

# **ECTRIMS PRESS AND MEDIA POLICIES AND PROCEDURES**

ECTRIMS welcomes media participation at its annual congress. The official language of the ECTRIMS is English. Simultaneous translation will not be provided. 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
- Admission to the ECTRIMS press conference
- Admission to all ECTRIMS sessions
- One-to-one interview opportunities
- Copies of abstracts / research presented

1. Press policy and guidelines:

- (a) Press registration requirements
- (b) Press badge access
- (c) Press room
- (d) Photography, audio and video recording
- (e) ECTRIMS press conference
- (f) Congress embargo policy
- (g) Non-ECTRIMS press events

(a) Press registration requirements

The congress media registration is only open to media personnel who are members of the working press.

To register for the congress as a member of the working press, please use the online registration at [www.ectrims-congress.eu](http://www.ectrims-congress.eu). 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.

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 letter of assignment on the letterhead of the news organization being represented
- press identification (such as an accredited press card)
- 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.

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

(b) Press badge - access

Registered press is 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 official ECTRIMS press conference
- Press conferences organized by the industry
- The congress exhibitions
- The press room

(c) Press Room

The press room will be located in the congress venue. The press room will be equipped with on-line access and electrical outlets for laptop computers. ECTRIMS press releases, abstracts and other relevant information will be available.

Opening hours:

The press room will be open throughout the congress opening hours. Exact dates and times will be published in the ECTRIMS final programme book.

(d) Photography, audio and video recording

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

Photographs, audio and video recordings, are not permitted at the ECTRIMS official meeting sessions. This regulation does not apply to industry sponsored satellite symposia or stands in the exhibition area (exhibitors may only take pictures of their own stands for documentation purposes).

Registered media must send a written request for their video or photography shooting to the ECTRIMS Administrative Secretariat ([ectrims@congrex-switzerland.com](mailto:ectrims@congrex-switzerland.com)) to assure accommodation.

(e) ECTRIMS Press Conference

The official ECTRIMS press conference will take place during the congress programme at the congress venue. Pre-registered journalists will receive an invitation to the press conference including the agenda shortly before the congress.

(f) Congress media embargo policies

*Media Embargo for Journalists:*

Journalists are required to observe media embargoes. Media coverage of regular abstracts being presented at the ECTRIMS congress is strictly prohibited until abstracts have been posted on-line at the ECTRIMS website, 2 weeks prior to the congress. For “late breaking news” abstracts, media coverage is strictly prohibited until the first day of the congress.

*Press Releases from Investigators or Study Sponsors:*

Investigators and/or study sponsors who may wish to issue press releases relating to abstracts to be presented at an ECTRIMS congress are also required to adhere to the following ECTRIMS press release embargo policies:

- Press releases related to “regular” abstracts that contain data related to the presentation are strictly embargoed until the abstract is available on-line at the ECTRIMS website, 2 weeks prior to the congress.
- Press releases related to “late breaking news” abstracts that contain data related to the presentation are strictly embargoed until the first day of the congress.
- Investigators or sponsors who wish to issue press releases that contain no actual data related to the presentation but provide “top line” information for release in advance of the normal embargo date need the specific approval of the ECTRIMS Executive Committee, who may require changes in the text before permitting release. Please contact [ectrims@congrex-switzerland.com](mailto:ectrims@congrex-switzerland.com).

*Media Embargo Violations:*

Individuals and/or sponsors who violate these ECTRIMS media embargo policies may face sanctions relating to current and future abstract submissions, presentations and visibility at ECTRIMS congresses.

**For more information about media embargo policies, including the correct embargo dates/times for ECTRIMS abstracts, please contact [ectrims@congrex-switzerland.com](mailto:ectrims@congrex-switzerland.com).**

(g) 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.

(h) 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-organized press events.

**CONTACT**

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