

## Policies and Guidelines for News Media Covering the RSNA 2016 Meeting

The Radiological Society of North America is pleased to welcome the world press to its 102<sup>nd</sup> Scientific Assembly and Annual Meeting.

**GENERAL INFORMATION** The 102<sup>nd</sup> Scientific Assembly and Annual Meeting, Sunday, Nov. 27, to Friday, Dec. 2, 2016, at McCormick Place in Chicago, is an international forum of peer-reviewed research, state-of-the-art technology and education for radiologists, radiation oncologists, medical physicists and allied scientists. It is a meeting place for medical imaging leaders worldwide. As such, it provides a host of news opportunities. Recognition of the assembly's high professional standards is reflected in meeting attendance, which averages more than 50,000, and by the number of scientific presentations (2,000 on average).

**NEWSROOM LOCATION** The RSNA Newsroom is located in the South Building, Level 3, Hall A. Newsroom facilities include a work area, broadcast studio, several interview cubicles, and food service.

**NEWSROOM HOURS** Saturday, Nov. 26, 3 - 5 p.m.; Sunday – Wednesday, Nov. 27 – Nov. 30, 8 a.m. - 5 p.m.; Thursday, Dec. 1, 8 a.m. - 2 p.m.

**MEDIA ELIGIBILITY** Press badges are available only to *working press* who can show evidence that their attendance results in original coverage of the RSNA Scientific Assembly and Annual Meeting in print, broadcast or recognized Internet news media. RSNA does not issue press badges to: publishers or a publication's advertising, marketing, public relations or sales representatives; publishers, editors or reporters from manufacturers' house organs or promotional publications; public relations staff of exhibitors or educational institutions; or other individuals who are not actually reporting on the meeting.

To obtain a press badge, identification certifying that you are a working member of the print, online or broadcast news media and/or a letter from an editor stating that you are on assignment to cover the RSNA Scientific Assembly and Annual Meeting is required. Business cards or membership cards from communications or writers organizations are not sufficient to establish eligibility. If RSNA issues you a press badge, you must not participate in sales or development of ads, products for sale or CME products. Working press may NOT also register as exhibitors. RSNA reserves the right to make final determination of media eligibility.

**PROOF OF COVERAGE** If you attended a past RSNA meeting as media, you will be asked to furnish a copy of an article or report resulting from that assignment to be credentialed as press at a subsequent RSNA meeting. If a news outlet sends a staff member or freelancer, the outlet must furnish proof of resulting original coverage in order to send a representative in subsequent years. RSNA does not bear the responsibility for locating coverage.

**ADVANCE REGISTRATION** Advance registration is *strongly encouraged*. Members of the media interested in attending should contact RSNA media relations at 1-630-590-7762, 1-630-571-7837 (fax), or [media@rsna.org](mailto:media@rsna.org) to request registration materials. Media Advance Registration and Housing Forms can be found online at [RSNA.org/media](http://RSNA.org/media).

**ONSITE MEDIA REGISTRATION** Media must check in at the Newsroom to pick up their credentials or to register onsite. A business card or other proof of identity may be required to obtain credentials. For media registering onsite, proof of eligibility will be required. Television, video crews and photographers covering the meeting are required to check in immediately at the Newsroom each day and must be accompanied by a Newsroom representative when shooting inside McCormick Place. Shooting schedules should be provided by Nov. 1 to ensure Newsroom staff availability.

**EXHIBITOR MEDIA INFORMATION** RSNA rules prohibit news conferences on the exhibit hall floor or at hotels or other locations away from the meeting site during meeting hours. Journalists invited to such events are asked to notify RSNA Newsroom staff. As a convenience for journalists, news releases and other information from exhibitors will be displayed in a special area of the Newsroom. Exhibitor representatives are not allowed to distribute press materials outside the news conference facility or Newsroom. It is inappropriate to provide any exhibitor with the news material of other exhibitors. Exhibitor representatives are not allowed in the Newsroom unless accompanied by a journalist who intends to conduct an interview. RSNA advises journalists that it neither reviews for accuracy nor endorses exhibitor news materials.

**SCIENTIFIC PAPERS & VISUALS** In order to help maintain their eligibility for peer-reviewed journal publication, scientific papers and posters may not be available to media. Reprinting of scientific abstracts or posters is strictly prohibited. Journalists who want to use slides, graphs and other visuals to illustrate coverage must have the presenter's permission. Each presenter has been notified that publication or broadcast of illustrations, tables or other portions of his or her work may adversely affect eligibility for publication in peer-reviewed journals.

**CME CREDIT** The Radiological Society of North America is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. The Society sponsors this annual scientific assembly, and as an accredited sponsor, designates this educational activity for CME credit. Because RSNA is the sole sponsor of its assembly, and because the ability to offer CME credit for an educational activity rests on integral participation in the planning, implementation and evaluation of that activity, only the Society can designate this meeting or any portion of it for CME credit. To retain its status as an accredited provider, RSNA cannot and does not designate news or promotional stories issued from its meeting for CME credit, nor does it allow press to do so.

**MEDIA ACCESS** Media may access scientific presentations, plenary sessions, scientific and educational exhibits and technical exhibits during posted hours. Private areas and events, including but not limited to Board and staff offices, physician lounges, Board and committee meetings, and other scheduled private events, are reserved for RSNA representatives and designated professional attendees. RSNA retains final authority in all issues of access. Questions regarding media access should be directed to Newsroom staff.

**INTERVIEWS** Cubicles will be available in the Newsroom for media to conduct private interviews. Interviews may also be conducted in open, public areas, provided that traffic flow is not impeded. *Broadcast media* can reserve the use of a private studio in the Newsroom for radio or television interviews through the Newsroom receptionist. The studio is not soundproof. Interview opportunities with RSNA Board members and other Society leaders are extremely limited and must be arranged through RSNA media

relations staff at 1-630-590-7762 or [media@rsna.org](mailto:media@rsna.org) prior to October 1.

**VIDEO/PHOTO REGULATIONS** Special audio/video requests, including arrangements for taped interviews, must be submitted in writing to RSNA prior to October 1. Please email audio/video requests to Linda Brooks at [media@rsna.org](mailto:media@rsna.org).

**Scientific Presentations/Plenary Sessions.** Television and video crews and photographers must be accompanied by a Newsroom representative when shooting in scientific sessions. Availability of photo escorts is limited. Requests for photo escorts should be emailed along with a planned shooting schedule to Linda Brooks at [media@rsna.org](mailto:media@rsna.org) by November 1, to ensure Newsroom staff availability. As a courtesy to presenters, television and video crews and photographers must obtain the permission of the speaker and moderator before shooting presentations. Television and video crews may not use artificial lights during presentations. Lights may be used only before the session begins or after it concludes. Flash photography is not allowed during scientific presentations and plenary sessions.

**Lakeside Learning Center.** Crews and photographers are asked not to interrupt physicians and others who are studying education exhibits and scientific posters. Physicians can be interviewed in open, public areas, provided that traffic flow is not impeded, or as they leave the Lakeside Learning Center. Flash photography is not allowed during author presentations.

**Scientific Slides or Posters.** Photographic or video reproduction of scientific presentation slides or scientific posters for publication without permission of the presenter is strictly prohibited. Presenters have been notified that publication or broadcast of illustrations, tables or other portions of their work may adversely affect eligibility for publication in peer-reviewed journals. Media are permitted to capture images of slides and posters without the presenter's permission as background for reporting accuracy only.

**Technical Exhibits.** Technical exhibits cannot be videotaped or photographed without the expressed advance consent of the exhibitor. Crews must not enter or walk through the exhibit area with cameras rolling. Arrangements for taping establishing shots of wider areas of the show floor should be made through the Newsroom. Videotaping and photographing of technical exhibits by media must occur during posted exhibit hours. Interviews conducted with exhibitors must be used strictly for news reporting purposes without promotional consideration. Photo escorts are not required on the exhibit floor. However, media wishing to capture images or video on the exhibit floor must provide RSNA Newsroom staff with a planned shooting schedule in advance and a list of interviews conducted before the Newsroom closes each day. Advance shooting schedules should be sent to Linda Brooks via email at [media@rsna.org](mailto:media@rsna.org).

**USE OF AUDIO RECORDING EQUIPMENT** Media may not affix taping devices to the speaker, lectern, speaker's table, microphone or McCormick Place power source during scientific or plenary presentations. Audio recordings are to be used for reportorial notes only.

**ELECTRONIC EQUIPMENT/POWER SOURCE** Media using video cameras, lights, audio recording equipment, computers or any other electronic equipment must provide their own battery-operated power source. Outside of the Newsroom and news conference facility, media may not plug into the McCormick Place power system.

**PHOTOCOPYING & FAXING** A photocopier and a fax machine will be available in the Newsroom for the convenience of reporters. Arrangements should be made with the Newsroom receptionist.

**Failure to follow any of the policies outlined above will result in forfeiture of media credentials for RSNA 2016 and denial of credentials for subsequent RSNA meetings.**

**You will be asked to sign a copy of these policies and guidelines when you register in the Newsroom. Your signature will indicate that you understand and agree to comply with the RSNA 2016 guidelines.**

**QUESTIONS CAN BE DIRECTED TO RSNA Media Relations: 1-630-590-7762 (Phone), 1-630-571-7837 (Fax), [media@rsna.org](mailto:media@rsna.org)**