**ESMO ASIA 2024 - SATELLITE SYMPOSIUM SESSION**

**Submission to** **programme@esmo.org** **by 1 August 2024**

Please make sure to read carefully the [**instructions and regulation**](#_INSTRUCTIONS_AND_REGULATIONS)**s** below, before filling in the required tables.

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| **SATELLITE INFORMATION** |
| **Sponsor** | Name (as it should appear on the online programme) |
| **Allocated slot** | Slot n. |
| **Programme referent** | Name, Surname, email |

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| **AREA(S) OF INTEREST** |
| **Please select one or more Area(s) of Interest** |

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| [ ]  Basic science  | [ ]  Haematological malignancies  |
| [ ]  Breast cancer, early stage  | [ ]  Head and neck cancers  |
| [ ]  Breast cancer, metastatic  | [ ]  Investigational immunotherapy  |
| [ ] Cancer nursing | [ ]  Melanoma and other skin tumours  |
| [ ]  CNS tumours | [ ]  NETS and endocrine tumours  |
| [ ]  Developmental therapeutics | [ ]  Non-metastatic NSCLC and other thoracic malignancies  |
| [ ]  GI, colorectal  | [ ]  NSCLC, metastatic |
| [ ]  GI, non-colorectal  | [ ]  Public policy  |
| [ ]  GU, prostate  | [ ]  Sarcoma |
| [ ]  GU, non-prostate  | [ ]  Supportive and palliative care  |
| [ ]  Gynaecological cancers  | [ ]  Translational research |

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| **SESSION PROPOSAL** |
| **Satellite title** | **Title** |
| Co-Chair 1 | *Name Surname, City, Country* |
| Co-Chair 2 | *Name Surname, City, Country* |
| Introduction | Title  |
| Speaker 1  | *Name Surname, City, Country* |
| Lecture time  | 5’ |
| Presentation 2  | Title  |
| Speaker 2  | *Name Surname, City, Country* |
| Lecture time  | 20’  |
| Presentation 3  | Title  |
| Speaker 3  | *Name Surname, City, Country* |
| Lecture time  | 20’  |
| Presentation 4  | Title  |
| Speaker 4  | *Name Surname, City, Country* |
| Lecture time  | 20’  |
| Presentation 5  | Title  |
| Speaker 5 | *Name Surname, City, Country* |
| Lecture time  | 20’  |
| Conclusion | Title |
| Speaker 6 | *Name Surname, City, Country* |
| Lecture time  | 5’ |

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| **SPEAKER DETAILS** |
| **Last name**  | **First name** | **Institute** | **City, Country** | **Email** | **Email cc** |
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**INSTRUCTIONS AND REGULATIONS**

**INSTRUCTIONS**

* Satellite information and session proposal

All fields must be replaced with the required information, following the suggested format.

* Sponsor name and programme referent

**The** **sponsor’s name** **provided in the *satellite information table* above** **will appear in the Online Programme.**

The programme referent will be considered the main contact for all future programme related communications.

* Session format

Presentation timings are important for the session to be loaded and displayed correctly. **This template is based on an a 90-min session example but talk timings may vary, therefore rows may be added or deleted as necessary**.

Make sure to indicate the correct time for each lecture and to respect the maximum overall confirmed time.

* Speaker details

Affiliation details must be provided in full: *first name, last name, institution, city, country, email, email cc.*

*Note: the email addresses are necessary for ESMO internal purposes (online programme) but will not be published anywhere nor used for any communication.*

* Satellite symposia policy (please see full extract below)

**Experts may not participate in more than two industry satellite symposia**. Should an expert be nominated more than two Satellites (either in the role of speaker or chair), he/she will be asked to select the two session invitations to accept.

**REGULATIONS**

**Satellite symposia programmes**

All satellite symposia programmes must be approved by the ESMO Asia 2024 Scientific Committee prior to any invitations with a view to ensuring the scientific quality and scope of such symposia within the framework of the Congress. Companies are strongly encouraged to establish a programme in line with the general concept of the Congress scientific programme. Current ESMO policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ESMO Asia 2024 Scientific Committee considers to be a proper, scientifically well-founded point of view.

ESMO reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the ESMO Executive Board recommends that a speaker presents at no more than one (1) satellite symposium. However, if unavoidable, a speaker may be involved in a second satellite for a maximum of two (2) symposia during the Congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not.

Additionally, and in accordance with ESMO Organisational Regulations, the following ESMO Officers are not allowed to participate (either as a Chair or Presenter) in any satellite symposium:

• Congress Scientific Chair(s)

• Congress Educational Chair(s), incl. Educational Committee Chair

• Cancer Medicines Committee Chair

• Compliance Committee Chair

• Guidelines Committee Chair

• Editors-in-Chief of ESMO Journals

• Deputy Editors-in-Chief of ESMO Journals

• ESMO-Magnitude of Clinical Benefit Scale Working Group Chair

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

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

Any changes to the provisional or the final programme must be forwarded immediately for re-approval to the ESMO Scientific Programmes Department (programme@esmo.org) in time to submit the final version by 30 August at the latest.

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

**SATELLITE SYMPOSIA PROGRAMME DEADLINES**

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| **1 August 2024** | **Proposed programme submission** Proposed programme – including title of the symposium, all presentation titles, names of all proposed speakers and chairpersons – to be submitted to programme@esmo.org using the official ESMO programme template |
| **Mid-August 2024** | **Notification** Notification by ESMO of acceptance / rejection / request for modifications to the programme as decided by ESMO Asia 2024 Scientific Committee Chairs |
| **30 August 2024** | **Receipt of the final programme**  |

Extract from the ESMO Asia 2024 Industry Guidelines.