ACTRIMS provides educational programs that allow physicians, scientists, researchers, analysts, faculty, physicians-in-training, and allied health professionals to share and receive information on advances in research and treatment in MS. Guidelines and sanctions will be enforced to ensure that there are no disruptions and the program goals are met.

The guidelines below highlight issues to keep in mind though out the ACTRIMS program and are subject to change without prior notice. Refer to the program website for additional information.

Guidelines for Press and Media

ACTRIMS welcomes media participation and offers the following services and benefits to those who qualify for press badges:

- Complimentary meeting registration
- Press Room access with complimentary Wi-Fi
- Admission to all scientific and poster sessions
- Access to abstracts and exhibits
- Interview with conference leaders
- Press kit with embargoed scientific abstracts
- Press materials
- Meals offered at the conference

Press/Media Registration

Press/media representatives may contact the Media Coordinator (media@actrims.org) to provide the appropriate credentials for registration. Approved media will receive instructions for registering online.

Members of U.S. and Canadian media who have NOT registered in advance must bring the appropriate credentials, for on site press registration consideration. Media representatives without proper credentials will not receive complimentary registration to the ACTRIMS program.

Eligible Press/Media Outlets

Press/media badges are available only to working journalists and writers who must show the appropriate credentials. Any reporter, writer, producer or editor with required credentials from a print, online, or broadcast news organization, including freelance journalists, may have use of the facilities, materials and space in the ACTRIMS Forum 2017 Press Room.

Non-Eligible Press/Media Outlets

Industry sales representatives, exhibitors, members of public relations firms, advertising agency representatives, and medical and/or collegiate institution public relations representatives may not register as media and may not use the Press Room.

Writers attending the ACTRIMS program for the sole purpose of packaging content for profit and/or continuing medical education (CME) opportunities will not be admitted to the Press Room.

Credential Requirements
• Business card clearly showing media affiliation (a print, online, or broadcast news organization) and position (editor, writer, producer, reporter). This can be an e-mail card or an official e-mail signature.

• Letter of assignment from an editor of a recognized publication or a producer of a broadcast program certifying that you are covering the conference for the respective news organization. Alternatively, a letter of intent may be submitted, describing how the information from the ACTRIMS program will be used.

• Freelance journalists must provide copies of bylined medical-related articles and an official letter of assignment from an accredited news organization.

• Journalists from online media, medical publishing companies, health care societies and associations, and university publications must provide media credentials as noted above and provide original editorial news coverage, editorial freedom from advertisers and/or sponsors, and multiple advertisers that are clearly defined.

• Bloggers must provide the URL for the website for which they are writing. Examples of posts that demonstrate recent coverage of medical topics of interest to physicians and/or general patient audiences must be supplied.

Restrictions
ACTRIMS reserves the right to limit the number of press/media registrations per organization based on Press Room space requirements. Initial parameters are:

• A maximum of three (3) individuals from any newspaper, magazine, newsletter, or other regularly issued general interest or health/science publication will be permitted to register as press.

• A maximum of four (4) persons from a television network will be permitted to register as press.

Press/Media Access
All press/media must first report to the ACTRIMS Press Room in order to gain entry to related programs. Upon arrival, you will receive your press badge to be worn at all times while on site.

Registered media have full access to the program at no charge.

Press Room
The Press Room will be located in the official ACTRIMS program venue. The Press Room will be equipped with wireless internet and electrical outlets for laptop computers. ACTRIMS program press releases, abstracts and other relevant information will be available. The Press Room will be open during the official program. Exact dates and times will be provided to registered press/media. Please note that ACTRIMS is not responsible for personal property left unattended in the Press Room.

Press/Media Interviews
A room for press interviews may be reserved at the Press Room information desk. If press/media know in advance of the ACTRIMS program which abstract presenters they would like to interview, requests for interviews and/or second sources may be sent to the Media Coordinator for advance coordination. Press/media is expected to gain approval from a speaker or poster presenter prior to quoting or publishing that individual’s scientific results.

Photography, Audio and Video Recording
• Press/media wishing to photograph any part of the ACTRIMS program via still and/or video camera should receive prior clearance. Press/media recording video footage must complete a film production hold harmless agreement with Omni Hotels. The ACTRIMS media coordinator will provide this agreement.

• Registered media should send a written request of their proposed shooting schedule to the Media Coordinator in advance of the program to ensure accommodation.

• Exhibit booths may not be photographed.
Social Media
Communicating about ACTRIMS Forum 2017 through social media is encouraged within Embargo restrictions. The Twitter hashtag for this year’s meeting is #ACTRIMS2017. Follow @ACTRIMS for updates.

Press/Media Embargo Policies
Press/media are required to observe media embargoes. Media coverage of regular abstracts being presented at the ACTRIMS program is strictly prohibited until abstracts have been posted online on the program website prior to the meeting.

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 the Forum are also required to adhere to the following 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 Forum website, approximately 10 days prior to the meeting.
- Press releases related to late breaking news abstracts that contain data related to the presentation are strictly embargoed until the start of the late breaking presentation session.
- 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 Forum Steering Committee, who may require changes in the text before permitting release. Please contact the Media Coordinator to start the process.

ACTRIMS does not review any outside press releases but will hold those representatives responsible for any misrepresentation.

Press/Media Violations
Individuals and/or sponsors who violate Press/Media policies may face sanctions relating to current and future abstract submissions, presentations and visibility at ACTRIMS meetings.

For more information about media embargo policies, including the correct embargo dates/times for the ACTRIMS program abstracts, please contact the Media Coordinator.

Use of Logos
The use of either the ACTRIMS or ACTRIMS program logos on any materials without explicit written permission from ACTRIMS is prohibited.

Non-Meeting Press Events
Press briefings, news conferences and press receptions other than those organized by ACTRIMS must be approved in advance by the Media Coordinator. Organizers of such press events must make sure that there is no overlap in timing of any such events with the ACTRIMS scientific program, satellite symposia and meeting-organized press events.