

## 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 3 weeks prior to the meeting 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.

- **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.

- **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 and Virtual Platform until 24 hours after the scheduled end of the physical congress. For the ESCRS 2022 Winter Meeting, companies will be provided with the full recording of their satellite session by ESCRS on a complimentary basis.

### Complimentary Badges Allocation

Companies holding an official satellite symposium during the ESCRS 2022 Winter Meeting are entitled to **5 complimentary registrations**. Registrations grant access to all online sessions of the Winter Meeting. If you

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have not yet been contacted by the registration team regarding your group registrations, please contact [escrs.regshot@mci-group.com](mailto:escrs.regshot@mci-group.com).

### Satellite Symposia Advertising Options

- **SATELLITE SYMPOSIUM PDF FLYER**

Companies holding an official satellite symposium during the ESCRS 2022 Winter Meeting shall provide a PDF flyer for their session which will be published on the dedicated page of the ESCRS Winter Meeting website to advertise the industry programmes as per the guidelines available here: <https://wintermeeting.escrs.org/wp-content/uploads/2022/01/ESCRS-2022-WMV-Satellite-Symposium-Flyer.pdf>

### 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 the ESCRS 2022 Winter Meeting are requested to provide the organizers with information regarding their symposia via the following form if not done already:

<https://wintermeeting.escrs.org/wp-content/uploads/2022/01/ESCRS-2022-WM-Virtual-Symposium-Programme-Form.xlsx>

**Please note that it is the sponsor's responsibility to register their speakers for the congress.** You should have already been contacted by [escrs.regshot@mci-group.com](mailto:escrs.regshot@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. The list of virtual symposium attendees that have consented to share their data will be shared with each symposium organiser within 24 hours of the end of their symposium

### Embargo

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

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### Technical instructions for 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 2022 Winter Meeting. Please provide the following by email to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com):

- The email addresses of all your speakers & chairs (needed for the creation of their slots in the system)
- A single email and name contact for the person in charge for your symposium
- Whether you prefer for the single contact person to receive all the information directly, oversee uploading the presentations and dispatching the important information to your speakers or for your speakers to receive individual emails and be responsible for their uploads.

- **FOR REMOTE / VIRTUAL SPEAKERS**

The presentations will need to be uploaded via the link provided in the email a minimum of 3 hours prior to the session. A second email containing the access link to attend the live session remotely will be sent shortly before the event to all speakers. It is possible to submit pre-recorded presentations as mp4 files, one file per speaker of maximum 5GB.