ESMO AI & DIGITAL ONCOLOGY CONGRESS 2025

Industry Guidelines

ESMO AI & DIGITAL ONCOLOGY

Annual Congress

BERLIN GERMANY
12-14 NOVEMBER 2025

SCIENTIFIC COMMITTEE CO-CHAIRS

Mireia Crispin Ortuzar, Cambridge, UK

Rudolf Fehrmann, Groningen, Netherlands

Jakob Kather, Dresden, Germany

A vital platform for experts and cancer healthcare practitioners from various fields to connect and gain insight into AI and digital health breakthroughs, staying at the forefront of digital transformation in cancer care.

esmo.org

2025 ESMO AI & DIGITAL ONCOLOGY
Annual Congress

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CONTACTS

ESMO AI & Digital Congress 2025 Secretariat

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Venue

hub27 – Messe Berlin
Jafféstrasse 2
14055 Berlin
Germany
hub27 - Messe Berlin

Hub27 – Messe Berlin		
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Accommodation

K.I.T. Group has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to the ESMO AI & Digital Oncology Congress 2025.

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WELCOME

Dear Industry Partners,

We are proud to announce that the ESMO AI & Digital Oncology Congress will be a LIVE Plus meeting, taking place onsite in Berlin, Germany, on 12-14 November 2025, and online, through a virtual platform.

Connect with us for an extraordinary opportunity to explore the cutting-edge intersection of Artificial Intelligence and Digital Health in oncology. The ESMO AI & Digital Oncology Congress is designed to be a transformative experience, bringing together medical oncologists, researchers, regulators and industry experts, to advance innovation and education in the field.

This congress offers a remarkable forum for exploring how AI and digital technologies are reshaping precision oncology, diagnostics and patient care, as well as providing critical insights into the ethical, legal and regulatory challenges. With a focus on real-world applications, from AI-enabled clinical decision-making to the integration of digital health tools such as wearables and data platforms, this event will equip cancer care professionals with the knowledge and skills needed to stay at the forefront of medical innovation.

Setting itself apart, this meeting's mission is to connect global leaders, foster collaborations and build a community of experts passionate about transforming oncology through digital advancements. Expect immersive sessions, practical workshops and dynamic discussions on how AI and digital health are influencing every aspect of cancer treatment and patient experience.

Whether looking to deepen your understanding of AI in cancer care or explore the latest digital innovations, the ESMO AI & Digital Oncology Congress is where you need to be. Be part of the conversation shaping the future of oncology today and join us for this exciting new frontier in cancer treatment and research!

The ESMO AI & Digital Oncology 2025 Scientific Co-Chairs

Mireia Crispin Ortuzar
Cambridge, UK

Rudolf Fehrmann
Groningen, Netherlands

Jakob Kather
Dresden, Germany

CONGRESS OFFICERS

ESMO AI & Digital Oncology 2025 Scientific Committee members

Scientific Co-Chairs
- **Mireia Crispin Ortuzar,** *Cambridge, UK*
- **Rudolf Fehrmann,** *Groningen, Netherlands*
- **Jakob Kather,** *Dresden, Germany*

Scientific Committee members
- **Mihaela Aldea,** *Villejuif, France*
- **Julien Calderaro,** *Créteil, France*
- **Suzette Delaloge,** *Villejuif, France*
- **Rodrigo Dienstmann,** *Barcelona, Spain*
- **Miriam Koopman,** *Utrecht, Netherlands*
- **Arsela Prelaj,** *Milan, Italy*
- **Pranav Rajpurkar,** *Cambridge, United States of America*
- **Fons van der Sommen,** *Eindhoven, Netherlands*
- **Ines Vaz-Luis,** *Villejuif, France*

PREFACE

Congress Dates

Official programme
12-14 November 2025
Industry Satellite Symposia and Onsite Exhibition
12-14 November 2025
Platform and e-Posters
11-17 November 2025

Important Note:
The Congress and all activities will close on **14 November 2025**. However, the platform will remain available with the on-demand content until **17 November 2025**.

Well organised planning makes for successful execution and the ESMO AI & Digital Oncology 2025 Organisers together with its partner suppliers will be glad to guide you towards a congress rich in discussion and exchange for your organisation.

These ESMO AI & Digital Oncology 2025 Industry Guidelines will guide you in the necessary steps of your participation at ESMO AI & Digital Oncology 2025 in its hybrid format.

The document is organised into distinct sections namely:
- General information
- Deadlines
- Industry Satellite Symposia
- Promotion
- Industry meetings
- General Terms and Conditions
- ESMO Priority List

Please read this document carefully and share with the necessary colleagues and agencies involved in the organisation of your ESMO AI & Digital Oncology 2025 activities.

Participation at ESMO AI & Digital Oncology 2025 implies an acceptance of the requirements contained within these Industry Guidelines and also in any updates posted on the [ESMO website](#).

We look forward to working with you towards a rich and innovative ESMO AI & Digital Oncology 2025!

GENERAL INFORMATION

ESMO AI & Digital Oncology 2025 will be a vibrant fully hybrid congress taking place both at the hub27 – Messe Berlin and on the CTI Virtual Congress Platform (VCP).

Venue information

hub27 – Messe Berlin
Jafféstrasse 2
14055 Berlin
Germany
[hub27 - Messe Berlin](#)

Messe Berlin has a very dense urban rail transportation network. Below you will find a list with important stations, from which you can effortlessly reach the venue via S-Bahn and U-Bahn.

- S-Bahn: Messe Nord/ICC station, Messe Süd
- U-Bahn: Kaiserdamm, Theodor-Heuss-Platz station
-

The Berlin Brandenburg Airport is located 30 km from the hub 27 – Messe Berlin.
 Additional information available [here](#).

Virtual Congress Platform (VCP)

The Virtual Congress Platform (VCP) of ESMO AI & Digital Oncology 2025 will be created once again in collaboration with ESMO's trusted partner: CTI Meeting Technology.

The VCP is accessible to both onsite and online delegates and offers remarkable key features:
- Welcome and Home pages: a virtual reproduction of the ESMO AI & Digital Oncology 2025 venue.
- Scientific content and session-related pages: Programme, Streaming, Speakers, e-Posters, Satellites. All sessions are available live and on-demand.
- Networking areas and informative pages: Supporters, Live Gallery, Publications, Congress bag, News.

The ESMO AI & Digital Oncology 2025 Secretariat will be working closely with the CTI Team to help you prepare your different virtual activities within the virtual congress platform but also be available for any technical questions/queries you may have.

To help you better understand the structure of the virtual platform take a look at our site map:
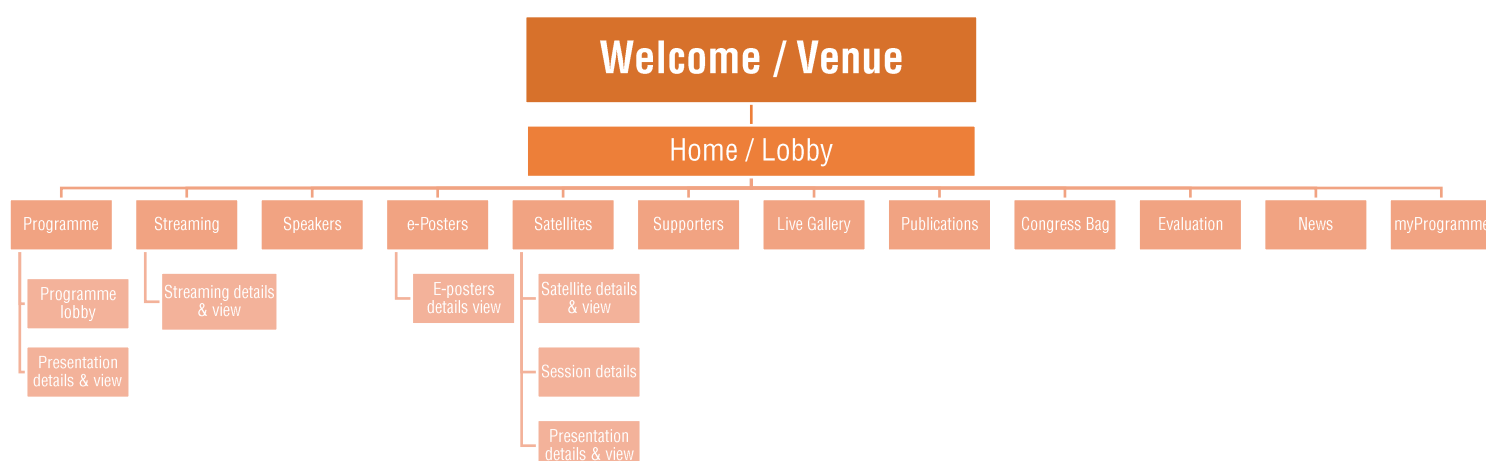
DEADLINES

Abstract submission deadlines

2 September 2025	Abstract submission deadline

Satellite symposia programme deadlines

7 August 2025	Deadline for receipt of the programme proposals. The proposed programme, including symposium title, presentation titles, names and full contact details of proposed speakers and chairpersons, must be submitted to the ESMO Scientific Programmes Department (programme@esmo.org) using the official Congress programme template.
1 September 2025	Notification of acceptance / rejection / request for modifications to the programme as decided by the Scientific Committee. After that only minor changes will be taken into consideration.

Onsite (in person) Satellite Symposium, with online live streaming (Live broadcast with recording)

1 October 2025	Deadline to confirm person responsible for the organisation of the satellite symposium
	Deadline to inform about any additional need in terms of AV and hostesses
	Deadline to book the Satellite onsite rehearsal with the AV company
14 October 2025	Deadline to provide the live streaming layout
	Deadline to inform ESMO if the satellite webcast should not be published on-demand on the VCP, OncologyPRO or the ESMO website (AIcongress@esmo.org)
	Deadline to choose between moderated and unmoderated chat on VCP and send contact details of max. 3 chat moderators
3 November 2025	Deadline to send evaluation form link
	Deadline to send the name of the designated representative person that will be allowed to access the onsite speaker centre
	Deadline to order the polling services

Publication deadlines

15 September 2025	Satellite Invitation Weblink, Satellite Digital Poster and Onsite Satellite Poster
	Daily Reporter Banners
7 October 2025	Virtual Congress Banners and Virtual Congress Bag Inserts

On-stage presentations

10 September 2025	Deadline for receipt of On-stage presentation programme

INDUSTRY SATELLITE SYMPOSIA

1. SATELLITE SYMPOSIA GENERAL INFORMATION

Satellite symposia will take place from 12 to 14 November 2025 both onsite and on the VCP. Details of available slots may be obtained by email from the ESMO Strategic Partnerships Department (jon.roberts@esmo.org or anna.macdougall@esmo.org).

1.1 Satellite Symposia Programmes

All satellite symposia programmes must be approved by the ESMO AI & Digital Oncology 2025 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 AI & Digital Oncology 2025 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ESMO AI & Digital Oncology 2025 Scientific Committee considers to be a proper, scientifically well-founded point of view.

ESMO is working to ensure diversity amongst presenters, and companies are also highly encouraged to consider both gender and nationality balance when selecting satellite Chairs and speakers.

The ESMO AI & Digital Oncology 2025 Secretariat 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 Co-Chairs
- ESMO Cancer Medicines Committee Chair
- ESMO Compliance Committee Chair
- ESMO Educational Committee Chair
- ESMO 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-Us/Who-We-Are/ESMO-Council

Any changes to the provisional or the final programme must be forwarded immediately for re-approval to the ESMO AI & Digital Oncology 2025 secretariat (programme@esmo.org). After the outcome notification, only minor changes will be taken into consideration.

Submitting an abstract to the ESMO AI & Digital Oncology 2025 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 and that it has not been presented elsewhere. Therefore, presenting an abstract certifies that it is not connected to any Industry Satellite Symposia.

Regarding **onsite Faculty expenses**, please see details in **point 2.16**.

1.2 Applications

The ESMO Strategic Partnerships Department will approach companies with a proposal to participate at ESMO AI & Digital Oncology 2025. At the Congress, Satellite Symposia slots are assigned by sponsorship level and on a first come, first served basis.

1.3 Programme submission deadlines

7 August 2025	Deadline for receipt of the programme proposals. The proposed programme, including symposium title, presentation titles, names and full contact details of proposed speakers and chairpersons, must be submitted to the ESMO Scientific Programmes Department (programme@esmo.org) using the official Congress programme template.
1 September 2025	Notification of acceptance / rejection / request for modifications to the programme as decided by the Scientific Committee. After that only minor changes will be taken into consideration.

Notes:

1. 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.
2. It will be the responsibility of Speakers who have been nominated for more than two satellites to choose which to accept.
3. Any queries regarding satellite symposia programmes must be addressed to the ESMO Scientific Programmes Department (programme@esmo.org), and not sent directly to the ESMO AI & Digital Oncology 2025 Scientific Committee.

1.4 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, please contact colloquia@esmo.org

All ESMO Colloquia slots are ESMO-MORA accredited

2. ONSITE SATELLITE SYMPOSIA WITH ONLINE LIVE STREAMING

2.1 Schedule, room set-up and features

Set-up in theatre style with armchairs on stage and 1 lectern. Please note that ESMO reserves the right to reduce the capacity in case of need.

Wednesday, 12 November 2025

Symposium N°	Time	Location	Capacity	Height to ceiling (m)	Stage/Podium
1	11:30-12:30	Alpha 1	1400	9.8	Yes
2	11:30-12:30	Alpha 2	500	9.8	Yes
3	17:00-18:00	Alpha 2	500	9.8	Yes

Thursday, 13 November 2025

Symposium N°	Time	Location	Capacity	Height to ceiling (m)	Stage/Podium
4	13:00-14:00	Alpha 2	500	9.8	Yes
5	18:00-19:00	Alpha 2	500	9.8	Yes

Friday, 14 November 2025

Symposium N°	Time	Location	Capacity	Height to ceiling (m)	Stage/Podium
6	11:45-12:45	Alpha 2	500	9.8	Yes

2.2 Technical equipment

The technical equipment will include a screen, projector, laptop on stage and a sufficient number of microphones. Speakers on stage will be able to follow the presentations through a comfort monitor and will have.

The detail of the audiovisual available in the rooms will be included the Industry Satellite Symposia Technical Manual that will be distributed together with the checklist at least four months before the congress.

2.3 Technical and monitoring staff

One technical staff member and one hostess are assigned to each room. Please note that badge checkers are not provided for satellite slots. If you require this service, it will need to be booked separately. Additional hostesses can be booked through the local agency.

The contact details of the local hostess agency will be included the Industry Satellite Symposia Technical Manual that will be distributed together with the checklist at least four months before the congress.

2.4 Alternative stage set-up, additional equipment and/or personnel

Owing to the limited set-up and dismantling time necessary between satellite symposia slots (15 minutes), change of setup is not allowed. Additional audio-visual equipment should only be ordered through the official supplier.

The contact details of the official audio-visual equipment supplier will be included the Industry Satellite Symposia Technical Manual that will be distributed together with the checklist at least four months before the congress.

Due to the hybrid nature of the congress, and the specific set up put in place for the online streaming, it is not permitted to use an external technical supplier.

2.5 Session rooms lectern

Kindly be informed that the lectern can be branded. It is very important that the ESMO AI & Digital Oncology 2025 graphic will not be ruined, therefore, considering also the limited set-up and dismantling times, ESMO suggests you create a graphic which can easily be removed (e.g. forex panel to be placed against the lectern). The company is responsible for printing and hanging the graphic.

The size of the signage covering the furniture will be included the Industry Satellite Symposia Technical Manual that will be distributed together with the checklist at least four months before the congress.

2.6 Lectern laptop usage

Due to the hybrid format of this congress, the following regulations will apply to the onsite laptop at the lectern in the assigned room:

- The laptop **cannot** be removed or un-cabled 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

2.7 Online streaming of the onsite satellite symposium

All Satellite Symposia of ESMO AI & Digital Oncology 2025 will be live-streamed on the Virtual Congress Platform. The live streaming will give online delegates the opportunity to follow the Satellite Symposia in real time and post questions through the dedicated Questions & Answers function. While onsite, Satellite Symposium Chairs/assigned moderator will be able to read questions on a specifically dedicated device (tablet) and decide to answer those of interest.

2.8 Polling system

Companies interested in using a polling system can order it through the official supplier CTI Meeting Technology. The brochure and order forms will be available on the event website no later than four months before the congress. The polling system is exclusively provided by CTI Meeting Technology. Polling/ voting systems from different providers are not permitted.

2.9 Session timer

In order to avoid sessions running late, ESMO implemented a timer in all the session rooms of ESMO AI & Digital Oncology 2025. The timer is a count-down, which allows speakers to monitor their presentation remaining time and it's displayed only on the comfort monitor(s) visible by the panellists and the speaker at the lectern. It is not visible by the audience nor in the produced webcast.

This timer is implemented to all Satellite Symposia by default, but in order to take advantage of it **companies MUST provide the session slides divided by presentation.**

If the sponsoring company does not want the session timer, please notify ESMO at AIcongress@esmo.org.

2.10 Lead System / Badge Scanner

The ESMO AI & Digital Oncology 2025 Lead 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 Lead System brochure and order form on the ESMO website, published no later than four months before the congress.

2.11 Food & Beverage

Requests for F&B functions should be addressed to the ESMO AI & Digital Oncology Secretariat (AIcongress@esmo.org), indicating the type of function (coffee break, cocktail, standing lunch, other) and number of guests.

The assignment of F&B time-slots and areas will be processed on a first come, first served basis. **Only when the time-slot and location are assigned will the company be given the contact details** of the catering person responsible for their requirements and through whom they can place their orders. F&B functions should not last more than half an hour. Whether they can take place before or after the satellite symposium will depend on the availability of the F&B area.

No food or beverages are allowed inside any of the auditoria, without previous permission from the Congress Secretariat. However, an exception is made for water. Each company may offer water in plastic bottles to their Satellite participants. Of course, it is the responsibility of the company to clean the room after the session. If the organiser needs to intervene for cleaning purposes the **extra costs will be charged to the company**.

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

2.12 Duration of the satellite symposium

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

2.13 Installation, rehearsal and dismantling times

The set-up and dismantling times are extremely limited and must be respected in full. Please refer to the online programme to check the timing. For additional queries please contact the ESMO AI & Digital Oncology 2025 Secretariat (AIcongress@esmo.org).

Rehearsal slots are free of charge (max. 30-minutes slot per Satellite Symposium) and can be requested via the ESMO AI & Digital Oncology 2025 Secretariat (AIcongress@esmo.org).
However, please note that:
- Rehearsal slots are not guaranteed
- Rehearsals will be assigned on a first-come, first-served basis
- Rehearsals may only be booked upon request and availability

Any request for rehearsals should be sent to the ESMO AI & Digital Oncology 2025 Secretariat (AIcongress@esmo.org).

2.14 Invited Speakers preview centre

The companies organising a satellite symposium must use the invited speakers preview centre and follow the instructions that the ESMO AI & Digital Oncology 2025 Secretariat prepares for its own speakers.

The usage of the speakers preview centre includes:

- Direct PPT upload from the speakers preview centre to the Satellite Symposium room
- Support for the speakers/uploader in the speaker preview centre regarding the upload and management of the PPT presentations

Please inform by **3 November 2025** the latest the name of the designated representative that will be allowed to access the speaker centre and will be assisted in the upload of presentation(s) by our technicians.

2.15 Presentation material

Please note that the presentations must be prepared in **PowerPoint** 2010, 2013 or 2016 (MS Windows) and provided on an **USB-removable drive**. Set the slide size to **"Widescreen 16:9"** and **landscape orientation**.

2.16 Onsite faculty expenses

Registration, travel and accommodation: ESMO will subsidise registration fees, travel expenses and cover hotel accommodation for a maximum of two (2) nights for any expert already speaking in the official ESMO AI & Digital Oncology 2025 programme at an ESMO Faculty hotel and **in accordance with the ESMO AI & Digital Oncology 2025 invited speaker reimbursement policy**. Speakers who are NOT participating in the official ESMO AI & Digital Oncology 2025 programme must have their registration fees, and travel and accommodation expenses covered in full by the sponsor.

2.17 Satellite symposia contacts/representatives

Each company will provide the name of one person who will be responsible for the organisation of its satellite symposium and notify the ESMO AI & Digital Oncology 2025 Secretariat (AIcongress@esmo.org) as soon as possible about any changes.

If several people are responsible for various aspects (financial, organisational, etc.) of the symposium, the company must inform the ESMO AI & Digital Oncology 2025 Secretariat accordingly. The ESMO AI & Digital Oncology 2025 Secretariat strongly recommends, however, that only one (1) contact person is appointed.

If an agency is appointed to manage and organise the satellite symposium, the company must inform the ESMO AI & Digital Oncology 2025 Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the ESMO AI & Digital Oncology 2025 Secretariat.

3. SATELLITE SYMPOSIA ON THE VIRTUAL PLATFORM

Onsite Industry Satellite Symposia will be live streamed to the ESMO AI & Digital Oncology 2025 Virtual Congress Platform. The live streaming will give online delegates the opportunity to follow the Industry Satellite Symposia in real time but also on-demand.

Details about the elements' size to be provided for the ESMO AI & Digital Oncology 2025 Virtual Congress Platform will be included the Industry Satellite Symposia Technical Manual that will be distributed together with the checklist at least four months before the congress.

3.1 ESMO AI & Digital Oncology 2025 Industry Satellite Symposia Gallery

All satellite symposia will be allocated in the ESMO AI & Digital Oncology 2025 Industry Satellite Symposia Gallery. This Gallery will display the digital Programme Posters, the Evaluation Forms and Session page.

3.2 Default display of the satellite symposium on-demand

All on-demand sessions, including the Industry Satellite Symposia, will be displayed presentation by presentation (one single presentation for each speaker/lecture) are listed.

There is also the possibility to add a disclaimer text on the top of the on-demand satellite.

3.3 Chairs/Speakers

On the Virtual Congress Platform there is a dedicated page where all the chairs/speakers with pictures, names and related biographies are listed.

Pictures and biographies will be uploaded only if provided at least a month in advance.

3.4 Presentation View and streaming with CTI

As a default, the presentation slides are shown on the right, and the presenter's video is displayed on the left. The chat is displayed on the right of the presentation.

3.5 Customised background

Live streaming layout on the virtual platform

Companies can customise their background of their industry Satellite Symposium for the Virtual Congress Platform on a complimentary basis. The ESMO AI & Digital Oncology logo and graphic should not appear, but feel free to include your company logo and branding.

Onsite screen background

The onsite screen layout of your satellite symposium during the Q&A can be branded with your Industry Satellite Symposium graphic.

3.6 Questions & Answers/Chat Function

Each satellite symposium slot can include at the end a Live Q&A within the allocated 60 minutes slot, where speakers and/or chairs discuss the session content and delegates can send in questions via the Q&A chat. The session can contain some slides or videos if required, followed by the discussion.

The Companies can choose the type of chat they prefer between:

Moderated Chat

All submitted questions are first viewed by a chat assistant for approval. Once approved, the questions are then visible to presenters and other chat participants. After the question appears in the chat room, the chat assistant can still delete it by clicking "Remove". The onsite chairs will receive an iPad in which they can read the selected questions.

Each company is entitled to have up to 3 chat moderators, who have the possibility to approve, reply and delete comments (for moderated chat only), when necessary. To be able to login to the virtual congress platform, chat moderators need to be registered for ESMO AI & Digital Oncology 2025.

Unmoderated Chat

The onsite chairs will receive an iPad in which they can read the questions. All submitted questions are visible to presenters and other chat participants.

Companies MUST confirm if they would like to have a moderated or unmoderated chat and send contact details of max. 3 chat moderators by **14 October 2025** by informing the ESMO AI & Digital Oncology 2025 Secretariat (AIcongress@esmo.org).

3.7 Post-Congress hosting

All the official sessions and satellite symposia will automatically be uploaded (**without editing/review**) on the Virtual Congress Platform as on-demand sessions within 12 hours after the end of each session, until Monday 17 May 2025 at 16:00 CEST. From Monday 17 May at 16:00 CEST, the official sessions, where permission is granted, will also be added to **OncologyPRO** or **ESMO website**.

If the sponsoring company does not want the satellite webcast to be on-demand on the VCP, OncologyPRO or ESMO website, please notify ESMO at AIcongress@esmo.org by **14 October 2025.**

All on-demand sessions will be prepared by our official supplier: CTI Meeting Technology.

The post-congress hosting 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.

Post-congress, the 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 website for 6 months

To find out more on how to become an OncologyPRO sponsor contact Jon Roberts (jon.roberts@esmo.org) or Sinéad Calcagno (sinead.calcagno@esmo.org).

Editing of the ESMO Satellite Symposia after the live event should have as sole purpose the curation of the event flow in order 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.

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

3.8 Webcast

Companies will receive the recording file of the full session, including the live Q&A. The result of the recording will be raw .mp4 format files, divided by presentation.

ESMO discourages all Industry Partners from hosting their official Industry Satellite Symposia webcasts on their respective corporate/educational/medical websites during the period of the congress as this may affect the attendance of the satellite symposium/symposia both onsite and on the VCP.

If companies intend promoting their satellite symposium/symposia on their corporate/educational/medical website(s), we advise using the specific link to the respective satellite symposium (hosted on the ESMO AI & Digital Oncology 2025 VCP). We thank you in advance for following these recommendations which will help optimise the collective gathering of the global oncology community throughout the event.

3.9 Evaluation of the symposium

From the Satellite Symposia Gallery, the Companies can decide to have a link to a satellite evaluation questionnaire placed on an external website. It is the responsibility of the Company to monitor and assess the result of the evaluation. Deadline to send the link to AIcongress@esmo.org by **3 November 2025.**

3.10 General metrics

The following metrics will be available after the congress:
- No. of users per session
- Average view duration
- No. of users per country
- Average number of users over the congress period

4. ADDITIONAL INFORMATION

4.1 Registration

A limited number of complimentary registrations will be assigned to each company, depending on the sponsorship level, granting access to ESMO AI & Digital Oncology 2025.

Companies can decide to assign these complimentary registrations to:
- Satellite symposia speakers
- Satellite symposia staff
- Exhibition staff

Each Satellite Symposium organiser is already entitled to have up to **five (5)** free satellite symposium badges.

For any additional registrations please contact the ESMO Registration Services Unit (registration@esmo.org).

4.2 Access

Satellite symposia sessions will be accessible for all registered delegates.

4.3 Compliance

ESMO AI & Digital Oncology 2025 will be submitted to the MedTech Europe compliance portal.

4.4 ESMO AI & Digital Oncology 2025 Website and Congress App

Besides the satellite symposia appearing in the virtual platform, as mentioned above there 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 Scientific Programmes Department. The submission of the programme must follow the format of the ESMO AI & Digital Oncology 2025 template, which may be requested from programme@esmo.org

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

4.5 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 AI & Digital Oncology 2025 programme.

4.6 ESMO AI & Digital Oncology abstract

Abstracts related to industry satellite symposia are not published in the ESMO AI & Digital Oncology 2025 Abstract Book.

ESMO AI & DIGITAL ONCOLOGY
Annual Congress
PROMOTION

5. PROMOTION OF THE SATELLITE SYMPOSIUM AND OTHER ACTIVITIES

5.1 Publications and on-site Advertising

Each company will ensure that all company publications referring to Satellite symposia mention: "ESMO AI & Digital Oncology 2025 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 AIcongress@esmo.org and respect the following deadlines:

15 September 2025	Satellite Invitation Weblink, Satellite Digital Poster and Onsite Satellite Poster
15 September 2025	Daily Reporter Banners *(only if this item has been purchased)*
7 October 2025	Virtual Congress Banners and Virtual Congress Bag Insert

The ESMO AI & Digital Oncology 2025 Secretariat suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, the ESMO AI & Digital Oncology 2025 Secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are ESMO supporting those products or services for their sole promotion at ESMO AI & Digital Oncology 2025.

However, the ESMO AI & Digital Oncology 2025 Secretariat 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 and International laws and the ESMO AI & Digital Oncology 2025 Secretariat 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 their promotion during the congress is legally and ethically acceptable in Switzerland.

5.2 Reproduction of logos

Each company is entitled to use the official logo of ESMO AI & Digital Oncology 2025 on invitations and promotional documents related to the approved Satellite symposium.

Companies are not allowed to use the ESMO logo under any circumstances. The ESMO AI & Digital Oncology 2025 Secretariat (AIcongress@esmo.org) will provide the ESMO AI & Digital Oncology 2025 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

5.3 Inviting participants

Inviting participants to your satellites has never been this easy and effective!
Within each satellite package we allow our Industry Partners to showcase their satellite(s) via a digital satellite invitation weblink whereby we invite delegates to find out more about your session(s).

In the ESMO AI & Digital Oncology 2025 E-Newsletter there will be a dedicated Industry E-News section whereby all these digital invitations will be grouped. These invitations will also be included in our online programme to further increase awareness.

From **mid-October 2025** your satellite invitation weblink will go live (this will be subject to prior submission before the **15 September 2025** deadline and subsequent approval by the ESMO AI & Digital Oncology 2025 Secretariat).

The ESMO AI & Digital Oncology Congress 2025 Industry E-Newsletter will be sent out to all registered delegates in **November 2025**.

Rules and Regulations:

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

- A weblink is an **A4 page PDF**, created by the sponsoring company, highlighting their satellite symposium.
- The content of the weblink message must not make any statements about the quality or virtues of a sponsoring company and/or any of the company's product(s) either via text or visuals.

With a satellite symposium, the content of the weblink must solely state the:

- Title of the session
- The names of the chairpersons and speakers
- Venue, session room and timing of the 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 AIcongress@esmo.org is **15 September 2025**. 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 has to consist in **one single-sided A4 PDF**
- 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 AI & Digital Oncology 2025 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 AI & Digital Oncology 2025 secretariat.

The web page will only be linked once ESMO approval is confirmed and the payment for the sponsorship package is received.

5.4 Virtual Congress Bag Inserts

Depending on the chosen sponsorship package there is a possibility for companies to have a Virtual Congress Bag Insert within the Virtual Congress Bag. Artwork should not be larger than A4 format and less than 5MB.
Artwork should be submitted to AIcongress@esmo.org by **7 October 2025** for evaluation.

5.5 Advertisements

Advertisements are possible in the virtual and in person Congress environment. Please contact jon.roberts@esmo.org or anna.macdougall@esmo.org for further details.

5.6 Onsite satellite promotion and distribution

For the display of programme posters, one designated poster board will be made available in a public area. The poster board will be portrait (vertical), for the exact size please contact AIcongress@esmo.org.

All companies must submit a copy of their final artwork before production gets underway. This must in turn be submitted for approval to the ESMO AI & Digital Oncology 2025 Secretariat (AIcongress@esmo.org) by **15 September 2025**.

Companies are entitled to bring one roll-up poster for each entrance of the assigned room and place it only 30 minutes before the start of the satellite symposium. Roll-ups must 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, bus stop 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.

The production, distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the ESMO AI & Digital Oncology 2025 Secretariat. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material. No assistance will be provided by the ESMO AI & Digital Oncology 2025 Secretariat for the distribution of material or for the list of official Congress hotels.

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

5.7 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 the ESMO AI & Digital Oncology 2025 Secretariat approval.

5.8 Promotion related to product and services

Companies holding satellite symposia are responsible for obtaining relevant information and for complying with all Swiss 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 corporation is solely responsible for bringing its advertising into line with local and European laws, as applicable.

INDUSTRY MEETINGS

6. INDUSTRY MEETINGS AND ACTIVITIES

6.1 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 the ESMO AI & Digital Oncology 2025 Secretariat approval. Please send your request to AIcongress@esmo.org

6.2 Unofficial satellite symposia or similar events

During the period beginning on Wednesday, 12 November through to Friday, 14 November 2025, ESMO will not allow any corporate-organised satellite symposia or similar events during other days and in other places except the one planned in the official venue or virtual platform.

6.3 Concomitant activities

Concomitant activities such as internal meetings involving delegates, press conferences, educational or promotional activities taking place whether inside or outside the congress centre but concomitant with or during breaks of the scientific programme of ESMO AI & Digital Oncology 2025 are subject to the Congress Secretariat approval.

Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to the ESMO AI & Digital Oncology Secretariat (AIcongress@esmo.org) at least 4 weeks prior to the event.

Blackout times:

Wednesday, 12 November 2025	13:00 – 16:45
Thursday, 13 November 2025	08:30 – 17:45
Friday, 14 November 2025	09:00 – 16:30

All media activities initiated by third parties are subject to a specific Media Policy. For additional information about Media issues, please contact the Press Office at media@esmo.org

6.4 Closed Industry meetings

ESMO allows industries to organise staff meetings, briefings, advisory boards, client meetings or other type of closed meetings within the congress centre. Meetings can be organised from Wednesday to Friday from 07:00 to 19:00. The following requirements must be respected:

- Small meetings may take place in parallel with the official ESMO AI & Digital Oncology 2025 educational and scientific programme provided they do not involve groups larger than 15 people
- Larger meetings exceeding 15 participants are permitted, but may only take place outside of the blackout times
- 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 AI & Digital Oncology 2025 publications, or online e.g. via social media
- ESMO AI & Digital Oncology 2025 Faculty, 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
- Hybrid meetings need to follow the above rules and total number of participants include the remote attendees as well. Any additional technical equipment to host a hybrid meeting is responsibility of the meeting organiser (meeting rooms will not be equipped by default to host such meetings).

Meeting room booking procedure

Please contact the ESMO AI & Digital Oncology 2025 Secretariat (AIcongress@esmo.org) in order to book a meeting room. Please note that meeting rooms will be assigned on a first-come, first-served basis.

Access to meeting rooms

Meetings' attendees not registered to ESMO AI & Digital Oncology 2025 can ONLY access private meeting spaces with a badge. 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.

6.5 Media activities

All media activities initiated by third parties are subject to the ESMO Policy on Media Activities Organised by Third Parties .
For any additional information about media issuesand to organise a media event, please contact ESMO Communications (media@esmo.orgmedia@esmo.org).

6.6 Badges (Media Activities)

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

6.7 Filming activities

Congress content is the copyright of ESMO. As a rule, it's forbidden to record or capture in any way the Official Programme sessions, the Satellites sessions, the Exhibition and the Posters Area.
All filming activities conducted by Third Parties carrying professional equipment need written approval by ESMO and are subject to the ESMO Policy on Filming Activities; specific and different filming permissions may be granted to Third Parties and these are subject to limitations and rules based on the purpose, the location and the entity conducting the activities.
Requests for guidance, approvals and badges, can be sent to filming@esmo.org
Filming crews members are requested to wear all times a specific vest distributed onsite together with the badge. The use of wireless microphones radio frequencies may interfere with AI & Digital Oncology 2025 sessions' microphones: for additional details, please contact filming@esmo.org.

ON-STAGE PRESENTATIONS

7. INTRODUCTION

Promote your products and services to attendees through the on-stage presentations held in the centre of the exhibition area.

20 minutes presentation slots, held on the 4m x 2m stage, will run throughout the duration of the congress and will be allocated by sponsorship level.

8. GUIDELINES

8.1 Programme and concept

The programme must be submitted in advance by **10 September** and must include a clear, concise description of the concept to be presented (max. 600 characters), along with the names, affiliations, and contact details of the speakers/experts involved. Content is not subject to ESMO approval. On-stage presentations take place in the Exhibition only and are not to be considered as part of the official ESMO AI & Digital Oncology 2025 programme.

Details of the on-stage presentations will not be visible in the online programme and/or in the Virtual Congress Platform (VCP). The use of the Speaker Centre is not allowed.

All activities must comply with the applicable industry compliance codes and local regulations.

8.2 Format

The presentation format must be clearly specified. Accepted formats include:

- Video
- Banner
- PowerPoint presentation
- Live or pre-recorded session
- Medical device or product demonstration

8.3 Presenters

Permitted presenters

Representatives from pharmaceutical industry, MedTech, commercial and other sponsoring companies are permitted to present during their designated slots.

Full details and number of speakers/experts presenting must be provided:

- *Full name / Title/Position / Affiliation / Contact information (email address, phone number)*

Speakers/experts participating in on-stage presentations but not in the official ESMO AI & Digital Oncology 2025 programme must have their registration fees, and travel and accommodation expenses covered in full by the sponsor.

Restricted presenters

The following ESMO Officers are not allowed to participate in the on-stage presentations:

- *Congress Scientific Co-Chairs*
- *ESMO Cancer Medicines Committee Chair*
- *ESMO Compliance Committee Chair*
- *ESMO Educational Committee Chair*
- *ESMO 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*

8.4 Duration of presentation

Time allowed for each on-stage presentation will be of **20 minutes** (+ 5 minutes for setup and 5 minutes of dismantling).
This duration allows enough time to share key information without overwhelming the audience.

For more details please contact the ESMO Strategic Partnerships Department (anna.macdougall@esmo.org).

GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ESMO AI & Digital Oncology 2025 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 AI & Digital Oncology 2025 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 email. 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. The ESMO Strategic Partnerships Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

Assignment
- Will be done on a first come, first served basis (excluding the satellite symposia assignments).
To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, 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 has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

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 start of ESMO AI & Digital Oncology 2025 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds
Any refunds of deposits paid will be made after ESMO AI & Digital Oncology 2025 but not later than **12 December 2025.** 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 AI & Digital Oncology 2025.

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 AI & Digital Oncology 2025 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 AI & Digital Oncology 2025 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 AI & Digital Oncology 2025 or any materials related thereto or offered at ESMO AI & Digital Oncology 2025 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 AI & Digital Oncology 2025 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ESMO AI & Digital Oncology 2025 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ESMO AI & Digital Oncology 2025 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ESMO AI & Digital Oncology 2025 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.

Connectivity or Technical Issues

ESMO specifically disclaims all responsibilities for the unavailability of the ESMO AI & Digital Oncology 2025 website due to unexpected condition and/or problems attributable to a third party's network operators or Force Majeure. The sponsoring company acknowledges that it is its responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that its web browser is up to date in order to avoid connectivity or other technical issues when participating at ESMO AI & Digital Oncology 2025. ESMO will use its best efforts to provide access to ESMO AI & Digital Oncology 2025 through third party channels. In the event that the participant encounters connectivity issues due to a weak internet connection, incompatible operating system requirements or inappropriate web browser settings, the participant acknowledges that ESMO is not liable.

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 AI & Digital Oncology 2025 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 AI & Digital Oncology 2025 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 AI & Digital Oncology 2025. 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 event.

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 AI & Digital Oncology 2025.

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.

Non-smoking policy

ESMO AI & Digital Oncology 2025 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these 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, Industry display area 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. ESMO will also recognise the 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 "Study sponsored by…"