Satellite Symposia Sessions Catalogue

Introduction of Satellite Symposia

Satellite Symposia include:

- Broadcasting live or prerecorded Presentations

- Broadcasting live or prerecorded Panel Discussion

- Interaction area to enable the communication between the audience, and the speakers/chairperson

- Optional (extra cost):

    - An evaluation form on the page to collect feedback at the end of the session

Options

	1 Self recording	2 CYIM Recorder Application	3 CYIM Virtual Studio Recordings
Cost invoiced to the industry partner	included in ESC Package	500€ / presentation	5 000€ / session
Collection of Pre-recorded sessions			
MP4 video presentations and panel discussion produced by customer and centralised by CYIM	x		
Speakers presentation(s) recordings		x	x
Panel Discussion recording			x
Live panel discussion streamed in real time	x	x	x
Customised background		x	x
Helpdesk Support	x	x	x
Post-Production			x
Interaction Q&A (Pigeonhole)	x	x	x

	750 €/ session		
Options (Livestream managed by CYIM required) — Evaluation form (Pigeonhole)	x	x	x

Option 1 (Included in your ESC package)

Self Recording

1 Pre recorded presentations and panel discussion provided by industry

For this option, the industry is responsible for providing the final video files to be broadcast live, in the dedicated time slot, with the following rules:

+ Submission of recording files by 15th April 2021, provide your file via box. CYIM will give you further instructions via email.

+ Quality

  + full HD 1080p,

  + Minimum 30fps and 5Mb.

  + Codec H264

  + Maximum size: 5GB

+ 1 file per presentation according to the programme of the session (to be integrated in ESC 365)

+ The duration of each video must be done according to the programme of the session (considering the panel discussion timing)

+ Post-production will imply additional costs (including the split of the presentations).

1   Panel Discussion (Live)

+ Technical rehearsals will be scheduled by CYIM for your speakers

+ For the day of your session a dedicated CYIM team will assist you, <u>more information on this slide</u>

+ The Panel Discussion can be either:

    + Pre-recorded (by the customer) and it will be broadcasted as it is presented

    + Or live panel discussion(s), which occur in real time (the panel discussion(s) will be filmed during the session broadcast) (more information <u>about Live Panel discussion</u>).

Option 2 (CYIM acts as your agency)

CYIM Recorder Application

2   Pre-recorded presentations only

+ With this option, each speaker of the session can record their presentation through our CYIM recording platform.

+ The CYIM recorder can be used in full autonomy by the speaker. After downloading the app, the record can be done at any time. He can redo the record as many time as needed.

+ The industry will receive the video files for validation prior the congress.

+ Every speaker will be able to contact a dedicated customer service:

    + To help check the sound and camera quality
    + To provide assistance on the use of the recorder
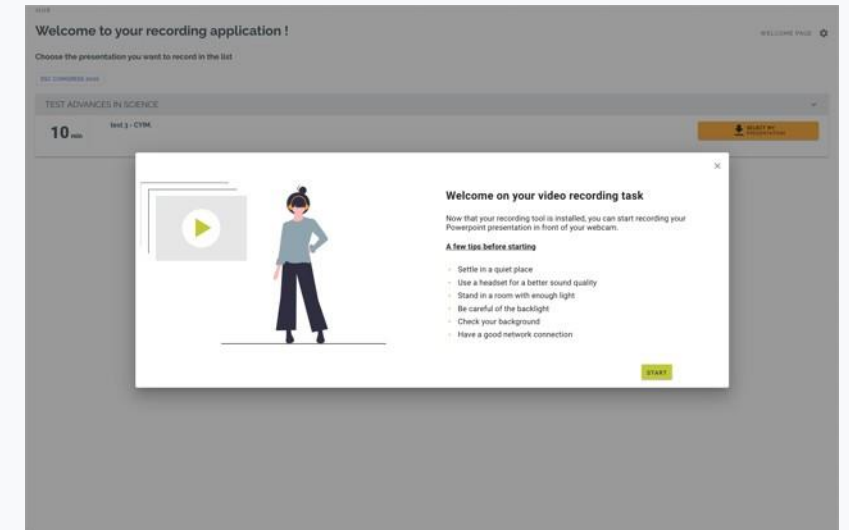
2 **Pre-recorded presentations only**

+ For the panel discussion, it can be:

  + Pre-recorded (by the customer) and it will be broadcasted as it is presented

  + Or a live panel discussion, which occurs in real time (the panel discussion will be [filmed during the session broadcast) (more information about Live Panel discussion)](#)

  + The industry will have the possibly to send a customized background for the records and the panel discussion ([here are the specifications](#)). The ESC background will be applied by default.

 + The same customized background will be added to the recorded presentation.

Your customised background
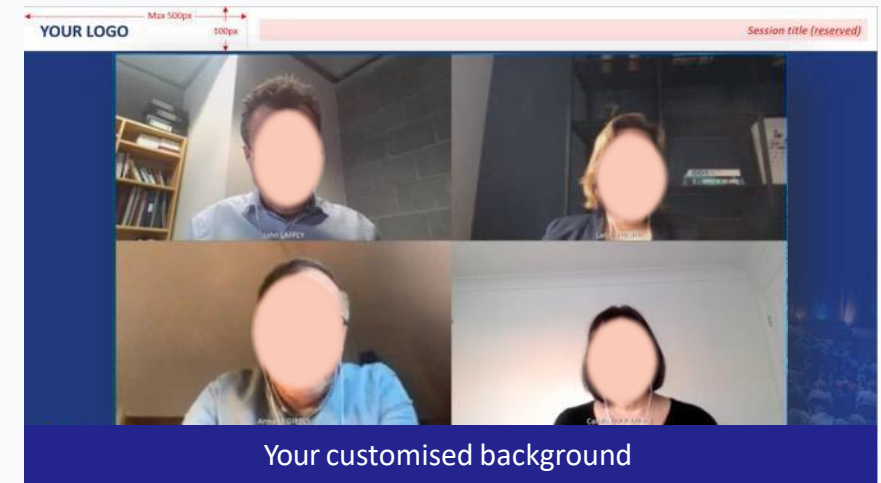
Option 3 (CYIM acts as your agency)

CYIM Virtual Studio Recordings

**3** **Pre-recorded presentation and Panel Discussion (live or pre-recorded)**

+ With this option, part or the whole session will be recorded in our studio like a
live session.

  + Speakers will be connected via a visioconference room and share his presentation.

  + Industry can either record the whole session, included the panel, in one studio
  appointment or either book one appointment by speaker according to their availability

+ A dedicated technical team will assist and guide the industry and each speaker
  during the appointment in order to get the best quality for the record.

+ Speakers will be able to have several tries until the official deadline.

+ Post-production: Editing is possible if needed

  + Remove the blank and gibbering: The industry needs to provide us the exact timing
  to be removed
  + Hide/blurred a slide
  + Shorten a video
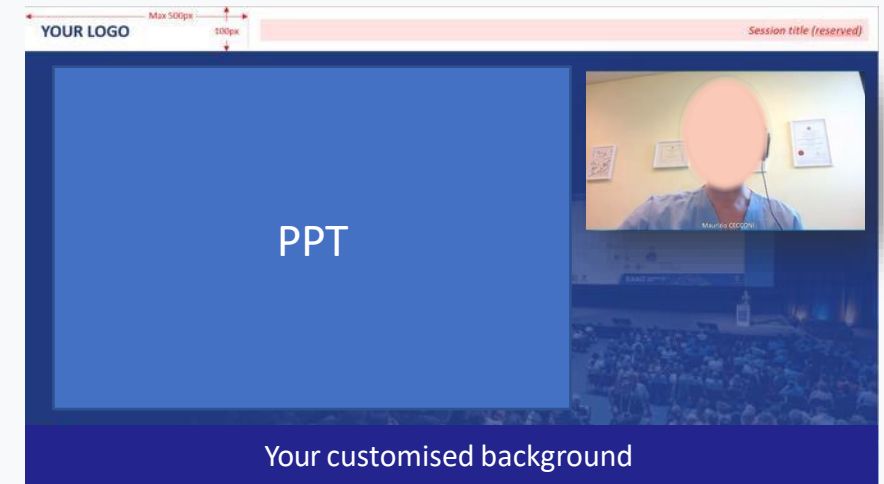
3   Pre-recorded presentation and Panel Discussion (live or pre-recorded)

+ For the panel discussion, it can be:

  + Pre-recorded (in studio as mentioned in the slide above) and it will be broadcasted live

  + Or a live panel discussion, which occurs in real time (the panel discussion will be [filmed during the session broadcast) (more information about Live Panel discussion)](#)

  + The industry will have the possibly to send a customized background for the records and the panel discussion ([here are the specifications](#)). The ESC background will be applied by default.


Your customised background
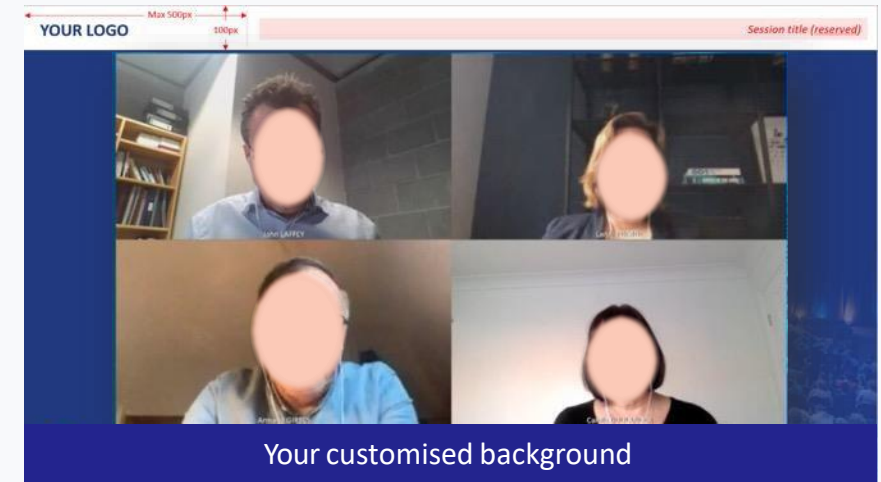
Live Panel Discussion for all options

Live panel discussion

+ Panel Discussions can be <u>at the end and in between presentations</u>

+ For the live panel discussion you will need:

   o To validate the session script with industry responsible and/or moderators through a meeting with technical team: https://outlook.office365.com/owa/calendar/ESC1@cyim.eu/bookings/s/NzadTdOpqUigN-mlJMQbNg2

   o To provide us with a customized background (here are the specifications)

   During the rehearsal our technical team will explain the process and will check the equipment matches the requirements.

Please note that a maximum of 6 speakers/moderators can be displayed and talk at the same time during the panel live.

Your customised background

Your customised background
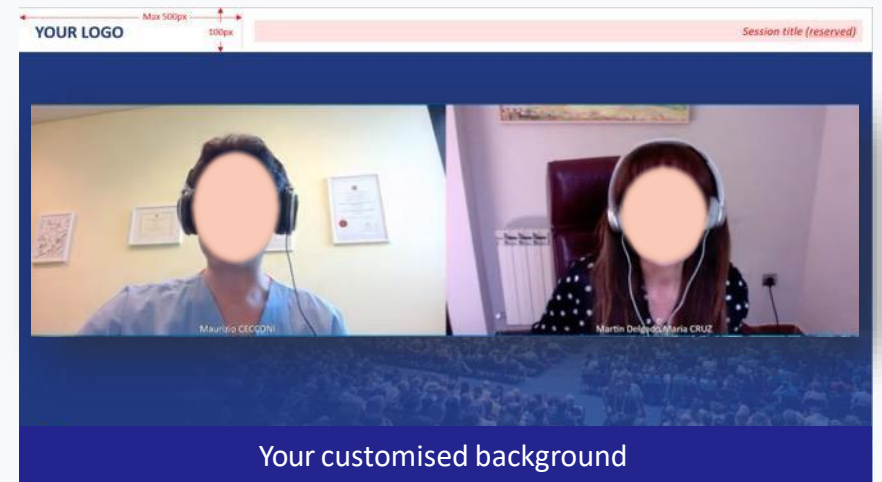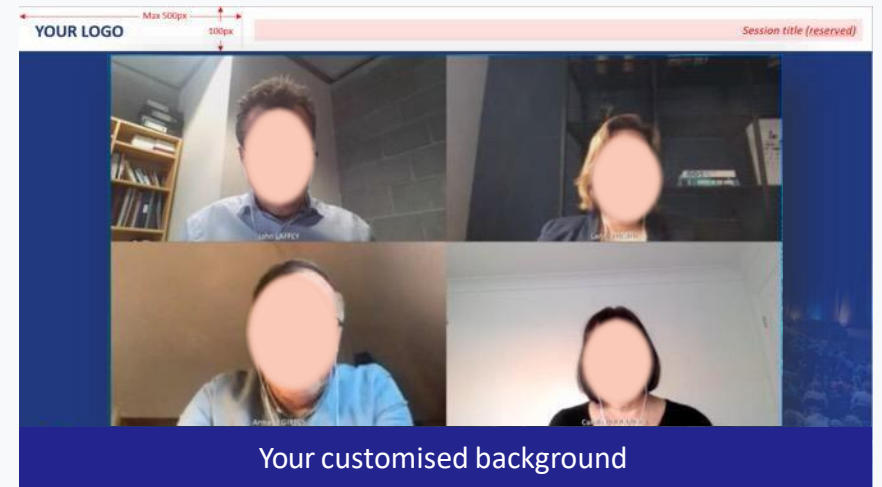
Technical Requirements for Live Panel Discussion

1. Computer environment need :

    + To be plugged to power supply

    + To be connected to internet with a sufficient bandwidth

    + To use Chrome browser (prefered because more stable)

2. The video on the right shows the 3 key points to follow, to make sure that the quality of sound and camera is good for your presentation

3. The agreed conditions and the tools that have been tested during the appointment with the technician, must be the same as those of the day of the live broadcast.

3 key points for a **successful** recording
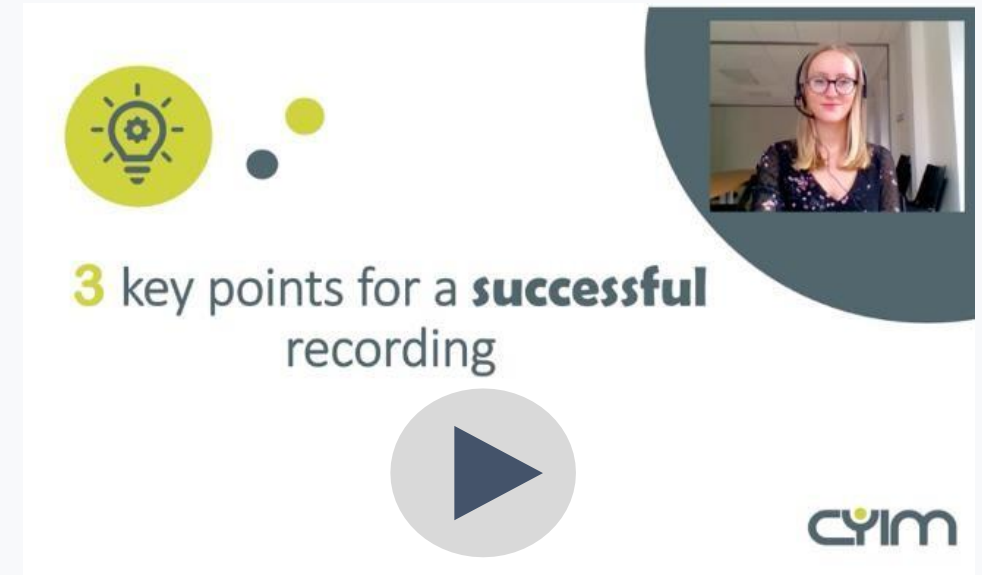
Click on the link to view of the video

Helpdesk Support

+ A dedicated CYIM team for the industry partners

+ Availability to provide assistance throughout the entire phase of preparation

+ Assistance will be provided to the speakers, all along the process with "real" people and no chatbots.


From the physical to the virtual preview !

Customized Background

Refers only to Option 2 & 3

W:500px / H:100px

1. You can customize the banner at the top left. Please provide a banner of 100x500px (500 px is the maximum width) in png or jpeg format. Files sources (.psd, .ai…) can also be sent for a better quality.

2. You can also provide us a 1920x1080 picture that we will use as a background, please keep in mind that some areas, according to preset used could be hidden by the slide and the speaker camera. Example with this logo:

- *If you do not want to use your own company branding, we will keep the general ESC background as a Picture-in-Picture.*

➜ The final design will be sent to you for validation prior the congress.
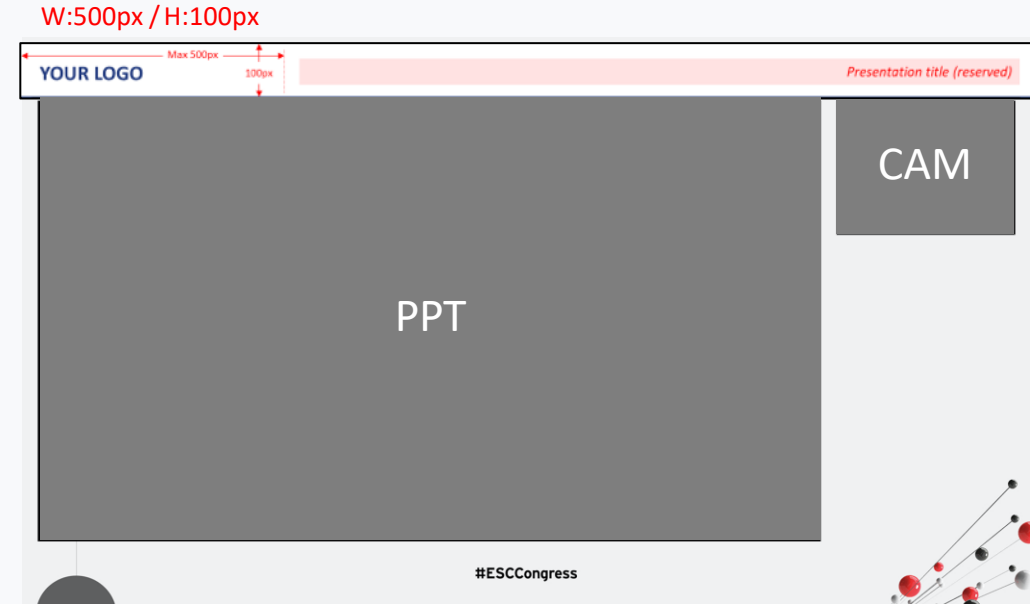
Customised background – to be adapted depending on the number of speakers

+ Depending on the programme of your session and scenario, **several preset can be used.**

+ This point will be discussed with CYIM project manager.
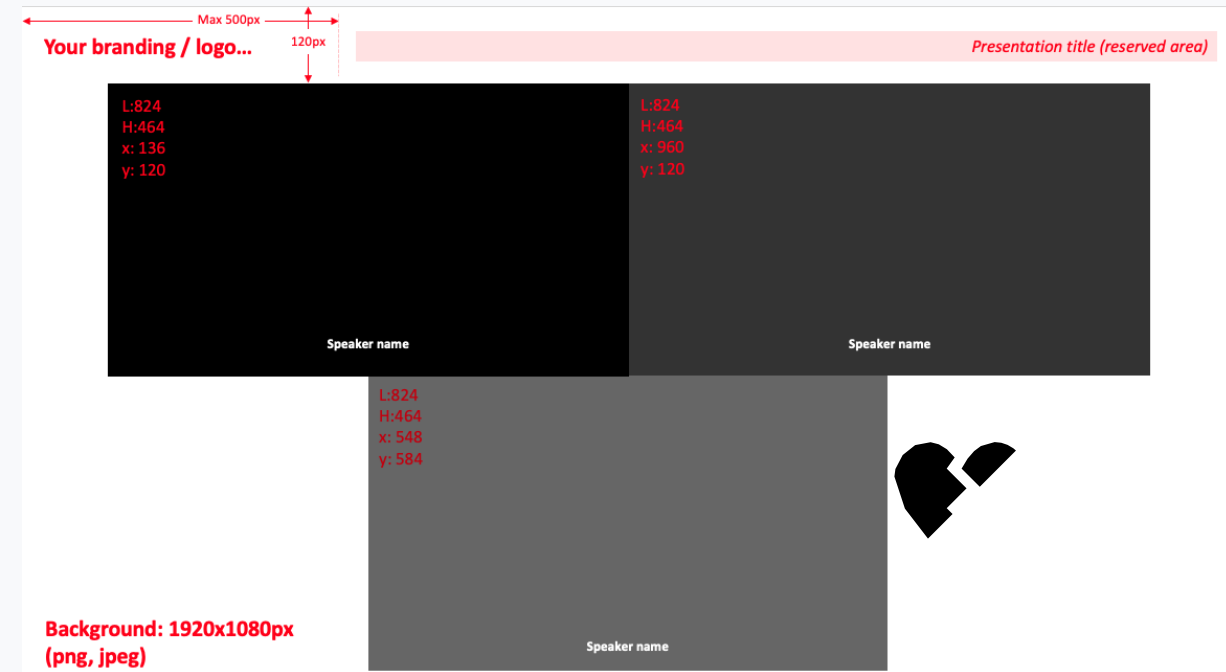
Evaluation Form

Evaluation Form

+ Get feedback from your audience through a customized form

  + Open throughout the session

  + Questions with multiple choice or with open text answered

  + Pre and/or post evaluation form message

  + The audience have to click on a botton in the chat to answer to the EF

  + The questions appear one by one
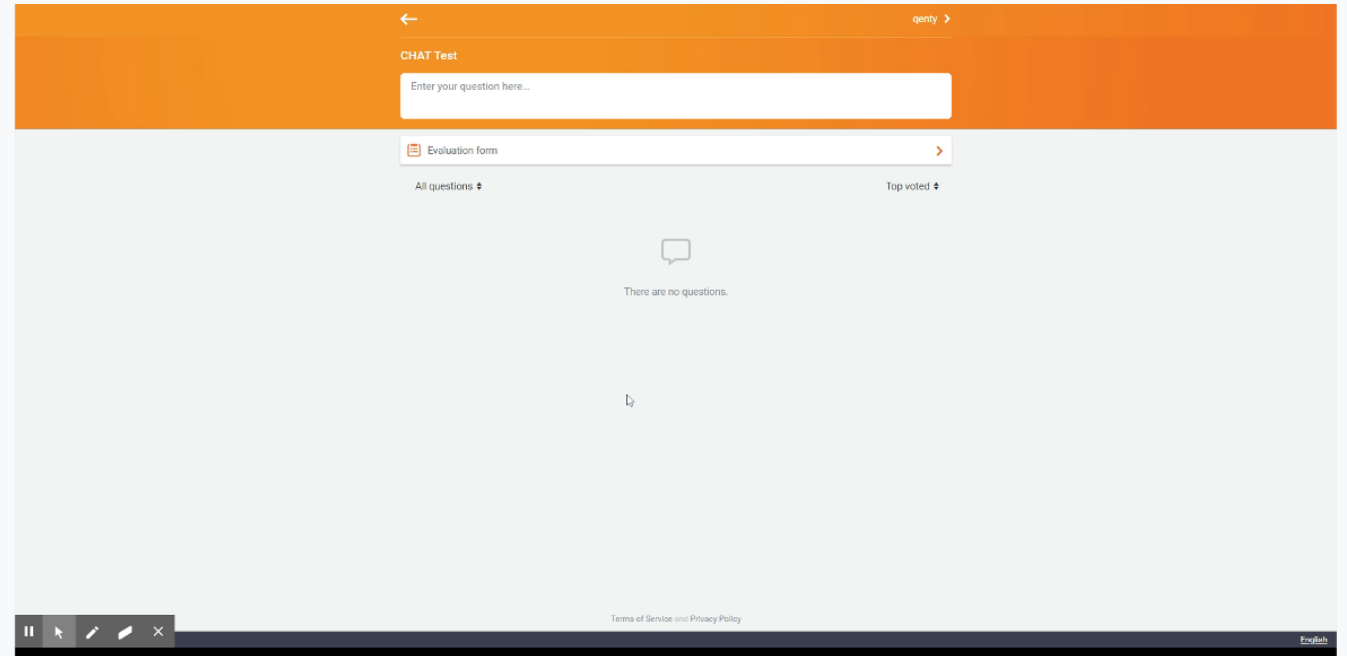
Next Steps

Next steps – contact with CYIM

+   **Book and confirm the recording options**

No matter the options chosen, each responsible of the industry will need to confirm the options to eurocmrservices@escardio.org and esc.congress-supplier@cyim.com by **8th April 2021**.

In order to confirm the Option 2 and 3, you will need to provide your industry details (Address, VAT Number..) to receive the related quotation. The records could be done only with a signed quotation.

+   **Contact**

For any question or appointment please contact : esc.congress-supplier@cyim.com