EUROPEAN LUNG CANCER CONGRESS 2025

Industry Satellite Symposia Technical Manual

elcc European Lung Cancer Congress 2025

PARIS FRANCE
26-29 MARCH 2025

The ELCC is a collaborative effort of multidisciplinary societies representing thoracic oncology specialists, working together to advance science, disseminate education and improve the practice of lung cancer specialists worldwide.

Organisers

ESMO — GOOD SCIENCE, BETTER MEDICINE, BEST PRACTICE

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CTI Meeting Technology GmbH provides the virtual platform for ELCC 2025 and is the official Industry Satellite Symposia webcast provider.

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FAIREXX – Logistics for exhibitions GmbH is the official ELCC 2025 forwarding agent.

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PREFACE

Congress Dates

Official Programme, Industry Satellite Symposia & Onsite Exhibition
26 – 29 March 2025
Virtual Congress Platform and e-Posters
25 – 31 March 2025

Important Note:
The Congress and all activities will close on **29 March 2025**. However, the platform will remain available with the on-demand content until **31 March 2025**.

This ELCC 2025 Industry Satellite Symposia Technical Manual will guide you through the necessary steps concerning the logistics and organisation of your Industry Satellite Symposium at ELCC 2025.

Also note that the participation at ELCC 2025 implies an acceptance of the requirements contained within this Technical Manual and also in any update posted on www.esmo.org.

We look forward to working with you over the coming months toward a rich and ELCC 2025!

KEY DATES

Industry Satellite Symposia programme deadlines

27 November 2024	The proposed programme, including symposium title, presentation titles, names and full contact details of proposed speakers and chairpersons, must be submitted to the ESMO Scientific Programmes Department (programme@esmo.org) using the official Congress programme template.
11 December 2024	The ELCC Secretariat sends out <u>notification of acceptance</u>, <u>rejection and/or request for modifications</u> to the programme as decided by the Scientific Committee. After this deadline, only minor changes will be taken into consideration.

Onsite (in person) Industry Satellite Symposium, with online live streaming

13 January 2025	Deadline to confirm person responsible for the organisation of the Industry Satellite Symposium
26 February 2025	Deadline to inform about any additional need in terms of AV and hostesses
	Deadline to book the Satellite onsite technical rehearsal
	Deadline to provide the live streaming layout/graphic
	Deadline to inform ESMO if the satellite webcast should not be published on-demand on the VCP, OncologyPRO or the ESMO website (elcc@esmo.org)
	Deadline to choose between moderated and unmoderated chat on VCP and send contact details of max. 3 chat moderators
3 March 2025	Deadline to inform about any need of polling services
	Deadline to send evaluation form link
	Deadline to send speakers' pictures and biographies to CTI Meeting Technology (elcc@support.ctimeetingtech.com)
	Deadline to send the name of the designated representative person that will be allowed to access the onsite speaker centre
	Deadline to send the walk-in video

Publication deadlines

13 January 2025	Deadline to send the Satellite Invitation Weblink (sponsorevents@esmo.org)
31 January 2025	Deadline to send the Satellite Digital Poster and the Satellite Onsite Poster (elcc@esmo.org)

INDUSTRY SATELLITE SYMPOSIA TECHNICAL INFORMATION

1 INDUSTRY SATELLITE SYMPOSIA GENERAL INFORMATION

1.1 Structure

Industry Satellite Symposia will take place from 26 to 29 March 2025 both onsite and on the Virtual Congress Platform.

1.2 Auditoria overview

Please find below the auditoria overview and related capacities.

Auditorium name	Capacity	Location
Room N02	600 seats	Hall 7.3
Room N03	600 seats	Hall 7.3

1.3 Industry Satellite Symposium contact / representatives

Each company must provide the name of the person responsible for the organisation (logistics) of its Industry Satellite Symposium to the ELCC 2025 Secretariat via email (elcc@esmo.org) by **13 January 2025** and also notify in advance of any change on these contact details.

If several people / agencies are responsible for various aspects of the symposium, the company must inform ESMO accordingly. ESMO strongly recommends, however, that only one (1) contact person is appointed.

> **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 ONSITE TECHNICAL DETAILS

2.1 Auditoria set-up and technical equipment

Setup in theatre style in all the auditoria, with 4 armchairs and 2 low tables on the stage.

The auditoria include:
- Room rental
- Setup in theatre style, with 4 armchairs and 2 low tables on the stage.
- AV basic equipment (see below)
- eSignage screen on the entrance doors (satellite title and logo displayed automatically)

2.2 AV Basic equipment

Room	Projector	Laptop	Screen	Camera	Comfort monitor	Stage iPad	Microphones		
							Lectern	Stage hand	Floor
Room N02	1	1	2	1	1	2	1	4	4
Room N03	1	1	2	1	1	2	1	4	4

Speakers on stage will be able to follow the presentations through a comfort monitor.

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 equipment from an external technical supplier nor to set-up personal equipment** (e.g. recording device).

The following regulations will apply to the onsite laptop at the lectern in the assigned room:
- The laptop **cannot** be removed or un-cabled from the lectern
- It is strictly forbidden to upload any presentation on the laptop using a USB key
- No laptop set-ups can be changed

Additional audio-visual equipment should only be ordered through the official supplier, **ACS Audiovisual**, to C.vandenBerg@acsaudiovisual.com. The deadline to place your order is **26 February 2025**. After this deadline orders will not be accepted.

2.3 Session timer

In order to avoid sessions running late, ESMO implemented a timer system for ELCC 2025. The timer is a count-down, which allows speakers to monitor their presentation remaining time and it's displayed near the comfort monitor(s) visible by the panellists and the speaker at the lectern. It is not visible by the audience.

This timer is implemented to all Industry Satellite Symposia by default, but in order to take advantage of it **companies MUST provide the session slides divided by presentation.**

If the sponsoring company does not want the session digital timer, please notify at elcc@esmo.org by **26 February 2025.**

2.4 Auditoria lectern

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 can be branded with a digital graphic. The company is responsible for the creation of the graphic. In case you do not want to customise the lectern graphic, the ELCC 2025 signage will be displayed.

The graphic must follow the dimensions here below:

Item	Dimensions
Digital lectern	1080 x 1920 pixels

2.4.1 Slide advancer

By default, the speaker will be able to advance the slides at the lectern using the arrows on the laptop. However, companies may request a slide advancer to switch slides directly. Slide advancer must be requested to elcc@esmo.org by **26 February 2025.**

The slide advancer will be provided onsite in the auditorium by CTI Meeting Technology. Due to production safety, it is not permitted to connect own/third party slide advancers to the CTI Meeting Technology presentation management system/laptop.

> **IMPORTANT NOTE:**
>
> Please note that due to the hybrid format of the event, the slide advancer cannot be used as laser pointer. If a speaker need to highlight figures in the presentation he/she should use the mouse's cursor and not the laser pointer, as both online attendees and people who will watch the on-demand session will not be able to follow up.

2.5 Walk-in slide or video

By default ESMO will have the official intersession slides displayed on all auditoria screens prior any session.

To welcome their attendees, companies have the possibility to provide a customised walk-in slide or video which will be displayed onsite only 15 minutes before the session begins.

The walk-in slide or video must be sent in pptx. or mp4. format (max. 5 GB) to CTI Meeting Technology by **3 March 2025** at the latest.

2.6   Technical and monitoring staff

The following staff is assigned to each auditorium:

- Technical staff, including one video operator, one sound operator and a CTI Meeting Technology technician at the technical table
- One hostess (available 15 minutes prior to the Industry Satellite Symposium until 15 minutes after the session)

Further details regarding the official local staff agency will be provided by mid-December 2024.

2.7   Alternative stage set-up

Owing to the limited set-up and dismantling time necessary between Industry Satellite Symposia slots and the official scientific sessions change of setup is not allowed.

3 SATELLITE PRESENTATIONS UPLOAD

3.1 How to upload presentations

For logistical reasons and to grant a smooth process, companies organising an Industry Satellite Symposium must upload the presentations onsite at the Speaker Centre from the **26 March 2025.**

> **IMPORTANT NOTE:**
> ESMO recommends testing the presentation slides and ordered features during the rehearsal to guarantee a smooth process. Therefore, presentations must be pre-uploaded at the Speaker Centre before the rehearsal.

3.2 Uploading the presentations at the Speaker Centre

Only the designated contact representative person, communicated to the Congress Secretariat by **3 March 2025**, will be granted access to the Speaker Centre to upload all satellite presentations. Upon arrival at the Speaker Centre, this person need to identify with first name and last name.

It 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 Industry Satellite Symposium or the onsite technical rehearsal.

CTI Meeting Technology staff will always be available to offer support and technical assistance during the upload of the presentations

> **IMPORTANT NOTE:**
> Polling questions must be included in the final presentation (clearly stating within the presentation when the question must be shown to the audience) and must be uploaded before the rehearsal/session.

3.3 Presentation (PPT) format

- The presentation must be prepared in Microsoft-PowerPoint(*pptx), in 16:9 format, landscape orientation. Mac KeyNote presentations cannot be accommodated.

- Videos can be linked or embedded. Please remember to upload your video files separately if you are using PowerPoint 2007 or older version, as they cannot be embedded into the presentation.

- To avoid any compatibility problems, please do not use special characters (i.e., ", Ö, Ø, ñ, ®, ý,}, { etc.) and please do not use spaces to name your presentation or movie files.

> **IMPORTANT NOTE:**
> To allow a smooth recording process, companies are required to prepare and upload **one PPT for each lecture.** Hence, also the **Intro and Conclusion** lectures require a **background slide**. **Unique show file are not accepted**.

3.4 Polling system

Companies interested in using a polling system can contact the ELCC 2025 Secretariat (elcc@esmo.org) no later than **3 March 2025.** The polling system is exclusively provided by CTI Meeting Technology. Please note that the polling is only available during the live streaming.

The brochure is visible here and the order form here.

4 ONSITE LOGISTICAL INFORMATION

4.1 Installation, set up and dismantling times

The auditoria will be available 15 minutes before the scheduled start of the Industry Satellite Symposium for setting up and fine-tune purposes and will be cleared by the company and ready for the next event within 15 minutes after the scheduled end of the Industry Satellite Symposium.

4.2 Onsite promotional items

4.2.1 Roll-up banner

Companies are entitled to bring up to two roll-up banners of a standard size (85 x 200cm size) per entrance of the assigned auditorium. Roll-up banner(s) can be placed in front of the auditorium only and maximum one (1) hour before the start of the session. Roll-up banners(s) must be removed at the end of the session. Digital roll-up is not allowed.

4.2.2 Industry satellites symposia programme poster

All Industry Satellite Symposia programme posters will be allocated in the ELCC 2025 Industry Satellite Symposia Gallery, both onsite and on the Virtual Congress Platform.

The programme poster artwork should be prepared in two different formats (onsite and online) respecting the requirements mentioned below.

Please note that all artworks must be submitted for approval to elcc@esmo.org by **31 January 2025.**

ONSITE	ONLINE
Format: Vertical. *Further details regarding the dimensions will be provided by mid-December 2024.*	**Format**: Square, 1235 x 1235 pixel, PNG or JPEG only. PDF files or other formats are NOT supported
The wording "ELCC 2025 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 and approved by the Scientific Committee.	

4.2.3 Flyers

Flyers may be distributed from the company booth when the exhibition is open and in front of the door(s) of the satellite auditorium no earlier than one (1) hour before the start of the Industry Satellite Symposium.

4.3   Rehearsal

Please note that for each Industry Satellite Symposium ESMO can assign one (1) rehearsal slot only. Additionally:

- Rehearsal slots are not guaranteed and are subject to availability
- Rehearsal slots have maximum duration of 30 minutes
- Rehearsal slots will be assigned by ESMO based on the official programme schedule and availability

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IMPORTANT NOTE:

Due to the dense ELCC 2025 Programme, rehearsals slot changes are not possible.

4.3.1   Rehearsal features testing

Companies which have booked a rehearsal slot, will be able to test during the rehearsal the features ordered for the onsite session and the live streaming:

Onsite features	Live streaming features
• Slide advancer • Walk-in slide or video • Session timer	• Customised background • Evaluation form • Live Q&A chat • Polling

ESMO strongly recommends the companies to duly test any requested feature during the rehearsal and to check all pre-ordered technical requirements with the technician in the auditorium.

4.3.2   Rehearsal request procedure

You can request a rehearsal slot for your satellite by sending an email to elcc@esmo.org by **26 February 2025**. Please specify in the email subject the company name and the satellite slot number.

4.4   Onsite badge scan system (Lead system)

Badge scan system can be ordered through the official supplier, CTI Meeting Technologies, online form by **17 March 2025**.

The ELCC 2025 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, the contact details are automatically saved into CTI database. The data is synchronised with CTI server and will be sent to the dedicated person in a password-protected excel file within 72 hours after the satellite session.

Further details will be available in the cLead brochure and cLead order form online.

IMPORTANT NOTE:

The ELCC 2025 onsite 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*
- City
- Country
- Email address

Please note that participants wearing an Exhibitor or Industry Satellite badges, will only appear in the scan results with basic contact information such as first name and last name.

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

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GDPR: Badge scanners imply processing of personal data. 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 delegates can object being scanned without negative consequence. They must still be granted access to the conference. For more information about this, please read the CTI Meeting Technology privacy policy.

4.5   Food & Beverage areas

Catering is not included in the satellite sponsorship. If a company wish to organize a catering function, all food & beverage costs will be borne by the sponsor and should be ordered through ESMO. The quantity to be ordered is at the discretion of the sponsor. Due to space limitations, safety and security reasons, only bag/box meal options will be made available for the satellite F&B slot.

The bag/box meals will be delivered just outside the auditorium in a dedicated location 30 minutes before the start of the Industry Satellite Symposium. Trash bins will be made available within the auditorium to help keep the auditoria clean at any time. Please bear in mind that between sessions no cleaning is planned.

Requests for F&B functions should be addressed to the ELCC 2025 Secretariat (elcc@esmo.org).

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.

VIRTUAL CONGRESS PLATFORM

5   INDUSTRY SATELLITE SYMPOSIUM LIVE STREAMING

Onsite Industry Satellite Symposia will be live streamed to the ELCC 2025 Virtual Congress Platform. The live streaming will give online delegates the opportunity to follow the Industry Satellite Symposia in real time.

5.1   Customised background

Companies can customise their background for the live streaming on the Virtual Congress Platform.

IMPORTANT NOTE:

- The background design will be visible on the live streaming and webcast
- The background will be applied for the whole duration of the session

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5.1.1   Background design specifications

The final background design must be sent to elcc@esmo.org by **26 February 2025.**

Please kindly provide the following:
- Background image (1920x1080 px) in .JPG/.PNG format. This can even be a plain white background with your logo.
- Banner (1920x150 px) in .JPG/.PNG format, to be placed on top of the background.

See below a layout example prepared by ESMO:
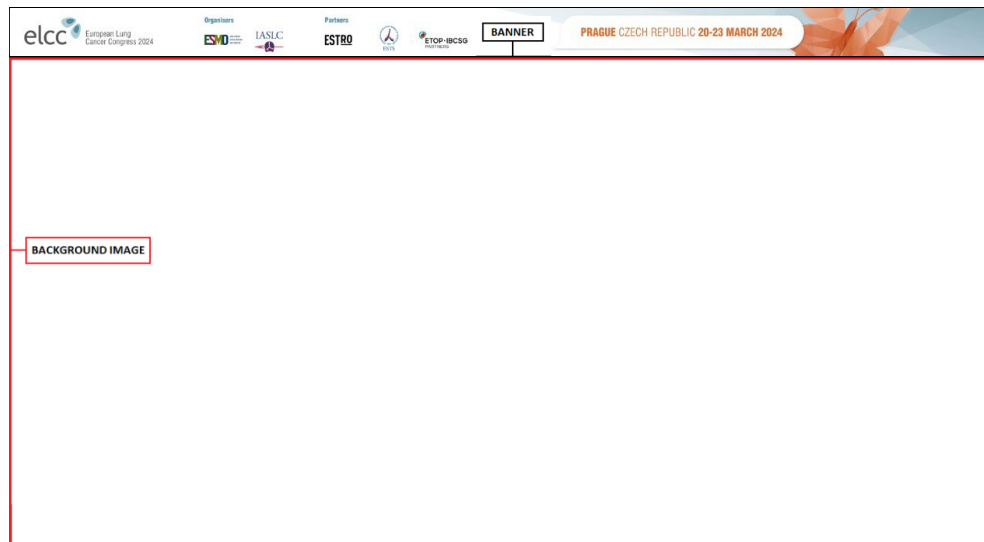
*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2025 design.

Please do not include any ELCC 2025 logo and graphic, but feel free to include your company logo and branding.
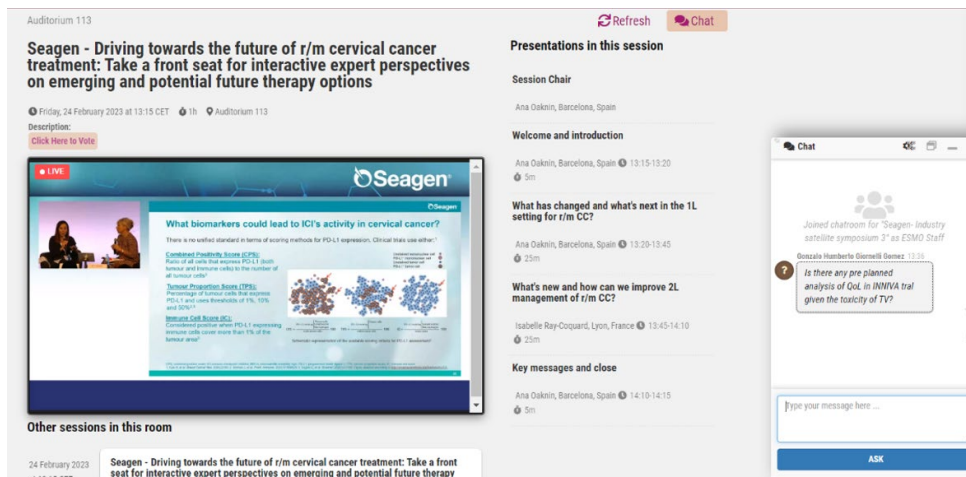
The final result on screen will be similar to the below:

*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2025 design.

5.2   Live Q&A chat

The ELCC 2025 attendees can send questions via the Live Q&A chat, which is included (no extra cost) in the Industry Satellite Symposium and is available only during the live streaming.

Companies need to decide in advance if they want to moderate the Live Q&A chat by selecting the questions they want to display. Please confirm your preference to elcc@esmo.org by **26 February 2025**. If we do not receive any preference by the given deadline, the unmoderated chat will be assigned to your Industry Satellite Symposium by default.

During the session, chair(s) on stage will have two tablets at their disposal to read questions. Tablets are part of the basic AV package included in the auditorium.

*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2025 design.

5.2.1 Onsite delegates

Onsite delegates can ask questions onsite through microphones and they will be heard also on the Virtual Congress Platform.

Onsite delegates will also be able to connect to the Virtual Congress Platform in real-time and post their questions via the Live Q&A chat.

5.2.2 Online delegates

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

5.3   Unmoderated chat

All questions submitted on the Live Q&A chat are visible to the audience and the faculty panel.
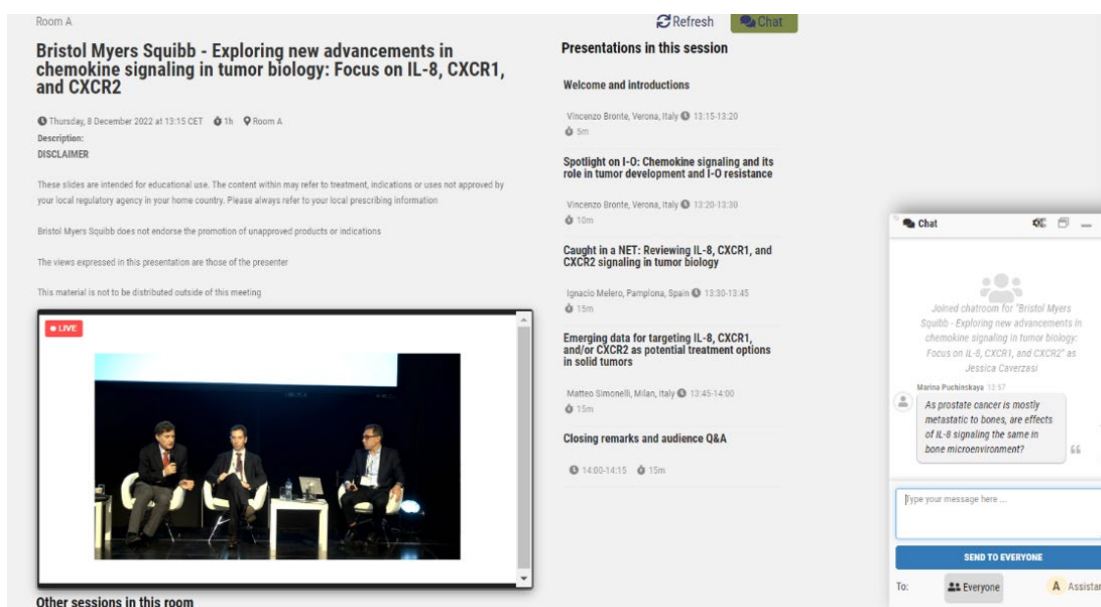
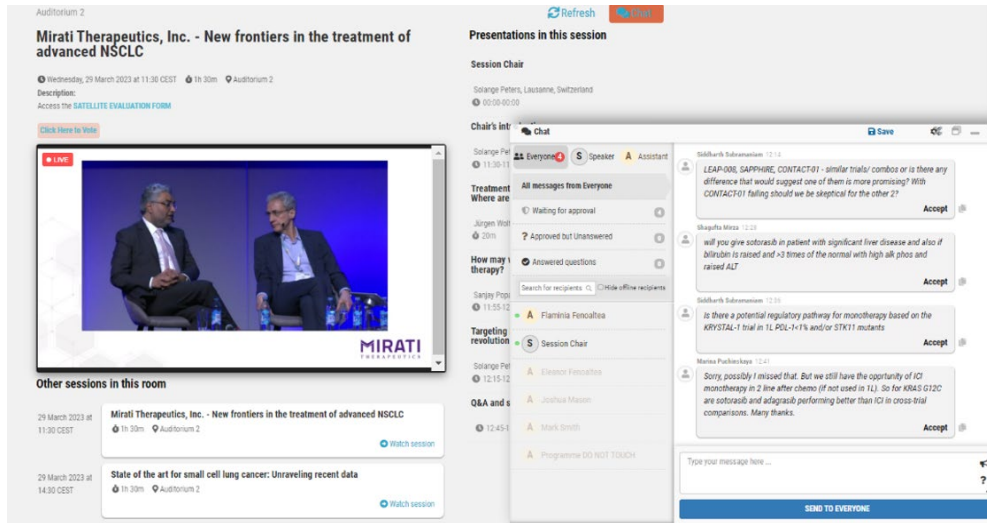*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2025 design.

5.4   Moderated chat

If the moderated chat option is chosen:

• Each company is entitled to have up to 3 chat moderators
• The name and email address of the 3 chat moderators must be shared with elcc@esmo.org by **3 March 2025**
• Chat moderators will receive the dedicated link to access and moderate the Live Q&A chat
• The moderation link is accessible by any device, therefore moderators must use their own device

The Live Q&A chat moderator manages questions' visibility for the audience and for the faculty panel. By default, all comments/questions coming from the delegates are hidden.

Only the moderator can decide what to show by clicking on "accept". Once shown, the faculty and the audience will be able to see all comments/questions.

*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2025 design.

CTI Meeting Technology is available during the satellite rehearsal time to answer to possible queries.

5.5 QR Code

The live streaming interactive features such as Live Q&A and evaluation form can be accessed through the Virtual Congress Platform.

ESMO do not provide any QR code, but companies wishing to put the QR code on their slides or flyers, can create it by using the session link, which must be requested to elcc@esmo.org.

5.6 Evaluation

Companies can decide to have a link from the Virtual Congress Platform to a satellite evaluation questionnaire placed on an external provider (such as SurveyMonkey, Google Forms, etc.). It is each company's responsibility to monitor and assess the results of the evaluation.

- Delegates will access the evaluation form via the Virtual Congress Platform

- By default, the evaluation form will be applied to both Industry Satellite Symposium on-demand and live streaming

- The evaluation form will be displayed on the Industry Satellite Symposium session page and will be available until the congress platform closure
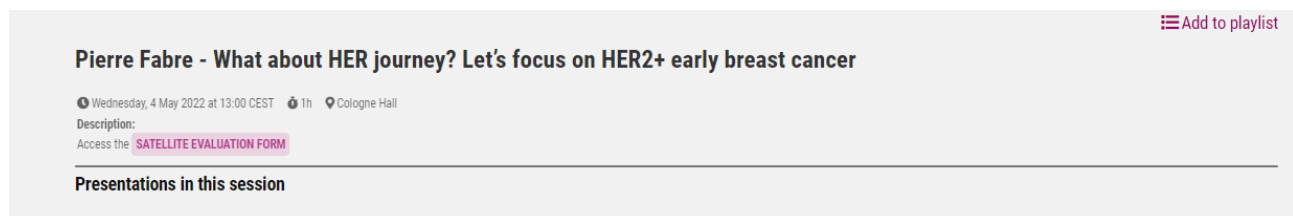
*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2025 design.

Deadline to send the evaluation form link to elcc@esmo.org is: **3 March 2025.**

6 SATELLITE ON-DEMAND

6.1 Satellite On-demand

All the official sessions and Industry Satellite Symposia will automatically be uploaded (**without editing/review**) on the Virtual Congress Platform as on-demand sessions within 12 hours after the end of each session.

Upon the Platform closure all satellites symposia will be added to **OncologyPRO** or **ESMO website**.

All on-demand sessions will be prepared by our official supplier CTI Meeting Technology.

If the sponsoring company does not want the satellite webcast to be on-demand on the VCP, OncologyPRO or ESMO website, please notify ESMO at elcc@esmo.org by **26 February 2025.**
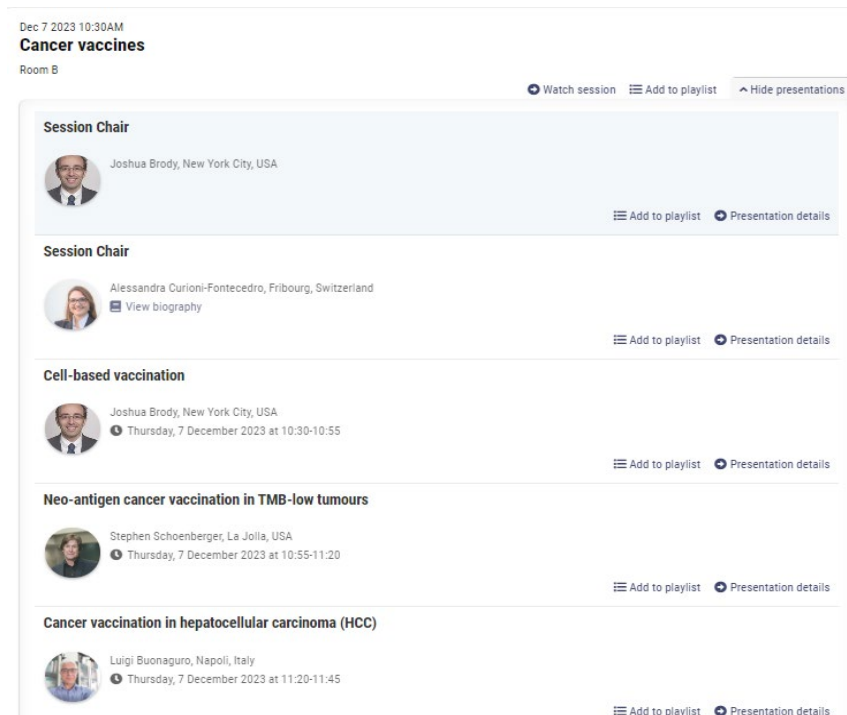
The post-congress hosting will provide a unique opportunity for all satellite organisers to host their on-demand satellite session(s) also after the Virtual Congress Platform closure and make the content easily accessible to all registered attendees and ESMO Members, as follows:

- OncologyPRO Sponsors Industry Satellite Symposia are hosted on OncologyPRO for 2 years
- Non-OncologyPRO Sponsors Industry Satellite Symposia are hosted free of charge on the ESMO website for 6 months

To find out more on how to become an OncologyPRO sponsor contact Jon Roberts (jon.roberts@esmo.org) or Sinéad Calcagno (sinead.calcagno@esmo.org).

6.2 Presentation of the on-demand Industry Satellite Symposia

All on-demand sessions, including the Industry Satellite Symposia, will be displayed presentation by presentation (one single presentation for each speaker/lecture) as highlighted below (indicative example):

*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2025 design.

There is the possibility to add a disclaimer text on the top of the on-demand satellite:

*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2025 design

6.3   Recording file delivery to company

The satellite recording will be delivered as a raw file in .mp4 format, divided by presentation, to all companies within 24 hours after the live-streamed satellite. The exported file will be shared with the company representative via a SharePoint folder by CTI Meeting Technology. Accesses to the shared folder will be provided in due course.

6.4   Chairs/Speakers

6.4.1 Speakers page

On the Virtual Congress Platform there is a dedicated page where are listed all the chairs/speakers with pictures, names and related biographies.

Please note that pictures and biographies will be uploaded only if provided to CTI Meeting Technology (elcc@support.ctimeetingtech.com) by **3 March 2025**.

*Indicative example, all visuals/graphics of this document are subject to change according to the ELCC 2025 design.

6.4.2 Session speaker's display

Each lectures will have the name of the speakers displayed next to the title.

Should you have more than one speaker involved in one lecture (e.g. during the discussion), please note that these will be published as "All speakers" on the Virtual Congress Platform session page, since the system only allows one name per lecture.