



SATELLITE SYMPOSIA CHECKLIST

ITEM	DEADLINE	SUBMISSION	STATUS
ARTWORKS			
Satellite Invitation Weblink One-page A4 pdf, vertical PDF format	13 January 2025	Mandatory – send via email to sponsorevents@esmo.org	
Online Satellite Programme poster 1235 x 1235 pixels, square JPEG or PNG format	31 January 2025	Mandatory – send via email to elcc@esmo.org	
Onsite Satellite Programme poster <i>Dimensions will be provided by mid-December</i>	31 January 2025	Mandatory – send via email to elcc@esmo.org	
CONTACT INFORMATION			
Name of the responsible person for the organisation of the satellite symposium	13 January 2025	Mandatory – send via email to elcc@esmo.org	
Name of the designated representative person that will be allowed to access the onsite speaker centre Max. 1 person To upload the satellite presentations	3 March 2025	Mandatory – send via email to elcc@esmo.org	
SATELLITE SYMPOSIA			
Book technical rehearsal	26 February 2025	Mandatory – send via email to elcc@esmo.org	
ONSITE & ONLINE EXTRA FEATURES			
Custom background for Live streaming 1920 x 1080 pixels, landscape / JPG or PNG	26 February 2025	Optional – send via email to elcc@esmo.org	
Custom banner for Live streaming 1920 x 150 pixels, landscape / JPG or PNG			
Notification of non on-demand publication on VCP, OncologyPRO or the ESMO website	26 February 2025	Mandatory – send via email to elcc@esmo.org	
Evaluation form	3 March 2025	Optional – send via email to elcc@esmo.org	
Walk-in slide or video	3 March 2025	Optional – send via email to elcc@esmo.org	
Polling system	3 March 2025	Optional – through CTI Meeting Technology	



ONSITE EXTRA FEATURES			
Extra AV requirements	26 February 2025	Optional – send via email to elcc@esmo.org	
Extra hostesses' hire	26 February 2025	Optional	
Digital signage for lectern	3 March 2025	Optional – send via email to elcc@esmo.org	
Badge scanners / Lead retrieval system	17 March 2025	Optional – through CTI Meeting Technology	
Roll-up banner	n.a	Optional	
F&B	n.a	Optional – send via email to elcc@esmo.org	
VIRTUAL CONGRESS PLATFORM RELATED			
Moderated chat preference on the VCP Up to 3 chat moderators Send names and email addresses	26 February 2025	Optional – send via email to elcc@esmo.org	
Speakers' pictures and biographies	3 March 2025	Optional – send via email to elcc@support.ctimeetingtech.com	

IMPORTANT NOTES:

- Orders and artworks received after the deadline indicated in this manual will not be accepted. ESMO reserves the right to deny requests made after the deadline or onsite.
- Requests not included in this document should be addressed to elcc@esmo.org for internal evaluation. However, this does not imply acceptance by ESMO.
- ESMO will attentively evaluate the request, its feasibility and notify the company accordingly. Requests that cannot be accommodate for the current event, will be evaluated for the next congress.