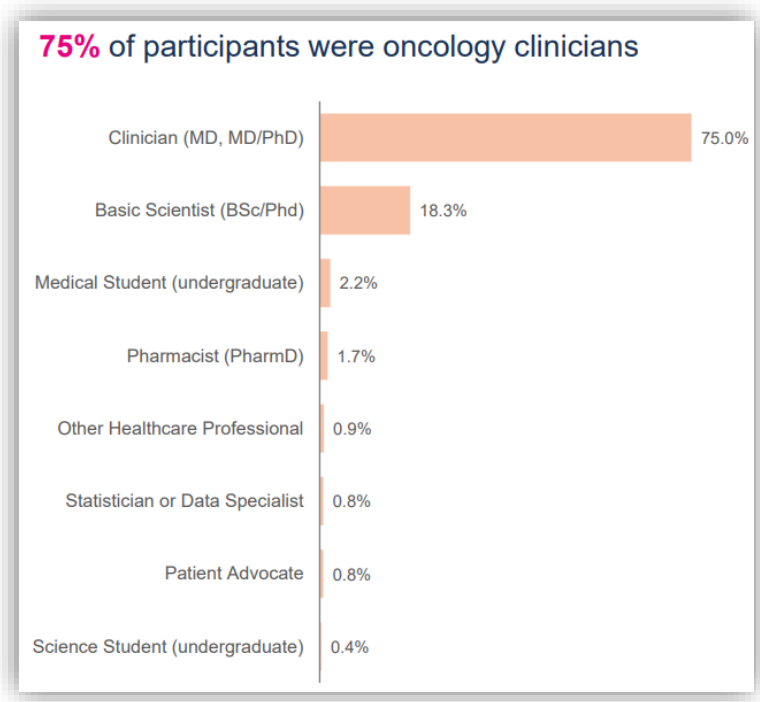
MAP Virtual 2021



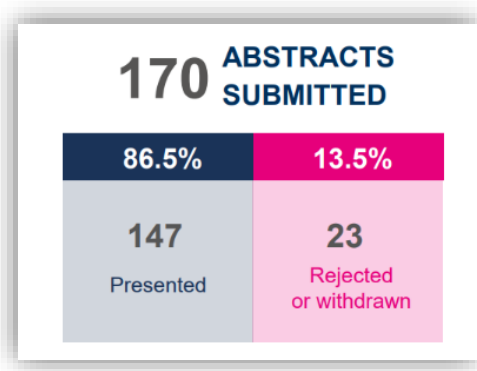
MAP Hybrid 2022



Professions in 2022



Abstract data



PREFACE

Congress Dates

Official programme, Industry Satellites Symposia & Onsite Exhibition

4-6 October 2023

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

These MAP 2023 Industry Guidelines will guide you in the necessary steps of your participation at our MAP 2023 in Paris.

The document is organised into distinct sections namely:

- Satellite symposia general information
- Promotion of the industry satellite symposia and other activities
- Industry meetings and activities

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

Participation at the MAP 2023 implies an acceptance of the requirements contained within these Industry Guidelines and also in any updates posted on the [ESMO website](#).

A copy of this document will be available on our website and your main contact for any additional queries on this aspect of the project will be the MAP 2023 Secretariat (map@esmo.org).

We look forward to working with you towards a rich and innovative MAP 2023!

GENERAL TECHNICAL INFORMATION

General information

The MAP 2023 will take place at the **Maison de la Chimie** in Paris.

Venue information

28 bis, Rue Saint-Dominique,
75 007 Paris, France,
maisondelachimie.com



Molecular Analysis for Precision Oncology (MAP) will take place at the Maison de la Chimie, in Paris.

The Fondation de la Maison de la Chimie was born from the idea, launched in France before the 1914-1918 war, to build a “Maison de la Chimie” to facilitate links on the one hand between Learned Societies and on the other hand between these Societies and Industry

IMPORTANT:

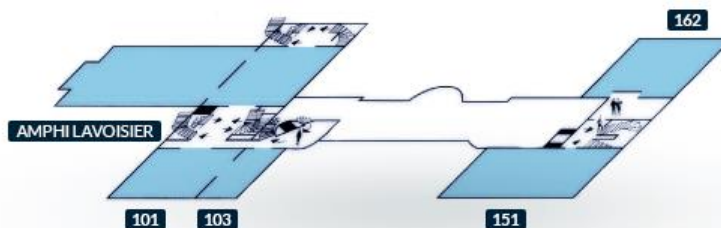
COVID-19 regulations

MAP Secretariat 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. Further information will be made available on the MAP website.

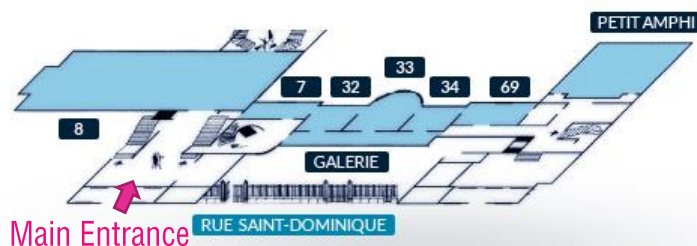
****Any supplementary change(s) to these points raised above will be communicated in the Preparatory for Industry Section of our website for this specific congress.***

Venue overview

First floor



Ground floor



MAP congress will take place at the ground and first floor of the Maison de la Chimie:

- **Room 8** – Exhibition Area, Poster Area, Catering
- **Main Entrance** – Registration Area
- **Amphi Lavoisier** – Auditorium (450 seats)
- **Room 103** – Speaker centre

Meetings and business rooms available on demand.

DEADLINES

Abstract submission deadlines

25 July 2023	Abstract submission deadline
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Satellite symposia programme deadlines

25 August 2023	<p>Deadline for receipt of the programme proposals.</p> <p>The proposed programme, including symposium title, presentation titles, names and full contact details of proposed speakers and chairpersons, must be submitted to the ESMO Scientific Programmes Department (programme@esmo.org) using the official template.</p>
5 September 2023	<p>Notification of acceptance / rejection / request for modifications to the programme as decided by the Scientific Committee. After that only minor changes will be taken into consideration.</p>

Industry Satellite Symposium

1 September 2023	Deadline to confirm person responsible for the organisation of the satellite symposium (map@esmo.org)
8 September 2023	Deadline to inform about any additional need in terms of AV and hostesses
	Deadline to inform about any need of Lead system and Timer services
	Deadline to book the Satellite onsite rehearsal with the AV company
	Deadline to request the webcast service
25 September 2023	Deadline to request polling service

Publication deadlines

25 August 2023	Daily Reporter Banners
	Draft of the Satellite invitation Weblink and Onsite Satellite poster
8 September 2023	Final Satellite Invitation Weblink and Onsite Satellite poster artworks

Exhibitors deadlines

1 September 2023	Submissions of the stand layout (if different than a shell scheme stand)
	Orders of furniture and of additional services
15 September 2023	Exhibitors registration

Registration deadlines

2 August 2023	Early registration
13 September 2023	Late Registration
	Closure of group and third party registration system

INDUSTRY SATELLITE SYMPOSIA

1. SATELLITE SYMPOSIA GENERAL INFORMATION

Satellite symposia will take place from 4 to 5 October 2023. Details of available slots may be obtained by email from the ESMO Strategic Partnerships Department (jon.roberts@esmo.org or anna.macdougall@esmo.org).

1.1 Satellite Symposia Programmes

All satellite symposia programmes must be approved by the MAP 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 MAP 2023 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the MAP 2023 Scientific Committee considers to be a proper, scientifically well-founded point of view.

The MAP Congress secretariat reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the Scientific Committee strongly 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. Any changes in the provisional or in the final programme must be forwarded immediately to the Scientific Committee (programme@esmo.org).

Additionally, and in accordance with the ESMO Organisational Regulations, the following ESMO Officers are not allowed to participate (either as a Chair or Presenter) in any satellite symposium:

- Congress Scientific Co-Chair
- ESMO Cancer Medicines Committee Chair
- ESMO Compliance Committee Chair
- ESMO Educational Committee Chair
- ESMO 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: <https://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 Scientific Programmes Department (programme@esmo.org).

Submitting an abstract to the MAP 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 and that it has not been presented elsewhere. Therefore, presenting an abstract certifies that it is not connected to any Industry Satellite Symposia.

Regarding **onsite Faculty expenses**, please see details in **point 2.15**.

1.2 Programme submission deadlines

25 August 2023	<p>Deadline for receipt of the programme proposals.</p> <p>The proposed programme, including symposium title, presentation titles, names and full contact details of proposed speakers and chairpersons, must be submitted to the ESMO Scientific Programmes Department (programme@esmo.org) using the official Congress programme template.</p>
5 September 2023	<p>Notification of acceptance / rejection / request for modifications to the programme as decided by the Scientific Committee. After that only minor changes will be taken into consideration.</p>

Notes:

1. 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.
2. It will be the responsibility of Speakers who have been nominated for more than two satellites to choose which to accept.

1.3 Support a Colloquium

Slots will be allocated by MAP Organising partners

A variety of independent state-of-the-art updates on new developments in oncology can be supported with the primary objective to further enhance the educational experience of our delegates.

This will allow you to support official scientific education by MAP Organising partners without being directly involved in the development of the programme, or in selecting the faculty. MAP Organising partners handle all logistics and promotion of the colloquia. All colloquia will be recorded and the on-demand versions will be promoted via the OncologyPRO newsletter after the live event.

Companies interested in this product must secure a satellite symposium slot first.

For more information, please contact colloquia@esmo.org

**All MAP Colloquia Slots are ESMO-MORA accredited*

1.4 Applications

The ESMO Strategic Partnerships Department will approach companies with a proposal to participate at the MAP 2023. At the Congress, Satellite Symposia slots are assigned by sponsorship level and on a first come, first served basis.

2. ONSITE SATELLITE SYMPOSIA

2.1 Schedule, room set-up and features

Set-up in theatre style with armchairs for 4 people and 1 lectern.

Wednesday, 4 October 2023

Symposium N°	Time	Room	Capacity*	Height to ceiling (m)	Stage/Podium
1	13:00-14:00	Amphi Lavoisier	450 theatre	7m	Yes

Thursday, 5 October 2023

Symposium N°	Time	Room	Capacity*	Height to ceiling (m)	Stage/Podium
2	13:00-14:00	Amphi Lavoisier	450 theatre	7m	Yes
3	18:00-19:00	Amphi Lavoisier	450 theatre	7m	Yes

* Capacity without social distance, it might be reviewed before the congress.

2.2 Technical equipment

Room	Projector	Laptop	Screen	Camera	Feed/back monitor	Microphones		
						Lectern	Panel	Floor
Amphi Lavoisier	Christie Roadster HD14K-M 3DLP	1	16/9 6.3 x 3.63 meter	1	1	2	2	2

al=ansilumen

Speakers on stage will be able to follow the presentations through a comfort monitor.

2.3 Technical and monitoring staff

One technical staff member and one hostess are assigned to each room. Please note that badge checkers are not provided for satellite slots. If you require this service, it will need to be booked separately.

For more information regarding additional hostesses, please write to map@esmo.org

2.4 Alternative stage set-up, additional equipment and/or personnel

Owing to the limited set-up and dismantling time necessary between satellite symposia slots (15 minutes), change of setup is not allowed.

Additional audio-visual equipment should only be ordered through the official supplier Faber, to and no later than the **8 September**.

2.5 Session rooms lectern

Kindly be informed that only the lectern can be branded. The lectern has a LED display in which it is possible to upload your graphic, here below the specs for your artwork that has to be sent by 15 September.

	Dimensions
Lectern (digital artwork)	16/9 Portrait format .jpg/.png 1280x720px

2.6 Lectern laptop usage

Kindly be informed that the following regulations will apply to the onsite laptop at the lectern in the assigned room:

- The laptop **cannot** be removed or un-cabled 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

2.7 Polling/voting system

Companies interested in using a polling system can contact the MAP Secretariat (map@esmo.org) no later than **25 September 2023**. The polling system is exclusively provided by CTI Meeting Technology. Polling/ voting systems from different providers are not permitted.

2.8 Session timer

In order to avoid sessions running late, MAP Secretariat implemented a timer in the session room of MAP 2023 Congress. The timer is a count-down, which allows speakers to monitor their presentation remaining time and it's displayed only on the comfort monitor(s) visible by the panellists and the speaker at the lectern. It is not visible by the audience nor in the produced webcast.

This timer is implemented to all Satellite Symposia by default, but in order to take advantage of it **companies MUST provide the session slides divided by presentation**.

If the sponsoring company does not want the session timer, please notify MAP Secretariat at map@esmo.org by **8 September 2023**.

2.9 Lead System / Badge Scanner

The MAP 2023 Lead Retrieval System is a fast and easy way to record visitors' contact information. By simply scanning a visitor's name badge with the supplied scanner, that contact is 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, approved visitors' address 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 Lead System brochure and order form on the ESMO website.

Badge scanners shall be ordered through the official supplier CTI Meeting Technology at leadsystem@ctimeetingtech.com

2.10 Food & Beverage areas

No food or beverages are allowed inside any of the auditoria. However, an exception is made for water. Each company may offer water in PET bottles to their Satellite participants. Of course, it is the responsibility of the company to clean the room after the session. If the organiser needs to intervene for cleaning purposes the **extra costs will be charged to the company**.

However, the Satellite organisers are welcome to support the official coffee breaks and lunches that are foreseen close to your selected timeslot. Any request should be addressed to the **MAP congress Secretariat** (map@esmo.org).

Please also note that any food items served in the Congress centre must be purchased through the official catering service.

2.11 Duration of the satellite symposium

All companies are obliged to respect the start and closure times of the satellite symposia. Extensions beyond assigned time slots are not allowed under any circumstances. Infringement of this regulation will affect the sponsors priority list for future ESMO Congresses.

2.12 Installation, rehearsal and dismantling times

The set-up and dismantling times are extremely limited and must be respected in full. Please refer to the online programme to check the timing. For additional queries please contact the MAP Secretariat (map@esmo.org).

Rehearsal slots are free of charge (max. 15-minutes slot per Satellite Symposium) and can be requested via the MAP Secretariat (map@esmo.org).

However, please note that:

- Rehearsal slots are not guaranteed
- Rehearsals will be assigned on a first-come, first-served basis
- Rehearsals may only be booked upon request and availability

Any request for rehearsals should be sent to the MAP Secretariat map@esmo.org.

2.13 Invited speakers preview centre

The companies organising a satellite symposium must use the invited speakers preview centre and follow the instructions that the MAP Secretariat prepares for its own speakers.

The usage of the speakers preview centre includes:

- Direct PPT upload from the speakers preview centre to the Satellite Symposium room
- Support for the speakers/uploader in the speaker preview centre regarding the upload and management of the PPT presentations
- Hostess (1)

Please inform by **1 September 2023** the latest and communicate the name of the designated representative that will be allowed to access the speaker centre and will be assisted in the upload of presentation(s) by our technicians.

2.14 Presentation material

Please note that the presentations must be prepared in **PowerPoint 2010, 2013 or 2016 (MS Windows)** and provided on an **USB-removable drive**. Set the slide size to **“Widescreen 16:9”** and **landscape orientation**.

2.15 Onsite Faculty expenses

Registration, travel and accommodation: ESMO will subsidise registration fees, travel expenses and cover hotel accommodation for a maximum of two (2) nights for any expert already speaking in the official MAP 2023 programme at a Faculty hotel and **in accordance with the MAP 2023 invited speaker reimbursement policy**.

Speakers who are NOT participating in the official MAP 2023 programme must have their registration fees, and travel and accommodation expenses covered in full by the sponsor.

2.16 Satellite symposia contacts/representatives

Each company will provide the name of one person who will be responsible for the organisation of its satellite symposium and notify the MAP Secretariat (map@esmo.org) as soon as possible about any changes.

If several people are responsible for various aspects (financial, organisational, etc.) of the symposium, the company must inform the MAP secretariat accordingly. The MAP secretariat strongly recommends, however, that only one (1) contact person is appointed.

If an agency is appointed to manage and organise the satellite symposium, the company must inform the MAP Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the MAP Secretariat.

2.17 Post-Congress hosting

From Monday 9 October at 12:00 CEST, the official sessions, where permission is granted, will be added to **OncologyPRO** or **ESMO website**.

If the sponsoring company does not want the satellite webcast to be on OncologyPRO or ESMO website, please notify ESMO at map@esmo.org by **15 September 2023**.

All sessions will be prepared by our official supplier: CTI Meeting Technology.

The post-congress hosting will provide a unique opportunity for all satellite organisers to host their on-demand satellite session(s) and make the content easily accessible to all registered attendees* and ESMO Members.

Post-congress, the 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 website for 6 months

To find out more on how to become an OncologyPRO sponsor contact Jon Roberts (jon.roberts@esmo.org) or Anna MacDougall (anna.macdougall@esmo.org).

Editing of the ESMO Satellite Symposia after the live event should have as sole purpose the curation of the event flow in order to optimise the On Demand use. Such editing should respect, and restrict any modification of, the original content, discussion and contributions conveyed by the speakers, discussants and audience participating in the live event.

* Non-Member registered attendees will have access for 6 months post-congress.

2.18 Webcast

Companies will receive the recording file of the full session, including the live Q&A. The result of the recording will be raw .mp4 format files, divided by presentation.

ESMO discourages all Industry Partners from hosting their official Industry Satellite Symposia webcasts on their respective corporate/educational/medical websites during the period of the congress as this may affect the attendance of the onsite satellite symposium/symposia.

2.19 General Metrics

Complete metrics will be available after the congress.

3. ADDITIONAL INFORMATION

3.1 Registration

A limited number of complimentary registrations will be assigned to each company, depending on the sponsorship level, granting access to the MAP 2023.

Companies can decide to assign these complimentary registrations to:

- Satellite symposia speakers
- Satellite symposia staff
- Exhibition staff

For any additional registrations please contact the ESMO Registration Services Unit (exhibitors@esmo.org).

3.2 Access

Satellite symposia sessions will be accessible for all registered delegates.

3.3 Compliance

The MAP 2023 will be submitted to the MedTech Europe compliance portal.

3.4 MAP website and Events App

Approved satellite symposia programmes will be published online in the satellite symposia section of the Congress programme and in the Events App, if they are received no later than the 1 September 2023. The submission of the programme must follow the format of the MAP 2023 template, which may be requested from programme@esmo.org.

The following details are necessary: session title, lecture, titles, allocated time for each presentation, full speaker names, affiliation, and contact details.

3.5 Abstract presentation during the Congress

Each company must guarantee that studies reported in accepted abstracts will not be presented as such during the Congress at any industry-related satellite symposia prior to its presentation during the official Congress programme.

3.6 MAP Abstract Book

Abstracts related to satellite symposia are not published in the Congress Abstract book.

PROMOTION

4. PROMOTION OF THE SATELLITE SYMPOSIUM AND OTHER ACTIVITIES

4.1 Publications and onsite Advertising

Each company will ensure that all company publications referring to Satellite symposia mention: “**MAP 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 map@esmo.org and respect the following deadlines:

25 August 2023	Daily Reporter Banners
8 September 2023	Satellite Invitation Weblink and Onsite Satellite poster

MAP 2023 Secretariat suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, MAP 2023 Secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are ESMO supporting those products or services for their sole promotion at MAP 2023.

However, MAP 2023 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 International laws and MAP 2023 secretariat 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 their promotion during the congress is legally and ethically acceptable in Switzerland and France.

4.2 Reproduction of logos

Each company is entitled to use the official logo of MAP 2023 on invitations and promotional documents related to the approved Satellite symposium.

Companies are not allowed to use the Partners logo (CRUK, ESMO, Unicancer) under any circumstances. The MAP Secretariat (map@esmo.org) will provide the MAP 2023 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

4.3 Inviting participants – Satellite Invitation Weblink

Inviting participants to your satellites has never been this easy and effective!
Within each satellite package we allow our Industry Partners to showcase their satellite(s) via a digital satellite invitation weblink whereby we invite delegates to find out more about your session(s).

In the MAP 2023 E-Newsletter there will be a dedicated Industry E-News section whereby all these digital invitations will be grouped. These invitations will also be included in our online programme to further increase awareness.

From the **8 September 2023** your satellite invitation weblink will go live (this will be subject to prior submission before the **25 August 2023** deadline and subsequent approval by the MAP Secretariat).
The MAP 2023 E-Newsletter will be sent out to all registered delegates in **September 2023**.

Rules and Regulations:

MAP congress Secretariat reserves the right to refuse requested Weblinks should any web page be deemed to conflict with ESMO ethics or interests.

- A weblink is an **A4 page or pdf**, created by the sponsoring company, highlighting their satellite symposium.
- The content of the weblink message must not make any statements about the quality or virtues of a sponsoring company and/or any of the company's product(s) either via text or visuals.

With a satellite symposium, the content of the weblink must solely state the:

- Title of the session
- The names of the chairpersons and speakers
- Venue, channel and timing of the approved scientific programme
- Include on the top the sentence **"MAP 2023 Industry Satellite Symposium"**
- 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 draft to map@esmo.org is the **25 August 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
- 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 MAP 2023 logo is properly protected, the organising partners have 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 MAP Secretariat

The web page will only be linked once MAP 2023 secretariat approval is confirmed and the payment for the sponsorship package is received.

4.4 Onsite satellite promotion and distribution

For the display of programme posters, one designated poster board will be made available in a public area. The poster board will be portrait (vertical), for the exact size please contact map@esmo.org.

All companies must submit a copy of their final artwork before production gets underway. This must in turn be submitted for approval to the MAP Secretariat 2023 (map@esmo.org) by the **25 August 2023**.

Companies are entitled to bring one roll-up poster for each entrance of the assigned room and place it only 30 minutes before the start of the satellite symposium. Roll-ups must 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 bus 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.

The production, distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the MAP Secretariat. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material. No assistance will be provided by the MAP Secretariat for the distribution of material or for the list of official Congress hotels.

*Artwork production and delivery of invitations is at the sponsoring company's expense

4.5 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 MAP 2023 secretariat approval.

4.6 Promotion related to product and services

Companies holding satellite symposia are responsible for obtaining relevant information and for complying with all Swiss and French 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 the organising partners, and the corporation is solely responsible for bringing its advertising into line with local and European laws, as applicable.

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 the MAP Secretariat approval. Please send your request to map@esmo.org.

5.2 Unofficial satellite symposia or similar events

During the period beginning on Wednesday, 4 October through to Friday, 6 October 2023, the MAP Secretariat will not allow any corporate-organised satellite symposia or similar events during other days and in other places except the one planned in the official venue.

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 but concomitant with or during breaks of the scientific programme of the MAP 2023 are subject to the MAP Secretariat approval.

Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to the MAP Secretariat (map@esmo.org) at least 4 weeks prior to the event.

Blackout times:

4 October 2023	08:25 – 19:00
5 October 2023	08:30 – 17:50
6 October 2023	09:30 – 15:00

All media activities initiated by third parties are subject to a specific [Media Policy](#). For additional information about media issues, please contact the Press Office at media@esmo.org

5.4 Closed Industry meetings

MAP Secretariat allows industries to organise staff meetings, briefings, advisory boards, client meetings or other type of closed meetings within the congress centre. Meetings can be organised from Wednesday to Friday from 08:00 to 18:00. The following requirements must be respected:

- Small meetings may take place in parallel with the official MAP 2023 educational and scientific programme provided they do not involve groups larger than 15 people
- Larger meetings exceeding 15 participants are permitted, but may only take place outside of the blackout times
- Meetings are “closed” and by invitation only
- Each company is responsible for the meeting content. MAP Secretariat does not endorse any private meeting
- Meetings is not to be promoted in the congress centre or in any MAP 2023 publications, or online e.g. via social media
- MAP 2023 Faculty, 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 MAP 2023 educational and scientific programme
- Media should not be invited and are not permitted to attend the meeting

Meeting room booking procedure

Please contact the MAP 2023 Secretariat (map@esmo.org) in order to book a meeting room. Please note that meeting rooms will be assigned on a first-come, first-served basis.

Access to meeting rooms

Meetings' attendees not registered to MAP 2023 can ONLY access private meeting spaces with badge. 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.

5.5 Media activities

All media activities initiated by third parties are subject to a specific [Media Policy](#). Companies wishing to organise a media event during the MAP Congress should send a request to ESMO Communications. For any additional information about media issues, please contact ESMO Communications (media@esmo.org).

5.6 Badges

According to the [ESMO Press Policy](#), press badges may only be assigned to press representatives working for recognised media publications. Should communication agencies or companies representatives require a badge for the purpose of preparing and/or developing third party media events, please send an email to both ESMO Registration (registration@esmo.org) and ESMO Communications (media@esmo.org) to request a dedicated temporary badge. This badge only allows access to the room where media activities are taking place. Full details are available in the [ESMO Third Party Media Activities Policy](#).

5.7 Filming activities

Congress content is the copyright of ESMO. It is strictly forbidden to record or capture in any way the official programme, Satellite's sessions, Exhibition area and/or posters presented during the meeting. All filming activities initiated by Third Parties need written approval by ESMO (filming@esmo.org).

Photographers and/or filming crews members hired by Third Parties, can perform their activities abiding by the [ESMO Filming Policy](#) and purchasing a specific filming badge. Specific and different filming permissions may be granted to Third Parties and are subject to limitations and rules based on the purpose, the activity and the entity applying for the badge request. Badge requests can be sent to filming@esmo.org (Cc: registration@esmo.org).

Anyone carrying filming equipment at Events, is requested to wear all times a specific vest distributed onsite together with the badge.

EXHIBITION

6. EXHIBITION TIME SCHEDULE

EXHIBITION AREA SET-UP HOURS

Tuesday, 3 October 2023	16:00 – 19:00
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Attention! Please note that all booth must be completed by **19:00**

EXHIBITION AREA HOURS

Wednesday, 4 October 2023	09:45 – 17:00
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Thursday, 5 October 2023	09:00 – 17:00
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Friday, 6 October 2023	09:00 – 13:30
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EXHIBITION AREA DISMENTLING HOURS

Friday, 6 October 2023	16:00 – 19:00
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REGISTRATION OPENING HOURS

Wednesday, 4 October 2023	07:30 – 18:00
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Thursday, 5 October 2023	08:00 – 18:00
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Friday, 6 October 2023	08:45 – 15:00
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COFFEE BREAKS AND LUNCHES

Wednesday, 4 October 2023	10:00 – 10:30 12:00 – 13:00 16:10 – 16:30 18:00 – 19:00 (cocktail)
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Thursday, 5 October 2023	10:00 – 10:30 12:00 – 13:00 16:00 – 16:20
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Friday, 6 October 2023	11:05 – 11:30 12:30 – 13:15
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Important: Times subject to changes

Cocktail and Poster display

The Cocktail and Poster display will take place in the Exhibition area, on Wednesday, 4 October from 18:00 to 19:00. Delegates, invited speakers and exhibitors are invited to join this event.

7. EXHIBITION RULES AND INSTRUCTIONS

7.1 Exhibition area specifications

All exhibits must be confined to the spatial limits of their designed 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 note that ESMO will provide:

- 2m display wall
- 1 high table
- 2 high chairs

The artwork (W:1925 x H:2400 +50mm of bleed) has to be delivered by **1 September 2023**.

7.2 Catering for exhibition stands

All catering must be organised through Maison de la Chimie. However, bringing your own small Nespresso machine may be considered as part of the catering exclusivity. Please contact Maison de la Chimie well in advance to discuss your requirements.

Contacts: Laura Ajlani

Email: lajlani@maisondelachimie.com

7.3 Shipping instructions

More details will be provided soon.

7.4 Exhibitor registration

To order your exhibitor badges and register your staff, please fill out the attached excel template and return it by e-mail to: exhibitors@esmo.org by **15 September 2023**.

Exhibitor badges are available only for staff members, owners, representatives and employees of exhibiting firms. The number of exhibitor badges depends on the sponsor package:

Sponsor Level	N° of Exhibitor badges
Platinum Package	2
Gold Package	2
Silver Package	2
Bronze Package	1
Start-up Package	1

An “Exhibitor” badge authorises access to the Exhibition area and Industry satellite symposium only.

Exhibitor badges included in the sponsor package are free of charge. Additional badges can be purchased at the fee of EUR 70.00 (VAT included).

Exhibitor badges are distributed onsite only at the Pre-registration desk. They will be given all together to ONE company representative who will be then responsible for their distribution to company staff members.

The printed Exhibitor badges will show the company name and country (obligatory requirement) and, if indicated, the staff members’ first and last names.

7.5 Company acknowledgement

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

All Exhibitors are kindly invited to send to map@esmo.org the company details by **30 August 2023**, as follow:

- company name to be listed online and in the Events App
- company description (max 60 words)
- company logo
- company website
- stand number if any

Please refer to the above list.

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.

GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the MAP 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 MAP 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. The ESMO Strategic Partnership 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
- To ensure each sponsoring company has a chance to choose a suitable 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 MAP 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 MAP 2023 but not later than the **22 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 the MAP 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 the MAP 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 MAP 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 the MAP 2023 or any materials related thereto or offered at the MAP 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 MAP 2023 is provided on an “as-is” basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at the MAP 2023 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. The MAP 2023 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at the MAP 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 MAP 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 the MAP 2023. ESMO will use its best efforts to provide access to the MAP 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 affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from the MAP 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 the MAP 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 MAP 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 MAP 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 MAP 2023 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these Industry Guidelines, ESMO interpretation shall be final.

ESMO PRIORITY LIST

The sponsorship point system has been designed to recognise sponsor investment in ESMO projects and sponsorship points are allocated in acknowledgement of each EUR 10,000 of sponsorship investment.

- a. Accrued sponsorship points define the position of each company in the ESMO sponsors priority list. The priority list identifies companies that will be offered visibility at, and privileged within, events such as the ESMO Congress and related activities, for example satellite symposia, Industry display area space, hotel accommodation, etc.
- b. 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.
- c. ESMO nevertheless retains the right to privilege smaller emerging companies when their products are innovative and the Society feels that their participation in the event would be of benefit to delegates. When satellite symposia are assigned in relation to this clause, the company guarantees that the programme will not be presented elsewhere before the ESMO Congress. Furthermore, all sponsorship items assigned in relation to this clause are subject to specific terms and conditions.
- d. Sponsorship points are cumulative but expire at the end of the 24th month after which they have been allocated.
- e. ESMO recognises the importance of long-term relationships. To this end, 2 points will be assigned to companies for their presence and loyalty on a yearly basis for a minimum of EUR 10,000 of support. The 2 points will not expire. However, for each calendar year during which a company has not been present (with any kind of support), the 2 points are deducted from the company's record.
- f. ESMO will also recognise the contribution to advancements in medicine and science at the ESMO annual Congress. ESMO will allocate one point for each abstract accepted for oral presentation with the mention "Study sponsored by..."