



ESMO SARCOMA AND RARE CANCERS CONGRESS 2025

INDUSTRY GUIDELINES

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.

INDEX

CONTACTS	4
WELCOME.....	6
CONGRESS OFFICERS.....	7
CONGRESS STATISTICS.....	8
PREFACE	10
GENERAL INFORMATION	11
DEADLINES	13
INDUSTRY SATELLITE SYMPOSIA.....	14
1. SATELLITE SYMPOSIA GENERAL INFORMATION	14
1.1 Satellite Symposia Programmes.....	14
1.2 Applications.....	15
1.3 Programme submission deadlines	15
1.4 Support an ESMO Colloquium	15
2. SATELLITE SYMPOSIA.....	16
2.1 Schedule, room set-up and features.....	16
2.2 Technical equipment.....	16
2.3 Technical and monitoring staff	16
2.4 Alternative stage set-up, additional equipment and/or personnel.....	16
2.5 Session rooms lectern.....	17
2.6 Lectern laptop usage	17
2.7 Polling system	17
2.8 Session timer	17
2.9 Lead System / Badge Scanner	17
2.10 Food & Beverage areas.....	17
2.11 Duration of the satellite symposium	18
2.12 Installation, rehearsal and dismantling times.....	18
2.13 Invited speakers preview centre.....	18
2.14 Presentation material.....	18
2.15 Onsite faculty expenses	18
2.16 Satellite symposia contacts/representatives	18
2.17 Post-Congress hosting	19
2.18 Webcast.....	19
3. ADDITIONAL INFORMATION	20
3.1 Registration.....	20

3.2	Access.....	20
3.3	Compliance.....	20
3.4	ESMO Sarcoma and Rare Cancers Congress 2025 website and Congress App	20
3.5	Abstract presentation during the Congress.....	20
3.6	ESMO Sarcoma and Rare Cancers Congress 2025 Abstract Book.....	20
PROMOTION.....		21
4.	PROMOTION OF THE SATELLITE SYMPOSIUM AND OTHER ACTIVITIES	21
4.1	Publications and on-site Advertising.....	21
4.2	Reproduction of logos.....	21
4.3	Inviting participants.....	21
4.4	Onsite satellite promotion and distribution	22
4.5	Other promotional activities.....	23
4.6	Promotion related to product and services	23
INDUSTRY MEETINGS.....		24
5.	INDUSTRY MEETINGS AND ACTIVITIES	24
5.1	Networking events.....	24
5.2	Unofficial satellite symposia or similar events.....	24
5.3	Concomitant activities	24
5.4	Closed Industry meetings.....	24
5.5	Media Activities	25
5.6	Badges (Media Activities)	25
5.7	Filming Activities	25
GENERAL TERMS AND CONDITIONS		26
ESMO PRIORITY LIST		29

CONTACTS

ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat

ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat C/o ESMO Head Office Via Ginevra 4 6900 Lugano, Switzerland Web: esmo.org E-mail: meetings@esmo.org	CTI Meetings Technology GmbH Nussdorfer Strasse 20/22 1090 Vienna, Austria E-mail: sarcoma_rare@support.ctimeetingtech.com
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Sponsorship, industry satellite symposia and advertising

Nikolaj Tomma		
Lorenzo Brioschi	sponsorevents@esmo.org	+41 (0)91 97 35 505
Luana Duquenne		

Operations onsite and online management

Alessia Mora		
Monja Chiesa	meetings@esmo.org	+41 (0)91 973 19 47
Martina Maccanelli		+41 (0)91 973 55 16

Scientific Programme and abstracts

Simona Tettamanti		
Daiana Betti	programme@esmo.org	+41 (0)91 973 55 93
Alice Azzalini		

Registration management

Registration Team	registration@esmo.org	+41 (0)91 973 55 08
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Media Relations

Press Office	press@esmo.org	
Media Activities Organised by Third Parties	media@esmo.org	
Filming Activities	filming@esmo.org	

Venue

Palazzo dei Congressi, Piazza Indipendenza 4, 6901 Lugano, Switzerland

Palazzo dei Congressi		
Palazzo dei congressi	info@luganoconventions.com	+41 (0)58 866 66 30

Accommodation

Amiconi Consulting SA has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to the ESMO Sarcoma and Rare Cancers Congress 2025.

Housing agency		
Amiconi Consulting SA	info@amiconiconsulting.ch	+41 (0)91 921 38 12

Industry Satellite Symposia Support, Webcast, badge scanner and polling system

Industry Satellite Symposia Support & Webcast		
Eden Damti	sarcoma_rare@support.ctimeetingtech.com	+43 1 319 69 99

Badge scanner/ Lead system		
Tamara Dworschak	leadsystem@ctimeetingtech.com	+43 1 319 69 99

Polling system		
Eden Damti	sarcoma_rare@support.ctimeetingtech.com	+43 1 319 69 99

WELCOME

Dear Industry Partners,

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

Mark your calendars for 20 – 22 March 2025, as we converge in the picturesque city of Lugano, Switzerland, renowned for its scenic beauty and vibrant culture.

The ESMO Sarcoma and Rare Cancers Congress 2025 scientific and educational programme will delve into the latest developments in diagnosis, treatment modalities, biology, and molecular classification of rare solid tumours, offering attendees a comprehensive overview of the rapidly evolving landscape in this specialised area.

Whether you are a seasoned oncologist, a dedicated researcher, a healthcare professional, a pharmaceutical industry leader, or a patient advocate, this event offers something for everyone committed to advancing the care and improving outcomes of patients with sarcomas and rare cancers.

We look forward to welcoming you to Lugano, for an unforgettable experience of learning, collaboration, and discovery at the forefront of oncology.

The ESMO Sarcoma and Rare Cancers 2025 Scientific Co-Chairs



Jean-Yves Blay
Centre Léon Bérard
Lyon, France



Eva Tiensuu Janson
University Hospital
Uppsala/Akademiska
Sjukhuset, Sweden



Claudia M. Valverde
Vall d'Hebron University
Hospital
Barcelona, Spain

CONGRESS OFFICERS

ESMO Sarcoma and Rare Cancers Congress 2025 Scientific Co-Chairs

- **Jean-Yves Blay**, Lyon, France
- **Claudia M. Valverde**, Barcelona, Spain
- **Eva Tiensuu Janson**, Uppsala, Sweden

ESMO Sarcoma and Rare Cancers Congress 2025 Scientific Committee members

- **Bissan Al-Lazikani**, Huston, TX, USA
- **Alfredo Berruti**, Brescia, Italy
- **Paolo G. Casali**, Milan, Italy
- **A. Paolo Dei Tos**, Padua, Italy
- **Christophe Deroose**, Leuven, Belgium
- **Antonia Digkila**, Lausanne, Switzerland
- **Rocio Garcia-Carbonero**, Madrid, Spain
- **Jourik Gietema**, Groningen, Netherlands
- **Nicolas Girard**, Paris, France
- **Alessandro Gronchi**, Milan, Italy
- **Ahmed Idbah**, Paris, France
- **Robin Jones**, London, UK
- **Ellen Kapiteijn**, Leiden, Netherlands
- **Stefania Kokkali**, Athens, Greece
- **Lisa Licitra**, Milan, Italy
- **Empar Mayordomo Aranda**, Valencia, Spain
- **Isabelle Ray-Coquard**, Lyon, France
- **Annalisa Trama**, Milan, Italy
- **Roger Wilson**, London, UK

CONGRESS STATISTICS

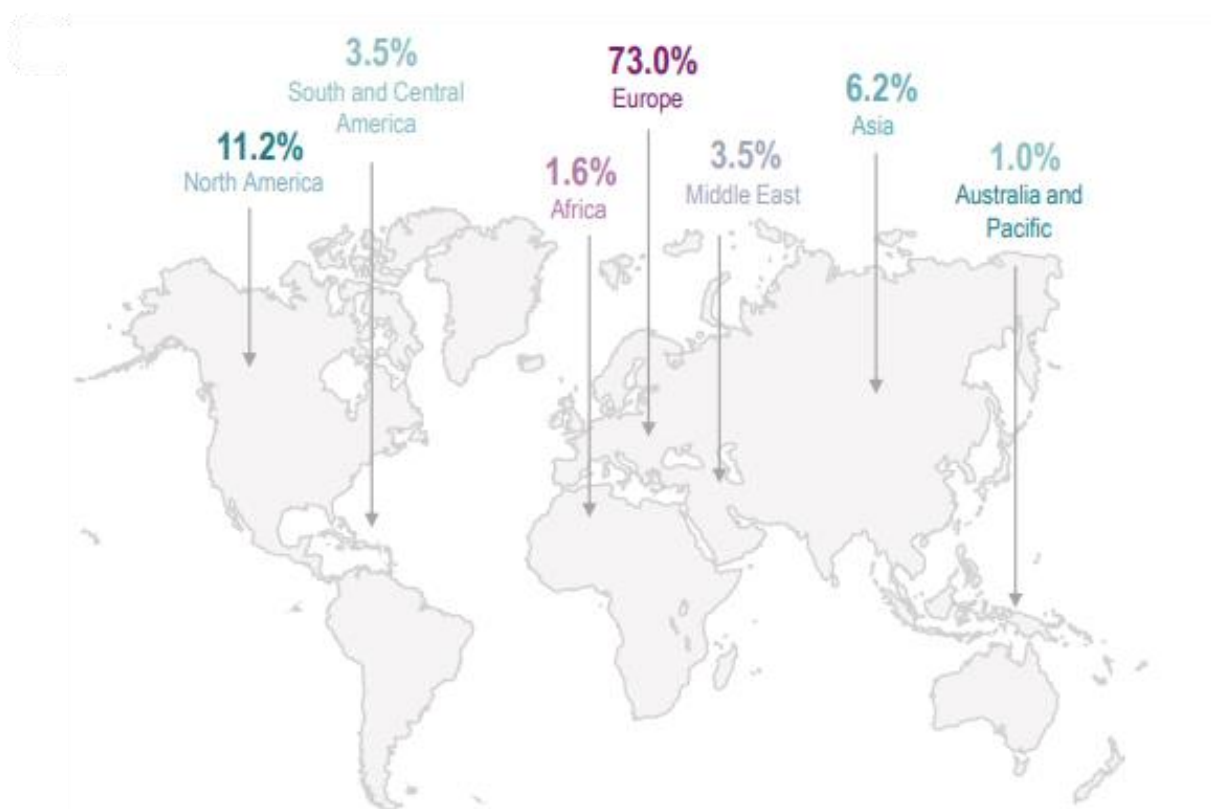
Over 600 delegates are expected to attend the ESMO Sarcoma and Rare Cancers Congress 2025 in Lugano. Please find below key statistics from the last edition which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this congress.

Registration Data

Participant Attendance

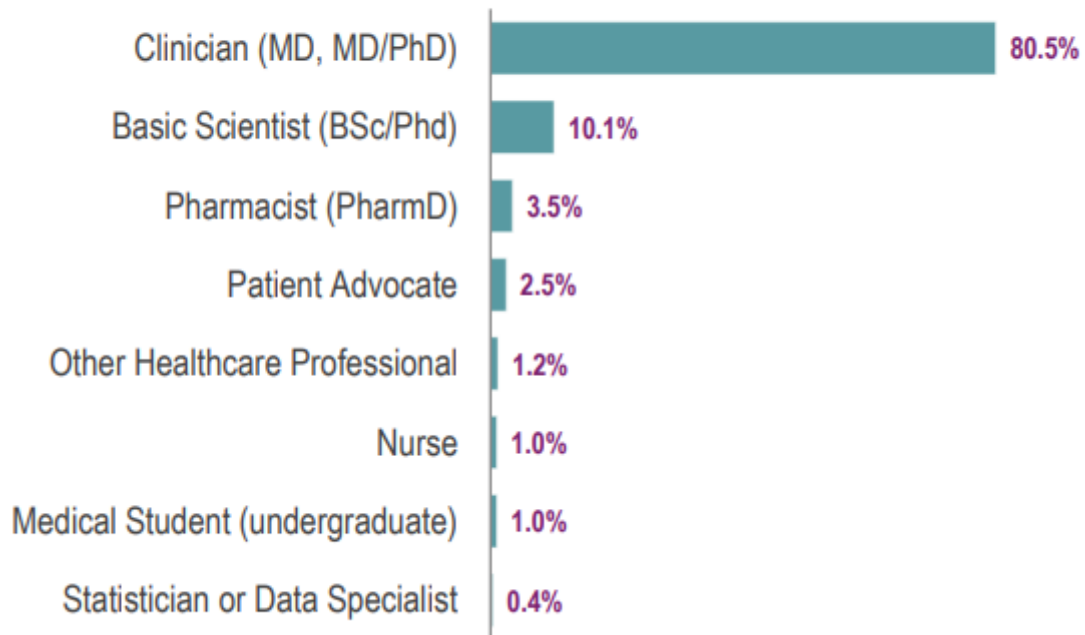
Year	2023	2024
Delegates	550	521
Faculty	110	109
Total Delegates	660	646
Industry	3	7
Press	0	
Media	9	9
Total Participants	672	646

Regions



Participant Profession

80.5% of participants were oncology clinicians



Abstracts Submitted

234 ABSTRACTS
SUBMITTED

63.7%	36.3%
149 Presented	85 Rejected or withdrawn

PREFACE

Congress Dates

Official programme, Industry Satellite Symposia and Exhibition

20-22 March 2025

Well organised planning makes for successful execution and the ESMO Sarcoma and Rare Cancers Congress 2025 Organisers together with its partner suppliers will be glad to guide you towards a congress rich in discussion and exchange for your organisation.

These ESMO Sarcoma and Rare Cancers Congress 2025 Industry Guidelines will guide you in the necessary steps of your participation at our ESMO Sarcoma and Rare Cancers Congress 2025 in Lugano.

The document is organised into distinct sections namely:

- Industry Satellite Symposia
- Promotion
- Industry Meetings
- General Terms and Conditions
- ESMO Priority List

Details regarding the Exhibition will be included in the ESMO Sarcoma and Rare Cancers Congress 2025 Exhibitor Manual. A copy of this document will be available on our website and your main contact for any additional queries on this aspect of the project will be the ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat (meetings@esmo.org).

Four months before the ESMO Sarcoma and Rare Cancers Congress 2025 you will also receive the Industry Satellite Symposia Technical Manual which will guide you through the necessary steps concerning the logistics and organisation.

Please read this document carefully and share with the necessary colleagues and agencies involved in the organisation of your ESMO Sarcoma and Rare Cancers Congress 2025 activities.

Participation at the ESMO Sarcoma and Rare Cancers Congress 2025 implies an acceptance of the requirements contained within these Industry Guidelines and also in any updates posted on the [ESMO website](#).

We look forward to working with you towards a rich and innovative ESMO Sarcoma and Rare Cancers Congress 2025!

GENERAL INFORMATION

Venue

The ESMO Sarcoma and Rare Cancers Congress 2025 will be a vibrant congress taking place at the Palazzo dei Congressi in Lugano, Switzerland.

Palazzo dei Congressi,

Piazza Indipendenza 4,
6901 Lugano, Switzerland

www.luganoconventions.com

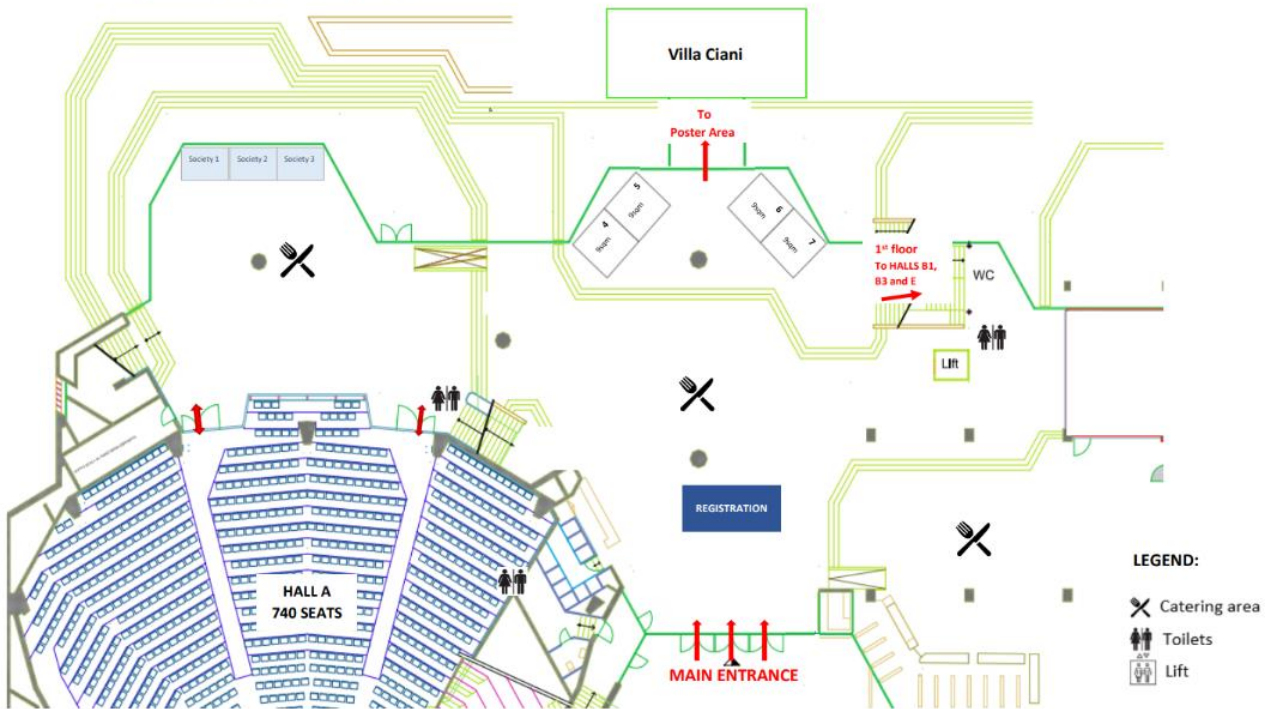
The Convention Centre is located in Lugano, just next to the lake and the city centre.



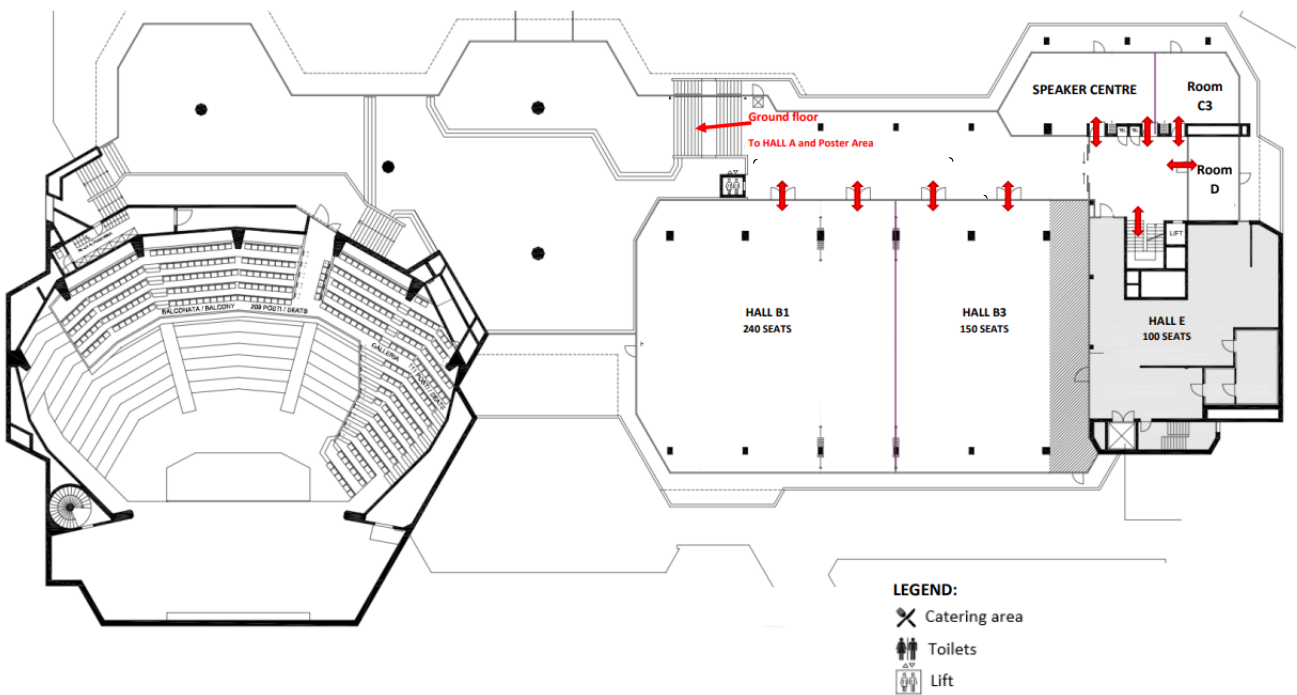
Venue overview

Ground floor

Palazzo dei Congressi, Lugano - Ground Floor



First floor



DEADLINES

Abstract submission deadlines

7 January 2025	Abstract submission deadline
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Satellite symposia programme deadlines

14 January 2025	The proposed programme, including symposium title, presentation titles, names and full contact details of proposed speakers and chairpersons, must be submitted to the ESMO Scientific Programmes Department (programme@esmo.org) using the official template.
End-January 2025	Notification of acceptance / rejection / request for modifications to the programme as decided by the Scientific Committee. After that only minor changes will be taken into consideration.
14 February 2025	Programme Poster submission

Industry Satellite Symposium

20 February 2025	Deadline to confirm person responsible for the organisation of the satellite symposium
	Deadline to inform about any additional need in terms of AV and hostesses
27 February 2025	Deadline to inform about any need of lead system, polling and timer services
	Deadline to book the Satellite onsite rehearsal with the AV company
	Deadline to request the webcast service

Publication deadlines

3 February 2025	Daily Reporter Banners
10 February 2025	Satellite Invitation Weblink

Exhibitors deadlines

8 February 2025	Submissions of the stand layout (only if you bringing your own furniture / pop-up / umbrella stand structure).
	Orders of furniture and of additional services
26 February 2025	Exhibitor registration

INDUSTRY SATELLITE SYMPOSIA

1. SATELLITE SYMPOSIA GENERAL INFORMATION

Satellite symposia will take place from 20-22 March 2025. Details of available slots may be obtained by email from the ESMO Events Sponsorship Department (sponsorevents@esmo.org).

1.1 Satellite Symposia Programmes

All satellite symposia programmes must be approved by the ESMO Sarcoma and Rare Cancers Congress 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. Current ESMO Sarcoma and Rare Cancers Congress 2025 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ESMO Sarcoma and Rare Cancers Congress 2025 Scientific Committee considers to be a proper, scientifically well-founded point of view.

ESMO is working to ensure diversity amongst presenters, and companies are also highly encouraged to consider both gender and nationality balance when selecting satellite Chairs and speakers.

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:

- Congress Scientific Co-Chairs
- Cancer Medicines Committee Chair
- Compliance Committee 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 Executive Board and 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: <https://www.esmo.org/about-esmo/organisational-structure/esmo-council>

Any changes to the provisional or the final programme must be forwarded **immediately** for re-approval to the ESMO Scientific Programmes Department (programme@esmo.org). After the outcome notification, only minor changes will be taken into consideration.

Submitting an abstract to the ESMO Sarcoma and Rare Cancers Congress 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 and that it has not been presented elsewhere. Therefore, presenting an abstract certifies that it is not connected to any Industry Satellite Symposia.

Regarding **onsite Faculty expenses**, please see details in **point 2.15**.

1.2 Applications

The ESMO Events Sponsorship Department will approach companies with a proposal to participate at the ESMO Sarcoma and Rare Cancers Congress 2025. At the Congress, Satellite Symposia slots are assigned by sponsorship level and on a first come, first served basis.

1.3 Programme submission deadlines

14 January 2025	The proposed programme, including symposium title, presentation titles, names and full contact details of proposed speakers and chairpersons, must be submitted to the ESMO Scientific Programmes Department (programme@esmo.org) using the official Congress programme template.
End-January 2025	Notification of acceptance / rejection / request for modifications to the programme as decided by the Scientific Committee. After that only minor changes will be taken into consideration.

Notes:

1. The above timeline has been established to give all sponsors equal opportunities to invite preferred Speakers and late submission of programme proposals cannot delay the overall approval process. Sponsors who do not adhere to the deadline risk not being able to invite preferred Speakers if they have already been confirmed for other satellites in accordance with this schedule.
2. It will be the responsibility of Speakers who have been nominated for more than two satellites to choose which to accept.

1.4 Support an ESMO Colloquium

Slots will be allocated by ESMO

A variety of independent state-of-the-art updates on new developments in oncology can be supported with the primary objective to further enhance the educational experience of our delegates.

This will allow you to support official scientific education by ESMO without being directly involved in the development of the programme, or in selecting the faculty. ESMO handles all logistics and promotion of the colloquia. All colloquia will be recorded and the on-demand versions will be promoted via the OncologyPRO newsletter after the live event.

Companies interested in this product must secure a satellite symposium slot first.

For more information, please contact colloquia@esmo.org

**All ESMO Colloquia Slots are ESMO-MORA accredited*

2. SATELLITE SYMPOSIA

2.1 Schedule, room set-up and features

Set-up in theatre style with armchairs on stage and 1 lectern. Please note that ESMO reserves the right to reduce capacity in case of need.

Thursday, 20 March 2025

Symposium N°	Time	Room	Capacity	Height to ceiling (m)	Stage/Podium
1	13:00-14:00	Hall B1	240	5.3	8x3 m
2	18:00-19:00	Hall B1	240	5.3	8x3 m

Friday, 21 March 2025

Symposium N°	Time	Room	Capacity	Height to ceiling (m)	Stage/Podium
3	13:00-14:00	Hall B1	240	5.3	8x3 m

2.2 Technical equipment

The technical equipment will include a screen, projector, laptop on stage and a sufficient number of microphones. Speakers on stage will be able to follow the presentations through a comfort monitor.

The detail of the audiovisual available in the rooms will be included the Industry Satellite Symposia Technical Manual that will be distributed together with the checklist at least four months before the congress.

2.3 Technical and monitoring staff

One technical staff member and one hostess are assigned to each room. Please note that badge checkers are not provided for satellite slots. If you require this service, it will need to be booked separately.

Additional hostesses can be booked through Amiconi consulting SA (info@amiconiconsulting.ch)

2.4 Alternative stage set-up, additional equipment and/or personnel

Owing to the limited set-up and dismantling time necessary between satellite symposia slots (15 minutes), change of setup is not allowed. Additional audio-visual equipment should only be ordered through the official supplier, Eventmore, to info@eventmore.ch

Due do the specific set up put in place for the fast preparation of the on-demand sessions, it is not permitted to use an external technical supplier.

2.5 Session rooms lectern

Kindly be informed that the lectern can be branded. It is very important that the ESMO Sarcoma and Rare Cancers Congress 2025 graphic will not be ruined, therefore, considering also the limited set-up and dismantling times, ESMO suggests you create a graphic which can easily be removed (e.g. forex panel to be placed against the lectern). The company is responsible for printing and hanging the graphic.

The size of the signage covering the furniture will be included the Industry Satellite Symposia Technical Manual that will be distributed together with the checklist at least four months before the congress.

2.6 Lectern laptop usage

Kindly be informed that 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

2.7 Polling system

Companies interested in using a polling system can order it through the official supplier CTI Meeting Technology. The brochure and order forms will be available on the event website no later than four months before the congress. The polling system is exclusively provided by CTI Meeting Technology. Polling/ voting systems from different providers are not permitted.

2.8 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 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 timer, please notify ESMO at meetings@esmo.org by **27 February 2025.**

2.9 Lead System / Badge Scanner

The ESMO Sarcoma and Rare Cancers Congress 2025 Lead Retrieval System is a fast and easy way to record visitors' contact information. By simply scanning a visitor's name badge with the supplied scanner, that contact is entered into your own visitor database, including all relevant product information or comments which have been added to these visitors' profiles beforehand. Following the event, approved visitors' address data can be provided in printed form or as a MS Excel file or made available with proper access rights through an online platform. Further details are available in the Lead System brochure and order form on the ESMO website, published no later than four months before the congress.

2.10 Food & Beverage areas

No food or beverages are allowed inside any of the auditoria. However, an exception is made for water. Each company may offer water in PET bottles to their Satellite participants. Of course, it is the responsibility of the company to clean the room after the session. If the organiser needs to intervene for cleaning purposes the **extra costs will be charged to the company.**

However, the Satellite organisers are welcome to support the official coffee breaks and lunches that are foreseen close to your selected timeslot. Any request should be addressed to the ESMO Sarcoma and Rare Cancers Congress Secretariat Secretariat (meetings@esmo.org).

Please also note that any food items served in the Congress centre must be purchased through the official catering service.

2.11 Duration of the satellite symposium

All companies are obliged to respect the start and closure times of the satellite symposia. Extensions beyond assigned time slots are not allowed under any circumstances. Infringement of this regulation will affect the sponsors priority list for future ESMO Congresses.

2.12 Installation, rehearsal and dismantling times

The set-up and dismantling times are extremely limited and must be respected in full. Please refer to the online programme to check the timing. For additional queries please contact ESMO Sarcoma and Rare Cancers Congress Secretariat (meetings@esmo.org).

Rehearsal slots are free of charge (max. 30-minutes slot per Satellite Symposium) and can be requested via the ESMO Sarcoma and Rare Cancers Congress Secretariat (meetings@esmo.org).

However, please note that:

- Rehearsal slots are not guaranteed
- Rehearsals will be assigned on a first-come, first-served basis
- Rehearsals may only be booked upon request and availability

2.13 Invited speakers preview centre

The companies organising a satellite symposium must use the invited speakers preview centre and follow the instructions that the ESMO Sarcoma and Rare Cancers 2025 Secretariat prepares for its own speakers.

The usage of the speakers preview centre includes:

- Direct PPT upload from the speakers preview centre to the Satellite Symposium room
- Support for the speakers/uploader in the speaker preview centre regarding the upload and management of the PPT presentations
- Hostess (1)

Please inform by **20 February 2025** the latest the name of the designated representative person that will be allowed to access the speaker centre and will be assisted in the upload of presentation(s) by our technicians.

2.14 Presentation material

Please note that the presentations must be prepared in **PowerPoint** 2010, 2013 or 2016 (MS Windows) and provided on an **USB-removable drive**. Set the slide size to **“Widescreen 16:9”** and **landscape orientation**.

2.15 Onsite faculty expenses

Registration, travel and accommodation: ESMO will subsidise registration fees, travel expenses and cover hotel accommodation for a maximum of two (2) nights for any expert already speaking in the official ESMO Sarcoma and Rare Cancers Congress 2025 programme at an ESMO Faculty hotel and **in accordance with the ESMO Sarcoma and Rare Cancers Congress 2025 invited speaker reimbursement policy**. Speakers who are NOT participating in the official ESMO Sarcoma and Rare Cancers Congress 2025 programme must have their registration fees, and travel and accommodation expenses covered in full by the sponsor.

2.16 Satellite symposia contacts/representatives

Each company will provide the name of one person who will be responsible for the organisation of its satellite symposium and notify the ESMO Sarcoma and Rare Cancers Congress Secretariat (meetings@esmo.org) as soon as possible about any changes.

If several people are responsible for various aspects (financial, organisational, etc.) of the symposium, the company must inform the ESMO Sarcoma and Rare Cancers Congress Secretariat accordingly. The ESMO Sarcoma and Rare Cancers Congress Secretariat strongly recommends, however, that only one (1) contact person is appointed.

If an agency is appointed to manage and organise the satellite symposium, the company must inform the ESMO Sarcoma and Rare Cancers Congress Secretariat and provide the agency name and contact person details.

Only official agency representatives will receive information material from the ESMO Sarcoma and Rare Cancers Congress Secretariat.

2.17 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, the official sessions, where permission is granted, will be added to 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 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) or Sinéad Calcagno (sinead.calcagno@esmo.org).

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

2.18 Webcast

Companies will receive the recording file of the full session, including the live 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.

3. ADDITIONAL INFORMATION

3.1 Registration

A limited number of complimentary registrations will be assigned to each company, depending on the sponsorship level, granting access to the ESMO Sarcoma and Rare Cancers Congress 2025.

Companies can decide to assign these complimentary registrations to:

- Satellite symposia speakers
- Satellite symposia staff
- Exhibition staff

For any additional registrations please contact the ESMO Registration Services Unit (registration@esmo.org).

3.2 Access

Satellite symposia sessions will be accessible for all registered delegates.

3.3 Compliance

The Sarcoma and Rare Cancers Congress 2025 will be submitted to the MedTech Europe compliance portal.

3.4 ESMO Sarcoma and Rare Cancers Congress 2025 website and Congress App

Approved satellite symposia programmes will be published online in the satellite symposia section of the Congress programme and in the Events App. if they are received no later than the 20 January 2025. The submission of the programme must follow the format of the ESMO Sarcoma and Rare Cancers Congress 2025 template, which may be requested from programme@esmo.org.

The following details are necessary: session title, lecture, titles, allocated time for each presentation, full speaker names, affiliation, and contact details.

3.5 Abstract presentation during the Congress

Each company must guarantee that studies reported in accepted abstracts will not be presented as such during the Congress at any industry-related satellite symposia prior to its presentation during the official Congress programme.

3.6 ESMO Sarcoma and Rare Cancers Congress 2025 Abstract Book

Abstracts related to industry satellite symposia are not published in ESMO Sarcoma and Rare Cancers Congress 2025 Abstract Book.

PROMOTION

4. PROMOTION OF THE SATELLITE SYMPOSIUM AND OTHER ACTIVITIES

4.1 Publications and on-site Advertising

Each company will ensure that all company publications referring to Satellite symposia mention: “ESMO Sarcoma and Rare Cancers Congress 2025 Industry Satellite Symposium”, in order to avoid any confusion with the official scientific programme. For this reason, all companies must submit a copy of the final publication to sponsorevents@esmo.org and respect the following deadlines:

3 February 2025	Daily Reporter Banners
10 February 2025	Satellite Invitation Weblink

The ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, the ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are ESMO supporting those products or services for their sole promotion at the ESMO Sarcoma and Rare Cancers Congress 2025.

However, the ESMO Sarcoma and Rare Cancers Congress 2025 secretariat reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and International laws and the ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Switzerland.

4.2 Reproduction of logos

Each company is entitled to use the official logo of the ESMO Sarcoma and Rare Cancers Congress 2025 on invitations and promotional documents related to the approved Satellite symposium.

Companies are not allowed to use the ESMO corporate logo under any circumstances.

The ESMO Events Sponsorship Department (sponsorevents@esmo.org) will provide the ESMO Sarcoma and Rare Cancers Congress 2025 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

4.3 Inviting participants

Inviting participants to your satellites has never been this easy and effective!

Within each satellite package we allow our Industry Partners to showcase their satellite(s) via a digital satellite invitation weblink whereby we invite delegates to find out more about your session(s).

In the ESMO Sarcoma and Rare Cancers Congress 2025 E-Newsletter there will be a dedicated Industry E-News section whereby all these digital invitations will be grouped. These invitations will also be included in our online programme to further increase awareness.

From the **12 February 2025** your satellite invitation weblink will go live (this will be subject to prior submission before the **10 February 2025** deadline and subsequent approval by the ESMO Events Sponsorship Department). The ESMO Sarcoma and Rare Cancers Congress 2025 E-Newsletter will be sent out to all registered delegates towards mid **February 2024**.

Rules and Regulations:

The ESMO Sarcoma and Rare Cancers Congress 2025 congress Secretariat reserves the right to refuse requested Weblinks should any web page be deemed to conflict with ESMO ethics or interests.

- A weblink is an **A4 page or pdf**, created by the sponsoring company, highlighting their satellite symposium.
- The content of the weblink message must not make any statements about the quality or virtues of a sponsoring company and/or any of the company's product(s) either via text or visuals.

With a satellite symposium, the content of the weblink must solely state the:

- Title of the session
- The names of the chairpersons and speakers
- Venue and timing of the approved scientific programme
- Remember that no product names or brand names are allowed in the title or in the scientific programme of the session
- The deadline to submit your weblink to sponsorevents@esmo.org is 10 February 2025. Your weblink will undergo an internal approval procedure and Industry will be informed within 5 working days as to the status of approval
- This page must not include links, hyperlinks, hot-spots or any means through which the advert can be linked to another site. There will be no exceptions made to this rule
- The weblink may consist of more than 1 virtual page, due to its online nature, however no more than two pages can be included per weblink
- Under no circumstances may "Flash files" be allowed
- Any requests for content or structure change/amendments after the weblink has been linked to the appropriate listing will not be actioned
- To ensure that the ESMO Sarcoma and Rare Cancers Congress 2025 logo is properly protected, the organising partners have defined guidelines for its use, which permit the use of the Congress logo under specific conditions
- Cancellation of the weblink should be sent in writing to the ESMO Events Sponsorship Department

The web page will only be linked once ESMO approval is confirmed and the payment for the sponsorship package is received.

4.4 Onsite satellite promotion and distribution

For the display of programme posters, one designated poster board will be made available in a public area. All companies must submit a copy of their final artwork before production gets underway. This must in turn be submitted for approval to the ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat (meetings@esmo.org) by **14 February 2025**.

The size of the poster board will be included in the Industry Satellite Symposia Technical Manual that will be distributed together with the checklist at least four months before the congress.

Companies are entitled to bring one roll-up poster for each entrance of the assigned room and place it only 30 minutes before the start of the satellite symposium. Roll-ups must be removed at the end of the session.

The display of posters is forbidden in other areas of the Congress centre other than on the designated poster boards, throughout the Congress period. Invitations* and flyers may not be distributed to participants in any access to, or in public areas of, the Congress centre, including between the bus station and the main entrance of the Congress venue.

Flyers may, however, be distributed at the company booth from when the exhibition is open and in front of the door(s) of the assigned auditorium no earlier than one (1) hour before the start of the satellite symposium.

The production, distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material. No assistance will be provided by the ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat for the distribution of material or for the list of official Congress hotels.

*Artwork production and delivery of invitations is at the sponsoring company's expense

4.5 Other promotional activities

Any other activity organized with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO Sarcoma and Rare Cancers Congress 2025 secretariat approval.

4.6 Promotion related to product and services

Companies holding satellite symposia are responsible for obtaining relevant information and for complying with all Swiss rules and regulations related to advertising and promotion of all products and services mentioned as part of the satellite symposium. Advertising of a specific product does not mean acceptance by the organising partners, and the corporation is solely responsible for bringing its advertising into line with local and European laws, as applicable.

INDUSTRY MEETINGS

5. INDUSTRY MEETINGS AND ACTIVITIES

5.1 Networking events

Companies may organise evening events, provided that these start after the conclusion of the official programme of the day. And are subject to the ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat approval. Please send your request to meetings@esmo.org

5.2 Unofficial satellite symposia or similar events

During the period beginning on Thursday, 20 March through to Saturday, 22 March 2025, the ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat will not allow any corporate-organised satellite symposia or similar events during other days and in other places except the one planned in the official venue.

5.3 Concomitant activities

Concomitant activities such as internal meetings involving delegates, press conferences, educational or promotional activities taking place wither in or outside the congress centre but concomitant with or during breaks of the scientific programme of the ESMO Sarcoma and Rare Cancers Congress 2025 are subject to the Secretariat approval.

Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to the ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat (meetings@esmo.org) at least 4 weeks prior to the event.

Blackout times:

20 March 2025	08:15 – 17:45
21 March 2025	08:30 – 17:45
22 March 2025	08:30 – 12:00

All media activities initiated by third parties are subject to a specific [Media Policy](#). For additional information about media issues, please contact ESMO Communications at media@esmo.org

5.4 Closed Industry meetings

ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat allows industries to organise staff meetings, briefings, advisory boards, client meetings or other type of closed meetings within the congress centre. Meetings can be organised from Wednesday to Friday from 08:00 to 18:00. The following requirements must be respected:

- Small meetings may take place in parallel with the official ESMO Sarcoma and Rare Cancers Congress 2025 educational and scientific programme provided they do not involve groups larger than 15 people
- Larger meetings exceeding 15 participants are permitted, but may only take place outside of the blackout times
- Meetings are “closed” and by invitation only
- Each company is responsible for the meeting content. ESMO does not endorse any private meeting
- Meetings is not to be promoted in the congress centre or in any ESMO Sarcoma and Rare Cancers Congress 2025 publications, or online e.g. via social media
- ESMO Sarcoma and Rare Cancers Congress 2025 Faculty, ESMO Executive Board and Council Members are not to be invited to participate in any private industry meetings to be held during the official programme
- No hybrid meetings are to be scheduled during the official ESMO Sarcoma and Rare Cancers Congress 2025 educational and scientific programme

Meeting room booking procedure

Please contact the ESMO Sarcoma and Rare Cancers Congress 2025 Secretariat (meetings@esmo.org) in order to book a meeting room. Please note that meeting rooms will be assigned on a first-come, first-served basis.

Access to meeting rooms

Meetings' attendees not registered to ESMO Sarcoma and Rare Cancers Congress 2025 can ONLY access private meeting spaces with a badge. If you need support please contact registration@esmo.org. Please note that attendees without a badge will not be able to access the venue for security reasons. If your meeting is scheduled very early in the morning, please make sure that badges are collected in advance.

5.5 Media Activities

All media activities initiated by Third Parties are subject to the [ESMO Policy on Media Activities Organised by Third Parties](#). For any additional information about media issues and to organize a media event during the ESMO Sarcoma and Rare Cancers Congress 2025, please contact ESMO Communications (media@esmo.org).

5.6 Badges (Media Activities)

According to the [ESMO Policy on Press Activities](#), press badges may only be assigned to press representatives working for ESMO-recognized press outlets. Should communication agencies or companies representatives require a badge for the purpose of preparing and/or developing third party media events, please send an email to both ESMO Registration (registration@esmo.org) and ESMO Communications (media@esmo.org) to request a dedicated badge. This badge only allows access to the room where media activities are taking place. Full details are available in the [ESMO Policy on Media Activities Organised by Third Parties](#).

5.7 Filming Activities

Congress content is the copyright of ESMO. As a rule, it's forbidden to record or capture in any way the official programme sessions, the Satellites sessions, the Exhibition and the Posters Area. Third Parties conducting filming activities and carrying professional equipment are requested to check the [ESMO Policy on Filming Activities](#) and inform ESMO (filming@esmo.org) to receive guidance and approval.

Specific and different filming permissions may be granted to Third Parties and these are subject to limitations and rules based on the purpose, the location, the activity and the entity applying for the badge request. Badge requests and/or inquiries can be sent to filming@esmo.org.

Anyone carrying professional filming equipment at ESMO Sarcoma and Rare Cancers Congress 2025, is requested to wear all times a specific vest distributed onsite together with the badge.

The use of wireless microphones radio frequencies may interfere with ESMO Sarcoma and Rare Cancers Congress 2025 sessions microphones: for additional details, please contact filming@esmo.org

Photographs and/or footage may be taken throughout the Congress by ESMO appointed photographers and cameramen. These might be used by ESMO in its own publications, on the website and social media channels. The subjects of the photographs and/or the footage are chosen at random. By attending the Congress participants consent to the fact that photographs and/or footage may be captured and used by ESMO.

GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Sarcoma and Rare Cancers Congress 2025 insofar as the contractual partners do not reach contrary agreements in writing.

Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ESMO Sarcoma and Rare Cancers Congress 2025 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by email. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

Appointed Agencies

- Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

Procedure

- Send sponsorship application form. The ESMO Events Sponsorship Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

Assignment

- Will be done on a first come, first served basis.
- To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available. For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period.

Terms of Payment

Payment is due within 30 days following the date of the invoice.

Cancellation Policy

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (excluding VAT) will be charged to the company.

Indebtedness

Payments not received by the first day of the start of the ESMO Sarcoma and Rare Cancers Congress 2025 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after the ESMO Sarcoma and Rare Cancers Congress 2025 but not later than 12 December 2025. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

Data Protection and Sharing of Contact Details

All data provided during the application process may be used (saved, stored, processed, transmitted, shared and deleted, but not modified) to allow the processing and execution of the Application(s). This data may be shared with our contractors to the extent necessary to ensure the organisation of the ESMO Sarcoma and Rare Cancers Congress 2025.

Postponement or Abandonment

ESMO reserves the right to postpone the event, including if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the ESMO Sarcoma and Rare Cancers Congress 2025 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment.

Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation the ESMO Sarcoma and Rare Cancers Congress 2025 in the event of force majeure cases (e.g. any acts of God, strikes, labour disputes, epidemics, pandemics, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

Limitation of Liability of ESMO and Warranties

ESMO shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence of an employee, director, representative or contractor. Nor shall ESMO be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

ESMO gives no warranties in respect of any aspect of the ESMO Sarcoma and Rare Cancers Congress 2025 or any materials related thereto or offered at the ESMO Sarcoma and Rare Cancers Congress 2025 and, to the fullest extent possible disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. The ESMO Sarcoma and Rare Cancers Congress 2025 is provided on an “as-is” basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at the ESMO Sarcoma and Rare Cancers Congress 2025 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. The ESMO Sarcoma and Rare Cancers Congress 2025 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at the ESMO Sarcoma and Rare Cancers Congress 2025 and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. ESMO does not endorse, and expressly disclaims all liability

relating to, any of the products or services provided by speakers, attendees, or sponsors.

Bankruptcy or Liquidation

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

Security and Insurance

Neither ESMO nor its affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from the ESMO Sarcoma and Rare Cancers Congress 2025 or other aspect related thereto.

The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at the ESMO Sarcoma and Rare Cancers Congress 2025 must comply with all rules and policies established by ESMO.

Violation Procedure

The procedure for policing and enforcing the violation is as follows:

When noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, ESMO staff will report alleged violations to the Congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after the ESMO Sarcoma and Rare Cancers Congress 2025. Appeals may be made to the ESMO Management.

Penalties

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next ESMO event.

Claims Procedures, Place of Performance and Jurisdiction

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing. The maximum time lapse is 1 month from the closure of the ESMO Sarcoma and Rare Cancers Congress 2025. Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

Final Clause

In cases not covered by the regulations in these Industry Guidelines, ESMO interpretation shall be final.

ESMO PRIORITY LIST

The sponsorship point system has been designed to recognise sponsor investment in ESMO projects and sponsorship points are allocated in acknowledgement of each EUR 10,000 of sponsorship investment.

- a. Accrued sponsorship points define the position of each company in the ESMO sponsors priority list. The priority list identifies companies that will be offered visibility at, and privileged within, events such as the ESMO Congress and related activities, for example satellite symposia, Industry display area space, hotel accommodation, etc.
- b. When an equal number of points are held by 2 or more sponsoring companies, promotional opportunities will be assigned according to the monetary value of the requested opportunities.
- c. ESMO nevertheless retains the right to privilege smaller emerging companies when their products are innovative and the Society feels that their participation in the event would be of benefit to delegates. When satellite symposia are assigned in relation to this clause, the company guarantees that the programme will not be presented elsewhere before the ESMO Congress. Furthermore, all sponsorship items assigned in relation to this clause are subject to specific terms and conditions.
- d. Sponsorship points are cumulative but expire at the end of the 24th month after which they have been allocated.
- e. ESMO recognizes the importance of long-term relationships. To this end, 2 points will be assigned to companies for their presence and loyalty on a yearly basis for a minimum of EUR 10,000 of support. The 2 points will not expire. However, for each calendar year during which a company has not been present (with any kind of support), the 2 points are deducted from the company's record.
- f. ESMO will also recognize the contribution to advancements in medicine and science at the ESMO annual Congress. ESMO will allocate one point for each abstract accepted for oral presentation with the mention "Funding by..."