



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

The satellite symposia programmes must be submitted by latest Friday 23 June using the program template order 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 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 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**

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.

Stand-alone signs advertising satellite symposia and/or any other corporate branding in congress 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 ESCRS 2023, companies will be provided with the full recording of their satellite session by ESCRS on a complimentary basis.



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- **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 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 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 Congress are entitled to **5 complimentary registrations**. All registrations grant access to both the physical congress in Vienna and to the online platform. If you 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

- **HANDOUTS**

Companies holding an official satellite symposium during the ESCRS 2023 congress 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 congress 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 congress are allowed to advertise their satellite symposium by displaying 1 roll up banner in the registration area plus two other roll-ups within the venue.**

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 Congress Centre.



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- **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):
  - [CATALOGUE](#)
  - [PRICES & ORDER FORM](#)
  - [VOTING INSTRUCTIONS](#)
- 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](mailto:escrs.sponex@mci-group.com) and will be subject to approval.

- **SATELLITE SYMPOSIUM PDF FLYER**

Companies holding an official satellite symposium during the ESCRS 2023 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 as per the guidelines available on the ESCRS online ordering platform.

### 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 are requested to provide the organizers with information regarding their symposia by using the form available 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.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.



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- **VIRTUAL ATTENDANCE**

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.

- **PHYSICAL ATTENDANCE**

Two hosts/hostesses will be placed outside each session room with badge scanning devices. All the leads collected will be shared with the symposium organiser within 24 hours of the end of their symposium. Additional badge scanning devices may be rented through the ESCRS online ordering platform.

### 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 ordered through the congress venue (see "Industry Catering" document under DOWNLOADS on your portal account)

### Temp Staff Requests

All temp staff order enquiries for satellite symposia must be ordered through the EA exhibitor webshop. (see "Hostess order form" under DOWNLOADS on your portal account)



## SATELLITE SYMPOSIA GUIDELINES

### Session Formats

Industry satellite symposia at ESCRS 2023 can be held in various formats outlined below. For all formats, sessions can be watched in the dedicated session room of the congress venue by the attendees that are physically present, and online at the same time by virtual attendees.

- **FULLY LIVE**  
All of the chair(s) & speaker(s) are going to be physically present in Vienna.
- **PARTIALLY LIVE & VIRTUAL**  
One or more of the chair(s) and/or speaker(s) is going to attend the session remotely.

### 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 ESCRS 2023.

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.

- **FOR LIVE 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. A second email containing instructions on how to join the session remotely will be sent automatically to all speakers on 6 September – this email should be discarded by all live speakers.
- **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 on 6 September to all speakers. It is possible to submit pre-recorded presentations as mp4 files, one file per speaker of maximum 5GB.