

ESMO TAT CONGRESS

EXHIBITORS MANUAL

2024 **ESMO TAT**

Targeted Anticancer Therapies

PARIS FRANCE
26-28 FEBRUARY 2024

ESMO TAT focuses on promising new anticancer targets and agents, with a particular emphasis on those in early phase clinical development.

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WELCOME

Dear Industry Partners,

ESMO TAT offers participants a glimpse into the future of anticancer therapies, focusing on promising new targets and agents with a particular emphasis on early drug development.

Recognising the excellent opportunities that this event creates as a forum connecting key oncology stakeholders, ESMO TAT 2024 will underpin the vital collaboration required to improve the outcomes for cancer patients worldwide.

New for 2024, speakers from both academia and industry will participate in an expanded programme, including four new joint ESMO-Industry special sessions addressing drug development, methodological, regulatory, strategic financing and investment issues, offering attendees a fresh, wide-ranging perspective on the development of innovative cancer therapeutics and their optimal implementation.

Empowering the views of stakeholders beyond academia, such as industry, investors and regulators will enrich the educational and scientific content of ESMO TAT 2024 in the fascinating arena of therapeutic innovation.

We look forward to meeting you in Paris!

Scientific Co-Chairs:



Elena Garralda

Vall d'Hebron Institute of Oncology
Barcelona, Spain



Lillian Siu

Princess Margaret Cancer Centre
Toronto ON, Canada



Anastasios Stathis

Oncology Institute of
Southern Switzerland
Bellinzona, Switzerland

PREFACE

Congress Dates

Official programme, Industry Satellites Symposia & Onsite Exhibition

26-28 February 2024

Well organised planning makes for successful execution and the ESMO TAT 2024 Organisers together with its partner suppliers will be glad to guide you towards a congress rich in discussion and exchange for your organisation.

These ESMO TAT 2024 Industry Guidelines will guide you in the necessary steps of your participation at our ESMO TAT 2024 in Paris.

The document is organised into distinct sections namely:

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

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

Participation at the ESMO TAT 2024 implies an acceptance of the requirements contained within these Industry & Exhibitor Guidelines and also in any updates posted on the [ESMO website](#).

A copy of this document will be available on our website and your main contact for any additional queries on this aspect of the project will be the ESMO TAT 2024 Secretariat (meetings@esmo.org).

We look forward to working with you towards a rich and innovative ESMO TAT 2024!

DEADLINES

Registration deadlines

10 January 2024	Early registration
7 February 2024	Late registration and Group registration (names to be given)

Exhibitors deadlines

12 January 2024	Submissions of the stand layout (if different than a shell scheme stand)
8 February 2024	To order power, dedicated Internet, cleaning service
19 January 2024	To order booth furniture and or graphic personalisation
	To submit pipeline wall graphic

CONGRESS OFFICERS

Scientific Co-Chairs

Elena Garralda, Barcelona, Spain

Lillian Siu, Toronto, ON, Canada

Anastasios Stathis, Bellinzona, Switzerland

Scientific Committee members

Giovanni Abbedessa, Boston, MA, USA

Fabrice André, Villejuif, France

Susan E. Bates, New York, NY, USA

Carolyn Britten, Thousand Oaks, CA, USA

Natalie Cook, Manchester, UK

Giuseppe Curigliano, Milan, Italy

Johann de Bono, Sutton, UK

Alastair Greystoke, Newcastle upon Tyne, UK

Matt Hellmann, Gaithersburg, MD, USA

Antoine Italiano, Bordeaux, France

Melissa Johnson, Nashville, TN, USA

Matthew Krebs, Manchester, UK

Angela Lamarca, Madrid, Spain

Juanita Lopez, Sutton, UK

Sophie Postel-Vinay, Villejuif, France

Lesley Seymour, Kingston, ON, Canada

Ronnie Shapira-Frommer, Tel Aviv, Israel

Geoffrey Shapiro, Boston, MA, USA

Toshio Shimizu, Wakayama, Japan

Daniel Tan, Singapore

Evelyn Ullrich, Frankfurt, Germany

Harald Weber, Zug, Switzerland

Timothy Yap, Houston, TX, USA

CONTACTS

ESMO TAT 2024 congress Secretariat

<p>ESMO TAT 2024 Congress Secretariat c/o ESMO Head Office Via Ginevra 4 6900 Lugano, Switzerland</p> <p>Web: www.esmo.org E-mail: meetings@esmo.org</p>	<p>CTI Meetings Technology GmbH Nussdorfer Strasse 20/22 1090 Vienna, Austria</p> <p>E-mail: tat@support.ctimeetingtech.com</p>
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Sponsorship, industry satellite symposia and advertising

Jon Roberts	jon.roberts@esmo.org
Anna MacDougall	anna.macdougall@esmo.org
Francesca Iadicicco	francesca.iadicicco@esmo.org

Operations management

Alessia Mora		
Concetta Di Parenti	meetings@esmo.org	+41 (0)91 973 19 47

Registration management

Registration Unit	registration@esmo.org	+41 (0)91 973 19 13
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Venue

The Palais des Congrès de Paris is located in the heart of Paris, easily accessible from the airport and railway station by underground, bus and RER.

Venue		
<p>Palais des Congrès de Paris 2 Place de la Porte Maillot 75853 – Paris (F)</p>		
Mrs. Mathilde Roy	mathilde.roy@viparis.com	
Mrs. Adja Camara	adja.camara@viparis.com	

Forwarding agent / Storage

DB Schenker
foires.expositions@dbschenker.com

The material has to be delivered to the DB Schenker warehouse, who will care to bring it to the congress centre. This service is upon payment and at the pharma' expenses; all the details are provided in the attachment provided separately by email.

*Exhibition official stand builder***International Moduling, 3, rue de Messy, 77410 Charny – France**

International Moduling

3, rue de Messy

77410 – Charny (F)

Roseline Kaysavuk

rk@international-moduling.com

+33 (0)1 60 61 00 44

Lead system / badge scanner

CTI Meetings Technologies GmbH has been appointed as the official supplier for ESMO TAT 2024 for the following services: Webcast on Demand and badge scanner/lead system.

Badge scanner/ Lead system

Tamara Dworschak

leadsystem@ctimeetingtech.com

+43 1 319 69 99

GENERAL INFORMATION

General information

ESMO TAT 2024 will take place at the Palais de Congrès de Paris in Paris.

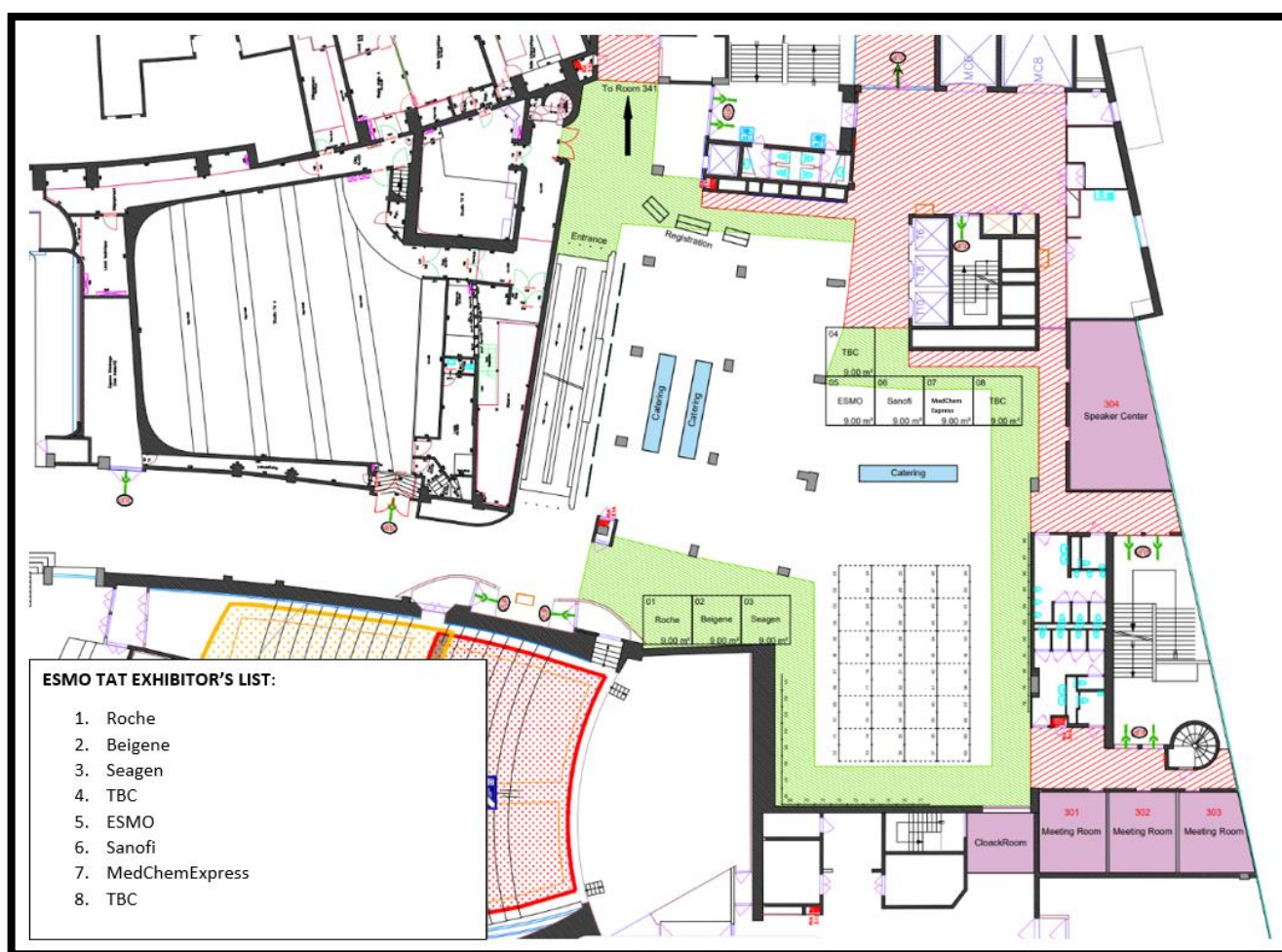
Venue information

Palais des Congrès de Paris

2 Place de la Porte Maillot
Paris, 75853 France

Palais des Congrès is centrally located and easily accessible from Charles de Gaulle Airport and railway station by underground, bus and RER.

Venue overview



IMPORTANT:

COVID-19 regulations

TAT Secretariat will apply Health and Safety protocols according to the latest local authority guidelines and regulations, with the aim to ensure the highest Health and Safety standards. Further information will be made available on the [TAT website](#).

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

EXHIBITION

1 EXHIBITION TIME SCHEDULE

EXHIBITION AREA SET-UP HOURS

Sunday, 25 February 2024	08:00 – 14:00 (reserved for the official stand builder International Moduling)
Sunday, 25 February 2024	14:00 – 19:00 (stand decoration and internal set-up)

Attention! Please note that all booth must be completed by **19:00**

EXHIBITION AREA HOURS

Monday, 26 February 2024	10:00 – 18:15 (cocktail at 17:15-18:15)
Tuesday, 27 February 2024	10:00 – 17:15
Wednesday, 28 February 2024	10:00 – 14:30

EXHIBITION AREA DISMENTLING HOURS

Wednesday, 28 February 2024	16:00 – 19:00
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REGISTRATION OPENING HOURS

Monday, 26 February 2024	09:30 – 17:30
Tuesday, 27 February 2024	07:30 – 18:30
Wednesday, 28 February 2024	08:00 – 15:00

COFFEE BREAKS AND LUNCHES

Monday, 26 February 2024	12:30-13:00, 15:15-15:45
Tuesday, 27 February 2024	10:45-11:15, 12:45-13:45, 16:30-17:00
Wednesday, 28 February 2024	10:45-11:15, 12:45-13:30

Times subject to changes

Cocktail and Poster display

The Cocktail and Poster display will take place in the Exhibition area, on Monday, 26 February 2024 from 17:15 to 18:15. Delegates, invited speakers and exhibitors are invited to join this event.

2 EXHIBITION RULES AND INSTRUCTIONS

2.1 Exhibition area and Pipeline area display specifications

All exhibits must be confined to the spatial limits of their booth area, as indicated in the final floorplan. No part of any exhibit may be suspended from the ceiling or attached to any part of the building (walls included).

Each booth will include:

- Booth space (9sqm)
- Shell scheme walls
- Company name (Lettering)
- Carpet
- 1 rail of 3 spots (no power)
- Internet WIFI

For furniture please contact Mrs. Roseline Kaysavuk (rk@international-moduling.com), by **19 January 2024**. Exhibitors are welcome to decorate their stand walls or order furniture at the exhibitor’s expense.

To order power, dedicated WiFi and/ or cleaning service please write to Mrs. Mathilde Roy (mathilde.roy@viparis.com) and to Mrs. Adja Camara (adja.camara@viparis.com). The order has to be placed by **8 February 2024**, no later this date.

Pipeline Area Display:

Companies entitled to have a pipeline, they have to provide to ESMO a pdf artwork with the following specs by **19 January 2024**:

- Wall W 2000mm x H 2500mm + 50mm of bleed all around

2.2 Catering for exhibition stands

All catering must be organised through Palais des Congrès. However, bringing your own small Nespresso machine is not considered part of the catering exclusivity. Please contact Palais des Congrès well in advance to discuss your requirements.

Contacts: Mrs. Mathilde Roy
 Email: mathilde.roy@viparis.com

2.3 Shipping instructions

More details will be provided soon.

2.4 Exhibitors registration

To order your exhibitor badges and register your staff, please fill out the attached excel template and return it by e-mail to: exhibitors@esmo.org by **7 February 2024**.

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

Sponsor Level	N° of Exhibitor badges
Platinum Package	5
Gold Package	5
Silver Package	5
Bronze Package	5
Supporter Package	5
Exhibitor Package	2

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

Exhibitor badges included in the sponsor package are free of charge. Additional badges can be purchased at the fee of EUR 80.00 (VAT included).

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

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

2.5 Company acknowledgement

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

All Exhibitors are kindly invited to send to meetings@esmo.org the company details by **15 December 2023**, as follow:

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

Please refer to the attached template.

When sending the information, please make sure to clearly indicate the company name as it must appear on the ESMO website and in the Events App.

3 ONSITE LIABILITY

Congress management

Neither ESMO nor Palais des Congrès, nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO nor Palais des Congrès, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor Palais des Congrès and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither ESMO nor Palais des Congrès shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO nor Palais des Congrès maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance. The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

Insurance

The exhibitor and or his stand building company have to take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

Stand building rules

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand

building company. Neither ESMO nor Palais des Congrès take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

General building requirements

All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.

Equipment to be shown or demonstrated must be placed in the contracted exhibit space in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO and have the approval of appropriate authorities.

All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give away' distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval by ESMO.

ESMO reserves the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.

Exhibits must be staffed at all times during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

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Exhibits must be staffed at all times during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

4 ESMO TRADE EXHIBITION AREA RULES

1. Unapproved therapies

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services. Nor are the organisers supporting those products or services for their sole promotion at the ESMO TAT Congress. However, the Congress Secretariat reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws and the Congress Secretariat bears no responsibility in case of a complaint based on such laws. The penalty that will be reflected in the company's sponsorship record for infractions to these laws will be assessed by the Congress Secretariat.

2. Duration of the Exhibition

The Exhibition will run from Monday, 26 February to the end of the ESMO TAT Congress on Wednesday, 28 February 2024.

3. Concomitant activities

Concomitant activities (internal meetings involving delegates, press conferences, educational or promotional activities) in the Congress venue or outside but concomitantly to or during breaks of the scientific programme of the Congress are subject to the Congress Secretariat approval. Clear identification of the organisers, the purpose, the targeted participants, and the full programme have to be submitted to the Congress Secretariat at least 6 weeks prior to the event for approval. Press conferences are subject to the specific Policy.

Blackout times:

- 26 February 2024 12:30 – 18:15
- 27 February 2024 08:00 – 18:30
- 28 February 2024 08:30 – 15:30

4. Use of the Congress logo

The ESMO TAT Congress names and/or logos may not be part of any exhibitor-distributed materials. The use of the ESMO TAT Congress title and logo on distributed material is subject to approval by the ESMO TAT Secretariat.

5. Promotion of the exhibit

5.1 General note:

The Congress Secretariat advises to avoid cultural or historical references on promotional material and bear no responsibilities in case this cause offence.

5.2 Display, projection or distribution of promotional materials on site:

All these activities must be confined in the company's assigned Exhibition space and are not allowed in any other area in, or leading to, the ESMO TAT Congress venue.

5.4 Promotion at Congress hotels:

The distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the Congress Secretariat. However, if produced, the content must follow the same rules defined by the Congress Secretariat in this policy.

5.5 Other promotional activities

Any other activity that is organised with the purpose of promoting the company's presence during the event or its products or services is subject to the Congress Secretariat approval.

6. Identification of the exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting unauthorised persons' access to the exhibit floor will be just cause for expelling the violator from the Exhibition or barring him from further entrance to the exhibit floor or removing his exhibit from the Exhibition floor without obligation on the part of the Congress Secretariat for refund of any fees.

7. Subletting of space

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the Congress facility is strictly prohibited.

8. Admission rights

Admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; The Congress Secretariat may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the event, or who refuses to comply with the local safety rules. Participants fully registered to the Congress and exhibitors wearing the exhibitors' badge may enter the Exhibition hall. Exhibitors must treat all participants/visitors in a courteous and fair manner.

Discrimination against participants/visitors according to their nationality, academic position, or any other factor is against these Industry Guidelines and will affect the future congress attendance of the company in question.

9. Surveys

Surveys are authorised only in the limits of the company's assigned booth. The appointed personnel must be identifiable at all times as member of a "marketing research team".

10. Media events - Temporary badges

Representatives of communication agencies that need a badge to assist in the preparation and development of third-party's media events, will be assigned a temporary badge at no charge. The temporary badge does not authorise any promotional or commercial activity, or any unsolicited contacts with any delegates. Unsolicited contacts will result in the cancellation of 5 to 10 ESMO sponsorship points from the company's records, based on the

nature and damage of the infraction, as established by the ESMO Executive Committee. If no relationship can be made to any company, the communication agency will be banned from participating in the ESMO TAT Congress for the next 4 years.

11. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in these Industry Guidelines. Any aspect that is not covered by these Industry Guidelines is subject to approval by the Congress Secretariat and by the Venue's Technical Service Department.

Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must at all times be kept clear and free for passage and

all emergency exits and access to service areas are to be kept clear at all times and not restricted or rendered unrecognizable. Any exposed part of the display must be covered not to be objectionable to the other exhibitors, or in the best overall interest of the Exhibition. All business and selling demonstrations shall be confined to the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

12. Stand design

Every exhibitor will be provided with a stand package structure as mentioned on p. 11 of these Exhibitors' manual. Exhibitors are welcome to bring an umbrella/pop up structure, roll up poster(s) and to rent additional furniture on condition it fits in the designed space.

The drawings of the stand must be sent to the Congress Secretariat by email to meetings@esmo.org before the **19 January 2024**.

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors must also be indicated.

Please supply a SCALED top view drawing.

All stands will be equipped with the necessary carpet as well as a set of boundary wall(s) depending on the stand design type - corner, peninsula or in-line.

13. Stand Transparency

For Island and Peninsula stand types, the Congress requires that a line of sight through the stand be possible from aisle to aisle for at least 35% of the stand width when viewed from each open side. As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and, in this case, will not receive approval. A high tower to attract attention (not blocking neighbours) is likely to be approved. For aesthetic reasons, the Congress Secretariat does not advise constructions rising floor to ceiling.

14. Stand elements

Stand elements placed on the open sides of a stand must be 30cm inset from the edge of the stand. The maximum build height is 2.50m and any additional element(s) within the designated stand space needs to respect this height limitation.

Should the Congress Secretariat consider that an item of the stand will obstruct visibility of neighbouring stands, the Congress Secretariat reserves the right to ask for any modification.

15. Management of the booth

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours.

16. Audio and visual activities

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors, and television screens is acceptable within the stand/Exhibition space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand. If the Congress Secretariat judges

that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Congress Secretariat reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of these Industry Guidelines. Licensing for copyrighted work is the sole responsibility of the exhibitor.

17. Catering

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer namely. For any questions please submit your requests to meetings@esmo.org

18. Social functions/activities

Social functions and other activities sponsored by exhibitors cannot be held during exhibit hours or in conflict with any scheduled meetings or activities conducted by the Congress Secretariat. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer assisted learning which the delegate can choose to start and end at his/her own wish are allowed.

19. Giveaways

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed.

20. Force majeure

Should the event be cancelled, postponed or moved to a different venue due to force majeure, the invested costs will be refunded or reallocated to a postponed and/or different project, while the arising costs will be borne by the participating companies. Force majeure is defined as any event that the Congress Secretariat could not, even with due care and attention, foresee or avoid. These events include, but are not limited to acts of God, war, terrorist attacks that may hinder the organisation of the Congress and affect the security of participants, government regulation, disaster, strikes, civil disorder, or any other similar emergency making it illegal or impossible to hold the Congress.

21. Insurance

The Congress Secretariat disclaims any and all responsibilities for damages to persons or properties in relation with the activities organised by third parties who are directly liable for such damages.

It is therefore the responsibility of the third party to take out sufficient insurance coverage.

22. Non-smoking policy

The ESMO TAT Congress is a non-smoking event.

23. Final Clause

In cases not covered by the regulations in these Exhibitor manual, the Congress Secretariat's interpretation shall be final.

GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO TAT 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 TAT 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 registered e-mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

Appointed Agencies

- Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

Procedure

- Send sponsorship application form. The ESMO Strategic Partnership Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

Assignment

- Will be done on a first come, first served basis (excluding the satellite symposia assignments). To ensure each sponsoring company has a chance to choose a suitable satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available. For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

Terms of Payment

Payment is due within 30 days following the date of the invoice.

Cancellation Policy

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (excluding VAT) will be charged to the company.

Indebtedness

Payments not received by the first day of the start of the ESMO TAT 2024 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after the ESMO TAT 2024 but not later than **20 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 the ESMO TAT 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 the ESMO TAT 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 the ESMO TAT 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 the ESMO TAT 2024 or any materials related thereto or offered at the ESMO TAT 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. The ESMO TAT 2024 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at the ESMO TAT 2024 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. The ESMO TAT 2024 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at the ESMO TAT 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 TAT 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 the ESMO TAT 2024. ESMO will use its best efforts to provide access to the ESMO TAT 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 the ESMO TAT 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 the ESMO TAT 2024 must comply with all rules and policies established by ESMO.

Onsite and Online Congress

Violation Procedure

The procedure for policing and enforcing the violation is as follows:

When noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, ESMO staff will report alleged violations to the Congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after the ESMO TAT 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 event.

Claims Procedures, Place of Performance and Jurisdiction

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing.

The maximum time lapse is 1 month from the closure of the ESMO TAT 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.

Non-smoking policy

The ESMO TAT 2024 is a non-smoking event.

Final Clause

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

ESMO PRIORITY LIST

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

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