



SATELLITE SYMPOSIA CHECKLIST

ITEM	DEADLINE	SUBMISSION	STATUS
ARTWORKS			
Satellite Invitation Weblink One-page A4 pdf, vertical PDF format	10 February 2025	Mandatory – send via email to meetings@esmo.org	
Onsite Satellite Programme poster W:900mm x H:2500mm, vertical PDF format ONLY – printed by ESMO	14 February 2025	Mandatory – send via email to meetings@esmo.org	
CONTACT INFORMATION			
Name of the responsible person for the organisation of the satellite symposium	20 February 2025	Mandatory – send via email to meetings@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	20 February 2025	Mandatory – send via email to meetings@esmo.org	
SATELLITE SYMPOSIA			
Book technical rehearsal	27 February 2025	Mandatory – send via email to meetings@esmo.org	
ONSITE EXTRA FEATURES			
Walk-in slide or video	20 February 2025	Optional – send via email to meetings@esmo.org	
Extra hostesses' hire	20 February 2025	Optional – through Amiconi Consulting Sagl (info@amiconiconsulting.ch)	
Extra AV requirements	20 February 2025	Optional – through Eventmore (luca.milia@eventmore.ch)	
F&B	20 February 2025	Optional – send via email to meetings@esmo.org	
Polling system	27 February 2025	Optional – through CTI Meeting Technology	
Badge scanners / Lead retrieval system	27 February 2025	Optional – through CTI Meeting Technology	
Notification of non on-demand publication on OncologyPRO or the ESMO website	27 February 2025	Optional – send via email to meetings@esmo.org	

2025

ESMO SARCOMA AND RARE CANCERS

Annual Congress

LUGANO SWITZERLAND
20-22 MARCH 2025



ONSITE EXTRA FEATURES

Printed signage for lectern	20 February 2025	Optional – please submit artwork via email to meetings@esmo.org	
Roll-up banner	N.A.	Optional	

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 meetings@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.