



# ESMO 2023

## Industry Guidelines Addendum

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.

# INDUSTRY MEETINGS



# INDUSTRY MEETINGS AND ACTIVITIES RULES AND REGULATIONS

## Networking events

Companies may organise evening events, provided that these start after the conclusion of the official programme of the day and are subject to ESMO approval, please send your request to [congress@esmo.org](mailto:congress@esmo.org) by completing the specific [Approval Form](#).

The Opening session will take place in the congress venue on 20 October 2023 from 12:00 to 13:45 hours. ESMO does not authorise that Congress participants are offered any corporate-organised event before the end of the Opening session (13:45 hours). The same applies to the ESMO Presidential sessions scheduled on Saturday 21, Sunday 22 and Monday 23 October 2023 in the official venue and virtual congress platform from 16:30 to 18:15. Times subject to change.

The ESMO Presidential Dinner is foreseen to take place on Sunday, 22 October 2023. The ESMO Executive Board, Council and the Congress Faculty will be invited to the Presidential Dinner.

## Unofficial satellite symposia or similar events

During the period beginning Thursday, 19 October 2023 through to Tuesday, 24 October 2023, ESMO does not allow any corporate-organised satellite symposia or similar events to take place on other days and in other places except on Friday 20, Saturday 21, Sunday 22 and Monday 23 October 2023 respecting the blackout times as listed below.

### Blackout times:

Friday, 20 October 2023	<b>11:00-18:00</b>
Saturday, 21 October 2023	<b>08:00-18:30</b>
Sunday, 22 October 2023	<b>08:00-18:30</b>
Monday, 23 October 2023	<b>08:00-18:30</b>
Tuesday, 24 October 2023	<b>08:00-13:00</b>

## Online satellite symposia

ESMO discourages all Industry Partners from hosting their official ESMO 2023 Industry Satellite Symposia webcasts on their respective corporate/educational/medical websites during the period 20-24 October as this may affect the attendance of the satellite symposium/symposia both onsite and on the ESMO 2023 platform.

If companies intend promoting their satellite symposium/symposia on their corporate/educational/medical website(s), we advise using the specific link to the respective satellite symposium (hosted on the ESMO 2023 platform).

We thank you in advance for following these recommendations which will help optimise the collective gathering of the global oncology community throughout the event.

## Concomitant activities

Concomitant activities such as internal meetings involving delegates, press conferences, educational or promotional activities taking place within or outside the congress centre and on the virtual congress platform and concomitant with or during breaks in the official ESMO Congress programme are subject to ESMO approval.

**Clear identification of meeting organiser, meeting purpose, meeting agenda, date, time and number of participants must be submitted for approval to ESMO ([congress@esmo.org](mailto:congress@esmo.org)) at least 6 weeks prior to the event by completing the specific [Approval Form](#).**

## Media activities

All media activities initiated by third parties are subject to a specific [Media Policy](#). Companies wishing to organise a media event during the Congress should send a request to ESMO Communications. For any additional information about media issues, please contact ESMO Communications ([media@esmo.org](mailto:media@esmo.org)).

### Badges (Media Activities)

According to the ESMO [Media Policy](#), press badges may only be assigned to journalists working for recognised media organisations. Should communication agencies or companies representatives require a badge for the purpose of preparing and/or developing third party media events, please send an email to both ESMO Registration ([exhibitors@esmo.org](mailto:exhibitors@esmo.org)) and ESMO Communications ([media@esmo.org](mailto:media@esmo.org)) to request a dedicated temporary badge. This badge only allows access to the room where media activities are taking place. Full details are available in the [ESMO Third Party Media Activities Policy](#).

### Private Industry meetings

ESMO permits industry partners to organise staff meetings, briefings, advisory boards, client meetings or other type of closed meetings at the congress centre and/or outside the congress centre.

Meetings may be organised from Thursday to Tuesday from 07:00 to 20:00 and the following requirements must be respected:

- Small meetings may be held in parallel to the official ESMO Congress educational and scientific programme provided they do not exceed **35 participants** (including any who may be connecting remotely)
- Larger meetings exceeding 35 participants (up to a maximum of 100 participants) are permitted, but may only take place outside of the blackout times. Such meetings are intended for company staff events only, if the meeting takes place outside of the venue an additional 30 minutes must be added to the blackout times
- Simultaneous meetings on the same topic, organised by the same company, are not allowed
- Meetings are “closed” and by invitation only
- Each company is responsible for the meeting content. ESMO does not endorse any private meeting
- Meetings are not to be promoted in the congress centre or in any ESMO 2023 publication or to be promoted online e.g. via social media
- ESMO 2023 Faculty and Speakers, ESMO Executive Board and Council Members are not to be invited to participate in any private industry meetings to be held during the official programme
- No hybrid meetings are to be scheduled during the official ESMO Congress educational and scientific programme
- Media should not be invited and are not permitted to attend the meetings

#### IMPORTANT NOTE:

No meetings are permitted during the Opening Session (Friday 20 October from 12:00 to 13:45) and the Presidential sessions (Saturday 21, Sunday 22 and Monday 23 October from 16:30 to 18:15). Times subject to change.

### Meeting room booking procedure

Meeting rooms can be requested via the Meeting Room Booking system only. Booking requests can be submitted as of **April 2023** until **August 2023**. Meeting rooms can be rented from Thursday, 19 October 2023 to Tuesday, 24 October 2023 from 07:00 to 20:00, subject to availability.

#### IMPORTANT NOTES:

- **Assignment:** The spaces will be assigned on a first-come, first-served basis
- **Layout:** the meeting spaces will be given in a specific layout. Any set-up and dismantling time needed for the Private Industry Meeting must be included in the reserved slot of time. Changes of set-up are not included in the rental fee
- **AV/IT:** The rental of the rooms may include basic AV/IT equipment (screen or projector and Wi-Fi) depending on the venue of the chosen meeting room(s). Further information regarding additional technical equipment orders will be available in April 2023
- **Signage:** a roll-up can be placed outside the rooms for full day reservations only. For bookings for less than one day no signage is allowed. All the roll-ups should be removed at the end of the meeting. No other type of signage is allowed  
Registration table outside the rooms will be subject to the venue’s approval
- **F&B:** no F&B will be included in the rental. Further information regarding F&B orders will be available in April 2023

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### **Access to meeting rooms**

Meetings' attendees not registered to the Congress can access private meeting spaces with a daily ticket, which can be purchased online from mid-August 2023. If you need support please contact [registration@esmo.org](mailto:registration@esmo.org).

Please note that attendees without a badge will not be able to access the venue for security reasons. If your meeting is scheduled very early in the morning, please make sure that badges are collected in advance.

### **Private meeting rooms desk**

A dedicated desk for private meetings will be available on-site in the Registration Area from Wednesday, 18 October to Tuesday 24 October.

### **Method of payment**

All invoices will be processed in EURO. Payments can be finalised by credit card or by bank transfer. The company applying for meeting spaces will be responsible for its meeting related expenses.

### **Cancellation policy**

No refunds will be issued. 100% of the total fee will be retained for cancellation received. All cancellation must be made to ESMO in writing.

# **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.