

MEDIA/PRESS GUIDELINES

Please take a moment to review the following press guidelines regarding attendance and coverage of AACAP's 2014 Annual Meeting.

PRESS REGISTRATION

- Press badges are issued to members of the media upon verification of credentials and/or documentation of an assignment or previous publication or production. All trade/industry media and freelancers must provide documentation of assignment.
- Media outlets should limit their registrants to six, including freelancers specifically hired to cover the meeting, not including technical support such as camera crews and photographers.
- Media technical support personnel (camera crews and photographers) must be registered and issued a press badge. Individuals also registered as commercial exhibitors may not register as press.

Registered members of the media can attend all meeting sessions and exhibits **except:**

- Clinical Case Conferences
- Clinical Consultation Breakfasts
- Clinical Practicum
- Special Interest Study Groups
- Town Hall Meetings
- Member Services Fora
- AACAP Committee Meetings & Events

The policies and privileges outlined below are to be observed at all times by media registrants and other Meeting participants:

- Press badges must be visible at all times.
- Questions to presenters from registered members of the media are limited to before and after presentations.
- Media registrants planning to film presentations or sessions must be **accompanied by AACAP staff** and **registered by September 15, 2014**. They must also report their intentions to film to AACAP Registration.
- All presentations are **EMBARGOED** until the day of the presentation unless the presenter and Chair of the Program Committee agree to an earlier release in writing.
- AACAP does not grant “exclusives” on meeting presentations.
- Any disruption by registered press during the presentations will result in confiscation of press credentials as well as denial of registration to future events.

PHARMACEUTICAL COMPANIES & MEDICAL EDUCATIONAL FIRMS

PUBLICITY/PROMOTION GUIDELINES

- Printed documents (books, press releases, fact sheets, etc.) with logos, philosophy and/or names of pharmaceutical companies are prohibited in any area except for confirmed exhibitors in AACAP's Meeting Exhibit area.
- Pharmaceutical companies, either independently or through medical educational companies, are prohibited from distributing promotional materials or product advertisement to guest rooms or space otherwise shared with attendees at AACAP's meeting, including meeting rooms and areas for social events.
- Pharmaceutical companies, either independently or through medical educational companies, are prohibited from holding press conferences/briefings at the meeting or representing AACAP's meeting content.
- Pharmaceutical companies, either independently or through medical educational companies or public relations companies, are prohibited from using the "American Academy of Child and Adolescent Psychiatry" or "AACAP" in press releases.
- AACAP does not post or share an Annual Meeting list of registered journalists.
- All presentations of data, research, or other information presented at AACAP's Annual Meeting are **EMBARGOED** until the day of presentation. Pharmaceutical and medical education companies may issue releases thereafter.
- AACAP Staff cannot assist pharmaceutical companies and/or medical educational companies in the publicity or promotion of their products, data, or research.
- As registered members of the press, representatives from or employed by pharmaceutical companies or medical educational companies cannot reproduce, distribute, summarize, adapt, publicly perform or publicly display any presentation or its accompanying materials, in whole or in part, for commercial or Continuing Medical Education (CME) purposes without prior written authorization from AACAP.
- Journalists are responsible for conveying to their media outlets that no part of their reporting may be used for CME purposes.

AACAP's Program Committee will determine disciplinary action for violators of any portion of our policy.

All members of the media must read and sign the following statement prior to registering for the meeting.

I agree to the above guidelines that neither I nor the media organization I represent will reproduce, distribute, summarize, adapt, publicly perform or publicly display any presentation or accompanying materials, in whole or in part, for sale or resale for continuing educational purposes without prior written authorization from AACAP and I will not use AACAP's logo in connection with any commercial use of such materials without written authorization.

Name: _____

Media Affiliate/Outlet: _____

Signature: _____ **Date:** _____

Phone: _____

Email: _____

Return signed form to:

AACAP Communications, 3615 Wisconsin Ave., NW, Washington DC, 20016

communications@aacap.org or 202.966.2891 (fax)