

## 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 & intellectual property

No data should be presented in any satellite symposium which will subsequently be presented either orally or as a poster at the meeting. All data presented shall be exclusive to the ESPEN Congress up until the last day of the Congress. After the Congress, all IP rights will be released back to each sponsor and the content of the satellite symposia may be disposed of as seen fit by each organiser. **If no specific instructions are provided, all satellite symposia will be available on the congress platform in full for 1 year after the congress.**

### Complimentary registrations

All complimentary registrations provide access to the full content of the ESPEN Congress without restrictions.

Duration	30 min	60 min	90 min
#free reg	10	20	30

### Programme and Speakers

All symposia organisers are required to provide the full details regarding their satellite symposium via the official [symposium programme form](#) by **17 August** to [corentin.ruy@mci-group.com](mailto:corentin.ruy@mci-group.com).

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.

### Satellite Symposium formats:

Satellite symposia can be held in any of the following format (to be indicated on the [programme form](#)). The choice of the format is up to the sponsor and does not incur any additional costs.

Fully pre-recorded	Pre-recorded talks with live interaction (introduction, Q&A,...)	Fully Live
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### For recorded files handled directly by the organising company

If the satellite symposium includes any recorded material that will be handled directly by the organising company, please make sure to respect the following guidelines:

File(s) Specs	16/9 - Full HD - Mp4
Bitrate at export	5000 kb/s
Deadline to send the files	25 August
Sent files to	Corentin.ruy@mci-group.com

### To have your speakers record their talks through the ESPEN Platform

Symposia organisers have the possibility to use the ESPEN recording platform at no additional costs. To do so, please send a request to [Corentin.ruy@mci-group.com](mailto:Corentin.ruy@mci-group.com) with the symposium programme form duly completed.

**Important:** all recordings done through the ESPEN platform will be handled between 16-27 August 2021, so you will need to make sure that you speakers are available. Once you confirm that the recording will be handled through the ESPEN platform, you will receive one personalized link per speaker so that they may book their preferred timeslot with a technician to proceed with their recording (between 16-27 August). **All recordings handled through the ESPEN platform will be formatted with the official ESPEN 2021 Virtual Congress branding: the slides and the camera of the speaker(s) will be placed on an ESPEN branded background.**

### Live Components

All live components and interactions during a satellite symposium must be clearly marked on the symposium programme form. **Rehearsals for the live parts of satellite symposia will be done between 28 August and 3 September, please make sure that your speakers are available within that time frame.** A booking link will be sent in due course to reserve your practice session.