



ESMO 2016 INDUSTRY GUIDELINES ADDENDUM

Session auditoria capacities

Room set-up

Set up in Theatre style in all the session auditoria, **with a panel table for 4 persons.**

Auditorium	Capacity
Oslo	930 seats
Helsinki	580 seats
Vienna	2292 seats
Stockholm	1520 seats
Brussels	546 seats
Berlin	546 seats
Bern	380 seats
Madrid	1118 seats
Athens	624 seats
Rome	800 seats
Lisbon	250 seats
Zagreb	250 seats

Session auditoria lectern & panel table

Lecterns and panel tables will be with digital branding.

Please send the digital signage **by 20 September 2016** to ESMOSatellite@bchg.dk confirming the Satellite Symposium slot and auditorium.

The digital file must follow the resolution instructions here below:

	Screen	Resolution and orientation
Digital lectern	46"	1080 x 1920 pixels (portrait orientation)
Digital panel table	55"	1920 x 1080 pixels (landscape orientation)





Technical floorplans

Please download [here](#) the Industry Satellite Symposia Auditoria technical plans.

Hostess extra needs

One technical staff member and one hostess are assigned to each room. Additional hostesses can be booked through ESMOSatellite@bchg.dk.

Food & Beverage areas

Food & beverage rules have changed due to space limitation and the strong recommendation from the official caterer to order bag meals for each F&B slots.

The bag meals will still be served outside the auditoria for maximum 30' minutes before or after the satellite symposium.

Requests for F&B functions should be addressed to the ESMO Congress Department (congress@esmo.org), indicating the type of function and number of guests.

The Bella Center staff will be responsible to clean the room after the session.

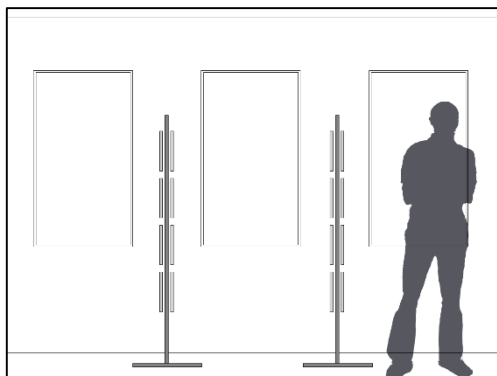
Please also note that any food items served in the congress centre must be purchased through the official catering service.

Industry Satellite Symposium Display Area

The Industry Satellite symposium display area will be located at the main entrance just in front of the Speaker preview centre.

The Industry Satellite Symposium Display Area will be composed by as 55" portrait screens and one A4 size holder for invitations per each Satellite slot.

- Please send your file with the satellite programme to the ESMO Congress Department (congress@esmo.org) **by 1 September 2016 in the format 1080 x 1920 pixels, PowerPoint or JPG.**
- Session organisers are responsible for storing the invitations and ensuring the racks are filled
- Each company is responsible for printing sufficient invitations
- The display area will be available from Friday 7 October to Monday 10 October 2016
 - Friday satellite programmes will be displayed from 14.00 to 19.00
 - Saturday lunch slot satellite programmes will be displayed from 9.00 to 14.00
 - Saturday evening slot satellite programmes will be displayed from 14.30 to 19.30
 - Sunday lunch slot satellite programmes will be displayed from 9.00 to 14.00
 - Sunday evening slot satellite programmes will be displayed from 14.30 to 19.30
 - Monday lunch slot satellite programmes will be displayed from 9.00 to 14.00
 - Monday evening slot satellite programmes will be displayed from 14.30 to 19.30





Invited speakers preview centre

For logistical reasons, companies organising a Satellite Symposium are strongly recommended to use the invited speakers preview centre and follow the instructions that ESMO prepares for its own speakers. If a company does not wish to use the invited speakers preview centre they must advise the ESMO Congress Department (congress@esmo.org).

Presentation material

Your presentation must be prepared in PowerPoint 2000, PowerPoint 2007, 2010 or 2013 (MS Windows) and provided on an USB-removable drive. Set the slide size on 16:9 format.

Industry Satellite Symposium webcast (cSlide system)

The ESMO 2016 cSlide System digitally records lectures/presentations in a session room with the presenters' laptop and automatically creates several output formats to display the content online. Further details are available in the [webcast brochure](#) and [order form](#).

Badge scan system (cLead system)

The ESMO 2016 cLead Retrieval System is a fast and easy way to record visitors' contact information. By simply scanning a visitor's name badge with the supplied scanner, that contact is 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, approved visitors' address 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](#).