

ESMO 2025 SATELLITE SYMPOSIA CHECKLIST

Item	Deadline	Submission	Status
PROGRAMME			
Proposed programme	03.06.2025	Mandatory - via the new online tool	☐
Final programme	16.07.2025	Mandatory - via email to satellites@esmo.org	☐
Digital Programme poster submission: 2 different formats, JPEG or PNG 1080x1920 pixels, 9:16, vertical for on-site 1368 x 1368 pixels, square for VCP - max 4MB	03.09.2025	Mandatory - via the online form	☐
CONTACT INFORMATION			
Convenor and programme referent	16.04.2025	Mandatory - via the online form	☐
SATELLITE SYMPOSIA SERVICES ORDER FORM			
Satellite Symposia Services Order Form	10.09.2025	Mandatory - via the online form	☐
EXTRA FEATURES CONTENT DELIVERY			
Walk-in slide or video	23.09.2025	Optional - via email to esmo.industry@m-events.com	☐
Custom background for Live streaming	23.09.2025	Optional - via email to esmo.industry@m-events.com	☐
Evaluation/Polling questions	23.09.2025	Optional - via email to esmo.industry@m-events.com using the Evaluation template/Polling template	☐
ON-SITE EXTRA FEATURES - INCLUDED			
Digital signage for lectern JPEG or PNG only, 9:16	23.09.2025	Mandatory - via email to esmo.industry@acsaudiovisual.com	☐
ON-SITE EXTRA FEATURES - NOT INCLUDED			
Speaker's name on the lectern	23.09.2025	Optional - via email to esmo.industry@acsaudiovisual.com	☐
Extra IT requirements Request for private hotspot and additional wired internet connection	10.09.2025	Optional - via email to satellites@esmo.org	☐
Extra AV requirements	10.09.2025	Optional - via email to esmo.industry@acsaudiovisual.com	☐
Badge scanners	23.09.2025	Optional - via email to esmo.industry@ctimeetingtech.com using the dedicated form available online in Spring 2025	☐
Extra hostesses' hire	23.09.2025	Optional - via e-mail to esmo2025staff@bcocongresos.com	☐
F&B	Order of catering services information will be available online in Summer 2025		
VIRTUAL CONGRESS PLATFORM RELATED			
Backend upload of all company materials onto the Satellite Symposium Virtual Space (session description, additional material, speakers' bios and pictures)	07.10.2025		☐
Backend closure for PPT upload	15.10.2025		☐

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NOTIFICATION FROM ESMO AND SUPPLIERS			
Programme outcome notification	25.06.2025	Notification sent by ESMO	☐
Backend access link for convenors to the Satellite Symposium Virtual Space	27.08.2025	Notification sent by M Events	☐
Rehearsal booking notification	22.09.2025	Notification sent by ESMO	☐
Access link for Live Q&A moderator + instructions	13.10.2025	Notification sent by M Events	☐
Access link to post-live streaming recording download	15.10.2025	Notification sent by M Events	☐
RESOURCES			
Submission of edited files - 1st round	23.10.2025	Optional – via dedicated link	☐
Submission of edited files - 2nd round	28.10.2025	Optional – via dedicated link	☐

IMPORTANT NOTES:

Orders and online forms received after the deadlines indicated in this manual will not be accepted. ESMO reserves the right to deny requests made after the deadline or on-site.

Requests not included in this document should be addressed to satellites@esmo.org by **10 September 2025** for internal evaluation. However, this does not imply acceptance by ESMO.

ESMO will attentively evaluate the requests and its feasibility and will notify the company accordingly. Requests that cannot be accommodated for the current event will be evaluated for the next congress.