



ESMO ASIA 2024

Industry Guidelines

SINGAPORE
2024

ESMO ASIA

**SINGAPORE
6-8 DECEMBER 2024**

The ESMO Asia Congress is an annual event where global and Asian cancer professionals come together, to present and discuss the latest scientific and clinical advances across the entire field of oncology, of relevance at a global level, and for the Asia-Pacific region.



European Society for Medical Oncology

MEMBERSHIP SERVICES

T GUIDELINES



GUIDELINES & PATIENT GUID



PATIENT GUIDES



PUBLICATIONS

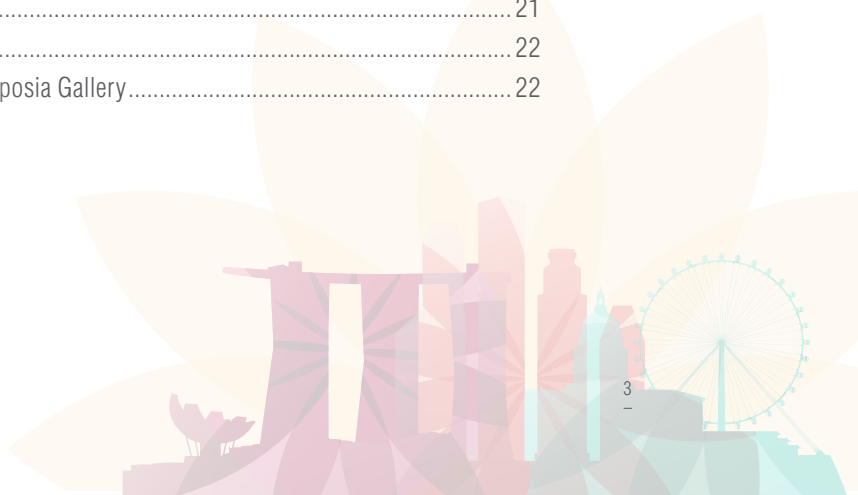


PUBLIC



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CONTACTS

ESMO Asia Congress 2024 Industry Satellite Symposia Support

ESMO Asia Congress 2024 Secretariat

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Sponsorship, industry satellite symposia, advertising and exhibition

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Satellite symposia logistics

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Exhibition support

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Suzi Buang

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Email: esmoasia@worldexpress.com.sg

IMPORTANT NOTE:

ESMO is aware that there might be various websites falsely claiming to represent ESMO with regards to registration and accommodation for ESMO Asia 2024 in Singapore. We will be taking action to limit this; however, we would like to inform you and ask that you also distribute this information wider within your organisation. Some of these sites are asking for member information in the form of member ID number and password. Passwords are strictly confidential and ESMO would never ask for this information. To reserve accommodation, we recommend using the official housing agency for the congress. Please be aware that the only way to register for the ESMO Asia Congress 2024 will be via the official ESMO website or by contacting registration@esmo.org. From 5 December 2024 onwards, registration can be done on-site in Singapore.

WELCOME TO THE ESMO ASIA CONGRESS 2024

Dear Industry Partners,

We look forward to welcoming you to the ESMO Asia Congress 2024 in Singapore, from 6 to 8 December, to present and discuss the latest scientific and clinical advances across the entire field of oncology, of relevance at a global level, and for the Asia-Pacific region.

The outstanding scientific programme will cover the latest advances in treating the most prevalent cancer types in the region, offering high quality multidisciplinary educational sessions and special sessions in collaboration with illustrious international and Asia-Pacific oncology associations.

As usual, there will be a special focus on the Pan-Asian Guidelines Adaptation (PAGA) Lecture, conceived to share best practice standards of care for cancer patients and providing a framework for the structured interaction of key opinion leaders in oncology from Asia and Europe.

We hope you will join us on that journey by taking part in ESMO Asia 2024, where we will unite the Asian and global oncology community and share unforgettable moments!

The ESMO Asia 2024 Congress Officers



Andrés Cervantes, Valencia, Spain
ESMO Asia 2024 Congress President



Hanneke van Laarhoven, Amsterdam, Netherlands
ESMO Asia 2024 Scientific Co-Chair



Georgina Long, Sydney, Australia
ESMO Asia 2024 Scientific Co-Chair



Nadia Harbeck, Munich, Germany
ESMO Asia 2024 Educational Co-Chair



Elaine Lim, Singapore
ESMO Asia 2024 Educational Co-Chair

CONGRESS OFFICERS

ESMO and Asia 2024 President

Andrés Cervantes, Valencia, Spain

Scientific Co-Chair

Hanneke van Laarhoven, Amsterdam, Netherlands

Scientific Co-Chair

Georgina Long, Sydney, Australia

Educational Co-Chair

Nadia Harbeck, Munich, Germany

Educational Co-Chair

Elaine Lim, Singapore

Scientific Committee Track Co-Chairs

Breast cancer:	Yeon Hee Park, Seoul, Republic of Korea Evandro de Azambuja, Brussels, Belgium
Developmental and precision medicine:	Hebert Loong, Hong Kong SAR, China Ruth Plummer, Newcastle upon Tyne, UK
Gastrointestinal tumours:	Kohei Shitara, Kashiwa, Japan Sara Lonardi, Padua, Italy
Genitourinary tumours:	Marniza Saad, Kuala Lumpur, Malaysia Ignacio Duran, Santander, Spain
Gynaecological cancers:	Clare Scott, Parkville, Australia Ilaria Colombo, Bellinzona, Switzerland
Head and neck cancer:	Darren Lim, Singapore Jean-Pascal Machiels, Woluwe-Saint-Lambert, Belgium
Supportive & palliative care:	Raymond Lo, Hong Kong SAR, China Gudrun Kreye, Krems an der Donau, Austria
Thoracic cancers:	Myung-Ju Ahn, Seoul, Republic of Korea Jordi Remon, Villejuif, France
Public policy:	Jean-Yves Blay, Lyon, France Hemant Malhotra, Jaipur, India
CNS:	Giuseppe Minniti, Rome, Italy Ho-Keung Ng, Hong Kong SAR, China
Investigational immunotherapy:	James Larkin, London, UK Han Chong Toh, Singapore
Haematological malignancies:	Marco Ladetto, Alessandria, Italy Won Seog Kim, Seoul, Republic of Korea
Melanoma:	Karijn Suijkerbuijk, Utrecht, Netherlands Richard Quek, Singapore
Sarcoma and rare tumours:	Silvia Stacchiotti, Milan, Italy Tom Wei-Wu Chen, Taipei, Taiwan

PREFACE

Welcome

You have decided to partner ESMO Asia 2024, the largest, most comprehensive gathering of oncology professionals in Asia.

Congress Dates

Official Programme

6-8 December 2024

ESMO Colloquia & Industry Satellite Symposia

6-8 December 2024

Exhibition

6-8 December 2024

Well organised planning makes for successful execution and the European Society for Medical Oncology (ESMO) together with its partner suppliers will be glad to guide you over the coming months towards a congress rich in discussion and exchange for your organisation.

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

- General Information
- Deadlines
- Industry Satellite Symposia
- Industry Meetings
- Promotion
- General Terms and Conditions
- ESMO Priority List

All the regulations concerning the ESMO Asia 2024 Exhibition will be included in the ESMO Asia 2024 Exhibitor Manual.

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

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

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

GENERAL INFORMATION

ESMO Asia 2024 will be a comprehensive congress taking place at Suntec Singapore Convention & Exhibition Centre in Singapore, from 6-8 December 2024.

VENUE

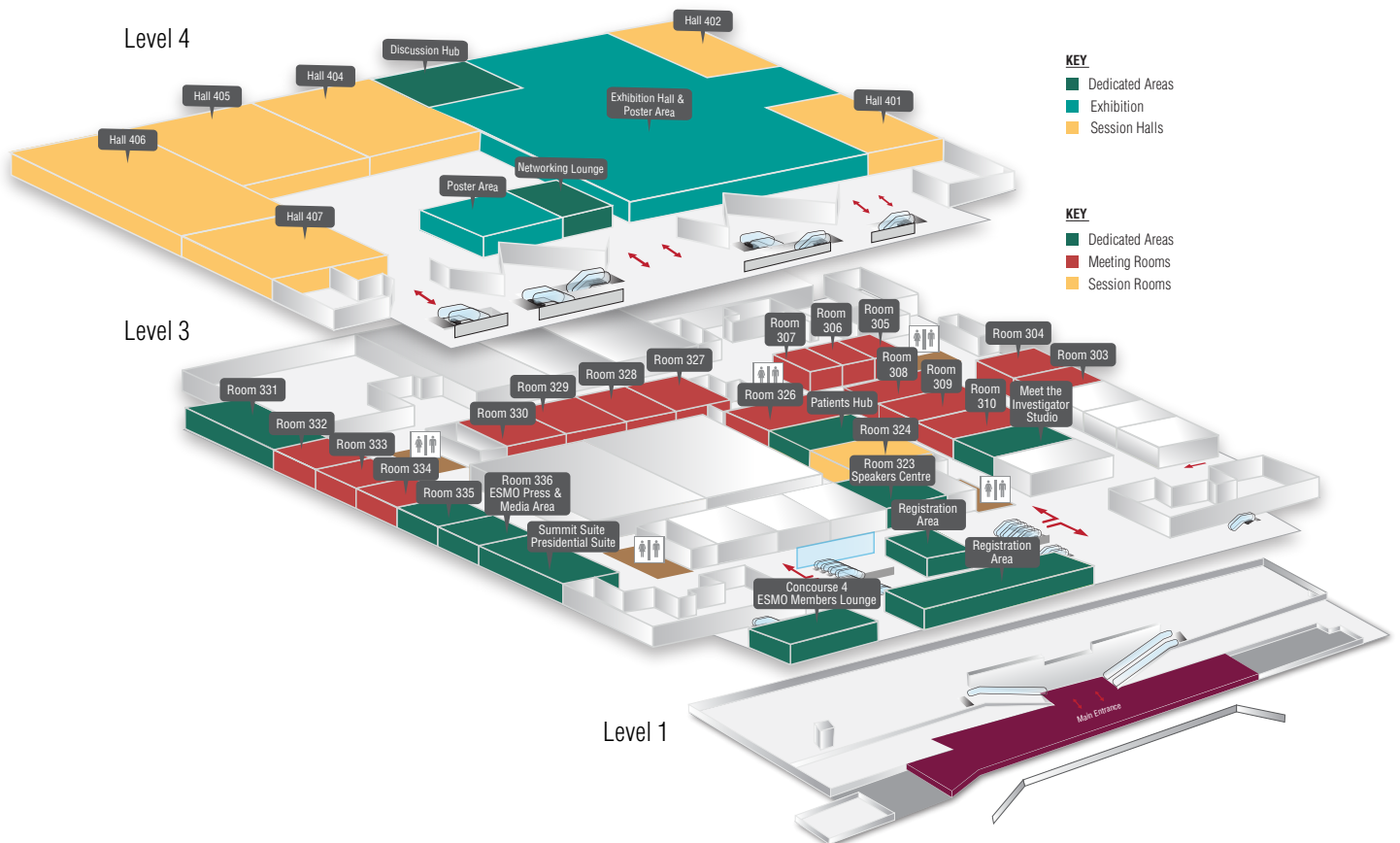
Venue information

Suntec Singapore Convention & Exhibition Centre, 1 Raffles Boulevard, Suntec City, Singapore 039593
www.suntecsingapore.com

Suntec Singapore Convention & Exhibition Centre is a self-contained “city-within-a-city”. One of the largest multi-purpose convention and exhibition facilities in the centre of the city and a 20-minute drive to the airport, Suntec Singapore Convention & Exhibition Centre has hosted some of the world’s biggest meetings, exhibitions and conventions. The centre is located in the central business district of Singapore.



ESMO Asia 2024, Venue Overview



Venue Overview as of April 2024, subject to changes.

DEADLINES

Abstract submission deadlines

- 16 July 2024 Abstract submission deadline
- 8 October 2024 Late-breaking abstract submission deadline

Satellite Symposia programme deadlines

- 1 August 2024 **Proposed programme submission** - 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 by ESMO** of acceptance / rejection / request for modifications to the programme as decided by the ESMO Asia 2024 Scientific Committee Chairs
- 30 August 2024 **Receipt of the final programme**
- 25 October 2024 **Programme poster submission** ([online form](#))

Registration deadlines

- 4 September 2024 Early registration
- 18 September 2024 Name lists for group registrations
- 7 November 2024 Late registration
- 15 November 2024 Group registration closure

General information

- 14 June 2024 Contact details of the responsible person for the satellite symposium organisation ([online form](#))

Satellite symposium

- 4 October 2024 **Booking of the on-site rehearsal** (email sent in due time)
- 25 October 2024 **Submission of the Satellite Symposia Services Order Form**
Additional IT requirements (asiacongress@esmo.org)
- 31 October 2024 **Badge Scanner order** (leadssystem@ctimeetingtech.com)
Additional hostesses' hire (asiacongress@esmo.org)
- 28 November 2024 **Additional AV requirements** (allan@unearthedproductions.com.sg and isabelle@unearthedproductions.com.sg)

Publication deadlines

- 23 September 2024 Daily Reporter Banners
- 7 October 2024 Satellite Invitation Weblink
- 28 October 2024 **Artwork for on-site advertising** (for sponsors that have purchased these sponsorship items)



INDUSTRY SATELLITE SYMPOSIA



1 SATELLITE SYMPOSIA GENERAL INFORMATION

1.1 Structure

Satellite symposia will take place from 6-8 December 2024. Details of available timeslots may be obtained by email from the ESMO Asia 2024 Secretariat (asiacongress@esmo.org).

1.2 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

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.

1.3 Applications

Requests for satellite symposia will be processed in accordance with the company ranking in the ESMO sponsors priority list and, subsequently, on a first-come, first-served basis.

Companies not included in the ESMO priority list that would like to have a satellite symposium or companies in the priority list that would like to have an additional symposium time slot will be given an opportunity after the requests of all the companies in the priority list have been accommodated, subject to availability and on a first come, first served basis.

1.4 Programme timeline and deadlines

On Application	Each company should inform ESMO about the type of product(s) and the treatment area on which the programme of the satellite symposium will be based.
1 August 2024	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 by ESMO of acceptance / rejection / request for modifications to the programme as decided by the ESMO Asia 2024 Scientific Committee Chairs.
30 August 2024	Receipt of the final programme.

Notes:

- The above timeline has been established to give all sponsors equal opportunities to invite preferred speakers and late submission of programme proposals cannot delay the overall approval process. Sponsors who do not adhere to the deadline risk not being able to invite preferred speakers if they have already been confirmed for other satellites in accordance with this schedule. In addition, any delay of programme submission will cause a delay of the confirmation of the programme, and consequently, less time to prepare all publication materials on time.
- Speakers nominated in more than two satellites will be responsible to choose which satellites they want to be involved in.

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

A variety of independent state-of-the-art updates on new developments in oncology can be supported with the primary objective to further enhance the educational experience of our delegates.

This will allow you to support official scientific education by ESMO without being directly involved in the development of the programme, or in selecting the faculty.

- ESMO handles all logistics and promotion of the colloquia
- All colloquia will be recorded and the on-demand versions will be promoted via the OncologyPRO newsletter after the live event

Companies interested in this product must secure a satellite symposium slot first.

For more information, contact colloquia@esmo.org.

IMPORTANT:

All ESMO Colloquia Slots are ESMO-MORA accredited.

1.6 Duration of the satellite symposia

All companies are obliged to respect the start and closure times of the satellite symposia. Extensions beyond assigned timeslots are not allowed under any circumstances. Infringement of this regulation will affect the sponsors priority list for future ESMO congresses.

1.7 Satellite symposia contact/representatives

Each company must provide the name of the person responsible for the organisation (logistics) of its satellite symposium to the ESMO Asia Congress 2024 Secretariat via the dedicated [online form](#) by **14 June 2024** and also notify in advance of any change on these contact details.

If several people are responsible for various aspects (financial, organisational, etc.) of the symposium, the company must inform ESMO accordingly. ESMO strongly recommends, however, that only one (1) contact person is appointed.

IMPORTANT:

ESMO will send any information related to the satellite(s) only to the designated persons which have been communicated prior to the above-mentioned deadline.

1.8 ESMO Asia Congress website and Congress App

The satellite symposia will also be reference in our website and Congress App. Industry Satellite Symposia published in any of the different platforms will follow the layout given by the ESMO Asia Congress 2024 Secretariat. The submission of the programme must follow the format of the [ESMO template](#).

The following details are necessary: session title, lecture titles, allocated time for each presentation, full speaker names, institute and contact details.

1.9 Abstract presentation during the Congress

Each company must guarantee that data from studies reported in accepted abstracts will not be presented as such during the congress at any industry satellite symposium prior to presentation in the official ESMO Asia Congress 2024 programme.

1.10 ESMO Asia Congress Abstract Book

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

1.11 Registration

Registrations to ESMO Asia 2024 must be made by the individuals themselves or by a group leader following the process outlined on the congress webpages. Contact registration@esmo.org for more information.

1.12 Group voucher registration

ESMO offers the possibility to register big groups with a voucher code.

How it works

- Group leaders contact groups@esmo.org to request group registration using a voucher code
- Group leaders send the invitations directly to delegates, including the voucher code and instructions on how delegates can register themselves individually
- Registration confirmations and relative information on how to access the congress will be sent directly to the delegates a few weeks before the Congress. Group leaders can request confirmation of voucher use

What to consider

- Voucher registration is GDPR compliant
- Name changes are not possible
- No closure of group registration using the voucher code. Vouchers can be ordered after the standard group registration closure allowing more time to invite delegates
- Group badges pick up on-site is not available

1.13 Post-Congress hosting

All satellite symposia will be recorded unless the sponsoring company specifies anything differently on the [Satellite Symposia Services Order form](#). To obtain a copy of the recording(s) from our official supplier, CTI (esmo@ctimeetingtech.com), charges may apply. Please refer to the Webcast on Demand [brochure](#) and [order form](#).

Post-congress, the official sessions, where permission is granted, will be added to OncologyPRO.

This platform will provide a unique opportunity for all satellite organiser to host their on-demand satellite session(s) directly in our library and make the content easily accessible to all our attendees and members.

The post-congress hosting will be handled as follows:

- OncologyPRO Sponsors satellite symposia will be hosted on OncologyPRO for 2 years
- Non-OncologyPRO Sponsors satellite symposia will be hosted free of charge on the ESMO Meetings Library for 6 months

To find out more on how to become an OncologyPRO sponsor contact Jon Roberts (jon.roberts@esmo.org) or Anna McDougall (anna.mcdougall@esmo.org).

1.14 Compliance

ESMO Asia 2024 is organised by the European Society for Medical Oncology (based in Lugano, Switzerland). The congress is provided to international HCPs with a majority from Asia, in accordance with the international Industry Code of Practices and/or local approval in each country.

Participants fully registered to the congress, visitors wearing the visitors' badge, exhibitors wearing the exhibitor badge and agencies wearing the Industry Satellite badge will have access to the satellite symposia sessions, at the discretion of the sponsoring company.

For ESMO Asia 2024, different badge coloured stripes will be used in order to allow identification of delegates as prescribers or non-prescribers. This decision has been taken to comply with prescription-only medicines promotional legislation, as far as applicable. (i) Delegates attending the Congress will be responsible when deciding which parts or areas of the congress they access, and (ii) By previously identifying their profile, pharmaceutical companies will be responsible when deciding how they engage or interact with participants, according to applicable laws and Codes of Practice.

1.15 Code of Conduct

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

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on [pages 32-33](#)

2 SATELLITE SYMPOSIA DETAILS

2.1 Schedule

No.	Time	Duration	Location	On-site Capacity
Friday, 6 December 2024				
1	12:00-13:30	1 h 30*	Hall 405	350
2	12:00-13:30	1 h 30*	Hall 404	350
3	12:00-13:30	1 h 30*	Hall 401	300
4	12:00-13:30	1 h 30*	Hall 402	300
5	12:00-13:30	1 h 30*	Hall 407	300
6	15:30-16:30	1 h*	Hall 405	350
7	15:30-16:30	1 h*	Hall 404	350
8	15:30-16:30	1 h*	Hall 401	300
9	15:30-16:30	1 h*	Hall 402	300
10	15:30-16:30	1 h*	Hall 407	300
Saturday, 7 December 2024				
11	12:45-14:15	1 h 30*	Hall 405	350
12	12:45-14:15	1 h 30*	Hall 404	350
13	12:45-14:15	1 h 30*	Hall 401	300
14	12:45-14:15	1 h 30*	Hall 402	300
15	12:45-14:15	1 h 30*	Hall 407	300
Sunday, 8 December 2024				
16	12:30- 14:00	1 h 30*	Hall 405	350
17	12:30- 14:00	1 h 30*	Hall 404	350
18	12:30- 14:00	1 h 30*	Hall 401	300
19	12:30- 14:00	1 h 30*	Hall 402	300
20	12:30- 14:00	1 h 30*	Hall 407	300

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

IMPORTANT:

The satellite symposia slot prices quoted in the ESMO Asia 2024 Industry Prospectus include:

- On-site (in person) satellite symposium
- Satellite symposium published in the online programme and Congress App
- Satellite symposium programme poster in the ESMO Asia 2024 Industry Satellite Symposia Gallery at the Congress Venue

3 SATELLITE SYMPOSIA



Submit your [Satellite Symposia Services Order Form](#) by **27 October 2024** to confirm the preferred options for your on-site satellite symposium.

3.1 Auditoria set-up and technical equipment

The satellite symposium auditoria include:

- The auditorium construction, rental and basic set-up
- AV basic equipment (see details in the table below - preliminary information subject to changes)
- AV support staff
- 1 satellite assistant, 1 stage assistant and door checkers

Set-up in theatre style in all the auditoria, with 5 armchairs on stage. Additional armchairs (subject to capacity), can be requested to asiacongress@esmo.org upon extra charge by **4 October 2024**.

The satellite symposia technical floorplans will be made available online by the end of August 2024 in the “Industry Participation/ Preparatory Information” section of [our website](#).

Hall/Room	Capacity	Projector	Laptop	Screens	Microphones		
					Lectern	Stage*	Floor*
Hall 405	350	10,000 Ansi Lumens Full HD Projector	1	2 - 16ft x 9ft 1 - 13ft x 7.5ft	2	3	4
Hall 404	350	10,000 Ansi Lumens Full HD Projector	1	2 - 16ft x 9ft 1 - 13ft x 7.5ft	2	3	4
Hall 401	300	10,000 Ansi Lumens Full HD Projector	1	2 - 16ft x 9ft 1 - 13ft x 7.5ft	2	3	4
Hall 402	300	10,000 Ansi Lumens Full HD Projector	1	2 - 16ft x 9ft 1 - 13ft x 7.5ft	2	3	4
Hall 407	300	10,000 Ansi Lumens Full HD Projector	1	2 - 16ft x 9ft 1 - 13ft x 7.5ft	2	3	4

*Wireless microphones

3.2 Auditoria Lectern

Lectern laptop usage

Kindly be informed that the following regulations apply to the lectern laptop in the assigned auditorium:

- The laptop cannot be removed from the lectern
- It is strictly forbidden to upload any presentation on the laptop using a USB key
- No laptop set-ups can be changed

Auditoria capacity reduction

The capacity of the auditoria can be reduced, provided that the request is sent to the ESMO Asia Congress 2024 Secretariat (asiacongress@esmo.org) by **4 October 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 extra costs, which will include barrier bands and local staff.

Overflow area usage

If no more seats are available in the auditorium the satellite symposium will be broadcasted in the assigned overflow area. The overflow area can be used even if an auditorium reduction has been requested.

3.3 Technical and monitoring staff

The following staff is assigned to each auditorium:

- One technical staff member
- One stage assistant
- One satellite assistant (available 30 minutes prior to the satellite symposium until 30 minutes after the session)
- Door checkers

Also note that if you wish to have any badges scanned prior to the start of your satellite (at the entrance of your lecture auditorium), you should order extra assistants for this purpose, unless you order badge scanners through the official supplier CTI, where satellite scanner assistants are included with the rental.

Additional assistants can be hired through asiacongress@esmo.org by **31 October 2024**.

3.4 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 setup is not allowed.

Additional audio-visual equipment should only be ordered through the official supplier, Unearthed Productions (allan@unearthedproductions.com.sg and isabelle@unearthedproductions.com.sg), via the [online form](#). Due to the specific set-up put in place, it is **not permitted to use an external technical supplier**.

Deadline to place your order is **28 November 2024**. After this deadline orders will not be accepted.

3.4.1 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 to Suntec Singapore (winston.sze@suntecsingapore.com).

3.4.2 Voting system

Companies sponsoring a satellite symposium that requires a polling system may refer to the [brochure](#), enquire with our official supplier, CTI (esmo@ctimeetingtech.com), or submit your completed [order form](#).

3.5 Food & beverage areas

Catering is not included in the satellite slot. All catering costs will be borne by the sponsor and is to be ordered through Suntec Singapore, the exclusive F&B provider. No food & beverage supplier or caterer will be allowed to supply or cater food & beverage in the Centre. Due to space limitations and safety and security reasons, bag/box meal options will be made available for each satellite F&B slot. The exact serving location will be defined at a later stage.

The bag/box meals will be served for a maximum of 15 minutes before the satellite symposium. Trash bins will be made available for cleaning the auditoria plus the caterer will have additional staff to clean the auditoria after the sessions.

Requests for F&B functions should be addressed to the ESMO Asia Congress 2024 Secretariat (asiacongress@esmo.org). The official order form will be sent via email in due time.

Please also note that any food items served in the congress centre must be purchased through the official catering service, and food and beverages purchased through external suppliers are strictly not allowed. Distribution of food and beverages is not allowed in public areas of the congress venue. No alcohol will be served during the ESMO Asia Congress 2024.

3.6 Installation, rehearsal and dismantling times

The auditoria will be available 15 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 minutes after the scheduled end of the satellite symposium. Please note that auditoria's cleaning is not foreseen before the satellite session.

Please note that for each satellite slot we can assign 1 rehearsal slot only and upon availability. Additionally:

- Rehearsal slots are not guaranteed and are subject to availability
- Rehearsals will be assigned on first-come, first-served basis
- Rehearsals slots have maximum duration of 1 hour



An email regarding the rehearsal booking will be sent to you in due time. Rehearsals need to be booked by 4 October 2024. After this date rehearsals will not be granted.

3.7 Speaker centre

IMPORTANT:

For logistical reasons and to grant a smooth process, companies organising a satellite symposium must use the **speaker centre** to upload the symposium slides and need to follow the below instructions.



One designated representative for presentation upload at the speaker centre to be communicated by 25 October 2024 via the [Satellite Symposia Order Form](#)

3.7.1 Speaker centre usage & benefits

Usage of the speaker centre is free of charge and companies will benefit from:

- Direct PPT upload from speaker centre to the session auditorium
- Support from experienced staff to upload/manage the PPT presentations
- Usage of related Overflow Area

3.7.2 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 in the speaker centre 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

3.7.4 Presentation upload instructions

Only the company/agency **designated representative** (communicated to ESMO by **25 October 2024** via the [online form](#)) will be granted access to the speaker centre for upload of all satellite's presentations. This person must be duly registered on the list and will need to identify with first name and last name upon arrival at the speaker centre.

The designated representative is requested to check-in all satellite's final presentations on a USB-removable drive at the speaker centre **no later than 3 hours before** the start of the satellite symposium.

CTI Staff will always be available to offer support and technical assistance during the upload of the presentations. Once the presentations have been checked, the congress technical staff will be responsible for delivering it to the auditorium in time for your satellite session.

Restrictions

Personal laptops cannot be connected to the projectors in auditoria and presentations cannot be loaded directly onto the lectern laptop. Presentations must be uploaded at the speaker centre.

3.8 Badge scan system (Lead system)

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

The ESMO Asia 2024 cLead Retrieval System is a fast and easy way to record visitor contact information. By simply scanning a visitor's name badge with the supplied scanner, contact details are entered into your own visitor database, including all relevant product information or comments which have been added to these visitors' profiles beforehand. Following the event, data can be provided in printed form or as a MS Excel file, or made available with proper access rights through an online platform.

Further details are available in the [cLead brochure](#) and [cLead order form](#). Deadline to order the badge scan system: **31 October 2024**. Badge scanners packages already include hostess' hire!

GDPR: Using this service will imply processing of personal data, e.g. when scanning the visitor badges. 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 visitors can object being scanned without negative consequence. They must still be granted access to the conference. For more information about this, please visit the [ESMO Terms and Conditions page](#). The badge scanner can be collected at the cLead (badge scanners) desk in the registration area.

3.9 GDPR

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

3.10 Faculty expenses for satellite symposia

Registration, travel and accommodation: ESMO will subsidise registration fees, travel expenses and cover hotel accommodation for a maximum of 3 (three) nights for any expert already speaking in the official ESMO Asia 2024 programme at an ESMO Faculty hotel and in accordance with the ESMO Asia 2024 invited speaker reimbursement policy. Speakers who are NOT participating in the official ESMO Asia 2024 programme must have their registration fees, and travel and accommodation expenses covered in full by the sponsor.

3.11 Storage possibilities

For more details, please contact EXPOTRANS PTE. LTD. (alice.lum@expotrans.net). Please note that fees will apply according to the storage volume.

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on [pages 32-33](#)

4 SERVICES INCLUDED

4.1 ESMO Asia 2024 Industry Satellite Symposia Gallery

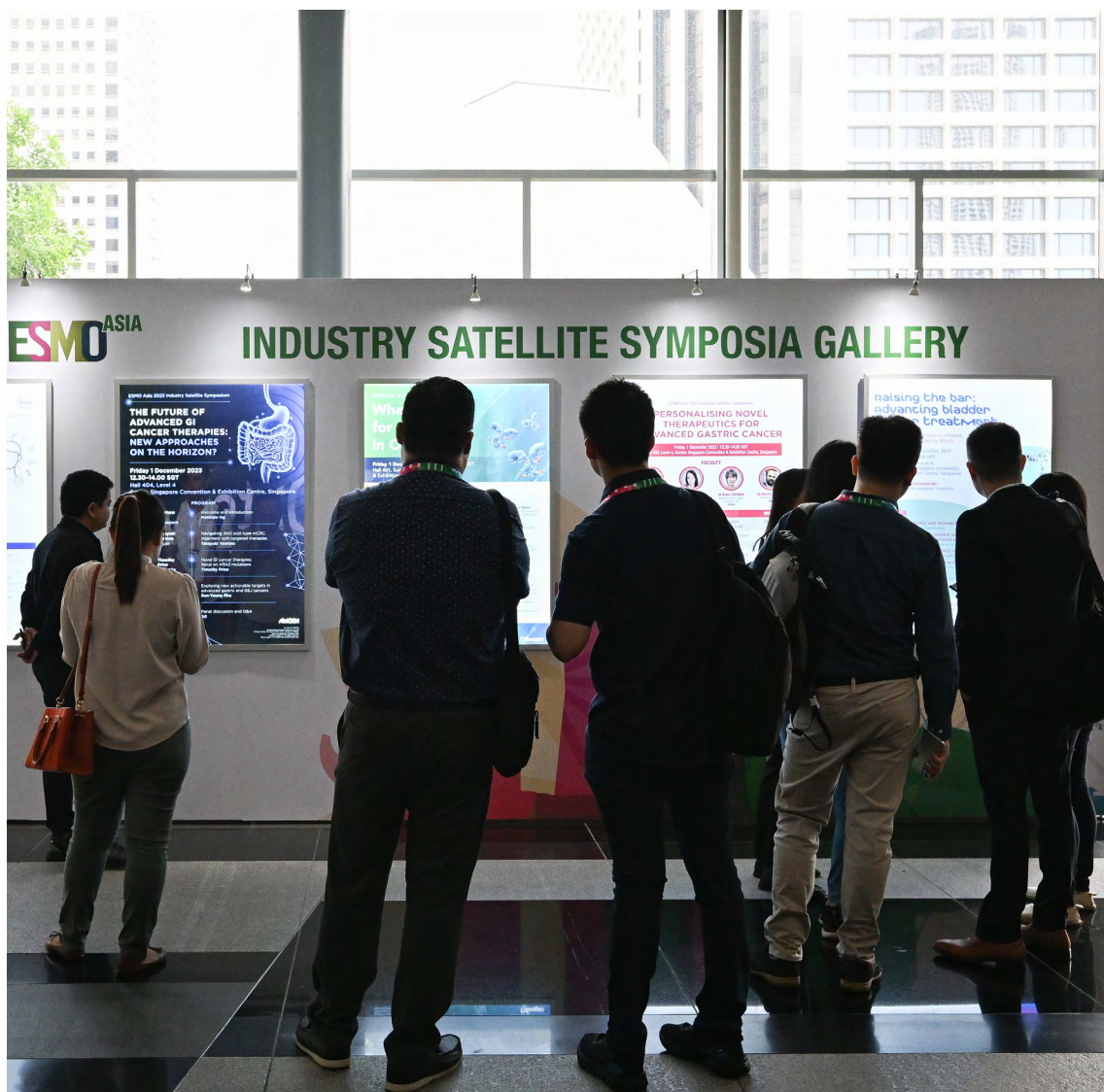
All satellite symposia will be allocated in the ESMO Asia 2024 Industry Satellite Symposia Gallery.

Each programme poster artwork should respect the following format and deadline:

- The wording “ESMO Asia 2024 Industry Satellite Symposium” must be included at the top of each poster to avoid any confusion with the official scientific programme
- The content must reflect the final programme submitted by 30 August 2024; **no changes are allowed**
- Format: **841mm W x 1189mm H (vertical format), high resolution, JPEG**



Submit here your programme poster artwork by 25 October 2024. The submitted artwork will be used for the ESMO Asia 2024 Industry Satellite Symposia Gallery





INDUSTRY MEETINGS

5 INDUSTRY MEETINGS AND ACTIVITIES

5.1 General Information

Blackout times:

Friday, 6 December 2024	09:00-18:15
Saturday, 7 December 2024	09:00-18:00
Sunday, 8 December 2024	09:00-16:00

IMPORTANT NOTE:

All meetings, networking events, concomitant activities and private industry meetings, are subject to ESMO approval. Please send your request to asiacongress@esmo.org.

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

5.2 Networking events

Companies may organise evening events, provided that these start after the conclusion of the official programme of the day and are subject to ESMO approval, please send your request to asiacongress@esmo.org.

The Opening session will take place in the congress venue on 6 December 2024, 09:00-10:00 hours. ESMO does not authorise that Congress participants are offered any corporate-organised event before the end of the Opening session (10:00 hours). Times subject to changes.

The ESMO Presidential Dinner is foreseen on Saturday, 7 December 2024. The ESMO Board of Directors and the Congress Faculty will be invited to the Presidential Dinner.

5.3 Unofficial satellite symposia or similar events

During the period beginning Thursday, 5 December 2024 through to Sunday, 8 December 2024, ESMO does not allow any corporate-organised satellite symposia or similar events to take place on other days and in other places except on 6, Saturday 7 and Sunday 8 December 2024 in the official venue.

5.4 Concomitant activities

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

Clear identification of meeting organiser, meeting purpose, number of participants, date and time must be submitted for approval to ESMO (asiacongress@esmo.org) at least 6 weeks prior to the event.

5.5 Media activities (Press)

All media activities initiated by third parties are subject to a specific [Media Policy](#). Companies wishing to organise a media event during the Congress should send a request to ESMO Communications. For any additional information about Media issues, please contact ESMO Communications, media@esmo.org.

Press badges

According to the [ESMO Media Policy](#), press badges may only be assigned to journalists working for recognised media organisations. Should communication agencies or companies representatives require a badge for the purpose of preparing and/or developing third-party media events, please contact send an email to both ESMO Registration (registration@esmo.org) and ESMO Communications (media@esmo.org) to request a temporary dedicated badge. This badge only allows access to the room where media activities are taking place. Full details are available in the [ESMO Third-party Media Activities Policy](#).

5.6 Filming activities

All filming activities initiated by Third Parties need written approval by ESMO (filming@esmo.org).

Photographers and/or filming crews members hired by Third Parties, can perform their activities abiding by the ESMO Filming Policy and purchasing a valid badge. Specific and different filming permissions may be granted to Third Parties and are subject to limitations and rules based on the purpose, the activity and the entity applying for the badge request. Badge requests can be sent to filming@esmo.org.

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

5.7 Private Industry meetings

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

Meetings may be organised from Thursday to Sunday from 08:00 to 22:00 and the following requirements must be respected:

- Small meetings may be held in parallel to the official ESMO Asia Congress educational and scientific programme provided they do not exceed 35 participants (including any who may be connecting remotely)
- Larger meetings exceeding 35 participants (up to a maximum of 100 participants) are permitted outside of the blackout times and are intended for company staff only
- Simultaneous meetings organised by the same company (on different or same topic), are in-principle not allowed, and will be a matter of approval from ESMO
- Meetings are “closed” and by invitation only
- Each company is responsible for the meeting content. ESMO does not endorse any private meeting
- Meetings are not to be promoted in the congress centre or in any ESMO Asia 2024 publication or to be promoted online e.g. via social media
- ESMO Asia 2024 Faculty and Speakers, ESMO Executive Board and Council Members are not to be invited to participate in any private industry meetings to be held during the official programme or during the ESMO Asia Presidential Dinner
- No hybrid meetings are allowed
- For media activities involving press representatives and any filming activities within the venue, please refer to 5.5 Media Activities and 5.6 Filming activities

IMPORTANT NOTE:

No meetings are permitted during the Opening Session (Friday, 6 December, 09:00-10:00) and the Presidential session (Saturday, 7 December, 10:45-12:15). Times subject to change.

Meeting room booking procedure

Meeting rooms can be requested via asiacongress@esmo.org. Booking requests can be submitted until **1 November 2024**. Meeting rooms can be rented from Thursday, 5 December 2024 to Sunday, 8 December 2024, 08:00-18:00, subject to availability. Extension of the rental is possible until 22:00 and charges will apply.

IMPORTANT NOTES:

- Assignment: The spaces will be assigned on a first-come, first-served basis
- Layout: the meeting spaces will be given in a specific layout. Any set-up and dismantling time needed for the Private Industry Meeting must be included in the reserved slot of time. Changes of set-up are not included in rental fee
- AV/IT: the rental of the rooms will include basic AV/IT equipment (screen, projector, Wi-Fi). Additional technical equipment can be ordered through the official supplier, Uearthed Productions (allan@unearthedproductions.com.sg and isabelle@unearthedproductions.com.sg), via the [online form](#)
- Signage: a roll-up can be placed outside the rooms for full day reservations only. For bookings for less than one day no signage is allowed. All the roll-ups should be removed at the end of the meeting. No other type of signage is allowed. Registration table outside the rooms will be subject to the venue's approval
- F&B: F&B is not included in the rental. Further information regarding F&B orders will be available on the [ESMO Asia 2024 Website](#)

Access to meeting rooms

Meeting's attendees not registered to the Congress can access private meeting spaces with a daily ticket, which can be purchased online from November 2024 and if you need support please contact registration@esmo.org.

Please note that attendees without a badge will not be able to access the venue for security reasons. If your meeting is scheduled very early in the morning, please make sure that badges are collected in advance.

Method of payment

All the invoices will be processed in EURO. Payments can be finalised by credit card or by bank transfer. The company applying for meeting spaces will be responsible for its meeting related expenses.

Cancellation policy

No refunds will be issued. 100% of the total fee will be retained for cancellation received. All cancellation must be made to ESMO in writing.

5.8 Meet the Investigator Studio Time Slots

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

The Meet the Investigator Studio slots will take place on Level 3 of the Congress Centre. Technical floorplans will be available online and room rental will include basic AV/IT equipment (screen, LCD Projector, Wi-Fi). Any set-up and dismantling time needed must be included in the reserved slot of time.

- One room with capacity for 80 delegates, with access completely controlled by the sponsoring company
- No set-up changes possible at any time
- Equipment: 1 screen, 1 laptop, 1 projector, 1 lectern equipped with 1 microphone, 1 panel table up to 4 people equipped with 4 microphones, 1 table outside the auditorium. NO extra AV permitted
- 1 hostess
- Restrictions: filming and audio recording is not permitted
- F&B is not permitted due to limited set-up time
- Presentations of 30', all included, set up and dismantling of possible posters too
- Presentations one after the other, strict enforcing of timeslot allocation
- A schedule with the sponsoring company and slot times will be published in the Meet the Investigator Area
- Companies can book single slots of 30 minutes
- Time slots must not be in conflict with satellite symposia
- Roll-up banners near/outside auditoria entrance(s) are prohibited

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

5.8.1 Additional information

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

ESMO reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the ESMO Asia Scientific Committee* recommends that a speaker presents at no more than one (1) Meet the Investigator Studio Time Slot. However, if unavoidable, a speaker may be involved in a second Meet the Investigator Studio Time Slot for a maximum of two (2) Meet the Investigator Studio Time Slots during the Congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not.

Additionally, and in accordance with ESMO Organisational Regulations, the following ESMO Officers are not allowed to participate (in either a Chair or Presenter role) in any Meet the Investigator Studio sessions: ESMO President, President-Elect, Past-President, Director of Education, Director of Membership, Director of Public Policy, Congress Scientific Chair(s), Cancer Medicines Committee Chair, Compliance Committee Chair, Educational Committee Chair, Guidelines Committee Chair, Editors-in-Chief and Deputy Editors-in-Chief of ESMO Journals, and the ESMO-Magnitude of Clinical Benefit Scale Working Group Chair. All other ESMO Council members may participate in a maximum of two Meet the Investigator Studio sessions subject to approval by the ESMO Asia Scientific Committee. This restriction does not apply to ESMO Colloquia. Details of the ESMO Council may be found via: www.esmo.org/about-esmo/organisational-structure/esmo-council.

**ESMO policy may be subject to change*

For more information and to book your slot, please contact the ESMO Asia Secretariat (asiacongress@esmo.org). Meet the Investigator Studio Time Slots will be assigned on a first-come, first-served basis.

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on [pages 32-33](#)



PROMOTION



6 PROMOTION OF THE INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES

6.1 Publications and on-site Advertising

Each company will ensure that all company publications referring to satellite symposia mention: “ESMO Asia 2024 Industry Satellite Symposium” in order to avoid any confusion with the official scientific programme. For this reason, all companies must submit a copy of the final publication to asiacongress@esmo.org and respect the following deadlines:

23 September 2024	Daily Reporter Banners
7 October 2024	Satellite Invitation Weblink
28 October 2024	Artwork for on-site advertising (for sponsors that have purchased these sponsorship items)

ESMO suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, ESMO bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither is ESMO supporting those products or services for their sole promotion at ESMO Asia 2024.

However, ESMO reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local laws and ESMO bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that the display or transmission of information, advertising, promotion and actions during the congress comply to the Code of Practice and applicable regulation of governing bodies in Singapore.

6.2 Reproduction of logos

Each company is entitled to use the official logo of ESMO Asia 2024 on invitations and promotional documents related to the approved satellite symposium.

Companies are not allowed to use the ESMO corporate logo under any circumstances.

The ESMO Asia Congress 2024 Secretariat (asiacongress@esmo.org) will provide the ESMO Asia Congress 2024 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

6.3 Inviting participants

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

A month prior to ESMO Asia 2024, satellite symposium organisers will have the possibility to showcase their satellite(s) via a digital satellite invitation/weblink(s) in our Online Scientific Programme and invite delegates to find out more about their session(s).

Furthermore, in the ESMO Asia 2024 E-Newsletter there will be a dedicated Industry Satellite Symposia section whereby all these digital invitations will be grouped.

From the 7 October 2024 your satellite invitation weblink will go live (this will be subject to prior submission before the **7 October 2024** deadline and subsequent approval by the ESMO Asia Congress 2024 Secretariat).

The ESMO Asia 2024 E-Newsletter will be sent out to all registered delegates in November 2024.

To take full advantage of this unique opportunity and book this sponsorship product contact asiacongress@esmo.org today!

Rules and Regulations:

ESMO reserves the right to refuse requested Weblinks should any web page be deemed to conflict with ESMO's ethics or interests.

- A weblink is a page or pdf, created by the sponsoring Industry, highlighting their satellite
- The content of the weblink message must not make any statements about the quality or virtues of a sponsoring Industry and/or any of the Industry's product(s) either via text or visuals.

With a satellite symposia, the content of the Weblink must solely state the:

- Title of the session
- The names of the chairpersons and speakers
- Venue and timing of the ESMO approved scientific programme
- Remember that no product names or brand names are allowed in the title or in the scientific programme of the session
- The deadline to submit your weblink to asiacongress@esmo.org is the **7 October 2024**. Your weblink will undergo an internal approval procedure and Industry will be informed within 5 working days as to the status of approval
- This page must not include links, hyperlinks, hot-spots or any means through which the advert can be linked to another site. There will be no exceptions made to this rule
- The weblink may consist of more than 1 virtual page, due to its' online nature, however no more than 2 pages can be included per weblink
- Under no circumstances may "Flash files" be allowed
- Any requests for content or structure change/amendments after the weblink has been linked to the appropriate listing will not be actioned
- To ensure that the ESMO Asia Congress 2024 logo is properly protected, ESMO has defined guidelines for its use, which permit the use of the Congress logo under specific conditions
- Cancellation of the weblink should be sent in writing to the ESMO Asia Congress 2024 Secretariat
- The web page will only be linked once ESMO approval is confirmed and the payment for the sponsorship package is received

6.4 Advertisements

Advertisements are possible on-site at the venue.

Please contact asiacongress@esmo.org for further details.

6.5 Signage, display and distribution on-site

For the display of programme posters, one designated support will be made available in the ESMO Asia 2024 Industry Satellite Symposia Gallery. Please refer to Section 4.1. Companies are entitled to bring one roll-up poster of a standard size (85x200cm) for each entrance of the assigned auditorium. Roll-ups should be removed at the end of the session.

The display of posters is forbidden in other areas of the congress centre other than on the designated poster boards, throughout the congress period. Invitations* and flyers may not be distributed to participants in any access to, or in public areas of, the congress centre, including between the metro station and the main entrance of the congress venue.

Flyers may, however, be distributed at the company booth from when the exhibition is open and in front of the door(s) of the assigned auditorium no earlier than one (1) hour before the start of the Satellite symposium. One welcome desk will be available outside each auditorium.

Additionally, the venue strictly forbids sticking signage or other elements to any walls, doors or windows of the premises.

*Artwork production and delivery of invitations is at the sponsoring company's expense

6.5.1 ESMO Asia 2024 Industry Satellite Symposia Gallery

The ESMO Asia 2024 Industry Satellite Symposia Gallery will be located in the Registration Area and will comprise one designated poster board. On each day, the posters of the corresponding satellite symposia will be displayed daily from 08:00 (SGT). For Friday, 6 December 2024, the posters of the afternoon satellite symposia will be displayed from 12:00 (SGT).

Each programme poster artwork should respect the requirements mentioned in [paragraph 4.1 on page 22](#) and in the online submission form. The submitted artwork 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.

The artwork will be used for the ESMO Asia 2024 Industry Satellite Symposia Gallery.



Submit [here](#) your programme poster artwork by 25 October 2024

6.6 Promotion at congress hotels

The production, distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by ESMO. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material (see 4.1). No assistance will be provided by ESMO or by the official housing service for the distribution of material or for the list of official Congress hotels.

6.7 Other promotional activities

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

6.8 Promotion related to products and services

Companies holding satellite symposia are responsible for obtaining relevant information and for complying with all Singaporean and international rules and regulations related to advertising and promotion of all products and services mentioned as part of the satellite symposium. Advertising of a specific product does not mean acceptance by ESMO, and the companies are solely responsible for ensuring that any of its advertising complies with relevant Code of Practice and applicable local and international laws.

Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on [pages 32-33](#)

GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ESMO Asia 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 Asia 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 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. For companies in the priority points ranking, applications for promotional opportunities must be received by 22 March 2024 in order to be included in the first round of assignments.
- Priority points ranking status. Between 1 September 2022 and 31 July 2023, ESMO will review all investments and compile the priority points ranking list. This ranking list will define the order in which requests of companies are processed. When an equal number of points are held by 2 or more sponsoring companies, promotional opportunities will be assigned according to the monetary value of the requested opportunities.

Assignment

At each sponsoring company's turn for assignment, every effort will be made to:

- Offer the first, second and third choice made on the sponsorship application form subject to availability.
- Offer a real time selection of what is available if the 3 choices on the sponsorship application cannot be honoured. To ensure each sponsoring company has a chance to choose a suitable opportunity, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available. For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period.

Terms of Payment

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

Cancellation Policy

The company cancelling its support after the official application form has been accepted will be liable to pay the following fees (if the sponsorship product(s)/ service(s) cannot be reallocated to another company):

- 25% of the total rate, if the cancellation request is received in writing by 22 March 2024.
- 50% of the total rate, if the cancellation request is received in writing between 22 March 2024 and 21 May 2024.
- 100% of the total rate, if the cancellation request is received in writing after 21 May 2024.

Once the sponsorship item(s) are officially assigned the cancellation fee is 100% of the total rate.

If the item(s) can be reallocated to another sponsoring company, the former sponsoring company will receive a full refund of deposit(s) paid and less the administrative fees of 10% on the total sponsorship investment.

Administration fees/invoicing changes

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

Indebtedness

Payments not received by the first day of the Congress (Friday 6 December 2024) will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after ESMO Asia 2024 but not later than 18 December 2024. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

Data Protection and Sharing of Contact Details

All data provided during the application process may be used (saved, stored, processed, transmitted, shared and deleted, but not modified) to allow the processing and execution of the Application(s). This data may be shared with our contractors to the extent necessary to ensure the organisation of ESMO Asia 2024.

Postponement or Abandonment

ESMO reserves the right to postpone the event, including if unforeseen circumstances warrant such action. Should any contingency prevent the holding of ESMO Asia 2024 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment.

Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO Asia 2024 in the event of force majeure cases (e.g. any acts of God, strikes, labour disputes, epidemics, pandemics, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

Limitation of Liability of ESMO and Warranties

ESMO shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence of an employee, director, representative or contractor. Nor shall ESMO be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

ESMO gives no warranties in respect of any aspect of ESMO Asia 2024 or any materials related thereto or offered at ESMO Asia 2024 and, to the fullest extent possible disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. ESMO Asia 2024 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ESMO Asia 2024 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ESMO Asia 2024 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ESMO Asia 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.

Bankruptcy or Liquidation

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

Security and Insurance

Neither ESMO nor its affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from ESMO Asia 2024 or other aspect related thereto.

The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at ESMO Asia 2024 must comply with all rules and policies established by ESMO.

Violation Procedure

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

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

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

This will be confirmed in writing after ESMO Asia 2024. Appeals may be made to the ESMO Management.

Penalties

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next ESMO Congress.

Claims Procedures, Place of Performance and Jurisdiction

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing. The maximum time lapse is 1 month from the closure of ESMO Asia 2024. Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

Final Clause

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

ESMO PRIORITY LIST

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

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

ESMO PRIORITY LIST

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

ESMO ASIA 2024 INDUSTRY SATELLITE SYMPOSIA CHECKLIST

Item	Page	Deadline	Submission	Status
PROGRAMME				
Proposed programme Including the title of the satellite symposium, all presentation titles, the names of all proposed speakers and chairperson(s)	p.17	02/08/2024	Mandatory - via e-mail programme@esmo.org using the Programme template	<input type="checkbox"/>
Final programme	p.17	30/08/2024	Mandatory - via e-mail programme@esmo.org using the Programme template	<input type="checkbox"/>
Programme poster submission 841mm W x 1189mm H (vertical format), JPEG	p.33	25/10/2024	Mandatory - via online form	<input type="checkbox"/>
GENERAL INFORMATION				
Responsible person for the satellite symposium organisation Contact details to be confirmed	p.18	14/06/2024	Mandatory - via online form	<input type="checkbox"/>
SATELLITE SYMPOSIA				
Rehearsals booking Free of charge, max. 1 hour	p.26	04/10/2024	Optional - email to be sent in due time by asiacongress@esmo.org	<input type="checkbox"/>
Auditorium capacity reduction	p.24	04/10/2024	Optional - via email asiacongress@esmo.org	<input type="checkbox"/>
Satellite Symposia Services Order Form	p.23	25/10/2024	Mandatory - via online form	<input type="checkbox"/>
Additional IT requirements Request for private hotspot and additional wired internet connection	p.25	25/10/2024	Optional - via email winston.sze@suntecsingapore.com	<input type="checkbox"/>
Badge scanners	p.28	31/10/2024	Optional - via e-mail leadssystem@ctimeetingtech.com using the dedicated form	<input type="checkbox"/>
Additional assistants' hire	p.24	31/10/2024	Optional - via e-mail asiacongress@esmo.org	<input type="checkbox"/>
Additional AV equipment	p.25	28/11/2024	Optional - via e-mail allan@unearthedproductions.com.sg and isabelle@unearthedproductions.com.sg	<input type="checkbox"/>
F&B	p.25	Optional Order of catering services information will be sent via email in due time.		
OTHERS				
Private meeting rooms rental request	p.44	01/11/2024	Optional - via email asiacongress@esmo.org	<input type="checkbox"/>

For any queries related to the ESMO Asia 2024 Industry Satellite Symposia Checklist please contact asiacongress@esmo.org

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 Singapore.

