

## SATELLITE SYMPOSIA CHECKLIST

| ITEM                                                                                                                                                                | DEADLINE      | SUBMISSION                                                                                 | STATUS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------|--------|
| <b>ARTWORKS</b>                                                                                                                                                     |               |                                                                                            |        |
| Satellite Invitation Weblink<br>One-page A4 pdf, vertical<br>PDF                                                                                                    | 30 April 2025 | Mandatory – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a> |        |
| Online Satellite Programme poster<br>1235 x 1235 pixels, square<br>JPEG or PNG                                                                                      | 7 May 2025    | Mandatory – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a> |        |
| Onsite Satellite Programme poster<br>H:150cm x W:80cm, vertical<br>PDF and AI or EPS format                                                                         | 7 May 2025    | Mandatory – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a> |        |
| <b>CONTACT INFORMATION</b>                                                                                                                                          |               |                                                                                            |        |
| Name of the responsible person for the organisation of the satellite symposium                                                                                      | 30 April 2025 | Mandatory – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a> |        |
| Name of the designated representative person that will be allowed to access the onsite speaker centre<br>Max. 1 person<br>To upload the satellite presentations     | 23 May 2025   | Mandatory – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a> |        |
| <b>SATELLITE SYMPOSIA</b>                                                                                                                                           |               |                                                                                            |        |
| Book technical rehearsal                                                                                                                                            | 30 April 2025 | Mandatory – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a> |        |
| <b>ONSITE &amp; ONLINE EXTRA FEATURES</b>                                                                                                                           |               |                                                                                            |        |
| Walk-in slide or video                                                                                                                                              | 23 May 2025   | Optional – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a>  |        |
| Custom background for Live streaming<br>1920 x 1080 pixels, landscape / JPG or PNG<br>Custom banner for Live streaming<br>1920 x 150 pixels, landscape / JPG or PNG | 23 May 2025   | Optional – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a>  |        |
| Evaluation form                                                                                                                                                     | 23 May 2025   | Optional – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a>  |        |
| Notification of non on-demand publication on VCP, OncologyPRO or the ESMO website                                                                                   | 23 May 2025   | Mandatory – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a> |        |
| Polling system                                                                                                                                                      | 23 June 2025  | Optional – through CTI Meeting Technology                                                  |        |
| <b>ONSITE EXTRA FEATURES</b>                                                                                                                                        |               |                                                                                            |        |
| Extra AV requirements                                                                                                                                               | 23 May 2025   | Optional – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a>  |        |
| Extra hostesses' hire                                                                                                                                               | 23 May 2025   | Optional                                                                                   |        |
| F&B                                                                                                                                                                 | 23 May 2025   | Optional – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a>  |        |
| Badge scanners / Lead retrieval system                                                                                                                              | 6 June 2025   | Optional – through CTI Meeting Technology                                                  |        |

|                                                                                                          |             |                                                                                                                                       |  |
|----------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------|--|
| Printed signage for lectern                                                                              | n.a         | Optional                                                                                                                              |  |
| Roll-up banner                                                                                           | n.a         | Optional                                                                                                                              |  |
| <b>VIRTUAL CONGRESS PLATFORM RELATED</b>                                                                 |             |                                                                                                                                       |  |
| <b>Moderated chat preference on the VCP</b><br>Up to 3 chat moderators<br>Send names and email addresses | 7 May 2025  | Optional – send via email to <a href="mailto:Glcongress@esmo.org">Glcongress@esmo.org</a>                                             |  |
| <b>Speakers' pictures and biographies</b>                                                                | 23 May 2025 | Optional – send via email to <a href="mailto:esmogicongress@support.ctimeetingtech.com">esmogicongress@support.ctimeetingtech.com</a> |  |

#### IMPORTANT NOTES:

- Orders and artworks received after the deadline indicated in this manual will not be accepted. ESMO reserves the right to deny requests made after the deadline or onsite.
- Requests not included in this document should be addressed to [Glcongress@esmo.org](mailto:Glcongress@esmo.org) 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 accommodate for the current event, will be evaluated for the next congress.