

## **EASD MEDIA GUIDELINES**

55th Annual Meeting of the European Association for the Study of Diabetes

### **General Regulations**

1. Any press/media representative (journalist, reporter, blogger, photographer, film crew member etc.) must adhere to the guidelines stipulated here below. EASD embargo policy and filming/photography/recording policy are part of the Media Guidelines.
2. All registered journalists and media representatives are expected to be compliant with the Media and Social Media Guidelines. Failure to do so will result in loss of Press Delegate privileges and access will be denied for future EASD meetings. EASD may seek legal action against those concerned.
3. The EASD logo, The European Foundation for the Study of Diabetes (EFSD) logo and the EASD Annual Meeting logo are the property of EASD. They cannot be used without requesting permission beforehand.
4. The list of registered Press Delegates will not be made available to third parties by the EASD (except for processing registration) due to its data and privacy protection regulations.
5. Everyone who requests registration as a Press Delegate must acknowledge and accept the EASD Media Guidelines. Otherwise access to the EASD Annual Meeting will be denied.

### **Registration**

EASD will accept registrations from journalists and media representatives certifying their status by either a valid press ID card (no business cards) or a letter of assignment from the editorial office of their news organization.

For pre-congress registration, it is required to upload a copy of the press ID card or letter of assignment during the online registration process. No registration will be processed further without this supporting document. For onsite registration, journalists and media representatives are required to present the supporting document to the staff at the Press Registration counter.

Industry spokespersons, staff and PR/communications agents are not eligible for press registration.

EASD reserves the right to deny press registration to anybody it considers not to meet these criteria and the decision of the EASD Press Office is final regarding all press registration requests.

### **Services**

Press Registration includes:

- Access to the entire scientific programme
- Access to press briefings
- Use of the Press Centre (working space is provided, WiFi/LAN, press materials and catering)

## Third Party (Industry PR) Press Conferences

Third party press conferences are permitted however, they cannot be held at the same time as an EASD press conference.

Third parties wishing to conduct a press conference should contact Ms. Lisanne Leonhardt ([l.leonhardt@interplan.de](mailto:l.leonhardt@interplan.de)).

Third parties may distribute press releases or press kits in the Press Centre. Press materials must be delivered onsite to the Press Centre staff and adhere to the EASD embargo policy by clearly stating the embargo time and date in line with the respective presentation at the Annual Meeting.

The Press Centre is not open for industry or PR agency representatives and cannot be used for any type of meeting.

## Filming, Photography and Recording Policy

Filming, photography and recording is allowed in the Press Centre, press conference hall and all open (public) areas of the congress centre but we kindly ask that the privacy of the delegates and staff is respected. Filming, photography and recording is not allowed in the Lecture Halls, the Poster Exhibition Hall, the Speakers' Lounge and the Industry Exhibition.

Filming, photography and recording in areas other than public areas is subject to prior written approval from the Press Centre staff. To photograph, film or record a presenter during his presentation, prior written approval from the presenter is required for permission to be granted by EASD. EASD does not obtain approval for those wishing to film, photograph or record a presenter.

### Filming and photography in the Industry Exhibition are strictly forbidden.

If an exhibitor wishes to grant filming or photography of his booth, please contact the INTERPLAN Industry counter onsite in the Registration Area for special permission. To request permission before the Annual Meeting, please contact Mr. Oliver Heinke ([o.heinke@interplan.de](mailto:o.heinke@interplan.de)).

## Embargo Policy

All abstracts presented at the EASD Annual Meeting are embargoed until the date and time of their presentation in the scientific programme. For Oral Presentations, the embargo is lifted at the beginning of the presentation; for Poster Presentations, the embargo is lifted at 11:59 CEST on Tuesday, 17 September 2019.

All press releases distributed by EASD will clearly state the respective embargo time and date that may differ from the above stated embargo policy for abstracts.

## Governing Law and Jurisdiction

All legal relationships between the parties relating to the EASD Annual Meeting Media Guidelines shall be governed solely by German law.