



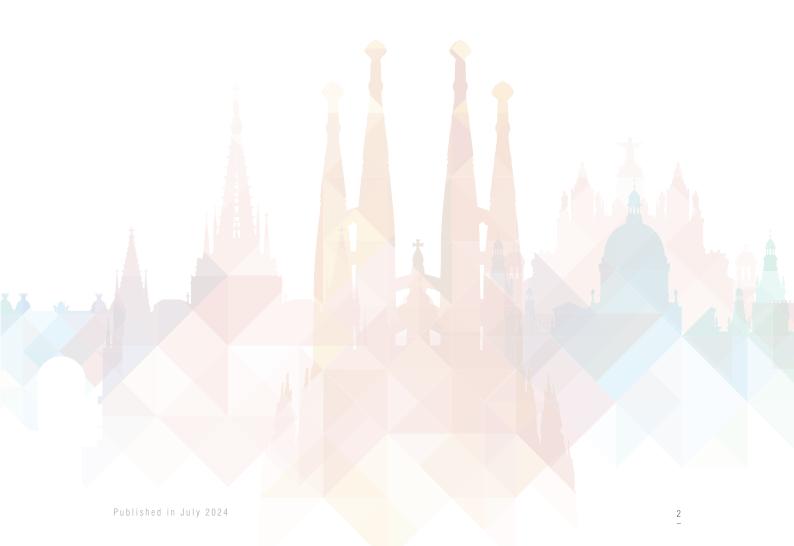
BARCELONA SPAIN 13-17 SEPTEMBER 2024

The ESMO Congress is a globally influential oncology platform, aimed at disseminating the latest data, providing high quality education and bringing together oncologists and other stakeholders from all around the world.



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M Events Cross Media GmbH is the official ESMO 2024 supplier for the Virtual Congress Platform and related extra features. They are also in charge of the recordings and presentations management system.

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Congress Dates

Official Programme

13 – 17 September 2024

ESMO Colloquia & Industry Satellite Symposia

13 – 16 September 2024

Exhibition

13 - 16 September 2024

EONS Programme (including EONS Satellite Symposia)

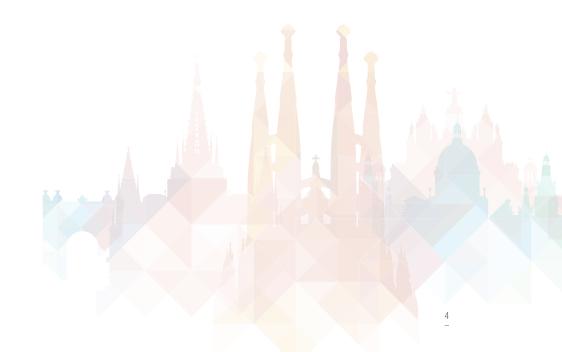
14 – 16 September 2024

Virtual Congress Platform (VCP)

13 - 19 September 2024

Published in July 2024

Pre-opening 5 September 2024 (Congress bag only)
Content available on OncologyPRO from 20 September 2024



1. INTRODUCTION

Each satellite symposium will have a dedicated virtual space to upload satellites-related materials, such as presentations, session information, disclaimer, speakers' biographies and pictures and also to interact with the delegates via the comments function.

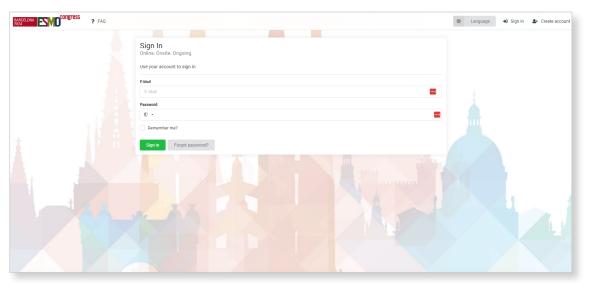
Log-in details for accessing the virtual platform backend will be sent on **30 July 2024** to the main satellite contact (named "convenor" in this manual) of each company separately.

The deadline to upload all company material is **3 September 2024**, whereas presentations in .pptx format can be uploaded until **10 September 2024**. After this date, presentations must be uploaded on-site at the Industry Upload Area from **12 September 2024**.

2. SIGN IN

The convenor will receive the backend access link and should follow these steps:

- Please click on the access link that will be shared via email
- Enter your credentials**
- Click on "Sign in"



*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

2.1 Desktop view

Click on Session Upload to have access to your satellite virtual space.

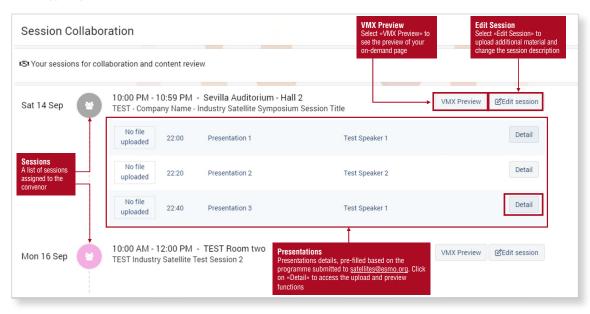


^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

^{**}If you forgot your password, click on "Forgot password" to receive an email with a link to reset it. If you do not find the email in your inbox, please make sure to check your junk/spam folder.

2.2 Session collaboration module/overview

Session(s) and presentations overview:

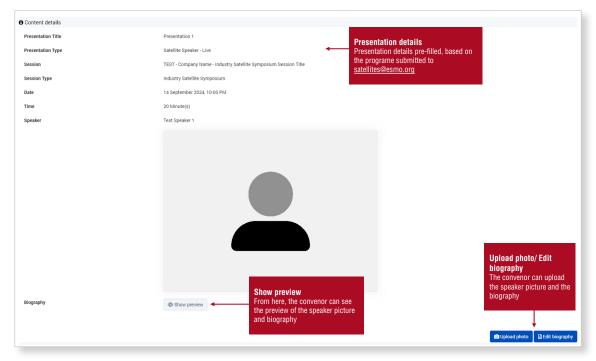


^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

3. PRESENTATION DETAILS

3.1 Content details overview

After clicking on "**Detail**", you will see the details of the presentation. Once this page has opened, you will aslo be able to upload the speaker's picture and biography, as well as the speaker's presentation.



^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

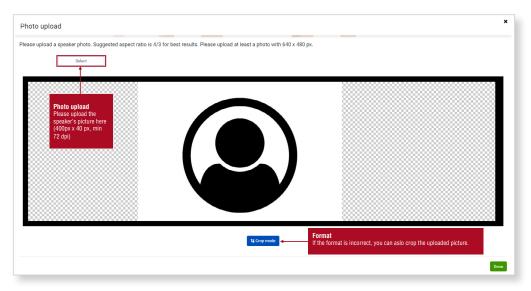
3.1.1. Upload speakers' photo and biography

Convenors may upload their speakers' biographies and pictures (prior collection of their consent).

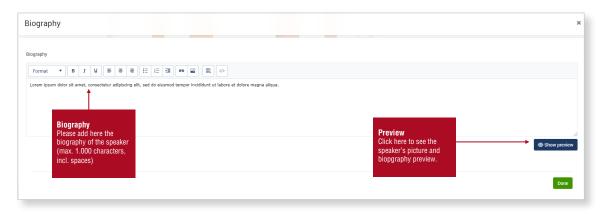
Once logged in, please go into the details of a presentation and click on "Upload photo" or "Edit biography".

IMPORTANT NOTE:

Please upload unbranded speakers' pictures and be aware that ESMO and speakers have the right to change both the pictures and biographies whenever needed (as the speaker's profile applies to the whole platform).



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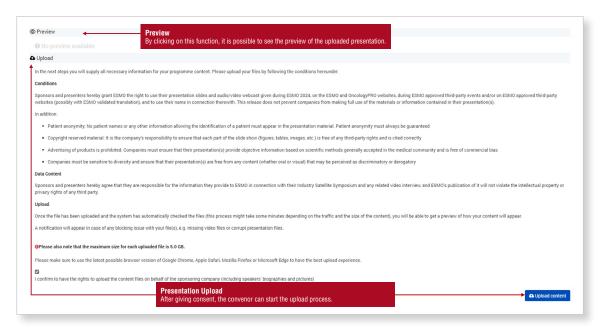
IMPORTANT NOTE:

Please note convenors will not be able to add pictures nor biographies for co-chairs and/or co-speakers via the backend directly. In this specific case, please send the relevant files to esmo.industry@m-events.com.

4. PRESENTATION UPLOAD

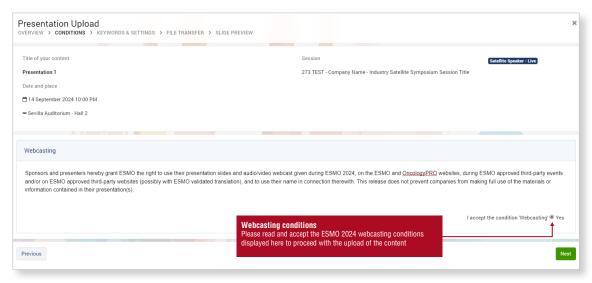
Before uploading any document on the backend, the system requires the acceptance of upload and webcasting conditions.

4.1 Presentation preview and upload conditions



^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

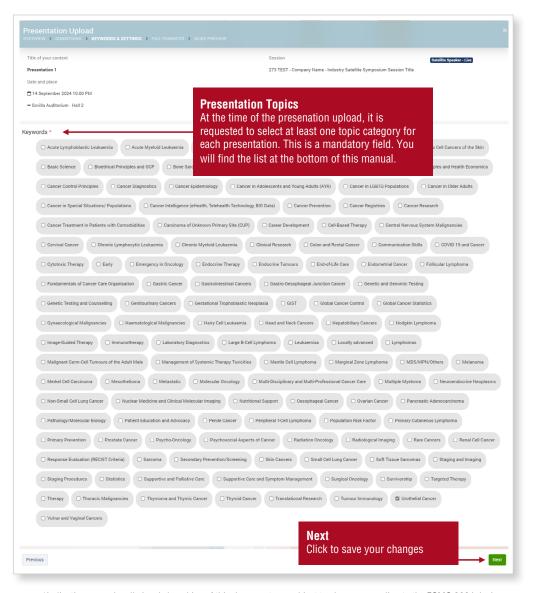
4.2 Webcasting conditions



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4.3 Presentation topics selection (Keywords)

At the time of the presentation upload, you will be requested to select **at least one topic** for each presentation. You will find the <u>topic list</u> at the bottom of this manual. This is a **mandatory field**. Therefore, we advise you to approach your speakers in advance in case of doubts.



^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

IMPORTANT NOTE:

Once the topic(s) has been selected, please remember to click on "**Next**". The presentation topics selection is required for a better on-demand navigability of the post-congress resources.

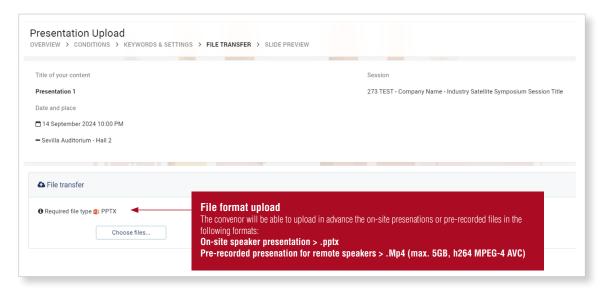
4.4 Presentation upload

Convenors will be able to upload speaker's presentations in advance, via the Virtual Congress Platform backend (m-anage) until **10 September 2024**, or on-site at the Industry Upload Area from **12 September 2024**. For further details on the frontend view, please refer to the ESMO 2024 Industry Satellite Symposia Technical Manual (page 26). In case of **remote speakers**, convenors must upload the pre-recorded file (in .mp4 format) by **10 September** at the latest.

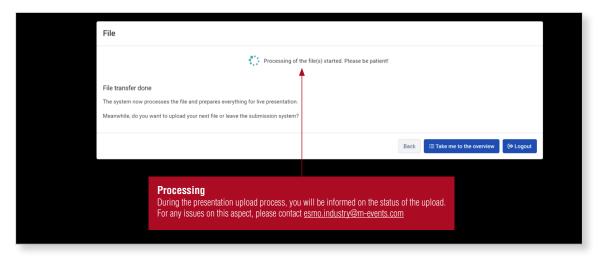


IMPORTANT NOTE:

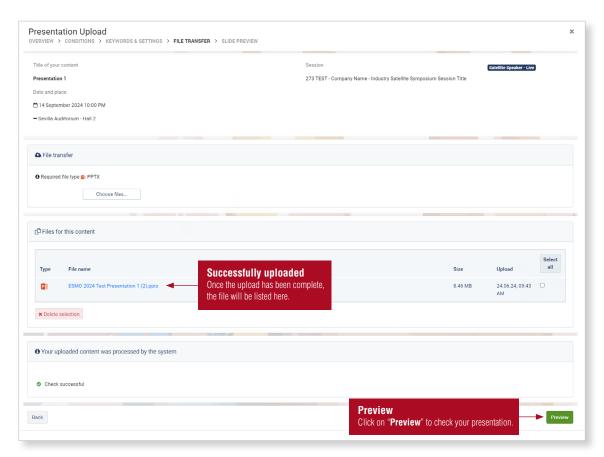
Due to the nature of the on-site presentation system and to allow a smooth recording process, companies are required to prepare and upload **one PPT for each lecture**. Hence, also the **Welcome and Conclusion** lectures require a **slide**. **Unique show file will not be accepted**.



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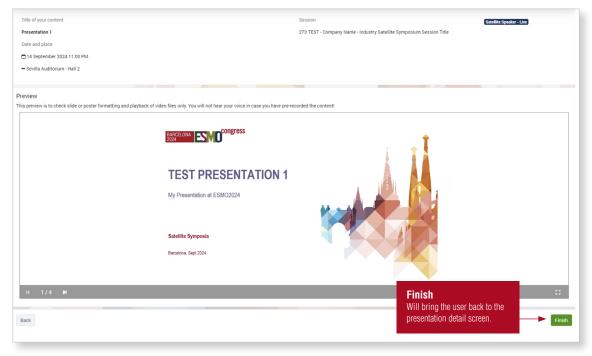


*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.



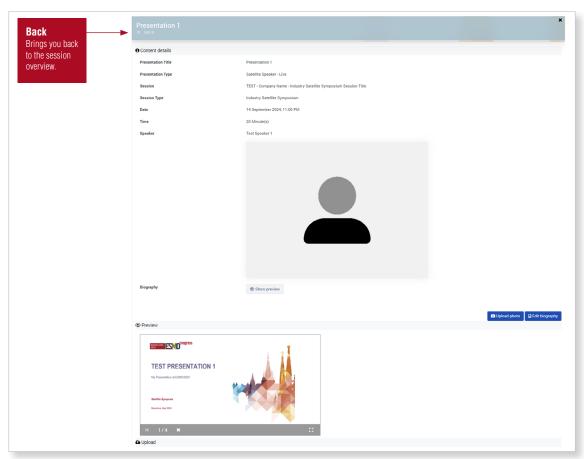
*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

4.5 Presentation Preview



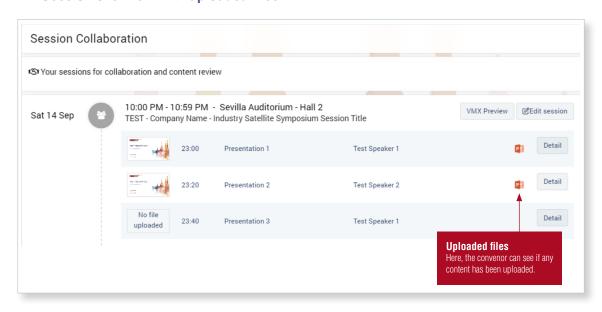
^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

4.6 Presentation details with preview



^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

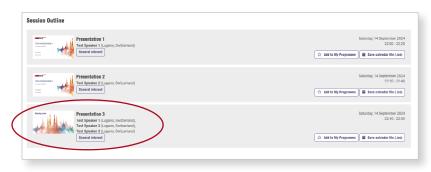
4.7 Session overview with uploaded files



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4.8 Presentation display on the Virtual Congress Platform (frontend)

On the Virtual Congress Platform frontend, presentations will be displayed on the satellite on-demand page as per image below (one single presentation for each speaker/lecture).



^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

IMPORTANT NOTE:

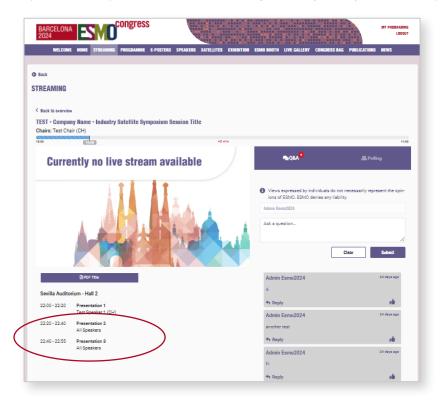
Should you have more than one speaker involved in one presentation (e.g. during the discussion), please note that the speakers will be published as follows:

Satellite on-demand page

All single speaker's names will be listed by default under the lecture title (refer to screenshot above).

Satellite live streaming

The speakers will be published as "All speakers" on the online live streaming, since the system only allows one name per lecture.



^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

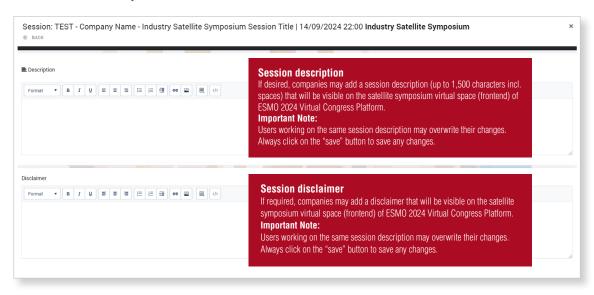
5. EDIT SESSION

The "Edit Session" icon will enable the upload of additional material and change all information related to the session. Everything uploaded here will be visible on the satellite on-demand page.



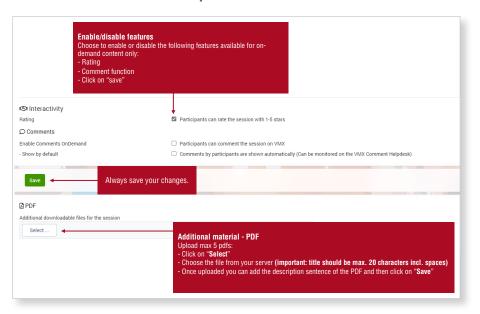
^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

5.1 Session description and disclaimer



^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

5.2 Features and additional material upload



^{*}Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

Please be informed that the PDFs uploaded onto the satellite symposium dedicated virtual space will be automatically shown on the satellite on-demand page and on the live streaming.

6. VMX PREVIEW FUNCTION

The VMX Preview icon, when clicked on, will give access to the preview of the satellite on-demand page.

The VMX Preview will show all sessions' and chairs' details (like picture and biography), but not those of the speaker's.

Speakers' biographies and pictures will be visible under the section "Detail" of each lecture. For more information please refer to chapter 3 (page 7).

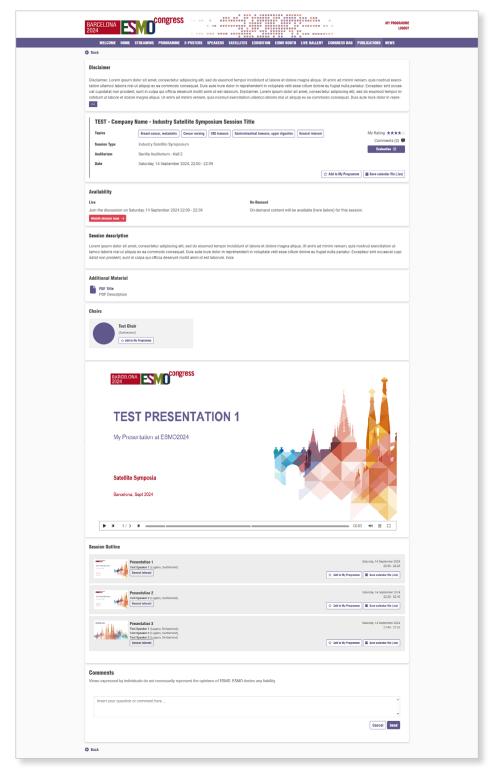


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6.1 Satellite on-demand page preview

On the frontend, the satellite on-demand page will have a similar look as shown here below.

The sponsor's disclaimer will introduce the page, followed by all information related to the company, the session, contents, chair and speakers.



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7. COMMENTS FUNCTION

Each satellite symposium will be given the possibility to have on its virtual space a dedicated comments functionality allowing for a more engaging experience with participants, who can post comments and reply to other attendees. The moderation function is active by default.

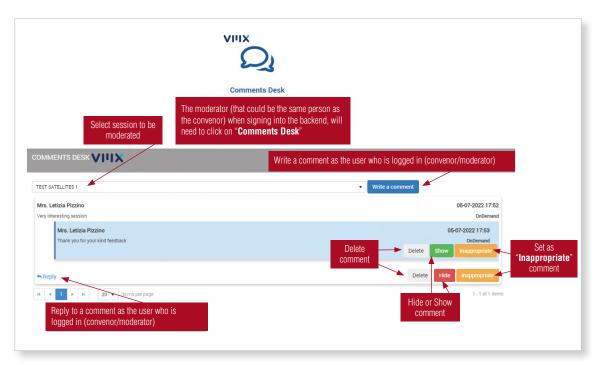
Via backend, convenor can enable/disable this function for their satellite, reply and delete comments when necessary. For further details on the frontend view, please refer to the <u>ESMO 2024 Industry Satellite Symposia Technical Manual</u> (page 28).

IMPORTANT NOTES:

- 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 31 July 2024 will be added accordingly to the backend; should there be any changes, please send an email to <u>satellites@esmo.org</u>

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



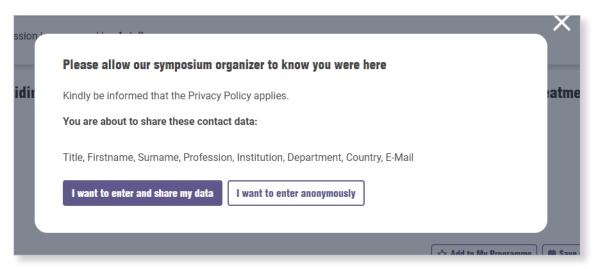
*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

8. LEAD RETRIEVAL (OPTIONAL AND AT OWN EXPENSE)

The lead retrieval feature can be ordered via the online <u>Satellite Symposia Services Order Form</u> by **31 July 2024**. For further details on the lead retrieval option, please refer to the <u>ESMO 2024 Industry Satellite Symposia Technical Manual</u> (page 32, paragraph 7.2).

8.1 Frontend view

Delegates can access the satellite symposium anonymously or by providing selected contact data.

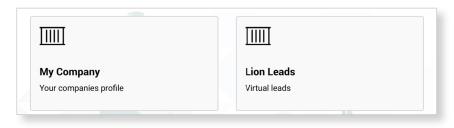


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8.2 Backend access

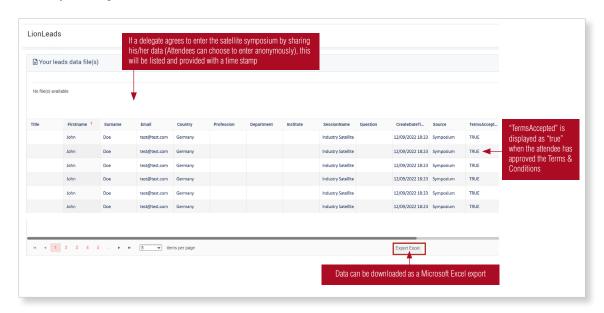
The backend access link to the lead retrieval data will be sent individually to the responsible person for the organisation of the symposium. Please note that such link is different from the one giving access to the backend of the satellite symposium dedicated virtual space.

Once you go on the <u>provided link</u>, please enter your credentials and you will see the items "**My Company**" and "**Virtual Leads**". To check the settings (no actions required), please go on "**My Company**" and then select the tab "**Legal items setup**".

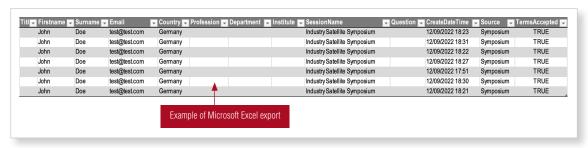


8.3 Collected data

To check your data, go back and select the module "Virtual Leads".



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IMPORTANT NOTE:

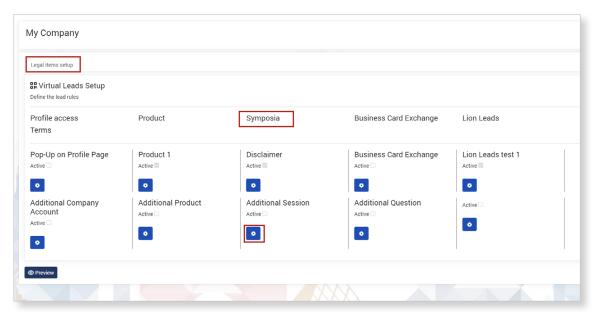
The shared contact details (defined by ESMO) are: First Name, Last Name, Institute, City, Country, Email Address, Title*, Department* and Profession*

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

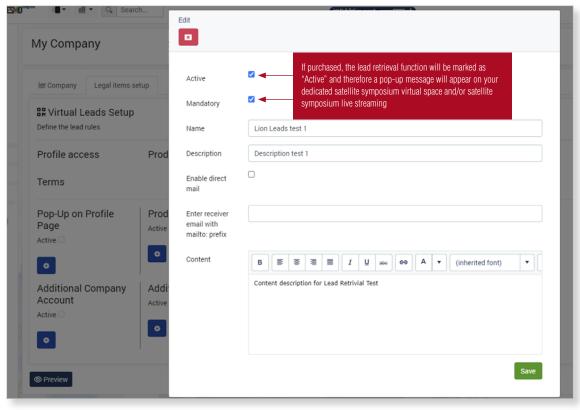
8.4 Settings

IMPORTANT NOTE:

No actions required on these pages.



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*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2024 design.

9. PRESENTATION TOPICS LIST

| CATEGORY | SUB-CATEGORY |
|---|--|
| Basic Science | Cancer Biology Molecular Oncology Tumour Immunology |
| Breast Cancer | |
| Cancer Control Principles | Cancer Care Equity Principles and Health Economics Cancer Intelligence (eHealth, Telehealth Technology, BIG Data) Fundamentals of Cancer Care Organisation Global Cancer Control Multi-Disciplinary and Multi-Professional Cancer Care |
| Cancer Diagnostics | Genetic and Genomic Testing Laboratory Diagnostics Pathology/Molecular Biology |
| Cancer Epidemiology | Cancer Registries Global Cancer Statistics |
| Cancer in Special Situations/ Populations | AIDS-Associated Malignancies Cancer and Pregnancy Cancer in Adolescents and Young Adults (AYA) Cancer in LGBTQ Populations Cancer in Older Adults Cancer Treatment in Patients with Comorbidities COVID-19 and Cancer |
| Cancer Prevention | Population Risk Factor Primary Prevention Secondary Prevention/Screening |
| Cancer Research | Bioethical Principles and GCP Clinical Research Statistics Translational Research |
| Carcinoma of Unknown Primary Site (CUP) | |
| Career Development | |
| Central Nervous System Malignancies | |
| | |

| CATEGORY | SUB-CATEGORY |
|---------------------------------|--|
| Early | |
| Emergency in Oncology | |
| Endocrine Tumours | Adrenal Carcinoma Neuroendocrine Neoplasms Thyroid Cancer |
| Gastrointestinal Cancers | Anal Cancer Colon and Rectal Cancer Gastric Cancer Gastro-Oesophageal Junction Cancer Hepatobiliary Cancers Oesophageal Cancer Pancreatic Adenocarcinoma |
| Genetic Testing and Counselling | |
| Genitourinary Cancers | Malignant Germ-Cell Tumours of the Adult Male Penile Cancer Prostate Cancer Renal Cell Cancer Urothelial Cancer |
| Gynaecological Malignancies | Cervical Cancer Endometrial Cancer Gestational Trophoblastic Neoplasia Ovarian Cancer Vulvar and Vaginal Cancers |
| Haematological Malignancies | Acute Lymphoblastic Leukaemia Acute Myeloid Leukaemia Chronic Lymphocytic Leukaemia Chronic Myeloid Leukaemia Follicular Lymphoma Hairy Cell Leukaemia Hodgkin Lymphoma Large B-Cell Lymphoma Mantle Cell Lymphoma Marginal Zone Lymphoma Peripheral T-Cell Lymphoma |
| Head and Neck Cancers | |

| CATEGORY | SUB-CATEGORY |
|--------------------------------|---|
| Locally advanced | |
| Metastatic | |
| Psychosocial Aspects of Cancer | Communication Skills Patient Education and Advocacy Psycho-Oncology |
| Rare Cancers | |
| Sarcoma | Bone Sarcomas GIST Soft Tissue Sarcomas |
| Skin Cancers | Basal Cell and Squamous Cell Cancers of the Skin Melanoma Merkel Cell Carcinoma |
| Staging and Imaging | Nuclear Medicine and Clinical Molecular Imaging Radiological Imaging Response Evaluation (RECIST Criteria) Staging Procedures |
| Supportive and Palliative Care | End-of-Life Care Management of Systemic Therapy Toxicities Nutritional Support Supportive Care and Symptom Management |
| Survivorship | |
| Therapy | Cell-Based Therapy Cytotoxic Therapy Endocrine Therapy Image-Guided Therapy Immunotherapy Radiation Oncology Surgical Oncology Targeted Therapy |
| Thoracic Malignancies | Mesothelioma Non-Small Cell Lung Cancer Small Cell Lung Cancer Thymoma and Thymic Cancer |

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 bringing the best of the science together with you in Barcelona.

