



ESMO 2024

Industry Guidelines

**BARCELONA
2024**

ESMO

congress

**BARCELONA SPAIN
13-17 SEPTEMBER 2024**

The ESMO Congress is a globally influential oncology platform, aimed at disseminating the latest data, providing high quality education and bringing together oncologists and other stakeholders from all around the world.

ESMO GOOD SCIENCE
BETTER MEDICINE
BEST PRACTICE

[esmo.org](https://www.esmo.org)

**THE LEADING PROFESSIONAL ORGANISATION
FOR MEDICAL ONCOLOGY**



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CONTACTS

ESMO Congress 2024 Industry Satellite Symposia Support

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M Events Cross Media GmbH has been appointed as the virtual platform supplier for the ESMO Congress 2024 and will be the official satellite symposia webcast provider.

M Events Cross Media GmbH

Gaußstraße 3
12459 Berlin, Germany
E-mail: esmo.industry@m-events.com

The logo for M Events, featuring a stylized 'm' in blue and orange followed by the word 'EVENTS' in a bold, sans-serif font.

Bco Congressos has been appointed as the official local housing agency for the ESMO Congress 2024 and is offering hotel accommodation for both groups and individuals.

Bco Congressos

Plaza Europa, 17-19, 1st floor
08908 L'Hospitalet de Llobregat
Barcelona, Spain
Tel.: +34 93 882 38 78
E-mail: esmo2024@bcocongresos.com

The logo for Bco Congressos, featuring the text 'Bco Congressos' in a large, bold, sans-serif font, with 'Barceló GRUPO' in a smaller font below it.

IMPORTANT NOTE:

ESMO is aware that there might be various websites falsely claiming to represent ESMO with regards to registration and accommodation for ESMO 2024 in Barcelona. 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 BCO Congressos and please be aware that the only way to register for the ESMO Congress 2024 will be via the official ESMO website, by contacting registration@esmo.org.

WELCOME TO THE ESMO CONGRESS 2024

Dear Industry Partners,

We are pleased to invite you to work with us towards the ESMO Congress 2024 which will take place as an on-site event in Barcelona, Spain, from 13 to 17 September 2024, while also providing online access to the Congress.

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

Our mission is to deliver a comprehensive on-site and online meeting, with an outstanding scientific and educational programme, demonstrating our full commitment to the immediate global dissemination of new data in oncology and to advancing the education of oncology professionals.

ESMO 2024 will again present the very latest advances in the treatment of cancer with outstanding networking opportunities for delegates from all around the world.

The Congress programme is being developed by a committee composed of international key opinion leaders to ensure delegates learn about new data in oncology and feel empowered to translate it into immediate improvements in outcomes for patients with cancer.

We look forward to working with you on the ESMO Congress 2024, an exciting new edition of Europe's most prestigious oncology meeting.

On behalf of the ESMO 2024 Officers,



Andrés Cervantes, Valencia, Spain
ESMO President 2023-2024



Rebecca Dent, Singapore
ESMO 2024 Scientific Chair



Karin Jordan, Potsdam, Germany
ESMO 2024 Educational Chair

CONGRESS OFFICERS

2024 ESMO and Congress President

Andrés Cervantes, Valencia, Spain

Scientific Chair

Rebecca Dent, Singapore

Educational Chair

Karin Jordan, Potsdam, Germany

Press Officer

Angela Lamarca, Madrid, Spain

Scientific Track Chairs

Basic science & translational research: Philippe Bedard, Toronto, ON, Canada

Breast cancer, early stage: Ann Partridge, Boston, MA, USA

Breast cancer, metastatic: Christos Sotiriou, Brussels, Belgium

CNS tumours: Monika Hegi, Lausanne, Switzerland

Developmental therapeutics: Elena Garralda, Barcelona, Spain

Gastrointestinal tumours, upper digestive: Sarah Derks, Amsterdam, Netherlands

Gastrointestinal tumours, lower digestive: Jenny Seligmann, Leeds, UK

Genitourinary tumours, prostate: Arun Azad, Melbourne, VIC, Australia

Genitourinary tumours, non-prostate: Petros Grivas, Seattle, WA, USA

Gynaecological cancers: Charlie Gourley, Edinburgh, UK

Haematological malignancies: Marco Ladetto, Alessandria, Italy

Head and neck cancer, excl. thyroid: Sjoukje Oosting, Groningen, Netherlands

Investigational immunotherapy: Fiona Thistlethwaite, Manchester, UK

Melanoma and other skin tumours: Karijn Suijkerbuijk, Utrecht, Netherlands

NETs and endocrine tumours: Chris Verslype, Leuven, Belgium

Non-metastatic NSCLC and other thoracic malignancies: Jarushka Naidoo, Dublin, Ireland

NSCLC, metastatic: Benjamin Besse, Villejuif, France

Policy and preventive strategies: Jean-Yves Blay, Lyon, France

Sarcoma: Bernd Kasper, Mannheim, Germany

Supportive and palliative care: Matteo Lambertini, Genoa, Italy

ESMO Patient Advocacy Working Group representative

Tanja Spanic, Ljubljana, Slovenia

ESMO Young Oncologists Committee representative

Rille Pihlak, London, UK

PREFACE

Welcome

You have decided to partner with ESMO 2024, the world's premier congress in medical oncology.

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 2024 Industry Guidelines will guide you in the necessary steps of your participation at ESMO 2024. The document is organised into seven distinct sections namely:

- General information
- Key dates
- Industry Satellite Symposia
- Industry Meetings
- Promotion
- General Terms and Conditions
- ESMO Priority List



The Industry Satellite Symposia Technical manual will be available in December 2023 and will include the following information:

- **Technical equipment details & technical floor plans**
- **Services for on-site & Virtual Congress Platform**

All the regulations concerning the ESMO 2024 Exhibition will be included in the ESMO 2024 Exhibition Prospectus. This document will be provided to our exhibitors and your main contact for any additional queries will be our official Exhibition Management Agency MAW (Medizinische Ausstellungs- und Werbegesellschaft).

Please read this document carefully and share with the necessary colleagues and agencies involved in the organisation of your ESMO 2024 activities.

Also note that a successful application for participation at ESMO 2024 implies an acceptance of the requirements contained within these Industry Guidelines and also in any update posted on www.esmo.org

We look forward to working with you over the coming months towards a rich and innovative ESMO 2024!

Congress Dates

Official Programme

13 – 17 September 2024

ESMO Colloquia & Industry Satellite Symposia

13 – 16 September 2024

Exhibition

13 – 16 September 2024

EONS Programme (including EONS Satellite Symposia)

14 – 16 September 2024

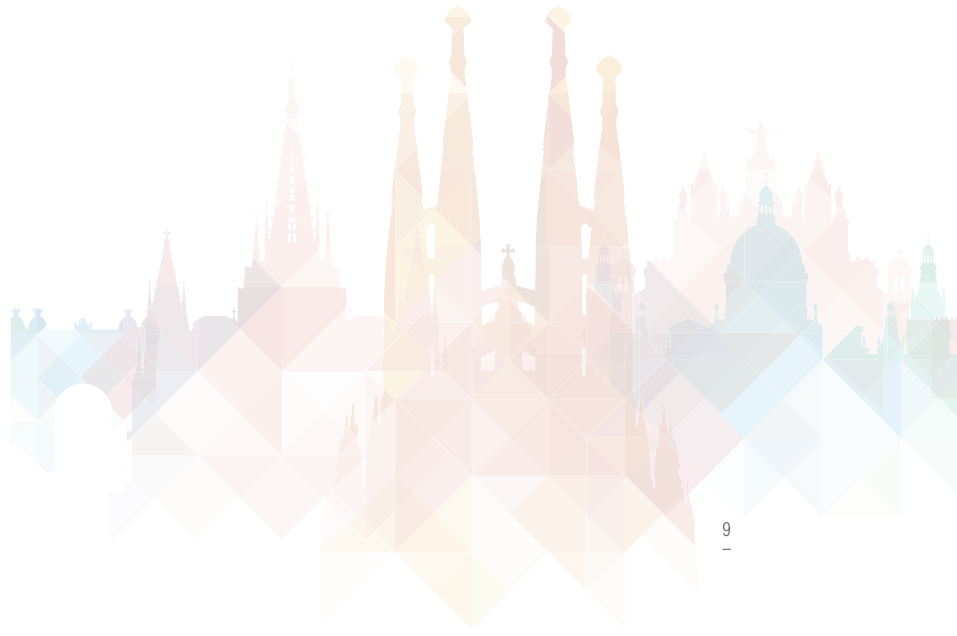
Virtual Congress Platform (VCP)

13 September – 2 October 2024 Content available on OncologyPRO from 3 October 2024

*Subject to change

IMPORTANT NOTE:

The Congress programme and all activities will close on 17 September 2024. However, the Virtual Congress Platform (VCP) with the on-demand content and the virtual exhibition information will remain available until 2 October 2024.



GENERAL INFORMATION

After the past successful experience, ESMO 2024 will again be a LIVE Plus Congress that will offer participants the option to attend in person, in Barcelona or online, through the Virtual Congress Platform as well as the ESMO 2024 App, from 13 to 17 September 2024.

VENUE

Venue information

Fira Barcelona
 Gran Via venue
 Av. Joan Carles I, 64
 08908 L'Hospitalet de Llobregat
 Barcelona, Spain
www.firabarcelona.com



Venue Overview as of September 2023 – subject to change.
 The updated venue floor plan will be available online.

Venue access

The Fira, Gran Via venue is located in a new business development area, very close to the airport and connected to the public transport network. Shuttle bus services may be organised through Bco Congressos (esmo2024@bcocongresos.com).



By public transport

Metro: The venue has two Metro stations (Europa/Fira and Fira) connecting the airport and the city centre (L9 and L10)

Train: The venue is located nearby the FGC Regional Train station located in Plaza de Europa ("Europa/Fira" station), 5 minutes walking distance from the South access (Lines S8, S33, R6, R5, S4)

Bus:

- From city centre: TMB & AMB Lines H12, L94, L95 ("Plaça Europa" or "Amadeu Torner" stops)
- From Plaza España: TMB & AMB Lines H12, 79, L94, L95, L70, L72, L81, L80, 46, 65 ("Plaça Europa" or "Amadeu Torner" stops)

Taxi: Barcelona has 10,500 taxis and attendees can easily find taxi ranks right in front of South access

Cabify: Cabify is a transport app (private cars with a driver) working with geo-tracked journeys and identified drivers. The Cabify App must be downloaded to order a service and pre-booking is required. Further details about Cabify are available [here](#).



By train

Considered one of the most utilized transport hubs in Spain, the Barcelona Sants Train Station is the primary train station for national and international arrivals and departures. Situated in the west of the city, it is easily reached by bus, taxi or the metro.

Transfer from the station to the venue:

Metro: Access directly inside the train station for L3 and L5

- Line L3 and R5 ("Europa/Fira" station)
- Line L5 and L9 ("Europa/Fira" station or "Fira" station)

Bus: TMB & AMB Line L94 ("Plaça Europa" or "Amadeu Torner" stops)

Taxi: There is a taxi station just outside the "Passeig de Sant Antoni" street and the square "Plaça Joan Peiró"



By air

The Josep Tarradellas International Airport is just 15 minutes away from the venue and just 12 km from the city centre.

Transfer from the airport to the venue:

Metro: Line L9 Sud ("Fira" and "Europa/Fira" stations)

Bus: TMB Line 46 ("Pl. Europa" stop)

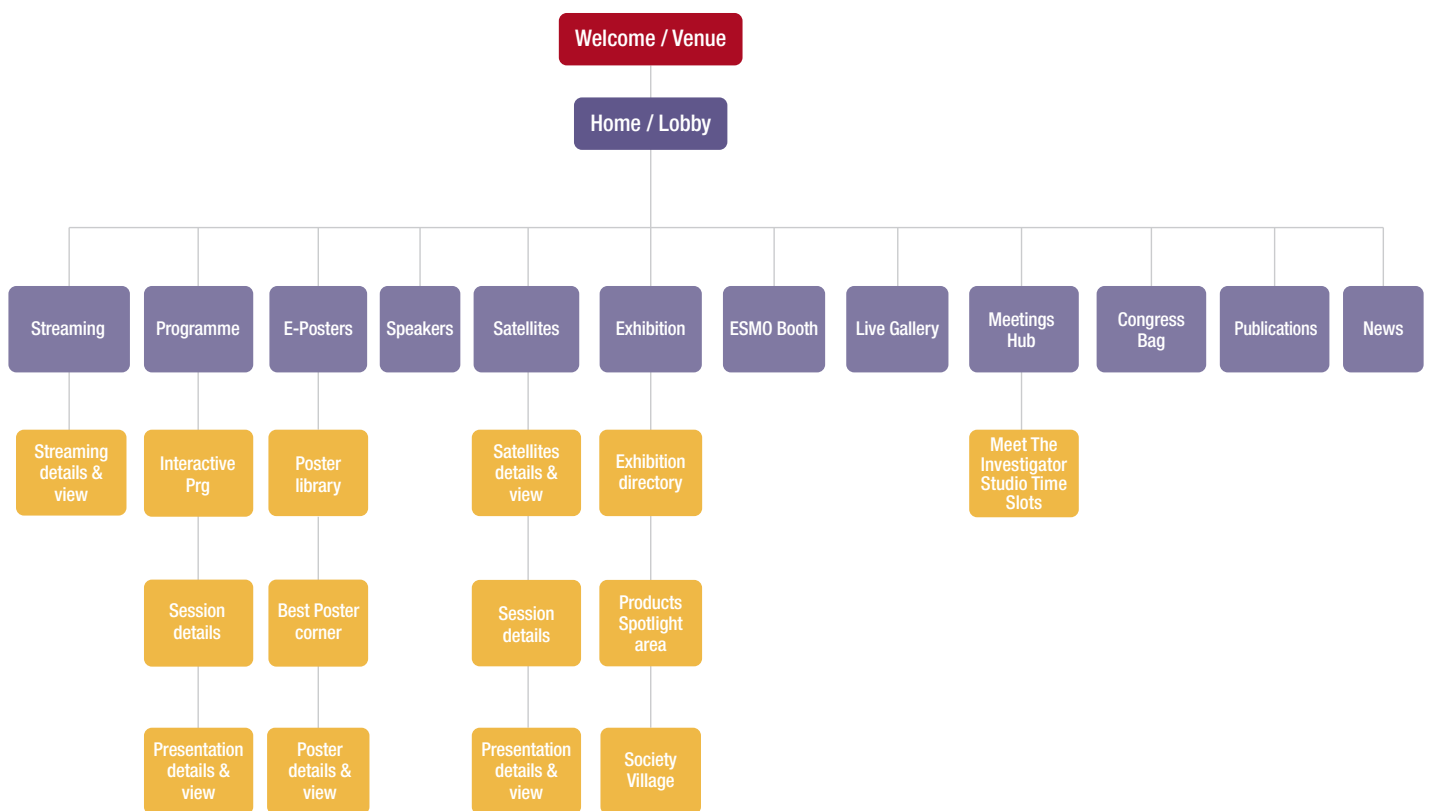
Taxi: 12 kilometres away (C-31), approximately 15 minutes Barcelona international airport Josep Tarradellas

Virtual Congress Platform (VCP)

After a very successful set of virtual congresses over the past four years, M Events has again been appointed as our official Virtual Congress Platform supplier for ESMO 2024.

The ESMO Congress 2024 Secretariat will be working closely with the M Events team to help you prepare your different virtual activities within the Virtual Congress Platform but also be available for any technical questions/queries you may have.

To help you better understand the structure of our VCP take a look at the site map below:



Site Map as of September 2023, subject to change.

KEY DATES

Abstract submission deadlines

7 May 2024	Abstract and late-breaking abstract placeholder submission deadline
7 August 2024	Late-breaking abstract submission deadline

Registration deadlines

12 June 2024	Early registration
17 July 2024	Name lists for group registrations
7 August 2024	Late registration
28 August 2024	Group registration closure

Satellite Symposia programme deadlines

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

*Please refer to the regulations in the paragraph [1.1 Satellite symposia programmes](#)

Satellite Symposia logistics deadlines

12 June 2024	Contact details of the responsible person for the satellite symposium organisation (online form)
17 July 2024	Booking of the on-site rehearsal (satellites@esmo.org)
17 July 2024	Submission of the Satellite Symposia Services Order Form (available in December) Extra AV requirements (esmo.industry@acsaudiovisual.com) IT Extra requirements (satellites@esmo.org)
7 August 2024	Digital signage for lectern (esmo.industry@acsaudiovisual.com) Badge scanner order (esmo.industry@ctimeetingtech.com) Extra hostesses' hire (esmo2024staff@bcocongresos.com)

KEY DATES

Virtual Congress Platform (VCP)

- | | |
|------------------|---|
| 30 July 2024 | Backend access link for company administrators to the Satellite Symposium Virtual Space |
| 3 September 2024 | Backend upload of all company materials in the Satellite Symposium Virtual Space |

Publication deadlines

- | | |
|--------------|--|
| 27 May 2024 | Daily Reporter Banners |
| 10 June 2024 | Virtual Congress Bag Inserts |
| 28 June 2024 | Satellite Invitation Weblink |
| 8 July 2024 | Virtual Scientific Programme Banners and Virtual Congress Banners |
| 22 July 2024 | Artwork for on-site advertising (for sponsors that have purchased these sponsorship items) |

INDUSTRY SATELLITE SYMPOSIA

1 SATELLITE SYMPOSIA GENERAL INFORMATION

1.0 Structure

Satellite symposia will take place from 13-16 September 2024 both on-site and on the Virtual Congress Platform. Details of available timeslots may be obtained by email from the ESMO Events Sponsorship Department (sponsorevents@esmo.org).

1.1 Satellite symposia programmes

All satellite symposia programmes must be approved by the ESMO 2024 Scientific Committee prior to any invitations with a view to ensuring the scientific quality and scope of such symposia within the framework of the Congress.

Companies are strongly encouraged to establish a programme in line with the general concept of the Congress scientific programme. Current ESMO policy* encourages the avoidance of topic and/or statement repetition, and/ or lectures which may be in conflict with what the ESMO 2024 Scientific Committee considers to be a proper, scientifically well-founded point of view. ESMO reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the ESMO Executive Board recommends that a speaker presents at no more than one (1) satellite symposium. However, if unavoidable, a speaker may be involved in a second satellite for a maximum of two (2) symposia during the Congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not.

Additionally, and in accordance with ESMO Organisational Regulations, the following ESMO Officers are not allowed to participate (in either a Chair or Presenter role) in any satellite symposium: ESMO President, President-Elect, Past-President, Director of Education, Director of Membership, Director of Public Policy, Congress Scientific Chair(s), Cancer Medicines Committee Chair, Compliance Committee Chair, Educational Committee Chair, Guidelines Committee Chair, Editors-in-Chief and Deputy Editors-in-Chief of ESMO Journals, and the ESMO-Magnitude of Clinical Benefit Scale Working Group Chair.

All other ESMO Council members may participate in a maximum of two industry satellite symposia subject to approval by the ESMO Executive Board. This restriction does not apply to ESMO Colloquia.

Details of the ESMO Council may be found via: www.esmo.org/about-esmo/organisational-structure/esmo-council

Submitting an abstract to the ESMO 2024 Scientific Committee and the official Congress programme implies that the study reported therein will not be presented as such during the Congress at any industry satellite symposium prior to its presentation in the official ESMO Congress 2024 programme, and that it has not been presented elsewhere.

*ESMO policy may be subject to change

IMPORTANT NOTES:

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

Patient videos

- Patient videos may be included in ESMO and EONS satellite symposia as long as the patients are fully aware of the context, where, when, why, and by whom their video will be shown
- The organiser / sponsor(s) must be responsible for obtaining, and, upon request, showing proof that all patients have signed a written consent form (not provided by ESMO) allowing their inclusion in the satellite programme / video(s)
- Should patient consent be later withdrawn, the sponsor must obscure or remove the patient from current material, and cease distribution of the video / webcast it in its original form

1.2 Faculty expenses

Travel and accommodation: ESMO will subsidise travel expenses and cover hotel accommodation for a maximum of 4 (four) nights for any expert already speaking in the official ESMO 2024 programme at an ESMO Faculty hotel and in accordance with the ESMO 2024 invited speaker reimbursement policy. Speakers who are NOT participating in the official ESMO 2024 programme must have their travel and accommodation expenses covered in full by the sponsor.

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

*Please refer to the regulations in the paragraph [1.1 Satellite symposia programmes](#)

IMPORTANT NOTE:

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 take note that changes after **24 June 2024** will not be accepted nor reflected in the online programme.

1.5 Support an ESMO Colloquium (slots will be allocated by ESMO)

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 ESMO without being directly involved in the development of the programme, or in selecting the faculty.

- ESMO handles 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, contact colloquia@esmo.org.

IMPORTANT NOTE:

All ESMO Colloquia Slots are ESMO-MORA accredited.

1.6 Duration of the satellite symposium

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.

1.7 Satellite symposium contact/representatives

Each company must provide the name of the person responsible for the organisation (logistics) of its satellite symposium to the ESMO Congress 2024 Secretariat via the dedicated [online form](#) by **12 June 2024** 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 NOTE:

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.

1.8 ESMO Congress website and Congress App

Besides the satellite symposia appearing in the Virtual Congress Platform, as mentioned above there 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 Congress 2024 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, affiliation and contact details.

1.9 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 Congress 2024 programme.

1.10 ESMO Congress Abstract Book

Abstracts related to industry satellite symposia are not published in the ESMO Congress 2024 Abstract Book.

1.11 Registration

Registrations to ESMO 2024 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.

1.11.1 Preparatory registration

In order to prepare the Satellite Symposium Virtual Space on the Virtual Congress Platform, company administrators will have access to its backend.

1.11.2 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 is not available on-site

1.12 Compliance

ESMO 2024 is organised by the European Society for Medical Oncology (based in Lugano, Switzerland). The Congress is provided to international HCPs with a majority from Europe and is following the EFPIA guidance/code.

1.12.1 EFPIA accreditation

The EFPIA accreditation submission has been taken care by ESMO, as ESMO is the content owner and organiser of the ESMO Congresses. Please do not submit any accreditation request to EFPIA on behalf of ESMO.

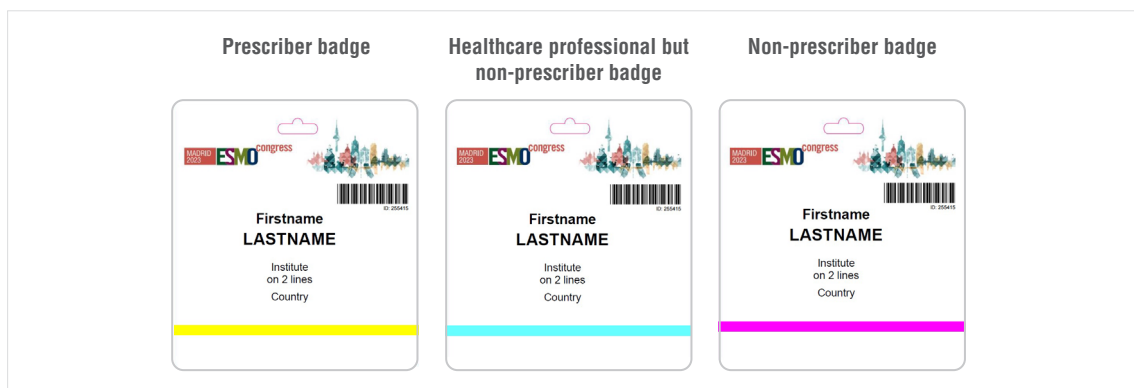
ESMO 2024 submission has been assigned with the reference number EMT30921 and the current status of the event is provisionally compliant. You can see and follow the submission status [here](#).

Should you have any queries or doubts on the EFPIA accreditation for ESMO Congresses do not hesitate to contact satellites@esmo.org

1.12.2 On-site

Participants fully registered to the Congress, visitors wearing the visitors' badge, exhibitors wearing the exhibitor badge and agencies wearing the Industry Satellite badge have the right to attend satellite symposia sessions.

For ESMO 2024, different badge coloured stripes will be used to identify delegates as prescribers or non-prescribers. This decision has been taken to comply with prescription-only medicines promotional legislation, both European and national. (i) Delegates attending the Congress will be responsible when deciding which parts or areas of the Congress they access to or visit, and (ii) By previously identifying their profile, pharmaceutical companies will be responsible when deciding how they engage or interact with participants, according to European legislation and any applicable code of practice.



1.12.3 Online

Satellite symposia sessions will be accessible for all registered delegates, however companies may add a disclaimer on top of their Satellite Symposium Virtual Space.

1.12.4 Code of Conduct

The ESMO Code of Conduct applies and is available on www.esmo.org

1.13 Geo-restriction

Geo-restriction is not applicable for ESMO 2024 (neither on-site nor on the Virtual Congress Platform).

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on pages 37-38

2 SATELLITE SYMPOSIA DETAILS

2.1 Schedule

	No.	Time	Duration	Location	Auditorium Name	On-site Capacity
Friday, 13 September 2024	1	10:15-11:45	1 h 30 *	Hall 5	Santander	800
	2	10:15-11:45	1 h 30 *	Hall 5	Valencia	800
	3	10:15-11:45	1 h 30 *	Hall 3	Alicante	600
	4	10:15-11:45	1 h 30 *	Hall 3	Pamplona	600
	5	10:15-11:45	1 h 30 *	Hall 3	Oviedo	600
	6	10:15-11:45	1 h 30 *	Hall 3	Toledo	600
	7	18:00-19:30	1 h 30 *	Hall 5	Santander	800
	8	18:00-19:30	1 h 30 *	Hall 5	Valencia	800
	9	18:00-19:30	1 h 30 *	Hall 3	Alicante	600
	10	18:00-19:30	1 h 30 *	Hall 3	Pamplona	600
	11	18:00-19:30	1 h 30 *	Hall 3	Oviedo	600
	12	18:00-19:30	1 h 30 *	Hall 3	Toledo	600
Saturday, 14 September 2024	13	13:00-14:30	1 h 30 *	Hall 5	Burgos	800
	14	13:00-14:30	1 h 30 *	Hall 5	Salamanca	800
	15	13:00-14:30	1 h 30 *	Hall 5	Santander	800
	16	13:00-14:30	1 h 30 *	Hall 5	Valencia	800
	17	13:00-14:30	1 h 30 *	Hall 3	Alicante	600
	18	13:00-14:30	1 h 30 *	Hall 3	Pamplona	600
	19	13:00-14:30	1 h 30 *	Hall 3	Oviedo	600
	20	13:00-14:30	1 h 30 *	Hall 3	Toledo	600
	21	18:30-20:00	1 h 30 *	Hall 5	Burgos	800
	22	18:30-20:00	1 h 30 *	Hall 5	Salamanca	800
	23	18:30-20:00	1 h 30 *	Hall 5	Santander	800
	24	18:30-20:00	1 h 30 *	Hall 5	Valencia	800
	25	18:30-20:00	1 h 30 *	Hall 3	Alicante	600
	26	18:30-20:00	1 h 30 *	Hall 3	Pamplona	600
	27	18:30-20:00	1 h 30 *	Hall 3	Oviedo	600
	28	18:30-20:00	1 h 30 *	Hall 3	Toledo	600
Sunday, 15 September 2024	29	13:00-14:30	1 h 30 *	Hall 5	Burgos	800
	30	13:00-14:30	1 h 30 *	Hall 5	Salamanca	800
	31	13:00-14:30	1 h 30 *	Hall 5	Santander	800
	32	13:00-14:30	1 h 30 *	Hall 5	Valencia	800
	33	13:00-14:30	1 h 30 *	Hall 3	Alicante	600
	34	13:00-14:30	1 h 30 *	Hall 3	Pamplona	600
	35	13:00-14:30	1 h 30 *	Hall 3	Oviedo	600
	36	13:00-14:30	1 h 30 *	Hall 3	Toledo	600
	37	18:30-20:00	1 h 30 *	Hall 5	Burgos	800
	38	18:30-20:00	1 h 30 *	Hall 5	Salamanca	800
	39	18:30-20:00	1 h 30 *	Hall 5	Santander	800
	40	18:30-20:00	1 h 30 *	Hall 5	Valencia	800
	41	18:30-20:00	1 h 30 *	Hall 3	Alicante	600
	42	18:30-20:00	1 h 30 *	Hall 3	Pamplona	600
	43	18:30-20:00	1 h 30 *	Hall 3	Oviedo	600
	44	18:30-20:00	1 h 30 *	Hall 3	Toledo	600
Monday, 16 September 2024	45	13:00-14:30	1 h 30 *	Hall 5	Burgos	800
	46	13:00-14:30	1 h 30 *	Hall 5	Salamanca	800
	47	13:00-14:30	1 h 30 *	Hall 5	Santander	800
	48	13:00-14:30	1 h 30 *	Hall 5	Valencia	800
	49	13:00-14:30	1 h 30 *	Hall 3	Alicante	600
	50	13:00-14:30	1 h 30 *	Hall 3	Pamplona	600
	51	13:00-14:30	1 h 30 *	Hall 3	Oviedo	600
	52	13:00-14:30	1 h 30 *	Hall 3	Toledo	600
	53	18:30-20:00	1 h 30 *	Hall 5	Burgos	800
	54	18:30-20:00	1 h 30 *	Hall 5	Salamanca	800
	55	18:30-20:00	1 h 30 *	Hall 5	Santander	800
	56	18:30-20:00	1 h 30 *	Hall 5	Valencia	800
	57	18:30-20:00	1 h 30 *	Hall 3	Alicante	600
	58	18:30-20:00	1 h 30 *	Hall 3	Pamplona	600
	59	18:30-20:00	1 h 30 *	Hall 3	Oviedo	600
	60	18:30-20:00	1 h 30 *	Hall 3	Toledo	600

*Duration is limited as per the original slot and can be shortened if required

IMPORTANT NOTES:**The satellite symposia slot prices quoted in the ESMO 2024 Industry Prospectus include:**

- On-site (in person) satellite symposium with online live streaming (Live broadcast with recording*)
- Satellite symposium published in the online programme, VCP and Congress App
- Dedicated Satellite Symposium Virtual Space in the VCP to display additional session information and material
- Satellite symposium digital poster in the ESMO 2024 Industry Satellite Symposia Gallery** at the Congress Venue and on the VCP
- General metrics related to the VCP

*By default the transmission of all satellite symposia will be offered as: Live broadcast with recording. If circumstances do not allow us to host the satellite symposia in this way these will automatically revert back to a Pre-recording with Live Q&A format.

**For more details, consult section 4.6.1 on page 32

Auditoria capacity reduction

The capacity of the auditoria can be reduced, provided that the request is sent to the ESMO Congress 2024 Secretariat (satellites@esmo.org) by **7 February 2024**.

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.



Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on pages 37-38



**INDUSTRY
MEETINGS**

3 INDUSTRY MEETINGS AND ACTIVITIES

3.1 General information

Blackout times

Friday, 13 September 2024	11:00-19:00
Saturday, 14 September 2024	08:00-19:30
Sunday, 15 September 2024	08:00-19:30
Monday, 16 September 2024	08:00-19:30
Tuesday, 17 September 2024	08:00-13:00

IMPORTANT NOTE:

All meetings, networking events, concomitant activities and private industry meetings, are subject to ESMO approval. Please send your request to congress@esmo.org by completing the [Approval Form](#).

Meetings can be considered as approved only if they have been clearly approved in writing by ESMO.

3.2 Networking events

Companies may organise evening events (such as receptions, dinners and similar meetings), provided that these start outside the blackout times and are subject to ESMO approval, please send your request to congress@esmo.org by completing the specific [Approval Form](#).

The Congress Opening session will take place on Friday, 13 September 2024 (12:00 -13:45). ESMO does not authorise that Congress participants are offered any corporate-organised event before the end of the Opening.

The same applies to the ESMO Presidential sessions scheduled on Saturday 14, Sunday 15 and Monday 16 September 2024 (16:30-18:15).

These sessions will take place at the Congress venue on-site and on the ESMO 2024 Virtual Congress Platform. Times subject to change.

The ESMO Presidential Dinner is foreseen to take place on Sunday, 15 September 2024. The ESMO Executive Board, Council and the Congress Faculty will be invited to the Presidential Dinner. ESMO does not recommend the organisation of networking events in concomitance with the ESMO Presidential Dinner.

3.3 Unofficial satellite symposia or similar events

From Thursday, 12 September 2024 through to Tuesday, 17 September 2024, ESMO does not allow any corporate-organised satellite symposia or similar events besides the official ESMO 2024 satellite symposia slots.

Online satellite symposia

ESMO discourages all Industry Partners from hosting their official ESMO 2024 Industry Satellite Symposia webcasts on their respective corporate/educational/medical websites during the period 13-16 September 2024 as this may affect the attendance of the satellite symposium/symposia both on-site and on the ESMO 2024 Virtual Congress Platform.

If companies intend promoting their satellite symposium/symposia on their corporate/educational/medical website(s), we advise using the specific link to the respective satellite symposium (hosted on the ESMO 2024 Virtual Congress Platform).

We thank you in advance for following these recommendations which will help optimise the collective gathering of the global oncology community throughout the event.

3.4 Concomitant activities

Concomitant activities such as internal meetings involving delegates, press conferences, educational or promotional activities taking place within or outside the congress centre and on the Virtual Congress Platform and concomitant with or during breaks in the official ESMO Congress programme are subject to ESMO approval.

Clear identification of meeting organiser, meeting purpose, meeting agenda, date, time and number of participants must be submitted for approval to ESMO (congress@esmo.org) at least 6 weeks prior to the event by completing the specific [Approval Form](#). For more details refer to the section below.

3.5 Private Industry meetings

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

Meetings may be organised from Thursday to Tuesday from 07:00 to 20:30 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
- Larger meetings exceeding 35 participants (maximum 100 participants) are permitted outside the blackout times and are intended for company staff only
- Simultaneous meetings organised by the same company (on different or same topic) are in principle not allowed and will be matter of approval from ESMO
- 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 2024 publication or to be promoted online e.g. via social media
- ESMO 2024 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 or during the ESMO Presidential Dinner
- No hybrid meetings are allowed
- For media activities involving press representatives and any filming activities within the venue, please refer to the [Media and Filming activities paragraph](#)

IMPORTANT NOTE:

No meetings are permitted during the Opening Session (Friday, 13 September, 12:00-13:45) and the Presidential sessions (Saturday 14, Sunday 15 and Monday 16 September 16:30-18:00). Times subject to change.

Meeting room booking procedure

Meeting rooms can be requested via the Meeting Room Booking system only. Booking requests can be submitted as of March 2024 until August 2024. Meeting rooms can be rented from Thursday, 12 September 2024 to Tuesday, 17 September 2024 from 07:00 to 20:00, subject to availability.

IMPORTANT NOTES:

- **Assignment:** The spaces will be assigned on a first-come, first-served basis. Companies are allowed to request up to a maximum of 10 meeting rooms for the duration of the Congress and final confirmation must be given to ESMO within 5 days from the official offer
- **Layout:** the meeting rooms 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
- **Set-up changes:** changes of set-up can be applied to multiple days reservations only. Such changes must not be taken for granted when submitting the meeting room request, and are not to be taken as approved before finalising the booking request. Any agreed change of set-up is not included in the rental fee and is to be arranged with the venue
- **AV:** No technical equipment is included unless specified otherwise in the Meeting Room Booking system available in March 2024.
- **IT:** The Congress Wi-Fi will be available throughout the venue including the meeting rooms within the venue
- **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 April 2024

Access to meeting rooms

Meetings' attendees not registered to the Congress can access private meeting spaces with a private meeting badge or a daily ticket, which can be purchased online from mid-August 2024. 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.

Private meeting rooms desk

A dedicated desk for private meetings will be available on-site in the Registration Area from Wednesday, 11 September to Tuesday, 17 September 2024.

Method of payment

All 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.

Contract(s)

ESMO does not issue nor sign dedicated private meeting spaces contracts (i.e. also if these are issued by Industry Partners).

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.

3.6 Meet the Investigator Studio Time Slots

Meet the Investigator Studio Time Slots are specially dedicated meetings for lectures, Q&A, and scientific dissemination about investigator activities in non-marketed active agents. These are closed meetings and upon invitation only.

The meetings may take place either on-site or online.

3.6.1 On-site option

The Meet the Investigator Studio slots will take place in the Marbella and Vigo auditoria, located in CC5. Technical floorplans will be available online and room rental will include basic AV/ IT equipment (screen, LCD Projector, Wi-Fi). Any set-up and dismantling time needed must be included in the reserved slot of time.

- One room with capacity for 100 delegates, with access completely controlled by the sponsoring company
- No set-up changes possible at any time
- Equipment: 1 screen, 1 laptop, 1 projector, 1 lectern equipped with 1 microphone, 1 panel table up to 4 people equipped with 4 microphones, 1 table outside the auditorium. NO extra AV permitted
- 1 hostess
- Restrictions: filming and audio recording is not permitted
- Only beverages can be ordered for companies securing two or more back to back slots (on condition these catering items can be removed by the supplier 10 minutes before the last session ends)
- Presentations of 30', all included, set up and dismantling of possible posters too
- Presentations one after the other, strict enforcing of timeslot allocation
- A schedule with the sponsoring company and slot times will be published in the Meet the Investigator Area
- Companies can book single slots of 30 minutes
- Time slots must not be in conflict with satellite symposia
- Roll-up banners near/outside auditoria entrance(s) are prohibited

Technical and logistical queries can be sent to: satellites@esmo.org

Saturday, 14 September 2024	Sunday, 15 September 2024	Monday, 16 September 2024
Time Slot	Time Slot	Time Slot
15:00-15:30	15:00-15:30	15:00-15:30
15:30-16:00	15:30-16:00	15:30-16:00
16:00-16:30	16:00-16:30	16:00-16:30
16:30-17:00	16:30-17:00	16:30-17:00
17:00-17:30	17:00-17:30	17:00-17:30
17:30-18:00	17:30-18:00	17:30-18:00

3.6.2 Virtual option

The meetings will take place in virtual meeting spaces (via Zoom) and will grant:

- Access limited to 100 delegates and access codes will be provided
- Virtual meeting space technical support
- Presentations of 30 minutes in live webcast format. Presentations one after the other, strict enforcing of timeslot allocation
- Companies can book single slots of 30 minutes

The company administrator will need to check, manage and disseminate the access codes to their attendees. The ESMO Congress 2024 Secretariat together with the M Events team are at your full disposal for any support and/or technical queries. In the platform the Meet the Investigator Studio Time Slots will be accessible from the Meetings Hub.

Saturday, 14 September 2024	Sunday, 15 September 2024	Monday, 16 September 2024
Time Slot	Time Slot	Time Slot
05:00-05:30	05:00-05:30	05:00-05:30
05:30-06:00	05:30-06:00	05:30-06:00
06:00-06:30	06:00-06:30	06:00-06:30
06:30-07:00	06:30-07:00	06:30-07:00
07:00-07:30	07:00-07:30	07:00-07:30
07:30-08:00	07:30-08:00	07:30-08:00
20:30-21:00	20:30-21:00	20:30-21:00
21:00-21:30	21:00-21:30	21:00-21:30
21:30-22:00	21:30-22:00	21:30-22:00
22:00-22:30	22:00-22:30	22:00-22:30
22:30-23:00	22:30-23:00	22:30-23:00

3.6.3 Additional information

If you plan to use any speaker(s) that are already involved in the ESMO 2024 scientific programme, your Meet the Investigator Studio Time Slot(s) must not be in conflict with the official ESMO 2024 scientific and educational sessions they have committed to.

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) Meet the Investigator Studio Time Slot. However, if unavoidable, a speaker may be involved in a second Meet the Investigator Studio Time Slot for a maximum of two (2) Meet the Investigator Studio Time Slots during the Congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not.

Additionally, and in accordance with ESMO Organisational Regulations, the following ESMO Officers are not allowed to participate (in either a Chair or Presenter role) in any Meet the Investigator Studio sessions: ESMO President, President-Elect, Past-President, Director of Education, Director of Membership, Director of Public Policy, Congress Scientific Chair(s), Cancer Medicines Committee Chair, Compliance Committee Chair, Educational Committee Chair, Guidelines Committee Chair, Editors-in-Chief and Deputy Editors-in-Chief of ESMO Journals, and the ESMO-Magnitude of Clinical Benefit Scale Working Group Chair.

All other ESMO Council members may participate in a maximum of two Meet the Investigator Studio sessions 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.

*ESMO policy may be subject to change

For more information and to book your slot, please contact the ESMO Events Sponsorship Department (sponsorevents@esmo.org).

Meet the Investigator Studio Time Slots will be assigned on a first-come, first- served basis.

3.7 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 Congress should send a request to media@esmo.org. For any additional information about media issues, please contact media@esmo.org.

Badges (Media Activities)

According to the [ESMO Press Policy](#), press badges may only be assigned to press representatives working for ESMO-Recognised Press Outlets.

Should communication agency or company 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 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](#).

3.8 Filming activities

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.

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

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on pages [37-38](#)

4 PROMOTION OF THE INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES

4.1 Publications and on-site Advertising

Each company will ensure that all company publications referring to satellite symposia mention: “ESMO 2024 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:

27 May 2024	Daily Reporter Banners
10 June 2024	Virtual Congress Bag Inserts
28 June 2024	Satellite Invitation Weblink
8 July 2024	Virtual Scientific Programme Banners and Virtual Congress Banners
22 July 2024	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 are ESMO supporting those products or services for their sole promotion at ESMO 2024.

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 and European 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 their promotion during the Congress is legally and ethically acceptable in Spain.

4.2 Reproduction of logos

Each company is entitled to use the official logo of ESMO 2024 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 Congress 2024 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

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

A month prior to ESMO 2024, 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 2024 E-Newsletter there will be a dedicated Industry Satellite Symposia section whereby all these digital invitations will be grouped.

From the 28 June 2024 your satellite invitation weblink will go live (this will be subject to prior submission before the **28 June 2024** deadline and subsequent approval by the ESMO Events Sponsorship Department).

The ESMO 2024 E-Newsletter will be sent out to all registered delegates in August 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:

- Title of the session
- The names of the chairpersons and speakers
- Venue and timing
- 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 **28 June 2024**. 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 Congress 2024 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

4.4 Virtual Congress Bag Inserts

Artwork should be not larger than A4 format and less than 5 MB.

Promotion is restricted to one satellite symposium per Virtual Congress Bag Insert purchased.

Artwork should be submitted to sponsorevents@esmo.org by **10 June 2024** for evaluation.

4.5 Advertisements

Advertisements are possible both on-site at the venue as well as in the virtual congress environment. Please contact sponsorevents@esmo.org for further details.

4.6 Signage, display and distribution on-site

For the display of programme posters, one designated screen will be made available in the ESMO 2024 Industry Satellite Symposia Gallery. Companies are entitled to bring one roll-up poster of a standard size (85x200cm size) 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

4.6.1 ESMO 2024 Industry Satellite Symposia Gallery (on-site and online)

All satellite symposia will be allocated in the ESMO 2024 Industry Satellite Symposia Gallery, both on-site and on the Virtual Congress Platform.

Each digital programme poster artwork should be prepared in two different formats (on-site and online) respecting the requirements mentioned below.


The submitted artworks 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.

IMPORTANT NOTE:

If you are planning any additional on-site materials (e.g. roll-up posters) then you are NOT required to re-submit these for review on condition that you use the same graphic/branding of your ESMO approved ESMO 2024 Industry Satellite Symposium Poster artwork mentioned above.



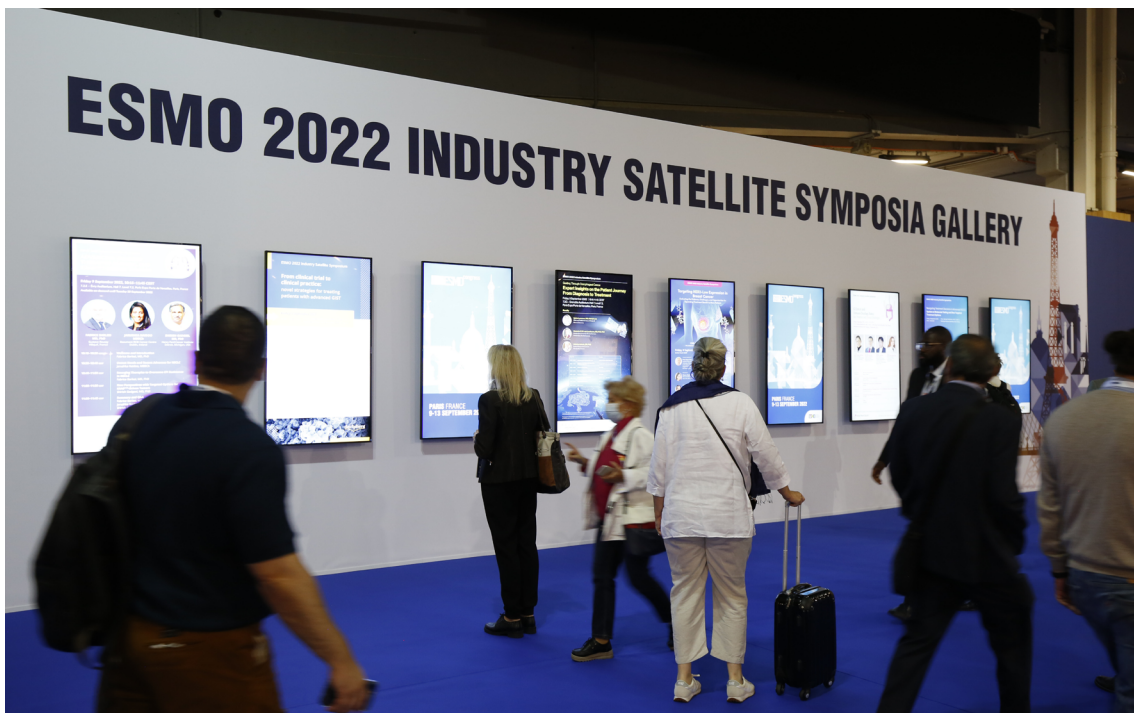
ON-SITE	ONLINE
Format: Vertical format 1080 x 1920 pixels, 16:9	Format: Square, 1368 x 1368 pixels, PNG or JPEG only. PDF files or other formats are NOT supported
The wording “ESMO 2024 Industry Satellite Symposium” must be included at the top of each poster to avoid any confusion with the official scientific programme	
The content must reflect the final programme submitted by 24 June 2024 ; no changes are allowed	

 **Submit [here](#) your programme poster artwork by 7 August 2024**

On-site

The ESMO 2024 Industry Satellite Symposia Gallery will be located nearby the Registration Area. The gallery will be operational from Friday, 13 September to Monday, 16 September 2024 and the satellite programmes will be displayed as per the following schedule:

Friday, 13 September	07:00 – 13:30	Friday morning slot satellite programmes
	13:30 – 20:00	Friday evening slot satellite programmes
Saturday, 14 September	09:00 – 14:30	Saturday lunch slot satellite programmes
	14:30 – 20:00	Saturday evening slot satellite programmes
Sunday, 15 September	09:00 – 14:30	Sunday lunch slot satellite programmes
	14:30 – 20:00	Sunday evening slot satellite programmes
Monday, 16 September	09:00 - 14:30	Monday lunch slot satellite programmes
	14:30 – 20:00	Monday evening slot satellite programmes



Online

All satellite symposia will also be accessible in the ESMO 2024 Industry Satellite Symposia Gallery directly on the Virtual Congress Platform. Satellite symposia can be filtered by area of interest and by company. The areas of interest are predefined by the ESMO 2024 Scientific Committee. There will also be a search engine to easily access the desired satellite session(s).

*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

4.7 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. 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.

4.8 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.

4.9 Promotion related to product and services

Companies holding satellite symposia are responsible for obtaining relevant information and for complying with all Spanish 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 European laws, as applicable.

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on pages [37-38](#)

General Terms and Conditions

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ESMO 2024 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 2024 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 email. 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 11 September in order to be included in the first round of assignments.
- Priority points ranking status. Between 1 September 2022 and 31 July 2023, 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 8 January 2024.
- 50% of the total rate, if the cancellation request is received in writing between 9 January and 26 February 2024.
- 100% of the total rate, if the cancellation request is received in writing after 26 February 2024.

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 13 September 2024) will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after ESMO 2024 but not later than 16 December 2024. 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 2024.

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 2024 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 2024 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 2024 or any materials related thereto or offered at ESMO 2024 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 2024 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ESMO 2024 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ESMO 2024 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ESMO 2024 and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. ESMO does not endorse, and expressly disclaims all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.

Connectivity or Technical Issues

ESMO specifically disclaims all responsibilities for the unavailability of the ESMO 2024 website due to unexpected condition and/or problems attributable to a third party's network operators or Force Majeure. The sponsoring company acknowledges that it is its responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that its web browser is up to date in order to avoid connectivity or other technical issues when participating at ESMO 2024. ESMO will use its best efforts to provide access to ESMO 2024 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 ESMO 2024 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 2024 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 2024. 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 2024. 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 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, exhibition 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. Furthermore, ESMO will also recognise your 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 "Funding by...".

ESMO PRIORITY LIST

1	AstraZeneca	51	Deciphera Pharmaceuticals
2	MSD	52	Veracyte
3	Bristol Myers Squibb	53	Art Temp Communications
4	Novartis	54	Agendia
5	Eli Lilly	55	Convener
6	Daiichi Sankyo	56	Beacon Medicare
7	Janssen	57	Alkermes
8	Roche	58	Celltrion
9	Pfizer	59	ClinSol GmbH & Co. KG
10	Servier	60	Clovis Oncology
11	GSK	61	Moderna
12	Gilead	62	Natera
13	Sanofi	63	Taiho
14	Merck	64	Agilent Technologies
15	Amgen	65	Caris Life Science
16	Bayer	66	PlayToKnow AG
17	Astellas	67	Cor2Ed
18	Seagen	68	Compas Inc.
19	Ipsen	69	Syneos Health
20	Eisai	70	Iqvia
21	Novocure GmbH	71	Predicine
22	Boehringer Ingelheim	72	Elevar
23	Regeneron Pharmaceuticals	73	Systemx
24	Menarini Group	74	Amoy Diagnostics
25	BeiGene	75	C2i Genomics
26	Takeda	76	Elekta
27	Pierre Fabre	77	Orion Pharma
28	Mirati Therapeutics	78	Tempus
29	Thermo Fisher	79	AcademicCME
30	Illumina	80	ImmunoGen, Inc.
31	I Path Media	81	Owkin
32	PharmaMar	82	Kyowa Kirin
33	Incyte	83	Rain
34	Medscape	84	Intervid Media Partners
35	Genmab	85	Pivotal
36	Abbvie	86	Debiopharm International
37	Exact Sciences	87	Biocartis
38	Cognite	88	Proske
39	Exelixis	89	Arab Organizers
40	Myriad	90	Sun Pharma
41	Helsinn Healthcare	91	Almac Group
42	ACE Oncology	92	Resilience
43	Immunocore	93	Catalysis
44	Guardant Health	94	Viatrix
45	Arcus	95	Jiangsu Hengrui
46	Springer	96	Personalis, Inc.
47	EQRx	97	Labcorp
48	Continuum Clinical	98	SEFRI
49	Total Health Information Services	99	Juniper Biologics Pte Ltd
50	Accord Healthcare	100	Innovent Biologics

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 Barcelona.

