



ESMO 2023

Industry Satellite Symposia Technical Manual

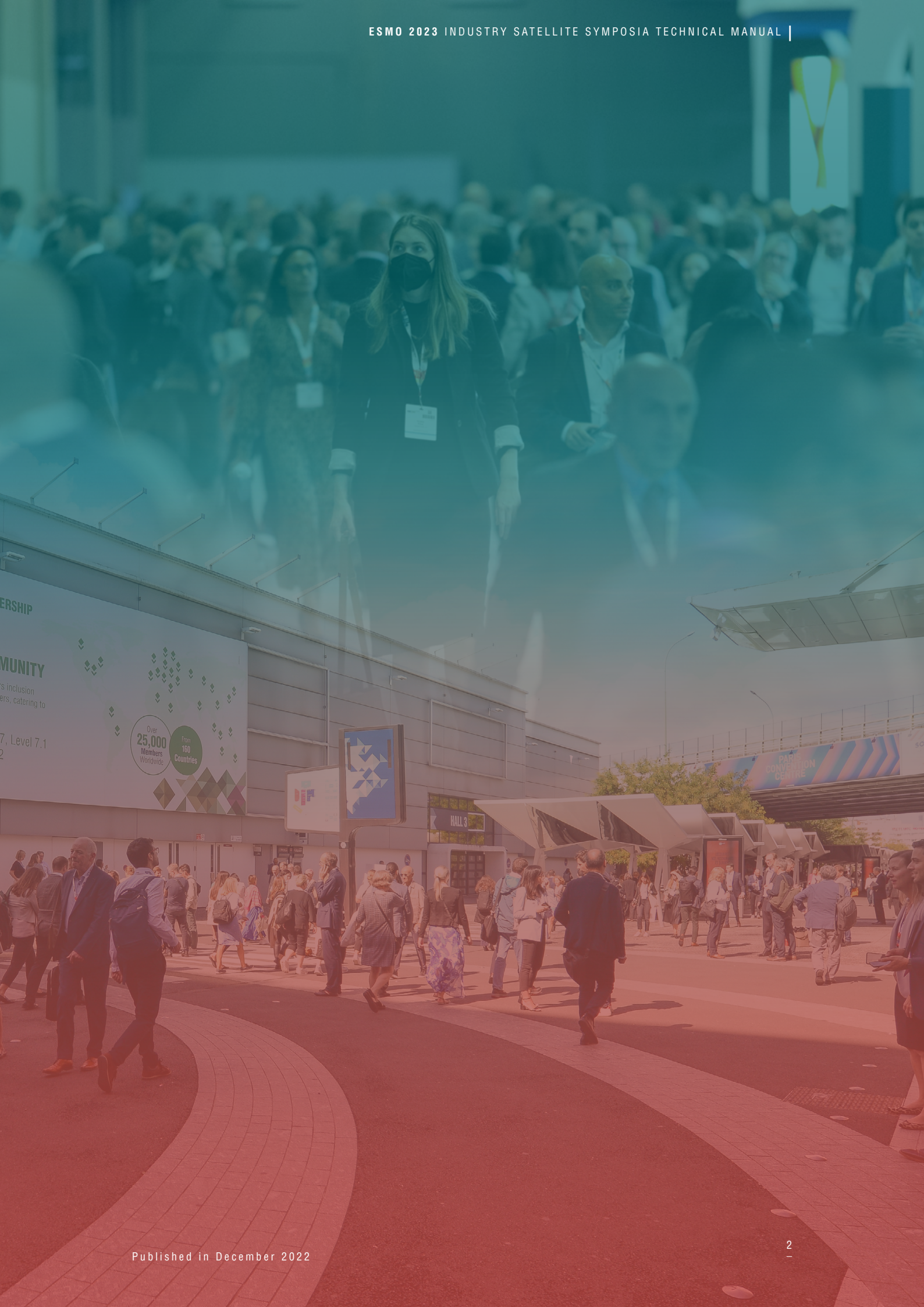
MADRID
2023

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.



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CONTACTS

ESMO Congress 2023 Industry Satellite Symposia Support

ESMO Congress 2023 Secretariat

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Satellite symposia logistics & programmes

Letizia Pizzino satellites@esmo.org +41 (0)91 973 19 63
Valentina Meier

ACS audiovisual solutions is the official ESMO 2023 supplier for AV requirements.

ACS audiovisual solutions

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M Events Cross Media GmbH is the official ESMO 2023 supplier for the Virtual Congress Platform and related extra features. They are also in charge of the recordings and presentations management system.

M Events Cross Media GmbH

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12459 Berlin, Germany
E-mail: industry@m-events.com
Tel.: +49 151 18008314



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.

This ESMO 2023 Industry Satellite Symposia Technical Manual will guide you through the necessary steps concerning the logistics and organisation of your satellite symposium/symposia at ESMO 2023.

The [ESMO 2023 Industry Guidelines](#) are already available on the ESMO Website and are fundamental for the preparation of your satellite symposium. Therefore, please read them carefully and follow the indications accordingly.

The Satellite symposia logistics & programmes Team (satellites@esmo.org) is at your disposal for any queries you may have.



Dedicated manuals will follow in Spring 2023 and will include:

- **Online Meet the Investigators Studio Slots Manual**
- **Satellite Symposium backend & upload instructions**

All the regulations concerning the ESMO 2023 Exhibition are included in the ESMO 2023 Exhibition Prospectus. This document is 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 this Technical manual 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 – 8 November 2023

Content available on OncologyPRO from 9 November 2023

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 **8 November 2023**.

EFPIA accreditation

The EFPIA accreditation submission has been taken care 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. ESMO 2023 submission has been assigned with the reference number EMT27870 and the current status of the event is **provisionally compliant**. You can see and follow the submission status [here](#).

Should you have any queries or doubts on the EFPIA accreditation for ESMO Congresses do not hesitate to contact satellites@esmo.org.

KEY DATES

Satellite Symposia programme deadlines

20 June 2023	Proposed programme submission - including title of the symposium, all presentation titles, names of all proposed speakers and chairpersons – to be submitted to satellites@esmo.org using the official ESMO programme template
5 July 2023	Notification by ESMO of acceptance / rejection / request for modifications to the programme as decided by the ESMO 2023 Scientific Committee
25 July 2023	Receipt of the final programme
12 September 2023	Programme poster submission (online form)

General information

13 July 2023	Contact details of the responsible person for the satellite symposium organisation (online form)
--------------	--

On-site Satellite Symposium with online live streaming (Live broadcast with recording)

9 August 2023	Rehearsal request (esmosatellite@acsaudiovisual.com)
23 August 2023	Submission of the Satellite Symposia Services Order Form Extra AV requirements (esmosatellite@acsaudiovisual.com) Extra IT requirements (satellites@esmo.org)
15 September 2023	Digital signage for lectern (esmosatellite@acsaudiovisual.com) Badge Scanner order (leadsystem@ctimeetingtech.com) Extra hostesses' hire (esmo2023staff@bcocongresos.com)

Virtual Congress Platform

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

**INDUSTRY SATELLITE SYMPOSIA
TECHNICAL INFORMATION**

1 SATELLITE SYMPOSIA GENERAL INFORMATION

1.1 Structure

Satellite symposia will take place from 20 - 23 October 2023 both on-site and on the Virtual Congress Platform.

1.2 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.

1.3 Auditoria overview

Please find below the auditoria overview and related capacities.

Auditorium name	Capacity	Location
Burgos	800	Hall 3
Salamanca	800	Hall 3
Malaga	800	Hall 10
Valencia	800	Hall 10
Toledo	600	Hall 3
Leon	600	Hall 7
Oviedo	600	Hall 7
Santander	600	Hall 9

1.4 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. No badge scanning is possible in the overflow areas.

1.5 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) 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 an extra cost of €1,500 which will include barrier bands and local staff.

1.6 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.



The designated contact representative of your satellite should be communicated by 13 July 2023 via the [General Information Form](#)

IMPORTANT NOTE:

ESMO will send information related to the satellite(s) only to the designated persons communicated to ESMO by the above-mentioned deadline.

2 ON-SITE TECHNICAL DETAILS

2.1 Auditoria set-up and technical equipment

Set-up in theatre style in all the auditoria, with 4 armchairs and 2 low tables on stage. Additional armchairs (maximum 2), can be requested to esmosatellite@acsaudiovisual.com upon extra charge by **23 August 2023**.

The satellite symposium auditoria include:

- Auditorium, rental and basic set-up
- AV basic equipment (see online technical plans)
- eSignage screen on the entrance gate (satellite programme displayed automatically by M Events)



The satellite symposia auditoria floorplans including technical equipment overview are available online in the “Industry Participation/Preparatory Information” section of our [website](#).

2.2 Auditoria lectern

The auditoria lectern will be equipped with a screen and a stream deck. The lectern setup cannot be changed for any reason and it will not be possible to upload presentations directly at the lectern. The auditoria lectern will have digital branding. Please send the digital signage in JPEG or PNG only (9:16) by **15 September 2023** to esmosatellite@acsaudiovisual.com confirming the satellite symposium slot and the auditorium name. Please note that PDF or PPT files are NOT supported.

Speaker names can be displayed in standard available fonts on the digital lectern only upon extra charge. Please ask for a quotation directly to ACS esmosatellite@acsaudiovisual.com and confirm your order by **15 September 2023** at the latest. After this date, requests will not be accepted.

The digital file must follow the resolution instructions here below:

Item	Screen	Resolution and orientation	Format
Digital lectern	1 x 48”	1080 x 1920 pixels (portrait orientation), 9:16	JPG or PNG

Please make sure you send your documents in **JPG or PNG format** only!



2.3 Presentation management options and restrictions

Companies will have the option to choose if they want to run the presentations of their satellites either from the lectern or from the technical table.

The choice will be applicable to the full session and must be indicated in the [Satellite Symposia Services Order Form](#) by **23 August 2023**. Requests received after this date cannot be accommodated.

PRESENTATIONS RUN FROM THE LECTERN	PRESENTATIONS RUN FROM THE TECHNICAL TABLE
Presentations will be managed by the speakers directly	The company representative (one person only) will be able to manage the presentation from the technical table together with a M Events technician
Presentations must be uploaded in advance at the Speaker Centre no later than 3 hours before the session start	

2.3.1 Slide advancer

By default the speaker will be able to advance the slides at the lectern with a stream deck. However, companies may rent a slide advancer to switch slides directly. Slide advancer can be ordered via ACS (esmosatellite@acsaudiovisual.com) by **23 August**.

IMPORTANT NOTE:

In such case, it is the company responsibility to instruct speakers to not advance the slides with the stream deck at the lectern, as this may create conflict during the presentation.

2.4 Technical and monitoring staff

The following staff is assigned to each auditorium:

- Technical staff, including one video operator for the cameras and one sound operator
- One stage assistant
- One hostess (available 1 hour prior to the satellite symposium until 30 minutes after the session)
- Two door checkers per entrance

In case of badge scanners' rental the door checkers will be responsible for scanning the delegates' badges when entering the auditorium.

Additional hostesses can be hired through the official local staff agency Bco Congresos esmo2023staff@bcocongresos.com by **15 September 2023**. Extra staff to be instructed by companies directly.

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

Owing to the limited set-up and dismantling time necessary between satellite symposia slots and the ESMO scientific sessions (between 15 minutes and 30 minutes), change of setup is not allowed.

Additional audio-visual equipment should only be ordered through the official supplier, ACS, to esmosatellite@acsaudiovisual.com. 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 nor to set-up personal equipment** (e.g. recording device).

Deadline to place your order is **23 August 2023**. After this deadline orders will not be accepted.

2.5.1 Private Wi-Fi hotspot and additional wired Internet connection

If you need additional IT resources such as internet drop, private hotspot, additional wired internet connections or any extra IT support, your request needs to be submitted by **23 August 2023** to satellites@esmo.org.

2.5.2 Radio frequency wireless microphones

Please kindly note that it is not allowed for delegates to use radio frequencies for wireless microphones in the congress area. However, if it is essential for you to use radio frequencies for wireless microphones, please provide us with a short explanation on the activity which will be reviewed by the AV technical team, and approved or declined accordingly.

3 SATELLITE PRESENTATIONS UPLOAD

3.1 How to upload presentations

For logistical reasons and to grant a smooth process, companies organising a satellite symposium must upload the presentations either via the Virtual Congress Platform (VCP) backend by the 10 October, or on-site at the Speaker Centre from the 19 October.

If you have a technical rehearsal, your presentations must be uploaded no later than 3 hours before the rehearsal at the Speaker Centre.

3.1.1 Presentation (PPT) format

- Please note that only Microsoft PowerPoint presentations in 16:9 format and landscape orientation (.pptx extension only) can be submitted
- If your presentation contains videos, you can either embed them into the PowerPoint presentation or link them; if you are using PowerPoint 2007 or an older version, please upload your videos separately, as they cannot be embedded into the presentation
- PowerPoint animations and transitions are only possible with the “Fade” function
- The usage of photos, gifs, animations and slide-show is supported by the system. If your presentation consists of such, it is highly recommended that the person assigned to upload the presentations in the Speaker Centre asks the staff for assistance to make sure all gifs, animations etc. show up properly
- Please be aware that you cannot add any links to the slides
- It is possible to have a holding slide before the session begins to welcome your attendees. The holding slide presentation must be sent to M Events (industry@m-events.com) in .pptx format by **4 October 2023**.
Important: in this case M Events will charge €650 for this extra service
- Intersession slides are not possible and please be aware that the regular dashboard will appear in between the lectures

IMPORTANT NOTE:

Companies must prepare and upload one ppt per each lecture. Unique show file will not be accepted.

3.2 Uploading the presentations via the Virtual Congress Platform backend

3.2.1 Benefits

- Flexibility of uploading the presentations from any place and at any time via the VCP backend
- Possibility to re-upload new updated versions of your presentation

3.2.2 Instructions

Only the company/agency designated representative (communicated to ESMO by **23 August 2023** via the [online form](#)) will be allowed to upload the satellite presentations via the VCP backend.

The designated representative may upload presentations via the VCP backend until the 10 October. After this date the upload is possible at the Speaker Centre only.

3.3 Uploading the presentations via the Speaker Centre

3.3.1 Benefits

- Direct PPT upload (MTalk system) from Speaker Centre to the session auditorium
- Support from experienced staff to upload/manage the PPT presentations

3.3.2 Instructions

Only the company/agency designated representative (communicated to ESMO by **23 August 2023** via the [online form](#)) will be granted access to the Speaker Centre to upload all satellite presentations. Upon arrival at the Speaker Centre, this person must be duly registered on the list and will need to identify with first name and last name.

The designated representative is requested to check in all satellite final presentations on a USB-removable drive at the Speaker Centre no later than 3 hours before the start of the satellite symposium.

- **Slots on Friday, 20 October from 10:15-11:45:** presentations should be uploaded by 20:00 on Thursday, 19 October

For the other slots, the following timeline applies:

- **Lunch time satellites slots:** presentations should be uploaded by 10:00 of the same day or the preceding day
- **Evening time satellites slots:** presentations should be uploaded by 15:00 of the same day

M Events staff will always be available to offer support and technical assistance during the upload of the presentations. Once the presentations have been checked, the technical staff will be responsible for delivering it to the auditorium in time for the satellite symposium.



Designated representative for presentation upload at the Speaker Centre to be communicated by 23 August 2023 via the [Satellite Symposia Services Order Form](#)

4 ON-SITE LOGISTICAL INFORMATION

4.1 Installation, rehearsal and dismantling times

The auditoria will be available 30 minutes before the scheduled start of the satellite symposium for setting up and rehearsal purposes and will be cleared by the company and ready for the next event within 15 or 30 minutes after the scheduled end of the satellite symposium. Please note that auditoria cleaning is not foreseen before the satellite symposium.

Please note that for each satellite slot we can assign 1 rehearsal slot only and upon availability. Additionally:

- Rehearsal slots are not guaranteed and are subject to availability
- Rehearsals will be assigned on first-come, first-served basis
- Rehearsals on Saturday, Sunday and Monday are very limited due to the dense official programme
- Rehearsals slots have maximum duration of 1 hour

4.1.1 Rehearsal request procedure

You can request a rehearsal slot for your satellite by sending an email to **our official supplier ACS** esmosatellite@acsaudiovisual.com and copying ESMO_satellites@esmo.org by **9 August 2023**.

Please specify on the email subject the **company name** and the **satellite slot number**.

Also specify in your request if you will need a technical rehearsal (including technicians) or if you just need to see the room.

IMPORTANT NOTE:

You can mark your preference for a specific day or time in your request, however, please be informed that your preference cannot be guaranteed, and the rehearsal slot will be assigned by ACS and ESMO on specific days and dedicated hours to fit with the ESMO 2023 Congress Programme.

On **30 August 2023** you will get a notification via email with the confirmed rehearsal day and time slot.

4.1.2 Rehearsal restrictions

Following features ordered for the Live Streaming cannot be tested during the rehearsal due to the fact that the session will not be live during the rehearsal:

- Evaluation
- Polling
- Live Q&A



Rehearsal requests need to be sent to esmosatellite@acsaudiovisual.com by 9 August 2023. After this date rehearsals will not be granted.

4.2 On-site badge scan system (Lead system)

Badge scan system can be ordered through the official supplier, CTI (leadsystem@ctimeetingtech.com).

The ESMO 2023 cLead Retrieval System is a fast and easy way to record visitor contact information. By simply scanning a visitor's name badge with the supplied scanner, contact details are 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, data can be provided in printed form or as a MS Excel file.

Further details will be available in the cLead brochure and cLead order form online as of April 2023. Deadline to order the badge scan system: **15 September 2023**.

IMPORTANT NOTE:

ESMO 2023 on-site delegates may refuse to have their badge scanned. However, if they consent to have their badge scanned, the following information is transferred: title, first name, last name, institute, department, profession, city, country, email address. Processing of personal data must be in line with the GDPR and other applicable data protection laws, and third parties are responsible for and must be able to demonstrate compliance with the principles relating to the processing of personal data (which includes having a legal basis for processing).

GDPR: Using this service will imply processing of personal data, e.g. when scanning the visitor badges. Kindly be informed that any processing of personal data must be in line with GDPR and other applicable data protection laws. By using this service you acknowledge your role as data controller. You are therefore responsible for, and must be able to demonstrate compliance with, the principles relating to processing of personal data (which includes having a legal ground for processing). Please note that visitors can object being scanned without negative consequence. They must still be granted access to the conference. For more information about this, please visit the [ESMO Terms and Conditions page](#). The badge scanner can be collected at the cLead (badge scanners) desk in the registration area.

In case of overflow, the badges of the delegates redirected to the overflow area cannot be scanned.

4.3 Food & Beverage areas

Catering is not included in the satellite slot. All catering costs will be borne by the sponsor and is to be ordered through the official caterer. The quantity to be ordered is at the discretion of the sponsor alone. Due to space limitations and safety and security reasons, bag/box meal options will be made available for each satellite F&B slot. The exact serving location will be defined at a later stage.

The bag/box meals will be served for a maximum of 30 minutes before the satellite symposium. Trash bins will be made available and the caterer will have additional staff to clean the auditoria after the sessions.

Requests for F&B functions should be addressed to the ESMO Congress 2023 Secretariat (satellites@esmo.org). The official caterer contact details and order form will be available online in Spring 2023.

Please also note that any food items served in the congress centre must be purchased through the official catering service. Food and beverages purchased through external suppliers are not allowed nor the distribution of food and beverages in public areas of the congress venue. No alcohol will be served during the ESMO Congress 2023.

NOTE:

All rules, regulations and/or limitations regarding COVID-19 at the time of the congress must be respected and fulfilled (please make sure to check the rules and regulations with the authorised caterer in due time).

4.4 Storage possibilities

Limited storage possibilities are available at IFEMA Madrid. For more details, please contact Fairexx, Marco Junghans (marco.junghans@fairexx.com). Please note that fees will apply according to the storage volume.

4.5 Faculty expenses for on-site satellite symposia

Travel and accommodation: ESMO will subsidise travel expenses and cover hotel accommodation for a maximum of 4 (four) nights for any expert already speaking in the official ESMO 2023 programme at an ESMO Faculty hotel and in accordance with the ESMO 2023 invited speaker reimbursement policy. Speakers who are NOT participating in the official ESMO 2023 programme must have their travel and accommodation expenses covered in full by the sponsor.

4.6 GDPR

For more information about GDPR, please visit the [ESMO Terms and Conditions page](#).



**VIRTUAL
CONGRESS
PLATFORM**

5 SATELLITE ON-DEMAND PAGE

5.1 Satellite On-demand Page View


Each satellite symposium will have a dedicated virtual space to upload satellites-related materials, session information and also interact with the delegates via the Questions & Comments function. Log-in details for accessing the virtual platform backend to upload satellites-related materials will be sent to each company separately. All the content needs to be uploaded by **10 October 2023**.

Satellite symposia sessions will be accessible for all virtual registered delegates; however companies may add a disclaimer on top of their satellite symposium virtual space.

Disclaimer


This scientific information may include data /information on investigational uses of compounds/drugs that have not yet been approved by regulatory authorities.

This program and/or materials was developed for use outside of the US, intended for non-US HCPs, and is to be used in accordance with local laws.



This session is sponsored by: Novartis

[Visit virtual booth](#)



Novartis - Evidence-Based Practice in HR+/HER2- Advanced Breast Cancer: Illuminating the Treatment Path for Patients

Topic: General Interest Breast cancer, metastatic

Session Type: **Industry Satellite Symposium**

Auditorium: **Madrid Auditorium**

Date: **Friday, 22 October, 18:30 - 20:00 CEST**

My Rating: ★★★★★

Comment (8)

Evaluation

[Add to My Programme](#)
[Save calendar file \(.ics\)](#)

Availability

Live [Watch stream now →](#)

Join the discussion on Friday, 22 October 08:00 - 10:00 CEST


On-Demand

On-demand content will be available (here below) for this session.

Session description

Prof. Casadevall is editor-in-chief of mBio, Deputy Editor of the Journal of Clinical Investigation and serves on several numerous editorial boards. He has served on several NIH committees including the NIAID Strategic Plan. He was a Commissioner in the National Commission on Forensic Science and **previously** served as President of the Medical Mycology Society of the Americas.


Chairs



Joseph Gligorov
(Geneva, Switzerland)

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Session Outline




Welcome and Introduction

Joseph Gligorov (Paris, France)

Friday, 20 October
18:30 - 18:35 CEST

● LIVE

[Add to My Programme](#)
[Save calendar file \(.ics\)](#)



First-Line Treatment of a Patient with HR+/HER2-ABC

Sandra Ximena Franca Millan (Bogota, Colombia)

Friday, 20 October
18:35 - 19:00 CEST

● In 14 min

[Add to My Programme](#)
[Save calendar file \(.ics\)](#)

Questions & Comments

Views expressed by individuals do not necessarily represent the opinions of ESMO. ESMO denies any liability.

Insert your question or comment here...

Cancel
Send

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

The additional material section is limited to **5 PDF files** per session and should be related to the satellite itself. PDF files can be named.

Please note that the PDF files will also appear in the live streaming view (please refer to the sample picture available on [p. 26](#)).

ADDITIONAL MATERIAL







- TRODELVY GB Prescribing information
- Trodelvy GB SmPC
- Speaker Biographies

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

DEFAULT DISPLAY OF THE ON-DEMAND SATELLITE SYMPOSIUM:

Presentation by presentation (one single presentation for each speaker/lecture) as highlighted below:

Session Outline

	<p>Welcome and introduction to hepatobiliary cancers Juan Valle (Manchester, United Kingdom)</p>	<p>Sunday, 11 September 13:00 - 13:05 CEST</p>
<p>☆ Add to My Programme 📅 Save calendar file (.ics)</p>		
	<p>The immunogenic landscape of hepatobiliary cancers: rationale for combination therapy approaches in HCC and BTC Stephen Chan (Sha Tin, Hong Kong)</p>	<p>Sunday, 11 September 13:05 - 13:20 CEST</p>
<p>☆ Add to My Programme 📅 Save calendar file (.ics)</p>		
	<p>Therapeutic approaches in unresectable / advanced HCC Ghassan Abou-Alfa (New York, United States of America)</p>	<p>Sunday, 11 September 13:20 - 13:35 CEST</p>
<p>☆ Add to My Programme 📅 Save calendar file (.ics)</p>		
	<p>Case-study discussion of unresectable / advanced HCC Ghassan Abou-Alfa (New York, United States of America)</p>	<p>Sunday, 11 September 13:35 - 13:45 CEST</p>
<p>☆ Add to My Programme 📅 Save calendar file (.ics)</p>		
	<p>Treatment options and prospects for patients with BTC Juan Valle (Manchester, United Kingdom)</p>	<p>Sunday, 11 September 13:45 - 14:00 CEST</p>
<p>☆ Add to My Programme 📅 Save calendar file (.ics)</p>		
	<p>Case-study discussion of advanced BTC Stephen Chan (Sha Tin, Hong Kong)</p>	<p>Sunday, 11 September 14:00 - 14:10 CEST</p>
<p>☆ Add to My Programme 📅 Save calendar file (.ics)</p>		

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

5.2 Company logo and link to the Virtual Exhibition

All companies will have their logo displayed on the satellite symposium virtual space, however, only companies with an online virtual exhibition will have a direct link to their booth space.

5.3 Digital Programme Poster

The virtual space will also host a digital programme poster. Please note that after the approval of your digital poster artwork, ESMO will take care of uploading it on the Virtual Congress Platform.

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 resubmit 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, 9:16	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; no changes are allowed	



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

5.4 Chairs/Speakers

There will also be dedicated sections of the page for the chairs/speakers' pictures, names and related biographies.

Chairs



Lesley Fallowfield
☆ Add to My Programme



Elizabeth Smyth
ⓘ Conflicts of Interest
☆ Add to My Programme

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

5.5 Questions & Comments function

Each satellite symposium will be given the possibility to have on their virtual space a dedicated questions & comments functionality allowing for a more engaging experience with participants, who can post and reply comments of other attendees. Via the backend, sponsors can activate/deactivate this function for their satellite, reply and delete comments when necessary. Log-in details will be sent to each company separately.

IMPORTANT NOTE:

- The comments are not moderated by default
- Convenors can decide to enable/disable this function and if the comments shall be shown by default or be moderated. If the convenor does not activate the “Show by default” checkbox all the comments are hidden automatically
- The moderator confirmed to ESMO by **23 August 2023** will be added accordingly to the backend; should there be any change, please send an email to satellites@esmo.org



Confirm via the [Satellite Symposia Services Order Form](#) the contact person for the comment moderation by 23 August 2023

The questions & comments function will be available throughout the whole period the platform is open and includes admin access for sponsors to the moderation dashboard.

The screenshot shows the VIIX Comments Desk interface. Annotations include:

- Select session to be moderated:** Points to the dropdown menu at the top of the comments list.
- The moderator (that could be the same person as the convenor) when signing into the backend, will need to click on “Comments Desk”:** Points to the VIIX logo and “Comments Desk” header.
- Write a comment as the user who is logged in (convenor/moderator):** Points to the “Write a comment” button.
- Set as “inappropriate” comment:** Points to the “Inappropriate” button on a comment.
- Delete comment:** Points to the “Delete” button on a comment.
- Hide comment:** Points to the “Hide” button on a comment.
- Reply to a comment as the user who is logged in (convenor/moderator):** Points to the “Reply” button on a comment.

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

The export of the questions & comments may be requested to M Events (industry@m-events.com) and will be sent 3 weeks after the platform closure.

5.6 Rating

Each satellite symposium will be given the possibility to have a rating feature on their satellite symposium virtual space. Delegates will be able to rate (1-5 stars) satellite symposia, by session and by individual presentation.

Janssen-Cilag International NV - Precision approaches in EGFR-mutant NSCLC: Optimising outcomes for patients

Topic	General interest NSCLC, metastatic Developmental therapeutics	My Rating ★★★★★
Session-Type	Industry Satellite Symposium	Evaluation ☰
Auditorium	7.3.Q - Quimper Auditorium	
Date	Saturday, 10 September, 13:00 - 14:30 CEST	

Save calendar file (.ics) Add to My Programme

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

Sponsors can activate/deactivate this function from the backend. If the convenor does not activate the “Rating” checkbox the rating is hidden automatically.

Interactivity

Rating Participants can rate the session with 1-5 stars

Delegates can see only their own rating, and not the average rate.

The export of the rating may be requested to M Events (industry@m-events.com) and will be sent 3 weeks after the platform closure.

5.7 General metrics

The following satellite symposia metrics related to the VCP will be provided after the congress (by Events Sponsorship Department):

- No. of users per session
- Average view duration
- No. of users per country
- Average number of users over the congress period

6 SATELLITE LIVE STREAMING PAGE

6.1 Default display of the satellite symposium live streaming

On-site satellite symposia will be live streamed to the ESMO 2023 Virtual Congress Platform. The live streaming will give online delegates the opportunity to follow the satellite symposia in real time.

VCP LIVE STREAMING VIEW

The screenshot displays the ESMO 2023 Virtual Congress Platform interface for a satellite symposium. At the top, the ESMO logo and 'MADRID 2023 congress' are visible. A navigation bar contains links for WELCOME, HOME, STREAMING, PROGRAMME, E-POSTERS, SPEAKERS, SATELLITES, EXHIBITION, ESMO BOOTH, LIVE GALLERY, MEETINGS HUB, CONGRESS BAG, PUBLICATIONS, and NEWS. The session title is 'Madrid Auditorium | 15:00-16:00 | Session Title here' with chairs Monica Caruso (IT) and Laurence Solo (GB). A video player shows a presentation slide titled 'How should we manage oligometastatic disease?' by Joe M O'Sullivan, with a presenter video of Alfredo Martinez. A Q&A section on the right shows a question from Jeff Parkson: 'Can any of the chairs explain the differences with nivolumab vs atezolizumab in neoadjuvant setting?' and an answer from Susanne Malone: 'Do you think you can differentiate between small airways disease due to remodelling in asthma vs that caused by smoking?'. A session booklet is also available.

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

Please note that the on-site auditoria screens will show only the ppt (no picture of the talking speaker).

6.2 Customised background

Companies can customise their background for the Virtual Congress Platform live streaming at an extra cost of €850 per session.


IMPORTANT NOTE:

- The background design will be visible in the Virtual Congress Platform live streaming and webcast
- The background will not be visible on the session auditorium screen
- The background will be applied for the whole duration of the session
- Please note that session-related dynamic content is generated automatically and overlays the background design. The session title, session room name, chair names, speaker names, and a presentation title, as well as slides (ppt), speaker photo and live camera video, cannot be modified or removed

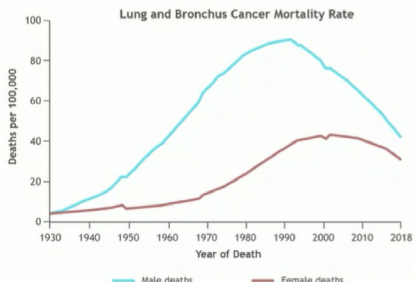
Requirements

- Background design specifications:
1 image (PNG, JPEG) in 96 dpi, 1920px wide and 1080px high (for 16:9 projection format)
- The final background design must be delivered to industry@m-events.com by **4 October 2023**

13:00 - 14:30 **Bristol Myers Squibb - The Treatment Paradigm Shift: Unlocking New Chapters with I-O in Thoracic Cancers**
CHAIR : VIRGINIE WESTEEL



Decline in lung cancer mortality coincides with innovation in I-O-based and targeted therapies



Lung and Bronchus Cancer Mortality Rate

Deaths per 100,000


Year of Death

— Male deaths — Female deaths

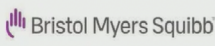
1: Leftist-Rose. 1. Orlinopolo-onology: NSCLC non-small cell lung cancer. 1: Siegel RL et al. CA Cancer J Clin. 2021;71(1):7-33. 2: Karachaliou N et al. Transl Cancer Res. 2019;8(Suppl 1):235-47.

ESMO 2022 Industry Satellite Symposium

- The rate of annual decline in lung cancer mortality in the US doubled from 2.4% (2009-2013) to 5% (2014-2018)¹
- Potentially contributing to survival gains: tyrosine kinase inhibitors were approved for 1L treatment of NSCLC in the early 2000s, and the first I-O-based treatment for NSCLC was approved in 2015^{1,2}



Virginie Westeel
Welcome and Introductions



© 2022 Bristol Myers Squibb Company ONC-FR-2200377 – NP – June 2022

⏮ 🔊 ● LIVE
↶ ↷

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

6.3 Live Q&A Function

The ESMO Congress 2023 attendees can send questions via the "Questions & Answers" function, which is included (no extra cost) in the satellite symposium and is available during the live streaming only.

Live Q&A is optional and should be confirmed to ESMO by **23 August 2023** via the dedicated [Satellite Symposia Services Order Form](#).

Companies that have confirmed the Live Q&A function will be able to choose in advance if they want to moderate the questions or not. The company preference should be indicated in the [Satellite Symposia Services Order Form](#).

During the session, chair(s) will have two tablets on stage at their disposal to read the questions coming from the audience. Companies may rent additional tablet(s) for the speaker(s) on stage or for moderation at €350 per tablet (and session) from M Events (industry@m-events.com) by **4 October 2023**.

On-site delegates

On-site delegates will be able to connect to the Live Q&A function in real-time by scanning with their own device the general QR code available in the session auditorium. Questions will not be displayed on the screen in the auditorium, however, delegates can see and post their questions via the Live Q&A function.

Online delegates

Online delegates will access the Live Q&A via the Virtual Congress Platform and will be able to ask questions (by typing in) using the chat box next to the streaming video.

The screenshot displays the ESMO Congress 2023 Virtual Congress Platform interface. At the top, there is a navigation bar with links for WELCOME, HOME, STREAMING, PROGRAMME, E-POSTERS, SPEAKERS, SATELLITES, EXHIBITION, ESMO BOOTH, LIVE GALLERY, MEETINGS HUB, CONGRESS BAG, PUBLICATIONS, and NEWS. The main content area shows a session titled "Madrid Auditorium | 15:00-16:00 | Session Title here" with chairs Monica Caruso (IT) and Laurence Solo (GB). A video player is active, showing a presentation slide titled "How should we manage oligometastatic disease?" by Joe M O'Sullivan. The chat box on the right is open, showing a Q&A section with 12 questions. A question from Jeff Parkson asks: "Can any of the chairs explain the differences with nivolumab vs atezolizumab in neoadjuvant setting?". The chat box also includes a "Submit" button and a "Clear" button.

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

6.4 Moderation (company administrators)

If the company decides to moderate the questions:

- It is mandatory to identify one dedicated user in charge of moderating the queries sent by the audience
- The name of the designated moderating person should be communicated via the [Satellite Symposia Services Order Form](#) by **23 August 2023**
- The company will receive the dedicated link to access the Q&A moderation page on **16 October 2023**
- Moderation link is accessible by any device, therefore the moderator can use its own device

The Q&A moderator dedicated person manages the queries visibility for the audience and for the faculty panel.

By default, all comments/queries coming from the delegates are hidden.

Only the moderator can decide what to show and to whom. Once shown, the faculty and the online audience will be able to see all comments/queries.

IMPORTANT NOTE:

Although companies can use the same link on multiple pages on the same or different browsers, it is recommended to have only one person actively managing the queries and, in case of need, a second user connected with the same link who will not take any action (the second user should avoid refreshes of the page and actions on comments) but can still see the actions and have an overview.

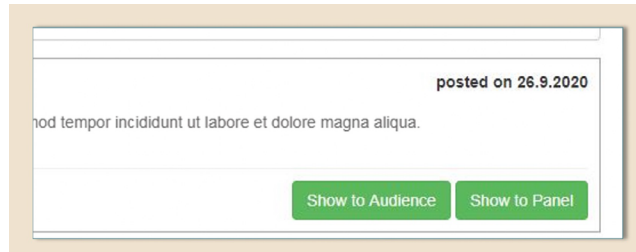
Simultaneous actions made by multiple users can be lost due to the same access. In case of simultaneous multiple active users, we cannot guarantee proper saving or any recovery of unsaved data.

MODERATION PAGE OVERVIEW

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

SHOW TO AUDIENCE

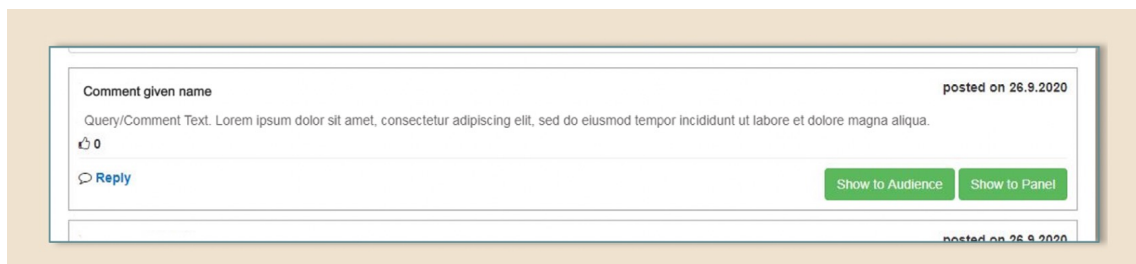
When clicked, the question will be shown to the audience and to the faculty panel.
This action can be reverted by clicking on **Hide from Audience**.



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

SHOW TO FACULTY

When clicked, the questions will be displayed only in the faculty panel (i.e. still hidden from the audience).
This action can be reverted by clicking on **Hide from Panel**.



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

6.5 QR Code

The Live Streaming interactive features such as Live Q&A, polling and evaluation can be accessed by scanning the general congress QR code that will be made available by ESMO in the session auditoria.

Delegates will be able to scan the QR Code directly from their personal devices (smartphone or tablet) and will be redirected to the general ESMO 2023 interactive features interface, which automatically highlights any active running session.

Mirati Therapeutics, Inc.

- Advancing Tailored Therapies in NSCLC and KRASG12C-Driven Tumors

Room: 7.2.E - Évry

Deciphera Pharmaceuticals

- From clinical trial to clinical practice: novel strategies for treating patients with advanced GIST

Room: 7.1.D - Dijon

Novartis

- Guiding Through Oesophageal Cancer: Expert Insights on the Patient Journey From Diagnosis to Treatment

Room: 7.3.G - Grenoble

Sorry, there are no live streams at the moment

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

6.6 Remote speaker

If part of the faculty or any of the chair(s) are not on-site for the related satellite symposium, companies must inform immediately the ESMO Congress 2023 Secretariat (satellites@esmo.org) latest by 4 October 2023.

In such case, the satellite symposium will still take place live in the assigned auditorium; however, remote speakers/chairs will have to **pre-record their lectures**. The pre-recording of such lectures will need to be organised by the sponsoring company with an external agency and make sure to follow the technical requirements mentioned below:

- The video file must be a full HD MP4 (h.264 MPEG-4 AVC); the background layout and presentation view are entirely up to the company.

It will be the company's responsibility to upload the pre-recording .mp4 files on the platform by **10 October 2023**.

The remote speakers/chairs will still have the chance to join (via the live session interface) the Live Q&A discussion only (if applicable) at the end of the satellite symposium and interact with the on-site speakers.

7 EXTRA FEATURES OVERVIEW

Both live streaming and on-demand pages can be customised with extra dedicated features available in the table below.

Feature	Satellite symposium on-demand	Satellite live streaming
Evaluation	Available	Available
Lead retrieval	Available	Available
Polling	Not available	Available

For any query on these services please contact industry@m-events.com.

Companies wishing to use any of the above mentioned extra features MUST inform ESMO via the Satellite Symposia Services Order Form by **23 August 2023**. After this deadline, no requests will be accepted.

7.1 Evaluation

- On-site delegates will be able to fill in the evaluation form by scanning with their own device the QR code available in the session auditorium. Delegates need to search the session and select the dedicated section "Evaluation"
- Online delegates will access the evaluation form via the Virtual Congress Platform
- By default, the evaluation form will be applied to both satellite symposium on-demand and live streaming

Evaluation form by M Events

- Companies will get a detailed and customised digital evaluation of the satellite symposium in their corporate branding; it is anonymous, encrypted and helps to get feedback from the attendees
- The evaluation form can be used for elaborating on the following: satisfaction with content, speakers and real-life impact, exchange of experiences, discussion, session atmosphere, and opt in option to get informed via email about future events
- A maximum of 8 session evaluation questions can be displayed
- Multiple choice, single select, open text boxes and ratings are possible; please hand in an evaluation form as a Word document following the questions types shown in the picture below
- The evaluation submissions will be sent to the companies 3 weeks after the platform closure
- Price: €1,500 per form (if the evaluation form is the same for both the satellite symposium on-demand and live streaming, the form will be charged only once)

Question Type	Example
Multiple Choice	<p>Which was the key fact from speaker 1?</p> <ul style="list-style-type: none"> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
Single Select	<p>Can the research result be applied to all cases?</p> <ul style="list-style-type: none"> <input type="checkbox"/> (correct answer) Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> Somehow <input type="checkbox"/> Not at all
Full-text entry	<p>Please comment and leave your contact:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Hello my name is Tony Test and I liked this session very much. Please sent me more details to test@test.com</p> </div>
Rating	<p>What was your overall impression of the session?</p> <ul style="list-style-type: none"> • Very good • Good • Ok • Improvements needed

Evaluation form provided by an external vendor

- Companies may also decide to create their own evaluation form and provide the link to M Events in order to have it added on the satellite symposium live streaming and/or on-demand page
- In such case, companies may also integrate a QR code linking to their form on the presentation slides
- Price: €500 per link (if the link to the evaluation form is the same for both the satellite symposium on-demand and the live streaming, this service will be charged only once)

7.1.1 Requirements

- For evaluation forms created by M Events, please send the evaluation queries to industry@m-events.com by **4 October 2023**
- For external evaluation forms, please send the link to industry@m-events.com by **4 October 2023**

7.1.2 Visibility

Satellite Symposium Live Streaming

- The evaluation feature will be displayed on the right side of the streaming view
- By clicking on it, the audience will be led to a form: questions will be shown one by one in different steps, as shown below
- The evaluation form will be available from the beginning of the satellite symposium

The screenshot displays the ESMO 2023 live streaming interface. At the top, there is a navigation bar with links: WELCOME, HOME, STREAMING, PROGRAMME, E-POSTERS, SPEAKERS, SATELLITES, EXHIBITION, ESMO BOOTH, LIVE GALLERY, MEETINGS HUB, CONGRESS BAG, PUBLICATIONS, NEWS. On the right, there are links for Helpdesk, My Congress, My Certificate, and Logout. The main content area shows a session titled "Madrid Auditorium | 15:00-16:00 | Session Title here" with chairs Monica Caruso (IT) and Laurence Solo (GB). A progress bar indicates the current time is 15:10. The main video player shows a presentation slide titled "How should we manage oligometastatic disease?" by Joe M O'Sullivan, with a presenter video feed of Alfredo Martinez. To the right of the video player, there is a Q&A section with 12 questions, a Polling section, and an Evaluation section with 1 question. Below the video player, there is a list of upcoming sessions: Test Talk 1 (08:00-08:10), Video Talk (08:10-08:20), and Video Upload (08:20-08:30).

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

Satellite Symposium On-demand

- The evaluation form will be displayed on the satellite symposium virtual space and will be available until the congress platform closure

Mirati Therapeutics, Inc. - Advancing Tailored Therapies in NSCLC and KRASG12C-Driven Tumors

Topic	CNS tumours Investigational immunotherapy Gastrointestinal tumours, lower digestive NSCLC, metastatic General interest	Comment (2)
Session-Type	Industry Satellite Symposium	Evaluation
Auditorium	7.2.E - Évry Auditorium	
Date	Friday, 9 September, 10:15 - 11:45 CEST	

[Save calendar file \(.ics\)](#)
[Add to My Programme](#)

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

7.2 Lead retrieval

- By default, the lead retrieval feature will be activated for both satellite symposium on-demand and live streaming
- Pop-up for data share that can be activated per session
- It will “pop up” once a delegate enters a session
- The following fields will be collected: First Name, Last Name, Institute, City, Country, Email Address, Title*, Department* and Profession*
- Companies will be able to access and export the collected data in real-time from the backend
- Price: €250 per session (both on-demand and streaming)

*These fields might not be available, as these are not mandatory in ESMO’s registration procedure

Once a visitor accesses a session with this feature (both on-demand or streaming) the pop-up will appear and will ask the following to the delegate:

✕

Please allow our company to know that you were here ✕

Kindly be informed that the Privacy Policy applies.

You are about to share these contact data

Title, First Name, Last Name, Profession, Institution, Department, City, Country, E-Mail

I want to enter anonymously
I want to enter and share my data

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

7.3 Polling

- The polling feature is available during the live streaming only
- Duration of the polling questions is 30 seconds. Due to the live streaming delay, the duration cannot be reduced
- This feature can be used to access the knowledge of the on-site and online audience and to stimulate engagement and interaction
- The polling system will be activated by the M Events technician
- Price: €1,500 (per session)
- Note: The polling feature is provided by M Events only, external solutions or providers are not accepted

On-site delegates will be able to connect to the live polling system in real-time by scanning with their own device either:

- The general QR code available in the session auditorium

OR

- The dedicated QR code displayed on the polling slides, which will automatically redirect the delegates to the polling function of the session and allow them to vote

Online delegates will access the polling via the VCP.

Companies using the polling features **MUST** inform ESMO via the [Satellite Symposia Services Order Form](#) by **23 August 2023**. After this deadline, no requests will be accepted.

If a presentation includes polling it is not allowed to jump back and forth between slides. The polling feature is integrated into the dedicated polling slide within your presentation and would be restarted if re-opened.

7.3.1 Requirements

- Maximum of 8 questions
- Possible answer types:
 - Multiple-choice
 - Single select
- Multiple choice questions with max. 5 answer possibilities
- Highlight the correct answer, if the single-choice answer type has been chosen
- Only MS-PowerPoint presentations (*.ppt, *.pptx, aspect ratio 16:9) are permitted

Polling slides instructions and format

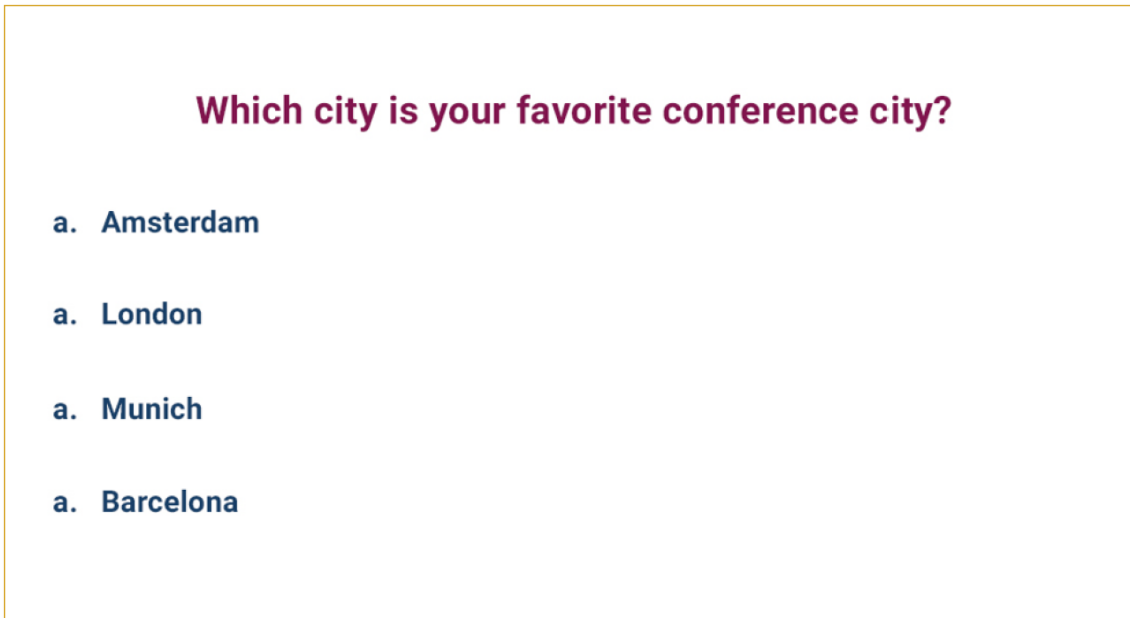
Please provide the questions and the possible answer/s (numbered from 1, 2, - 6 or A, B, - F) and send them to industry@m-events.com by **4 October 2023**.

Please place each question on a single slide, together with the possible answer/s, in the foreseen order within the presentation. The interactive polling system engine will be embedded within your presentation by M Events.

Only MS-PowerPoint presentations (*.ppt, *.pptx, aspect ratio 16:9) are permitted. Please note that the interactive polling system cannot be used together with prerecorded lectures (mp4) and the animation function is disabled.

7.3.2 Visibility

The questions of the polling will be embedded and visible to the audience on the right side of the streaming view, as well as the results (either they are displayed automatically or after release):

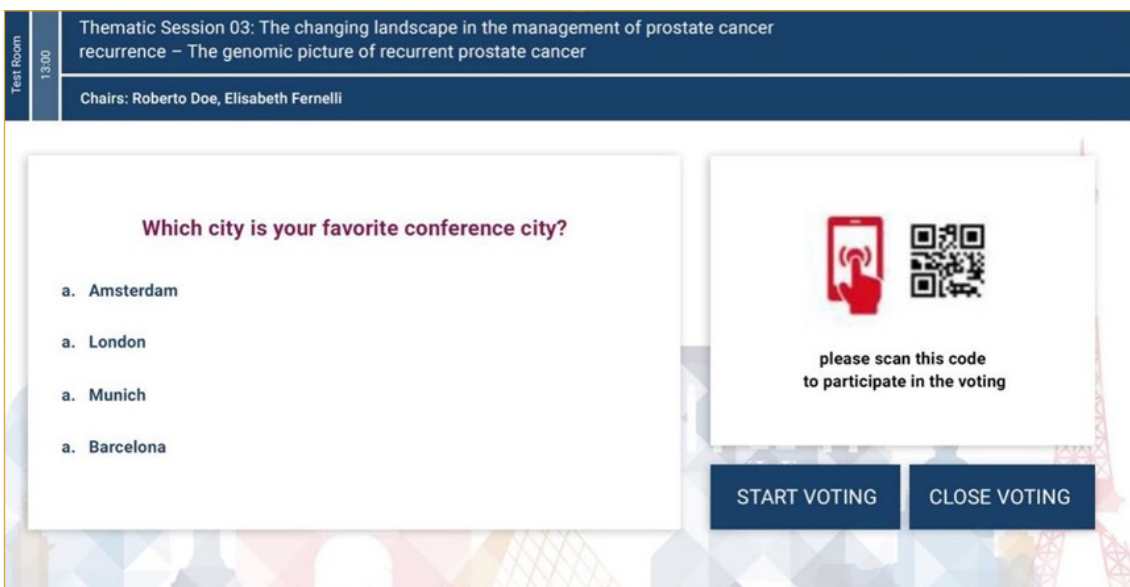


*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2023 design.

Please note that the polling slides do not need to be uploaded at the Speaker Centre but will be activated by the M Events technician directly in the session auditorium.

7.3.2 Polling on-site instructions for speakers

Please find below the instructions and screenshots to guide your speakers through the polling feature.



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

When the polling slide is displayed select “START VOTING“. The audience will be displayed a 30-second countdown timer and the results will appear once the countdown is complete.

The presenter refers to the lectern screen where the voting is controlled, whereas the rest of the faculty refers to the preview monitors in front of the stage.

Test Room
13:00

Thematic Session 03: The changing landscape in the management of prostate cancer recurrence – The genomic picture of recurrent prostate cancer

Chairs: Roberto Doe, Elisabeth Fernelli

Which city is your favorite conference city?

- a. Amsterdam
- a. London
- a. Munich
- a. Barcelona

18s left

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

The polling results will be displayed on the projection screen in the auditorium.

Test Room
13:00

Thematic Session 03: The changing landscape in the management of prostate cancer recurrence – The genomic picture of recurrent prostate cancer

Chairs: Roberto Doe, Elisabeth Fernelli

Which city is your favorite conference city?

- a. Amsterdam
- a. London
- a. Munich
- a. Barcelona

Option	Percentage
A	70%
B	8%
C	20%
D	2%

CLOSE VOTING RESET QUESTION

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

If the presenter clicks “CLOSE VOTING“, the view will change back to PowerPoint full-screen, and the presentation will continue.

If companies wish to receive the polling results after the congress, the presenter should not click on “RESET QUESTION“. It is also not recommended to move back and forth in the presentation to show previous results again.

7.3.3 Visibility on the Virtual Congress Platform

The questions of the polling will be embedded and visible on the right side of the streaming view for the online audience, as well as the results.

The screenshot displays the ESMO 2023 Virtual Congress Platform interface. At the top, there is a navigation bar with the ESMO logo and 'congress' text. Below the navigation bar, a menu lists various sections: WELCOME, HOME, STREAMING, PROGRAMME, E-POSTERS, SPEAKERS, SATELLITES, EXHIBITION, ESMO BOOTH, LIVE GALLERY, MEETINGS HUB, CONGRESS BAG, PUBLICATIONS, and NEWS. On the right side, there are links for 'Helpdesk', 'My Congress', 'My Certificate', and 'Logout'. The main content area shows a session titled 'Madrid Auditorium | 15:00-16:00 | Session Title here' with chairs 'Monica Caruso (IT), Laurence Solo (GB)'. A video player is embedded, showing a presentation slide titled 'How should we manage oligometastatic disease?' by Joe M O'Sullivan. The slide includes logos for Queen's University Belfast and FASTMAN Centre of Excellence for Prostate Cancer Research. A 'Polling Question' panel is visible on the right, with the question: 'This is the polling question you have to answer. Think about it and select wisely to find the answer'. The options are: 'below 7.1', 'ranging from 10 - 20', 'exactly 42' (selected), and 'above 101'. A 'Submit' button is at the bottom of the panel. Below the video player, a schedule of events is listed: '08:00 - 08:10 Test Talk 1 Firstname Lastname (DE)', '08:10 - 08:20 Video Talk Firstname Lastname (BO)', and '08:20 - 08:30 Video Upload Firstname Lastname (DE)'. The date '20-24 OCTOBER 2023' is displayed at the bottom of the video player.

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



POST LIVE STREAMING PRODUCTION

8 POST LIVE STREAMING PRODUCTION

8.1 Satellite webcast on-demand on the Virtual Congress Platform

Until 8 November 2023, all satellite symposia will be automatically uploaded (**without editing/review**) onto the Virtual Congress Platform (VCP) within 12 hours after the end of the session to grant visibility to the satellite symposia.

If the sponsoring company does not want the satellite webcast to be on-demand on the VCP, please notify ESMO via the dedicated [Satellite Symposia Services Order Form](#) by **23 August 2023**. Requests received via email or after the deadline cannot be accepted.

8.2 Recording file delivery to company

The satellite recording will be delivered as a raw unique file in .mp4 format to all companies within 24 hours after the live-streamed satellite. The exported file will be shared with the company representative via cloud folder by M Events. Accesses to the cloud folder will be shared in due course.

8.3 Editing procedure and timeline

Once companies have received their satellite recording, they will be entitled to edit the file either:

- **Via M Events**
 - Kindly contact M Events directly at industry@m-events.com and clearly indicate the time stamps where to make the cuts
 - This service will be charged by M Events 125€ per hour, minimum 3 hours
 - Edits require an announcement time incl. cutting plan delivery of at least 2 working days. Please consider this if you want to meet one of the mentioned publication deadlines.
- **Via external supplier**

Companies can edit their recording either for:

 - Own purpose
 - Upload onto [OncologyPRO/Esomo.org](#) from 9 November (for further details and timeline please read paragraph 8.4)

8.3.1 Editing restrictions

Editing of the ESMO satellite symposia after the live event should have as its sole purpose the curation of the event flow 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.

8.4 Industry satellite symposia post-congress hosting

From 9 November, the ESMO 2023 industry satellite symposia webcasts will be available on OncologyPRO or ESMO Website, where permission is granted.

This 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.

The post-congress 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 ESMO Website for 6 months

OncologyPRO Sponsors will benefit from a promotional email that will be sent to the participants in November 2023. To benefit from this unique opportunity, OncologyPRO Sponsors **must send their edited files** (in single lectures) to **ESMO by 6 November** at the latest (further instructions are available in paragraph 8.4.1).

To find out more on how to become an OncologyPRO sponsor, please contact Jon Roberts (jon.roberts@esmo.org) or Anna MacDougall (anna.macdougall@esmo.org).

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

8.4.1 Resources upload procedure on OncologyPRO or ESMO website

Companies wishing to have their content uploaded onto [OncologyPRO/Esмо.org](https://www.esmo.org/oncologypro) need to notify ESMO by **23 August 2023**, via the dedicated [Satellite Symposia Services Order Form](#), specifying if they will be sending an edited file or if ESMO can take the content already available on the VCP. Based on the selection, the following will apply:

- **No editing required:** the content available on the VCP will automatically be uploaded onto [OncologyPRO/Esмо.org](https://www.esmo.org/oncologypro)
- **Editing required:** companies need to provide the edited files by **6 November*** otherwise no content will be uploaded onto [OncologyPRO/Esмо.org](https://www.esmo.org/oncologypro) until the edited files are delivered

***IMPORTANT NOTE:**

Companies must upload the edited files, divided in single lectures, into a dedicated link which will be shared with each company in due time, by **6 November** and notify ESMO via email to esmo2023.resources@esmo.org
In order to grant a smooth process please upload ALL the single lectures in **bulk**.

After 6 November, edited files will still be accepted BUT:

- OncologyPRO Sponsors will not benefit from the promotional email
- Edited files will be uploaded onto [OncologyPRO/Esмо.org](https://www.esmo.org/oncologypro) on a weekly basis only

Companies accepting to have their resources uploaded onto [OncologyPRO/Esмо.org](https://www.esmo.org/oncologypro) and subsequently ask for them to be removed should consider that it will take up to 7 working days to remove the contents.

ESMO 2023 INDUSTRY SATELLITE SYMPOSIA CHECKLIST

Item	Page	Deadline	Submission	Status
PROGRAMME				
Proposed programme Including the title of the satellite symposium, all presentation titles, the names of all proposed speakers and chairperson(s)	7	20/06/2023	Mandatory - via e-mail satellites@esmo.org using the Programme template	<input type="checkbox"/>
Final programme	7	25/07/2023	Mandatory - via e-mail satellites@esmo.org using the Programme template	<input type="checkbox"/>
Programme posters submission <u>On-site:</u> vertical format 1080 x 1920 pixels, 9:16 <u>Online:</u> square, 1368 x 1368 pixels, PNG or JPEG only	22	12/09/2023	Mandatory - via online form	<input type="checkbox"/>
GENERAL INFORMATION				
Responsible person for the satellite symposium organisation Contact details	10	13/07/2023	Mandatory - via online form	<input type="checkbox"/>
SATELLITE SYMPOSIA LOGISTIC				
Rehearsals booking Free of charge, max. 1 hour	16	09/08/2023	Optional - via e-mail to our supplier ACS (esmosatellite@acsaudiovisual.com) and copying ESMO (satellites@esmo.org)	<input type="checkbox"/>
Satellite Symposia Services Order Form	23	23/08/2023	Mandatory - via online form	<input type="checkbox"/>
Extra IT requirements Request for private hotspot and additional wired internet connection	13	23/08/2023	Optional - via e-mail satellites@esmo.org	<input type="checkbox"/>
Extra AV requirements	7	23/08/2023	Optional - via e-mail esmosatellite@acsaudiovisual.com	<input type="checkbox"/>
Digital signage for lectern Vertical orientation, 1080 x 1920 pixels, 9:16, JPEG or PNG only	11	15/09/2023	Mandatory - via e-mail esmosatellite@acsaudiovisual.com	<input type="checkbox"/>
Badge scanners	17	15/09/2023	Optional - via e-mail leadssystem@ctimeetingtech.com using the dedicated form	<input type="checkbox"/>
Extra hostesses' hire	12	15/09/2023	Optional - via e-mail esmo2023staff@bcocongresos.com	<input type="checkbox"/>
Upload of PPT and all company materials on to the Satellite Symposium Virtual Space (final recording files, session description, additional material, speakers' bios and pictures)	20	10/10/2023	Mandatory - via Satellite Symposium Virtual Space backend (access credentials sent in due time by industry@m-events.com)	<input type="checkbox"/>
F&B	25	Optional	Order of catering services information will be available online in Spring 2023	

For any queries related to the ESMO 2023 Industry Satellite Symposia Checklist please contact satellites@esmo.org

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.