

ECTRIMS Annual Congress Press/Media Policies and Guidelines

The European Committee for Treatment and Research in Multiple Sclerosis (ECTRIMS) welcomes media participation at its Annual Congress. ECTRIMS offers the following services and benefits to editors, journalists, and health and medical writers from around the world during the Congress:

- Complimentary annual Congress registration
- ECTRIMS Press Room access
- Complimentary internet access / printer / fax
- Admission to the ECTRIMS press conference
- Admission to all ECTRIMS sessions
- One-on-one interview opportunities
- Copies of abstracts / research presented
- Refreshments

Press policy and guidelines

1. Press registration requirements
2. Press badge access
3. Press Room
4. Photography, audio and video recording
5. ECTRIMS Press conference
6. Congress embargo policy
7. Non-ECTRIMS press events

1. Press registration requirements

The Congress media registration (*) is only open to media personnel who are members of the working press.

A press badge will be issued to journalists (including freelance journalists) from the following media sources:

- Journals, magazines and news publications
- News agencies
- Newsletter media
- Broadcast media

Companies or organizations producing publications, videos, and/or other electronic media intended for marketing, advertising, financial analysis, or public relations purposes may not register as Press, nor may financial analysts, public relations personnel or exhibitors.

Identification will be required when you arrive for registration at the Congress by:

- a) a letter of assignment on the letterhead of the news organization being represented
- b) press identification (such as an accredited press card)
- c) a business card issued by a recognized news organization and clearly showing registrant's name and position (editor, writer, producer, reporter)

Freelance journalists must always provide an original letter of assignment.

(*) To register for the Congress as a member of the working press, individuals should download the press registration form from the Congress website (www.ectrims.eu/20..) and fax it to the number on the form. Press registrations must be submitted 2-3 weeks prior to the Congress in order to receive a written confirmation of the registration prior to the Congress opening. Alternatively, registration on-site is possible. Please contact the on-site Secretariat at the Congress venue upon arrival.

Please note that information regarding press registrants is proprietary and ECTRIMS does not give, rent, or sell current, past, or on-site press registration lists.

2. Press badge - access

Registered press members are required to wear the ECTRIMS press badge at all times while on site at the Congress. The press badge will entitle bearers access to:

- The scientific sessions listed in the program
- The press conference
- The congress exhibitions
- The Press Room

3. Press Room

The Press Room will be located in the Congress venue. The Press Room will be equipped with telephones, on-line access, and electrical outlets for lap-top computers. ECTRIMS press releases, abstracts and other relevant information will be available. Limited computer facilities will be available.

Opening hours

The press room will be open throughout the Congress duration. Exact dates and times will be posted on the Congress website.

Press Room access

Information officers for academic institutions, scientific societies or registered medical research charities may register as press room guests (spouses, partners or other guests of journalists cannot be registered as press room guests.)

Press interviews

Registered media representatives may reserve the press room for individual interviews at the information desk in the press room. If registered media representatives know in advance of the Congress which abstract presenters they would like to interview, requests for interviews and/or second sources may be sent to the ECTRIMS Administrative Secretariat for advance coordination.

4. Photography, audio and video recording

ECTRIMS has strict guidelines regarding the use of photography, video and audio recording equipment

- All video operators and photographers must be escorted when outside of the press room.
- Media wishing to photograph or audio/video record any part of the Congress must receive prior clearance from the ECTRIMS press room staff.
- Only journalists accompanied by ECTRIMS staff will be allowed to photograph or videotape brief portions of presentations or poster sessions.
- Registered media must send a written request for their video or photography shooting to the ECTRIMS Administrative Secretariat (ectrims@congrex.com) in advance of the meeting to ensure accommodation.

5. ECTRIMS Press Conference

The official ECTRIMS press conference will take place during the Congress program at the Congress venue. Journalists interested in the agenda for the press conference should contact the ECTRIMS Administrative Secretariat (ectrims@congrex.com).

6. Congress media embargo policy

Journalists are required to observe media embargoes. Media coverage of abstracts being presented at the ECTRIMS Congress is strictly prohibited until the start time of the relevant presentation at the Congress. Content that may be pre-published by ECTRIMS online in advance of abstract print publication is still subject to this ECTRIMS embargo policy. For further information regarding the correct embargo dates/times for the ECTRIMS abstracts, please contact ectrims@congrex.com.

7. Use of the ECTRIMS logo

The use of the ECTRIMS logo on any materials without explicit written permission from the ECTRIMS Administrative Secretariat is prohibited.

8. Non-ECTRIMS Press Events

Press briefings, news conferences, and press receptions other than those sponsored by ECTRIMS must be approved in advance by the ECTRIMS Administrative Secretariat. Organizers of Non-ECTRIMS press events must make sure that there is no overlap in timing of any such events with the Congress scientific program, satellite symposia and ECTRIMS-organised press events.