



ESMO 2022

Satellites Resources Manual

PARIS
2022

ESMO

congress

PARIS FRANCE
9-13 SEPTEMBER 2022

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

SATELLITES WEBCAST UPLOAD PROCESS

For your Satellite you requested to review the content of your webcast before uploading it on-demand. Please find below the instructions for this process.

Content review

At the end of your live-streamed satellite, you will receive an email including the review links for your webcasts. Each link corresponds to a single lecture.

NOTE:

- The review links are not downloadable
- Due to the amount of data, not all videos may be available immediately after the session but will pop-up within the following hours

Content confirmation for upload

We kindly ask you to review the links content:

- If you are satisfied with the content please confirm to M Events (industry@m-events.com), **by the 15 September 2022**, so that they can proceed with the upload of the on-demand webcast on the Virtual Congress Platform
- If you need editing please request the raw file to M Events (industry@m-events.com)

Editing options:

1. Via M Events

Please indicate clearly the time stamps where to make the cuts. This service will be charged directly by M-Events

2. Via an external vendor

Once the editing is finalised please upload the updated file into the shared cloud folder and notify M Events via email to industry@m-events.com

In case of editing, please be reminded:

- If the company needs to review/edit the recording, it will take up to 24 hours to receive the .mp4 file
- Once the company has reviewed/edited the file, it will require up to 24 hours to upload the edited video on the platform

IMPORTANT NOTES:

- For a smooth process please confirm/return the session content **in bulk** and not per single lectures. Single lectures will not be considered
- Resources will be uploaded on-demand on the Virtual Congress Platform if the confirmation for publication or edited files are sent by **15 September 2022**. After this date, it will not be possible to have the content uploaded on the Virtual Congress Platform, however, resources can be sent to satellites@esmo.org for upload into the ESMO Website (OncologyPRO or ESMO Library - see paragraph on Post-Congress hosting)

Recording File Delivery to Companies

The MP4 raw file will be delivered to all Companies within 24 hours after the live-streamed satellite (independently from the above procedure).

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.

Post-Congress Hosting

Approved resources delivered by the **15 September 2022** will be uploaded automatically on the ESMO Website (OncologyPRO/Library) on 21 September 2022.

Resources approved/ready for upload after the **15 of September, need to be sent to satellites@esmo.org**. If your files are too heavy to be sent via e-mail please contact satellites@esmo.org and we will provide you with an URL where to upload your files.

Resources received after 21 September 2022 will not benefit of the OncologyPRO mailing promotion that will go to all ESMO 2022 participants.

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 the ESMO Meetings Library for 6 months

If you don't want to have your content uploaded on the ESMO Website please notify satellites@esmo.org by **24 August** at the latest.

ESMO - European Society for Medical
Oncology would like to thank all of our
industry partners for their continued
support at our congresses and we look
forward to bring the best of the science
together with you in Paris.