News Media and Public Relations Policy

The European Respiratory Society (ERS) welcomes the interest of the press in respiratory issues and is happy to provide assistance to journalists attending the Congress or using the Congress website as a resource in their coverage of respiratory issues.

The ERS Press Officer is Lauren Anderson: lauren.anderson@europeanlung.org
The ERS Corporate Relations Coordinator is Alexandre Delage: alexandre.delage@ersnet.org

Registration

The Congress is open to bona fide representatives of print and electronic media. In order to be accredited for the Congress, you must work for a newspaper, news service, magazine, radio or television stations, or an online news publication and provide evidence of this.

Registration is free of charge to journalists who are in possession of a valid, recognised press card and who are actively reporting on the ERS International Congress. Freelance journalists must present a commissioning letter on headed paper from a recognised news organisation or publication, outlining their reason for attendance. Business cards are NOT acceptable.

Journalists must complete the online press registration form and should send a copy of the press card and/or the commissioning letter as part of their application.

You may be asked to provide further evidence of your credentials once your initial registration application is made. Registration for the Congress will only be given once your accreditation has been approved by the ERS Press Officer. Note that their decision regarding all media registration requests is final.

The original of the press card or of the commissioning letter will also have to be presented at the conference registration desk together with a valid passport or ID-card.

Journalists must register in person. Applications for media registration made via pharmaceutical, marketing or public relations companies will not be considered.

Media registration in advance is strongly recommended. This enables us to deal with any queries or problems in advance.

Once your credentials have been reviewed, you will receive confirmation that you are registered. Accredited journalists can collect their press badge on-site, which will permit admission to the press centre. If registering on the day of the event, proof of media accreditation will still be required.

Media credentials

If additional proof of media credentials is requested, you will need to provide evidence.

If you are a print journalist - newspaper/magazine/or scientific journal, you will need to provide:

- Copies of three articles that have been published by a recognised media outlet that you have written, with your by-line on the article. We require scanned or hard copies of the original published article. If these articles are published online, you may send the complete URL rather than scanned or hard copies of the article; AND
- A letter from your editor stating that he or she supports your application and that you have been assigned to cover the Congress; AND/OR
- A copy of your media card.
If you are a broadcast journalist and filmmaker, you will need to provide:

- Audio or video files of a broadcast programme you have worked on, which includes a section where you appear on camera or your name is mentioned in an audio clip. You may send the complete URL rather than upload the film. AND
- A letter from your editor stating that he or she supports your application and that you have been assigned to cover the Congress; AND/OR
- A copy of your media card. If you do not have a media card, your editor must state this clearly in the above letter.

If you are an online journalist (official news website), you will need to provide:

- The complete URL’s of three articles you have written that have been published by a recognised media outlet, with your by-line on the article; AND
- A letter from your editor stating that he or she supports your application and that you have been assigned to cover the Congress; AND/OR
- A copy of your media card. If you do not have a media card, your editor must state this clearly in the above letter.

If you are a blogger, you will need to provide:

- The complete URLs of three blog posts you have written in the last year; AND
- A letter from your organisation stating that they support your application and that you have been assigned to cover the congress for their blog; AND/OR
- A copy of your media card. If you do not have a media card, your editor must state this clearly in the above letter.
- This category will be marked on the quality and relevance of links provided. Being published on a blog does not automatically grant media accreditation.

Representatives of public relations companies, advertising agencies, marketing companies, pharmaceutical companies and their publications are not allowed to register as journalists or to work in the press room. PR representatives from other organisations, whether commercial or non-commercial, are not allowed to register to work in the press working area.

Information regarding media registrations belongs to ERS. Past and current media lists are not available to be given, rented or sold.

Embargoes

Please respect embargo times and dates on news stories.

The majority of the Congress abstracts, including late breaking abstracts, will go online on the Congress website at 00:01am CEST on 27 August 2016 and can be reported from that time onwards.

Any abstracts that form part of the official media programme will not be published until at least 00.01 hrs CEST on the day of their presentation at the Congress and will be embargoed until that date. If abstracts form part of the official media programme, the embargo must match that on the official press release. Please check with the ERS Press Officer for information about exact times of embargoes on these abstracts.
All embargo dates and times are given on the official press releases. When asking for third party comment on releases before the embargo has lifted, journalists are requested to ensure that those interviewed understand and accept the embargo conditions.

Official media materials will be made available at the Congress to registered journalists only.

**Filming, photography and recording**

1. Media outlets or press representatives who wish to film, take photos and / or record during scientific sessions at the ERS Congress in restricted areas must complete a [filming request form](#). If approved, press representatives will be given a filming / photo pass for a specific time and location.

2. The ERS Press Officer will approve requests on a case-by-case basis. Only registered media outlets or press representatives will be allowed to film, take photos and / or record at ERS events. ERS may interrupt any disruptive or hazardous filming.

3. No specific permission is required to film, take photos and / or record outside the main entrance, or within press working areas including the press conference room and the press interview room.

4. It is forbidden to film, take photos or record any scientific session or poster session at an ERS event, unless specific permission has been granted by the ERS Press Officer. Filming in any other part of the Congress Centre is strictly prohibited without prior consent from the Press Officer, and anyone found filming without consent will be evicted.

5. Presenters are the sole proprietors of the content disclosed (data, photographs, slides and so on) during the said scientific and poster sessions and are able to authorise or refuse what can be filmed, photographed or recorded and to what extent this information may be used. Consequently, permission will only be granted if the presenter of the study has authorised filming/photographing/recording of their session. Upon presentation of the presenter’s signature, a “Press Filming & Photography” pass will be issued by the ERS Press Office.

6. Filming, photographing or recording interviews is strictly forbidden in the Exhibition Halls at all times.

7. No scientific session presenter or exhibitor may be filmed, recorded or photographed without the presenter’s consent (including smart phones, mobile devices, etc).

8. Films/photos/recordings are subject to protection of intellectual property, image and personality rights and shall only be used after express authorisation by the ERS Event speaker subject of the said films/photos/recording and only within the scope of the said authorisation.

9. Any film/photo/recording shall only be used for information and communication purposes and must mention the source of the material.

10. Any video transmission or webcast from an ERS Event may only be published/available online after the end of the scientific session they refer to.

11. Transmissions, webcasts, videos, recordings, photos etc. from an ERS Event are not allowed to carry any ERS branding or logos without the ERS’s prior approval.
12. Media outlets and press representatives are expected to abide by the full ERS Media and Embargo Policy, including the Filming / Photography / Recording Policy, and to make sure that any member of staff or any third party acting on their behalf and / or under their authority, comply with the said ERS Media and Embargo Policy.

13. If a media outlet breaks an embargo, the press representative who released the information (cameraman, photographer, editor, etc.) will be held accountable and will be subjected to the penalties. The organisation/media outlet that broke the embargo may also be penalised.

14. Breaking of the Filming/Photography/Recording Policy by any media outlet, press representative, member of staff or any third party acting on behalf of and/or under the authority of any Media outlet or Press representative may be penalised.

**Third party press events**

Companies wishing to organise a news conference during the Congress should send a request in writing to the ERS Corporate Relations Coordinator. It is not permitted to schedule press events, either on or off site, to coincide with key conference sessions or official ERS media events. Contact ERS Corporate Relations Coordinator as above for time slots available. Any news conference must pertain to presentations being made to the Congress in oral or poster sessions, or to the content of an Evening Symposium. This applies to any media event, regardless of whether it is held on or off site. **The programme for any third party news conference should be submitted to and agreed by the ERS Press Officer before any invitations are sent out.**

Third party press releases related to scientific presentations at the conference must be labelled clearly with the abstract number, time and date of presentation to the Congress, and submitted to, and agreed by the ERS Press Officer before they are issued to the media. Third party press releases relating to late breaking abstracts and any other abstracts that are being held back for publication online on the day of presentation to the Congress (e.g. those that form part of the official media programme) must be embargoed to the date of the presentation, with the earliest possible embargo time being 00.01 hrs CEST on the day of presentation. If a release is about an abstract that forms part of the media programme, the embargo must match that on the official press release. Please check with the ERS Press Officer for information about exact times of embargoes on these abstracts. They must be submitted to, and agreed by the ERS Press Officer before they can be issued to the media.


Third party media materials (including press releases, media invitations, flyers and posters) must not contain the ERS logo and must not be presented in any way that could be construed as suggesting endorsement by the ERS or the ERS International Congress.

ERS does not make media lists available to third party organisations.

**If you have any questions, contact the ERS Press Officer, Lauren Anderson**

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