# ESMO 2025

## Industry Satellite Symposia Technical Manual

**ESMO** congress

BERLIN
2025

**BERLIN** GERMANY
**17-21 OCTOBER 2025**

A place where groundbreaking discoveries,
cutting-edge treatments and a collaborative
approach converge to shape the future
of cancer care.

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GOOD SCIENCE
BETTER MEDICINE
BEST PRACTICE

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# CONTACTS

## ESMO 2025 Industry Satellite Symposia Support

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ACS audiovisual solutions is the official ESMO 2025 AV provider.

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M Events Cross Media GmbH has been appointed as the Virtual Congress Platform provider for ESMO 2025 and is the official satellite symposia webcast provider.

**M Events Cross Media GmbH**
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# PREFACE

You have decided to partner with ESMO 2025, a globally influential oncology congress.

A well organised planning makes a successful execution. The European Society for Medical Oncology (ESMO), together with its partner suppliers, it's once again excited to lead you through the coming months to a congress rich in discussions and exchanges.

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

The ESMO 2025 Industry Guidelines are already available on the ESMO Website and are fundamental for the preparation of your satellite symposium. Therefore, please read them carefully and follow the indications accordingly.

For any queries you may have, the satellite symposia logistics & programmes team is at your disposal (satellites@esmo.org).

> **Dedicated manuals will follow in Spring 2025 and will include:**
> - **Satellite Symposium backend & upload instructions**
> - **Programme submission online tool instructions**

Preliminary information concerning the ESMO 2025 Exhibition are included in the ESMO 2025 Exhibition Prospectus, which is provided to our exhibitors and to your main contacts. For any additional queries, our official Exhibition Management Agency MAW (Medizinische Ausstellungs-und Werbegesellschaft) will gladly assist you. The Exhibitor Manual with all the details will be available in Spring 2025.

A successful application of participation at ESMO 2025 implies the acceptance of the requirements contained within this Technical Manual and the ESMO 2025 Industry Guidelines as well as any updates posted on www.esmo.org.

We look forward to working with you over the next months towards a rich and innovative ESMO 2025!

# CONGRESS DATES

**Official Programme**

17 – 21 October 2025

**ESMO Colloquia & Industry Satellite Symposia**

17 – 20 October 2025

**Exhibition**

17 – 20 October 2025

**EONS 18** (including EONS Satellite Symposia)

18 – 20 October 2025

**Virtual Congress Platform** (VCP)

17 – 23 October 2025
Pre-opening 9 October 2025 (Congress bag only)
Content available on OncologyPRO from 24 October 2025

# SATELLITE SYMPOSIA KEY DEADLINES

## Satellite Symposia contacts details

| 16 April 2025 | **Contact details** to be submitted via the dedicated online form<br>• **Programme referent:** satellite symposium programme coordinator<br>• **Convenor:** satellite symposium logistics coordinator |
|---|---|

## Satellite Symposia programme deadlines

| 3 June 2025 | **Proposed programme submission\*** - including title of the symposium, slot number, all presentation titles and timings, names of all proposed speakers and chairpersons, area(s) of interest. To be submitted using the new official online tool. Instructions will be sent to the programme referent |
|---|---|
| 25 June 2025 | **Programme outcome notification by ESMO** of acceptance / rejection / request for modifications to the programme as decided by the ESMO 2025 Scientific Committee |
| 16 July 2025 | **Receipt of the final programme** (no major changes in terms of content, slot number and/or area(s) of interest can be applied to the approved proposed programme) |
| 3 September 2025 | **Programme poster submission** (online form) |

\*Please refer to the updated regulations in the paragraph 2.4 Satellite symposia programme regulations

**IMPORTANT NOTE:**

The above satellite symposia programme timeline has been set up to provide all sponsors with equal opportunities to invite preferred speakers, so that late submission of programme proposals will not delay the overall approval process. Sponsors who do not adhere to the deadlines, risk not being able to invite preferred speakers in case they might have already been confirmed for other satellites. Besides, any delay in programme submission will cause a delay in the confirmation of the programme and, consequently, less time to prepare all publication materials on time.

## Satellite Symposia logistics deadlines

| 10 September 2025 | **Submission of the satellite symposia services order form**<br>Satellite symposia preferences and extra services selection (to be submitted via the dedicated online form)<br><br>**Extra AV requirements** (esmo.industry@acsaudiovisual.com)<br>**Extra IT requirements** (satellites@esmo.org) |
|---|---|
| 23 September 2025 | **Digital signage for lectern** (esmo.industry@acsaudiovisual.com)<br>**Badge scanner order** (esmo.industry@ctimeetingtech.com)<br>**Extra hostess hire** (esmo2025staff@bcocongresos.com) |

All relevant deadlines for the organisation of your satellite symposium are summed up on the ESMO 2025 Satellite Symposia Checklist on page 45.

# SATELLITE SYMPOSIA KEY DEADLINES

## Virtual Congress Platform (VCP)

| | |
|---|---|
| **27 August 2025** | **Backend access link for convenors to the Satellite Symposium Virtual Space** |
| **7 October 2025** | **Backend upload of all company materials in the Satellite Symposium Virtual Space** (session description, disclaimer, speakers' biographies and pictures, etc.) |
| **15 October 2025** | **Backend closure for PPT upload** |

## Resources

| | |
|---|---|
| **12 hours after live streaming** | **Industry sessions' webcasts available on the Virtual Congress Platform** (only where permission has been granted*) |
| **24 hours after live streaming** | **Industry sessions' recording available for download to convenors** (the convenor will receive the dedicated link via email) |
| **23 October 2025** | **Deadline to send ESMO edited files** (applicable only to Companies who have elected to edit their files prior to publication on OncologyPRO/Esmo.org) |
| **24 October 2025** | **Industry sessions' webcasts available on OncologyPRO/Esmo.org** (only where permission has been granted*) |

*Resources permissions information must be provided for each satellite symposium slot via the online satellite symposia services order form by 10 September 2025.

# INDUSTRY SATELLITE SYMPOSIA TECHNICAL INFORMATION

# 1 SATELLITE SYMPOSIA GENERAL INFORMATION

## 1.1 Structure

Satellite symposia will take place from 17 to 20 October 2025 during the ESMO Congress 2025, both on-site and on the Virtual Congress Platform.

## 1.2 Access

Please make sure to have a badge to access the ESMO Congress 2025 venue.

To attend satellite symposia and/or rehearsals it is mandatory to have either a full badge, an exhibitor badge, or an industry satellite badge. Industry satellite badges do not give access to the Virtual Congress Platform, which will be accessible with a full badge only.

For more information or to secure your badge please contact registration@esmo.org or visit our website.

## 1.3 EFPIA

ESMO 2025 has been assessed by E4ethics (EFPIA) as **Compliant**.

The reference code is EMT-24-00540 and can be found here.

Sponsoring companies should also ensure to consult and to be compliant with the local rules and regulations applicable in Germany (FSA Code of Conduct).

## 1.4 GDPR

For more information about GDPR, please visit the ESMO Terms and Conditions page.

# 2. SATELLITE SYMPOSIA PROGRAMME SUBMISSION

## 2.1 Programme referent & convenor contact details

Each company must provide the name of the programme referent and of the person responsible for the logistical organisation (hereinafter called "convenor") of its satellite symposium. All information must be provided to the ESMO 2025 Secretariat via the Contact Information Form by **16 April 2025**.

The programme referent will receive:
- The link to access the programme submission tool and all related instructions

The convenor will receive:
- Information and email communications related to the organisation of the satellite symposium
- Access for the Virtual Congress Platform backend, on 27 August 2025
- Access link for Live Q&A moderation and instructions, on 13 October 2025
- Access for post-live streaming recordings, on 15 October 2025

> **IMPORTANT NOTE**
>
> ESMO will send any information related to the satellite(s) only to the person(s) mentioned in the contact information form. After submission of the contact information form, any changes must be notified immediately by e-mail to satellites@esmo.org. ESMO strongly recommends that only one contact person is appointed per role.

**NEW**
## 2.2 Online Programme submission procedure

The programme referent must submit the satellite symposium programme content and select the appropriate Areas of Interest(s) via the ESMO 2025 online programme submission platform for review and approval/rejection by the ESMO 2025 Scientific Committee by **3 June 2025, 23:59 CEST.**

Instructions and Terms & Conditions will be sent via e-mail by the end of April to the programme referent, along with the access link.

- **Until 3 June 2025**, any changes to the programme can be made directly online by the programme referent.
  **Important: As of 4 June 2025, the system will be blocked and direct changes on the online system will not be possible anymore.**

- **On 25 June 2025**, after the Scientific Committee review, ESMO will send the outcome notification together with a copy of the proposed programme to each Company.

  Unless required by ESMO and communicated to the Sponsor in the outcome notification, no major changes in terms of content, slot number and/or area(s) of interest can be applied to the proposed programme once approved.

- **From 25 June, 2025 until 16 July 2025,** any minor change to the programme must be duly and formally highlighted and notified to ESMO. The request for approval of minor changes must be immediately submitted by the Programme Referent to the ESMO Congress 2025 Secretariat via email at the following address: satellites@esmo.org.

  This request must be submitted in time and in full to allow submission of the **final version by 16 July 2025 at the latest**.

> **IMPORTANT NOTE**
>
> The Programme Referent of each satellite slot is solely responsible for managing, accessing and submitting the programme to the submission platform. The Programme Referent must keep strictly confidential and not share his/her access credentials with any third parties. The satellite symposia programme submission is confidential until the online publication which takes place on **17 July, 2025**.
> ESMO takes no responsibility if the access credentials to the programme submission platform are illegitimately shared with other individuals. The Programme Referent acknowledges and agrees that the dissemination of any content of the programme submission platform is his/her own responsibility.

## 2.3 Concomitant satellite symposia

Since there will be several industry satellite symposia sessions being hosted in parallel, ESMO cannot guarantee that clashes will not occur on certain topics covered in the respective satellite programmes.

## 2.4 Satellite symposia programme regulations

All satellite symposia programmes must be approved by the ESMO 2025 Scientific Committee prior to any invitations, with a view to ensuring the scientific quality and scope of such symposia within the framework of the Congress.

Companies are strongly encouraged to establish a programme in line with the general concept of the Congress scientific programme. The current ESMO policy* encourages the avoidance of topic and/or statement repetition, and/ or lectures which may conflict with what the ESMO 2025 Scientific Committee considers to be a proper, scientifically well-founded point of view. ESMO reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the ESMO Executive Board recommends that a speaker presents at no more than one (1) satellite symposium. However, if unavoidable, a speaker may be involved in a second satellite for a maximum of two (2) symposia during the Congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not.

Additionally, and in accordance with ESMO Organisational Regulations, the following ESMO Officers are not allowed to participate (either as a Chair or Presenter) in any satellite symposium:

- ESMO President
- President-Elect
- Past-President
- Director of Education
- Director of Public Policy
- Director of Membership
- Congress Educational Chair
- Congress Scientific Chair(s)
- Cancer Medicines Committee Chair
- Compliance & Ethics Committee Chair
- Compliance Committee Deputy Chair
- Educational Committee Chair
- Guidelines Committee Chair
- Editors-in-Chief of ESMO Journals
- Deputy Editors-in-Chief of ESMO Journals
- ESMO-Magnitude of Clinical Benefit Scale Working Group Chair

All other ESMO Council members may participate in a maximum of two industry satellite symposia subject to approval by the ESMO Executive Board. This restriction does not apply to ESMO Colloquia.

Details of the ESMO Council may be found via: www.esmo.org/about-esmo/organisational-structure/esmo-council.
Submitting an abstract to the ESMO 2025 Scientific Committee and the official Congress programme implies that the study reported therein will not be presented as such during the Congress at any industry satellite symposium prior to its presentation in the official ESMO Congress 2025 programme, and that it has not been presented elsewhere.

*ESMO policy may be subject to changes*

## 2.5 Satellite symposia speakers

Companies can appoint up to 5 speakers per session. By default, the stage will be set-up to accommodate 5 persons per session. In exceptional cases, one additional speaker can be accommodated, but this request must be notified to and approved by ESMO (satellites@esmo.org) by **3 June 2025**.

Companies can approach speakers in advance to check their availability to participate in their satellite symposium. However, speakers can be officially invited only once the programme has been approved by the ESMO 2025 Scientific Committee.

Speakers nominated in more than two satellites will be responsible to choose which satellites they want to be involved in.

# 3 AUDITORIA SET-UP & TECHNICAL DETAILS

## 3.1 Satellite symposia auditoria

Please find below the auditoria overview and related capacities:

| Auditorium | Capacity | Location |
|---|---|---|
| Nuremberg | 800 | Hall 5.2 |
| Bremen | 800 | Hall 6.2 |
| Heidelberg | 800 | Hall 6.2 |
| Essen | 800 | Hall 7.2a |
| Karlsruhe | 600 | Hall 5.2 |
| Koblenz | 600 | Hall 5.2 |
| Flensburg | 600 | Hall 23 |
| Solingen | 600 | Hall 23 |

The location of each auditorium can be seen on the ESMO 2025 venue overview.

### 3.1.1 Installation and dismantling times

The auditoria will be available 30 minutes before the scheduled start of the satellite symposium for setting-up and rehearsal purposes and will be cleared by the company and ready for the next event within 15 or 30 minutes after the scheduled end of the satellite symposium.

### 3.1.2  Overflow area usage

If no more seats are available in the auditorium, the satellite symposium will be broadcasted in the assigned overflow area, which can be used also in case of an auditorium reduction request. No badge scanning is possible in these areas.

## 3.2 Auditoria technical equipment



The satellite symposium auditoria include:

- Room rental and basic set-up
- AV basic equipment (see online technical plans)
- 1 digital lectern
- 2 tablets for the chair(s) to read the Live Q&A
- Comfort monitors on stage
- eSignage screen at the entrance gate, including 2 tables and 2 chairs
  (satellite programme displayed automatically by M Events)
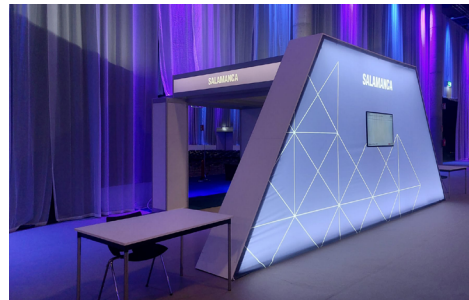
**IMPORTANT NOTE**

The satellite symposia auditoria floorplans, including the final technical equipment overview, will be available online in the "Industry Participation/Preparatory Information" section of our website in Spring 2025.

## 3.3 Stage set-up

All auditoria stages will be set up in theatre style with armchairs/sofas, including low tables and they will accommodate 5 speakers. All stages will have 1 digital lectern and comfort monitors on stage.

Should an additional speaker be accommodated on stage please notify ESMO (satellites@esmo.org) by **3 June 2025**.

Any extra furniture and equipment needed for the additional speaker will incur in an extra charge, which will be at the company's expense.



### 3.3.1 Auditoria lectern

The auditoria lectern will be equipped with a screen for digital branding, a monitor showing the presentation and a stream deck. The lectern set-up cannot be changed for any reason, and it will not be possible to upload presentations directly from the lectern.

Digital branding for the lectern needs to be sent in JPEG or PNG only (9:16) by **23 September 2025** to esmo.industry@acsaudiovisual.com, quoting the satellite symposium slot and the auditorium name. Please note that .pdf or .pptx files are NOT supported.

The digital file must observe the following resolution:

| Item | Screen | Resolution and orientation | Format |
|------|--------|---------------------------|--------|
| Digital lectern | 1 x 48" | 1080 x 1920 pixels (portrait orientation), 9:16 | JPG or PNG |



Please make sure you send your file in .JPG or .PNG format only!

In case digital branding is not provided, the ESMO Congress 2025 signage will be displayed instead.

Speaker names can be displayed on the digital lectern in standard available fonts (**special fonts will not be accepted**) and only upon extra charge: EUR 335 per session. Please confirm your order directly to ACS esmo.industry@acsaudiovisual.com by **23 September 2025** at the latest. After this date, requests will not be accepted.

### 3.3.2 Timer

By default a timer will be available at the comfort monitors on stage and near the lectern, indicating the lecture duration, not the overall session time. It is important to acknowledge that if a lecture does not have an assigned PowerPoint presentation, there will be no timer available for that lecture.

## 3.4 Alternative stage set-up

Owing to the limited set-up and dismantling time necessary between satellite symposia slots and the ESMO scientific sessions (15 to 30 minutes), change of set-up is not allowed.

## 3.5 Additional equipment

Additional audio-visual equipment ought to be ordered only through the official ESMO 2025 supplier ACS by writing to esmo.industry@acsaudiovisual.com. 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 an external technical supplier nor to set-up personal equipment** (e.g. recording device or polling system).

The deadline to place your order is **10 September 2025**. After this deadline orders will not be accepted.

Furthermore, a few extra items can be rented for the satellite session at **an additional cost:**

- Slide advancer with digital pointer: provided by M Events at an extra cost of 165 EUR (see also chapter 3.5.1)
- Extra tablet for chairs and/or speakers: to be used on stage or for moderation at an extra cost of EUR 350 per tablet and session (upon availability)

### 3.5.1 Slide advancer

By default, speakers will be able to advance the slides at the lectern using a stream deck. However, companies may rent a slide advancer (max. 1 slide advancer per session) to allow speakers to switch slides directly from the stage. The slide advancer can be ordered at an extra cost of EUR 165 via the Satellite Symposia Services Order Form by **10 September 2025**.

The slide advancer will be provided by M Events and distributed in the auditorium, prior to the beginning of the session. Due to production safety, it is not permitted to connect own/third parties slide advancers to the M Events presentation management system.

> **IMPORTANT NOTES**
> ESMO does **NOT recommend**:
> - Using the slide advancer on stage unless speakers remain seated during the whole session. This is to guarantee a smooth live streaming recording
> - Advancing slides with the stream deck at the lectern if you have ordered a slide advancer, as this may create conflict during the presentation
>
> **It is the sole company's responsibility to instruct the speakers accordingly prior to the session.**

### 3.5.2 Digital pointer

A digital pointer is incorporated in the slide advancer and speakers will be allowed to use it during their presentations, while standing at the lectern and it will be visible both on the auditorium screen and in the live streaming. This extra service, if needed, will be available only by renting the slide advancer provided by M Events (see previous chapter).

## 3.6 Technical and monitoring staff

The following staff is assigned to each auditorium:

- Technical staff, including one video operator for the cameras, one sound operator and an M Events technician at the technical table
- One stage assistant
- One hostess (available 30 minutes prior to the satellite symposium until 30 minutes after the session)
- Two door checkers per entrance

In case of badge scanners' rental (see chapter 5.5), the door checkers will be responsible for scanning the delegates' badges when entering the auditorium. The door checkers are assigned by ESMO and must stay at the entrances the entire time to check delegates' badges. Their role cannot be modified, and companies are not allowed to assign extra tasks.

Additional hostesses can be hired at an extra cost  through the official local staff agency by writing to esmo2025staff@bcocongresos.com by **23 September 2025**.

Extra staff is to be instructed by companies directly.

## 3.7 Private Wi-Fi hotspot and additional wired internet connection

If you need additional IT resources such as internet drop, private hotspot, additional wired internet connections or any extra IT support, you can ask for a quotation to satellites@esmo.org. Requests must be submitted for ESMO approval by **10 September 2025** at the latest. After this deadline, no requests will be accommodated.

## 3.8 Radio frequency wireless microphones

To avoid interferences with existing sessions' microphones, within the ESMO Congress 2025 venue, **the use of radio frequencies for wireless microphones is not allowed** unless a specific request is made, indicating: microphone brand, model, frequency range and operator's mobile number. Details are to be sent to RF@acsaudiovisual.com.

> **IMPORTANT NOTE**
> ESMO will monitor and keep the venue interference-free, reserving the right to shut down unauthorised radio frequencies.

## 3.9 Presentation management options and restrictions

Companies will have the option to run their satellite presentations either from the lectern or from the technical table. This option is pointed out in the Satellite Symposia Services Order Form and the requested option must be communicated to ESMO at the latest by **10 September 2025**. Requests received via email and after this date cannot be accommodated.

The chosen option will be applied to the **full session** and no changes will be permitted during the session.

| PRESENTATIONS RUN FROM THE LECTERN | PRESENTATIONS RUN FROM THE LECTERN |
|---|---|
| Presentations will be managed by the speakers directly | The company representative (one person only) will be able to manage the presentation from the technical table together with a M Events technician |
| Presentations must be uploaded in advance at the Industry Upload Area no later than 3 hours before the session start ||

ESMO strongly recommends testing the chosen setting during the on-site technical rehearsal (please refer to chapter 5.1.1 Rehearsal request procedure).

Please note that to ensure a smooth working environment for the technicians, only one person will be allowed to stay at the technical table during the session. No others will be permitted, and under no circumstances should the technicians be disturbed during the session.

Both ESMO and the suppliers will not bear any responsibility for any problems caused by companies interacting with technicians during the live session.

# 4 SATELLITE SYMPOSIA PRESENTATION UPLOAD

## 4.1 General Information

For logistical reasons and to grant a smooth process, companies organising a satellite symposium must upload the presentations in advance either via the Virtual Congress Platform (VCP) backend by **15 October 2025 at 23:59 CEST**, or on-site at the Industry Upload Area from **16 October 2025**. Industry Upload Area opening hours will be communicated to the convenor in due time.

Only the main satellite contact (convenor) communicated to ESMO by 16 April 2025 via the online form will receive access to upload the satellite presentations via the VCP backend. Log-in details will be sent to each company separately on 27 August 2025.

If you have a technical rehearsal, your presentations must be uploaded no later than 3 hours before the rehearsal at the Industry Upload Area.

> **IMPORTANT NOTE**
> ESMO recommends testing the presentation slides and ordered features during the rehearsal to guarantee a smooth process. Hence, please remember to upload the presentations at the Industry Upload Area or via backend before the rehearsal.

### 4.1.1 Presentations format

- Please note that only Microsoft PowerPoint presentations in 16:9 format and landscape orientation can be submitted (.pptx extension only)
- You may choose to have one ppt for each lecture, but it is **not compulsory** to have slides for Welcome, Live Q&A or Conclusion
- Unique show files will not be accepted
- If your presentation contains videos, these must be embedded into the PowerPoint presentation. If you are using PowerPoint 2007 or an older version, please upload your videos separately, as they cannot be embedded into the presentation
- PowerPoint animations and transitions are only possible with the "Fade" function
- Photos, gifs, animations, and slideshows are supported by the system. If your presentation consists of such, it is highly recommended that the person assigned to the uploading of the presentations at the Industry Upload Area asks the staff for assistance to make sure all gifs, animations etc. show up properly
- Please be aware that you cannot add any links to the slides
- Customised fonts in PPT are not accepted. Only regular font can be used inside the PPT
- In-between lecture slides are not possible; please be aware that the default dashboard will appear in between the lectures

## 4.2 Uploading presentations via the Virtual Congress Platform backend

### 4.2.1 Benefits

- Flexibility of uploading the presentations from any place and at any time via the VCP backend
- Possibility to re-upload new updated versions of your presentation

### 4.2.2 Instructions

The convenor may upload presentations via the VCP backend until 15 October 2025 at 23.59 CEST at the latest. Afterward, upload will only be possible at the Industry Upload Area.

## 4.3 Uploading presentations on-site at the Industry Upload Area

### 4.3.2 Benefits

- Direct PPT upload (MTalk system) from Industry Upload Area to the session auditorium
- Support from experienced staff to upload/manage PPT presentations

### 4.3.3 Instructions

A maximum of two on-site satellite representatives will be granted access to the Industry Upload Area to upload all satellite presentations. The Industry Upload Area is conceived for the upload of the presentations only. A hostess will welcome companies at the entrance desk. Companies willing to update/work on the presentations are kindly requested to process the changes outside the Industry Upload Area.

The on-site representative person is requested to check in all satellite final presentations on a USB-removable drive at the Industry Upload Area **no later than 3 hours** before the start of the satellite symposium.

- **Slots on Friday, 17 October from 10:15-11:45:** presentations should be uploaded by 18:00 on Thursday, 16 October 2025

For other slots, the following timeline applies:
- **Lunch time satellites slots:** presentations should be uploaded by 10:00 of the same day or the preceding day
- **Evening time satellites slots:** presentations should be uploaded by 15:00 of the same day

Please note that the last upload session is 30 minutes before the Industry Upload Area closure. Hence, make sure to arrive at the latest 30 minutes before closure, otherwise access will not be granted.

M Events staff will always be available to offer support and technical assistance during the upload of presentations. Once the presentations have been checked, the technical staff will be responsible for delivering them to the auditorium in time for the satellite symposium.

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**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.

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# 5 ON-SITE LOGISTICAL INFORMATION

## Included services

### 5.1 Rehearsals

For each satellite symposium, ESMO can assign 1 rehearsal slot only.

- Rehearsal slots are not guaranteed and are subject to availability
- Rehearsal slots have a maximum duration of 1 hour
- Rehearsal slots will be assigned by ESMO only, based on the ESMO 2025 programme schedule and availability
- Specific time slot requests for rehearsal will not be contemplated by ESMO
- In principle, rehearsals are scheduled the same morning or the day before the satellite takes place
- Rehearsal slots will be confirmed by ESMO via email on 22 September 2025

> **IMPORTANT NOTE**
> Due to the dense ESMO 2025 Programme, **rehearsals slot changes are not possible**. Please make sure to avoid any concomitant activity during your rehearsal confirmed slot.

### 5.1.1 Rehearsal request procedure

Companies may request a rehearsal via the Satellite Symposia Services Order Form by **10 September 2025**. Requests made in writing or after this deadline will not be considered.

In the Services Order form, make sure to specify if a technical rehearsal is needed (including technicians) or if you just need to see the room.

### 5.1.2 Rehearsal features testing

Companies that have booked a rehearsal will be able to test the features ordered for the on-site session and the live streaming. ESMO strongly recommends to duly test any requested feature during the rehearsal and to check all pre-ordered technical requirements with the technician in the auditorium.

| On-site features | Live streaming features |
|---|---|
| Slide advancer with digital pointer | Customised background |
| Walk-in slide or video | Evaluation |
| Digital lectern | Live Q&A |
| Extra tablets | Polling |

## 5.2 On-site digital programme

Each satellite symposium is entitled to have the digital programme poster published on-site on the ESMO 2025 Industry Satellite Symposia Gallery.

Please refer to chapter 7.3.1 for further details and artwork specifications and submission.
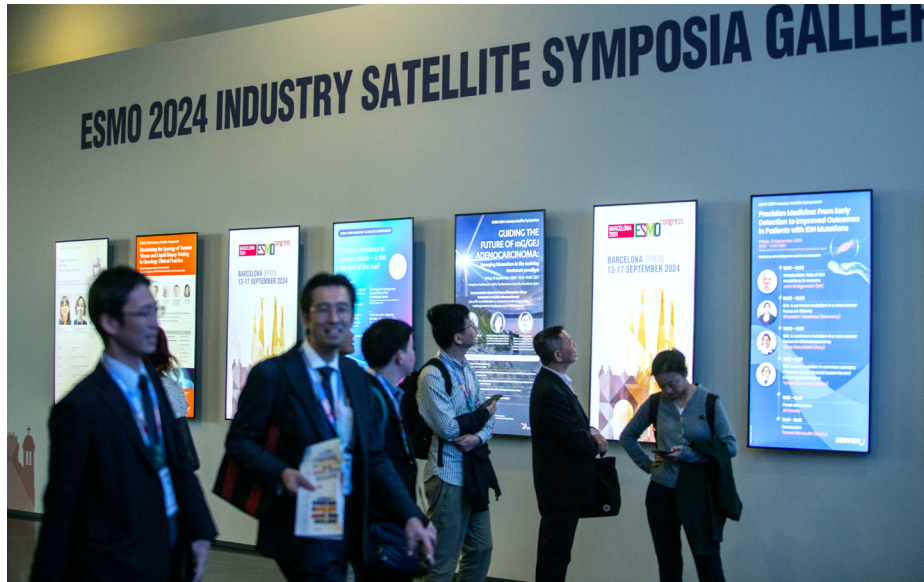


## 5.3 Roll-up posters

Companies are entitled to display a maximum of two roll-up posters of a standard size (85x200 cm) per satellite slot. Roll-ups can be placed in front of the auditorium at the earliest one hour before the start of the session and must be removed at the end. Digital roll-ups are not permitted, as no electricity plugs will be available.

# Extra services

## 5.4 Walk-in slide or video

By default, ESMO will have the official intersession slides displayed on all auditoria screens prior to any sessions, including the interactive QR code feature (for further details on this feature, please refer to the chapter 6.5 Interactive QR Code feature at page 28).

To welcome their attendees, companies can provide a customised walk-in slide or video **(no audio permitted)** which will be displayed 15 minutes before the session begins.

This extra service provided by M Events will be charged EUR 650 and must be requested by **10 September 2025** via the Satellite Symposia Services Order Form.

The walk-in slide/video must be sent in pptx. or mp4. format (max. 5 GB) by e-mail to M Events by **23 September 2025** at the latest (esmo.industry@m-events.com).

> **IMPORTANT NOTE**
> ESMO strongly recommends companies with a customised walk-in slide or video to embed the interactive QR code feature on it, for a more engaging session for the delegates. The interactive QR code feature can be requested to satellites@esmo.org.

## 5.5 On-site badge scan system (Lead system)

Badge scan system can only be ordered through the official supplier CTI (esmo.industry@ctimeetingtech.com).

The ESMO 2025 cLead Retrieval System is a fast and easy way to collect visitors contact information. By simply scanning a visitor's badge with the supplied scanner, the contact details are automatically saved into the CTI database. The data are synchronised with the 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, which will be online as of May 2025. Deadline to order the badge scan system is **23 September 2025**.

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**IMPORTANT NOTES**

ESMO 2025 on-site delegates may refuse to have their badge scanned.

However, if they consent to have their badge scanned, the following information will be transferred:

- Title*
- First name
- Last name
- Institute*
- Department*
- City
- Country
- E-mail address

Please note that participants wearing an Exhibitor or Industry Satellite badge 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 which 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 basis for processing). Individuals have the right to refuse their badges 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.

Badges of delegates at the overflow areas will not be scanned.

## 5.6 Food & Beverage

Catering is not included in the satellite slot. Bag meals must be ordered through the official caterer and costs will be borne by the sponsor. The quantity to be ordered is at the discretion of the sponsor alone. Due to space limitations and safety & security reasons, F&B will be served as bag meal options just outside the auditorium entrance.

The bag meals will be delivered at the auditorium entrance, 30 minutes before the start of the session. Trash bins will be made available in the back of the auditorium to help keep the auditoria clean at any time. Please keep in mind that between sessions no cleaning is planned. The caterer will have additional staff to clean the auditoria after the sessions.

Food and beverage purchased from external suppliers are prohibited, and distributing food and beverages in public areas of the congress venue is also not allowed. No alcohol will be served during ESMO 2025.

The official caterer contact details and order form will be available on our website in Spring 2025 and will be shared with all companies.

## 5.7 Storage possibilities

Limited storage possibilities are available at Messe Berlin. For more details, please contact Fairexx (marco.junghans@fairexx.com). Please note that fees will apply according to the storage volume.

**VIRTUAL
CONGRESS
PLATFORM**

# 6 SATELLITE LIVE STREAMING PAGE

## 6.1 Virtual Congress Platform live streaming view

On-site satellite symposia will be live streamed on the ESMO 2025 Virtual Congress Platform. The live streaming will give online delegates the opportunity to follow the satellite symposia in real time.
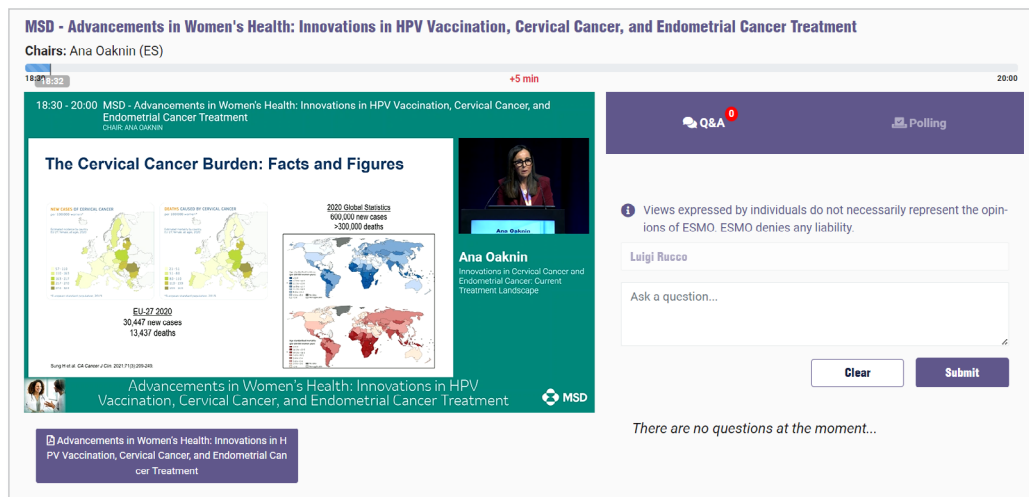


*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2025 design.

## 6.2 Default display of the satellite symposium live streaming

The live streaming on the Virtual Congress Platform will show both the presentation slides and the speaker (picture in picture - see screenshot below).
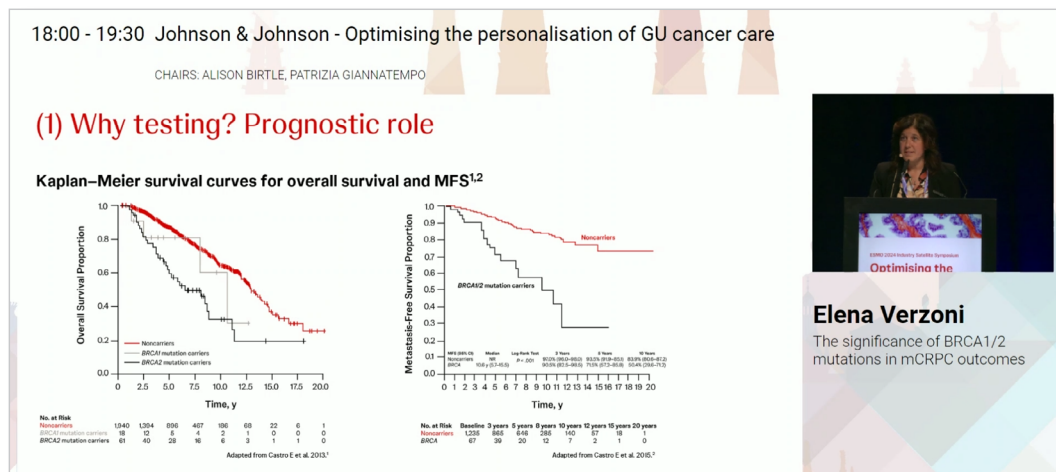


*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2025 design.

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**IMPORTANT NOTE**

In case of multiple speakers involved in one lecture (e.g., during the discussion), please note that the mention "All Speakers" will be displayed on the auditorium entry gate monitor and on the live streaming on the Virtual Congress Platform, since the system only allows one name per each lecture.

---

If the ppt is made of one slide only (with the aim to introduce the lecture), this will be shown on-site and on the live streaming for 5/10 seconds. Afterwards, the camera will be switched to the stage, showing in full the speakers' discussion on stage (see below). Companies will be able to rearrange this timing (if needed) directly with the technicians during rehearsal.
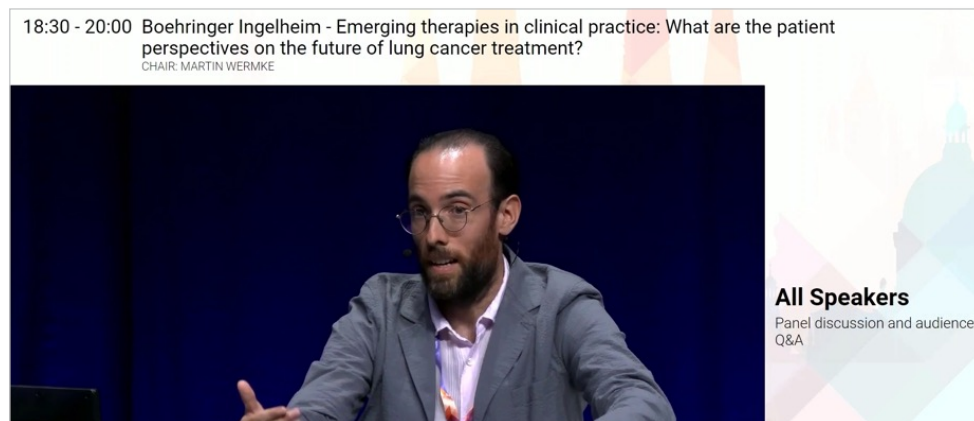


*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2025 design.

Summarising, on the live streaming we may have the below three scenarios:

- PPT with multiple slides → the live streaming will show both the slide and the speaker (picture in picture)
- 1 slide to introduce the lecture → the live streaming will show both the slide and the speaker for 5/10 seconds, then the camera will focus on the stage only
- No ppt uploaded → the stage will be the main focus on the live streaming

## 6.3 Live Q&A function

ESMO 2025 attendees can send questions via the Live Q&A function, which is included (no extra cost) in the satellite symposium and is available during the live streaming only.

Live Q&A is optional and should be confirmed to ESMO by **10 September 2025** via the dedicated Satellite Symposia Services Order Form. Once the Live Q&A is confirmed, companies will also have to choose if they want to moderate the questions.

During the session, chairs will have two tablets on stage at their disposal to read the questions coming from the audience. Microphones stands will be available in each auditoria for delegates wishing to ask questions personally.

Companies may rent additional tablet(s) for the speaker(s) on stage or for moderation. Please refer to chapter 3.5, page 16.

### 6.3.1 On-site delegates

On-site delegates will be able to connect to the Live Q&A function in real-time by scanning the general QR code with their own device. The QR code will be displayed on the auditoria screen prior to the session, directly on the intersession slide.

Delegates will then be able to access the Live Q&A function and type in their questions, which will not be displayed on the auditorium screen but managed by the moderator.

### 6.3.2 Online delegates

Online delegates will access the Live Q&A via the Virtual Congress Platform and will be able to type in their questions using the chat box next to the streaming video.
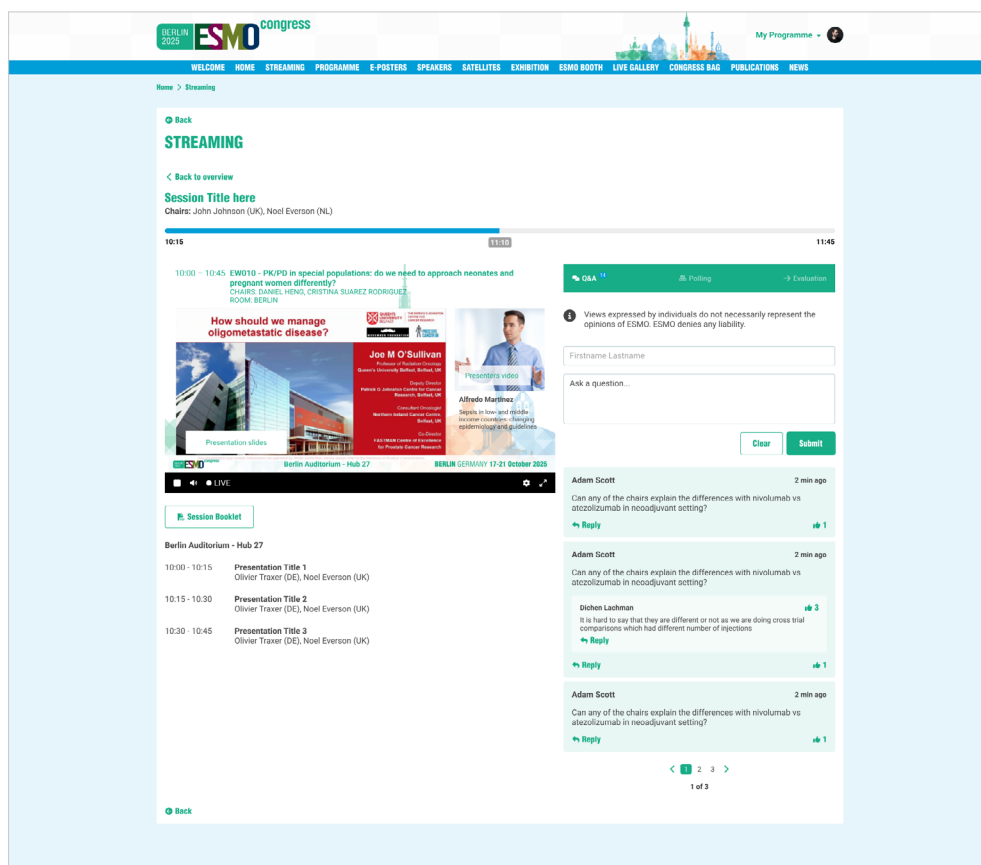


*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2025 design.

## 6.4 Question moderation

If the company decides to moderate the questions:

- The convenor will be assigned by default as moderator
- The convenor will receive the dedicated link to access the Live Q&A moderation page on **13 October 2025**
- The moderation link will be accessible by any device; thus, the moderator can use its own device or share the link with any other person within his/her company

By default, all comments/queries coming from the delegates are hidden. Live Q&A moderators will decide what will be made visible for the audience and faculty panel.

---

**IMPORTANT NOTE**

Although companies can use the same link on multiple pages across different browsers, it is recommended to have only one person actively managing the queries. If needed, a second user can connect with the same link but should not take any actions (such as refreshing the page or interacting with comments) to avoid conflicts. This second user can still observe the actions and have an overview.

Simultaneous actions by multiple users can result in data loss due to shared access. We cannot guarantee proper saving or recovery of unsaved data if multiple users are active simultaneously.

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## 6.4.1 Moderation page overview



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

## SHOW TO AUDIENCE

When clicked on, the question will be shown to the audience and to the faculty panel. This action can be reverted by clicking on *Hide from Audience*.



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

## SHOW TO FACULTY

When clicked, the questions will be displayed only in the faculty panel (i.e. still hidden from the audience). This action can be reverted by clicking on *Hide from Panel*.



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

## 6.5 Interactive QR Code feature

The live streaming interactive features such as Live Q&A, polling and evaluation can be accessed by scanning the interactive feature QR code.

The QR code will be made available by ESMO in the session auditoria via the intersession slides shown on the screen before the start of the session.

Companies wishing to put the interactive feature QR code on their slides may request it to satellites@esmo.org.

Delegates will be able to scan the QR Code directly from their personal devices (smartphone or tablet) and will be redirected to the general ESMO 2025 interactive features interface, which automatically highlights any active running session.

Please note the features applicable to the session will be activated and deactivated during the live streaming at the start and respectively at the end of the session.

# 7 SATELLITE ON-DEMAND PAGE

## 7.1 Satellite On-demand Page View

Each satellite symposium will have a dedicated virtual space to upload satellites-related materials, session information as well as interact with delegates via the comments function. For log-in details to access the virtual platform backend please refer to chapter 4. Satellite symposia sessions will be accessible for all virtual registered delegates; however, companies may add a disclaimer on top of their satellite symposium virtual space.

The Satellite Symposium Backend & Upload Instructions manual will be available in Summer 2025.



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

The additional material section is limited to 5 PDF files per session and should be related to the satellite itself. PDF files can be named.

Please note that the PDF files will also appear in the live streaming view (please refer to the sample picture available on ).
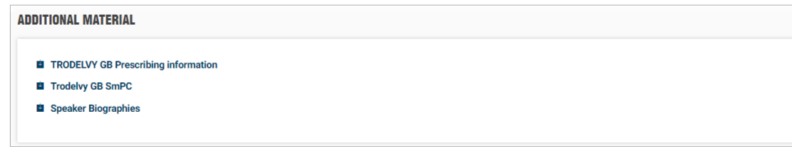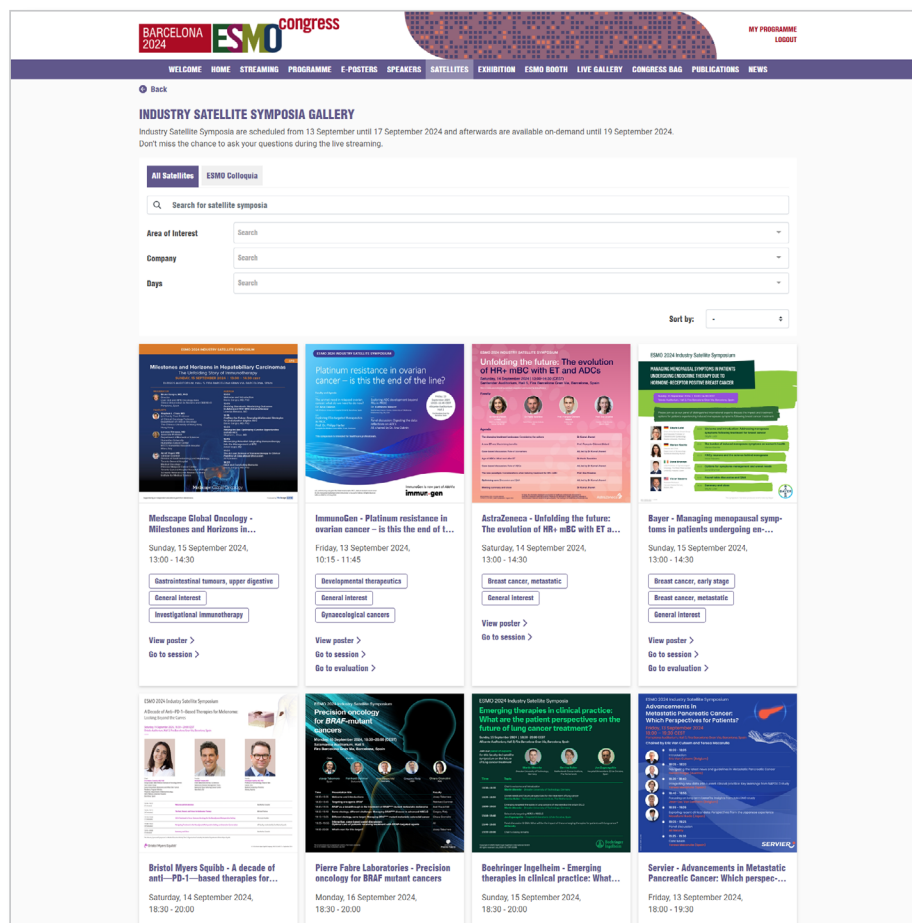


*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2025 design.

## 7.2 Company logo and link to the Virtual Exhibition

All companies will have their logo displayed on the satellite symposium virtual space. By clicking on the logo, companies with a virtual exhibition package will have a direct link to their booth space.

## 7.3 Digital Programme Poster

The virtual space will also host a digital programme poster. The submitted artworks will be reviewed by ESMO and a notification will be sent within 10 working days to inform if it is accepted or if any changes are required. Once approved, ESMO will upload the artworks on the VCP.



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

### 7.3.1 Digital programme poster specifications

All satellite symposia posters will be allocated in the ESMO 2025 Industry Satellite Symposia Gallery, both on-site and on the Virtual Congress Platform.

Each digital programme poster artwork should be prepared in two different formats (on-site and online) respecting the requirements mentioned below.

| ON-SITE | ONLINE |
|---|---|
| Format: vertical format 1080 x 1920 pixels, 9:16 | Format: square, 1368 x 1368 pixels, max 4 MB |
| Files must be submitted in PNG or JPEG format only. PDF files or other formats are NOT supported | |
| The wording "ESMO 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 by **16 July 2025**; no changes are allowed | |

🔖 **Submit <u>here</u> your programme poster artworks by 3 September 2025**

## 7.4 Chairs/Speakers

On-demand pages will also have dedicated sections for chairs' and speakers' pictures and related biographies.

Chair's details will be available on the session-dedicated page. Once you click on the chair name, you will be redirected to an additional page to consult his or her biography.

Speakers's info will be visible only when you click on the presentation details page.



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

## 7.5 Comments' function

Each satellite symposium will be given the possibility to have on its virtual space a dedicated comments function allowing a more engaging experience with participants, who can post and reply comments of other attendees. The moderation function is active by default. Via backend, sponsors can enable/disable this function for their satellite, reply and delete comments when necessary. Log-in details will be sent to each company separately.

> **IMPORTANT NOTES:**
> - The comments are not moderated by default
> - The convenor will be assigned by default as moderator. 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 will automatically be hidden

The comments' function will be available throughout the whole period the platform will be open and will include admin access for convenors to the moderation dashboard.



The export of the comments may be requested to M Events (esmo.industry@m-events.com) and will be sent 3 weeks after the platform closure.

## 7.6 Rating

Each satellite symposium will be given the possibility to have a rating feature on its dedicated virtual space. Delegates will be able to rate (1-5 stars) satellite symposia, by session and by individual presentation.



| Company name - Session title | | | | | |
|---|---|---|---|---|---|
| Topics | Basic science and translational research | Developmental therapeutics | General interest | Investigational immunotherapy | My Rating ★★★★★ |
| | NSCLC, metastatic | Sarcoma | | | Comments (1) 💬 |
| Session Type | Industry Satellite Symposium | | | | Evaluation ☰ |
| Auditorium | Oviedo Auditorium - Hall 7 | | | | |
| Date | Friday, 20 October 2023, 18:00 - 19:30 | | | | |
| | | | | ☆ Add to My Programme | 📅 Save calendar file (.ics) |

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

Sponsors can activate/deactivate this function from the backend. If the convenor does not activate the "Rating" checkbox, the rating will be automatically hidden.

| ⧉ Interactivity | |
|---|---|
| Rating | ☐ Participants can rate the session with 1-5 stars |

Delegates can see only their own rating, and not the average rate.
The export of the rating may be requested to M Events (esmo.industry@m-events.com) and will be sent 3 weeks after the platform closure.

## 7.7 General metrics

The following satellite symposia metrics related to the VCP will be provided after the congress only to the official satellite slot owners:

- No. of users per session
- Average view duration
- No. of users per country
- Average number of users over the congress period

# 8 ONLINE EXTRA FEATURES

Both live streaming and on-demand pages can be customised with extra dedicated features as per below table:

| Feature | Satellite live streaming | Satellite symposium on-demand |
|---|---|---|
| Customised background | Available | Not available |
| Evaluation | Available | Available |
| Lead retrieval | Available | Available |
| Polling | Available | Not available |

For any query on these services please contact esmo.industry@m-events.com.

Companies wishing to use any of the above-mentioned extra features MUST inform ESMO via the Satellite Symposia Services Order Form by **10 September 2025**. After this deadline, no requests will be accepted.

## 8.1 Customised background

Companies can customise their background for the Virtual Congress Platform live streaming at an extra cost of EUR 850 per session. This extra service must be requested via the Satellite Symposia Services Order Form by **10 September 2025**.
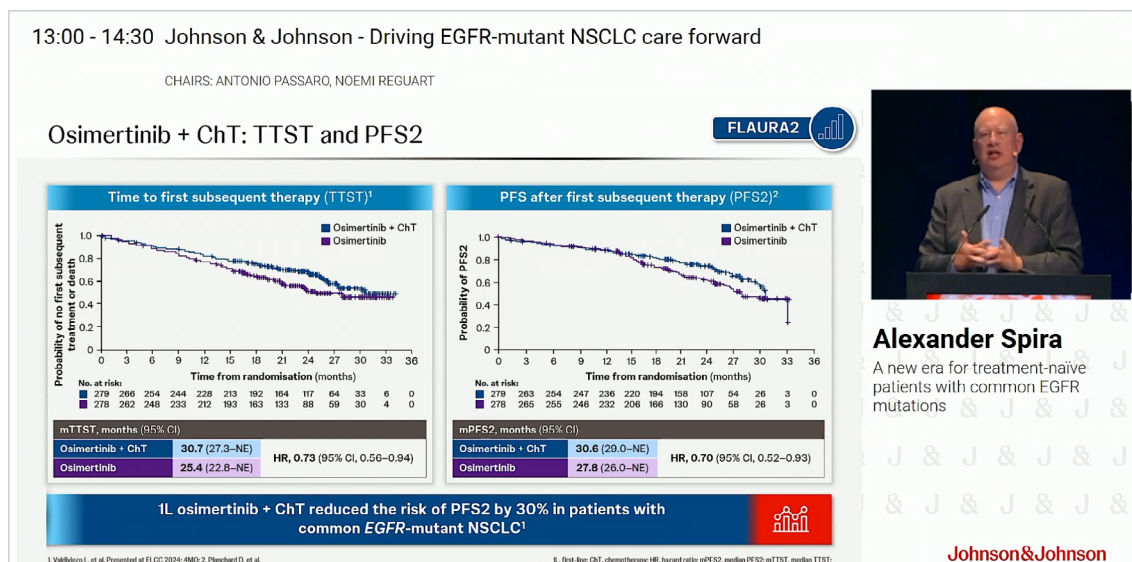


*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2025 design.

> **IMPORTANT NOTES**
> - The background design will be visible in the Virtual Congress Platform live streaming and webcast player
> - The background will not be visible on the session auditorium screen
> - The background will be applied for the whole duration of the session

## 8.1.1 Background design specifications

The final background design must be delivered to esmo.industry@m-events.com by **23 September 2025**.

The fee of EUR 850 includes the integration of one individual background design for one symposium.

The dynamic content (session title, auditorium name, chair names, speaker name, presentation title), slides (ppt), and speaker photo or camera picture will be generated automatically and always be placed overlaying the background design. These items cannot be modified or removed.

## 8.1.2 Requirements

- **Background design specifications:** one image in png or jpeg format, 1920 px wide and 1080 px high, for 16:9 projection format
- **Header:** 165px high x 1920px wide. Needs to remain free for the automatic display of the session details from the programme database
- **Footer:** 120px high x 1920px wide. Can be used completely for logos, etc.

## 8.2 Evaluation

- On-site delegates will be able to fill in the evaluation form by scanning with their own device the QR code available in the session auditorium. Delegates need to search the session and select the dedicated section "Evaluation"
- Online delegates will access the evaluation form via the Virtual Congress Platform
- By default, the evaluation form will be applied to both satellite symposium on-demand and live streaming
- The evaluation form on the live streaming will be available only for the duration of the live session, after which it will be deactivated. It is the company's responsibility to instruct delegates to fill in the evaluation form. ESMO recommends redirecting delegates to the evaluation form on the on-demand page, as it will remain available until the platform closure. This will also generate more traffic to the on-demand page

### Evaluation form by M Events

- Companies will get a detailed and customised digital evaluation form of the satellite symposium in their corporate branding; it is anonymous, encrypted and helps to get feedback from the attendees
- The evaluation form can be used to elaborate the following: satisfaction with content, speakers and real-life impact, exchange of experiences, discussion, session atmosphere, and opt in option to get informed via email about future events
- A maximum of 8 session evaluation questions can be displayed
- Multiple choice, single select, open text boxes and ratings are possible; please hand in an evaluation form as a Word document following the question's types shown in the picture below
- Companies may also integrate in the presentation slides a QR code linking to their evaluation form
- The evaluation submissions will be sent to the companies 3 weeks after the platform closure
- Price: EUR 1,500 per form (if the evaluation form is the same for both the satellite symposium on-demand and live streaming, the form will be charged only once)

| Question Type | Example |
|---|---|
| Multiple Choice | Which was the key fact from speaker 1?<br><br>☐ A<br>☐ B<br>☐ C<br>☐ D<br>☐ E |
| Single Select | Can the research result be applied to all cases?<br><br>☐ (correct answer) Yes<br>☐ No<br>☐ Maybe<br>☐ Somehow<br>☐ Not at all |
| Full-text entry | Please comment and leave your contact:<br><br>*Hello my name is Tony Test and I liked this session very much. Please sent me more details to test@test.com* |
| Rating | What was your overall impression of the session?<br><br>• Very good<br>• Good<br>• Ok<br>• Improvements needed |

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

### Evaluation form provided by an external vendor

- Companies may decide to create their own evaluation form and provide the link to M Events in order to have it added on the satellite symposium live streaming and/or on-demand page
- Companies may also integrate in their presentation slides a QR code linking to their evaluation form
- Price: EUR 500 per link (if the evaluation form link is the same for both the satellite symposium on-demand and the live streaming, this service will be charged only once)

## 8.2.1 Requirements

- For evaluation forms created by M Events, please send the evaluation queries using the dedicated template to esmo.industry@m-events.com by **23 September 2025**
- For external evaluation forms, please send the link to esmo.industry@m-events.com by **23 September 2025**

## 8.2.2 Visibility

### Satellite symposium live streaming

- The evaluation feature will be displayed on the right side of the streaming view
- By clicking on it, the audience will be led to a form: questions will be shown one by one in different steps (see picture below)
- The evaluation form will be available from the beginning of satellite symposium and will be deactivated automatically at the end of the session
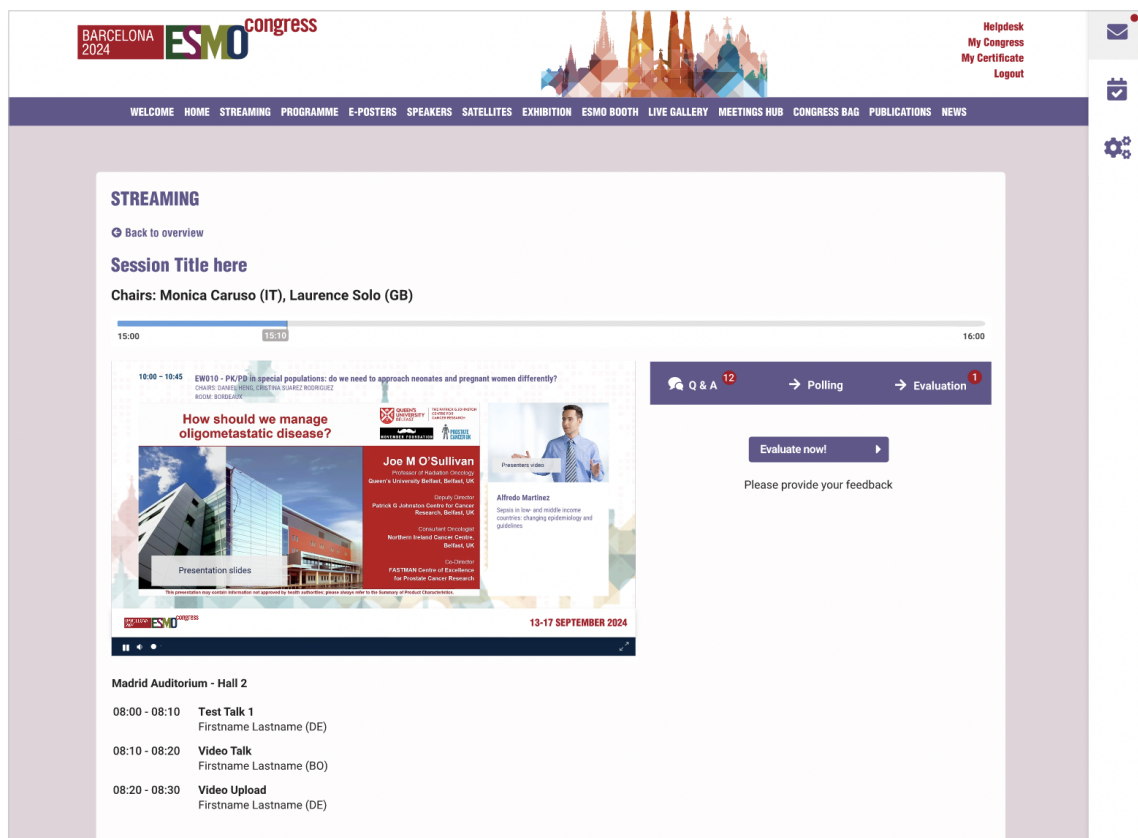


*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2025 design.

## Satellite symposium on-demand

The evaluation form will be displayed on the satellite symposium virtual space and will be available until the congress platform closure.



| **Company name - Session title** | | | | |
|---|---|---|---|---|
| Topics | Gastrointestinal tumours, lower digestive | Gastrointestinal tumours, upper digestive | General interest | Comments (1) 💬 |
| Session Type | Industry Satellite Symposium | | | Evaluation ☰ |
| Auditorium | Oviedo Auditorium - Hall 7 | | | |
| Date | Saturday, 21 October 2023, 13:00 - 14:30 | | | |
| | | | ☆ Add to My Programme | 📅 Save calendar file (.ics) |

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

## 8.3 Lead retrieval

- By default, the lead retrieval feature will be activated for both the on-demand and live streaming satellite symposium
- It is a pop-up for data sharing that can be activated per session
- It will pop up once a delegate enters a session
- The following fields will be collected: Title*, First Name, Last Name, Institute, Department*, City, Country, E-mail address
- Companies will be able to access and export the collected data in real-time from the backend
- Price: EUR 250 per session (both on-demand and streaming)

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

Once a visitor accesses a session with this feature (either on-demand or streaming), a pop-up will appear:



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

## 8.4 Polling

- The polling feature is available during the live session only
- The countdown duration of each polling question is 20 seconds
- This feature can be used to access the knowledge of the on-site and online audience and to stimulate engagement and interaction
- The polling system will be activated automatically as soon as a polling slide within a presentation is reached. For support and control, an M Events technician will be available in the room
- The polling feature is provided by M Events only, **external solutions or providers are not accepted**
- The polling results will be shared by M Events 3 weeks after the end of the congress
- Price: EUR 1,500 (per session)

**On-site delegates** will be able to connect to the live polling system in real-time by scanning with their own device either:
- The general QR code available in the session auditorium OR
- The dedicated QR code displayed on the polling slides, which will automatically redirect them to the session's polling function, enabling them to vote

**Online delegates** will access the polling via the VCP.
For **Onsite delegates**, polling questions will be visible on the auditoria screen. On their devices, they will have to select their answer by clicking on the appropriate one (e.g. A, B or C).

Companies using the polling features MUST inform ESMO via the Satellite Symposia Services Order Form by **10 September 2025**. After this deadline, no requests will be accepted.

> **IMPORTANT NOTE:**
> If a presentation includes polling, it is not allowed to jump back and forth between slides. The polling feature is integrated into the dedicated polling slide within the presentation and would be restarted if re-opened.

## 8.4.1 Requirements

- Maximum of 8 questions
- Possible answer types:
  - Multiple-choice
  - Single select
- Multiple choice questions with max. 5 answer possibilities
- Highlight the correct answer, if the single-choice answer type has been chosen
- Only MS-PowerPoint presentations (*ppt, *pptx, aspect ratio 16:9) are permitted

### Polling slides instructions and format

Please note that the interactive polling system cannot be used together with prerecorded lectures (mp4). In such cases, the animation function will be disabled.

> **IMPORTANT NOTE:**
> Companies that ordered the polling service must provide the polling questions using the dedicated template to M Events esmo.industry@m-events.com by **23 September 2025**. The polling slides need to be included in the final presentation (clearly stating within the presentation when the question must be shown to the audience). The polling system will be activated automatically in the session auditorium (as soon as a polling slide is reached) and can be controlled by the speakers at the lectern as well as by the M Events technician.

## 8.4.2 Visibility

Polling questions will be embedded and displayed in the same format as they have been uploaded as part of the presentation(s). Both questions and results will be visible to the audience on the right side of the streaming view.



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

## 8.4.3 Polling on-site instructions for speakers

Please find below the instructions and screenshots to guide your speakers through the polling feature.



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

When the polling slide is displayed, select "START VOTING". A 20-second countdown timer will be displayed, and the results will appear once the countdown will be complete.

The presenter refers to the lectern screen where the voting is controlled, whereas the rest of the faculty refers to the preview monitors in front of the stage.



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

The polling results will be displayed on the projection screen in the auditorium.



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

If the presenter clicks "CLOSE VOTING", the view will change back to the PowerPoint full-screen and the presentation will continue. If companies wish to receive the polling results after the congress, the presenter should not click on "RESET QUESTION". It is also not recommended to move back and forth in the presentation to show previous results again. Non è tanto chiaro cosa devono vare per ricevere i polling results, si dice solo cosa NON devono fare.

## 8.4.4 Visibility on the Virtual Congress Platform

Polling questions and results will be embedded and visible on the right side of the streaming view for the online audience.
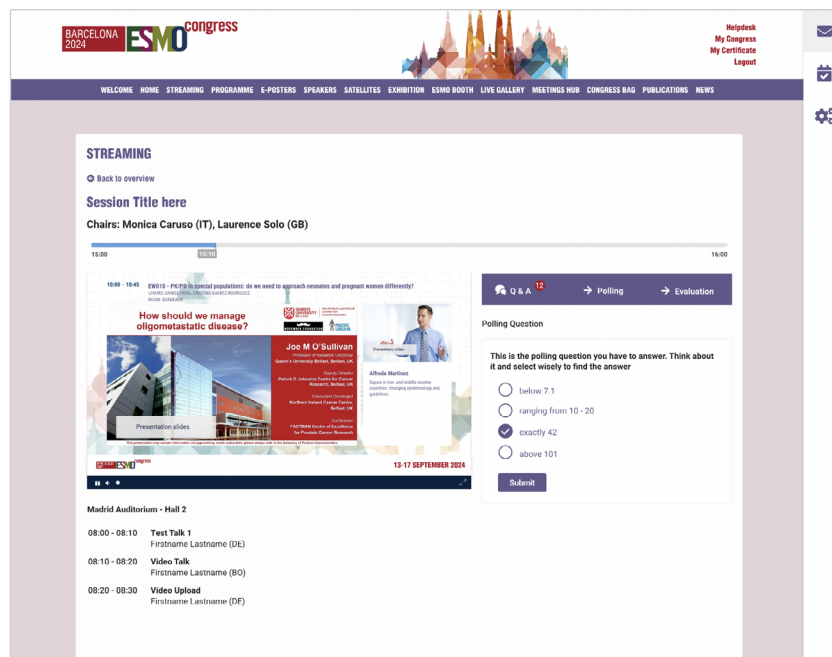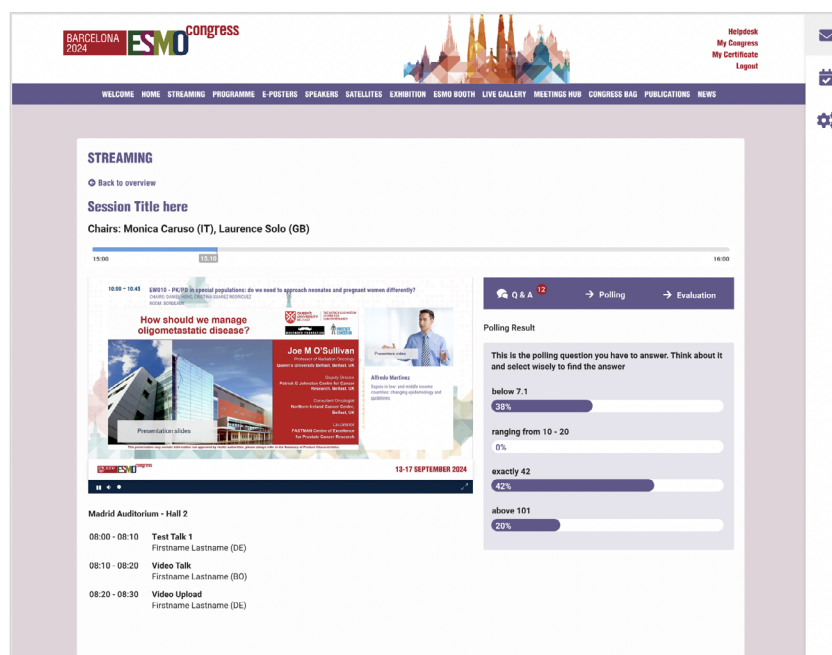


*Indicative example, all visuals/graphics of this document are subject to change according to the ESMO 2025 design.



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

# RESOURCES

# 9 POST LIVE STREAMING PRODUCTION

## 9.1 Satellite webcast on-demand on the Virtual Congress Platform

Until **23 October 2025**, all satellite symposia will be automatically uploaded (without editing/review) on the Virtual Congress Platform (VCP) within 12 hours after the end of the session to grant visibility to the satellite symposia.

If the sponsoring company does not want the satellite webcast to be on-demand on the VCP, please notify ESMO via the dedicated Satellite Symposia Services Order Form by **10 September 2025**. Requests or permission changes received via email or after the deadline cannot be accepted.

## 9.2 Recording file delivery to company

The person responsible for the satellite organisation (convenor) will receive a link to download the satellite recording as a raw unique file (.mp4). The download will be available 24 hours after the live streaming until 5 November 2025.

## 9.3 Industry satellite symposia post-congress hosting

**From 24 October 2025**, the ESMO 2025 Industry satellite symposia webcasts will be available on OncologyPRO or ESMO Website, where permission is granted.

The post-congress 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 ESMO Website for 6 months

OncologyPRO Sponsors will benefit from a dedicated promotional email that will be sent to ESMO 2025 participants at the beginning of November 2025.

To benefit from this promotional e-mail, OncologyPRO Sponsors wishing to edit their recording must upload their edited files (in single lectures) to ESMO by **23 October 2025** at the latest (further instructions are available in paragraph 9.3.2).

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

### 9.3.1 Resources upload procedure on OncologyPRO or ESMO website

Companies wishing to have their content uploaded onto OncologyPRO/Esmo.org need to notify ESMO by **10 September 2025**, via the dedicated Satellite Symposia Services Order Form. Based on the selection, the following will apply:

**No editing required:** the content available on the VCP will automatically be uploaded onto OncologyPRO/Esmo.org on **24 October 2025**.

**Editing required:** companies must upload the edited files divided into single lectures via a dedicated link (link will be provided to the convenor in due time). Publication timeline is planned as follows:

- Files delivered by 23 October will be published on 24 October
- Files delivered by 28 October will be published on 30 October

To ensure a smooth process please upload ALL the single lectures in bulk.

After **28 October 2025**, edited files will still be accepted BUT:

- OncologyPRO Sponsors will not benefit from the promotional email
- Edited files will be uploaded on OncologyPRO/Esmo.org on a weekly basis only

Companies accepting to have their resources uploaded on OncologyPRO/Esmo.org and subsequently asking for them to be removed should consider it will take up to 7 working days to remove the content.

Companies are free to publish their satellite webcast on their website from 24 October 2025 (i.e., after the Virtual Congress Platform closure).

### 9.3.2 Editing procedure

Companies who have selected the option of editing their recording file may do it either:

Via M Events contacting them directly at esmo.industry@m-events.com and clearly indicating the time stamps where to make the cuts.

- This service will be charged by M Events EUR 125 per hour, minimum 3 hours
- Edits require an announcement time incl. cutting plan delivery of at least 2 working days. Please consider this if you want to meet one of the mentioned publication deadlines

Via external supplier for:

- Own purpose
- Upload onto OncologyPRO/Esmo.org from 24 October (for further details and timeline please refer to paragraph 9.3.1)

### 9.3.3 Editing restrictions

Editing of the satellite symposia after the live event should have as its sole purpose the curation of the event flow to optimise the on-demand use. Such editing should respect, and restrict any modification of the original content, discussion and contributions conveyed by the speakers, discussants and audience participating in the live event.

# ESMO 2025 SATELLITE SYMPOSIA CHECKLIST

| Item | Deadline | Submission | Status |
|------|----------|-----------|--------|
| **PROGRAMME** | | | |
| **Proposed programme** | 03.06.2025 | Mandatory – via the new online tool | ☐ |
| **Final programme** | 16.07.2025 | Mandatory – via email to satellites@esmo.org | ☐ |
| **Digital Programme poster submission:** 2 different formats, JPEG or PNG 1080x1920 pixels, 9:16, vertical for on-site 1368 x 1368 pixels, square for VCP - max 4MB | 03.09.2025 | Mandatory – via the online form | ☐ |
| **CONTACT INFORMATION** | | | |
| **Convenor and programme referent** | 16.04.2025 | Mandatory – via the online form | ☐ |
| **SATELLITE SYMPOSIA SERVICES ORDER FORM** | | | |
| **Satellite Symposia Services Order Form** | 10.09.2025 | Mandatory – via the online form | ☐ |
| **EXTRA FEATURES CONTENT DELIVERY** | | | |
| **Walk-in slide or video** | 23.09.2025 | Optional – via email to esmo.industry@m-events.com | ☐ |
| **Custom background for Live streaming** | 23.09.2025 | Optional – via email to esmo.industry@m-events.com | ☐ |
| **Evaluation/Polling questions** | 23.09.2025 | Optional – via email to esmo.industry@m-events.com using the Evaluation template/Polling template | ☐ |
| **ON-SITE EXTRA FEATURES - INCLUDED** | | | |
| **Digital signage for lectern** JPEG or PNG only, 9:16 | 23.09.2025 | Mandatory – via email to esmo.industry@acsaudiovisual.com | ☐ |
| **ON-SITE EXTRA FEATURES - NOT INCLUDED** | | | |
| **Speaker's name on the lectern** | 23.09.2025 | Optional – via email to esmo.industry@acsaudiovisual.com | ☐ |
| **Extra IT requirements** Request for private hotspot and additional wired internet connection | 10.09.2025 | Optional – via email to satellites@esmo.org | ☐ |
| **Extra AV requirements** | 10.09.2025 | Optional – via email to esmo.industry@acsaudiovisual.com | ☐ |
| **Badge scanners** | 23.09.2025 | Optional – via email to esmo.industry@ctimeetingtech.com using the dedicated form available online in Spring 2025 | ☐ |
| **Extra hostesses' hire** | 23.09.2025 | Optional – via e-mail to esmo2025staff@bcocongresos.com | ☐ |
| **F&B** | Order of catering services information will be available online in Summer 2025 | | |
| **VIRTUAL CONGRESS PLATFORM RELATED** | | | |
| **Backend upload of all company materials onto the Satellite Symposium Virtual Space** (session description, additional material, speakers' bios and pictures) | 07.10.2025 | | ☐ |
| **Backend closure for PPT upload** | 15.10.2025 | | ☐ |

# ESMO 2025 SATELLITE SYMPOSIA CHECKLIST

| Item | Deadline | Submission | Status |
|------|----------|-----------|--------|
| **NOTIFICATION FROM ESMO AND SUPPLIERS** | | | |
| **Programme outcome notification** | **25.06.2025** | Notification sent by ESMO | ☐ |
| **Backend access link for convenors to the Satellite Symposium Virtual Space** | **27.08.2025** | Notification sent by M Events | ☐ |
| **Rehearsal booking notification** | **22.09.2025** | Notification sent by ESMO | ☐ |
| **Access link for Live Q&A moderator + instructions** | **13.10.2025** | Notification sent by M Events | ☐ |
| **Access link to post-live streaming recording download** | **15.10.2025** | Notification sent by M Events | ☐ |
| **RESOURCES** | | | |
| **Submission of edited files - 1st round** | **23.10.2025** | Optional – via dedicated link | ☐ |
| **Submission of edited files - 2nd round** | **28.10.2025** | Optional – via dedicated link | ☐ |

**IMPORTANT NOTES:**

Orders and online forms received after the deadlines indicated in this manual will not be accepted. ESMO reserves the right to deny requests made after the deadline or on-site.

Requests not included in this document should be addressed to satellites@esmo.org by **10 September 2025** for internal evaluation. However, this does not imply acceptance by ESMO.

ESMO will attentively evaluate the requests and its feasibility and will notify the company accordingly. Requests that cannot be accommodated for the current event will be evaluated for the next congress.

# NOT-TO-DO LIST

To guarantee a smooth process on-site, the below is not permitted during ESMO 2025 Industry Satellite Symposia:

| NOT to do list | Description |
|---|---|
| Change of stage set-up | Stage set-up change is not allowed due to the limited set-up and dismantling time necessary between satellite symposia slots and the ESMO scientific sessions |
| External AV | Any extra AV must be requested via the official supplier ACS by 10 September 2025 |
| Use of external polling system | Polling is provided by M Events and must be requested via the Satellite Symposia Services Order Form by 10 September 2025 |
| In-between lecture slide | In-between lecture slides are not possible. The default dashboard will be visibile in between the lectures |
| Use of special font on PPT or digital lectern | Only the standard available fonts can be used. No upload of customised font will be permitted |
| Music | Due to compliance reasons, music is not allowed during ESMO 2025 |
| Own barrier bands | Reductions are possible only if pre-arranged and organised with ESMO upon reservation of your slot |
| Geo-restriction | ESMO will not set any geo-restriction for the live streaming audience nor for the on-demand view |
| Badge scanner – API system | For satellite symposia, companies must order the badge scanners via the official supplier CTI by 23 September 2025. API system is not possible |

**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 Berlin.

ESMO

GOOD SCIENCE

BETTER MEDICINE

BEST PRACTICE