

ECTRIMS Annual Congress Press 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

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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 organisations 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 organisation being represented,
- b) press identification (such as an accredited press card), or
- c) a business card issued by a recognised news organisation 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 send their name, address, and copy of the press ID card to the ECTRIMS Secretariat (secretariat@ectrims.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 visit the onsite registration team 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 onsite press registration lists.

2. Press badge and event access

Registered press is required to wear the ECTRIMS press badge at all times while onsite at the congress. The press badge will entitle bearers access to:

- The scientific sessions listed in the programme
- The official ECTRIMS press conference
- Press conferences organised by the industry
- 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 online access and electrical outlets for laptop 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 opening hours. Exact dates and times will be published in the ECTRIMS final programme book.

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 Secretariat (secretariat@ectrims.eu) for advance coordination.

4. Photography, audio, and video recording

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

Registered media must send a written request for their video or photography shooting to the ECTRIMS Secretariat (secretariat@ectrims.eu) to ensure accommodation.

5. ECTRIMS Press Conference

An official ECTRIMS press conference may be organised during the congress programme at the congress venue. Journalists interested in the agenda for the press conference should contact the ECTRIMS Secretariat (secretariat@ectrims.eu).

6. 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 online 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 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 online 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 the ECTRIMS Secretariat for more information (secretariat@ectrims.eu).

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 the ECTRIMS Secretariat at secretariat@ectrims.eu.

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 Secretariat. Organisers 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.