



ESMO 2024

**Industry Satellite Symposia
Resources 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.

CONTACTS

ESMO 2024 Industry Satellite Symposia Support

ESMO 2024 Secretariat

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Satellite symposia logistics & programmes

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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

POST LIVE STREAMING PRODUCTION

1.1 Satellite webcast on-demand on the Virtual Congress Platform

Until **19 September 2024**, all satellite symposia will be automatically uploaded (without editing/review) on the Virtual Congress Platform (VCP) within 12 hours after the end of the session to grant visibility to the satellite symposia.

If the sponsoring company does not want the satellite webcast to be on-demand on the VCP, please notify ESMO via the dedicated [Satellite Symposia Services Order Form](#) by **31 July 2024**. Requests received via email or after the deadline cannot be accepted.

NEW

1.2 Recording file delivery to company

The person responsible for the satellite organisation (convenor) will receive a link to download the satellite recording as a raw unique file (.mp4). The download will be available 24 hours after the live streaming until 1st October 2024.

1.3 Editing procedure and timeline

Once companies have downloaded their satellite recording, they will be entitled to edit the file either:

- **Via M Events**
 - Kindly contact M Events directly at esmo.industry@m-events.com and clearly indicate the time stamps where to make the cuts
 - This service will be charged by M Events EUR 125 per hour, minimum 3 hours
 - Edits require an announcement time incl. cutting plan delivery of at least 2 working days. Please consider this if you want to meet one of the mentioned publication deadlines
- **Via external supplier**

Companies can edit their recording either for:

 - Own purpose
 - Upload onto [OncologyPRO/Esмо.org](#) from 20 September (for further details and timeline please read paragraph 1.4)

1.3.1 Editing restrictions

Editing of the satellite symposia after the live event should have as its sole purpose the curation of the event flow to optimise the on-demand use. Such editing should respect, and restrict any modification of the original content, discussion and contributions conveyed by the speakers, discussants and audience participating in the live event.

1.4 Industry satellite symposia post-congress hosting

From **20 September 2024**, the ESMO 2024 industry satellite symposia webcasts will be available on OncologyPRO or ESMO Website, where permission is granted.

This will provide a unique opportunity for all satellite organisers to host their on-demand satellite session(s) also after the Virtual Congress Platform closure and make the content easily accessible to all registered attendees* and ESMO 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 ESMO Website for 6 months

OncologyPRO Sponsors will benefit from a promotional email that will be sent to the participants beginning October 2024.

To benefit from this unique opportunity, OncologyPRO Sponsors wishing to edit their recording **must upload their edited files** (in single lectures) to ESMO by **19 September 2024** at the latest (further instructions are available in paragraph 1.4.1).

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

*Non-Member registered attendees will have access for 6 months post-congress.

1.4.1 Resources upload procedure on OncologyPRO or ESMO website

Companies wishing to have their content uploaded onto [OncologyPRO/Esмо.org](https://www.oncologypro.com/esmo) need to notify ESMO by **31 July 2024**, via the dedicated Satellite Symposia Services Order Form, specifying if they will be sending an edited file or if ESMO can take the content already available on the VCP. Based on the selection, the following will apply:

- **No editing required:** the content available on the VCP will automatically be uploaded onto [OncologyPRO/Esмо.org](https://www.oncologypro.com/esmo) on 20 September 2024
- **Editing required:** companies must upload the edited files divided into single lectures via a dedicated link. [OncologyPRO/Esмо.org](https://www.oncologypro.com/esmo) publication timeline is planned as follows:
 - Files delivered by 19 September will be published on 20 September
 - Files delivered by 24 September will be published on 26 September

To ensure a smooth process please upload ALL the single lectures in bulk.

After **24 September 2024**, edited files will still be accepted BUT:

- OncologyPRO Sponsors will not benefit from the promotional email
- Edited files will be uploaded on [OncologyPRO/Esмо.org](https://www.oncologypro.com/esmo) on a weekly basis only

Companies accepting to have their resources uploaded on [OncologyPRO/Esмо.org](https://www.oncologypro.com/esmo) and subsequently asking for them to be removed should consider it will take up to 7 working days to remove the content.

Companies are free to publish their satellite webcast on their website from 20 September 2024 (i.e., after the Virtual Congress Platform closure).

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.

