



ESMO 2023

Satellite Symposium backend & upload instructions

MADRID
2023

ESMO

congress

**MADRID SPAIN
20-24 OCTOBER 2023**

The ESMO Congress is the most influential oncology platform for clinicians, researchers, patient advocates, journalists and healthcare industry representatives from all over the world.

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CONTACTS

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M Events Cross Media GmbH is the official ESMO 2023 supplier for the Virtual Congress Platform and related extra features. They are also in charge of the recordings and presentations management system.

M Events Cross Media GmbH

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Congress Dates

Official Programme

20 – 24 October 2023

ESMO Colloquia & Industry Satellite Symposia

20 – 23 October 2023

Exhibition

20 – 23 October 2023

EONS Programme (including EONS Satellite Symposia)

21 – 23 October 2023

Virtual Congress Platform (VCP)

20 October – 8 November 2023

Content available on OncologyPRO from 9 November 2023

IMPORTANT NOTE:

The Congress programme and all activities will close on **24 October 2023**. However, the Virtual Congress Platform (VCP) with the on-demand content and the virtual exhibition information will remain available until **8 November 2023**.

1. INTRODUCTION

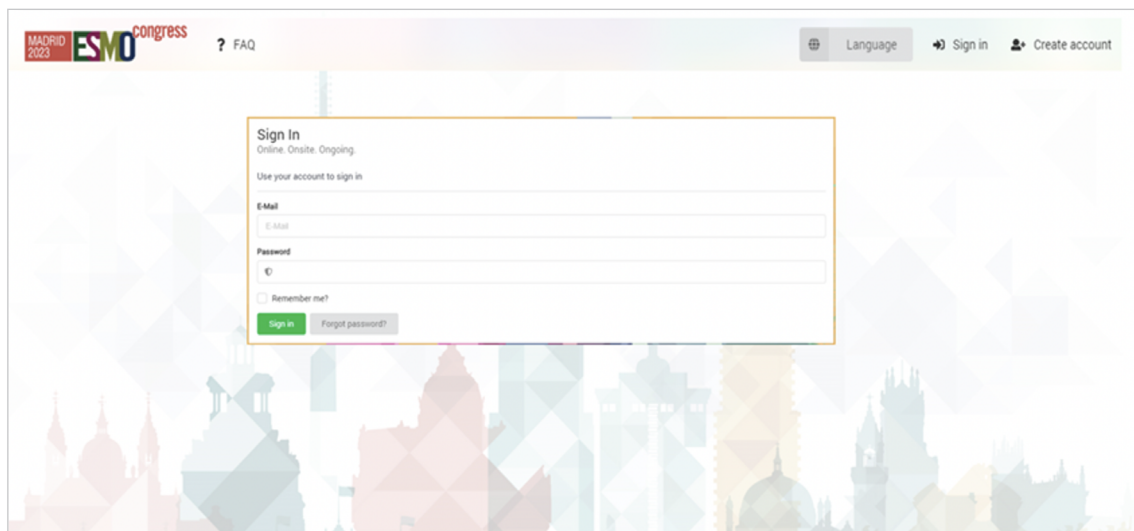
Each satellite symposium will have a dedicated virtual space to upload satellites-related materials, session information, disclaimer, speakers' biographies and pictures, share links and also interact with the delegates via the comments function. Log-in details for accessing the virtual platform backend to upload satellites-related materials will be sent to each company representative on **5 September 2023**.

The deadline to upload all company material is **10 October 2023**.

2. SIGN IN

The person responsible for the organisation of the satellite symposium (named "convenor" in the backend) will receive the backend access link and should follow the next steps:

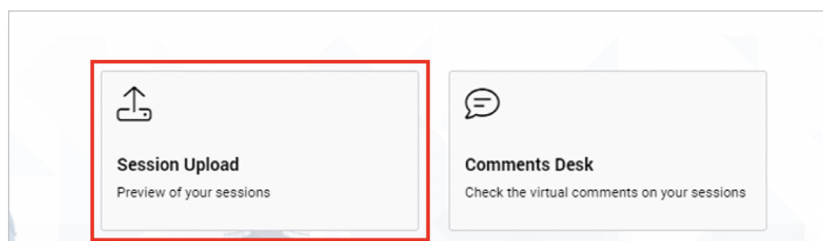
- Please click on the access link, that will be shared via email
- Enter your credentials*
- Click on "**Sign in**"



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

*If you forgot your password, click on "**Forgot Password**" to receive an email with a link to reset your password. Please make sure to check your junk/spam folder, if you do not find the email in your inbox.

2.1 Desktop view



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

3. SESSION COLLABORATION (UPLOAD) MODULE/OVERVIEW

Session and Presentation overview:

Session Collaboration

Your sessions for collaboration and content review

Sessions
A list of sessions assigned to the convenor

Presentations
Presentation details pre-filled based on the programme submitted to satellites@esmo.org. Click on "Detail" to access the upload and preview functions

Edit session
Select "Edit session" to upload additional material and change the session description

Date	Time	Room	Session Name	VMX Preview	Edit session
Fri 20 Oct	04:00 PM - 05:30 PM	TEST Room one	TEST - Industry Satellite Symposium 1	VMX Preview	Edit session
	16:00		Presentation test 1		Detail
	16:30		Presentation test 2		Detail
Sat 21 Oct	04:00 PM - 05:30 PM	TEST Room one	TEST - Industry Satellite Symposium 2		Edit session
	16:00		Presentation test 1		Detail
	16:30		Presentation test 2		Detail

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

3.1 Presentation details and upload of speaker picture and biography

If you click on "Detail" you will get into the related presentation of your session and will be able to upload the speaker picture and biography, as well as the speaker presentation.

Content details

Presentation Title: Presentation test 2

Presentation Type: TEST Presentation Type

Session: TEST - Industry Satellite Sympos

Date: 21 October 2023, 04:30 PM

Time: 30 Minute(s)

Speaker: Dr. Federica Niero

Biography: [Show preview](#)

Presentation details
Presentation details pre-filled based on the programme submitted to satellites@esmo.org

Upload photo/edit biography
The convenor can upload the speaker picture and/or the biography

Show preview
From here the convenor can see the preview of the speaker picture and biography

[Upload photo](#) [Edit biography](#)

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

3.2 Presentation preview and upload conditions

Preview
Using the player from the upload process, the convenor can see the preview of the uploaded presentation here as well

Presentation upload
After giving consent, the convenor can start the upload process

Preview
 No preview available
 Upload

In the next steps you will supply all necessary information for your programme content. Please upload your files by following the conditions hereunder:

Conditions

Sponsors and presenters hereby grant ESMO the right to use their presentation slides and audio/video webcast (including the Live Q&A slot) given during ESMO 2022, on the ESMO and OncologyPRO websites, on ESMO approved third-party websites (possibly with ESMO validated translation), and to use their name in connection therewith. This release does not prevent companies from making full use of the materials or information contained in their presentation(s).

In addition:

- Patient anonymity. No patient names or any other information allowing the identification of a patient must appear in the presentation material. Patient anonymity must always be guaranteed.
- Copyright reserved material. It is the company's responsibility to ensure that each part of the slide show (figures, tables, images, etc.) is free of any third-party rights and is cited correctly.
- Advertising of products is prohibited. Companies must ensure that their presentation(s) provide objective information based on scientific methods generally accepted in the medical community and is free of commercial bias.
- Companies must be sensitive to diversity and ensure that their presentation(s) are free from any content (whether oral or visual) that may be perceived as discriminatory or derogatory.

Data Content

Sponsors and presenters hereby agree that they are responsible for the information they provide to ESMO in connection with their Industry Satellite Symposium and any related video interview, and ESMO's publication of it will not violate the intellectual property or privacy rights of any third party.

Upload

Once the file has been uploaded and the system has automatically checked the files (this process might take some minutes depending on the traffic and the size of the content), you will be able to get a preview of how your content will appear.

A notification will appear in case of any blocking issue with your file(s), e.g. missing video files or corrupt presentation files.

Please also note that the maximum size for each uploaded file is 5.0 GB.

Please make sure to use the latest possible browser version of Google Chrome, Apple Safari, Mozilla Firefox or Microsoft Edge to have the best upload experience.

I confirm to have the right to upload the content files on behalf of the sponsoring company (including speakers' biographies and pictures)

[Upload content](#)

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4. UPLOAD OF SPEAKERS' BIOGRAPHIES AND PICTURES

In the satellite symposium dedicated virtual space backend, companies may upload their speakers' biographies and pictures (prior collection of their consent).

Once logged in, please go into the details of a presentation and click on **"Upload photo"** or **"Edit biography"**.

IMPORTANT NOTE:

Please upload unbranded speakers' pictures and be aware that ESMO and speakers have the right to change both the pictures and biographies whenever needed (as the speaker's profile applies to the whole platform).

Photo upload

Please upload a profile photo
Upload a speaker photo. The suggested aspect ratio is 4/3 for best results. This will be used in case you have live presentations, but will also be displayed next to your content in case there is a virtual congress. Please upload at least a photo with 400 x 400 px.

select

Photo upload
Please upload the speaker's picture here (400px x 400px, min 72 dpi)

Format
If the format is incorrect, you can also crop the uploaded picture

Crop mode

Done

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Biography

Share the biography on the programme

Biography

Format B I U

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Biography
Please add here the biography of the speaker (max. 1,000 characters, incl. spaces)

Preview
Click here to see the speaker's picture and biography preview

Show preview

Done

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

IMPORTANT NOTE:

Please note convenors will not be able to add pictures nor biographies for co-chairs and/or co-speakers via the backend directly. In this specific case, please send the relevant files to industry@m-events.com.

5. PRESENTATION UPLOAD

5.1 Webcasting conditions

Presentation Upload

OVERVIEW ● **CONDITIONS** ● KEYWORDS & SETTINGS ● FILE TRANSFER ● SLIDE PREVIEW

Title of your content: **Presentation test 1**

Session: TEST - Industry Satellite Symposium 1 TEST Presentation Type

Date and place: 20 October 2023 04:00 PM

TEST Room one

Industry Webcast Conditions

Sponsors and presenters hereby grant ESMO the right to use

I accept the condition Industry Webcast Conditions Yes No

Previous Next

Webcast conditions
Please read and accept the ESMO 2023 webcasting conditions displayed here to proceed with the upload of the content

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

5.2 Presentation topics selection

At the time of the presentation upload, you will be requested to select **at least one topic** category for each presentation. You will find the list at the bottom of the instructions. This is a **mandatory field**. Therefore, we advise you to approach your speakers in advance in case of doubts.

Presentation Upload

OVERVIEW ● CONDITIONS ● **KEYWORDS & SETTINGS** ● FILE TRANSFER ● SLIDE PREVIEW

Title of your content: **Presentation test 2** Session: TEST - Industry Satellite Symposium 2 **TEST Presentation Type**

Date and place: 20 November 2023 04:30 PM TEST Room one

Click "Save & Next" to save your selection

Presentation Topics *

Adrenal Carcinoma AIDS-Associated Malignancies Anal Cancer Basal Cell and Squamous Cell Cancers of the Skin Basic Science Bioethical Principles and GCP Bone Sarcomas Breast Cancer
 Cancer and Pregnancy Cancer Biology Cancer Care Equity Principles and Health Economics Cancer Control Principles Cancer Diagnostics Cancer Epidemiology Cancer in Adolescents and Young Adults (AYA)
 Cancer in LGBTQ Populations Cancer in Older Adults Cancer in Special Situations/ Populations Cancer Intelligence (eHealth, Telehealth Technology, BIG Data) Cancer Prevention Cancer Registries Cancer Research
 Cancer Treatment in Patients with Comorbidities Carcinoma of Unknown Primary Site (CUP) Career Development Cell-Based Therapy Central Nervous System Malignancies Cervical Cancer Clinical Research
 Colon and Rectal Cancer Communication Skills COVID-19 and Cancer Cytotoxic Therapy Emergency in Oncology Endocrine Therapy Endocrine Tumours End-of-Life Care Endometrial Cancer
 Fundamentals of Cancer Care Organisation Gastric Cancer Gastrointestinal Cancers Gastro-Oesophageal Junction Cancer Genetic and Genomic Testing Genetic Testing and Counselling Genitourinary Cancers
 Gestational Trophoblastic Neoplasia GIST Global Cancer Control Global Cancer Statistics Gynaecological Malignancies Haematological Malignancies Head and Neck Cancers Hepatobiliary Cancers
 Image-Guided Therapy Immunotherapy Laboratory Diagnostics Leukaemias Lymphomas Malignant Germ-Cell Tumours of the Adult Male Management of Systemic Therapy Toxicities MDS/MPN/Others Melanoma
 Merkel Cell Carcinoma Mesothelioma Molecular Oncology Multi-Disciplinary and Multi-Professional Cancer Care Multiple Myeloma Neuroendocrine Neoplasms Non-Small Cell Lung Cancer
 Nuclear Medicine and Clinical Molecular Imaging Nutritional Support Oesophageal Cancer Ovarian Cancer Pancreatic Adenocarcinoma Pathology/Molecular Biology Patient Education and Advocacy Penile Cancer
 Population Risk Factor Primary Prevention Prostate Cancer Psycho-Oncology Psychosocial Aspects of Cancer Radiation Oncology Radiological Imaging Rare Cancers Renal Cell Cancer
 Response Evaluation (RECIST Criteria) Sarcoma Secondary Prevention/Screening Skin Cancers Small Cell Lung Cancer Soft Tissue Sarcomas Staging and Imaging Staging Procedures Statistics
 Supportive and Palliative Care Supportive Care and Symptom Management Surgical Oncology Survivorship Targeted Therapy Therapy Thoracic Malignancies Thymoma and Thymic Cancer Thyroid Cancer
 Translational Research Tumour Immunology Urothelial Cancer Vulvar and Vaginal Cancers

Previous **Save and Next**

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IMPORTANT NOTE:

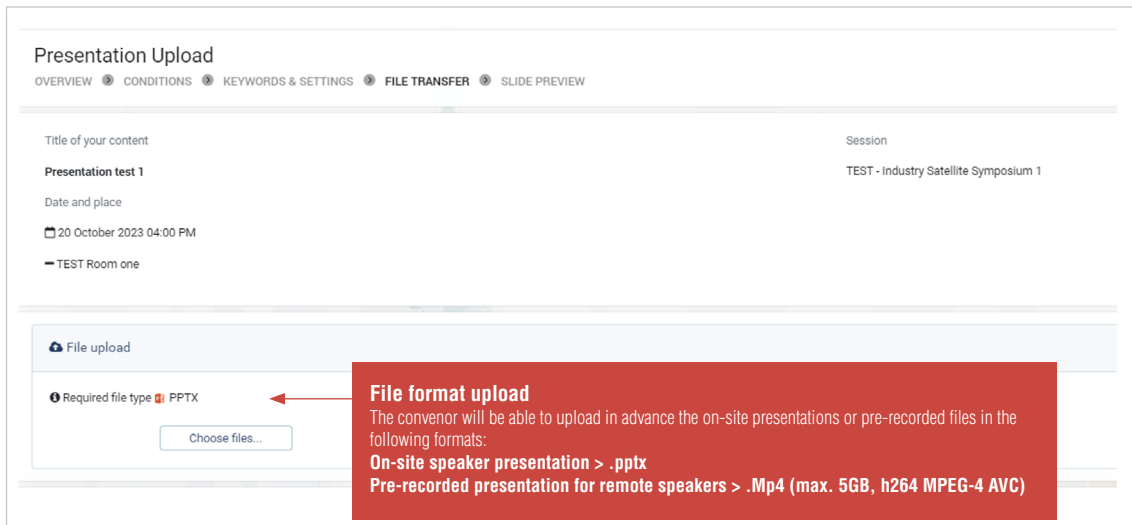
Convenors must select presentation topics also for lectures without a PowerPoint presentation (e.g. Introduction, Q&A, discussion, conclusion, etc.). Once the topic(s) has been selected, please remember to click on **"Save & Next"**, even if no presentation upload is foreseen.

The presentation topics selection is required for a better on-demand navigability of the post-congress resources.

5.3 Presentation upload

Convenors will be able to upload in advance the speaker presentations via the Virtual Congress Platform backend (m-anage) until **10 October**, or on-site at the Speaker Centre from **19 October**. For further details on the frontend view, please refer to the [ESMO 2023 Industry Satellite Symposia Technical Manual](#) (page 14).

In case of **remote speakers**, convenors must upload the **pre-recorded file** (in .mp4 format) by **10 October** at the latest.



Presentation Upload

OVERVIEW ● CONDITIONS ● KEYWORDS & SETTINGS ● **FILE TRANSFER** ● SLIDE PREVIEW

Title of your content: **Presentation test 1** Session: TEST - Industry Satellite Symposium 1

Date and place: 20 October 2023 04:00 PM, TEST Room one

File upload

Required file type: PPTX

Choose files...

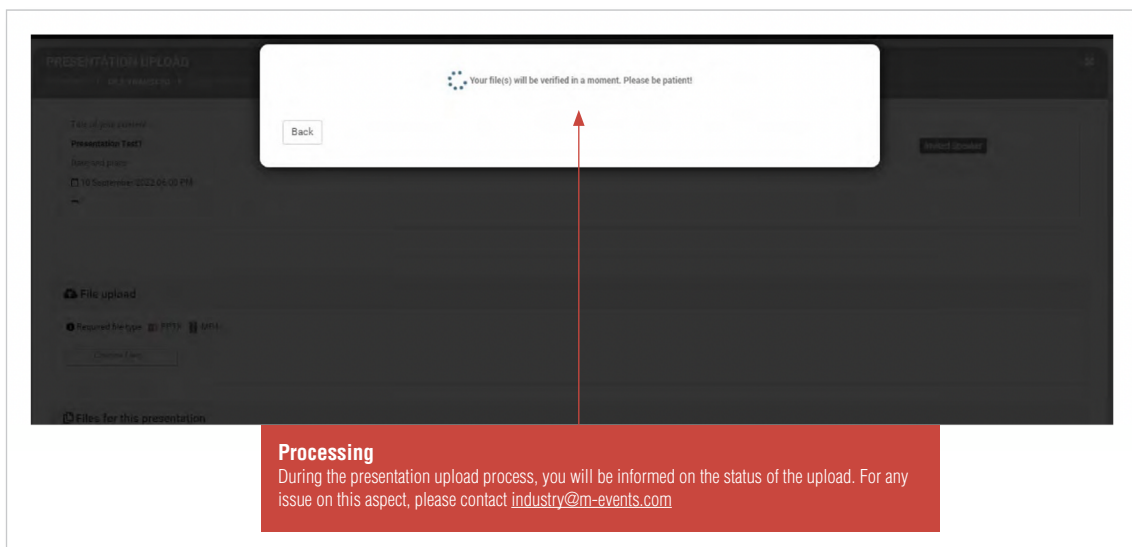
File format upload

The convenor will be able to upload in advance the on-site presentations or pre-recorded files in the following formats:

On-site speaker presentation > .pptx

Pre-recorded presentation for remote speakers > .Mp4 (max. 5GB, h264 MPEG-4 AVC)

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



Presentation Upload

Your file(s) will be verified in a moment. Please be patient!

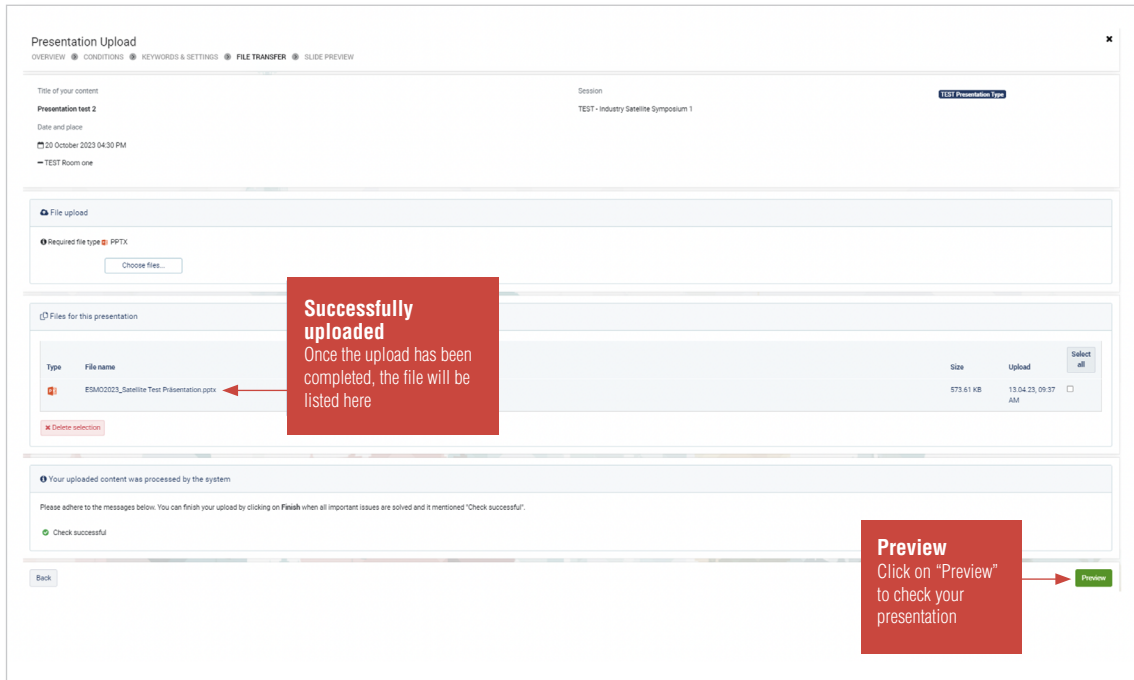
Back

Required file type: PPTX, MP4

Processing

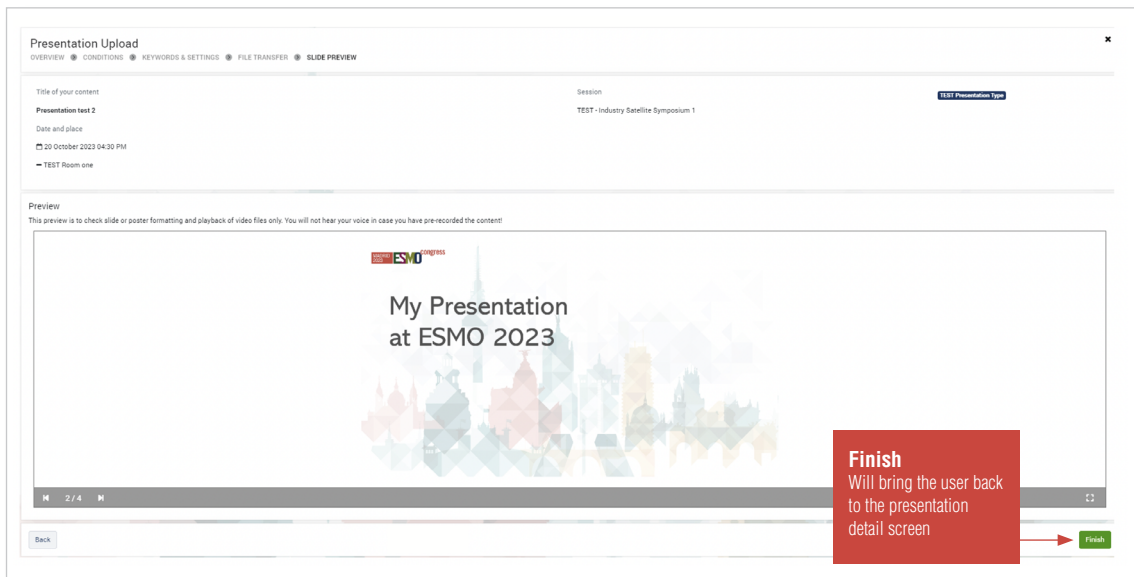
During the presentation upload process, you will be informed on the status of the upload. For any issue on this aspect, please contact industry@m-events.com

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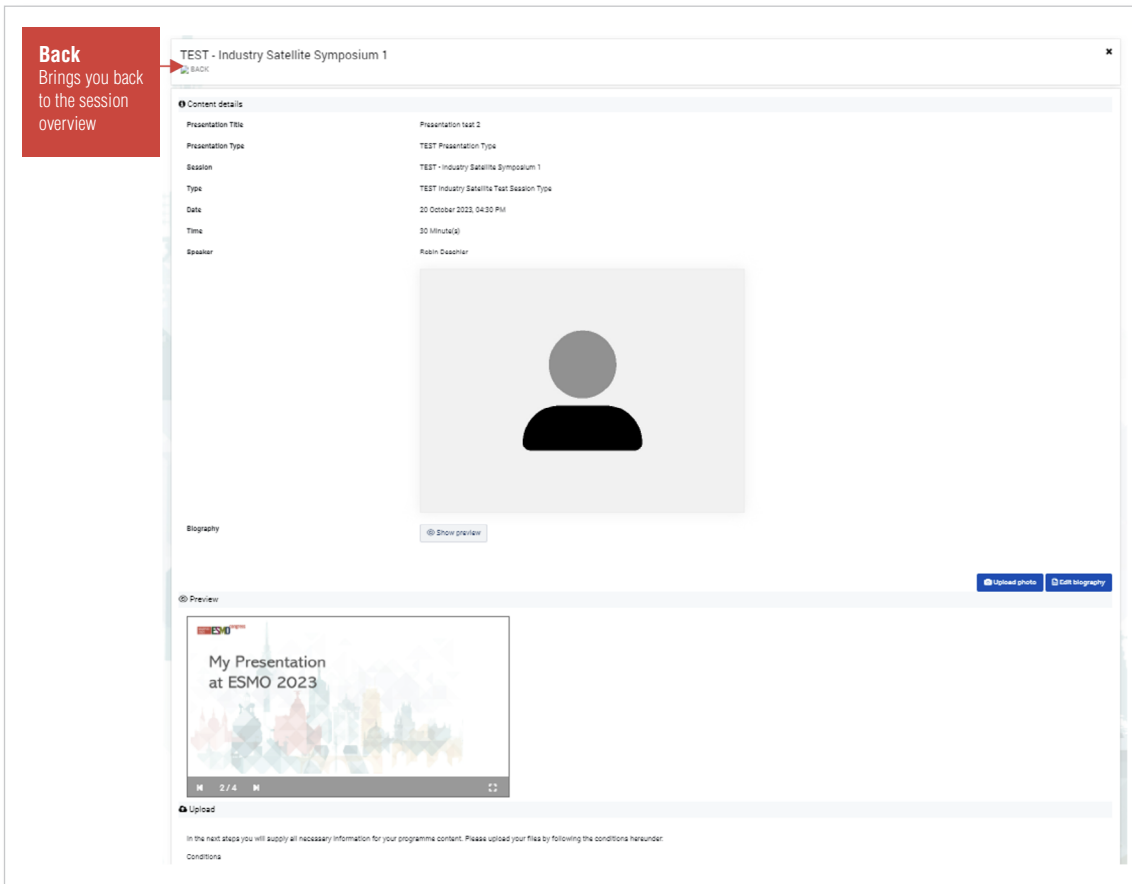
*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2023 design.

5.4 Presentation Preview



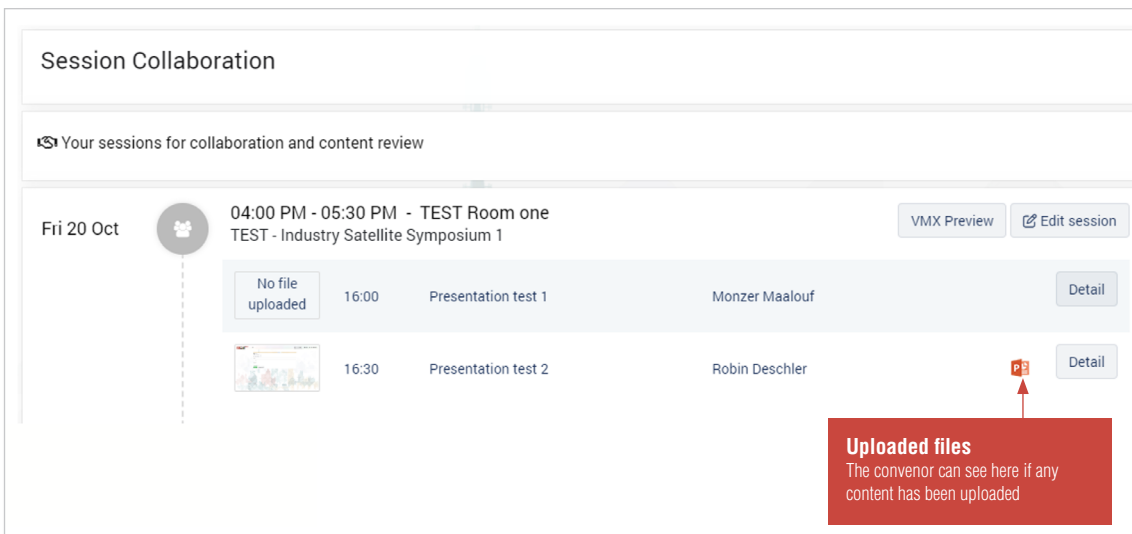
*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2023 design.

5.5 Presentation details with preview



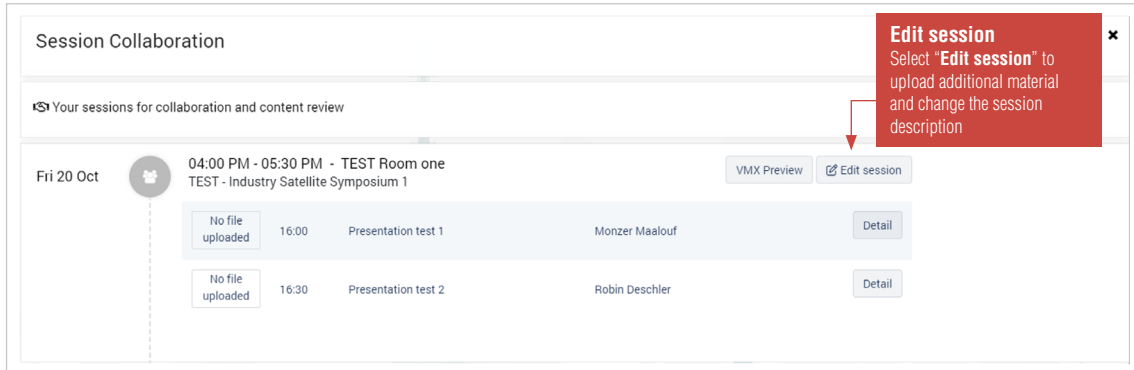
*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2023 design.

5.6 Session overview with uploaded files



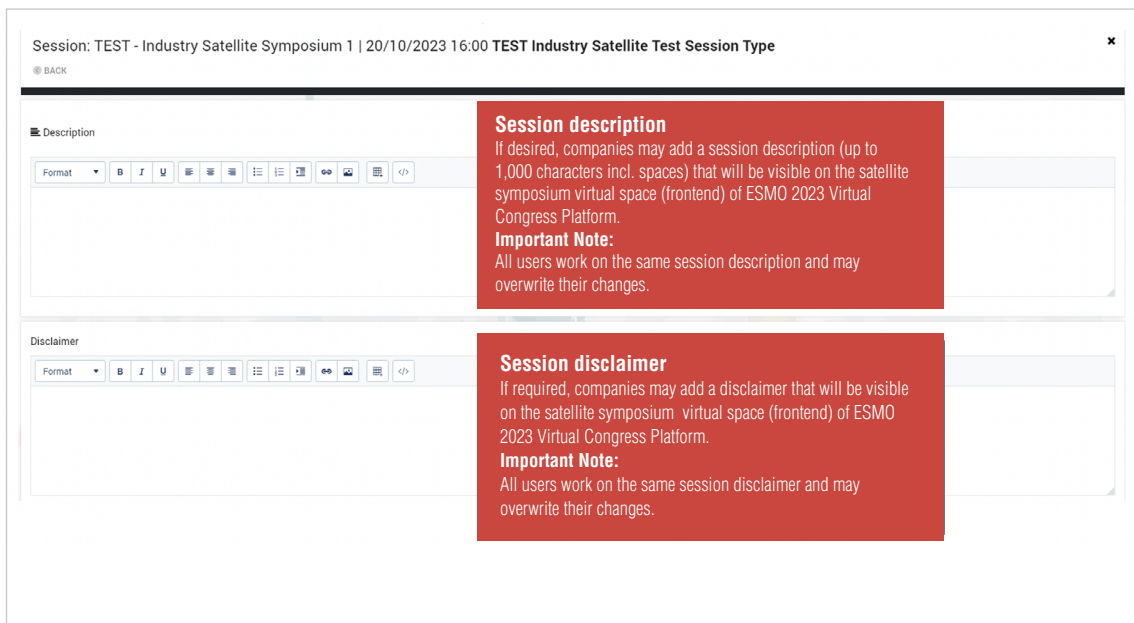
*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2023 design.

6. EDIT SESSION



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

6.1 Session description and disclaimer



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

6.2 Features and additional material upload

Enable/disable features
 Choose to enable or disable the following features available for on-demand content only:

- Rating
- Comment function
- Click on "Save"

Interactivity

Rating Participants can rate the session with 1-5 stars
 The function is not available not applicable

Comments

Enable Comments OnDemand Participants can comment the session on VMX
 - Show by default Comments by participants are shown automatically (Can be monitored on the VMX Comment Helpdesk)

View counter by type

[Save](#)

PDF

Additional downloadable files for the session

Select ...

Additional material - PDF
 Upload max 5 pdfs:

- Click on "Select"
- Choose the file from your server (**important: title should be max. 20 characters incl. spaces**)
- Once uploaded you can add the description sentence of the PDF and then click on "Save"

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Please be informed that the PDFs uploaded onto the satellite symposium dedicated virtual space will be automatically shown on the satellite live streaming too (please refer to the image below).

The screenshot shows the ESMO 2023 satellite symposium interface. At the top, there is a navigation bar with 'MADRID 2023 ESMO congress' and various menu items like 'WELCOME', 'HOME', 'STREAMING', 'PROGRAMME', 'E-POSTERS', 'SPEAKERS', 'SATELLITES', 'EXHIBITION', 'ESMO BOOTH', 'LIVE GALLERY', 'MEETINGS HUB', 'CONGRESS BAG', 'PUBLICATIONS', and 'NEWS'. The main content area is titled 'STREAMING' and shows a session titled 'Session Title here' with chairs 'Monica Caruso (IT), Laurence Solo (GB)'. A video player is embedded, showing a slide titled 'Decline in lung cancer mortality coincides with Innovation in I-O-based and targeted therapies' with a graph and text. Below the video, there is a 'Session Booklet' button circled in red. To the right, there is a Q&A section with a 'Submit' button and a list of questions and answers.

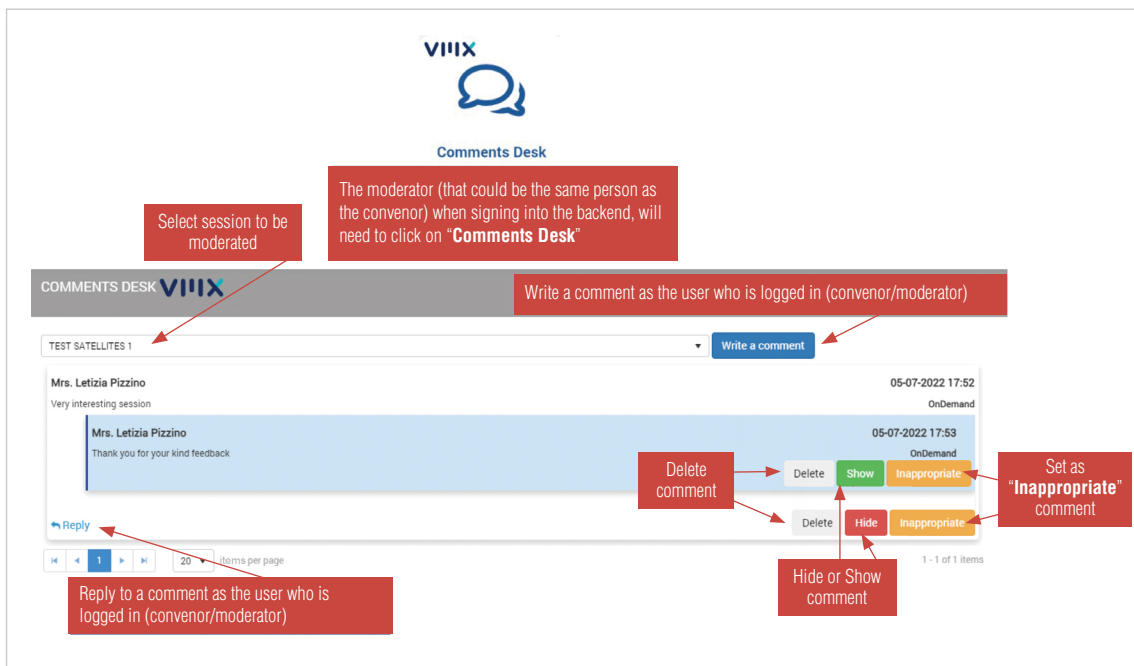
*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2023 design.

6.3 Comments function

Delegates can write comments on the satellite symposium dedicated virtual space (both at session and presentation level). For further details on the frontend view, please refer to the [ESMO 2023 Industry Satellite Symposia Technical Manual](#) (page 20).

IMPORTANT NOTE:

- The comments are not moderated by default
- Convenors can decide to enable/disable this function and if the comments shall be shown by default or be moderated. If the convenor does not activate the **“Show by default”** checkbox all the comments are hidden automatically
- The moderator confirmed to ESMO by **23 August 2023** will be added accordingly to the backend; should there be any change, please send an email to satellites@esmo.org



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7. LEAD RETRIEVAL (OPTIONAL AND AT OWN EXPENSE)

The lead retrieval feature can be ordered via the online [Satellite Symposia Services Order Form](#) by **23 August 2023**. For further details on the lead retrieval option, please refer to the [ESMO 2023 Industry Satellite Symposia Technical Manual](#) (page 33, paragraph 7.2).

7.1 Frontend view

Please allow our company to know you were here

Kindly be informed that the Privacy Policy applies.

You are about to share these contact data:

Title, First Name, Last Name, Profession, Institution, Department, Country, E-Mail

Lead retrieval
Delegates can access the satellite symposium anonymously or by providing the above contact data

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

7.2 Backend access

The backend access link to the lead retrieval data will be sent individually to the responsible person for the organisation of the symposium. Please note that such link is different from the one giving access to the backend of the satellite symposium dedicated virtual space.

Once you go on the [provided link](#), please enter your credentials and you will see the items “**My Company**” and “**Virtual Leads**”. To check the settings (no actions required), please go on “**My Company**” and then select the tab “**Legal items setup**”.

My Company
Your companies profile

Lion Leads
Virtual leads

7.3 Collected data

To check your data, go back and select the module “Virtual Leads”.

LionLeads

Your leads data file(s)

No file(s) available

If a delegate agrees to enter the satellite symposium by sharing his/her data (Attendees can choose to enter anonymously), this will be listed and provided with a time stamp

Title	Firstname ↑	Surname	Email	Country	Profession	Department	Institute	SessionName	Question	CreateDateTI...	Source	TermsAccept...
	John	Doe	test@test.com	Germany				Industry Satellite		12/09/2022 18:23	Symposium	TRUE
	John	Doe	test@test.com	Germany				Industry Satellite		12/09/2022 18:23	Symposium	TRUE
	John	Doe	test@test.com	Germany				Industry Satellite		12/09/2022 18:23	Symposium	TRUE
	John	Doe	test@test.com	Germany				Industry Satellite		12/09/2022 18:23	Symposium	TRUE
	John	Doe	test@test.com	Germany				Industry Satellite		12/09/2022 18:23	Symposium	TRUE
	John	Doe	test@test.com	Germany				Industry Satellite		12/09/2022 18:23	Symposium	TRUE

Export Excel

Data can be downloaded as a Microsoft Excel export

“TermsAccepted” is displayed as “true” when the attendee has approved the Terms & Conditions

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

Title	Firstname	Surname	Email	Country	Profession	Department	Institute	SessionName	Question	CreateDateTime	Source	TermsAccepted
John	Doe	test@test.com	Germany				Industry Satellite	Symposium		12/09/2022 18:23	Symposium	TRUE
John	Doe	test@test.com	Germany				Industry Satellite	Symposium		12/09/2022 18:31	Symposium	TRUE
John	Doe	test@test.com	Germany				Industry Satellite	Symposium		12/09/2022 18:22	Symposium	TRUE
John	Doe	test@test.com	Germany				Industry Satellite	Symposium		12/09/2022 18:27	Symposium	TRUE
John	Doe	test@test.com	Germany				Industry Satellite	Symposium		12/09/2022 17:51	Symposium	TRUE
John	Doe	test@test.com	Germany				Industry Satellite	Symposium		12/09/2022 18:30	Symposium	TRUE
John	Doe	test@test.com	Germany				Industry Satellite	Symposium		12/09/2022 18:21	Symposium	TRUE

Example of Microsoft Excel export

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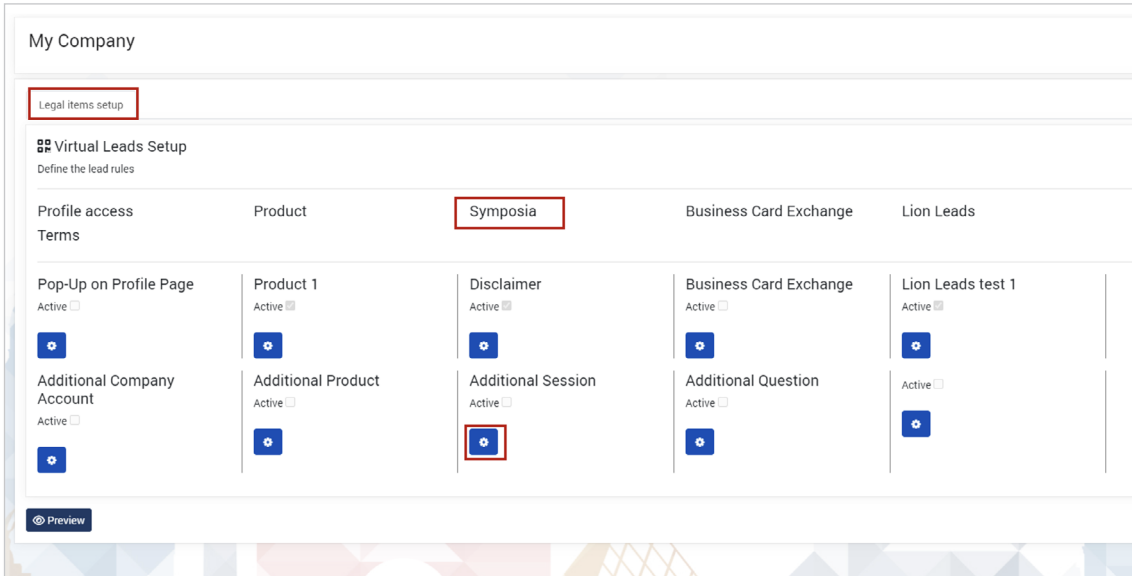
IMPORTANT NOTE:

The shared contact details (defined by ESMO) are: First Name, Last Name, Institute, City, Country, Email Address, Title*, Department* and Profession*

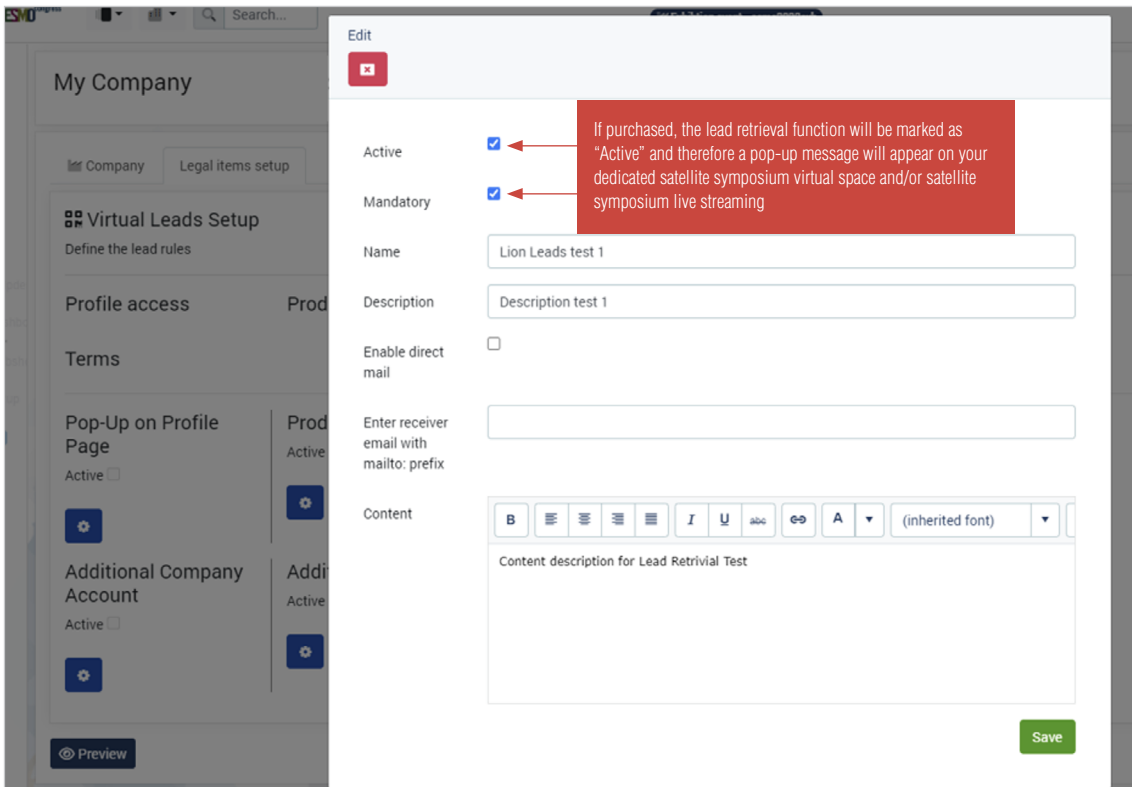
*These fields might not be available, as these are not mandatory in ESMO’s registration procedure.

7.4 Settings

IMPORTANT NOTE:
No actions required on these pages.



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

8. PRESENTATION TOPICS LIST

CATEGORY	SUB-CATEGORY
Basic Science	Cancer Biology Molecular Oncology Tumour Immunology
Breast Cancer	
Cancer Control Principles	Cancer Care Equity Principles and Health Economics Cancer Intelligence (eHealth, Telehealth Technology, BIG Data) Fundamentals of Cancer Care Organisation Global Cancer Control Multi-Disciplinary and Multi-Professional Cancer Care
Cancer Diagnostics	Genetic and Genomic Testing Laboratory Diagnostics Pathology/Molecular Biology
Cancer Epidemiology	Cancer Registries Global Cancer Statistics
Cancer in Special Situations/ Populations	AIDS-Associated Malignancies Cancer and Pregnancy Cancer in Adolescents and Young Adults (AYA) Cancer in LGBTQ Populations Cancer in Older Adults Cancer Treatment in Patients with Comorbidities COVID-19 and Cancer
Cancer Prevention	Population Risk Factor Primary Prevention Secondary Prevention/Screening
Cancer Research	Bioethical Principles and GCP Clinical Research Statistics Translational Research
Carcinoma of Unknown Primary Site (CUP)	
Career Development	
Central Nervous System Malignancies	

CATEGORY	SUB-CATEGORY
Early	
Emergency in Oncology	
Endocrine Tumours	Adrenal Carcinoma Neuroendocrine Neoplasms Thyroid Cancer
Gastrointestinal Cancers	Anal Cancer Colon and Rectal Cancer Gastric Cancer Gastro-Oesophageal Junction Cancer Hepatobiliary Cancers Oesophageal Cancer Pancreatic Adenocarcinoma
Genetic Testing and Counselling	
Genitourinary Cancers	Malignant Germ-Cell Tumours of the Adult Male Penile Cancer Prostate Cancer Renal Cell Cancer Urothelial Cancer
Gynaecological Malignancies	Cervical Cancer Endometrial Cancer Gestational Trophoblastic Neoplasia Ovarian Cancer Vulvar and Vaginal Cancers
Haematological Malignancies	Leukaemias Lymphomas MDS/MPN/Others Multiple Myeloma
Head and Neck Cancers	
Locally advanced	
Metastatic	
Psychosocial Aspects of Cancer	Communication Skills Patient Education and Advocacy Psycho-Oncology
Rare Cancers	

CATEGORY	SUB-CATEGORY
Sarcoma	Bone Sarcomas GIST Soft Tissue Sarcomas
Skin Cancers	Basal Cell and Squamous Cell Cancers of the Skin Melanoma Merkel Cell Carcinoma
Staging and Imaging	Nuclear Medicine and Clinical Molecular Imaging Radiological Imaging Response Evaluation (RECIST Criteria) Staging Procedures
Supportive and Palliative Care	End-of-Life Care Management of Systemic Therapy Toxicities Nutritional Support Supportive Care and Symptom Management
Survivorship	
Therapy	Cell-Based Therapy Cytotoxic Therapy Endocrine Therapy Image-Guided Therapy Immunotherapy Radiation Oncology Surgical Oncology Targeted Therapy
Thoracic Malignancies	Mesothelioma Non-Small Cell Lung Cancer Small Cell Lung Cancer Thymoma and Thymic Cancer

ESMO - European Society for Medical Oncology

would like to thank our industry partners for continuing to support our congresses. We look forward to working together to bring the best science to Madrid.