

SATELLITE SYMPOSIA 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 according to the ESCRS priority points system and then on a first-come first-served basis.

The satellite symposia programs must be submitted by **Friday 28 June 2024** at the latest using the program template form to be featured on the website and to be uploaded on the virtual platform.

The chairperson of the satellite symposium has a responsibility to ensure 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 congress venue during the official time slots indicated in the Exhibition & Sponsorship Manual. Companies holding a satellite symposium outside of the congress venue and/or outside the official schedule for satellite symposia will not be invited to participate at the two following congresses. ESCRS also reserves the right to close the booth if the company is also exhibiting at the congress.

ADVERTISING AND PROMOTION OF SATELLITE SYMPOSIA ON SITE

- **HANDOUTS**

Companies holding an official satellite symposium during the ESCRS 2024 congress are allowed to distribute flyers and other documents advertising their satellite symposium only within the limits of the exhibition stand or at the entrance of the symposium room prior to its start.

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 congress.

- **SELF STANDING ROLL-UP DISPLAY**

Companies holding an official satellite symposium during the ESCRS 2024 congress are allowed to advertise their satellite symposium by displaying 2 x self-standing signage (roll-up banner) in the following locations:

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- 1 x in a designated high-traffic area chosen by the organisers at the start of the congress. Please come and see us at the Exhibitors counter at the Registration desk on your arrival and we will let you know where to set it up.
- 1 x at the entrance of your satellite symposium room, as soon as the previous session has started.

In addition to these designated areas, you are free to display self-standing signage for your satellite symposium only within your rented exhibition space and hospitality suites.

Stand-alone signs advertising satellite symposia and/or any other corporate branding in congress hotels are not authorized.

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 AND dismantle the self-standing signage in due time.

- **CORPORATE BRANDING & SETUP OF CONFERENCE ROOMS FOR SATELLITE SYMPOSIA**

Due to the tight schedule of sessions in the meeting rooms, the satellite corporate branding inside the meeting rooms is strictly limited to the following:

- Additional orders (lectern branding, polling, streaming, setup, rehearsals). Documentation available on the Technical Information webpage and on the ESCRS online ordering platform.
- All other corporate branding in the meeting rooms must be self-standing.
- It is the responsibility of the company holding a satellite symposium to place and remove all branding at the start and end of the satellite.
- Corporate branding should not change in any way the congress signage already installed in the conference room.
- Special requests for different furniture or complete stage setup must be submitted by email to escrs.sponex@mci-group.com and will be subject to approval.

- **SATELLITE SYMPOSIUM PDF FLYER**

Companies holding an official satellite symposium during the ESCRS 2024 congress 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. The PDF flyer should be a one-page (2-page max) high-resolution pdf. Please send your flyer to escrs.sponex@mci-group.com by **Friday 28 June 2024**.

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PHOTOS, FILMING AND AUDIO RECORDING OF SATELLITE SYMPOSIA

A company holding a satellite symposium has the exclusive right to organize photos, film, and audio-recording of its symposium. For ESCRS 2024, companies will be provided with the full recording of their satellite session by ESCRS on a complimentary basis.

DELAYED BROADCASTING

For sound and image recording of satellite symposia that are dedicated for presentation to a public or closed audience outside of the congress, the company organizing 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 Congress Center and Virtual Platform until 24 hours after the scheduled end of the physical congress.

COMPLIMENTARY BADGES ALLOCATION

Companies holding an official satellite symposium during the ESCRS 2024 Congress are entitled to **5 complimentary registrations**. If you have not yet been contacted by the registration team regarding your group registrations, please contact escrs.reghot@mci-group.com

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 2024 congress are requested to provide the organizers with information regarding their symposia by using the form available on the Technical Information webpage and on the ESCRS online ordering platform.

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

EMBARGO

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

SESSION FORMATS

Industry satellite symposia at the ESCRS 2024 congress can be held in face-to-face format only.

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- [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 at the ESCRS 2024 congress.

Kindly note that each speaker will be responsible for the upload of their talks. It is not possible for the symposium organisers to take on this task for the speakers.

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

- **EXTRAS BOOKING**

- [Lead Retrieval](#)

Lead retrieval is **not included** in the price of satellite symposia. Badge scanning devices may be rented through the ESCRS online ordering platform.

- [Audiovisual Equipment in Session Rooms](#)

Satellite symposia organisers will have access to the all the equipment ordered by ESCRS for the scientific sessions' purposes (The Satellite Symposia Room Book will be available soon on the congress website under [Technical Information](#)). Additional equipment ordered will be at the costs of the companies.

The official contractor for audio visual equipment for satellite symposia is M-Events. M-Events' catalogue, order form and templates are available on the [congress website](#). For any questions, you can contact them via industry@m-events.com. Deadline to place your order is **Wednesday 31 July 2024**.

- [Catering](#)

All Catering order enquiries for satellite symposia must be ordered through GastroFira (see "Symposium Catering" document under the [Technical Information](#) on the congress website). Prices in their brochure includes the delivery of the lunch bags to the symposium room as well as a waiter/s to help you distribute the lunch bags.

Deadline for all catering orders is **Tuesday 20 August 2024**.

- [Hostess Requests](#)

All hostesses order enquiries for satellite symposia must be ordered through EA Exhibitions via the webshop on Toddo (see "[Hostess order form](#)"). Deadline to book hostesses is **Wednesday 10 July 2024**.