

# Registration for the Media Professionals

Please start the registration process only after you have read the Media Registration Eligibility Requirements and Press Guidelines and Media Policies.

## **Eligibility Requirements/ Accreditation**

Media professionals and journalists employed by News Organizations attending our Congress for the purpose of editorial coverage will be granted media credentials. The News Organizations includes newspaper, news services, magazines, radio and television stations, and online publications engaged in disseminating news. Media registration is free of charge, however limited to accredited journalists.

Companies or organizations producing publications, videos, and other products intended for marketing, advertising, financial analysis, or public relations purposes may not register as the media professionals, however will be welcome to register as regular attendees instead.

## **Application for Media Registration**

In order to Complete Media Registration, following 3 procedures will be required. Admitted media professionals will receive press badges (or Arm Badges) at the press registration desk at convention venue.

\*As mentioned in Press Guidelines and Media Policies, **to take photos, video shoots or record the scientific programs are prohibited in principle.** In order to take photographs or for recording audio-visual footage, **you must obtain permission in advance (before the conference) from the speakers, the chairs, and the Congress Management Office.** Therefore, please note that taking photos, video shoots or record the scientific programs will not be permitted at the congress site, if you have not received the permission before completing the Media Registration.

- 1) Read and understand the contents of **Press Guidelines and Media Policies**
- 2) **Complete Online Registration Form**
- 3) **Submit Commitment Form at Registration Desk** at the convention venue, Main Entrance of 1<sup>st</sup> floor of ICC Kyoto.

## **Online Registration Form**

Please fill in the form in ENGLISH by following the instructions.

<Press Registration Form>

[https://reg.convention.co.jp/f-system3/view/view\\_form.php?form\\_id=2575&code=f7fd2](https://reg.convention.co.jp/f-system3/view/view_form.php?form_id=2575&code=f7fd2)

\* Please see the **Press Guidelines and Media Policies** for the TERMIS World Congress 2018.

\* Please bring the copy of auto-reply e-mail and the **Commitment Form** with you to register on site.

Press Badges will be provided at the Press Registration Desk on site.

## Press Guidelines and Media Policies for the TERMIS World Congress 2018

Please confirm the following.

1. Please sign and receive the press badges identifying you as a member of the press and please ensure that you wear it visibly at all times while you remain at the site of the congress. Your access to any of the locations within the congress venue cannot be guaranteed if the name card is not clearly displayed on your person. In addition, those who got permission for taking photos, recording, and video shooting of scientific programs, you need to wear an Arm Band provided by the Congress Management Office. Without the Arm Band, you are not allowed to take photos, video, and record of all scientific programs at congress site.
2. While the congress is being held, any press activities that are deemed unrelated to the themes of the congress will be denied.
3. You are guaranteed free access to the places where all the attendees are allowed to enter. It is, however, not permitted to enter or to perform any media actions in locations where committee meetings or internal gatherings are being held. Also, it is not permitted to take photos, video, and record at Kiyomizu-dera Temple during the Gala Event for the purpose of news gathering activities and coverage.
4. To photo or video shoots the scientific programs are prohibited in principle. In order to take photographs or for recording audio-visual footage, you must obtain permission in advance (before the conference) from the speakers, the chairs, and the Congress Management Office.
5. When undertaking any press activities including photo or video shoots at the lecture site, please refrain from recording the presentation slides, making loud noises, using the flash while taking photos, disturbing other attendees, or impeding the progress of the lectures.
6. Coverage that may violate copyrights or improperly use personal information will not be permitted. Please refrain from taking photos or video of specific attendees of the conference.
7. Please refrain from covering, broadcasting, or publishing aspects of presentations or discussions in which specific patients are identified or where the personal information of patients is disclosed.
8. The management office or reception staff will not help you arrange appointments, schedules or interviews with researchers, physicians or any individual attendees for the entire duration of the congress.
9. Mobile phone or any similar communication tools must not be used at the lecture site. Please ensure that all such devices are either shut down or kept in silent mode.
10. Regardless of these guidelines, please follow any additional directions given or requests made by the congress staff. Individuals that violate above policies will immediately forfeit press credentials for the congress as well as any subsequent meetings.

Congress Management Office of the TERMIS-WC 2018

Tel: +81-6-6221-5933 / E-mail: [termis-wc2018@convention.co.jp](mailto:termis-wc2018@convention.co.jp)

Date: \_\_\_\_\_, 2018

## Commitment Form

I/we promise to accomplish all my/our media activities in strict compliance with the above guidelines and pledge to respect the aim of the congress.

Company name: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Planned content of the coverage: \_\_\_\_\_

■ Do you wish to take photo, record or video any specific lecturer?

(Yes/ No)

■ If "Yes,"

Lecturer's name:

Lecturer's company or organization name:

■ If "Yes," do you promise to fully comply with the press guidelines for the entire duration of the congress and to obtain permission from the speakers, the chairs, and the Congress Management Office in advance?

(Yes/ No)

Attachment:  Business card