



# ESMO SARCOMA AND RARE CANCERS CONGRESS 2025

## Industry Satellite Symposia Technical Manual

2025 **ESMO SARCOMA  
AND RARE CANCERS**

Annual Congress

**LUGANO SWITZERLAND  
20-22 MARCH 2025**

The ESMO Sarcoma and Rare Cancers Congress 2025 is an excellent platform for the exchange of cutting-edge research, innovative therapeutic approaches, and collaborative discussions aimed at advancing this field of oncology.

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# CONTACTS

## *ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat*

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C/o ESMO Head Office  
Via Ginevra 4  
6900 Lugano, Switzerland  
E-mail: [meetings@esmo.org](mailto:meetings@esmo.org)

**Eventmore** is the official ESMO Sarcoma and Rare Cancers Congress 2025 supplier for AV additional requirements.

### **Eventmore SA**

Via S. Gottardo 18D  
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Contact person: Luca Milia  
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**CTI Meeting Technology GmbH** is the official Industry Satellite Symposia webcast provider for ESMO Sarcoma and Rare Cancers Congress 2025.

### **CTI Meeting Technology GmbH**

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**FAIREXX – Logistics for exhibitions GmbH** is the official Sarcoma and Rare Cancers Congress 2025 forwarding agent.

### **FAIREXX – Logistics for exhibitions GmbH**

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# PREFACE

## *Congress Dates*

**Official Programme, Industry Satellite Symposia and Exhibition**

**20-22 March 2025**

### **Important Note:**

The Congress and all activities will close on **22 March 2025**.

This ESMO Sarcoma and Rare Cancers Congress 2025 Industry Satellite Symposia Technical Manual will guide you through the necessary steps concerning the logistics and organisation of your Industry Satellite Symposium at ESMO Sarcoma and Rare Cancers Congress 2025.

Also note that the participation at ESMO Sarcoma and Rare Cancers Congress 2025 implies an acceptance of the requirements contained within this Technical Manual and also in any update posted on [www.esmo.org](http://www.esmo.org).

We look forward to working with you over the coming months toward a rich and ESMO Sarcoma and Rare Cancers Congress 2025!

## KEY DATES

### *Industry Satellite Symposia programme deadlines*

<b>14 January 2025</b>	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 ( <a href="mailto:programme@esmo.org">programme@esmo.org</a> ) using the official Congress programme template.
<b>End-January 2025</b>	The of ESMO Scientific Programmes Department sends out <u>notification of acceptance, 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.

### *Industry Satellite Symposium*

<b>20 February 2025</b>	Deadline to confirm person responsible for the organisation of the Industry Satellite Symposium
	Deadline to inform about any additional need in terms of extra AV, F&B and hostesses
	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 slide / video
	Deadline to send auditoria lectern artwork
<b>27 February 2025</b>	Deadline to book the Satellite onsite technical rehearsal
	Deadline to inform about any need of lead system, polling and timer services
	Deadline to inform ESMO if the satellite webcast should not be published on-demand on OncologyPRO or the ESMO website ( <a href="mailto:meetings@esmo.org">meetings@esmo.org</a> )

### *Publication deadlines*

<b>10 February 2025</b>	Deadline to send the Satellite Invitation Weblink
<b>14 February 2025</b>	Deadline to send the Satellite Onsite Poster

# INDUSTRY SATELLITE SYMPOSIA TECHNICAL INFORMATION

## 1. INDUSTRY SATELLITE SYMPOSIA GENERAL INFORMATION

### 1.1. Structure

Industry Satellite symposia will take place from 20 to 21 March 2025 onsite.

### 1.2. Auditoria overview

Please find below the auditoria overview and related capacities.

Auditorium name	Capacity	Location
Hall B1	240 seats	First floor

### 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 ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat via email ([meetings@esmo.org](mailto:meetings@esmo.org)) by **20 February 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 6 armchairs and 2 low tables on the stage.

The auditoria include:

- Room rental
- Setup in theatre style, with 6 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

Hall	Projector	Laptop	Screen	Camera	Comfort monitor	Microphones		
						Lectern	Stage hand	Floor
B1	1	1	1	0	1	1	3	4

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

**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, **Eventmore**, to [Luca.Milia@eventmore.ch](mailto:Luca.Milia@eventmore.ch).

The deadline to place your order is **20 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 the ESMO Sarcoma and Rare Cancers Congress 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 [meetings@esmo.org](mailto:meetings@esmo.org) by **27 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. It is very important that the Congress graphic will not be ruined, therefore, considering also the limited setup and dismantling times, ESMO suggests to create a graphic which has to be approved first by the ESMO Sarcoma and Rare Cancers Secretariat.

The artwork has to be delivered at [meetings@esmo.org](mailto:meetings@esmo.org) by **20 February 2025**; the graphic must follow the dimensions here below:

Item	Dimensions
Lectern	H:108x W:63cm Visible area: H:105cm x W:59 cm



In case you do not want to customise the lectern graphic, please notify at [meetings@esmo.org](mailto:meetings@esmo.org) by **20 February 2025.**

## 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 [meetings@esmo.org](mailto:meetings@esmo.org) by **27 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.

## 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 **20 February 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)

Additional hostesses can be hired through the official local staff agency Amiconi Consulting Sagl ([info@amiconiconsulting.ch](mailto:info@amiconiconsulting.ch)) by **20 February 2025**. Extra staff to be instructed by companies directly.

## 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 **20 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 **20 February 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 ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat ([meetings@esmo.org](mailto:meetings@esmo.org)) no later than **27 February 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 ESMO Sarcoma and Rare Cancers Congress 2025 Industry Satellite Symposia Gallery.

The programme poster artwork should be prepared respecting the requirements mentioned below.

Please note that all artworks must be submitted for approval to [meetings@esmo.org](mailto:meetings@esmo.org) by **14 February 2025**.

ONSITE
<b>Format:</b> Vertical, 900mm wide x 2500mm height (+ 50 mm bleed). PDF only. Printed by ESMO.
The wording “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

### IMPORTANT NOTE:

Due to the dense ESMO Sarcoma and Rare Cancers Congress 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:

- PowerPoint presentation
- Slide advancer
- Walk-in slide or video
- Session timer

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 [meetings@esmo.org](mailto:meetings@esmo.org) by **27 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 **27 February 2025**.

The ESMO Sarcoma and Rare Cancers Congress 2025 Lead 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 synchronized 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 [Lead brochure](#) and [Lead order form](#) online.

## IMPORTANT NOTE:

The ESMO Sarcoma and Rare Cancers Congress 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

**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 ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat ([meetings@esmo.org](mailto:meetings@esmo.org)) by **20 February 2025**.

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.

## 5. SATELLITE ON-DEMAND

### 5.1 Post-Congress hosting

All the official sessions and satellite symposia will automatically be uploaded (**without editing/review**) from Monday 24 March at 12:00 CET, where permission is granted, on **OncologyPRO** or **ESMO website**.

All sessions will be prepared by our official supplier: CTI Meeting Technology.

If the sponsoring company does not want the satellite webcast to be on OncologyPRO or ESMO website, please notify ESMO at [meetings@esmo.org](mailto:meetings@esmo.org) by **27 February 2025**.

The post-congress hosting will provide a unique opportunity for all satellite organisers to host their on-demand satellite session(s) and make the content easily accessible to all registered attendees\* and ESMO Members.

Post-congress, the 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 website for 6 months

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

\* Non-Member registered attendees will have access for 6 months post-congress.

### 5.2 Webcast

Companies will receive the recording file of the full session, including the Q&A. The result of the recording will be raw .mp4 format files, divided by presentation.

ESMO discourages all Industry Partners from hosting their official Industry Satellite Symposia webcasts on their respective corporate/educational/medical websites during the period of the congress as this may affect the attendance of the onsite satellite symposium/symposia.