



# ESMO 2023

## Industry Guidelines

MADRID  
2023

**ESMO**

congress

**MADRID SPAIN**  
**20-24 OCTOBER 2023**

The ESMO Congress is the most influential oncology platform for clinicians, researchers, patient advocates, journalists and healthcare industry representatives from all over the world.



PARIS 2022 ESMO congress

PARIS 2022 ESMO

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# CONTACTS

## ESMO Congress 2023 Industry Satellite Symposia Support

### ESMO Congress 2023 Secretariat

ESMO Head Office  
Via Ginevra 4  
6900 Lugano, Switzerland  
Tel.: +41 (0)91 973 19 63  
E-mail: [satellites@esmo.org](mailto:satellites@esmo.org)

### M Events Cross Media GmbH

Gaubstraße 3  
12459 Berlin, Germany  
E-mail: [industry@m-events.com](mailto:industry@m-events.com)



M Events Cross Media GmbH has been appointed as the virtual platform supplier for the ESMO Congress 2023 and will be the official satellite symposia webcast provider.

### Sponsorship, industry satellite symposia and advertising

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Yvonne Giovanelli

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### Satellite symposia logistics & programmes

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### Registration management

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Jay Henry Scott [exhibitors@esmo.org](mailto:exhibitors@esmo.org)

### Programme management and abstracts

Kate Kronig [kate.kronig@esmo.org](mailto:kate.kronig@esmo.org) +41 (0)91 973 19 19  
Federica Frigerio [federica.frigerio@esmo.org](mailto:federica.frigerio@esmo.org) +41 (0)91 973 19 38

### Media relations

Media Activities Organised by Third Parties [media@esmo.org](mailto:media@esmo.org) +41 (0)91 973 19 04

## Housing

BCO Congressos  
Plaza Europa, 17-19, 1st floor  
08908 L'Hospitalet de Llobregat  
Barcelona, Spain  
Tel. +34 93 882 38 78  
[esmo2023@bcocongresos.com](mailto:esmo2023@bcocongresos.com)

### Important note:

ESMO is aware that there might be various websites falsely claiming to represent ESMO with regards to registration and accommodation for ESMO 2023 in Madrid. We will be taking action to limit this; however, we would like to inform you and ask that you also distribute this information wider within your organisation. Some of these sites are asking for member information in the form of member ID number and password. Passwords are strictly confidential and ESMO would never ask for this information. To reserve accommodation, we recommend using the official housing agency for the congress BCO Congressos and please be aware that the only way to register for the ESMO Congress 2023 will be via the official ESMO website, by contacting [registration@esmo.org](mailto:registration@esmo.org).

## IMPORTANT: COVID-19 regulations

ESMO will apply Health and Safety protocols according to the latest local authority guidelines and regulations, with the aim to ensure the highest Health and Safety standards. Further information will be made available on the [ESMO Congress 2023 website](#)

# WELCOME TO THE ESMO CONGRESS 2023

## Dear Industry Partners,

We are pleased to invite you to work with us towards the ESMO Congress 2023 which will take place as an on-site event in Madrid, Spain from 20 to 24 October 2023, while also providing online access to the congress. The innovative Live Plus format, offers participants the option to attend in person, online through our Virtual Congress Platform as well as the ESMO 2023 App!

The ESMO Congress is the most influential oncology platform in Europe for clinicians, researchers, patient advocates, journalists and the healthcare industry from all over the world.

Since 2020, ESMO has been responding to the needs of an unprecedented public health environment and delivering a comprehensive virtual meeting, with an outstanding scientific and educational programme. It demonstrates ESMO's full commitment to the immediate global dissemination of new data in oncology and to advancing the education of oncology professionals even under the most challenging circumstances.

ESMO 2023 will again present the very latest advances in the treatment of cancer and combine an excellent educational programme with outstanding networking opportunities for delegates from all around the world.

The congress programme is being developed by a committee composed of nearly 300 leading international experts to ensure delegates learn about new data in oncology and feel empowered to translate it into immediate improvements in outcomes for cancer patients.

We look forward to working with you on the ESMO Congress 2023, an exciting new edition of Europe's most prestigious oncology meeting.

On behalf of the ESMO 2023 Officers,



**Andrés Cervantes, Valencia, Spain**  
ESMO President 2023-2024



**Silke Gillissen, Bellinzona, Switzerland**  
ESMO 2023 Scientific Chair



**Karin Jordan, Potsdam, Germany**  
ESMO 2023 Educational Chair

# CONGRESS OFFICERS

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## 2023 ESMO and Congress President

Andrés Cervantes, Valencia, Spain

## Scientific Chair

Silke Gillissen, Bellinzona, Switzerland

## Educational Chair

Karin Jordan, Potsdam, Germany

## Scientific Sub-Committee (Track) Chairs

Basic science & translational research: Richard Marais, Manchester, UK

Breast cancer, early stage: Stephen Johnston, London, UK

Breast cancer, metastatic: Hervé Bonnefoi, Bordeaux, France

CNS tumours: Roger Stupp, Chicago, IL, USA

Developmental therapeutics: Lillian Siu, Toronto, ON, Canada

Gastrointestinal tumours, upper digestive: Elizabeth Smyth, Cambridge, UK

Gastrointestinal tumours, lower digestive: Chiara Cremolini, Pisa, Italy

Genitourinary tumours, prostate: Karim Fizazi, Villejuif, France

Genitourinary tumours, non-prostate: Michiel van der Heijden, Amsterdam, Netherlands

Gynaecological cancers: David SP Tan, Singapore

Haematological malignancies: Davide Rossi, Bellinzona, Switzerland

Head and neck cancer (excl. thyroid): Paolo Bossi, Brescia, Italy

Investigational immunotherapy: Inge-Marie Svane, Herlev, Denmark

Melanoma and other skin tumours: Teresa Amaral, Tübingen, Germany

NETs and endocrine tumours: Jaume Capdevila, Barcelona, Spain

Non-metastatic NSCLC and other thoracic malignancies: Rafal Dziadziuszko, Gdansk, Poland

NSCLC, metastatic: Marina Garassino, Chicago, IL, USA

Policy and preventive strategies: Jose Maria Martin-Moreno, Valencia, Spain

Sarcoma: Silvia Stacchiotti, Milan, Italy

Supportive and palliative care: Christina Ruhlmann, Odense, Denmark

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## ESMO Patient Advocacy Working Group representative

Tanja Spanic, Ljubljana, Slovenia (PAWG Chair)

## ESMO Young Oncologists Committee representative

Jonathan Lim, Manchester, UK

# PREFACE

## Welcome

You have decided to partner with ESMO 2023, the world's premier congress in medical oncology.

Well organised planning makes for successful execution and the European Society for Medical Oncology (ESMO) together with its partner suppliers will be glad to guide you over the coming months towards a congress rich in discussion and exchange for your organisation.

These ESMO 2023 Industry Guidelines will guide you in the necessary steps of your participation at ESMO 2023. The document is organised into seven distinct sections namely:

- General information
- Key dates
- Industry Satellite Symposia
- Industry Meetings
- Promotion
- General Terms and Conditions
- ESMO Priority List



**A satellite symposia technical manual will follow in December. The manual will include the following information:**

- **Technical equipment details & technical floor plans**
- **Services for on-site & virtual platform**

All the regulations concerning the ESMO 2023 Exhibition will be included in the ESMO 2023 Exhibition Prospectus. This document will be provided to our exhibitors and your main contact for any additional queries will be our official Exhibition Management Agency MAW (International Exhibition & Advertising).

Please read this document carefully and share with the necessary colleagues and agencies involved in the organisation of your ESMO 2023 activities.

Also note that a successful application for participation at ESMO 2023 implies an acceptance of the requirements contained within these Industry Guidelines and also in any update posted on [esmo.org](https://www.esmo.org)

We look forward to working with you over the coming months towards a rich and innovative ESMO 2023!



## Congress Dates

### Official Programme

20 – 24 October 2023

### ESMO Colloquia & Industry Satellite Symposia

20 – 23 October 2023

### Exhibition

20 – 23 October 2023

### EONS Programme (including EONS Satellite Symposia)

21 – 23 October 2023

### Virtual Congress Platform (VCP)

\*20 October - 1 November 2023      Content available on OncologyPRO from 2 November 2023

\*Subject to change

#### Important note:

The Congress programme and all activities will close on **24 October 2023**. However, the Virtual Congress Platform (VCP) with the on-demand content and the virtual exhibition information will remain available until **1 November 2023**.



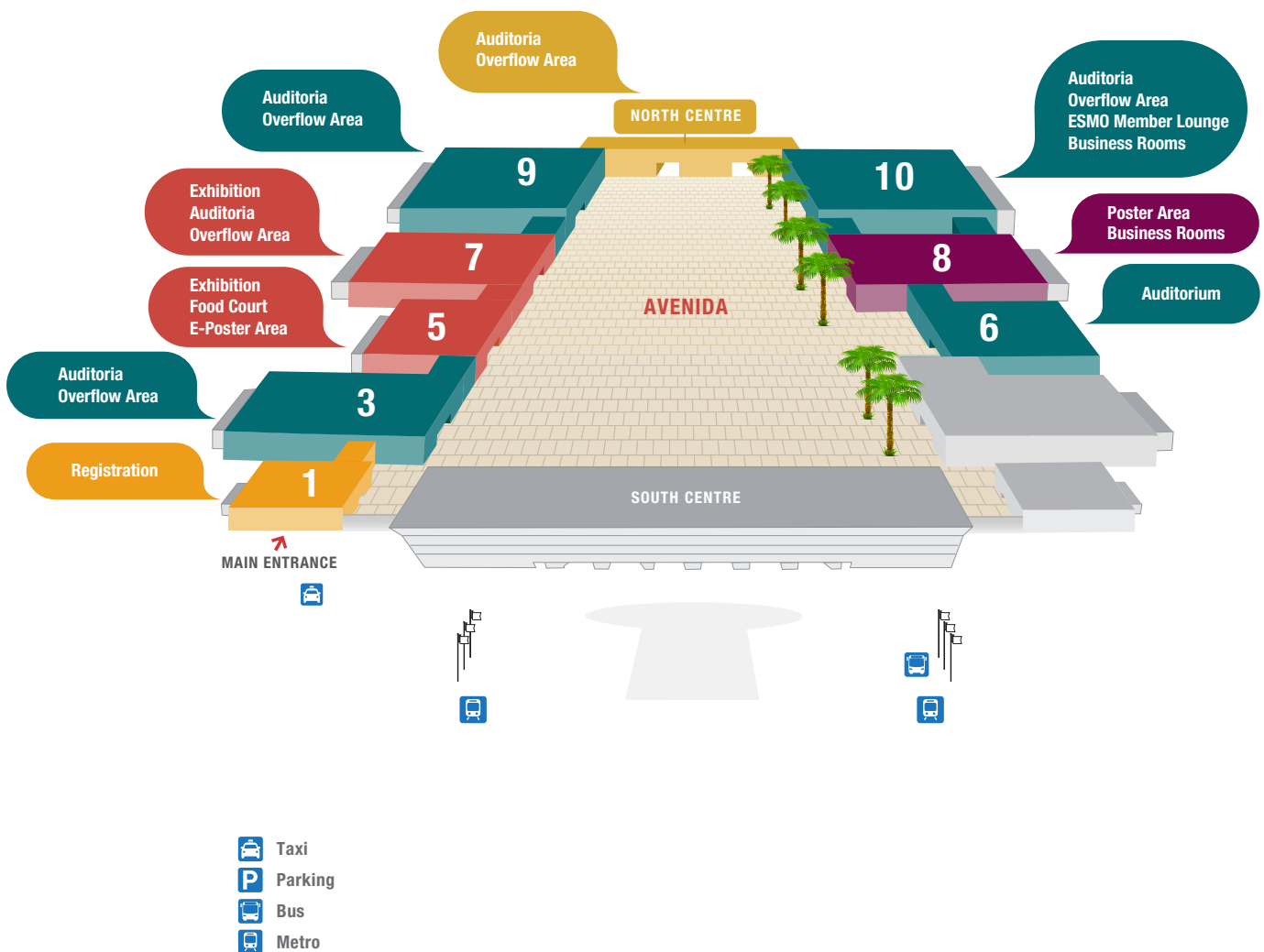
# GENERAL INFORMATION

After the past successful experience, ESMO 2023 will again be a LIVE Plus Congress that will offer participants the option to attend in person, in Madrid or online, through the Virtual Congress Platform as well as the ESMO 2023 App, from 20 to 24 October 2023.

## VENUE

### Venue information

IFEMA Madrid,  
Avda. del Partenón 5  
28042 Madrid  
Spain  
[www.ifema.es](http://www.ifema.es)



Venue Overview as of October 2022 – subject to change.  
The updated venue floor plan will be available online.

## Access

Located only three kilometres from Madrid-Barajas International Airport, the venue offers exceptional transportation links by road, rail, underground and bus. The city centre is just 12 kilometres away. Shuttle bus services may be organised through Barceló Congresos ([esmo2023@bcocongresos.com](mailto:esmo2023@bcocongresos.com)).



### By public transport

**Metro:** The nearest Metro station to IFEMA is Feria de Madrid, Línea 8 (Nuevos Ministerios-Aeropuerto T4). The exit is opposite IFEMA MADRID's South entrance. This line connects the venue to the different terminals of Madrid-Barajas Adolfo Suárez airport and you can reach the city center by changing lines at Nuevos Ministerios. Cercanías RENFE has a direct connection with line 8 of the Metro.

**Bus:** Madrid's extensive bus network allows you to get to IFEMA MADRID from anywhere in the city.

Línea 73: Diego de León - IFEMA MADRID

Línea 112: Mar de Cristal - Barrio del Aeropuerto

Línea 122: Avenida de América - IFEMA MADRID

#### Intercity buses:

Línea 828: Universidad Autónoma - Alcobendas - IFEMA MADRID - Canillejas  
VTC, Vehicles with Drivers

Some of the most well-known companies that offer this type of service are Uber and Cabify. You also have Bolt, Auro New Transport, EasyMoveVTC, and VTC Madrid Sur.

#### Uber:

Uber will have an exclusive pick up point for you to conveniently meet with your driver, located in the Yellow Parking in front of the South Entrance of IFEMA MADRID.

In Madrid, Uber has UberX, its low-cost service, Uber Comfort, operated by the best drivers on the platform, Uber Black, with premium vehicles, and Uber Van, Uber's groups' service.



## By air

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The Madrid-Barajas Airport Madrid-Barajas Adolfo Suárez airport is just ten minutes away from the trade fair venue and just 12 km from the city centre.

### Transfer from the airport:

- **Taxi:** There are many taxi stops at every terminal
- **Metro:** The Metro line 8 Nuevos Ministerios connects with two Metro stations at the airport: “Aeropuerto T1 - T2 - T3” and “Aeropuerto T4”
- **Bus:** There are many urban bus routes operated by the Municipal Transport Company (EMT), as well as interurban buses
- **Interurban train:** The T4 terminal connects Madrid with many interurban trains, located in the -1 floor of this terminal



## By train

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There are interurban trains, as well as long and medium-distance trains at the Atocha station.

### Transfer from the station:

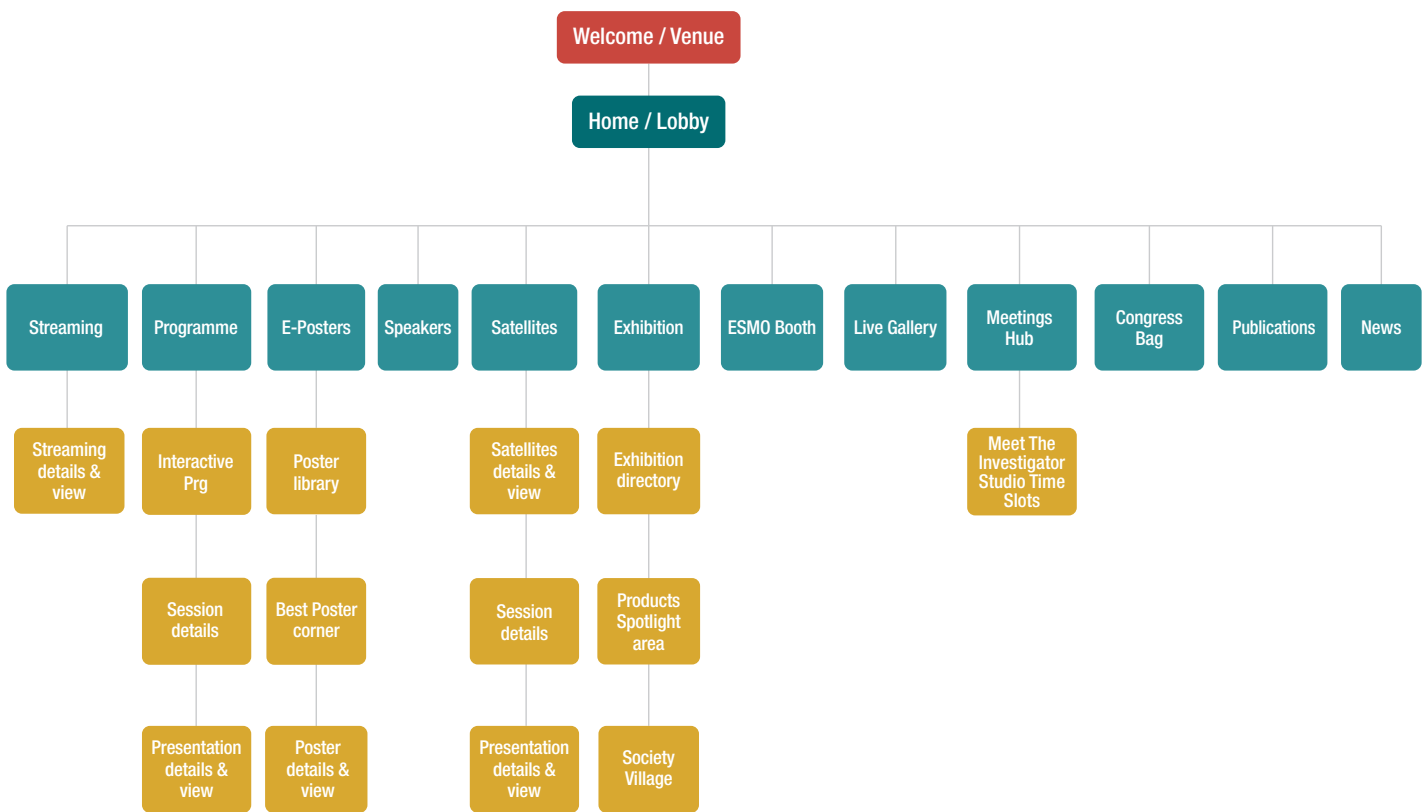
- **Taxi:** There is a taxi station at the station’s surroundings
- **Metro:** In the ground floor, within the station, there is a Metro station connected to two lines
- **Bus:** There are many bus stops out of the station
- **Interurban train:** In the ground floor, within the station, there is a interurban train stop

## Virtual Congress Platform

After a very successful set of virtual congresses over the past three years, M Events has again been appointed as our official virtual congress platform supplier for ESMO 2023.

The ESMO Congress 2023 Secretariat will be working closely with the M Events 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 below:



Site Map as of October 2022, subject to change.

# KEY DATES

## Abstract submission deadlines

10 May 2023	Abstract and late-breaking abstract placeholder submission deadline
14 September 2023	Late-breaking abstract submission deadline

## Registration deadlines

19 July 2023	Early registration
23 August 2023	Name lists for group registrations
13 September 2023	Late registration
4 October 2023	Group registration closure

## Satellite Symposia programme deadlines

20 June 2023	<b>Proposed programme submission</b> - including title of the symposium, all presentation titles, names of all proposed speakers and chairpersons – to be submitted to <a href="mailto:satellites@esmo.org">satellites@esmo.org</a>
5 July 2023	<b>Notification by ESMO</b> of acceptance / rejection / request for modifications to the programme as decided by the ESMO 2023 Scientific Committee
25 July 2023	<b>Receipt of the final programme</b>
12 September 2023	<b>Programme poster submission</b>

## General information

13 July 2023	Contact details of the responsible person for the satellite symposium organisation ( <a href="#">online form</a> )
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## On-site satellite symposium with online live streaming (Live broadcast with recording)

9 August 2023	Booking of the on-site rehearsal
23 August 2023	Submission of the <b>Satellite Symposia Services Order Form</b> (available in December) Extra AV requirements ( <a href="mailto:esmosatellite@acsaudiovisual.com">esmosatellite@acsaudiovisual.com</a> ) IT Extra requirements ( <a href="mailto:satellites@esmo.org">satellites@esmo.org</a> )
15 September 2023	Digital signage for lectern ( <a href="mailto:esmosatellite@acsaudiovisual.com">esmosatellite@acsaudiovisual.com</a> ) Badge Scanner order ( <a href="mailto:leadssystem@ctimeetingtech.com">leadssystem@ctimeetingtech.com</a> ) Extra hostesses' hire ( <a href="mailto:esmo2023staff@bcocongresos.com">esmo2023staff@bcocongresos.com</a> )

# KEY DATES

## Virtual Congress Platform

- |                  |   |
|------------------|---|
| 5 September 2023 | Backend access link for company administrators to the Satellite Symposium Virtual Space   |
| 10 October 2023  | Backend upload of all company materials in the Satellite Symposium Virtual Space (text, speakers' biographies and pictures, etc.) |

## Publication deadlines

- |                |  |
|----------------|--|
| 19 June 2023   | Daily Reporter Banners   |
| 10 July 2023   | Virtual Congress Bag Inserts   |
| 31 July 2023   | Satellite Invitation Weblink   |
| 7 August 2023  | Virtual Scientific Programme Banners and Virtual Congress Banners                          |
| 21 August 2023 | Artwork for on-site advertising (for sponsors that have purchased these sponsorship items) |

**INDUSTRY  
SATELLITE  
SYMPOSIA**



# 1 SATELLITE SYMPOSIA GENERAL INFORMATION

## 1.0 Structure

Satellite symposia will take place from 20 - 23 October 2023 both on-site and on the Virtual Congress Platform. Details of available timeslots may be obtained by email from the ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)).

## 1.1 Satellite symposia programmes

All satellite symposia programmes must be approved by the ESMO 2023 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 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ESMO 2023 Scientific Committee considers to be a proper, scientifically well-founded point of view. ESMO 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 (in either a Chair or Presenter role) in any satellite symposium: ESMO President, President-Elect, Past President, Director of Education, Director of Public Policy, Director of Membership, Congress Scientific Chair(s), Educational Committee Chair, Guidelines Committee Chair, Cancer Medicines Committee Chair, Compliance Committee Chair, Editors-in-Chief and Deputy Editors in-Chief of ESMO journals, and the ESMO-Magnitude of Clinical Benefit Scale Working Group Chair.

All other ESMO 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-esmo/organisational-structure/esmo-council](http://www.esmo.org/about-esmo/organisational-structure/esmo-council)

Any changes to the provisional or the final programme **must be forwarded immediately for re-approval to the ESMO Congress 2023 Secretariat** ([satellites@esmo.org](mailto:satellites@esmo.org)) in time to submit the final version by **25 July** at the latest.

Submitting an abstract to the ESMO 2023 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 prior to its presentation in the official ESMO Congress 2023 programme, and that it has not been presented elsewhere.

### Important note:

Since there will be several industry satellite symposia sessions being hosted in parallel, ESMO cannot guarantee that clashes will not occur on certain topics covered in the respective satellite programmes.

### Patient videos

- Patient videos may be included in ESMO and EONS satellite symposia as long as the patients are fully aware of the context, where, when, why, and by whom their video will be shown
- The organiser / sponsor(s) must be responsible for obtaining, and, upon request, showing proof that all patients have signed a written consent form (not provided by ESMO) allowing their inclusion in the satellite programme / video(s)
- Should patient consent be later withdrawn, the sponsor must obscure or remove the patient from current material, and cease distribution of the video / webcast in its original form

## 1.2 Applications

Requests for satellite symposia will be processed in accordance with the company ranking in the ESMO sponsors priority list and, subsequently, on a first-come, first-served basis.

Companies not included in the ESMO priority list that would like to have a satellite symposium or companies in the priority list that would like to have an additional symposium time slot will be given an opportunity after the requests of all the companies in the priority list have been accommodated, subject to availability and on a first come, first served basis.

## 1.3 Programme timeline and deadlines

<b>On Application</b>	Each company should inform ESMO about the type of product(s) and the treatment area on which the programme of the satellite symposium will be based
<b>20 June 2023</b>	Proposed programme - including title of the symposium, all presentation titles, names of all proposed speakers and chairpersons – to be submitted to <a href="mailto:satellites@esmo.org">satellites@esmo.org</a> using the official <a href="#">ESMO programme template</a>
<b>5 July 2023</b>	Notification by ESMO of acceptance / rejection / request for modifications to the programme as decided by the ESMO 2023 Scientific Committee Chair
<b>25 July 2023</b>	Receipt of the final programme

### Note:

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. In addition, any delay of programme submission will cause a delay of the confirmation of the programme, and consequently, less time to prepare all publication materials on time. Speakers nominated in more than two satellites will be responsible to choose which satellites they want to be involved in.

**Please take note that changes after 25 July will not be accepted nor reflected in the online programme.**

### Important note:

ESMO can act as a provider of sponsored educational satellite symposia, offering companies the benefit of the society's experience and knowhow to develop a truly independent symposium. If you are interested in receiving more information about ESMO Colloquia, please contact [programme@esmo.org](mailto:programme@esmo.org)

## 1.4 Duration of the satellite symposium

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

## 1.5 Satellite symposium contact/representatives

Each company must provide the name of the person responsible for the organisation (logistics) of its satellite symposium to the ESMO Congress 2023 Secretariat via the dedicated [online form](#) by **13 July 2023** and also notify in advance of any change on these contact details.

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

### Important note:

ESMO will send any information related to the satellite(s) only to the designated persons which have been communicated prior to the above-mentioned deadline.

## 1.6 ESMO Congress 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 ESMO Congress 2023 Secretariat. The submission of the programme must follow the format of the [ESMO template](#).

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

## 1.7 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 Congress 2023 programme.

## 1.8 ESMO Congress Abstract Book

Abstracts related to industry satellite symposia are not published in the ESMO Congress 2023 Abstract Book.

## 1.9 Registration

Registrations to ESMO 2023 must be made by the individuals themselves or by a group leader following the process outlined on the congress webpages. Contact [registration@esmo.org](mailto:registration@esmo.org) for more information.

### 1.9.1 Preparatory registration

In order to prepare the Satellite Symposium Virtual Space on the Virtual Congress Platform, company administrators will have access to its backend.

### 1.9.2 Group voucher registration

ESMO offers the possibility to register big groups with a voucher code.

#### How it works

- Group leaders contact [groups@esmo.org](mailto:groups@esmo.org) to request group registration using a voucher code
- Group leaders send the invitations directly to delegates, including the voucher code and instructions on how delegates can register themselves individually
- Registration confirmations and relative information on how to access the congress will be sent directly to the delegates a few weeks before the Congress. Group leaders can request confirmation of voucher use

#### What to consider

- Voucher registration is GDPR compliant
- Name changes are not possible
- No closure of group registration using the voucher code. Vouchers can be ordered after the standard group registration closure allowing more time to invite delegates

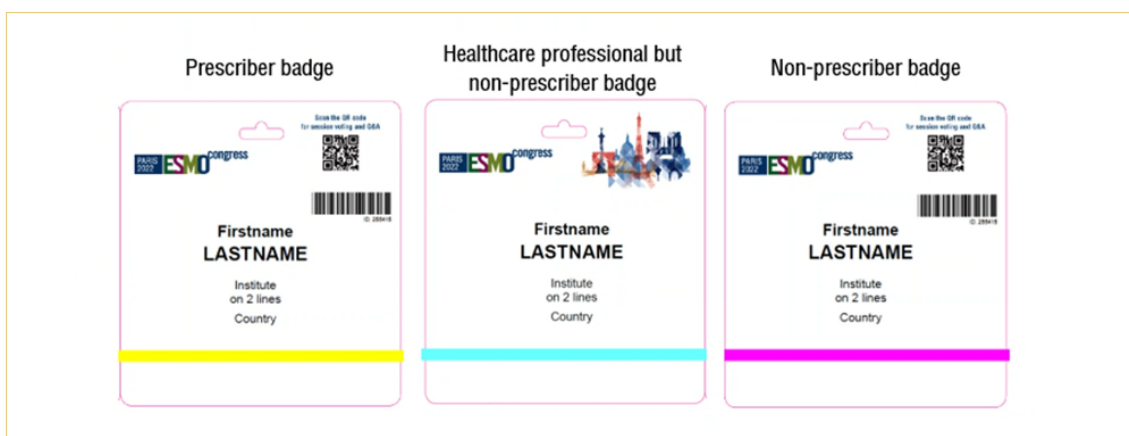
## 1.10 Compliance

ESMO 2023 is organised by the European Society for Medical Oncology (based in Lugano, Switzerland). The congress is provided to international HCPs with a majority from Europe and is following the EFPIA guidance/code.

### 1.10.1 On-site

Participants fully registered to the congress, visitors wearing the visitors' badge, exhibitors wearing the exhibitor badge and agencies wearing the Industry Satellite badge have the right to attend satellite symposia sessions.

For ESMO 2023, different badge coloured stripes will be used to identify delegates as prescribers or non-prescribers. This decision has been taken to comply with prescription-only medicines promotional legislation, both European and national. (i) Delegates attending the Congress will be responsible when deciding which parts or areas of the congress they access to or visit, and (ii) By previously identifying their profile, pharmaceutical companies will be responsible when deciding how they engage or interact with participants, according to European legislation and any applicable code of practice.



### 1.11.2 Online

Satellite symposia sessions will be accessible for all registered delegates, however companies may add a disclaimer on top of their Satellite Symposium Virtual Space.

### 1.11.3 EFPIA accreditation

The EFPIA accreditation submission has been taken care of by ESMO, as ESMO is the content owner and organiser of the ESMO Congresses. Please do not submit any accreditation request to EFPIA on behalf of ESMO. Should you have any queries or doubts on the EFPIA accreditation for ESMO Congresses do not hesitate to contact [satellites@esmo.org](mailto:satellites@esmo.org)

### 1.11.4 Code of Conduct

The ESMO Code of Conduct applies and is available on [www.esmo.org](http://www.esmo.org).

## 1.11 Geo-restriction

Geo-restriction is not applicable for ESMO 2023 (nor on-site neither on the Virtual Congress Platform).

**Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on pages 35-36**

## 2 SATELLITE SYMPOSIA DETAILS

### 2.1 Schedule

	No.	Time	Duration	Location	Auditorium Name	On-site Capacity
Friday, 20 October 2023	1	10:15-11:45	1 h 30 *	Hall 3	Salamanca Auditorium	800
	2	10:15-11:45	1 h 30 *	Hall 10	Malaga Auditorium	800
	3	10:15-11:45	1 h 30 *	Hall 9	Santander Auditorium	600
	4	10:15-11:45	1 h 30 *	Hall 3	Toledo Auditorium	600
	5	10:15-11:45	1 h 30 *	Hall 7	Oviedo Auditorium	600
	6	10:15-11:45	1 h 30 *	Hall 7	Leon Auditorium	600
	7	18:00-19:30	1 h 30 *	Hall 3	Salamanca Auditorium	800
	8	18:00-19:30	1 h 30 *	Hall 10	Malaga Auditorium	800
	9	18:00-19:30	1 h 30 *	Hall 9	Santander Auditorium	600
	10	18:00-19:30	1 h 30 *	Hall 3	Toledo Auditorium	600
	11	18:00-19:30	1 h 30 *	Hall 7	Oviedo Auditorium	600
	12	18:00-19:30	1 h 30 *	Hall 7	Leon Auditorium	600
Saturday, 21 October 2023	13	13:00-14:30	1 h 30 *	Hall 3	Burgos Auditorium	800
	14	13:00-14:30	1 h 30 *	Hall 10	Valencia Auditorium	800
	15	13:00-14:30	1 h 30 *	Hall 3	Salamanca Auditorium	800
	16	13:00-14:30	1 h 30 *	Hall 10	Malaga Auditorium	800
	17	13:00-14:30	1 h 30 *	Hall 9	Santander Auditorium	600
	18	13:00-14:30	1 h 30 *	Hall 3	Toledo Auditorium	600
	19	13:00-14:30	1 h 30 *	Hall 7	Oviedo Auditorium	600
	20	13:00-14:30	1 h 30 *	Hall 7	Leon Auditorium	600
	21	18:30-20:00	1 h 30 *	Hall 3	Burgos Auditorium	800
	22	18:30-20:00	1 h 30 *	Hall 10	Valencia Auditorium	800
	23	18:30-20:00	1 h 30 *	Hall 3	Salamanca Auditorium	800
	24	18:30-20:00	1 h 30 *	Hall 10	Malaga Auditorium	800
	25	18:30-20:00	1 h 30 *	Hall 9	Santander Auditorium	600
	26	18:30-20:00	1 h 30 *	Hall 3	Toledo Auditorium	600
	27	18:30-20:00	1 h 30 *	Hall 7	Oviedo Auditorium	600
	28	18:30-20:00	1 h 30 *	Hall 7	Leon Auditorium	600
Sunday, 22 October 2023	29	13:00-14:30	1 h 30 *	Hall 3	Burgos Auditorium	800
	30	13:00-14:30	1 h 30 *	Hall 10	Valencia Auditorium	800
	31	13:00-14:30	1 h 30 *	Hall 3	Salamanca Auditorium	800
	32	13:00-14:30	1 h 30 *	Hall 10	Malaga Auditorium	800
	33	13:00-14:30	1 h 30 *	Hall 9	Santander Auditorium	600
	34	13:00-14:30	1 h 30 *	Hall 3	Toledo Auditorium	600
	35	13:00-14:30	1 h 30 *	Hall 7	Oviedo Auditorium	600
	36	13:00-14:30	1 h 30 *	Hall 7	Leon Auditorium	600
	37	18:30-20:00	1 h 30 *	Hall 3	Burgos Auditorium	800
	38	18:30-20:00	1 h 30 *	Hall 10	Valencia Auditorium	800
	39	18:30-20:00	1 h 30 *	Hall 3	Salamanca Auditorium	800
	40	18:30-20:00	1 h 30 *	Hall 10	Malaga Auditorium	800
	41	18:30-20:00	1 h 30 *	Hall 9	Santander Auditorium	600
	42	18:30-20:00	1 h 30 *	Hall 3	Toledo Auditorium	600
	43	18:30-20:00	1 h 30 *	Hall 7	Oviedo Auditorium	600
	44	18:30-20:00	1 h 30 *	Hall 7	Leon Auditorium	600
Monday, 23 October 2023	45	13:00-14:30	1 h 30 *	Hall 3	Burgos Auditorium	800
	46	13:00-14:30	1 h 30 *	Hall 10	Valencia Auditorium	800
	47	13:00-14:30	1 h 30 *	Hall 3	Salamanca Auditorium	800
	48	13:00-14:30	1 h 30 *	Hall 10	Malaga Auditorium	800
	49	13:00-14:30	1 h 30 *	Hall 9	Santander Auditorium	600
	50	13:00-14:30	1 h 30 *	Hall 3	Toledo Auditorium	600
	51	13:00-14:30	1 h 30 *	Hall 7	Oviedo Auditorium	600
	52	13:00-14:30	1 h 30 *	Hall 7	Leon Auditorium	600
	53	18:30-20:00	1 h 30 *	Hall 3	Burgos Auditorium	800
	54	18:30-20:00	1 h 30 *	Hall 10	Valencia Auditorium	800
	55	18:30-20:00	1 h 30 *	Hall 3	Salamanca Auditorium	800
	56	18:30-20:00	1 h 30 *	Hall 10	Malaga Auditorium	800
	57	18:30-20:00	1 h 30 *	Hall 9	Santander Auditorium	600
	58	18:30-20:00	1 h 30 *	Hall 3	Toledo Auditorium	600
	59	18:30-20:00	1 h 30 *	Hall 7	Oviedo Auditorium	600
	60	18:30-20:00	1 h 30 *	Hall 7	Leon Auditorium	600

\*Duration is limited as per the original slot and can be shortened if required

**Important notes:****The satellite symposia slot prices quoted in the ESMO 2023 Industry Prospectus include:**

- On-site (in person) satellite symposium with online live streaming (Live broadcast with recording\*)
- Satellite symposium published in the online programme, VCP and Congress App
- Dedicated Satellite Symposium Virtual Space in the VCP to display additional session information and material
- Satellite symposium digital poster in the ESMO 2023 Industry Satellite Symposia Gallery\*\* at the Congress Venue and on the VCP
- General metrics related to the VCP

\*By default the transmission of all satellite symposia will be offered as: Live broadcast with recording. If circumstances do not allow us to host the satellite symposia in this way these will automatically revert back to a Pre-recording with Live Q&A format.

\*\*For more details, consult section [4.6.1 on page 31](#)

**Auditoria capacity reduction**

The capacity of the auditoria can be reduced, provided that the request is sent to the ESMO Congress 2023 Secretariat ([satellites@esmo.org](mailto:satellites@esmo.org)) by **7 February 2023**.

Provided the reduction is feasible, also according to the COVID-19 restrictions at the time of the Congress, only barrier bands will be used (i.e. no curtains nor partitioning walls). Reductions not agreed during the selling process will be subject to extra costs, which will include barrier bands and local staff.

**Overflow area usage**

If no more seats are available in the auditorium the satellite symposium will be broadcasted in the assigned overflow area. The overflow area can be used even if an auditorium reduction has been requested.



**Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on pages [35-36](#)**



**INDUSTRY  
MEETINGS**

### 3 Industry meetings and activities

A specific addendum for this topic will be published in December 2022. In the addendum you will find all the information about:

Networking events  
Unofficial Satellite Symposia or similar events  
Concomitant activities  
Media activities (Press)  
Private Industry meetings

#### 3.1 Meet the Investigator Studio Time Slots

Meet the Investigator Studio Time Slots are specially dedicated meetings for lectures, Q&A, and scientific dissemination about investigator activities in non-marketed active agents. These are closed meetings and upon invitation only.

The meetings may take place either on-site or online.

#### 3.2 On-site option

The Meet the Investigator Studio slots will take place in Cartagena and Ronda auditoria, located in the North Centre. Technical floorplans will be available online and room rental will include basic AV/IT equipment (screen, LCD Projector, Wi-Fi). Any set-up and dismantling time needed must be included in the reserved slot of time.

- One room with capacity for 100 delegates, with access completely controlled by the sponsoring company
- No set-up changes possible at any time
- Equipment: 1 screen, 1 laptop, 1 projector, 1 lectern equipped with 1 microphone, 1 panel table up to 4 people equipped with 4 microphones, 1 table outside the auditorium. NO extra AV permitted
- 1 hostess
- Restrictions: filming and audio recording is not permitted
- Only beverages can be ordered for companies securing two or more back to back slots (on condition these catering items can be removed by the supplier 10 minutes before the last session ends)
- Presentations of 30', all included, set up and dismantling of possible posters too
- Presentations one after the other, strict enforcing of timeslot allocation
- A schedule with the sponsoring company and slot times will be published in the Meet the Investigator Area
- Companies can book single slots of 30 minutes
- Time slots must not be in conflict with satellite symposia
- Roll-up banners near/outside auditoria entrance(s) are prohibited

Technical and logistical queries can be sent to: [satellites@esmo.org](mailto:satellites@esmo.org)

Saturday, 21 October 2023	Sunday, 22 October 2023	Monday, 23 October 2023
Time Slot	Time Slot	Time Slot
15:00-15:30	15:00-15:30	15:00-15:30
15:30-16:00	15:30-16:00	15:30-16:00
16:00-16:30	16:00-16:30	16:00-16:30
16:30-17:00	16:30-17:00	16:30-17:00
17:00-17:30	17:00-17:30	17:00-17:30
17:30-18:00	17:30-18:00	17:30-18:00



### 3.3 Virtual option

The meetings will take place in virtual meeting spaces (via Zoom) and will grant:

- Access limited to 100 delegates and access codes will be provided
- Virtual platform technical support
- Presentations of 30 minutes in live webcast format. Presentations one after the other, strict enforcing of timeslot allocation
- Companies can book single slots of 30 minutes

The company administrator will need to check, manage and disseminate the access codes to their attendees. The ESMO Congress 2023 Secretariat together with the M Events Team are at your full disposal for any support and/or technical queries. In the platform the Meet the Investigator Studio Time Slots will be accessible from the Meetings Hub.

Saturday, 21 October 2023	Sunday, 22 October 2023	Monday, 23 October 2023
Time Slot	Time Slot	Time Slot
05:00-05:30	05:00-05:30	05:00-05:30
05:30-06:00	05:30-06:00	05:30-06:00
06:00-06:30	06:00-06:30	06:00-06:30
06:30-07:00	06:30-07:00	06:30-07:00
07:00-07:30	07:00-07:30	07:00-07:30
07:30-08:00	07:30-08:00	07:30-08:00
20:30-21:00	20:30-21:00	20:30-21:00
21:00-21:30	21:00-21:30	21:00-21:30
21:30-22:00	21:30-22:00	21:30-22:00
22:00-22:30	22:00-22:30	22:00-22:30
22:30-23:00	22:30-23:00	22:30-23:00

### 3.4 Additional information

If you plan to use any speaker(s) that are already involved in the ESMO 2023 scientific programme, your Meet the Investigator Studio Time Slot(s) must not be in conflict with the official ESMO 2023 scientific and educational sessions they have committed to.

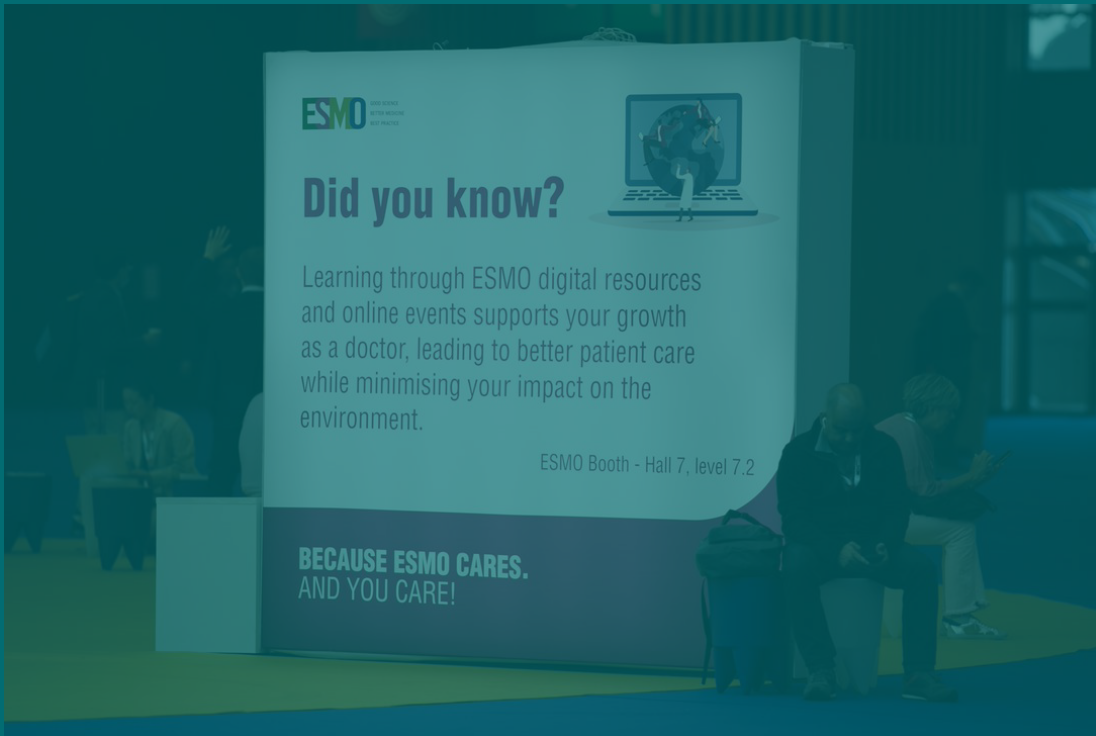
ESMO reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the ESMO Executive Board recommends that a speaker presents at no more than one (1) Meet the Investigator Studio Time Slot. However, if unavoidable, a speaker may be involved in a second Meet the Investigator Studio Time Slot for a maximum of two (2) Meet the Investigator Studio Time Slots 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 (in either a Chair or Presenter role) in any Meet the Investigator Studio sessions: ESMO President, President-Elect, Past President, Director of Education, Director of Public Policy, Director of Membership, Congress Scientific Chair(s), Educational Committee Chair, Guidelines Committee Chair, Cancer Medicines Committee Chair, Compliance Committee Chair, Editors-in-Chief and Deputy Editors in-Chief of ESMO journals, and the ESMO-Magnitude of Clinical Benefit Scale Working Group Chair.

All other ESMO Council members may participate in a maximum of two Meet the Investigator Studio sessions 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-esmo/organisational-structure/esmo-council](http://www.esmo.org/about-esmo/organisational-structure/esmo-council)

For more information and to book your slot, please contact the ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)). Meet the Investigator Studio Time Slots will be assigned on a first-come, first-served basis.

**Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on pages 35-36**



# PROMOTION



## 4 PROMOTION OF THE INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES

### 4.1 Publications and on-site Advertising

Each company will ensure that all company publications referring to satellite symposia mention: “ESMO 2023 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 [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) and respect the following deadlines:

<b>19 June 2023</b>	<b>Daily Reporter Banners</b>
<b>10 July 2023</b>	<b>Virtual Congress Bag Inserts</b>
<b>31 July 2023</b>	<b>Satellite Invitation Weblink</b>
<b>7 August 2023</b>	<b>Virtual Scientific Programme Banners and Virtual Congress Banners</b>
<b>21 August 2023</b>	<b>Artwork for on-site advertising</b> (for sponsors that have purchased these sponsorship items)

ESMO suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, ESMO 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 2023.

However, ESMO 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 European laws and ESMO 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 Spain.

### 4.2 Reproduction of logos

Each company is entitled to use the official logo of ESMO 2023 on invitations and promotional documents related to the approved satellite symposium.

Companies are not allowed to use the ESMO corporate logo under any circumstances.

The ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)) will provide the ESMO Congress 2023 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

### 4.3 Inviting participants

Inviting participants to your satellites has never been this easy and effective!

A month prior to ESMO 2023, satellite symposium organisers will have the possibility to showcase their satellite(s) via a digital satellite invitation/weblink(s) in our Online Scientific Programme and invite delegates to find out more about their session(s).

Furthermore, in the ESMO 2023 E-Newsletter there will be a dedicated Industry Satellite Symposia section whereby all these digital invitations will be grouped.

From the 31 July 2023 your satellite invitation weblink will go live (this will be subject to prior submission before the **31 July 2023** deadline and subsequent approval by the ESMO Events Sponsorship Department).

The ESMO 2023 E-Newsletter will be sent out to all registered delegates in August 2023.

To take full advantage of this unique opportunity and book this sponsorship product contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) today!

### Rules and Regulations:

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

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

With a satellite symposia, the content of the Weblink must solely state the:

- Title of the session
- The names of the chairpersons and speakers
- Venue and timing of the ESMO 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 [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) is the **31 July 2023**. 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 may consist of more than 1 virtual page, due to its' online nature, however no more than 2 pages can be included per weblink
- 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 Congress 2023 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 Events Sponsorship Department
- The web page will only be linked once ESMO approval is confirmed and the payment for the sponsorship package is received

### 4.4 Virtual Congress Bag Inserts

Artwork should be not larger than A4 format and less than 5 MB.

Promotion is restricted to one satellite symposium per Virtual Congress Bag Insert purchased.

Artwork should be submitted to [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) by **10 July 2023** for evaluation.

### 4.5 Advertisements

Advertisements are possible both on-site at the venue as well as in the virtual congress environment.

Please contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) for further details.

## 4.6 Signage, display and distribution on-site

For the display of programme posters, one designated support will be made available in the ESMO 2023 Industry Satellite Symposia Gallery. Companies are entitled to bring one roll-up poster of a standard size (85x200cm size) for each entrance of the assigned auditorium. Roll-ups should 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 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. One welcome desk will be available outside each auditorium.

Additionally, the venue strictly forbids sticking signage or other elements to any walls, doors or windows of the premises.

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



#### 4.6.1 ESMO 2023 Industry Satellite Symposia Gallery (on-site and online)

All satellite symposia will be allocated in the ESMO 2023 Industry Satellite Symposia Gallery, both on-site and on the Virtual Congress Platform.

Each digital programme poster artwork should be prepared in two different formats (on-site and online) respecting the requirements mentioned below.

The submitted artworks will be reviewed by ESMO and a notification will be sent within 10 working days to inform if it is accepted or if any changes are required.

##### Important note:

If you are planning any additional on-site materials (e.g. roll-up posters) then you are NOT required to re-submit these for review on condition that you use the same graphic/branding of your ESMO approved ESMO 2023 Industry Satellite Symposium Poster artwork mentioned above.

ON-SITE	ONLINE
Format: Vertical format 1080 x 1920 pixels, 16:9	Format: Square, 1368 x 1368 pixels, PNG or JPEG only. PDF files or other formats are NOT supported
The wording “ESMO 2023 Industry Satellite Symposium” must be included at the top of each poster to avoid any confusion with the official scientific programme	
The content must reflect the final programme submitted by 25 July 2023; <b>no changes are allowed</b>	



Submit [here](#) your programme poster artwork by 12 September 2023.

## On-site

The ESMO 2023 Industry Satellite Symposia Gallery will be located in the Registration Area.

The gallery will be operational from Friday 20 October to Monday 23 October 2023 according to the schedule below:

Friday morning slot satellite programmes will be displayed	from 07:00 to 13:30
Friday evening slot satellite programmes will be displayed	from 13:30 to 20:00
Saturday lunch slot satellite programmes will be displayed	from 09:00 to 14:30
Saturday evening slot satellite programmes will be displayed	from 14:30 to 20:00
Sunday lunch slot satellite programmes will be displayed	from 09:00 to 14:30
Sunday evening slot satellite programmes will be displayed	from 14:30 to 20:00
Monday lunch slot satellite programmes will be displayed	from 09:00 to 14:30
Monday evening slot satellite programmes will be displayed	from 14:30 to 20:00





## Online

All satellite symposia will also be accessible in the ESMO 2023 Industry Satellite Symposia Gallery directly on the Virtual Congress Platform. Satellite symposia can be filtered by area of interest and by company. The areas of interest are predefined by the ESMO 2023 Scientific Committee. There will also be a search engine to easily access the desired satellite session(s).

### INDUSTRY SATELLITE SYMPOSIA GALLERY


Industry Satellite Symposia are scheduled from 17 until 22 September 2021 and afterwards are available on-demand until 28 September. Don't miss the chance to ask your questions during the live streaming.

All Satellites
ESMO Colloquia

**Area of Interest**

**Company**

Sort by:




**Bristol Myers Squibb - Latest advances in Muscle Invasive Urothelial Carcinoma: How Will They Impact Our Daily Practice?**

Sunday, 19 September, 08:45 - 09:55

Genitourinary tumours, non-prostate

[View poster >](#)

[Go to session >](#)




**MSD - Transforming the Adjuvant Treatment Paradigm in Melanoma**

Saturday, 18 September, 08:45 - 10:15

Melanoma and other skin tumours

[View poster >](#)

[Go to session >](#)



**AstraZeneca - From Breast Cancer Biology to Therapy**

Friday, 17 September, 08:45 - 10:15

Breast cancer, metastatic

[View poster >](#)

[Go to session >](#)

\*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2023 design.

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#### **4.7 Promotion at congress hotels**

The production, distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by ESMO. 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 ESMO or by the official housing service for the distribution of material or for the list of official Congress hotels.

#### **4.8 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 ESMO approval.

#### **4.9 Promotion related to products and services**

Companies holding satellite symposia are responsible for obtaining relevant information and for complying with all Spanish 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.

**Any infraction(s) to our Industry Guidelines will follow the procedure outlined in the Terms & Conditions on pages [35-36](#)**

## General Terms and Conditions

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ESMO 2023 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 2023 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. For companies in the priority points ranking, applications for promotional opportunities must be received by 26 September in order to be included in the first round of assignments.
- Priority points ranking status. Between 1 August 2021 and 31 August 2022, ESMO will review all investments and compile the priority points ranking list. This ranking list will define the order in which requests of companies are processed. 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.

### Assignment

At each sponsoring company's turn for assignment, every effort will be made to:

- Offer the first, second and third choice made on the sponsorship application form subject to availability.
- Offer a real time selection of what is available if the 3 choices on the sponsorship application cannot be honoured. To ensure each sponsoring company has a chance to choose a suitable opportunity, 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 form has been accepted will be liable to pay the following fees (if the sponsorship product(s)/service(s) cannot be reallocated to another company):

- 25% of the total rate, if the cancellation request is received in writing by 9 January 2023.
- 50% of the total rate, if the cancellation request is received in writing between 9 January and 27 February 2023.
- 100% of the total rate, if the cancellation request is received in writing after 27 February 2023.

Once the sponsorship item(s) are officially assigned the cancellation fee is 100% of the total rate.

If the item(s) can be reallocated to another sponsoring company, the former sponsoring company will receive a full refund of deposit(s) paid and less the administrative fees of 10% on the total sponsorship investment.

### 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 Congress (Friday 20 October 2023) will be subject to a 10% penalty fee on the total sponsorship investment.

### Refunds

Any refunds of deposits paid will be made after ESMO 2023 but not later than 18 December 2023. 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 2023.

### 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 2023 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 2023 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 2023 or any materials related thereto or offered at ESMO 2023 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 2023 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ESMO 2023 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ESMO 2023 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ESMO 2023 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 2023 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 2023. ESMO will use its best efforts to provide access to ESMO 2023 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 2023 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 2023 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 2023. 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 Congress.

### 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 2023. 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.

### Final Clause

In cases not covered by the regulations in this 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, exhibition 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. Furthermore, ESMO will also recognise your 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 "Funding by...".

## ESMO PRIORITY LIST

1	AstraZeneca	51	Springer
2	Novartis	52	Natera
3	MSD	53	Celltrion
4	Bristol Myers Squibb	54	Alkermes
5	Eli Lilly	55	BMJ
6	Pfizer	56	EQRx
7	Janssen	57	Arcus
8	Daiichi Sankyo	58	Guardant Health
9	Servier	59	Intervid Media Partners
10	Roche	60	Syneos Health
11	Amgen	61	Compas Inc.
12	Sanofi	62	Moderna
13	Merck	63	AcademicCME
14	Astellas	64	Jiangsu Hengrui
15	Gilead Sciences Europe Ltd	65	Itm Solucin
16	GSK	66	Labcorp
17	Bayer	67	Convener
18	Ipsen	68	Clovis Oncology
19	Boehringer Ingelheim	69	Angelini
20	Eisai	70	Iqvia
21	Seagen	71	SEFRI
22	Takeda	72	Innovent Biologics
23	Novocure GmbH	73	Total Health Information Services
24	Thermo Fisher	74	Jazz Pharmaceuticals
25	Incyte	75	Accord Healthcare
26	Genmab	76	Four MSA
27	Pierre Fabre	77	Continuum Clinical
28	BeiGene	78	Agilent Technologies
29	Menarini Group	79	Russco
30	Illumina	80	Beacon Medicare
31	PharmaMar	81	Orion Pharma
32	I Path Media	82	Teva Pharmaceutical
33	Mirati Therapeutics	83	Cor2Ed
34	Exelixis	84	Mundipharma
35	ACE Oncology	85	Shenyang Sunshine Pharmaceutical
36	Agendia	86	Sophia Genetics
37	Myriad	87	PlayToKnow AG
38	Deciphera Pharmaceuticals	88	SpringWorks Therapeutics
39	Helsinn Healthcare	89	Sysmex
40	SSCG Media	90	Caris Life Science
41	Regeneron Pharmaceuticals	91	C2i Genomics
42	Taiho	92	MMS Ltd
43	Abbvie	93	Blueprint Medicines
44	Art Temp Communications	94	Cerba Research
45	Exact Sciences International Sarl	95	Asofarma
46	Immunocore	96	Adaptimmune
47	Medscape	97	GRAIL
48	Boston Scientific	98	Genentech
49	Cognite	99	Predicine
50	Axiom - Healthcare Strategies	100	Sun Pharma

# **ESMO - European Society for Medical Oncology**

would like to thank our industry partners for continuing to support our congresses. We look forward to working together to bring the best science to Madrid.