

ESMO 2024 SATELLITE SYMPOSIA CHECKLIST

Item	Deadline	Submission	Status
PROGRAMME			
Proposed programme	14/05/2024	Mandatory - via email to satellites@esmo.org using the Programme template	<input type="checkbox"/>
Final programme	24/06/2024	Mandatory - via email to satellites@esmo.org using the Programme template	<input type="checkbox"/>
Digital Programme poster submission: 2 different formats, JPEG or PNG 1080x1920 pixels, 9:16, vertical for on-site 1368 x 1368 pixels, square for VCP	07/08/2024	Mandatory - via the online form	<input type="checkbox"/>
CONTACT INFORMATION			
Responsible person for the satellite symposium organisation	12/06/2024	Mandatory – via the online form	<input type="checkbox"/>
SATELLITE SYMPOSIA SERVICES ORDER FORM			
Satellite Symposia Services Order Form	31/07/2024	Mandatory – via the online form	<input type="checkbox"/>
EXTRA FEATURES CONTENT DELIVERY			
Walk-in slide or video	28/08/2024	Optional - via email to esmo.industry@m-events.com	<input type="checkbox"/>
Custom background for Live streaming	28/08/2024	Optional - via email to esmo.industry@m-events.com	<input type="checkbox"/>
Evaluation/Polling questions	28/08/2024	Optional - via email to esmo.industry@m-events.com using the Evaluation template / Polling template	<input type="checkbox"/>
ON-SITE EXTRA FEATURES			
Auditorium capacity reduction	05/03/2024	Optional - via email to satellites@esmo.org	<input type="checkbox"/>
Extra IT requirements Request for private hotspot and additional wired internet connection	31/07/2024	Optional - via email to satellites@esmo.org	<input type="checkbox"/>
Extra AV requirements	31/07/2024	Optional - via email to esmo.industry@acsaudiovisual.com	<input type="checkbox"/>
Badge scanners	07/08/2024	Optional - via email to esmo.industry@ctimeetingtech.com using the dedicated form available online in Spring 2024	<input type="checkbox"/>
Extra hostesses' hire	07/08/2024	Optional - via email to esmo2024staff@bcocongresos.com	<input type="checkbox"/>
Digital signage for lectern JPEG or PNG only, 9:16,	07/08/2024	Mandatory - via email to esmo.industry@acsaudiovisual.com	<input type="checkbox"/>
Speaker's name on the lectern	07/08/2024	Optional - via email to esmo.industry@acsaudiovisual.com	<input type="checkbox"/>
F&B	Order of catering services information will be available online in Summer 2024		
VIRTUAL CONGRESS PLATFORM RELATED			
Deadline for companies to provide list of remote speakers	28/08/2024	Optional - via email to satellites@esmo.org	<input type="checkbox"/>
Backend upload of all company materials onto the Satellite Symposium Virtual Space (session description, additional material, speakers' bios and pictures)	03/09/2024		<input type="checkbox"/>
Backend closure for PPT upload	10/09/2024		<input type="checkbox"/>

IMPORTANT NOTES:

Orders and online forms received after the deadlines indicated in this manual will not be accepted. ESMO reserves the right to deny requests made after the deadline or on-site.

Requests not included in this document should be addressed to satellites@esmo.org by **31 July 2024** for internal evaluation. However, this does not imply acceptance by ESMO.

ESMO will attentively evaluate the request, its feasibility and notify the company accordingly. Requests that cannot be accommodated for the current event, will be evaluated for the next congress.