



ESMO 2024

**Industry Satellite Symposia
Technical Manual**

**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.

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M Events Cross Media GmbH has been appointed as the Virtual Congress Platform provider for ESMO 2024 and is the official satellite symposia webcast provider.

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PREFACE

Welcome

You have decided to partner with ESMO 2024, a globally influential oncology congress.

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.

This ESMO 2024 Industry Satellite Symposia Technical Manual will guide you through the necessary steps concerning the logistics and organisation of your satellite symposia at ESMO 2024.

The ESMO 2024 Industry Guidelines are already available on the [ESMO Website](#) and are fundamental for the preparation of your satellite symposium. Therefore, please read them carefully and follow the indications accordingly.

The Satellite symposia logistics & programmes team (satellites@esmo.org) is at your disposal for any queries you may have.



Dedicated manuals will follow in Spring 2024 and will include:

- **Resources Manual**
- **Online Meet the Investigators Studio Slots Manual**
- **Satellite Symposium backend & upload instructions**

Preliminary information concerning the ESMO 2024 Exhibition are included in the ESMO 2024 Exhibition Prospectus. This document is provided to our exhibitors and your main contact for any additional queries will be our official Exhibition Management Agency MAW (Medizinische Ausstellungs-und Werbegesellschaft). The Exhibitor Manual with all the details will be available in Spring 2024.

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

We look forward to working with you over the coming months toward 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 - 19 September 2024

Pre-opening 5 September 2024 (Congress bag only)

Content available on OncologyPRO from 20 September 2024



KEY DATES

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 (no major changes in terms of content, slot number and/or area(s) of interest can be applied to the approved proposed programme)
7 August 2024	Programme poster submission (online form)

*Please refer to the regulations in the paragraph 1.1 Satellite symposia programmes of the [ESMO 2024 Industry Guidelines](#)

Satellite Symposia logistics deadlines

12 June 2024	Contact details of the responsible person for the satellite symposium organisation (online form)
31 July 2024	Submission of the Satellite Symposia Services Order Form Satellite symposia preferences and extra services selection (online form)
31 July 2024	Extra AV requirements (esmo.industry@acsaudiovisual.com) Extra IT 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@bccongresos.com)

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 (session description, disclaimer, speakers' biographies and pictures, etc.)
10 September 2024	Backend closure for PPT upload



INDUSTRY SATELLITE SYMPOSIA TECHNICAL INFORMATION

1 SATELLITE SYMPOSIA GENERAL INFORMATION

1.1 Structure

Satellite symposia will take place from 13 to 16 September 2024 both on-site and on the Virtual Congress Platform.

1.2 Auditoria overview

Please find below the auditoria overview and related capacities:

Auditorium name	Capacity	Location
Burgos	800	Hall 5
Salamanca	800	Hall 5
Santander	800	Hall 5
Valencia	800	Hall 5
Alicante	600	Hall 3
Pamplona	600	Hall 3
Oviedo	600	Hall 3
Toledo	600	Hall 3

1.3 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. Badge scanning is not possible in the overflow areas.

1.4 Auditoria capacity reduction

The capacity of the auditoria can be reduced, provided that the request is sent to the ESMO 2024 Secretariat (satellites@esmo.org) by **5 March 2024**.

Provided the reduction is feasible, only barrier bands will be used (i.e. no curtains nor partitioning walls). Reductions not agreed during the selling process will be subject to an extra cost of EUR 2,000 which will include barrier bands and local staff.

1.5 Satellite symposium contact/representative (convenor)

Each company must provide the name of the person responsible for the organisation (logistics) of its satellite symposium to the ESMO 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.



The satellite symposium contact representative (convenor) of your satellite should be communicated by 12 June 2024 via the [Satellite Symposium Contact Information Form](#)

IMPORTANT NOTE:

ESMO will send information related to the satellite(s) only to the designated persons communicated to ESMO by the above-mentioned deadline. The satellite symposium contact representative (convenor) will also be the person getting the accesses for the Live Q&A moderation (if requested) and for the Virtual Congress Platform backend on 30 July 2024 (please refer to paragraph 6.1 Satellite On-demand Page View at [page 26](#)).

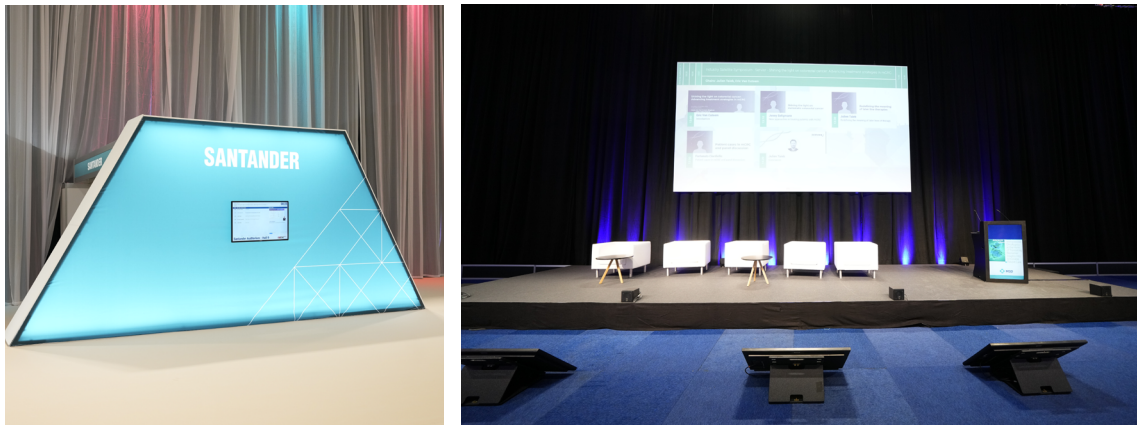
2 ON-SITE TECHNICAL DETAILS

2.1 Auditoria set-up and technical equipment

Set-up in theatre style in all the auditoria, with 4 armchairs and 2 low tables on the stage. Additional armchairs (maximum 2) can be requested to esmo.industry@acsaudiovisual.com upon extra charge by **31 July 2024**.

The auditoria include:

- Room rental and basic set-up
- AV basic equipment (see online technical plans)
- eSignage screen on the entrance gate (satellite programme displayed automatically by M Events)



IMPORTANT NOTE:

The satellite symposia auditoria floorplans including the technical equipment overview will be available online in the “Industry Participation/Preparatory Information” section of our [website](#) in Spring 2024.

2.2 Auditoria lectern

The auditoria lectern will be equipped with a screen and a stream deck. The lectern set-up cannot be changed for any reason, and it will not be possible to upload presentations directly at the lectern. The auditoria lectern will have digital branding, which needs to be sent in JPEG or PNG only (9:16) by **7 August 2024** to esmo.industry@acsaudiovisual.com confirming the satellite symposium slot and the auditorium name. Please note that PDF or PPT files are NOT supported. In case digital lectern is not provided on time, ESMO 2024 signage will be displayed at lectern.

Speaker names can be displayed in standard available fonts (special fonts **will not be accepted**) on the digital lectern only upon extra charge. Please ask for a quotation directly to ACS esmo.industry@acsaudiovisual.com and confirm your order by **7 August 2024** at the latest. After this date, requests will not be accepted.

The digital file must follow the resolution instructions here below:

Item	Screen	Resolution and orientation	Format
Digital lectern	1 x 48”	1080 x 1920 pixels (portrait orientation), 9:16	JPG or PNG

Please make sure you send your file in JPG or PNG format only!



2.3 Presentation management options and restrictions

Companies will have the option to choose if they want to run the presentations of their satellites either from the lectern or from the technical table.

The choice will be applicable to the **full session** (not possible to switch option during the same session) and must be indicated in the [Satellite Symposia Services Order Form](#) by **31 July 2024**. Requests received after this date cannot be accommodated.

PRESENTATIONS RUN FROM THE LECTERN	PRESENTATIONS RUN FROM THE TECHNICAL TABLE
<ul style="list-style-type: none"> • Presentations will be managed by the speakers directly 	<ul style="list-style-type: none"> • The company representative (one person only) will be able to manage the presentation from the technical table together with a M Events technician
<ul style="list-style-type: none"> • Presentations must be uploaded in advance at the Industry Upload Area no later than 3 hours before the session start 	

ESMO strongly recommends to test this setting during the on-site technical rehearsal (please refer to [4.2.1 Rehearsal request procedure](#)).

NEW

2.3.1 Slide advancer

By default, the speaker will be able to advance the slides at the lectern with a stream deck. However, companies may rent a slide advancer to switch slides directly. Slide advancer can be ordered at an extra cost of EUR 165 via the [Satellite Symposia Services Order Form](#) by **31 July 2024**.

The slide advancer will be provided on-site by M Events in the auditorium. Due to production safety, it is not permitted to connect own/third party slide advancers to the M Events presentation management system.

IMPORTANT NOTES:

ESMO does NOT recommend:

- To use the slide advancer on stage, unless the speakers remain seated during the whole session. This is to guarantee a smooth live streaming recording of your session
- To advance slides with the stream deck at the lectern if you have ordered a slide advancer, as this may create conflict during the presentation

It is the sole company's responsibility to instruct the speakers accordingly prior the session.

NEW

2.4 Walk-in slide or video

By default ESMO will have the official intersession slides displayed on all auditoria screens prior any session including the interactive feature QR code (for further details on the interactive features QR code please refer to the chapter [5.6 Interactive feature QR Code](#) at page 24).

To welcome their attendees, companies have the possibility to provide a customised walk-in slide or video (no audio permitted) which will be displayed 15 minutes before the session begins.

This extra service provided by M Events will be charged EUR 650 and must be requested in advance via the [Satellite Symposia Services Order Form](#) **by 31 July 2024**.

IMPORTANT NOTE:

ESMO strongly recommends the companies with a customised walk-in slide or video to embed the interactive feature QR code on it, to allow a more engaging session to the delegates. The interactive feature QR code can be requested to satellites@esmo.org.

The walk-in slide or video must be sent in pptx. or mp4. format (max. 5 GB) to M Events (esmo.industry@m-events.com) by **28 August 2024** at the latest.

2.5 Technical and monitoring staff

The following staff is assigned to each auditorium:

- Technical staff, including one video operator for the cameras, one sound operator and a M Events technician at the technical table
- One stage assistant
- One hostess (available 1 hour prior to the satellite symposium until 30 minutes after the session)
- Two door checkers per entrance

In case of badge scanners' rental, the door checkers will be responsible for scanning the delegates' badges when entering the auditorium. The door checkers are assigned by ESMO and must stay at the entrances the entire time to check delegates' badges. Their role cannot be modified and companies are not allowed to assign extra tasks.

Additional hostesses can be hired through the official local staff agency Bco Congressos esmo2024staff@bcocongresos.com by **7 August 2024**. Extra staff to be instructed by companies directly.

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

Owing to the limited set-up and dismantling time necessary between satellite symposia slots and the ESMO scientific sessions (between 15 minutes and 30 minutes), change of set-up is not allowed.

Additional audio-visual equipment should only be ordered through the official supplier, ACS, to esmo.industry@acsaudiovisual.com. Due to the hybrid nature of the congress, and the specific set-up put in place for the online streaming, **it is not permitted to use an external technical supplier nor to set-up personal equipment** (e.g. recording device or polling system), except for what is mentioned in 2.1

The deadline to place your order is **31 July 2024**. After this deadline orders will not be accepted.

2.6.1 Private Wi-Fi hotspot and additional wired internet connection

If you need additional IT resources such as internet drop, private hotspot, additional wired internet connections or any extra IT support, your request needs to be submitted by **31 July 2024** to satellites@esmo.org.

2.6.2 Radio frequency wireless microphones

To avoid interferences with existing session's microphones, within the ESMO Congress 2024 venue **the use of radio frequencies for wireless microphones is not allowed** unless a specific request indicating: microphone brand, model, frequency range and operator's mobile number is sent to RF@acsaudiovisual.com

IMPORTANT NOTE:

ESMO will monitor and keep the venue interference-free, reserving the right to shut down unauthorised radio frequencies.

3 SATELLITE PRESENTATIONS UPLOAD

3.1 How to upload presentations

For logistical reasons and to grant a smooth process, companies organising a satellite symposium must upload the presentations either via the Virtual Congress Platform (VCP) backend by **10 September 2024**, or on-site at the Industry Upload Area from **12 September 2024**.

If you have a technical rehearsal, your presentations must be uploaded no later than 3 hours before the rehearsal at the Industry Upload Area.

IMPORTANT NOTE:

ESMO recommends testing the presentation slides and ordered features during the rehearsal to guarantee a smooth process. Therefore, presentations must be pre-uploaded at the Industry Upload Area or via backend before the rehearsal.

3.1.1 Presentation (PPT) format

- Please note that only Microsoft PowerPoint presentations in 16:9 format and landscape orientation (.pptx extension only) can be submitted
- If your presentation contains videos, you can either embed them into the PowerPoint presentation or link them; if you are using PowerPoint 2007 or an older version, please upload your videos separately, as they cannot be embedded into the presentation
- PowerPoint animations and transitions are only possible with the "Fade" function
- The usage of photos, gifs, animations and slide-show is supported by the system. If your presentation consists of such, it is highly recommended that the person assigned to upload the presentations at the Industry Upload Area asks the staff for assistance to make sure all gifs, animations etc. show up properly
- Please be aware that you cannot add any links to the slides
- Customised fonts in PPT are not accepted. Only regular font can be used inside the PPT

NEW

IMPORTANT NOTE:

Due to the on-site presentation system and to allow a smooth recording process, companies are required to prepare and upload **one PPT for each lecture**. Hence, also the **Welcome and Conclusion** lectures require a **background slide**. **Unique show file will not be accepted.**

3.2 Uploading the presentations via the Virtual Congress Platform backend

3.2.1 Benefits

- Flexibility of uploading the presentations from any place and at any time via the VCP backend
- Possibility to re-upload new updated versions of your presentation

3.2.2 Instructions

Only the main satellite contact (convenor), communicated to ESMO by **12 June 2024** via the [online form](#), will be allowed to upload the satellite presentations via the VCP backend.

The convenor may upload presentations via the VCP backend until **10 September 2024**. After this date the upload is possible at the Industry Upload Area only.

3.3 Uploading the presentations at the Industry Upload Area

3.3.1 Benefits

- Direct PPT upload (MTalk system) from Industry Upload Area to the session auditorium
- Support from experienced staff to upload/manage the PPT presentations

3.3.2 Instructions

One or maximum two on-site satellite representatives will be granted access to the Industry Upload Area to upload all satellite presentations. The Industry Upload Area is conceived for the upload of the presentations only. Companies willing to update/work on the presentations are kindly requested to process the changes outside the Industry Upload Area.

The on-site representative person is requested to check in all satellite final presentations on a USB-removable drive at the Industry Upload Area no later than 3 hours before the start of the satellite symposium.

- **Slots on Friday, 13 September from 10:15-11:45:** presentations should be uploaded by 20:00 on Thursday, 12 September

For the other slots, the following timeline applies:

- **Lunch time satellites slots:** presentations should be uploaded by 10:00 of the same day or the preceding day
- **Evening time satellites slots:** presentations should be uploaded by 15:00 of the same day

IMPORTANT NOTE:

Polling questions must be included in the final presentation (clearly stating within the presentation when the question must be shown to the audience) and must be uploaded before the rehearsal/session.

M Events staff will always be available to offer support and technical assistance during the upload of the presentations. Once the presentations have been checked, the technical staff will be responsible for delivering them to the auditorium in time for the satellite symposium.

4 ON-SITE LOGISTICAL INFORMATION

4.1 Installation and dismantling times

The auditoria will be available 30 minutes before the scheduled start of the satellite symposium for setting-up and rehearsal purposes and will be cleared by the company and ready for the next event within 15 or 30 minutes after the scheduled end of the satellite symposium.

4.1.1 Roll-up banner

Companies are entitled to bring **one roll-up poster** of a standard size (85x200 cm size) **per entrance** of the assigned auditorium. Roll-up banner(s) can be placed in front of the auditorium only and maximum one hour before the start of the session. Roll-up banner(s) must be removed at the end of the session. Digital roll-up is not recommended, as no electricity plug will be available.

4.2 Rehearsals

Please note that for each satellite symposium ESMO can assign 1 rehearsal slot only. Additionally:

- Rehearsal slots are not guaranteed and are subject to availability
- Rehearsals slots have maximum duration of 1 hour
- Rehearsals slots will be assigned by ESMO based on the ESMO 2024 programme schedule and availability
- Rehearsals slots will be confirmed by ESMO via email on **13 August 2024**

IMPORTANT NOTE:

Due to the dense ESMO 2024 Programme, rehearsals slot changes are not possible. Please make sure to avoid any concomitant activity during your rehearsal confirmed slot.

NEW

4.2.1 Rehearsal request procedure

New from this year, the rehearsal slot must be requested via the [Satellite Symposia Services Order Form](#) by **31 July 2024**. After this date, ESMO will NOT be able to arrange any rehearsal.

Also, please specify in your request if you will need a technical rehearsal (including technicians) or if you just need to see the room.

ESMO will assign the rehearsal slots based on ESMO 2024 programme schedule and availability and on **13 August 2024** will send via email a confirmation with all details to each company that requested a rehearsal.

4.2.2 Rehearsal features testing

Companies, which have booked a rehearsal slot, will be able to test during the rehearsal the features ordered for the on-site session and the live streaming:

On-site features:

- Slide advancer
- Walk-in slide or video

Live streaming features:

- Custom background
- Evaluation
- Live Q&A
- Polling

ESMO strongly recommends the companies to duly test any requested feature during the rehearsal and to check all pre-ordered technical requirements with the technician in the auditorium.

Rehearsal requests need to be done via the [Satellite Symposia Services Order Form](#) by 31 July 2024. After this date rehearsals will not be granted.

4.3 On-site badge scan system (Lead system)

Badge scan system can only be ordered through the official supplier, CTI (esmo.industry@ctimeetingtech.com).

The ESMO 2024 cLead Retrieval System is a fast and easy way to record visitor contact information. By simply scanning a visitor's badge with the supplied scanner, the contact details are automatically saved into CTI database. The data is synchronised with CTI server and will be sent to the dedicated person in a password-protected excel file within 72 hours after the satellite session.

Further details will be available in the cLead brochure and cLead order form online as of April 2024. Deadline to order the badge scan system: **7 August 2024**.

IMPORTANT NOTES:

ESMO 2024 on-site delegates may refuse to have their badge scanned.

However, if they consent to have their badge scanned, the following information is transferred:

- Title*
- First name
- Last name
- Institute*
- Department*
- City
- Country
- Email address

Please note that participants wearing an Exhibitor or Industry Satellite badge, will only appear in the scan results with basic contact information such as first name and last name.

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

GDPR: Badge scanners imply processing of personal data. Kindly be informed that any processing of personal data must be in line with GDPR and other applicable data protection laws. By using this service you acknowledge your role as data controller. You are therefore responsible for, and must be able to demonstrate compliance with, the principles relating to processing of personal data (which includes having a legal ground for processing). Please note that delegates can object being scanned without negative consequence. They must still be granted access to the conference. For more information about this, please read the [CTI Meeting Technology privacy policy](#).

In case of overflow, the badges of the delegates redirected to the overflow area will not be scanned.

4.4 Badge access

Please ensure to have a badge to access the ESMO 2024 Congress venue.

To attend the rehearsal and/or the satellite symposium it is mandatory to have a full badge or an Industry satellite badge. Industry satellite badge does not give access to the Virtual Congress Platform. For more information or to secure your badge please contact registration@esmo.org

4.5 Food & Beverage

Catering is not included in the satellite slot. All catering costs will be borne by the sponsor and is to be ordered through the official caterer. The quantity to be ordered is at the discretion of the sponsor alone. Due to space limitations and safety & security reasons, bag/box meal options will be made available for each satellite F&B slot.

The bag/box meals will be delivered just outside the auditorium in a predefined location 30 minutes before the start of the satellite symposium. Trash bins will be made available within the auditorium to help keep the auditoria clean at any time. Please keep in mind that between sessions no cleaning is planned. The caterer will have additional staff to clean the auditoria after the sessions.

The official caterer contact details and order form will be available online in Spring 2024 and will be shared with the Companies.

Please also note that any food items served in the congress centre must be purchased through the official catering service. Food and beverages purchased through external suppliers are not allowed nor the distribution of food and beverages in public areas of the congress venue. No alcohol will be served during ESMO 2024.

4.6 Storage possibilities

Limited storage possibilities are available at Fira Barcelona. For more details, please contact Fairexx (marco.junghans@fairexx.com). Please note that fees will apply according to the storage volume.

4.7 GDPR

For more information about GDPR, please visit the [ESMO Terms and Conditions page](#).





**VIRTUAL
CONGRESS
PLATFORM**

5 SATELLITE LIVE STREAMING PAGE

5.1 Virtual Congress Platform live streaming view

On-site satellite symposia will be live streamed to the ESMO 2024 Virtual Congress Platform. The live streaming will give online delegates the opportunity to follow the satellite symposia in real time.

5.2 Default display of the satellite symposium live streaming



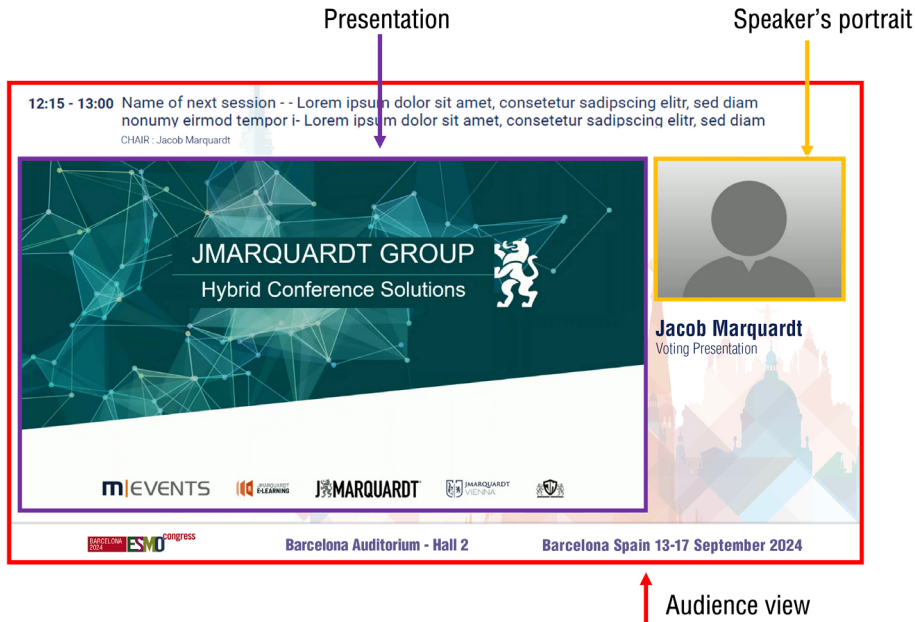
*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

Should you have more than one speaker involved in one lecture (e.g. during the discussion), please note that the speakers will be published as "All speakers" on the online live streaming, since the system only allows one name per lecture.

Please note the on-site auditoria screens will show only the presentation slides (no picture of the talking speaker).

5.3 Customised background

Companies can customise their background for the Virtual Congress Platform live streaming at an extra cost of EUR 850 per session. This extra service must be requested via the [Satellite Symposia Services Order Form](#) by **31 July 2024**.



IMPORTANT NOTES:

- The background design will be visible in the Virtual Congress Platform live streaming and webcast
- The background will not be visible on the session auditorium screen
- The background will be applied for the whole duration of the session

5.3.1 Background design specifications

The final background design must be delivered to esmo.industry@m-events.com by **28 August 2024**.

The cost of EUR 850 includes the integration of one individual background design for one symposium.

- The dynamic content (session title, auditorium name, chair names, speaker name, presentation title), slides (ppt), and speaker photo or camera picture will be generated automatically and always be placed overlaying the background design. These items cannot be modified or removed
- The individual background design will be constantly displayed during the entire session duration

5.3.2 Requirements

- **Background design specifications:** one image in png or jpeg format - 1920 px wide and 1080 px high, for 16:9 projection format
- **Header:** 165px high x 1920px wide. Needs to remain free for the automatic display of the session details from the programme database
- **Footer:** 120px high x 1920px wide. Can be used completely for logos, etc.

5.4 Live Q&A function

ESMO 2024 attendees can send questions via the Live Q&A function, which is included (no extra cost) in the satellite symposium and is available during the live streaming only.

Live Q&A is optional and should be confirmed to ESMO by **31 July 2024** via the dedicated [Satellite Symposia Services Order Form](#).

Companies that have confirmed the Live Q&A function will have to choose in advance if they want to moderate the questions or not. The company preference should be confirmed in the [Satellite Symposia Services Order Form](#).

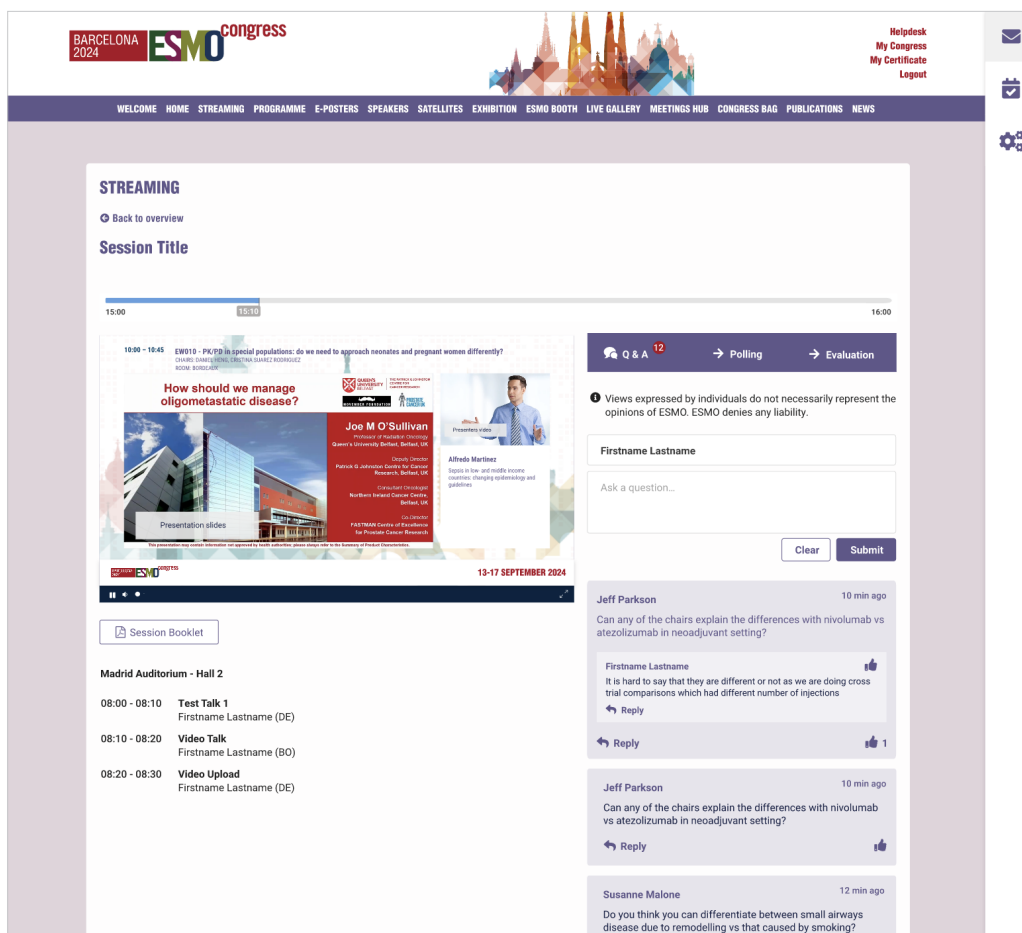
During the session, chairs will have two tablets on stage at their disposal to read the questions coming from the audience. Companies may rent additional tablet(s) for the speaker(s) on stage or for moderation at EUR 350 per tablet (and session). This extra service must be requested via the dedicated [Satellite Symposia Services Order Form](#) by **31 July 2024**.

5.4.1 On-site delegates

On-site delegates will be able to connect to the Live Q&A function in real-time by scanning with their own device the general QR code available in the session auditorium via the intersession slides shown on the screen before the start of the session. Questions will not be displayed on the screen in the auditorium; however, delegates can see and post their questions via the Live Q&A function.

5.4.2 Online delegates

Online delegates will access the Live Q&A via the Virtual Congress Platform and will be able to ask questions (by typing in) using the chat box next to the streaming video.



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

5.5 Moderation (company administrators)

If the company decides to moderate the questions:

- The convenor will be assigned by default as moderator
- The convenor will receive the dedicated link to access the Live Q&A moderation page on **9 September 2024**
- Moderation link is accessible by any device, therefore the moderator can use its own device or share the link with any other person within his/her company

The Live Q&A moderator dedicated person manages the queries visibility for the audience and for the faculty panel. By default, all comments/queries coming from the delegates are hidden.

Only the moderator can decide what to show and to whom. Once shown, the faculty and the online audience will be able to see all comments/queries.

IMPORTANT NOTE:

Although companies can use the same link on multiple pages on the same or different browsers, it is recommended to have only one person actively managing the queries and, in case of need, a second user connected with the same link who will not take any action (the second user should avoid refreshes of the page and actions on comments) but can still see the actions and have an overview.

Simultaneous actions made by multiple users can be lost due to the same access. In case of simultaneous multiple active users, we cannot guarantee proper saving or any recovery of unsaved data.

5.5.1 Moderation page overview

The screenshot displays a moderation interface for a discussion. At the top, a question is shown: "Painful diabetic neuropathy is characterised by impaired sensory cortex and thalamic hemodynamic response to exogenous pain" by Lennart Schillhabel. Below the question is a text input field for asking a question, with "CLEAR" and "SUBMIT" buttons. The interface includes sorting options: "Sort by" with "most recent" selected and "most likes" as an alternative, and a "Filter by addressed to:" dropdown. On the right, there are toggle switches for "Show archive" and "Show bookmarked". Two comments are visible, each with a "Bookmark this comment for the discussion" link and a "139 days ago" timestamp. The first comment is by Tomislav Kulis with the text "test...". The second comment is by Raffael Schröter with the text "Test Question 4". For each comment, there are moderation buttons: "Hide from Audience", "Show to Panel", "Move to archive", and "Delete".

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

SHOW TO AUDIENCE

When clicked, the question will be shown to the audience and to the faculty panel. This action can be reverted by clicking on **Hide from Audience**.



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

SHOW TO FACULTY

When clicked, the questions will be displayed only in the faculty panel (i.e. still hidden from the audience). This action can be reverted by clicking on **Hide from Panel**.



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

5.6 Interactive feature QR Code

The live streaming interactive features such as Live Q&A, polling and evaluation can be accessed by scanning the interactive feature QR code that will be made available by ESMO in the session auditoria via the intersession slides shown on the screen before the start of the session.

Delegates will be able to scan the QR Code directly from their personal devices (smartphone or tablet) and will be redirected to the general ESMO 2024 interactive features interface, which automatically highlights any active running session.

Please note the features applicable to the session will be activated and deactivated during the live streaming at the start and respectively at the end of the session.

Company name 1 – Session title 1
Santander Auditorium - Hall 5

Company name 2 - Session title 2
Valencia Auditorium – Hall 5

Sorry, there are no live streaming at the moment
Oviedo Auditorium – Hall 3

Sorry, there are no live streaming at the moment
Alicante Auditorium – Hall 3

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

Companies wishing to put the interactive feature QR code on their slides may request it to satellites@esmo.org.

5.7 Remote speaker

If part of the faculty or any of the chair(s) are not on-site for the related satellite symposium, companies must inform immediately the ESMO 2024 Secretariat (satellites@esmo.org) latest by **28 August 2024**.

In such case, the satellite symposium will still take place live in the assigned auditorium; however, remote speakers/ chairs will have to pre-record their lectures. The pre-recording of such lectures will need to be organised by the sponsoring company with an external agency and make sure to follow the technical requirements mentioned below:

- The video file must be a full HD MP4 (h.264 MPEG-4 AVC); the background layout and presentation view are entirely up to the company.

It will be the company's responsibility to upload the pre-recording .mp4 files on the platform by **10 September 2024**. ESMO does not take any responsibility if the recording is not uploaded in time.

The remote speakers/chairs will still have the chance to join (via the live session interface) **the Live Q&A discussion only** (if applicable) at the end of the satellite symposium and interact with the on-site speakers.

6 SATELLITE ON-DEMAND PAGE

6.1 Satellite On-demand Page View


Each satellite symposium will have a dedicated virtual space to upload satellites-related materials, session information and also interact with delegates via the Comments function. Log-in details for accessing the virtual platform backend to upload satellites-related materials will be sent to the main satellite contact (convenor) of each company separately. All the content needs to be uploaded by **3 September 2024**.

Satellite symposia sessions will be accessible for all virtual registered delegates; however, companies may add a disclaimer on top of their satellite symposium virtual space.

The Satellite Symposium Backend & Upload Instructions manual will be available in Spring 2024.


Disclaimer

The ESMO Congress 2023 is an international congress organized by the European Society for Medical Oncology (ESMO) taking place on-site in Madrid, Spain, and online, and is provided to international healthcare professionals from around the world.



This session is sponsored by GSK

Visit virtual booth



GSK - The Need for Better Patient Outcomes: Latest Investigational Approaches for dMMR/MSI-H CRC

Topics

Gastrointestinal tumours, lower digestive
General interest
Investigational immunotherapy

Session Type
Industry Satellite Symposium

Auditorium
Borges Auditorium - Hall 3

Date
Monday, 23 October 2023, 18:30 - 20:00

Comments (0)

Evaluation

[Add to My Programme](#)
[Save calendar file \(.ics\)](#)

Availability


Live [Watch stream now](#)

Join the discussion on Monday, 23 October 2023 18:30 - 20:00

On-Demand

On-demand content is now available (here below) for this session.






Chairs



Jenny Seligmann
(Leeds, United Kingdom)

[Add to My Programme](#)

Session Outline

 <p>The Need for New Approaches in Locally Advanced dMMR/MSI-H CRC Jenny Seligmann (Leeds, United Kingdom)</p>	<p>Monday, 23 October 2023 18:30 - 19:45</p> <p>Add to My Programme Save calendar file (.ics)</p>
 <p>Locally Advanced dMMR/MSI-H Rectal Cancer: New Approaches Under Investigation Aparna Parikh (Boston, United States of America)</p>	<p>Monday, 23 October 2023 18:45 - 19:05</p> <p>Add to My Programme Save calendar file (.ics)</p>
 <p>Locally Advanced dMMR/MSI-H Colon Cancer: New Approaches Under Investigation Volker Heinemann (Munich, Germany)</p>	<p>Monday, 23 October 2023 19:00 - 19:25</p> <p>Add to My Programme Save calendar file (.ics)</p>
 <p>The Multidisciplinary Approach to Locally Advanced dMMR/MSI-H CRC: Reducing the Patient Burden Jenny Seligmann (Leeds, United Kingdom)</p>	<p>Monday, 23 October 2023 19:25 - 19:45</p> <p>Add to My Programme Save calendar file (.ics)</p>
 <p>Q&A Panel Discussion Jenny Seligmann (Leeds, United Kingdom), Volker Heinemann (Munich, Germany), Aparna Parikh (Boston, United States of America)</p>	<p>Monday, 23 October 2023 19:45 - 20:00</p> <p>Add to My Programme Save calendar file (.ics)</p>

Comments

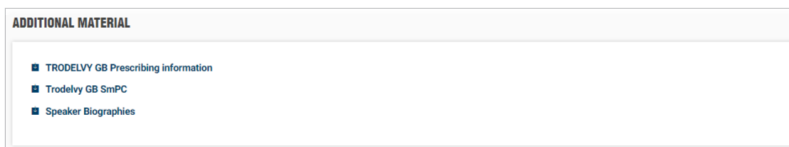
Views expressed by individuals do not necessarily represent the opinions of ESMO. ESMO denies any liability.

Insert your question or comment here ...

Cancel
Send

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

The additional material section is limited to 5 PDF files per session and should be related to the satellite itself. PDF files can be named. Please note that the PDF files will also appear in the live streaming view (please refer to the sample picture available on [page 20](#)).



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

6.2 Company logo and link to the Virtual Exhibition

All companies will have their logo displayed on the satellite symposium virtual space, however, only companies with a virtual exhibition package will have a direct link to their booth space.

6.3 Digital Programme Poster

The virtual space will also host a digital programme poster. Please note that after the approval of your digital poster artwork, ESMO will take care of uploading it on the Virtual Congress Platform.

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.

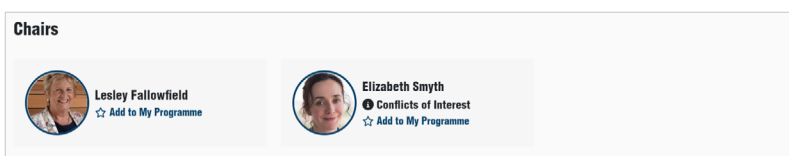
The submitted artworks will be reviewed by ESMO and a notification will be sent within 10 working days to inform if it is accepted or if any changes are required.

ON-SITE	ONLINE
<ul style="list-style-type: none"> Format: vertical format 1080 x 1920 pixels, 9:16 	<ul style="list-style-type: none"> Format: square, 1368 x 1368 pixels
<ul style="list-style-type: none"> Files must be submitted in PNG or JPEG format only. PDF files or other formats are NOT supported 	
<ul style="list-style-type: none"> 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 	
<ul style="list-style-type: none"> The content must reflect the final programme submitted by 24 June 2024; no changes are allowed 	
Submit here your programme poster artworks by 7 August 2024	

6.4 Chairs/Speakers

There will also be dedicated sections of the page for the chairs/speakers’ pictures, names and related biographies.

Chairs are visible on the session-dedicated page. Once you click on the chair name, you get redirected to the additional page where the biography is visible. The info of the speakers is visible only when you click on the presentation details page.



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

6.5 Comments function

Each satellite symposium will be given the possibility to have on its virtual space a dedicated comments functionality allowing for a more engaging experience with participants, who can post and reply comments of other attendees. The moderation function is active by default. Via backend, sponsors can enable/disable this function for their satellite, reply and delete comments when necessary. Log-in details will be sent to each company separately.

IMPORTANT NOTES:

- The comments are not moderated by default
- Convenors can decide to enable/disable this function and if the comments shall be shown by default or be moderated. If the convenor does not activate the “Show by default” checkbox all the comments are hidden automatically
- The moderator confirmed to ESMO by **31 July 2024** will be added accordingly to the backend; should there be any change, please send an email to satellites@esmo.org



Confirm via the [Satellite Symposia Services Order Form](#) the contact person for the comment moderation by 31 July 2024

The comments function will be available throughout the whole period the platform is open and includes admin access for convenors to the moderation dashboard.

The screenshot shows the VIIX Comments Desk interface. At the top, there is a 'Comments Desk' header with the VIIX logo. Below this, a dropdown menu is set to 'TEST SATELLITES 1'. A 'Write a comment' button is visible. A comment from 'Mrs. Letizia Pizzino' is displayed, dated '05-07-2022 17:52'. The comment text is 'Thank you for your kind feedback'. Below the comment, there are moderation options: 'Delete', 'Show', 'Inappropriate', 'Hide', and 'Inappropriate'. Annotations with red boxes and arrows point to these elements:

- Select session to be moderated:** Points to the 'TEST SATELLITES 1' dropdown menu.
- The moderator (that could be the same person as the convenor) when signing into the backend, will need to click on "Comments Desk":** Points to the 'Comments Desk' header.
- Write a comment as the user who is logged in (convenor/moderator):** Points to the 'Write a comment' button.
- Delete comment:** Points to the 'Delete' button.
- Hide or Show comment:** Points to the 'Show' and 'Hide' buttons.
- Set as "Inappropriate" comment:** Points to the 'Inappropriate' button.
- Reply to a comment as the user who is logged in (convenor/moderator):** Points to the 'Reply' button.

The export of the comments may be requested to M Events (esmo.industry@m-events.com) and will be sent 3 weeks after the platform closure.

6.6 Rating

Each satellite symposium will be given the possibility to have a rating feature on its dedicated virtual space. Delegates will be able to rate (1-5 stars) satellite symposia, by session and by individual presentation.

Company name - Session title

Topics

Basic science and translational research
Developmental therapeutics
General interest
Investigational immunotherapy

NSCLC, metastatic
Sarcoma

My Rating ★★★★★

Comments (1) 🗨️

Evaluation ☰

Session Type Industry Satellite Symposium

Auditorium Oviedo Auditorium - Hall 7

Date Friday, 20 October 2023, 18:00 - 19:30

[☆ Add to My Programme](#)
[📅 Save calendar file \(.ics\)](#)

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

Sponsors can activate/deactivate this function from the backend. If the convenor does not activate the “Rating” checkbox the rating is hidden automatically.

🔗 Interactivity

Rating Participants can rate the session with 1-5 stars

Delegates can see only their own rating, and not the average rate.

The export of the rating may be requested to M Events (esmo.industry@m-events.com) and will be sent 3 weeks after the platform closure.

6.7 General metrics

The following satellite symposia metrics related to the VCP will be provided after the congress (by Events Sponsorship Department):

- No. of users per session
- Average view duration
- No. of users per country
- Average number of users over the congress period

7 EXTRA FEATURES OVERVIEW

Both live streaming and on-demand pages can be customised with extra dedicated features available in the table below:

Feature	Satellite live streaming	Satellite symposium on-demand
Evaluation	Available	Available
Lead retrieval	Available	Available
Polling	Available	Not available

For any query on these services please contact esmo.industry@m-events.com.

Companies wishing to use any of the above-mentioned extra features MUST inform ESMO via the [Satellite Symposia Services Order Form](#) by **31 July 2024**. After this deadline, no requests will be accepted.

7.1 Evaluation

- On-site delegates will be able to fill in the evaluation form by scanning with their own device the QR code available in the session auditorium. Delegates need to search the session and select the dedicated section "Evaluation"
- Online delegates will access the evaluation form via the Virtual Congress Platform
- By default, the evaluation form will be applied to both satellite symposium on-demand and live streaming
- The evaluation form on the live streaming will be available only for the duration of the live session, after which, it will be deactivated. It is the company's responsibility to instruct delegates to fill in the evaluation form. Furthermore, ESMO recommends to redirect delegates to the evaluation form on the on-demand page, as it will remain available until the platform closure. This will also generate more traffic to the on-demand page

Evaluation form by M Events

- Companies will get a detailed and customised digital evaluation form of the satellite symposium in their corporate branding; it is anonymous, encrypted and helps to get feedback from the attendees
- The evaluation form can be used for elaborating on the following: satisfaction with content, speakers and real-life impact, exchange of experiences, discussion, session atmosphere, and opt in option to get informed via email about future events
- A maximum of 8 session evaluation questions can be displayed
- Multiple choice, single select, open text boxes and ratings are possible; please hand in an evaluation form as a Word document following the questions types shown in the picture below
- Companies may also integrate in the presentation slides a QR code linking to their evaluation form
- The evaluation submissions will be sent to the companies 3 weeks after the platform closure
- Price: EUR 1,500 per form (if the evaluation form is the same for both the satellite symposium on-demand and live streaming, the form will be charged only once)

Question Type	Example
Multiple Choice	Which was the key fact from speaker 1? <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
Single Select	Can the research result be applied to all cases? <input type="checkbox"/> (correct answer) Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> Somehow <input type="checkbox"/> Not at all
Full-text entry	Please comment and leave your contact: <div style="border: 1px solid black; padding: 2px;"> Hello my name is Tony Test and I liked this session very much. Please sent me more details to test@test.com </div>
Rating	What was your overall impression of the session? <ul style="list-style-type: none"> • Very good • Good • OK • Improvements needed

Evaluation form provided by an external vendor

- Companies may also decide to create their own evaluation form and provide the link to M Events in order to have it added on the satellite symposium live streaming and/or on-demand page
- Companies may also integrate in their presentation slides a QR code linking to their evaluation form
- Price: EUR 500 per link (if the evaluation form link is the same for both the satellite symposium on-demand and the live streaming, this service will be charged only once)

7.1.1 Requirements

- For evaluation forms created by M Events, please send the evaluation queries using the [dedicated template to esmo.industry@m-events.com](mailto:esmo.industry@m-events.com) by **28 August 2024**
- For external evaluation forms, please send the link to esmo.industry@m-events.com by **28 August 2024**

7.1.2 Visibility

Satellite symposium live streaming

- The evaluation feature will be displayed on the right side of the streaming view
- By clicking on it, the audience will be led to a form: questions will be shown one by one in different steps (see picture below)
- The evaluation form will be available from the beginning of the satellite symposium and will be deactivated automatically at the end of the session

The screenshot displays the ESMO 2024 streaming interface. At the top, there is a navigation bar with links: WELCOME, HOME, STREAMING, PROGRAMME, E-POSTERS, SPEAKERS, SATELLITES, EXHIBITION, ESMO BOOTH, LIVE GALLERY, MEETINGS HUB, CONGRESS BAG, PUBLICATIONS, NEWS. On the right, there are utility links: Helpdesk, My Congress, My Certificate, Logout. The main content area is titled 'STREAMING' and shows a session titled 'Session Title here' with chairs Monica Caruso (IT) and Laurence Solo (GB). The session is currently live, with a progress bar from 15:00 to 16:00. The video player shows a presentation slide titled 'How should we manage oligometastatic disease?' with speakers Joe M O Sullivan and Alfredo Martinez. To the right of the video player, there is a 'Q & A' section with 12 questions and an 'Evaluation' section with 1 question. Below the video player, there is a 'Madrid Auditorium - Hall 2' section with a list of upcoming events: Test Talk 1 (08:00 - 08:10), Video Talk (08:10 - 08:20), and Video Upload (08:20 - 08:30).

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Satellite symposium on-demand

- The evaluation form will be displayed on the satellite symposium virtual space and will be available until the congress platform closure

Company name - Session title

Topics	Gastrointestinal tumours, lower digestive Gastrointestinal tumours, upper digestive General interest	Comments (1) Evaluation
Session Type	Industry Satellite Symposium	
Auditorium	Oviedo Auditorium - Hall 7	
Date	Saturday, 21 October 2023, 13:00 - 14:30	

[☆ Add to My Programme](#) [📅 Save calendar file \(.ics\)](#)

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

7.2 Lead retrieval

- By default, the lead retrieval feature will be activated for both satellite symposium on-demand and live streaming
- Pop-up for data share that can be activated per session
- It will “pop-up” once a delegate enters a session
- The following fields will be collected: First Name, Last Name, Institute, City, Country, Email Address, Title*, Department* and Profession*
- Companies will be able to access and export the collected data in real-time from the backend
- Price: EUR 250 per session (both on-demand and streaming)

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

Once a visitor accesses a session with this feature (both on-demand or streaming) the pop-up will appear and will ask the following to the delegate:

funded and organised by Janssen Pharmaceutical Companies of Johnson & Johnson in EMEA. The views expressed in these slides are only reflect the views of Janssen Pharmaceutical Companies of Johnson & Johnson in EMEA. The content and images in these presentation information contained in this presentation is for educational and scientific purposes only. The program and the content of the presentation and the content of the presentation are not intended to be used for any other purpose.

Please allow our company to know you were here

Kindly be informed that the Privacy Policy applies.

You are about to share these contact data:

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

I want to enter and share my data

I want to enter anonymously

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

7.3 Polling

- The polling feature is available during the live session only
- The countdown duration of each polling question is 20 seconds
- This feature can be used to access the knowledge of the on-site and online audience and to stimulate engagement and interaction
- The polling system will be activated automatically as soon as a polling slide within a presentation is reached. M Events technician for support and control is available in the room
- The polling feature is provided by M Events only, **external solutions or providers are not accepted**
- The polling results will be shared by M Events 3 weeks after the end of the congress
- Price: EUR 1,500 (per session)

On-site delegates will be able to connect to the live polling system in real-time by scanning with their own device either:

- The general QR code available in the session auditorium

OR

- The dedicated QR code displayed on the polling slides, which will automatically redirect the delegates to the polling function of the session and allow them to vote

Online delegates will access the polling via the VCP.

Companies using the polling features MUST inform ESMO via the [Satellite Symposia Services Order Form](#) by **31 July 2024**. After this deadline, no requests will be accepted.

IMPORTANT NOTE:

If a presentation includes polling it is not allowed to jump back and forth between slides. The polling feature is integrated into the dedicated polling slide within the presentation and would be restarted if re-opened.

7.3.1 Requirements

- Maximum of 8 questions
- Possible answer types:
 - Multiple-choice
 - Single select
- Multiple choice questions with max. 5 answer possibilities
- Highlight the correct answer, if the single-choice answer type has been chosen
- Only MS-PowerPoint presentations (*.ppt, *.pptx, aspect ratio 16:9) are permitted

Polling slides instructions and format

Please note the interactive polling system cannot be used together with prerecorded lectures (mp4) and the animation function is disabled.

IMPORTANT NOTE:

Companies that ordered the polling service must provide the polling questions using the [dedicated template](#) to M Events esmo.industry@m-events.com by **28 August 2024**. The polling slides need to be included in the final presentation (clearly stating within the presentation when the question must be shown to the audience). The polling system will be activated automatically in the session auditorium (as soon as a polling slide is reached) and can be controlled by the speakers at the lectern as well as the M Events technician.

7.3.2 Visibility

The questions of the polling will be embedded and displayed unchanged as they have been uploaded as part of the presentation(s) and visible to the audience on the right side of the streaming view, as well as the results:

Which city is your favorite conference city?

- a. Amsterdam
- a. London
- a. Munich
- a. Barcelona

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7.3.3 Polling on-site instructions for speakers

Please find below the instructions and screenshots to guide your speakers through the polling feature.

10:30 - 11:45 Adjuvant or neoadjuvant immunotherapy or both in localised NSCLC

CHAIR: TONY S.K.MOK

Question 1

Is neoadjuvant chemoimmunotherapy the best standard today of care for stage II NSCLC?

1. Yes
2. No
3. Don't know

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33804

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▶ Start Polling

✕ Close Polling

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When the polling slide is displayed select "START VOTING". The audience will be displayed a 20-second countdown timer and the results will appear once the countdown is complete.

The presenter refers to the lectern screen where the voting is controlled, whereas the rest of the faculty refers to the preview monitors in front of the stage.

10:30 - 11:45 Adjuvant or neoadjuvant immunotherapy or both in localised NSCLC

CHAIR: TONY S.K.MOK

Question 1

Is neoadjuvant chemioimmunotherapy the best standard today of care for stage II NSCLC?

1. Yes
2. No
3. Don't know

20s

ESMO Congress 33854

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The polling results will be displayed on the projection screen in the auditorium.

10:30 - 11:45 Adjuvant or neoadjuvant immunotherapy or both in localised NSCLC

CHAIR: TONY S.K.MOK

Question 1

Is neoadjuvant chemioimmunotherapy the best standard today of care for stage II NSCLC?

1. Yes
2. No
3. Don't know

65%
25%
10%

1 2 3

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Reset Question Close Polling

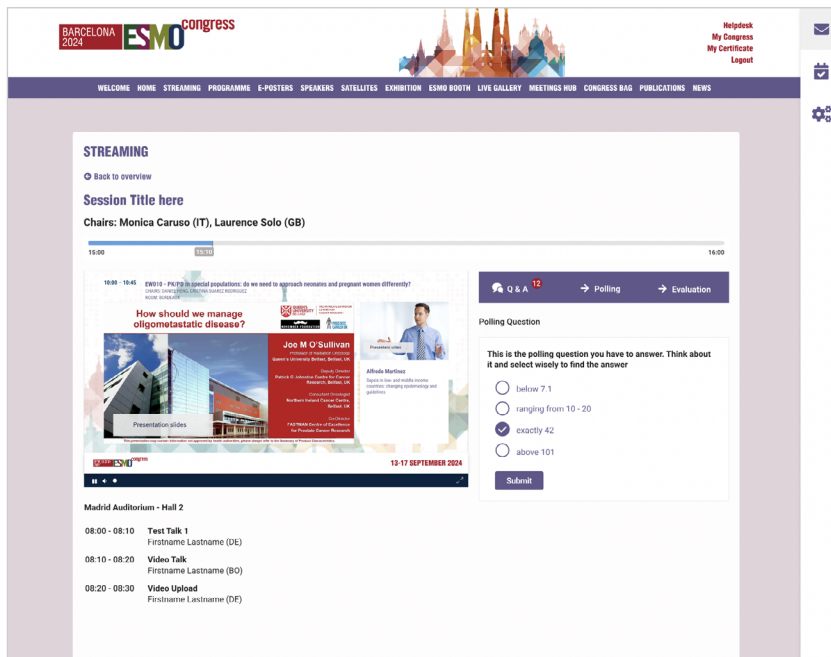
*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

If the presenter clicks "CLOSE VOTING", the view will change back to PowerPoint full-screen, and the presentation will continue.

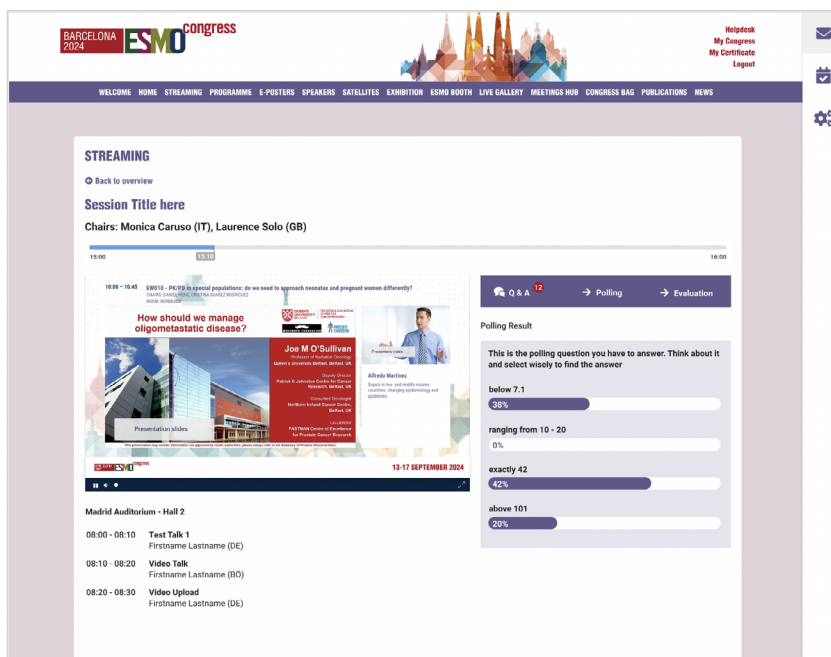
If companies wish to receive the polling results after the congress, the presenter should not click on "RESET QUESTION". It is also not recommended to move back and forth in the presentation to show previous results again.

7.3.4 Visibility on the Virtual Congress Platform

The questions of the polling will be embedded and visible on the right side of the streaming view for the online audience, as well as the results (in addition to the display within the live stream player).



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



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

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.

NOT-TO-DO LIST

To guarantee a smooth process on-site, the below is not permitted during ESMO 2024 Industry Satellite Symposia:

NOT to do list	Description
Stage set-up change	Stage set-up change is not allowed due to the limited set-up and dismantling time necessary between satellite symposia slots and the ESMO scientific sessions
External AV	Any extra AV must be requested via the official supplier ACS by 31 July 2024
Usage of external polling system	Polling is provided by M Events and must be requested via the Satellite Symposia Services Order Form by 31 July 2024
Usage of special font on PPT or digital lectern	Only the standard available fonts can be used. No upload of customised font will be permitted
Live remote speakers with lecture presentation	Speakers can join remotely only the Live Q&A discussion of the session
Music	Due to compliance reasons, music is not allowed during ESMO 2024
Laser pointer	Laser pointer is not permitted since it will not be visible in the live streaming and recording
Own barrier bands	Reductions are possible only if pre-arranged and organised with ESMO by 5 March 2024
Geo-restriction	ESMO will not set any geo-restriction for the live streaming audience nor for the on-demand view
Badge scanner – API system	For satellite symposia, companies must order the badge scanners via the official supplier CTI by 7 August 2024. API system is not possible

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.

