

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