

## SATELLITE SYMPOSIA GUIDELINES

Please make sure that you consult this document before completing the satellite symposium programme form.

## OFFICIAL ESPEN VIRTUAL CONGRESS SATELLITE SYMPOSIA

All Satellite Symposia must be organised through the ESPEN Virtual Congress booking process and platform at official time slots offered by ESPEN (see [Partnership brochure](#)). Companies organising a Satellite Symposium related to the ESPEN attendees outside the official booking process and platform could encounter serious disagreements with the Central ESPEN Authorities.

## EMBARGO

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

## COMPLIMENTARY REGISTRATIONS

#FREE-REG	30min	60min	90min
Pre-recorded OR live package	5	10	15

## UPDATED SCHEDULE

Please see below the updated symposia available times. Please make sure to refer to this up to date schedule – the timings that have been changed from those published in the partnership and investment brochure are highlighted in yellow.

DATE	MORNING	LUNCHTIME	EVENING
Saturday 19 September	08:30-10:00 (90 mins)*	12:00-13:45 (105 mins)*	17:00-18:30 (90 mins)*
Sunday 20 September	08:00-08:45 (45 mins)*	12:15-13:45 (90 mins)*	17:00-18:30 (90 mins)*
Monday 21 September	08:00-08:45 (45 mins)*	12:15-13:45 (90 mins)*	16:15-18:00 (105 mins)*

\*Maximum available time window during which to host your 30, 60 or 90 minutes symposium

If you wish to change your symposium timing based on this updated schedule, please contact [corentin.ryu@mci-group.com](mailto:corentin.ryu@mci-group.com).

On the symposium programme form, please indicate your exact session timing. For example, if you have a 60min live symposium on Saturday over lunch time, indicate your 60min slot within the available time span, for example 12:15-13:15.

## PROGRAMME AND SPEAKERS

To have their satellite symposium programme approved by the ESPEN Scientific Committee, companies holding an official satellite symposium programme during ESPEN 2020 are requested to provide the organizers with the following information regarding their symposia:

- Preferred recording option
- Title of the satellite symposium
- Speakers names and complete details
- Title of each presentation given during the symposium

This information must be provided to [corentin.ruy@mci-group.com](mailto:corentin.ruy@mci-group.com) by **17 August 2020** via the **Satellite Symposium Programme form available on the Technical Manual**.

Please note that it is the **sponsor's responsibility** to register the speakers to the congress. You will be contacted by [EspenR@mci-group.com](mailto:EspenR@mci-group.com) regarding the registration of your staff, but feel free to reach out to them for any questions you may have.

## RECORDING OPTIONS

PRE-RECORDED	<u>option 1</u> : handle the recording yourself or through a third-party agency and send us the final video file to be uploaded on the ESPEN platform.
	<u>option 2</u> : use the ESPEN platform to have your speakers record their presentations (see further details on this option further below)
LIVE	<u>Option 1</u> : fully live symposium (no pre-recorded elements). You will use the ESPEN platform to live stream your symposium (further information on this option below)
	<u>Option 2</u> : pre-recorded presentations with live Q&A and/or polling - handle the recording yourself or through a third-party agency and send us the final video file to be uploaded on the ESPEN platform
	<u>Option 3</u> : pre-recorded presentations with live Q&A and/or polling - use the ESPEN platform to have your speakers record their presentations (see further details on this option further below)



We encourage you to use the ESPEN platform for your recordings, as this comes at no additional cost and will ensure proper uniformity across the presentations of your session.

## TO PRE-RECORD YOUR PRESENTATIONS

Whether you have a live symposium or a pre-recorded one, you may choose to use the ESPEN platform to handle the recording of your speakers' presentations.

In this scenario, you will need to communicate the detailed programme of your symposium to [Corentin.ruy@mci-group.com](mailto:Corentin.ruy@mci-group.com) via the symposium programme form. Your programme will then be uploaded to the platform and we will send you the login details for each speaker for the platform, as well as the detailed guidelines on "how to record your presentation", so that you may provide your speakers with all the relevant information.

## TO LIVE STREAM YOUR SESSION

If you intend to hold your session "fully live", with no pre-recording, you will need to communicate the detailed programme of your symposium to [Corentin.ruy@mci-group.com](mailto:Corentin.ruy@mci-group.com) via the symposium programme form. Your programme will then be uploaded to the platform and we will send you the login details for each speaker for the platform, along with the relevant guidelines for them to upload their slides in the platform in due time.

Further information and training will be provided later on regarding the live streaming of the session (speaker virtual green room, moderator access, etc).

