

## SATELLITE SYMPOSIA GUIDELINES

### Satellite Symposia General Guidelines

Satellite symposia held by the healthcare industry will have, as their main objective, the communication of data which will enhance the knowledge of attending participants. There will be no material inducement or publication of a reward to attend the symposium. Delegates may of course be sent special invitations but no reward to participants is allowed for attending a symposium. It is not permitted to prevent participants from attending a satellite symposium unless there are legal requirements imposed by the host country of the event. Satellite slots are allocated on a first come first served basis.

The satellite symposia programmes must be submitted at the latest **by Friday 27 January 2023** to be featured on the website and to be uploaded on the virtual platform.

The chairperson of the satellite symposium has a responsibility to oversee that the information presented during the symposium is based on proven data. In addition, the company holding the symposium and the chairperson are jointly responsible for adhering to the assigned time slot.

All satellite symposia must be held at the meeting venue during the official time slots indicated in the Exhibition & Sponsorship Manual. Companies holding a satellite symposium outside of the venue and/or outside the official schedule for satellite symposia will not be invited to participate at the two following ESCRS events. ESCRS also reserves the right to close the booth if the company is also exhibiting at the event.

- **ADVERTISING AND PROMOTION OF SATELLITE SYMPOSIA**

In agreement with the applicable laws regulating restrictions for promotional activities in the context of medical events, prescription medicine advertisements will not be allowed on satellite symposia advertisements, posters and invitations displayed or distributed at the meeting.

Stand-alone signs advertising satellite symposia and/or any other corporate branding in official hotels are not authorised unless these are located next to a staffed hospitality desk.

- **PHOTOS, FILMING AND AUDIO RECORDING OF SATELLITE SYMPOSIA**

A company holding a satellite symposium has the exclusive right to organise photos, film, and audio-recording of its symposium. For the ESCRS 2023 Winter Meeting, companies will be provided with the full recording of their satellite session by ESCRS on a complimentary basis.

## SATELLITE SYMPOSIA GUIDELINES

- **DELAYED BROADCASTING**

For sound and image recording of satellite symposia that are dedicated for presentation to a public or closed audience outside of the event, the company organising the symposium is required to obtain formal acceptance from all symposium speakers at the latest 1 week before the congress. Satellite symposia must not be broadcast to audiences outside of the meeting venue until 24 hours after the scheduled end of the physical congress.

### Complimentary Badges Allocation

Companies holding an official satellite symposium during the ESCRS 2023 Winter Meeting are entitled to **5x complimentary registrations**. If you have not yet been contacted by the registration team regarding your group registrations, please contact [escrswintermeeting.regshot@mci-group.com](mailto:escrswintermeeting.regshot@mci-group.com).

### Satellite Symposia Advertising Options

- **HANDOUTS**

Companies holding an official satellite symposium during the ESCRS 2023 Winter Meeting are allowed to distribute flyers and other documents advertising their satellite symposium. These documents can be distributed only within the limits of the exhibition stand, the hospitality suite / meeting room rented if applicable, or outside of the symposium room up to 30 minutes prior to its start.

- **SELF STANDING ROLL-UP DISPLAY**

Companies holding an official satellite symposium during the ESCRS 2023 Winter Meeting are allowed to advertise their satellite symposium by displaying self-standing signage in front of the conference room used to hold their own satellite symposium during the session preceding their symposium.

**Companies holding an official satellite symposium during the ESCRS 2023 Winter Meeting are allowed to advertise their satellite symposium by displaying 1x roll up banner in the registration area for the entire duration of the congress.**

Roll-ups advertising the satellite symposia are not included in the rental price of the satellite symposia. It is each individual company's responsibility to order, produce and set up the stand-alone advertising. It is the responsibility of the company holding a satellite symposium to set up the self-standing signage in front of the conference room door panels and to provide their roll-up to MCI at the registration desk upon arrival at the event venue.

## SATELLITE SYMPOSIA GUIDELINES

- **ADDITIONAL ORDERS**

- Additional orders (lectern branding, polling, streaming, setup, rehearsals):
- [CATALOGUE](#)
- [ORDER FORM](#)

- **SATELLITE SYMPOSIUM PDF FLYER**

Companies holding an official satellite symposium during the ESCRS 2023 Winter Meeting shall provide a PDF flyer for their session which will be published on the dedicated page of the ESCRS Congress website to advertise the industry programmes, as per the guidelines available on <https://wintermeeting.escrs.org/sponsorship/technical-information/> (copy enclosed)

Please submit your pdf by latest Friday 3rd February

### Satellite Symposia Programme and Speakers

To have their satellite symposium programme approved by the ESCRS Scientific Committee, companies holding an official satellite symposium programme during ESCRS 2023 Winter Meeting are requested to provide the organizers with information regarding their symposia via the enclosed form also available on <https://wintermeeting.escrs.org/sponsorship/technical-information/>

Please submit your programme by latest Friday 27 January

Please note that it is the sponsor's responsibility to register their speakers for the congress. You should have already been contacted by [escrswintermeeting.reg@hot@mci-group.com](mailto:escrswintermeeting.reg@hot@mci-group.com) regarding the registration and hotel booking of your staff and speakers, please contact them directly for any enquiry.

### Lead Retrieval

Lead retrieval is included in the price of all satellite symposia. (2 devices per symposium).

- **HOST/HOSTESSES**

If you would like to hire staff for your symposium, please contact local agency:

[events@xptoevents.com](mailto:events@xptoevents.com)

## SATELLITE SYMPOSIA GUIDELINES

### Embargo

No data should be presented in any satellite symposium which will subsequently be presented either orally or as a poster at the meeting.

### Audiovisual Equipment in Session Rooms

Satellite symposia organisers will have access to the all the equipment ordered by ESCRS for the scientific sessions' purposes. Additional equipment ordered will be at the costs of the companies. Please send your enquiries about available equipment for your session room to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com).

### Catering

All Catering order enquiries for satellite symposia must be sent by email to [j.maia@tivoli-hotels.com](mailto:j.maia@tivoli-hotels.com).

### Instructions for ALL Satellite Sessions

An email containing instructions on how to upload their PowerPoint presentation online will be generated for each speaker of each session.

- **PRESENTATIONS UPLOAD**

The presentations will need to be uploaded either via the link provided in the email OR directly at the Speaker Check-in Room (Room Aquarius) a minimum of 3 hours prior to the session.